**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) 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) by **Friday, 16 February 2024** (12:00 pm, noon, JST).