



## CanWaCH Canada Pavilion - Application Form

The Canadian Partnership for Women and Children's Health (CanWaCH) and Women Deliver 2019 Mobilization Canada (WDMC) have secured Steamworks to be the home of the 'Canada Pavilion' during the Women Deliver 2019 Conference taking place in Vancouver June 3-6, 2019. Less than a 10-minute walk from the conference location (Vancouver Convention Centre), the Canada Pavilion will be the go-to location for events hosted by Canadian organizations between June 2-7 to highlight Canadians' presence during the Women Deliver Conference.

CanWaCH and WDMC are providing the venue space, basic A/V and basic furniture requirements at no cost for CanWaCH members and WDMC 'Mobilizers' to host events that seek to advance the conversation on women's health, rights and well-being and gender equality. Non-CanWaCH members and non-Women Deliver Mobilizers may apply to be 'wait-listed' for the event space, however preference will be given to CanWaCH Members and Women Deliver Mobilizers.

Throughout the selection process, CanWaCH and WDMC will prioritize proposed events that provide a balanced representation of CanWaCH Members and of WDMC Mobilizers. Consideration will be given to: areas of focus, geographic location, Canada's official languages, and organization size. Preference will be given to events where more than one CanWaCH Member and/or Women Deliver Mobilizer are working together; however individual organizations are still encouraged to apply. We will only accept applications that include a Canadian-based organization. International organizations may apply if partnered with a Canadian organization.

The venue space is available from Sunday, June 2, 2019 starting at 4:00 pm until Friday, June 7, 2019 at 11:00 am.

The deadline to apply for the venue space is Monday, March 18th at 5 pm ET. Applications received after this date will be placed on the wait-list.



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### About your Organization

1. Organization: \_\_\_\_\_
2. Lead Contact Name: \_\_\_\_\_
3. Title: \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Phone: \_\_\_\_\_
6. Address: \_\_\_\_\_
7. City: \_\_\_\_\_
8. Province: \_\_\_\_\_
9. Postal Code: \_\_\_\_\_
10. Website: \_\_\_\_\_
11. Are you a CanWaCH member?  Yes  No
12. Are you a Women Deliver Mobilizer?  Yes  No
13. Are you partnering with one or more other CanWaCH members or Women Deliver Mobilizers on this event?  Yes  No
14. If yes, which CanWaCH member(s) or Women Deliver Mobilizer(s) are you partnering with? \_\_\_\_\_  
\_\_\_\_\_
15. Are you a sponsor or the Women Deliver 2019 Conference?  
 Yes  No
16. Are you hosting or co-hosting any other events at any other location during Women Deliver?  Yes  No
17. If yes, please provide details on this other event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### Event Description

18. What is the name of the event that you wish to host at the Canada Pavilion?

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19. Event Type:

Seminar or Lecture

Workshop

Panel Discussion

Meeting

Reception

Media Briefing

Other (please describe): \_\_\_\_\_

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20. What is the objective of your event?

*Please describe your event in a compelling way. This information will be referenced by the selection committee and used to promote your event (if applicable) as part of Canada Pavilion programming.*

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21. Why is your event important to highlight Canadians' presence at Women Deliver? \_\_\_\_\_

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## CanWaCH Canada Pavilion - Application Form

22. Who is your target audience? \_\_\_\_\_

23. How many attendees do you anticipate having at your event? \_\_\_\_\_  
\_\_\_\_\_

24. Do you anticipate inviting, or are you inviting any high-level guests, such as  
Ministers, Parliamentarians etc.?  Yes  No

25. Additional information about your event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### Date & Time

26. Please select your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> date and time choices. We will do our best to accommodate your preferred time.

1<sup>st</sup> Choice: # \_\_\_\_\_

2<sup>nd</sup> Choice: # \_\_\_\_\_

3<sup>rd</sup> Choice: # \_\_\_\_\_

	Date	Event Type	Time
#1	Sunday, June 2	Mid-afternoon	4:00 pm - 5:00 pm
#2	Sunday, June 2	Reception/Dinner	6:00 pm - 8:00 pm (can extend to 10:00 pm)
#3	Monday, June 3	Breakfast	8:00 am - 9:30 am
#4	Monday, June 3	Mid-Morning	10:30 am - 11:30 am
#5	Monday, June 3	Lunch	12:30 pm - 2:00 pm
#6	Monday, June 3	Mid-afternoon	3:00 pm - 4:00 pm
#7	Monday, June 3	Reception/Dinner	5:00 pm - 7:00 pm (can extend to 10:00 pm)
#8	Tuesday, June 4	Breakfast	8:00 am - 9:30 am
#9	Tuesday, June 4	Mid-Morning	10:30 am - 11:30 am
#10	Tuesday, June 4	Lunch	12:30 pm - 2:00 pm
#11	Tuesday, June 4	Mid-afternoon	3:00 pm - 4:00 pm
#12	Tuesday, June 4	Reception/Dinner	5:00 pm - 7:00 pm (can extend to 10:00 pm)
#13	Wednesday, June 5	Breakfast	8:00 am - 9:30 am
#14	Wednesday, June 5	Mid-Morning	10:30 am - 11:30 am
#15	Wednesday, June 5	Lunch	12:30 pm - 2:00 pm
#16	Wednesday, June 5	Mid-afternoon	3:00 pm - 4:00 pm
#17	Wednesday, June 5	Reception/Dinner	5:00 pm - 7:00 pm (can extend to 10:00 pm)
#18	Thursday, June 6	Breakfast	8:00 am - 9:30 am
#19	Thursday, June 6	Mid-Morning	10:30 am - 11:30 am
#20	Thursday, June 6	Lunch	12:30 pm - 2:00 pm
#21	Thursday, June 6	Mid-afternoon	3:00 pm - 4:00 pm
#22	Thursday, June 6	Reception/Dinner	5:00 pm - 7:00 pm (can extend to 10:00 pm)
#23	Friday, June 7	Breakfast	8:00 am - 9:30 am
#24	Friday, June 7	Mid-Morning	10:00 am - 11:00 am



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27. If you have an alternate time request (i.e., a completely different time and/or time duration), please explain the nature of your request below as well as the reasoning for the request (i.e., a training seminar requiring 4+ hours, an evening reception etc.). We will do our best to accommodate your request, but not all requests will be granted.

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### Event Logistics

28. Which set-up will you require?

- Seated at Tables**; Max capacity of 110 attendees (additional charge for furniture over 85 attendees)
- Theatre Style** (chairs in rows, no tables); Max capacity of 75
- Reception Style** (standing cocktail reception, high-top tables); Max capacity of 120 (226 attendees for events that begin after 6 pm)
- Other (please describe): \_\_\_\_\_

29. What food will you require at your event? (please check all that apply)

*\*Note that you will be responsible for the cost of the food and beverage and you will receive an invoice from CanWaCH for the costs incurred.*

- Coffee / Tea
- Bar
- Snacks
- Meal Service - Buffet
- Meal Service - Plated
- Reception Style
- No Food or Beverage Required
- Other: \_\_\_\_\_

30. Will you require and additional items to be brought to your event such as the below? (please check all that apply)

*\*Note that you will be responsible for the costs of any of these items plus delivery*

- Décor
- Flowers
- Furniture
- Entertainment
- Other: \_\_\_\_\_



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31. Basic A/V (Projector or TV) is included in the rental, and one microphone is available in the larger room. Will you require any additional A/V such as the below? (please check all that apply)? (please check all that apply)

*\*Note that you will be responsible for the costs of any of these items plus delivery*

- Additional projector
- Additional microphones
- Podium
- Simultaneous translation equipment: Please note the space is limited and may not be possible in all the rooms
- Other: \_\_\_\_\_

**Thank you!**

If you have any questions, please visit our Frequently Asked Questions on the CanWaCH Website. If you still have questions after reviewing the FAQs, please contact [info@CanWaCH.ca](mailto:info@CanWaCH.ca).