



RUSSIAN
INVESTMENT
FORUM



APPLICATION
for protocol and administrative signing ceremony support services
at the Russian Investment Forum

Date:
(format: DD.MM.YYYY)

Exact start time:
(if agreed upon with the
Roscongress Foundation)

Planned start time:
(if TBC or to be agreed)

The average duration of a signing ceremony is around 5-10 minutes. If press-briefing is planned before or after the ceremony, 10-15 minutes are added to the total duration of the ceremony, depending on the number of expected questions.

In case of signing several consecutive agreements it's recommended to hold one press-briefing before or after ceremonies.

Full name of the document:

**Number of signatories to the
agreement:**

**Full names of signatories
(organizations) to the
agreement:**

Signatories' full names and
job titles:

Signatories' full names and
job titles in Russian:
(required for the nameplates)

Presence of honored guests
at the ceremony:

Yes

No

Honored guests' participation
format:

Invited together with the
signatories. During the
ceremony stand behind the
top table.

Announced by the
moderator. During the
ceremony are seated
in the front row.

Honored guests' full names
and job titles:

Professional signatory
assistants:

Required

Not required

Folders for the ceremony:

Required

Not required

Pens for signatories:

Required

Not required

Press briefing:

Yes

No

Before the ceremony

After the ceremony

Press briefing participants'
full names and job titles:

Press briefing participants'
full names and job titles in
Russian:
(required for the nameplates)

Gifts exchange:

Yes

No

Contact person

Full name and job title:

Mobile phone #:

Email:

Organization:

Contact person on site

Full name and job title:

Mobile phone #:

Email:

Organization:

The completed application form should be sent by e-mail to press.centre@roscongress.org no later than February 24, 2017. Please allow five working days for consideration of your request. We will contact you to confirm the information and settle any organizational matters.

Please note that if you plan to sign several consecutive agreements, you must fill in a separate application for each agreement and send all applications to the above mentioned email address.

Please be aware that applications for protocol and administrative support services for Press Centre-based events are accepted only if applications to book the Russian Investment Forum Press Centre facilities are submitted accordingly.

**Should you have any questions concerning the Application form, please feel free to contact us by the phone:
+7 985 226 77 57**