**EXPRESSION OF INTEREST TO HOST THE READINESS PACKAGE WORKSHOP**

**DATE:**

**COUNTRY:**

**NIE:**

**CONTACT PERSON (NAME, TITLE, EMAIL, PHONE):**

1. **PARTICIPANT TRAVEL**

Please enter here the information of the location where your organization is suggesting to host the Readiness Package Workshop

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| --- | --- | --- | --- |
| **City** (where workshop will be held) | **City in which Arrival Airport for participants is located** | **Name of Arrival Airport for participants** | **Is the NIE/host Government able to facilitate visas for participants?** (Yes/No) |
|  |  |  |  |

1. **PARTICIPANT ACCOMMODATION**

Please indicate the preferred guest/participant accommodation and also whether the premises of the accommodation would also be the venue for the workshop. Please also indicate if you have alternative guest accommodation places you would like the secretariat to also consider.

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| --- | --- | --- |
| **Name of preferred Hotel** (accommodation for an estimated 40 people) | **Location** (name of suburb) | **Is this hotel also the venue for the workshop?** (Yes/No) |
|  |  |  |
| **Name of secondary preferred/ optional hotels** (maximum of 2 options) | **Location**(name of suburb) | **Is this hotel also the venue for the workshop?** (Yes/No) |
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1. **VENUE**

If the preferred venue for the workshop is different from where participants’ accommodation will be booked, please provide details of the preferred and optional venues. If the venue is the same as where participant accommodation will be booked, then please skip to D.

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| --- | --- |
| **Name of preferred venue** (venue size to accommodate an estimated 40 participants) | **Location** (name of suburb) |
|  |  |
| **Name of optional venue** (maximum of 2 options) | **Location** (name of suburb) |
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|  |  |

1. Please provide details of the NIE contact person who will be the point of contact with the secretariat regarding the workshop. The NIE would be expected to support secretariat staff to organize the workshop, e.g. providing guidance on choice of venue, including identifying a suitable hotel for accommodation, identifying shuttle services from the airport to the hotel (round trip), visas, workshop catering, participant registration at the start of the workshop, etc.

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Telephone** |  |

1. Any other information you would like to share with the secretariat regarding the workshop?

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