



COMMUNITY VILLAGE SUBMISSION FORM

Please complete every section of this form to ensure you provide adequate information for the selection of the Community Village.

Please fill the form, save and submit to communityvillage@icasa2019rwanda.org

The deadline to receive submissions is: **1st July, 2019.**

Notification of selected community village will be sent out: **September 2019.**

NB: Only one activity at a time would be considered

Section 1: Community Village

Point Person for the activity for the Community Village:

.....

Email address for Point Person:

Type of submission (*booth, cultural exhibition, or session*):

Title of Community Village Activity: *Provide a suitable title; please use Title case.*

.....

Overview (200 words): *Specify what will be presented in the booth or cultural exhibition or sessions proposed.*

Format/Methods: (100 words): *Provide an outline of how the Community Village activity will be conducted (e.g. 10 minute group dance with drumming, 50 photo exhibition, major activities will be taking place from 10:15am - 10:45am, 12:15 pm - 12:45 pm, 2:15 pm - 2:45 pm and 4:15pm - 4:45 pm every day from **3rd to 7th December 2019.** (However activities outside of these break times should be listed)*

Materials: Specify what type of equipment is required (e.g. 25m² stage, 2m wall space, 4x2 and 2x2 booth with table and chairs). Specify any resources or printed materials, etc. you would like to distribute.

Target Audience: Specify the group(s) that would most benefit from attending your activity at the Community Village (e.g., clinicians, nurses, community activities organizers, program managers, policy-makers, researchers, advocates, etc.)

Standard Booth Set-up:

- Minimum size of booth (2x2m) - \$1,000
- Maximum size of booth (4x2m) - \$1,500
- Fascia label (Stand sign)
- One shell scheme
- Electrical outlet
- One table
- Two chairs

Additional information:

Section 2: Contact Information

Please provide details of **ALL** Community Village activity organisers (maximum 3 for booth or exhibition, 5 for performance and 3 for session). Please use an additional page, if necessary.

Organizer(s)	Organizer 1	Organizer 2	Organizer 3
Title:			
First Name:			
Last Name/Surname:			

Gender (Female/Male/Other)			
Nationality:			
Date of Birth			
Main Address:			
Company, Institution, Organisation			
Department/Program			
Zip/Postal Code/Street			
City, State/Province			
Country			
Communication Details:			
Telephone			
Mobile			
Fax			
Preferred Email			
Alternative Email			

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