

CALL FOR SIDE EVENTS / WORKSHOPS / SHARE FAIR / EXHIBITION STALL

The Agricultural Extension Week (AEW) 2017 in South Africa is a participatory event and we want people to be able to share their experiences and evidence. You have different options to do so: side events or workshops and share fair. The call for papers and posters has already closed. More information on side events, workshops and share fair is found below.

1. SIDE EVENT OR WORKSHOP

Background and context

AFAAS & SASAE members and affiliates are welcome to hold a side event/workshop on 1 or 2 November 2017, during the Agricultural Extension Week (AEW) South Africa 2017. Organisers can decide to take advantage of the participation of extension actors from all over the world to prepare joint positions for the AEW, initiate partnerships or debate any other extension-related issues. Organisers of side events will be responsible for developing their own materials, inviting attendees, bringing and setting up their own equipment, translation if needed, and financing. Side event organisers will of course benefit from various synergies with the AEW 2017. The Local Organising Committee of AEW 2017 has pre-booked rooms and conference packages, which the organisers will pay to the AEW Secretariat. Side events will be announced in the AEW programme. For any further clarifications contact: ben@sasae.co.za.

How to proceed

Participants who are interested in organising a side event/workshop should send a short announcement (maximum 1 page) describing the proposed contribution using the submission form below to ben@sasae.co.za.

Timeframe for proposals for side events / workshops

Activity	Due date
Submission of proposal and registration for the AEW 2017	26 May 2017
Final confirmation and allocation of time for the side event/workshop by the Local Organising Committee, including preparation of a letter of agreement	15 June 2017
Own organisation of the side event, including registration, logistics, etc.	15 July – 8 September 2017

1. SIDE EVENT OR WORKSHOP: REGISTRATION FORM

1. Title of your side event or workshop (without abbreviations)

2. Summary of content (one sentence only)

3. Content (not more than 1500 words)

Content of the side event/workshop and links to RAS, AFAAS, or the Agricultural Extension Week (AEW) South Africa 2017 (maximum 1 page, including contextualisation and description, key objectives, and expected outcomes). We advise you to write it in another programme and then copy the text to here.

Copy text here

4. Further reading or more information if applicable (Please post a link here)

Post link here

5. How can people register for this side event/workshop?

6. Expected numbers of participants

7. Preferred date (mark yes or no)

2 November 2017 Afternoon Yes/No

3 November 2017 Morning Yes/No

8. Your details:

Title:

First Name:

Last Name (Surname):

Job Title:

Organisation:

Country:

Email Address:

Cell number:

2. STAND AT THE SHARE FAIR

Background and context

The share fair has become a tradition at AFAAS AEW. Participants can use this occasion to share information on their latest programmes or projects, distribute important publications or present new ideas. The share fair this year will run the afternoon of Thursday 2 November and morning of Friday 3 November. Depending on the number of requests it could be expanded.

What we are looking for

The share fair is open to anyone to share any materials related to the conference theme and extension. While standard booths and stands usually display brochures, posters, publications, videos etc., proposals to use other types of creative media that can be shown or presented in a limited space are welcome, including exhibitions, poems, musical pieces, etc.

How to proceed

Participants who are interested in having a stand at the share fair are invited to send their proposal to ben@sasae.co.za .

The Local Organising Committee will try to accept as many stands as is logistically possible and announce the stands with the information provided in the proposal on the AEW / AFAAS and SASAE websites.

Timeframe for proposals for share fair stands.

Activity	Due date
Submission of proposal and registration for the AEW 2017	26 May 2017
Confirmation of share fair stands	15 June 2017
Building up the share fair stand	1 November 2017 2017

2. SHARE FAIR: REGISTRATION FORM

1. Title of your stand (without abbreviations)
2. One sentence on content (one short sentence on your stand to be included in the meeting programme)
3. Further reading or more information (Please post a link here)
4. What materials do you intend to bring?

5. What do you need to present your material/input?

Table Yes/No

Flip Chart Yes/No

Pin Board Yes/No

6. Your details:

Title:

First Name:

Last Name (Surname):

Job Title:

Organisation:

Country:

Email Address:

Cell number:

3. EXHIBITION STAND

Background and context

The exhibition stands is mainly for organisations who would like to contribute to the AEW in the form of sponsorships. Organisations can use this occasion to share information on their programmes or products and distribute information to the conference participants. The exhibition this year will run the afternoon of Thursday 2 November and morning of Friday 3 November. Depending on the number of requests it could be expanded.

What we are looking for

The exhibition stands are open to anyone who contribute to the conference through sponsorships to show their organisation and products to the participants of the conference. The size of the stands will depend on the amount of sponsorship.

How to proceed

Organisations who are interested in having an exhibition stand at the AEW are invited to send their proposal to ben@sasae.co.za .

The Local Organising Committee will acknowledge all sponsorships and announce the stands with the information provided in the programme and on the AEW / AFAAS and SASAE websites.

Timeframe for proposals for exhibition stands.

Activity	Due date
Submission of proposal and registration for the AEW 2017	26 May 2017
Confirmation of exhibition stands	15 June 2017
Building up the exhibition stand	1 November 2017 2017

3. EXHIBITION STAND: REGISTRATION FORM

1. Organisation (without abbreviations)

2. One sentence on your core business (one short sentence on your stand to be included in the meeting programme)

3. Further reading or more information (Please post a link here)

4. What materials do you intend to bring?

5. What do you need to present your material/input?
Table Yes/No
Flip Chart Yes/No
Pin Board Yes/No

6. Your details:
Title:

First Name:
Last Name (Surname):
Job Title:
Organisation:
Country:
Email Address:
Cell number: