



**Global Partners in Action:  
NGO Forum on Sexual and Reproductive Health  
and Development**

Invest in Health, Rights and the Future

2-4 September 2009 | Berlin, Germany

[www.globalngoforum.org](http://www.globalngoforum.org)

**Annex:**

**Technical Guidelines for forwarding information material to Berlin**

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- **Name and address of your organisation**, your email and/or phone number (“Shipper’s name, address”) and date.
- **Name and address of the recipient** (“Consignee’s Name and Address”):  
Conference Secretariat of “Global Partners in Action”  
c/o MediaCompany, Koepenicker Str. 48/49, D-10179 Berlin, Germany,  
E-Mail: [ngo-forum@mediacompany.com](mailto:ngo-forum@mediacompany.com)  
Phone: +49 (0)30 228 88 45 323
- **Place of delivery of the shipment** (“Handling information”):  
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Please clearly label all boxes sent on the outside with the following information:

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