



#edd22

High-Level Panels Submission Form

edd European
Development
Days

International
Partnerships

High-Level Panels (commonly referred to as “HLPs”) are highly visible segments of the programme, they gather high-profile policy-makers and speakers for thought-provoking debates. In accordance with the regulation in place in June 2022, these sessions will take place at the venue and online. We **strongly urge** you to organise your moderator and speakers to participate on-site.

Debates must be lively and interactive and built upon overarching opinions and conflicting perspectives, such as Oxford-style debates. The show-and-tell approach of presentation panels will be discouraged amongst session applicants. We strongly encourage you to add a variety of interactive elements to your sessions, such as polls, surveys and Q&As.

To ensure debates lead to an outcome, panellists should agree on up to three closing findings or recommendations to orient the discussions effectively. As in the previous edition, moderators will be in charge of briefing panellists and introducing them to one another in advance.

STEP 1
**GENERAL
INFORMATION**

3

STEP 2
**SESSION
INFORMATION**

6

STEP 3
**CONTENT
APPROACH**

7

STEP 4
**SPEAKERS AND
MODERATOR**

9

STEP 5
COMMUNICATION

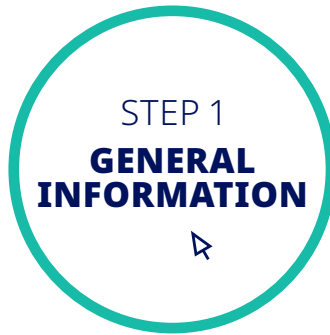
12

STEP 6
**ADDITIONAL
COMMENTS**

13

STEP 7
**SUBMIT YOUR
PROPOSAL**

14



Thank you for your interest in organising a High-Level Panel 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.

Instructions

- ✦ **Format:** These sessions will last 60 minutes and as such, we ask for you to plan for 1 moderator and up to 4 speakers, including 1 Youth Leader. The moderator must attend onsite, and we strongly urge you to make sure your speakers participate physically at the venue in Brussels.
- ✦ **Community Guide:** Please take the time to read the Community Guide before you fill in this form and submit your proposal, as it provides important and more detailed 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 High-Level Panel 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 HLPs (and other types of sessions), but here is an overview of the requirements for HLPs at EDD 2022.

CRITERIA	EXPLANATION	WEIGHT
Content approach	<ul style="list-style-type: none"> ✔ The content of the session is relevant, topical and fits well within the overarching thread of the forum. ✔ The approach to the content is original and the session offers innovative elements for discussion. ✔ High-Level Panels must build upon overarching opinions and challenging perspectives. ✔ Panellists should agree on up to three final thoughts or recommendations for the conclusions. 	40 %
Inclusiveness	<ul style="list-style-type: none"> ✔ We will consider the diversity of your session (e.g. gender and geographical balance, diversity of actors and viewpoints involved), and your plan to engage with new and emerging development actors. We encourage collaboration with partners. ✔ Each High-Level Panel must include a representative from the EDD Young Leaders Programme. 	30 %
Moderation and interactivity	<ul style="list-style-type: none"> ✔ The discussions should build in interaction with the audience physically present and those watching online. We strongly recommend exploiting the potential of the polling/survey options available for EDD 2022.* ✔ Session Organisers can choose their own moderator. We highly recommend experienced moderators and professional journalists for this role. 	15 %
Communication	<ul style="list-style-type: none"> ✔ The show-and-tell approach of presentation panels is discouraged. ✔ We encourage Session Organisers to promote their session and the EDD, by sharing key information on their sessions (e.g. announcing speakers, preparing an infographic to illustrate the session topic/s). ✔ Session Organisers are encouraged to share this information through their own communication channels (social media, website, newsletters) and to their partners and networks. 	15 %

Responsibilities:

- ✔ **Leading organisation:** Please indicate the leading organisation of your proposal. By submitting a High-Level Panel session proposal, you become the sole responsible for this session. 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 organisers for your High-Level Panel. Please note that organisations can submit **no more than one form** as a leading organisation for High-Level Panels, Lab Debates, Project/ Report Presentations and Brainstorming Sessions. This does not include stands, exhibitions and Agora Sessions.
- ✔ **Moderator and speakers:** Your proposed speakers and moderators will be taken into consideration during the selection process. The moderator is expected to attend onsite, and it is highly recommended for all speakers to attend in person too. The level of the intended speakers and moderators must be determined according to the type of session in which they will intervene. For High-Level Panels we expect speakers at **Ministerial level**. The EDD Selection Committee will monitor the confirmations of speakers for all sessions during the preparatory phase to ensure the level is respected.
- ✔ **Communication:** To make sessions successful, Session Organisers are strongly encouraged to communicate about their session, with the press, on social media and via their networks. Furthermore, the organisations and panellists involved are invited to promote the event on their communication channels. The EDD Team will support with a social media pack. Session Organisers are also invited to provide infographics to illustrate key facts and figures.
- ✔ **Carbon offset:** To have their session confirmed, Session Organisers have to purchase 40 tonnes via the website www.goldstandard.org, and provide a carbon offset certificate to the EDD organising team at 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.

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 the 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 can submit **no more than one form** as a 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.

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.



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).

STEP 4

SPEAKERS AND MODERATOR



As mentioned in the Community Guide, the EDD is an inclusive forum and we recommend that you pay special attention to the diversity of your moderator's and your speakers' profiles and approaches.

In the light of the Covid-19 pandemic, there will be a list of health requirements to be met for attending EDD 2022 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/. Please make sure you check this website regularly as the rules may change.

Moderators

There will be “thematic” moderators for each of EDD 2022’s themes. These moderators will provide the bridging links before and after the sessions.

The moderator for your HLP needs to be able to provide expert opinion and drive the discussion forward. We strongly recommend experienced moderators and professional journalists for this role. The moderator is expected to attend the event in person, onsite.

Moderator

Gender:* Mr. Ms. Prefer not to say

First name:*

Last name:*

Position:

Nationality (Drop-down menu of countries)

URL to biography:

Upload a picture: Minimum 600 * 296 pixels and maximum 2 Mb

Social media handles

Facebook:

Twitter:

Instagram:

LinkedIn:

Relevance of moderator*

Why is your moderator relevant to this session? In this form, please also explain how you will ensure the participation of your suggested moderator (e.g. with a Letter of Intent).

(max. 200 characters including spaces).

Speakers

HLPs run for one hour - so we recommend up to a maximum of **four speakers**, one of whom must be an **EDD Young Leader**. We strongly urge speakers to attend in person onsite in Brussels. In this form, please also explain how you will ensure the participation of your suggested speakers (e.g. with a Letter of Intent).

Speaker

Gender:*

Mr.

Ms.

Prefer not to say

First name:*

Last name:*

Organisation:

Select in the list of existing organisations or click **Register a New Organisation**

Position:

Please explain the relevance of the speaker to the session issue.*

(max. 200 characters including spaces).

Nationality (Drop-down menu of countries)

URL to Biography:

Upload a picture:

Minimum 800 * 296 pixels and maximum 2 Mb

Upload a letter of intent:

Social media handles

Facebook:

Twitter:

Instagram:

LinkedIn:

Add a speaker

(for a max. total of 4 speakers, including 1 Youth leader)

Interactivity

To keep the audience engaged and part of the discussions, we highly encourage you to build in plenty of interactive elements in your session. These can be polls and surveys, Q&A and even interaction between panellists.

See the Community Guide for some examples of different kinds of interactivity for inspiration and ideas.

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

Important note: To submit a proposal, you need to [create a profile](#) and log into your EDD account on the EDD website.