

**United Nations Open-ended Informal Consultative Process on Oceans and the Law of the Sea
Twenty-sixth meeting**

New York, 22 to 26 June 2026

Side Event Request Form

PLEASE TYPE OR PRINT ALL ENTRIES IN BLOCK LETTERS.

Name of requesting organization: _____

Contact Person: _____

Address of requesting organization: _____

Telephone(s): _____ E-mail: _____

Title of the Side Event (Please attach separate sheet with detailed description, including organizing partners, thematic focus and potential speakers)

Short title of Side Event (for door sign; 60 characters including spaces)

Preferred date (Please indicate more than one option)

First option	
Second option	

Preferred room

Conference Room 4

- Kindly note that Conference Room 4 is NOT available on 23 June for side events
- Capacity – 500
- Technical services available (estimated costs below subject to confirmation):
 - Auto-sound – only microphones and earshells will work (\$340)
 - Full BCSS services – sound engineer assistance, computer projection from laptop onto large screen, nameplates (\$1,445) (please note that side-event organizer should use their own laptop)

Conference Room E

- Capacity – 51
- Technical services available (no cost):
 - Self-service managed by side-event organizer. Room is equipped with one 75" monitor and a powered speaker. For the presentation, please bring your own laptop with the file already uploaded onto the hard drive. If using an Apple laptop, you must bring an adapter. A cable connected to the monitor is already installed.



The costs related to the use of the above equipment and services will be covered by:

(Name of the Organization and/or sponsor)

Signed by: _____

(Please print full name and title below the signature line)

Please e-mail to doalos@un.org as soon as possible.