



## IIP CO.NX Program Request Form

### Requestor Information:

1. **Name:**
2. **Title:**
3. **Office:**
4. **Email:**
5. **Phone:**

### Program Confirmation: *(Internal Use Only)*

1. **Program Date:**
2. **Program Time:**
3. **Program Lead:**
4. **Assistant Producer:**
5. **Program URL:**

### Requested Program Details:

1. **Program Title:**
2. **Date:**
  - a. **Alternative Date:**
3. **Time (Local & GMT):**
4. **Duration:**
5. **Target audience:**
6. **Are you representing an embassy? If so, which one(s)?**
  - a. **If not, do you currently have an embassy involved with this topic/program? (Please list):**
7. **Format (e.g., video webchat, text-only, audio-only streaming):**
8. **Language:**
  - a. **Are the presenter(s) and moderator (if applicable) fluent in the program's proposed language?**
9. **Moderator:**
10. **Presenter(s):**
  - a. **Presenter Bio(s):**
  - b. **Where will the presenter be located during the chat?**
  - c. **If the presenter will not be in the CO.NX studio, please specify the setup you envision:**
11. **Contact Details:** *(Please note that the CO.NX team will need to be in direct communication with each presenter(s) and moderator.)*

**Requested Marketing Details:** *(For Public Events Only)*

If you would like to request marketing and promotional support, please complete all details using the appropriate language for the program.

1. **Short description for social media & newsletter promotion:**
2. **Links to press release(s):**
3. **Links to relevant articles, photos, or videos for use in promotion:**
4. **Links to other social media sites, websites, and/or organizations promoting the program:**
5. **Hashtag(s) for Twitter promotion:**
6. **Foreign language status updates for Twitter and/or Facebook:**
7. **Additional information not included above:**
8. **Please insert or attach an image for promotional use:**