



**#edd22**

# Brainstorming Session Submission Form

**edd** European  
Development  
Days

International  
Partnerships

Brainstorming Sessions are the ideal format to invite the audience to solve urgent issues, build new ideas and gather successful practices. In accordance with the health regulations in place in June 2022, these sessions will take place entirely onsite, at the EDD venue in Brussels. Brainstorming Sessions are interactive, topic-oriented sessions that enable organisers to involve the audience in rolling-up their sleeves and proposing concrete recommendations through facilitated group-problem solving. A summary of the outcomes of the Brainstorming Sessions will also be presented to the audience onsite and online.

As in previous editions, an artist will sketch the results of Brainstorming Sessions in real-time. Their drawing will be shared at the EDD and published on the website.

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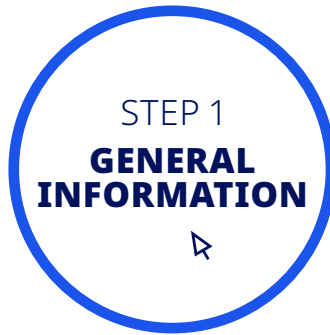
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Thank you for your interest in organising a Brainstorming Session at the European Development Days 2022 and welcome to the online submission form. To start your application, you must agree with the following terms and conditions.

## Aims

Before filling in the form please remember that Brainstorming Sessions are the ideal format to invite the audience to solve urgent issues, build new ideas and gather successful practices. Brainstorming Sessions are interactive, topic and problem-oriented sessions.

## Instructions

- ✦ **Format:** These sessions will be held only onsite at the EDD venue in Brussels and will last 45 minutes, chaired by facilitator(s) who must attend onsite. No online participation is feasible although the results of the session will be shared with all participants both onsite and online.
- ✦ **Community Guide:** Please take the time to read the Community Guide before you fill in this form and submit your proposal, it will provide important information on to structure your proposal and how it will be reviewed and assessed.
- ✦ **Overview of application questions:** You will find a pdf version of the Brainstorming Session submission form for an overview of the questions to be answered.
- ✦ **Saving and editing:** You can complete the form in segments and save it at any time, in order to come back to complete it at a later stage. You will be able to edit your proposal up until the deadline. Please note that you must click on the "Submit" tag in order to officially submit your form. **Only submitted forms will be evaluated**, and not those that remain as saved. Any question left unanswered at the time of submission will receive zero points, and may impede your final assessment.
- ✦ **Submission:** To submit a proposal, you need to [create a profile](#) and log into your EDD account on the EDD website. This pdf version is made only to facilitate the preparation of all the information required for your submission.
- ✦ **Please note that the submission form must be completed in English.**
- ✦ **Deadline:** Please submit your proposal by **16 March at 23.59 CET**.

# Evaluation criteria

The Community Guide has more details on the evaluation criteria for the Brainstorming Sessions in this section (and other types of sessions), but here is an overview of the requirements for Brainstorming Sessions at EDD 2022.

CRITERIA	EXPLANATION	WEIGHT
<b>Content approach</b>	<ul style="list-style-type: none"> <li>✔ The brainstorming sessions should be interactive and topic oriented.</li> <li>✔ They should discuss new ideas and breakthrough practices, and produce concrete outcomes from group brainstorming.</li> </ul>	<b>35 %</b>
<b>Inclusiveness</b>	<ul style="list-style-type: none"> <li>✔ The brainstorming should engage young speakers and new actors.</li> <li>✔ It should ensure a wide range of diverse actors, especially regarding gender and geographical balance.</li> </ul>	<b>10 %</b>
<b>Moderation and interactivity</b>	<ul style="list-style-type: none"> <li>✔ Facilitation is key to the success of brainstorming sessions. We recommend that you choose your facilitators carefully.</li> <li>✔ The discussions can involve the use of the EDD's interactive tools for polling and so on.</li> </ul>	<b>35 %</b>
<b>Communication</b>	<ul style="list-style-type: none"> <li>✔ We encourage Session Organisers to promote their Brainstorming session in particular and the EDD more generally, by sharing key information on their sessions (e.g., announcing speakers, preparing an infographic to illustrate the session topic/s).</li> <li>✔ Session Organisers are encouraged to share this information through their own communication channels (social media, website, newsletters) and to their partners and networks.</li> </ul>	<b>20 %</b>

## Responsibilities:

- ✔ **Leading organisation:** Please indicate the leading organisation of your proposal. The leading organisation will be the main person of contact to be notified of the EDD 2022 Selection Committee's final decision. If selected, the leading organisation will also become the sole point of contact between the EDD 2022 Team and the organisers for the organisation of the Brainstorming session. Please note that organisations can submit **no more than one form** as a leading organisation for Brainstorming Sessions, Lab Debates, High-Level Panels and Project/Report Presentations. This does not include stands, exhibitions and Agora Sessions.
- ✔ **Facilitator:** Your proposed facilitator(s) will be taken into consideration during the selection process, as part of the evaluation criteria 'Content'. The level of the intended facilitator must be determined according to the type of session in which they will intervene.
- ✔ **Communication:** To make sessions successful, Session Organisers are required to organise communication activities to attract a wide range of audience. Selected sessions are strongly invited to provide a press release about their session and the panellists involved and share it among their communication channels. Selected Session Organisers are also invited to provide infographics to illustrate key facts and figures.
- ✔ **Youth involvement:** We strongly encourage the involvement of a youth representative in the Brainstorming Sessions, to actively contribute and bring a fresh perspective to the discussions.
- ✔ **Carbon offset:** To get their session confirmed, Session Organisers have to purchase 25 tonnes via the website [www.goldstandard.org](http://www.goldstandard.org), and provide a carbon offset certificate to the EDD organising team at [carbonoffset@eudevdays.eu](mailto:carbonoffset@eudevdays.eu) by 27 May.
- ✔ **Inclusiveness:** Creating an inclusive forum with a wide range of diverse actors, especially regarding gender, youth and geographical balance, is a key value for EDD. Your session must take this balance into consideration. The EDD venue in Brussels and its session spaces will be accessible for people with disabilities, who we also encourage you to include as contributors to your session.

Thank you for your time and interest.

I agree with the above-mentioned rules and deadlines.\*



## Session title\*

Please keep it short and catchy.

(max. 80 characters including spaces)

## Subtitle\*

(max. 140 characters including spaces)

## Related topics\*

Please specify which of the forum's topics your proposal could be related to, by order of preference: (select no more than three).

- ✔ Topic 1 – drop down menu
- ✔ Topic 2
- ✔ Topic 3

## Leading Organisation\*

Please indicate the leading organisation of your proposal. Please note that organisations cannot submit more than one form as leading organisation for High-Level Panels, Lab Debates, Project/ Report Presentations and Brainstorming Sessions. This does not include stands, exhibitions and Agora Sessions). The Session Organiser from the leading organisation is expected to attend the event onsite.

Leading organisation name:

Select in the list of existing organisations or click [Register a New Organisation](#). Before registering a new organisation, please check the spelling, as the organisation might already exist in our database. When applicable, all organisation names are in English.

Organisation 1 name:

Select in the list of existing organisations or click [Register a New Organisation](#). Before registering a new organisation, please check the spelling, as the organisation might already exist in our database. When applicable, all organisation names are in English.

[Add another organisation](#)

Please note that any organisation wishing to appear on the EDD website must have a complete profile, including a logo. Any organisation without a completed profile will not appear online.



## Session description\*

Please provide a short description of the themes or issues that will be debated during your session (max. 800 characters including spaces). Should your session proposal be accepted, this background text will be published on the EDD website.

(max. 800 characters including spaces).

## Relevance

Please provide an explanation of the relevance of your proposal to the EDD 2022 Themes and Topics (max. 800 characters including spaces).

- ✔ How does your session fit within the overarching thread of the forum?
- ✔ Why does the topic you propose need to be addressed by the EDD 2022 audience?

(max. 800 characters including spaces).

## Related publications and material

Please provide a web link (URL) to any background document – publications, communication, position paper, report, article or interview – supporting key issues or results that will feed the debate during your session. Links to these publications will be provided alongside your session description on the EDD website.

Publication URL 1:

Publication URL 2:

Publication URL 3:

## Outcomes

Your session should call for action and generate tangible actionable outcomes.

Please specify what you intend to achieve and what participants will learn from your proposed session.

(max. 600 characters including spaces bullet point format preferred).





## Facilitator

Your facilitator(s) needs to be able to provide expert opinion and drive the discussion forward. We highly recommend experienced facilitators for this role.

The EDD organising team will provide a live sketcher for your session. The artist's role is not to lead the brainstorming but to assist your facilitator(s).

In the light of the Covid-19 pandemic, there will be a list of health requirements to be met for attending EDD22 in person at the venue in Brussels (e.g., proof of vaccination status, tests). Session Organisers, Moderators and Speakers will have to meet these requirements to be able to enter Belgium and the forum venue. Rules for entering Belgium can be found at [www.info-coronavirus.be/en/](http://www.info-coronavirus.be/en/). Please make sure you check this website regularly as the rules may change.

Gender:\*      Mr.     Ms.     Prefer not to say

First name:\*

Last name:\*

Position:

Nationality (Drop-down menu of countries)

URL to biography:

Upload a picture:

Upload a letter of intent:

**Add a facilitator**

(for a max. total of 4 facilitators)

Social media handles

Facebook:

Twitter:

Instagram:

LinkedIn:

**Relevance of Facilitator\***

Why is your facilitator relevant to this session? How will you ensure they participate?

(max. 200 characters including spaces).

## Interactivity

How do you intend to increase the interactivity of your session?

(max. 300 characters including spaces)

# STEP 5 **COMMUNICATION**



As a way to boost interest and help maximise your audience, we encourage you to communicate about your session and speakers with your own communities and networks. This can be done via your usual communication tools - especially social media activities - but also newsletters and mailings, as well as through media relations (e.g., issuing press releases).

To help you, we will provide promotional material and tools including the EDD 2022 logo, banners, teasers and website you can use to promote your session and reach the public you wish to involve.

Email address of the responsible for communications:

How will you promote your session?

(max. 500 characters including spaces).



## Additional Comments

Please insert here any additional comments related to your proposal.

(max. 800 characters including spaces).

In case you would like to share any additional materials with us to support your application, please upload them here:

[Upload files](#)

(Max three pdf files: links).



I hereby confirm that, if selected, I will organise this session and accept the terms and conditions.\*

[Submit your proposal](#)

Only submitted forms will be evaluated. Saved forms will not be taken into consideration.



The European Development Days 2022

21-22 June 2022

Brussels and online

**#edd22**

[eudevdays.eu](https://eudevdays.eu)



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