**Proposal to Host RCE Event 2024 Form**

Please complete this form, to be submitted with an official letter of interest, a tentative programme, budget sheet, and any other supporting documents (optional), to the Global RCE Service Centre ([RCEServiceCentre@unu.edu](mailto:RCEServiceCentre@unu.edu)) by **Friday, 16 February 2024** (12:00 pm, noon, JST).

Please note that following the submission deadline, the Global RCE Service Centre will conduct interviews with host candidates to aid in the selection process.

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| --- | --- |
| Name of RCE(s): |  |
| Which RCE Event are you proposing to host? | 16th Asia-Pacific Regional Meeting  14th African Regional Meeting  13th Americas Regional Meeting  Europe Regional Meeting 2024 |
| Proposed dates (usually 2-3 days):  *For proposals to host any of the* ***RCE Regional Meetings****, please propose the dates between* ***1 June 2024 – 31 October 2024****.* |  |
| Proposed modality: | Fully online  In-person  Hybrid |
| Proposed theme or thematic areas for the meeting: |  |
| Relevance of the theme to the region: (a short description no more than 100 words) |  |
| Objectives: |  |
| Expected outputs: |  |
| Location and capacity of proposed venue: |  |
| Accessibility of the proposed venue and accommodation (e.g., please describe transfer options from the nearest airport including durations): |  |
| Timeline showing preparation of the proposed meeting (please feel free to attach any supporting documents/timeline in a separate format): |  |
| Tentative sources of funding and proposed budget outline (attach budget spreadsheet): |  |
| Contact person(s) with relevant assigned tasks and/or responsibilities: |  |
| Any events that will be held back-to-back with the meeting (optional): |  |
| Visa requirement reference (for meeting participants) e.g., URL for a website of your country’s department of immigration: |  |

Before submitting, please ensure you have completed the necessary documents:

Proposal to Host RCE Event 2024 form (this form)

Official Letter of Interest

Tentative programme

Budget sheet

Any other supporting documents (optional) e.g., list of accommodation options near the meeting venue – such as student dorms, hotels etc.

Submit these to the Global RCE Service Centre at ([RCEServiceCentre@unu.edu](mailto:RCEServiceCentre@unu.edu)) by **Friday, 16 February 2024** (12:00 pm, noon, JST).