



THE EAST ASIAN SEAS CONGRESS

27-30 November 2018

Iloilo Convention Center

PHILIPPINES



25 Years of Partnerships for Healthy Oceans, People and Economies

Moving as One with the
Global Ocean Agenda

Application Form for Partnership Hubs at EAS Congress International Conference

| | |
|---|--|
| Name of Organization/Country | |
| Name of Contact Person | First Name: Last Name: |
| Designation | |
| Contact Details | Address: Email: Tel: Fax: |
| Title of Proposed Event/Session | |
| Format | <input checked="" type="checkbox"/> Format Type (i.e., roundtable, seminar, keynote with panel, presentations with panel, Tedx type, presentation with breakout sessions, video showing, poster type, debate type, etc.) <input type="checkbox"/> Partnership hub combined with exhibit <input type="checkbox"/> Partnership hub without exhibit |
| Short Description and linkage to EAS Congress theme (max. of 100 words) | |
| Target participants | |
| Draft Program (Note: Each side event runs for: Option A: 4 hours; Option B: 2 hours) | (include list of target chairs/co-chairs, moderators, facilitators, speakers, panelists) |
| Target outcome(s) | |

Application Form for Side Events Submission Deadline:

16 March 2018

Submit to:

EAS Congress 2018 Secretariat

PEMSEA Executive Director

PEMSEA Resource Facility

DENR Compound, Visayas Avenue

Quezon City

Philippines

Email: [eascongress2018@pemsea.org](mailto: eascongress2018@pemsea.org)



GUIDELINES FOR INTERNATIONAL CONFERENCE PARTNERSHIP HUB CONVENERS

The International Conference of the EAS Congress 2018 will feature several dynamic events or sessions and side events which are convened by various partners or collaborators (country and non-government entities).

Entities interested to organize an event/activity/session must complete and submit the **Application Form for Partnership Hubs**. Completed forms must reach the Secretariat by email on or before **16 March 2018**.

The proposed event/activity/session must be in line with the EAS Congress 2018 theme, ***“25 Years of Partnership for Healthy Oceans, People and Economies: Moving as One with the Global Ocean Agenda”***, and contribute to further strengthening the implementation of the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA) and contribute to the UN SDG14, in particular. (See Information Package)

Each event (per slot) runs for: **Option A:** 4 hours; **Option B:** 2 hours

In order to ensure that as many organizers/partners can be involved as possible, Application forms may be based on collaborative partnering and involve several co-organizers. If there are multiple partners in one event, one of the partners of the proposed side event should be designated as a lead organizer.

Given the limited slots available and the expected high volume of applications, the EAS Congress Secretariat Technical Team shall review all applications and identify the proposals that most resonate and contribute to the EAS Congress objectives. The Secretariat will inform all applicants of the results by email by **31 March 2018**.

Conveners of selected/approved partnership hub will be responsible for the following:

- Finalizing respective event program with complete list of speakers/presenters, panelists and chairs/co-chairs and moderators.
- Registering and coordinating arrangements (i.e., hotel and flight booking) of respective event speakers/presenters, panelists and chairs/co-chairs and moderators and supported participants. Registrations will be done online.
- Fund participation cost of respective event speakers/presenters, panelists and chairs/co-chairs and moderators and supported participants (depending on the Convener’s arrangement with invited individuals).
- Publicizing respective event. The Secretariat will not produce individual promotional materials for Partner-led events/activities/sessions
- Prepare information materials (brochures/publications) for display or distribution during the event (optional)
- Run and document their respective sessions. (The Secretariat will have roaming photographers and videographers as part of the overall EAS Congress photo and video documentation).
- Submit short write-up (150 words max) of the event/activity/session to the Secretariat at the end of the event/activity/session for inclusion in the Daily EAS Congress Bulletin.

Upon approval of application, conveners will be asked to indicate request for equipment or services needed for the event. Please note that there might be charges for the equipment and some services.

The EAS Congress uses English as its medium. All Conveners are therefore encouraged to hold their event in English, or make their own arrangements for interpretation facilities/services.

CONTACT DETAILS

For inquiries please contact the EAS Congress 2018 Secretariat, via:

PEMSEA Executive Director

PEMSEA Resource Facility

DENR Compound, Visayas Avenue,

Quezon City, Philippines

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