



Invitation for Side Events

1. Introduction

Ministry of Agriculture in collaboration with Africa Forum for Agriculture Advisory Services (AFAAS) and Malawi Forum for Agriculture Advisory Services (MaFAAS) invites organizations, institutions, groups and individuals to submit proposals for side events. These will be held alongside Africa-wide Agricultural Extension Week, taking place at the Bingu International Conference Centre in Lilongwe, Malawi from 12th May 2025 to 16th May 2025.

Side events are an excellent opportunity to engage with attendees, share insights, and promote meaningful discussions alongside the main event.

This guide provides key information on logistics, venue arrangements, fees, and other essential details to help you plan a successful side event.

2. Side Event Formats

Side events can take various forms, including:

- **Panel Discussions** – Expert-led conversations on relevant topics
- **Workshops** – Interactive sessions for skill-building and hands-on learning
- **Networking Events** – Opportunities for collaboration and knowledge sharing
- **Exhibitions & Showcases** – Displaying research, innovations, or products

3. Logistics & Venue Arrangements

3.1. Venue Options

Side events can be held:

- **On-Site** – At the official venue of **[Main Event Name]**, with designated spaces available for booking.
- **Virtual or Hybrid** – Hosted online via streaming platforms, allowing remote participation.

3.2. Duration & Scheduling

- Side events typically range from **60 to 120 minutes**.
- Scheduling is subject to availability of time and will be confirmed upon acceptance.
- Events should not overlap with key plenary sessions, unless otherwise agreed.

3.3. Technical Support

- **On-site support:** Projectors, microphones, and basic A/V equipment will be available upon request.
- **Online events:** Organizers must manage their own streaming or webinar setup unless arranged otherwise.

3.4. Catering & Hospitality

- Catering is available at an additional fee; organizers can also make independent arrangements.
- Refreshments are recommended for networking events and longer sessions.

4. Fees & Costs

4.1. Venue & Technical Fees

Side event standard fees is indicated below:

Venue Type	Capacity Cost (per hour)
Small Room	Up to 30 participants (USD400)
Medium Room	30-80 participants (USD650)
Large Hall	80+ participants (USD 1000)
Virtual Event	USD 500

5. Application & Approval Process

5.1. How to Apply

Organizers must submit a proposal via **Email: AAEW2025.mafaas@farmradiomw.org** including:

- Event title and description
- Preferred format and venue
- Speaker names (if applicable)
- Estimated number of attendees
- Technical/catering needs

5.2. Timeline

- **Application deadline:** 30th April 2025
- **Notification of acceptance:** on rolling basis
- **Final confirmation & payment:** 15th April 2025

6. Contact & Support

For any questions or to discuss special requests, please contact us at **Email: AAEW2025.Mafaas@farmradiomw.org** or visit **Website: www.mafaas.org or www.afaas.org.**

We look forward to your participation and to making the side events a dynamic part of the program!