



Second International Meeting of the Micronutrient Forum Beijing, China, 12-15 May, 2009

Satellite Meeting and Event Guidelines

The Micronutrient Forum realizes the value of networking and the opportunity to share information outside the official conference events. In our efforts to partner with you and provide value for your investment, the Micronutrient Forum Secretariat is tracking all events held in conjunction with the Micronutrient Forum. We will also use this process to help you secure the venue for your event.

General Guidelines

- For the 2009 Micronutrient Forum meeting we are requesting all our satellite event hosts to keep the length of their sessions to approximately 90 minutes if they will take place during the official dates of the Forum meeting, May 12 to 15, 2009 (see grid below). This will allow delegates to have the opportunity to meet informally with other participants and enhance other opportunities for information sharing and collaboration outside the main program of the meeting as well as the satellite events.
- We request our satellite event hosts to submit a tracking/request form for the event and obtain approval from the Micronutrient Forum Secretariat no later than **31 January 2009**.
- We request that satellite events hosts schedule events during a timeframe that does not conflict with official conference related activities (see grid below).
- The Micronutrient Forum is not responsible for any contractual agreements made by event organizers.

Timeframe for Hosting Satellite Events

The below chart shows the times during the Forum when satellite meetings would not conflict with official Forum events. Note that these times maybe subject to change.

	Pre-Forum	Official Micronutrient Forum meeting				Post-Forum
	Monday, 11 May	Tuesday 12 May	Wednesday 13 May	Thursday 14 May	Friday 15 May	Saturday 16 May
Appropriate times for satellite meetings	All day	18:00 - 19:30	17:00 – 18:30	Not available	Not available	All day
			18:30 - 20:00			

Unrestricted times:

Pre-Forum: any time before Tuesday, May 12

Post-Forum: any time after Friday, May 15

Where Can Satellite Meetings be Held?

It is preferred that all satellite meetings be held at the Beijing International Convention Center or the Beijing Continental Grand Hotel, the official venue and hotel for the Forum. We ask that you coordinate your event through us so we can work with the venue management team to best accomplish your goals. In the event you prefer another off-site venue, we ask that you complete the form so we can track events that are not part of the official meeting.

What is the Process?

1. Download the Satellite Event Request/Tracking Form and submit to the Micronutrient Forum Secretariat as soon as possible and **no later than 31 January 2009**.
2. E-mail or fax completed form to:
Mr. William Dean
Micronutrient Forum Secretariat
A2Z Project/ Academy for Educational Development
Fax: 202-884-3998, Email: mnforum@aed.org
3. Obtain approval from the Secretariat to hold the event (approval generally takes 10 business days).
4. Once approval has been received, the Secretariat will assist you in confirming your arrangements and contracting your space and related services with our local logistics partner, the China Comfort Travel Agency.

Special Requests and Questions

Should you have special requests for your event or general questions, please do not hesitate to contact the Micronutrient Forum Secretariat at mnforum@aed.org.