SIDE EVENT STRUCTURE

FEES

Base Fee ($250) + Time

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>30 Minutes</td>
<td>$500</td>
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<tr>
<td>60 Minutes</td>
<td>$1,000</td>
</tr>
<tr>
<td>90 Minutes</td>
<td>$1,500</td>
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INCLUSIONS

- 1 free Borlaug Dialogue registration
- Side Event details fully listed on conference website and in official Borlaug Dialogue agenda
- Side Event details in two e-blasts to all participants
  - Mid-September
  - One week out | Week of October 5
- Weekly attendee list of those consenting to be contacted about Side Events
  - Beginning September 7
- Side Event materials on exclusive Borlaug Dialogue Attendee Event Hub
  - Reports
  - Videos
  - Flyers
  - Articles
  - Podcasts
  - Other digital materials welcome

VIRTUAL FORMATS
Potential Side Event session styles can include:

- Roundtable/Panel Discussions
- Networking/Reception Events
- Report/Project Presentations or Announcements
- Award/Recognition Presentations
- Keynote Presentations
- Demonstration Presentations

Other Formats welcome + Hosting of any In-Person Events will be considered on a case by case basis

OUTLINE OF PARTNER RESPONSIBILITIES

Creation of Content
- Host organizers have sole responsibility to cultivate and execute the Side Event, including oversight of the virtual platform the day of the Side Event. World Food Prize Foundation staff can aid in development of the content of Side Events.

Platform And Registration
- Procurement of a technological platform is the responsibility of the Side Event host organizer.
- Expenses incurred related to technical support also are the sole responsibility of the Side Event host organizer.
- Side Event Hosts are encouraged and welcome to use a registration platform of their choice.

Communications
- Direct correspondence with attendees, per the weekly attendee list, is the responsibility of the Side Event host organizer.
- Any additional promotion or cross-promotion with the Borlaug Dialogue is welcomed.

www.worldfoodprize.org/sideevents
**TIMELINE**

- Early August: Borlaug Dialogue Registration Open
- Suggested: Interest Form Submitted
- Mid-August: Side Event details provided to WFPF
- September 10: First Side Event E-blast
- Mid-September: Second Side Event E-blast
- Week of October 5: Borlaug Dialogue International Symposium
- Week of October 12: Borlaug Dialogue Registration Open

**INTEREST FORM**

We ask that all interested partners provide the preliminary details of their event via our Interest Form. We understand that the submitted items are subject to change, but we ask that you provide elementary details regarding the direction of your proposed Side Event.

**SIDE EVENT TIME SLOTS** | Central Daylight Time

- **MONDAY, OCTOBER 12**
  - 5:00 AM - 8:45 AM
  - 1:00 PM - 8:00 PM
- **TUESDAY, OCTOBER 13**
  - 5:00 AM - 8:45 AM
  - 10:00 AM - 8:00 PM
- **WEDNESDAY, OCTOBER 14**
  - 5:00 AM - 8:45 AM
  - 1:00 PM - 8:00 PM
- **THURSDAY, OCTOBER 15**
  - 5:00 AM - 8:45 AM
  - 10:00 AM - 8:00 PM
- **FRIDAY, OCTOBER 16**
  - 5:00 AM - 8:45 AM
  - 1:00 PM - 8:00 PM

**BORLAUG DIALOGUE AGENDA** | Central Daylight Time

- **MONDAY, OCTOBER 12**
  - 9:00 AM - 1:00 PM
- **WEDNESDAY, OCTOBER 14**
  - 9:00 AM - 1:00 PM
- **FRIDAY, OCTOBER 16**
  - 9:00 AM - 1:00 PM

**CONTACTS**

**SIDE EVENT CONTACT**
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**BORLAUG DIALOGUE CONTACT**
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**WWW.WORLDFOODPRIZE.ORG/SIDEEVENTS**