



#edd22

Global Village / Stand Submission form

edd European
Development
Days

International
Partnerships

The EDD Global Village is a space at the heart of EDD 2022 for interaction, innovation and networking, as well as an opportunity for visitors to dive deeper into the EDD's core topics. It serves as a hub for sharing knowledge, fostering long-lasting partnerships and showcasing innovation and best practices in sustainable development.

In keeping with EDD's aims to be as sustainable and carbon neutral as possible, the Global Village is PAPERLESS - no brochures are allowed.

An online version of all the physical stands in the Global Village will be available for virtual participants to browse. In addition, exhibitors can choose to have only a digital stand in the EDD's online space, if they prefer.

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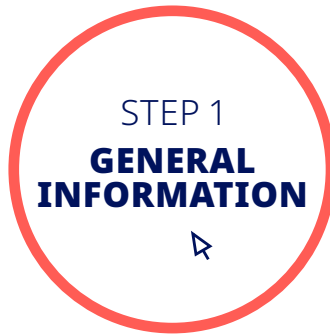
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Thank you for your interest in the 2022 edition of the European Development Days and welcome to the stand submission form. To start your application, you must agree with the following terms and conditions.

Aims

The EDD Global Village is an exciting platform featuring successful projects and ground-breaking reports from around the world. Stands at the Global Village are interactive and result-oriented.

Instructions

- ✦ **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 how to structure your proposal and how it will be reviewed and assessed.
- ✦ **Overview of application questions:** You will find here a pdf version of the stand 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.**
- ✦ **Eligibility:** You must propose a stand that presents a concrete project that is already implemented in specific locations (short/medium term project or multi-year programme) or report (which must be in a recent publication/ web-site/ study/ data-analysis).
- ✦ **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 Project/Report Presentations (and other types of sessions), but here is an overview of the requirements for Project/Report Presentations at EDD 2022.

CRITERIA	EXPLANATION	WEIGHT
Content approach	<ul style="list-style-type: none"> ✔ Stands should be interactive and result-oriented. ✔ You must propose to showcase a specific project, report or programme that presents concrete and tangible results. ✔ The stands should be designed to underline the useful, practical and knowledge-sharing aspect of EDD. 	40 %
Interactivity / Creativity	<ul style="list-style-type: none"> ✔ Exhibitors are encouraged to put forward creative ideas by organising animations and activities. ✔ Interactivity and creativity in the stands will offer participants the opportunity to touch, feel and interact with what is being discussed in the sessions. 	40 %
Communication	<ul style="list-style-type: none"> ✔ Exhibitors are encouraged to promote their stand and the EDD, by sharing key information and tangible results within the EDD community as well as across their own networks/channels and beyond. ✔ You are encouraged to prepare social media elements (quotes, facts and figures, etc.) related to the content being showcased at your stand, that could be spread throughout the EDD communication channels. ✔ Preparing infographics to illustrate key facts and figures related to the topic of their session. 	20 %

Responsibilities:

- ✗ **Leading organisation:** By submitting a stand form, you become the sole responsible for this stand. 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 between the EDD 2022 Team and the exhibitors for your stand.
- ✗ **Communication:** Stand Organisers are required to organise communication activities to attract a wide range of audience. Selected stands will need to provide a press release about their project/report.
- ✗ **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 Global Village spaces will be accessible for people with disabilities.
- ✗ **Carbon offset:** To get their stand confirmed, Stand Organisers must purchase the established amount of carbon offsetting (see the Community Guide) via the website, and provide a carbon offset certificate to the EDD organising team at **by 27 May**.
- ✗ **Cost of the stand:** The leading organisation holds the responsibility for the entire amount. By submitting a proposal for regular, large or cluster stand, you agree to the commercial payment of the amount indicated in the Community Guide. Split billing will not be accepted. Please refer to the Community Guide for more details.

Thank you for your time and interest.

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



Please specify the stand sort you wish to hold at EDD 2022*

- Online only (on EDD website)
- Onsite + Online

Stand type*

- Standard booth (4 m²): free of charge except for the carbon offset.
- Regular Stand (9 m²): EUR 1 700 with no VAT (including logistics, excluding carbon offset).
- Large Stand (16 m²): EUR 2 400 with no VAT (including logistics, excluding carbon offset).
- Cluster (36 m²): EUR 4 600 with no VAT (including logistics, excluding carbon offset).

Stand Title*

Please provide a newsworthy headline for your stand
(this title is final and will be the one printed on your backdrop).

(max. 80 characters including spaces)

Subtitle*

Please specify the subtitle for your proposal
(this subtitle is final and will be the one printed on your backdrop).

(max. 140 characters including spaces)

Related themes*

Please specify which of the forum's themes your proposal could be related to:
(select no more than three)

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

Region*

Please let us know the geographical scope of your project (when applicable).
This list of countries is final and will be used on your backdrop if you have selected a paying stand.

Scope of coverage:

(Multi-national, National, Provincial, Local Urban, Local Rural)

Region of coverage:

Select as many as apply (Asia, Caribbean, Latin America, Pacific, Middle East, North Africa, Sub-Saharan Africa, Europe, North America)

Location of coverage:

Country 1:

Country 2:

Country 3:

[Add a country](#)

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 session.

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.

Optional screen

I would like to rent a 42-inch screen for 3 days: EUR 400



STEP 3
**CONTENT
APPROACH**

Stand description*

Please provide a short background of the sector and field context of your project or report – in no more than 600 characters including spaces.

Please note that, should your stand be accepted, this background text is final and it will be published on the EDD website and **printed on your backdrop**.

(max. 600 characters including spaces).

Please describe the intended direct beneficiaries of the project, with particular mention of any priority target populations (women, children, youth, persons with disabilities, persons living in situations of conflict, refugees, ethnic groups, marginalised groups, etc.).

(max. 300 characters including spaces).

To which audience of EDD 2022 will your stand and project/report be most relevant?

(max. 300 characters including spaces).

Relevance and key measurable results*

Relevance

Please provide an explanation of the relevance of your proposal to the EDD Community.

Please consider the four questions below when drafting the relevance of your session:

- ✔ How does your stand fit within the thread of EDD 2022?
- ✔ How does your project/report fit within the EU Sustainable Development priorities?
- ✔ What is the current impact and the sustainability potential of your project/report?
- ✔ Does your project/report bridge across several themes or sectors or build on other projects?

(max. 1000 characters including spaces).

Key measurable results

To underline the impact of your project/report/programme, we are interested in the presentation of tangible outcomes. Please specify key measurable results (max. 1000 characters including spaces). The provided facts and data may be published on your stand visual, in an infographic format.

(max. 1000 characters including spaces).

Related publications and material

Fact-based content is key to foster quality interactions. It will also support your arguments of relevance and outcomes. Your project or report presented in the stand should be based on solid documentation or evaluations. In this regard, please submit supporting publications.

Please provide a web link (URL) to at least three publications – communication, position paper, report, article or interview – supporting results that are represented in the stand. Links to these publications will be provided alongside your session description on the EDD website. Please note that in case your proposal is selected, you will need to upload supporting publications, which will be published following the approval of the EDD Evaluation Committee.

Publication URL 1:

Publication URL 2:

Publication URL 3:



Uniqueness and Creativity of your stand presentation*

Picture and logo related to your project/report:

This picture will **eventually** be used on your dedicated page on the EDD website and on the backdrop of your stand. Should your stand be selected, we will ask you to provide us with this picture in a specific format and quality according to the stand you have chosen.

Please upload here under a picture and the logo of your project.

(Minimum 600 * 296 pixels / Files must be less than 5 Mb / Allowed file types: png / pdf / jpeg / jpg.)

[Add a new file](#)

What do you plan to present in your stand? How do you intend to use your stand space?

(max. 800 characters including spaces).

Added value and uniqueness of the project illustrated in the stand:

How will you draw interest to your stand? Please describe any creative element, which you intend to provide in your stand (Please note that you may submit a proposal for an exhibition in a separate submission form). The current description should cover only elements that you will facilitate within the stand.

(max. 800 characters including spaces).

Interactivity

How do you intend to increase the interactivity within your stand?

(max. 600 characters including spaces).

Representatives at the stand*

The experience and networking that you provide at the stand will depend on the persons present onsite, and their interaction with visitors and stakeholders. We encourage representatives from the field, from authorities, key experts, and beneficiaries to facilitate discussions at the stand and exchange with the EDD Community. Please tell us more about your stand holders.

Stand facilitator:

Function/Position:

Relationship to the project/report:

(in 30 characters)

Relevance to inclusivity at EDD 2022:

(in 30 characters)

Nationality (Drop-down menu of countries)

[Add more stand facilitators](#)

STEP 5 COMMUNICATION

To attract a wide range of participants to their stand, organisers are invited to use communication materials to promote their participation at EDD 2022. We offer promotional material and tools including the EDD 2022 logo, banners, teasers and website to promote your stand 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.

Email address of the responsible for communications:

(in 30 characters)

How will you promote your stand:

(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:

Social media activity: please provide up to three elements (quotes, fun facts and figures...) related to the showcased project/report that could be spread through the EDD communication channels.

(max. 600 characters including spaces).

Media Campaign

- Sending your press release
- Inviting journalists

Press release

Please provide a press release with key information and tangible results to justify the relevance of your project/report:

(max. 1500 characters including spaces).

STEP 6 BILLING INFORMATION

For paying stands only: Billing information*

The cost related to the different types of stand is:

- ✗ Regular stand (9 m²): EUR 1 700 VAT excluded.
- ✗ Large stand (15 m²): EUR 2 400 VAT excluded.
- ✗ Cluster (36 m²): EUR 4 600 VAT excluded.

Gender:* Mr. Ms. Prefer not to say

First name:*

Last name:*

Department:*

Organisation:*

Billing Address 1:

Address 2:

Postal code:*

City:*

Country:

Contact email:*

VAT number:*

Yes / No

If you do not have a VAT number, please provide us with the VAT Exemption Letter. If you cannot provide us with the letter before the deadline, please upload an official letter from your organisation stating that you will provide the VAT exemption at a later stage.

Carbon offset*

I understand that I am directly responsible for the carbon offsetting of my stand. I commit to purchase a carbon offset certificate for a project of my choice via the website www.goldstandard.org and to send it to carbonoffset@eudevdays.eu by **27 May**.



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:

(Max three pdf files: links).

[Add a new file](#)

A large red circle graphic containing the text for Step 8.

STEP 8
**SUBMIT YOUR
PROPOSAL**

A small red mouse cursor icon pointing towards the bottom right of the circle.

I hereby confirm that, if selected, I will organise this stand 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.