

Please fill in all fields and submit the duly completed form along with any relevant attachments to Conference Services Section (CSS/MTCD) GC.Exhibitions@iaea.org

Full title of exhibition						
Brief description						
Content of planned exhibition <i>(relevant for approval)</i>						
Name of requesting Member State or Organization <i>(in full)</i>						
Requester's Name						
E-mail address						
Cell phone number						
Deadlines	<p>To process your request, please ensure:</p> <p>(i) that all of the required information is provided; and</p> <p>(ii) that requests are submitted not later than Friday, 27 May 2022</p> <p>Upon approval of the proposed exhibition by the Director General, exhibitors will receive an email from CSS/MTCD, notifying on the assigned space and providing detailed logistical information by not later than Friday, 27 May 2022</p>					
Space assignments	(i) space assignments are processed on a first-come, first-served basis; and (ii) the maximum exhibition space assigned will be 12 square meters.					
Dimensions <i>(select only ONE box!)</i>	3 m x 2 m	<input type="checkbox"/>	6 m x 2 m	<input type="checkbox"/>	4 m x 3 m	<input type="checkbox"/>
Opening ceremony	(i) only one (1) opening ceremony can take place at any given time; and (ii) scheduling is done on a first-come, first-served basis and a reserved time slot will be confirmed to you					
Opening ceremony date and time <i>(choose THREE potential dates and times)</i>	1st choice	select a date		select starting time		
	2nd choice	select a date		select starting time		
	3rd choice	select a date		select starting time		
Hospitalities	<p>Due to safety restrictions, only a maximum of <u>50 guests</u> are approved by the UN Department of Safety and Security (UNDSS) to attend receptions at the Vienna International Centre (VIC).</p> <p>The information on organizing hospitalities and receptions may be updated closer to the dates of the GC66 in line with the guidance from the Austrian authorities and recommendations of the VIC Medical Service on COVID-19 prevention measures.</p> <p>No additional tables for catering can be provided at the designated exhibition space; therefore, exhibitors are strongly advised to schedule exhibitions involving catering services only in the designated areas. When contacting the VIC catering company, EUREST: cateringVIC@eurest.at, please send a copy to CSS/MTCD GC.Exhibitions@iaea.org</p>					
Equipment	<p>The Agency does not provide technical equipment for opening ceremonies. We advise exhibitors to rent lectern, loudspeakers and microphones from an outside vendor.</p> <p>CSS/MTCD will request, closer to the time, to provide the name of the technician(s), licence plate number to enter via Gate Four and the expected arrival time to the VIC.</p>					
IMPORTANT INFORMATION						
Exhibitors should	<ul style="list-style-type: none"> — ensure not to adhere promotional material (i.e., posters, photos, signs, etc.) to doors and walls of VIC meeting facilities or in any other area designated for GC activities; and — abstain from distributing any information, promotional material or invitations to delegations' desks inside the plenary hall or to any of the meeting facilities in the VIC. 					