



**#edd22**

# Exhibition / Performance Submission Form for Cultural Programme

**edd** European  
Development  
Days

International  
Partnerships

As part of the EDD Cultural Programme, the EDD are an exciting platform to host various exhibitions, which will be situated throughout the venue. We encourage interested stakeholders to contribute to the EDD 2022 by suggesting artistic projects they wish to showcase.

In accordance with the health regulations in place in June 2022, you have also the possibility to arrange a cultural performance (e.g., small concert, dance show) onsite in the Global Village space at the EDD venue.

As a way of including the online audience, alternatively, you can submit short videos of cultural/artistic nature (e.g., recorded dance/music/flashmob performance, poetry reading, short film, comic sketch), which will be screened during the event, for example during the lunch breaks.

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INFORMATION**  
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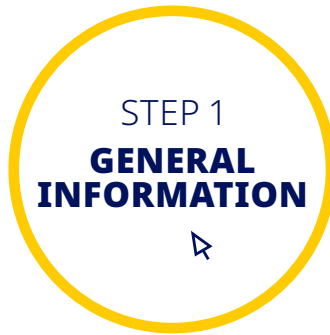
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Thank you for your interest in the 2022 edition of the European Development Days and welcome to the Exhibition/Performance Submission Form for the Cultural Programme. To start your application, you must agree with the following terms and conditions.

## Aims

The EDD Cultural Programme aims to demonstrate the importance of culture and enlighten its role as a vector of sustainable development. It will be the opportunity for participants to creatively contribute to EDD 2022 by organising exhibitions and performances.

## Instructions

- ✦ **Format:** Exhibition and performances will be held onsite at the EDD venue in Brussels. Short, pre-recorded videos of cultural/artistic nature can also be shown to the online audience during breaks.
- ✦ **Overview of the application form:** You will find here a pdf version of the Exhibitions 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 Exhibitions and Performances, but here is an overview of the requirements.

CRITERIA	EXPLANATION	WEIGHT
<b>Content and relevance</b>	<ul style="list-style-type: none"><li>✔ Relevance of the proposal within the overarching thread, themes and topics of the EDD.</li><li>✔ Objectives to achieve with your proposal.</li></ul>	40 %
<b>Exhibition presentation / Creativity</b>	<ul style="list-style-type: none"><li>✔ Exhibitors are encouraged to put forward creative and unique ideas.</li><li>✔ Interactivity is encouraged to offer participants the opportunity to touch, feel and interact.</li></ul>	30 %
<b>Logistical set-up</b>	<ul style="list-style-type: none"><li>✔ Set-up required for your proposal.</li></ul>	15 %
<b>Communication (your communication plan)</b>	<ul style="list-style-type: none"><li>✔ Using media in relation to your activity.</li><li>✔ Using social media in relation to your activity.</li><li>✔ Publicising EDD 2022 on your website, social media channels, and in your newsletters.</li></ul>	15 %

## Responsibilities:

- ✦ **Leading organisation:** By submitting an Exhibition/Performance proposal, you become the sole responsible for this activity. You will be the sole person receiving the e-mail informing of the EDD 2022 Selection Committee's final decision. If selected, the leading organisation will become the sole point of contact.
- ✦ **Communication:** To make Exhibitions/Performances successful, organisers are required to organise communication activities to attract a wide range of audience.
- ✦ **Carbon offset:** To get their exhibition/performance confirmed, Exhibition/Performance 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. The EDD venue in Brussels and its session spaces will be accessible for people with disabilities, who we also encourage you to include.

Thank you for your time and interest.

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



## Title\*

Please provide a newsworthy headline for your exhibition/performance.

(max. 100 characters including spaces)

## Subtitle\*

(max. 140 characters including spaces)

## Related themes\*

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

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

## Leading Organisation\*

Please indicate the leading organisation of your project.

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.

## Partner Organisations

Please indicate the partner organisation(s) of your proposal

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.

STEP 3  
**CONTENT  
APPROACH**

### 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).

Will your exhibition/performance be physical or virtual?

- ✔ If your performance is virtual, please indicate the length of the video you will be submitting. (Max. length permitted: 10 minutes).

Please supply a URL to the video:

- ✔ If your exhibition is physical, please indicate if it is a display/showcase, or a performance.

For a display/showcase how much ground space/wall space do you need?

In the case of an exhibition, please specify the amount, type and size of pictures to showcase.

For a performance, please describe the proposal, the space needed, any technical equipment needed, etc.

If your exhibition/performance has been showcased in previous forums or events, please provide a brief history.

(no more than 700 characters including spaces).

## Related publications and material

Please provide a web link (URL) to up to three of your past exhibitions/performances. These links will be provided alongside your exhibition description on the EDD website and related promotion materials.

Publication URL 1:

Publication URL 2:

Publication URL 3:

## Relevance and outcomes\*

How does your proposal fit within the overarching thread of the forum?

Please provide an explanation of the relevance of your proposal to the EDD 2022 Themes and Topics, and what you intend to achieve with your proposal (max. 800 characters including spaces).

(max. 800 characters including spaces bullet point format preferred).

Upload a promotional image of your project/performance:

Minimum 600 \* 296 pixels and maximum 2 Mb

**Upload file**



STEP 4  
**CONTACT  
PERSON**



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

First name:\*

Last name:\*

Function/Position:

Nationality (Drop-down menu of countries)

URL to biography:

(Max 30 characters including spaces)

# STEP 5 COMMUNICATION

To attract a wide range of participants to your exhibition, you should use communication materials to promote your involvement at EDD 2022. We offer promotional material and tools including the EDD 2022 logo, banners, teasers and website to promote your action and reach the public you wish to involve. Social media is particularly useful to reach out to new audiences and we strongly encourage its use.

Please find below the two criteria to fulfil with regard to communication:

- ✔ Using media in relation to your activity.
- ✔ Publicising EDD 2022 on your website, social media channels, and in your newsletters.

How will you promote your session?

(max. 500 characters including spaces).

## Media Campaign

- Website banner
- Article on website
- Article in newsletter
- Promotion on Facebook
- Promotion on Instagram
- Promotion on Twitter
- Other Social Media:

## Media Campaign

- Sending your press release
- Inviting journalists

## Press release

If this is a launch exhibition, please provide a press release with key information.

(max.1500 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).

STEP 7  
**SUBMIT YOUR  
PROPOSAL**



I hereby confirm that, if selected, I will organise this exhibition/performance and accept the terms and conditions of payment/carbon offset requirements.\*

**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**

**Important note:** To submit a proposal, you need to create a profile and log into your EDD account on the EDD website.