The Commission’s flagship event on international partnerships

The European Development Days (EDD) showcase Europe’s commitment to build a sustainable and fairer world. The forum builds on the core belief that partnerships are key to achieve the Sustainable Development Goals and implement real change towards a poverty-free and sustainable world where everyone has the prospect for a decent life. In this regard, the EDD aim to inspire the will to work together in a spirit of true partnership through facilitating the sharing of ideas and experiences.

Everyone is given a voice in this open, collaborative and inclusive platform. Each year, the global development community is invited to contribute to the EDD programme by proposing activities and sessions. This creates an opportunity to be part of the discussion, to share know-how, thoughts and beliefs regarding global development challenges.

This guide will help you prepare for your participation in EDD 2020.
Content

1. Our purpose
   / Thread
   / Themes and topics
   / Types of sessions
   / Inclusiveness
   / Shared communication
   5
   6
   6
   7
   8
   8

2. We debate
   / Auditorium debates
   / Lab debates
   9
   10
   14

3. We share
   / Project or report lab
   17
   18

4. We solve
   / Brainstorming lab
   23
   24

5. We showcase
   / The EDD Global Village
   / EDD 2020 Village Stands
   27
   28
   29

6. We communicate
   / We promote debates
   / We create awareness
   / We engage with the press
   33
   34
   35
   36

7. We empower
   / Young Leaders Programme
   39
   41

8. We connect
   / The EDD App
   43
   44

9. We meet
   / Meeting rooms
   / Venue
   / Registration
   / Visa
   47
   48
   49
   50
   50

10. We preserve
    / We save paper
    / We Reuse, Repair and Recycle
    / We offset carbon
    51
    52
    52

11. Quick guide
    / Deadlines
    / Contacts
    / Facilities, staff and coverage
    / Submission options overview
    53
    54
    55
    56
    60
The European Development Days (EDD) are Europe’s leading forum on international partnerships. Organised by the European Commission, the forum brings the development community together to share ideas and experiences in ways that inspire innovative solutions and new partnerships for the world’s most pressing challenges.

Each year, the forum attracts more than 8,000 participants from over 140 countries, representing 1,200 organisations from the global development community. The diversity of speakers and participants ensures a true spirit of partnership, inclusive of all development actors. Since its launch in 2006, the forum has been an incubator of new ideas to bring about real solutions to achieve a poverty-free, sustainable and fairer world, where everyone has the opportunity for a decent life.

This year’s edition of the European Development Days (EDD 2020) will take place in Brussels on 9 & 10 June 2020.
Our purpose

/ Thread

For its fourteenth edition, the EDD will be built around “The Green Deal for a Sustainable Future”. The interdependence of humans and nature lies at the core of sustainable development. Biodiversity and resilient ecosystems are crucial for the human well-being, as they support livelihoods, enhance food and nutrition security, enable access to water and health and contribute significantly to climate change mitigation and adaptation. Therefore, activities aimed at ensuring a sustainable green transition and achieving the Sustainable Development Goals are crucial for maintaining and improving the health of our planet, while at the same time contributing to socio-economic development.

This edition of the EDD will highlight priorities stemming from the EU’s existing commitments and policies as well as new initiatives aimed at solving pressing environmental issues. The protection of the environment is enshrined in the EU Treaties and reflected in the European Green Deal, the most ambitious package of measures, which will turn Europe into the world’s first climate-neutral continent by 2050. It is also a cornerstone of EU relations with the outside world. EU partnerships focused on sustainable development are thus anchored in the need to protect and conserve environments and ecosystems for the wellbeing of all people.

/ Themes and topics

This edition will be framed around two major themes emerging as key aspects in the current context:

► A Green Economy for People and Nature
► Protecting Biodiversity and People

Under each theme, a number of topics have been identified.

EDD 2020 Topics

<table>
<thead>
<tr>
<th>A Green Economy for People and Nature</th>
<th>Protecting Biodiversity and People</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Green and circular economy</td>
<td>➢ Forest and landscape management</td>
</tr>
<tr>
<td>➢ Sustainable blue economy</td>
<td>➢ Seascapes and coastal areas</td>
</tr>
<tr>
<td>➢ Green finance</td>
<td>➢ Wildlife, security and development</td>
</tr>
<tr>
<td>➢ Sustainable energy</td>
<td>➢ Climate change: natural resources, food and mobility</td>
</tr>
<tr>
<td>➢ Sustainable urbanisation</td>
<td>➢ Transboundary watersheds</td>
</tr>
<tr>
<td>➢ Water and sanitation</td>
<td>➢ Indigenous peoples and local communities</td>
</tr>
<tr>
<td>➢ Rural transformation and food systems</td>
<td>➢ Research, data and new technologies</td>
</tr>
<tr>
<td>➢ Pollution and chemicals</td>
<td>➢ Protected area management</td>
</tr>
<tr>
<td>➢ Green economy-related education and training</td>
<td>➢ species conservation</td>
</tr>
</tbody>
</table>

The EDD 2020 programme will include Auditorium and Lab Debates, Brainstorming sessions, Project and Report presentations. The forum will also feature a Global Village to showcase successful practices.

_visited the EDD website for more information: www.eudevdays.eu

/ Type of sessions

As in previous editions, the EDD 2020 programme will be composed of 4 different kinds of sessions: Auditorium debates, Lab debates, Project/Report Labs and Brainstorming sessions, in addition to the special events, such as the opening and closing ceremonies. This year a new set-up is offered to participants: the Agora. It will be an open space at the centre of the Global Village for creative presentations. Sessions taking place at the Agora will be silent (the sound being relayed through headsets instead of loudspeakers).

_visited the corresponding sections for more information.
/ Inclusiveness

The EDD are an open and participatory forum, where each voice can be heard. Particular attention will be paid to inclusiveness and representation. Emphasis will be placed on addressing issues with an integrated approach.

Session Organisers are required to pay particular attention to the following elements:

- Ensuring gender and geographical balance in all sessions.
- Engaging with youth is highly recommended for all sessions. Auditorium debate sessions will be required to include one speaker from the EDD 2020 Young Leaders Programme (See We Empower for more information).
- Session Organisers of Auditorium debates are recommended to pay particular attention to the balance of sector representation when choosing their speakers, including public and private sector, CSOs and representatives from the field.
- Session Organisers and exhibitors are encouraged to include ‘success stories’ as well as actors from the field in their sessions and stands.

With the aim of ensuring inclusiveness among participants, a maximum of three session proposals submitted by the same focal point organisation will be considered for the evaluation. If proposals exceed the maximum number, only the first three will be evaluated, on a first-come first-served basis.

/ Shared communication

The EDD aim to raise global awareness of sustainable development issues and activities. The objective is to share this mission with the EDD community and encourage everyone to actively promote EDD 2020, its purpose and outcomes.

In this guide, participants and Session Organisers will find the tools (social media, EDD App, and others) to communicate about their involvement in the forum and to give visibility to their sessions.
We debate

The EDD programme is composed of debates on our current sustainable development policy issues. We rely on Session Organisers to develop thought-provoking proposals and lead innovative panels. Session Organisers can choose between two different debate formats: Auditorium debates (High-level Panels) or Lab debates.

/ Auditorium debates

Auditorium sessions gather high-level profile speakers, they are highly visible segments of the programme. Auditorium Session Organisers must lead a high-level panel in an Auditorium room.

<table>
<thead>
<tr>
<th>Duration</th>
<th>90 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>250 participants</td>
</tr>
<tr>
<td>Speakers</td>
<td>Up to 5 + moderator</td>
</tr>
<tr>
<td>Type</td>
<td>Non-silent (loudspeakers)</td>
</tr>
</tbody>
</table>

Selection criteria
We will assess applications to organise an Auditorium debate based on four criteria:
- Content Approach – 40%
- Inclusiveness – 30%
- Interactivity – 15%
- Communication – 15%

Content approach
Auditorium debates must build upon overarching opinions and challenging perspectives, and be lively and interactive. For this reason, we strongly recommend using the EDD App. In order to ensure debates lead to an outcome, panellists should agree on three to five closing endings or recommendations. The moderator should be well informed of these key elements to orient the debates effectively.

Inclusiveness – New actors and young speakers
As part of our evaluation, we will consider the diversity of your session and your plan to engage with new and emerging development actors.

Each Auditorium debate will be required to include a representative from the EDD Young Leaders Programme. The Selection Committee will pre-select the three most qualified young candidates for each topic and then give Session Organisers the final choice. The final candidate will be selected according to their expertise and knowledge, as well as their public speaking skills.

For more information, please refer to the Young Leaders section in Chapter 7 of the Community Guide.

If you already have a young speaker in mind, please refer him/her to the Young Leaders Programme.

See ‘We empower’ for more information.

Communication and data sharing
To engage all partners and build momentum until the event, we encourage Session Organisers to promote their session and the EDD, by sharing key information on the issues they will discuss by:
- announcing their session and the speakers involved;
- infographics to illustrate key facts and figures related to the topic of their session.

Session Organisers are also encouraged to share this information through their own communication channels.

See ‘We communicate’ for more information.

Interactivity – Moderation and App
Session Organisers can select a moderator of their choice to lead Auditorium sessions. We highly recommend experienced moderators and professional journalists for this role. Moderators could use the EDD App to facilitate sessions.

See ‘We connect’ for more information.
Next steps

- In order to maximise synergies within the community and increase stakeholder’s success chances for their proposal to be retained, potential High-Level Panel Session Organisers are invited to submit an Expression of Interest by 7 February 2020 by email at programme@eudevdays.eu. The EDD Team will assess potential synergies and circulate the information collected among the submitters of Expressions of Interest. Submitting an Expression of Interest is voluntary and is not a pre-requisite for submitting an HLP session proposal.

- Complete the Session Submission Form online if you would like to organise a panel on any of the EDD 2020 topics.

Contact programme@eudevdays.eu for more information.

EDD 2020 Milestones for Auditorium debates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 FEBRUARY - 1 pm CET</td>
<td>Deadline to submit Expressions of Interest</td>
</tr>
<tr>
<td>21 FEBRUARY - 1 pm CET</td>
<td>Deadline to submit Auditorium proposals</td>
</tr>
<tr>
<td>BEGINNING OF APRIL</td>
<td>EDD 2020 Selection Committee announces selected applicants</td>
</tr>
<tr>
<td>11-15 MAY</td>
<td>Second Community Meetings</td>
</tr>
<tr>
<td>22 MAY - 1 pm CET</td>
<td>Deadline to provide a certificate of carbon offset</td>
</tr>
</tbody>
</table>

EDD 2020 Facilities for Auditorium debates

**Logistics**
- Interpretation facilities
- Stage background with the EDD visual identity
- Furniture including 1 table, 6 armchairs and 1 lectern
- Water for speakers and moderators
- 2 large screens with projector and loudspeakers
- 5 microphones for speakers, 1 for moderator and 3 for audience
- 1 computer running on Microsoft software only
- Teleconference facilities

**Human resources**
- 1 Room Officer to oversee logistics
- 2 Conference Assistants
- Audio-visual crew, including 3 dedicated technicians

Refer to the ‘Quick guide’ for a summary of facilities in auditoria.

Carbon offset

The session organiser is directly responsible for its carbon compensation. A certificate has to be purchased for 40 tonnes and provided by the session organiser to the EDD contractor.

See ‘We preserve’ for details about our carbon offset policy.
Lab debates will be held on one of the topics of the general EDD 2020 thread. Lab debates will be silent: rather than the sound being relayed via loudspeakers, every participant will be equipped with a headset and will listen in the best conditions to the conference.

### Selection criteria
We will assess applications to organise lab debates based on four criteria:
- **Content Approach** – 40 %
- **Inclusiveness** – 30 %
- **Interactivity** – 20%
- **Communication** – 10 %

#### Content approach
Session Organisers should develop debates based on overarching views of sustainable development actors and include thought-provoking content. Lab debates must be interactive, engaging and avoid the show-and-tell approach of presentation panels.

#### Inclusiveness – New actors and young speakers
Creating an inclusive forum with a wide range of diverse actors, especially regarding gender and youth, is a key value for EDD 2020.

#### Interactivity – Moderation and App
Moderation is key to the success of debates. The moderator will introduce and close the debates, co-ordinate the speakers’ interventions and lead the Q&A with the audience. We recommend that you choose your moderator carefully, and ensure that he or she is aware of how the EDD App can increase interaction with the audience.

See ‘We connect’ for more information.

### Agora
When submitting a proposal for a Lab Debate, the EDD Community will be offered the possibility to transform their proposal into a new interactive 20-minute session to be held in the Agora. This opportunity will be provided to organisations submitting a quality session proposal but who are not assigned a session because of limited availability. It will not be possible for session organisers to hold both a Lab Debate session and an Agora session.

The Agora will be an open, multi-purpose space at the centre of the Global Village where the EDD community will be able to meet, discuss and listen to new ideas in short, silent, 20-minute sessions. Possible formats of the Agora sessions include:
- Yes or No sessions: two speakers debating a controversial subject with a facilitator
- Intimate sessions: chats with very limited number of panellists – one or two
- Reverse coffee: one special guest asking questions to the public
- ‘How to’ sessions: one to three speakers explaining in a very practical way how they have managed to achieve their project’s outcomes
- Project pitches
- Lectures, key-notes, ...

Please indicate your interest by ticking the box in the Lab Debate Session Submission Form and include a short description of how your proposal could be adapted to fit this new format.

### Communication and data sharing
To engage all partners and to build momentum until the event, we encourage Session Organisers to promote their session and the EDD, by sharing key information on the issues they will discuss by:
- announcing their session and the speakers involved;
- infographics to illustrate key facts and figures related to the topic of their session.

Session Organisers are also required to share this information through their own communication channels.
See ‘We communicate’ for more information.

### EDD 2020 Coverage services
The following coverage is available for all Lab debates:
- **Photographers** will take photos to be published on the EDD website.
- **Short report**: a one-page summary of the session will be written for publication on the EDD website.

Refer to the ‘Quick guide’ for a summary of coverage services.

Please note that the European Union should be credited as the author of this multimedia content, whenever and wherever it is used.
Carbon offset
The session organiser is directly responsible for its carbon compensation. A certificate has to be purchased for 25 tonnes and provided by the session organiser to the EDD contractor.

See ‘We preserve’ for details about our carbon offset policy.

Next steps
Complete the Session Submission Form if you would like to organise a panel on any of EDD 2020 topics.

Contact community@eudevdays.eu for more information.

EDD 2020 Milestones for Lab debates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 FEBRUARY - 1 pm CET</td>
<td>Deadline to submit Lab debate proposals</td>
</tr>
<tr>
<td>BEGINNING OF APRIL</td>
<td>EDD 2020 Selection Committee announces selected applicants</td>
</tr>
<tr>
<td>11-15 MAY</td>
<td>Second Community Meetings</td>
</tr>
<tr>
<td>22 MAY - 1 pm CET</td>
<td>Deadline to provide a certificate of carbon offset</td>
</tr>
</tbody>
</table>

EDD 2020 Facilities for Lab debates

Logistics
- Stage background with the EDD visual identity
- Furniture including 1 table, 6 chairs and 1 lectern
- Water for speakers and moderators
- 1 plasma screen
- Microphones for speakers, moderator and the audience
- Headset for the audience
- 1 computer running on Microsoft software only
- Teleconference facilities

Human resources
- 1 Room Officer to oversee logistics
- 1 Conference Assistant
- 1 Technician to operate the audio-visual equipment and conduct pre-check

Refer to the ‘Quick guide’ for a summary of facilities in lab rooms.
We share

EDD 2020 is an unparalleled opportunity for the development community to share knowledge, lessons learned and showcase achievements. We encourage the community to propose innovative projects and research initiatives that are solving longstanding development challenges. The forum offers dedicated lab rooms for participants to engage in this exchange. Present your latest reports and projects by organising a Project or Report Lab.

See ‘We showcase’ for more information about holding a stand.

/ Project or Report Labs

This is an ideal format to present reports that offer useful insights and knowledge about sustainable development practices and policies. Reports sessions are available for participants to share about experiences relevant to a particular EDD 2020 topic. The European Union, its Member States, partner countries and other national and international organisations support a diverse array of sustainable development projects around the world. Each project produces its own lessons learnt that can benefit the community in countless ways. We invite you to share your project’s key results and lessons in a dedicated session during EDD 2020.

| Duration  | 75 minutes |
| Capacity  | 70 participants |
| Speakers  | Up to 4 + moderator |
| Format    | Silent (headset only) |

Selection criteria
We will assess applications to present projects and reports based on four criteria:
- Content approach – 50%
- Inclusiveness – 30%
- Interactivity – 10%
- Communication – 10%

Content approach
Projects and reports are interesting when they showcase results. Proposals should present concrete achievements. This type of session is a good opportunity to communicate and share innovative and sustainable solutions with a wider audience of professionals.

When submitting your project or report lab proposal, we encourage you to demonstrate the following features:
- Innovation;
- Evidence-based results in a specific context;
- Sustainability or the ability to scale up and transfer the lessons learnt from the project or report to other settings.

Inclusiveness
Creating an inclusive forum is a fundamental value of EDD. We welcome projects and reports from around the globe to reflect the diversity of all actors. We recommend that Session Organisers include youth in their activities to share fresh and diverse perspectives with the community.

Interactivity
We encourage you to build lively and interactive sessions and to use the EDD App to collect opinions and perspectives from the audience.

Agora
When submitting a proposal for a Project or Report Lab session, the session organisers will be offered the possibility to transform their proposal into a new interactive 20-minute session to be held in the Agora. This opportunity will be provided to organisations submitting a quality session proposal but who are not assigned a session because of limited availability. It will not be possible for session organisers to hold both a Project or Report Lab session and an Agora session.

The Agora will be an open, multi-purpose space at the centre of EDD where the EDD community will be able to meet, discuss and listen to new ideas in short 20-minute sessions. Possible formats of the Agora sessions include:
- Yes or No sessions: two speakers debating a controversial subject with a facilitator
- Intimate sessions: chats with very limited number of panelists – one or two
- Reverse coffee: one special guest asking questions to the public
- ‘How to’ sessions: one to three speakers explaining in a very practical way how they have managed to achieve their project’s outcomes
- Project pitches
- Lectures, key-notes, ...

Please indicate your interest by ticking the box in the Project/Report Lab Session Submission Form and include a short description of how your proposal could be adapted to fit this new format.
Communication and data sharing
To engage all partners and to build momentum until the event, we encourage Session Organisers to promote their session and the EDD by sharing key information on the issues they will discuss by:
✓ announcing their session and the speakers involved;
✓ infographics to illustrate key facts and figures related to the topic of their session.

Session Organisers are also required to share this information through their own communication channels.

☞ See ‘We communicate’ for more information.

EDD 2020 Coverage services
The following coverage is available for all Project/Report labs:
✓ Photographers will take at least one photo to be published on the EDD website.

Please note that the European Union should be credited as the author of all EDD 2020 multimedia content, whenever and wherever it is used.

☞ Refer to the ‘Quick guide’ for a summary of coverage services.

Carbon offset
The session organiser is directly responsible for its carbon compensation. A certificate has to be purchased for 25 tonnes and provided by the session organiser to the EDD contractor.

☞ See ‘We preserve’ for details about our carbon offset policy.

Next steps
Complete the Session Submission Form online if you would like to organise a project/report lab on any of EDD 2020 topics.

Contact programme@eudevdays.eu for more information.

EDD 2020 Milestones for Project/Report labs

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 FEBRUARY - 1pm CET</td>
<td>Deadline to submit Project/Report labs proposals</td>
</tr>
<tr>
<td>BEGINNING OF APRIL</td>
<td>EDD 2020 Selection Committee announces selected applicants</td>
</tr>
<tr>
<td>11-15 MAY</td>
<td>Second Community Meetings</td>
</tr>
<tr>
<td>22 MAY - 1pm CET</td>
<td>Deadline to provide a certificate of carbon offset</td>
</tr>
</tbody>
</table>

EDD 2020 Facilities for Project/Report lab rooms

**Logistics**
✓ Stage background with the EDD visual identity
✓ Furniture including 1 table, 6 chairs and 1 lectern
✓ Water for speakers and moderators
✓ 1 plasma screen
✓ Microphones for speakers, moderator and the audience
✓ Headsets for the audience
✓ 1 computer running on Microsoft software only
✓ Teleconference facilities

**Human resources**
✓ 1 Room Officer to oversee logistics
✓ 1 Conference Assistant
✓ 1 Technician to operate the audio-visual equipment and conduct pre-check

☞ Refer to the ‘Quick guide’ for a summary of facilities in lab rooms.

Communication and data sharing
To engage all partners and to build momentum until the event, we encourage Session Organisers to promote their session and the EDD by sharing key information on the issues they will discuss by:
✓ announcing their session and the speakers involved;
✓ infographics to illustrate key facts and figures related to the topic of their session.

Session Organisers are also required to share this information through their own communication channels.

☞ See ‘We communicate’ for more information.

EDD 2020 Coverage services
The following coverage is available for all Project/Report labs:
✓ Photographers will take at least one photo to be published on the EDD website.

Please note that the European Union should be credited as the author of all EDD 2020 multimedia content, whenever and wherever it is used.

☞ Refer to the ‘Quick guide’ for a summary of coverage services.

Carbon offset
The session organiser is directly responsible for its carbon compensation. A certificate has to be purchased for 25 tonnes and provided by the session organiser to the EDD contractor.

☞ See ‘We preserve’ for details about our carbon offset policy.

Next steps
Complete the Session Submission Form online if you would like to organise a project/report lab on any of EDD 2020 topics.

Contact programme@eudevdays.eu for more information.

EDD 2020 Milestones for Project/Report labs

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 FEBRUARY - 1pm CET</td>
<td>Deadline to submit Project/Report labs proposals</td>
</tr>
<tr>
<td>BEGINNING OF APRIL</td>
<td>EDD 2020 Selection Committee announces selected applicants</td>
</tr>
<tr>
<td>11-15 MAY</td>
<td>Second Community Meetings</td>
</tr>
<tr>
<td>22 MAY - 1pm CET</td>
<td>Deadline to provide a certificate of carbon offset</td>
</tr>
</tbody>
</table>

EDD 2020 Facilities for Project/Report lab rooms

**Logistics**
✓ Stage background with the EDD visual identity
✓ Furniture including 1 table, 6 chairs and 1 lectern
✓ Water for speakers and moderators
✓ 1 plasma screen
✓ Microphones for speakers, moderator and the audience
✓ Headsets for the audience
✓ 1 computer running on Microsoft software only
✓ Teleconference facilities

**Human resources**
✓ 1 Room Officer to oversee logistics
✓ 1 Conference Assistant
✓ 1 Technician to operate the audio-visual equipment and conduct pre-check

☞ Refer to the ‘Quick guide’ for a summary of facilities in lab rooms.

Communication and data sharing
To engage all partners and to build momentum until the event, we encourage Session Organisers to promote their session and the EDD by sharing key information on the issues they will discuss by:
✓ announcing their session and the speakers involved;
✓ infographics to illustrate key facts and figures related to the topic of their session.

Session Organisers are also required to share this information through their own communication channels.

☞ See ‘We communicate’ for more information.

EDD 2020 Coverage services
The following coverage is available for all Project/Report labs:
✓ Photographers will take at least one photo to be published on the EDD website.

Please note that the European Union should be credited as the author of all EDD 2020 multimedia content, whenever and wherever it is used.

☞ Refer to the ‘Quick guide’ for a summary of coverage services.

Carbon offset
The session organiser is directly responsible for its carbon compensation. A certificate has to be purchased for 25 tonnes and provided by the session organiser to the EDD contractor.

☞ See ‘We preserve’ for details about our carbon offset policy.

Next steps
Complete the Session Submission Form online if you would like to organise a project/report lab on any of EDD 2020 topics.

Contact programme@eudevdays.eu for more information.

EDD 2020 Milestones for Project/Report labs

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 FEBRUARY - 1pm CET</td>
<td>Deadline to submit Project/Report labs proposals</td>
</tr>
<tr>
<td>BEGINNING OF APRIL</td>
<td>EDD 2020 Selection Committee announces selected applicants</td>
</tr>
<tr>
<td>11-15 MAY</td>
<td>Second Community Meetings</td>
</tr>
<tr>
<td>22 MAY - 1pm CET</td>
<td>Deadline to provide a certificate of carbon offset</td>
</tr>
</tbody>
</table>

EDD 2020 Facilities for Project/Report lab rooms

**Logistics**
✓ Stage background with the EDD visual identity
✓ Furniture including 1 table, 6 chairs and 1 lectern
✓ Water for speakers and moderators
✓ 1 plasma screen
✓ Microphones for speakers, moderator and the audience
✓ Headsets for the audience
✓ 1 computer running on Microsoft software only
✓ Teleconference facilities

**Human resources**
✓ 1 Room Officer to oversee logistics
✓ 1 Conference Assistant
✓ 1 Technician to operate the audio-visual equipment and conduct pre-check

☞ Refer to the ‘Quick guide’ for a summary of facilities in lab rooms.
We solve

/ Brainstorming Labs

Innovation can have a lasting impact on the way the development community works, creating new solutions and ways of understanding. EDD 2020 brings practitioners from around the world to share experiences and knowledge from their countries, and brainstorm around shared problems. At every level, participants, moderators and speakers can put forward their ideas and discuss innovative solutions for sustainable development challenges.

<table>
<thead>
<tr>
<th>Duration</th>
<th>75 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>40 participants</td>
</tr>
<tr>
<td>Type</td>
<td>Non-silent (loudspeakers)</td>
</tr>
</tbody>
</table>

Selection criteria
We will assess applications to organise brainstorming sessions based on four criteria:
- Content Approach – 35 %
- Inclusiveness – 10 %
- Interactivity – 35 %
- Communication – 20 %

Content approach
Brainstorming labs are interactive, topic-oriented sessions that enable participants to roll up their sleeves and propose recommendations that reflect the creative energy of our community. Lasting 75 minutes, brainstorming sessions are the ideal format to discuss new ideas and breakthrough practices. They can also produce concrete recommendations through group problem solving. An editorial artist will sketch all brainstorming sessions live and publish resulting drawings for the public.

Inclusiveness
Creating an inclusive forum, especially regarding youth, is a central value for the EDD. We will evaluate session proposals based on their diversity and how well they engage new actors and young voices.

Interactivity – Moderation and app
Moderation is key to the success of brainstorming sessions. We recommend that you choose your moderators carefully. We strongly encourage Session Organisers and moderators to use the EDD App to solicit opinions and inputs for sessions.

» See ’We connect’ for more information.

Communication and data sharing
To engage all partners and to build momentum until the event, we encourage Session Organisers to promote their session and the EDD, by sharing key information on the issues they will discuss by:
- announcing their session and the speakers involved;
- infographics to illustrate key facts and figures related to the topic of their session.

Session Organisers are also required to share this information through their own communication channels.

» See ’We communicate’ for more information.

EDD 2020 Coverage services
The following coverage is available for all brainstorming lab sessions:
- Photographers will take at least one photo for publication on the EDD website.
- Live sketching will be available.

⚠️ Please note that the European Union should be credited as the author of all EDD 2020 multimedia content, whenever and wherever it is used.

» Refer to the 'Quick guide' for a summary of coverage services.
Carbon offset
The session organiser is directly responsible for its carbon compensation. A certificate has to be purchased for 25 tonnes and provided by the session organiser to the EDD contractor.

See ‘We preserve’ for details about our carbon offset policy.

Next steps
Complete the Session Submission Form online if you would like to organise a brainstorming lab on any of the EDD 2020 topics.

Contact programme@eudevdays.eu for more information.

EDD 2020 Milestones for Brainstorming labs

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 FEBRUARY - 1pm CET</td>
<td>Deadline to submit Brainstorming labs proposals</td>
</tr>
<tr>
<td>BEGINNING OF APRIL</td>
<td>EDD 2020 Selection Committee announces selected applicants</td>
</tr>
<tr>
<td>11-15 MAY</td>
<td>Second Community Meetings</td>
</tr>
<tr>
<td>22 MAY - 1pm CET</td>
<td>Deadline to provide a certificate of carbon offset</td>
</tr>
</tbody>
</table>

EDD 2020 Facilities for Brainstorming sessions

Logistics
- Stage background with the EDD visual identity
- Furniture including 4 tables, 40 chairs and 1 lectern
- Water for moderators
- 1 plasma screen with loudspeakers
- 1 computer running on Microsoft software only
- Microphones

Human resources
- 1 Room Officer to oversee logistics
- 1 Conference Assistant
- 1 Technician to operate the audio-visual equipment and conduct pre-check.
- 1 Live sketcher

Refer to the ‘Quick guide’ for a summary of facilities in lab rooms.
We showcase

/ The EDD Global Village

The EDD Global Village is a particularly exciting platform featuring stands that showcase successful projects and ground-breaking reports. The Village will serve as a crossroads for interaction, innovation and networking during the EDD. It will be a place to dive into the core topics of the forum and discover projects from around the world.

Inclusiveness is a key value for EDD. We welcome exhibitors who reflect the diversity of the development community. We have a particular interest in stands proposing success stories from the field. We encourage exhibitors to invite individuals from the field to interact with visitors and participants and promote their local projects and success stories.

Selection criteria
We will assess applications to present projects and reports on a stand according to three criteria:
- Content – 40%
- Interactivity – 40%
- Communication & creativity – 20%

Content approach
Stands are interactive and result-oriented. When submitting a request for a stand, you must propose to showcase a specific project, report or programme that presents concrete and tangible results. The stands are designed to underline the useful, practical and knowledge-sharing aspect of the forum.

Selection criteria

<table>
<thead>
<tr>
<th>Standard booth facilities (3 sqm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 table, 2 chairs, lighting and Internet access</td>
</tr>
<tr>
<td>50W of power supply</td>
</tr>
<tr>
<td>2m x 1.5m surface</td>
</tr>
<tr>
<td>1 modular wall: 2m x 2.35m (h)</td>
</tr>
<tr>
<td>Ability to personalise with visual identity and infographics. The EDD Team will layout and print your own visual project and place it on the partition wall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regular stand facilities (9 sqm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 table, 3 chairs, 1 locker, lighting and Internet access</td>
</tr>
<tr>
<td>3 sockets of 150W</td>
</tr>
<tr>
<td>3m x 3m surface</td>
</tr>
<tr>
<td>Video screen: not included. Stand holders may bring their own screen and PC, or rent from our general supplier</td>
</tr>
<tr>
<td>Modular walls: 3,0m x 2,35m (h).</td>
</tr>
<tr>
<td>Ability to personalise with visual identity and infographics. The EDD Team will layout and print your own visual project and place it on the partition wall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Large stand facilities (15 sqm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 table, 3 chairs, 1 locker, 2 sofas, 1 low table lighting and Internet access</td>
</tr>
<tr>
<td>4 sockets of 150W</td>
</tr>
<tr>
<td>5m x 3m surface</td>
</tr>
<tr>
<td>Video screen: not included. Stand holders may bring their own screen and PC, or rent from our general supplier</td>
</tr>
<tr>
<td>Modular walls: 5,0m x 2.35m (h).</td>
</tr>
<tr>
<td>Ability to personalise with visual identity and infographics. The EDD team will layout and print your visual project and place it on the partition wall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cluster stand facilities (26 sqm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The clusters are specially designed for organisations that wish to showcase 4 different projects</td>
</tr>
<tr>
<td>4 tables, 12 chairs, 2 locker cabinets. 2 sofas, 2 low table</td>
</tr>
<tr>
<td>12 sockets of 150W</td>
</tr>
<tr>
<td>Modular walls: 2 partition walls of 3m x 2.35m (recto-verso), 0,5m angles at each end</td>
</tr>
<tr>
<td>6m x 6m surface</td>
</tr>
<tr>
<td>Video screen: 2 screens on a design foot included. Stand holders may bring their own computer or rent from our general supplier</td>
</tr>
<tr>
<td>Ability to personalise with visual identity and infographics. The EDD Team will layout and print your own visual project and place it on the partition wall</td>
</tr>
</tbody>
</table>

Additional equipment available upon request. See the EDD website for more details.

Human resources
- A number of hostesses / stewards will be available for assistance in the Village

Please note that the stands must be interactive and paperless. Only one roll-up will be permitted per stand.

See ‘We preserve’ for more information.
Refer to the ‘Quick guide’ for a summary of facilities in the EDD Global Village.
Youth Lounge
A youth-friendly dedicated area will allow the Young leaders and youth organisations to socialise and hold youth-related activities.

Interactivity
We suggest that exhibitors 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.

Communication and data sharing
We encourage exhibitors to promote their stand and the EDD, by sharing key information on the issues they will discuss by:
- providing key information and tangible results;
- social media elements (quotes, facts and figures…) related to the showcased project/report that could be spread throughout the EDD communication channels;
- infographics to illustrate key facts and figures related to the topic of their session. Exhibitors are also required to share this information through their own communication channels.

See ‘We communicate’ for more information.

Carbon offset and other costs
Depending on the type of stand chosen, successful applicants will be required to make the following contributions (excluding VAT):
- Standard booth (3 sqm): free of charge (certificate of carbon offset to be purchased and provided by exhibitor: 6 tonnes). To get their stand confirmed, exhibitors have to purchase and provide a carbon offset certificate to the EDD contractor by 22 May 1 pm.
- Regular stand (9 sqm): EUR 1 600 (including logistics and carbon offset: 10 tonnes)
- Large stand (15 sqm): EUR 2 100 (including logistics and carbon offset: 20 tonnes)
- Cluster (36 sqm): EUR 4 200 (including logistics and carbon offset: 40 tonnes)

See ‘We preserve’ for details about our carbon offset policy.

Next steps
Complete the Global Village Stand Submission Form online if you would like to organise a Stand on any of the EDD 2020 topics.

Contact village@eudevdays.eu for more information.

EDD 2020 Milestones for Stands

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 FEBRUARY - 1 pm CET</td>
<td>Deadline to submit Stands proposals</td>
</tr>
<tr>
<td>BEGINNING OF APRIL</td>
<td>EDD 2020 Selection Committee announces selected applicants</td>
</tr>
<tr>
<td>11-15 MAY</td>
<td>Second Community Meetings</td>
</tr>
<tr>
<td>22 MAY 1 pm CET</td>
<td>Deadline to pay for paying stands. Deadline to provide a certificate of carbon offset for standard booth.</td>
</tr>
</tbody>
</table>
We communicate

Many of the challenges that the EDD address have a global impact and require universal responses. Communicating about these challenges within and outside the development community is part of the EDD’s core mission. We enable organisers and participants to advance this goal by helping them create and increase awareness, engage the press and promote debates.

/ We promote debates

The EDD programme includes numerous debates on critical sustainable development challenges. Promoting the issues and challenges involved within and outside the development community is key to the EDD’s success. We offer numerous resources to support your involvement and to promote your activities:

- EDD 2020 video
- EDD 2020 video teaser
- EDD 2020 web banners
- Interviews with key development actors
- Photos
- Video recordings from Auditorium debates
- Live sketches from brainstorming sessions

/ We create awareness

The digital revolution has ushered in a journalistic renaissance, fusing art, reporting and storytelling into a single pursuit. Today, multimedia and new media are the new normal. For sustainable development to thrive in this competitive marketplace, we need to harness the numerous rich online tools available and engage in powerful digital storytelling.

We encourage the community to create awareness about the EDD issues and activities that matter to each individual or organisation. We offer promotional tools to highlight your participation including the EDD 2020 logo, online banners, teasers and presence on the EDD website. Social media are particularly useful to reach new audiences and we strongly encourage you to share your involvement on your channels.

Contact socialmedia@eudevdays.eu for more information.

For EDD 2020, we will use the following social media platforms:

- Facebook – www.facebook.com/EuropeAid – Share EDD 2020 official updates
- Twitter – @europeaid – Host and participate in EDD Twitter chats
- YouTube – Follow EUintheWorld and other dedicated playlists and share all EDD video content including recorded sessions, interviews and summaries
- Instagram – @europeaid – Post original photos, short videos or share posts, including from youth audiences

Don’t forget to include the hashtag #EDD20 in all your social media posts!

Before EDD 2020

- Share interviews on social media
- Promote EDD 2020 in newsletters using official EDD branding materials
- Promote EDD 2020 on your website using official EDD branding materials

During and after EDD 2020

- Promote EDD 2020 on social media
- Share content from the sessions on your website
- Promote EDD 2020 in bulletins and other publications

Contact socialmedia@eudevdays.eu with any of your questions.
/ We engage with the press

Press facilities will be available to maximise media coverage at the EDD. The Media Centre will have dedicated working spaces for the press, including a conference room, interview studios and respective facilities for live-broadcasting on TV, radio channels and Facebook.

Press facilities will also be available for Session Organisers. If you would like to launch a new initiative, host a special media event or share your latest news, we invite you to book a 45-minute press conference for an audience of up to 60 people. You are also welcome to record videos, including interviews and messages in one of the two studios.

Next steps

- Contact press@eudevdays.eu by 7 May to organise a press conference or book studios.

Communication and data sharing

Selected Session Organisers and exhibitors are strongly invited to prepare and share press releases, social media elements and infographics to promote their session and provide key information about their specific topic.

Infographics are an important tool to engage the sustainable development community and provide them with key facts and figures.

Press releases will need to present the session, announce the speakers involved as well as background information about their session. A newsworthy press release will be a useful background document for journalists.

To ensure strong visibility for your organisation or your project, we encourage you to:

- Grab attention with a strong headline;
- Get right to the point in the first paragraph with the five Ws (What, Where, When, Why, Who);
- Pack your press release with hard numbers, concrete outcomes that support the significance of your project or initiative and strong quotes;
- Include at least one strong quote from a leading expert/personality;
- Keep it short and simple: the ideal length of a press release is 1500 characters, including spaces, which represents an A4 page.

/ We engage with the press

Press facilities will be available to maximise media coverage at the EDD. The Media Centre will have dedicated working spaces for the press, including a conference room, interview studios and respective facilities for live-broadcasting on TV, radio channels and Facebook.

Press facilities will also be available for Session Organisers. If you would like to launch a new initiative, host a special media event or share your latest news, we invite you to book a 45-minute press conference for an audience of up to 60 people. You are also welcome to record videos, including interviews and messages in one of the two studios.

Next steps

- Contact press@eudevdays.eu by 7 May to organise a press conference or book studios.

Communication and data sharing

Selected Session Organisers and exhibitors are strongly invited to prepare and share press releases, social media elements and infographics to promote their session and provide key information about their specific topic.

Infographics are an important tool to engage the sustainable development community and provide them with key facts and figures.

Press releases will need to present the session, announce the speakers involved as well as background information about their session. A newsworthy press release will be a useful background document for journalists.

To ensure strong visibility for your organisation or your project, we encourage you to:

- Grab attention with a strong headline;
- Get right to the point in the first paragraph with the five Ws (What, Where, When, Why, Who);
- Pack your press release with hard numbers, concrete outcomes that support the significance of your project or initiative and strong quotes;
- Include at least one strong quote from a leading expert/personality;
- Keep it short and simple: the ideal length of a press release is 1500 characters, including spaces, which represents an A4 page.

/ We engage with the press

Press facilities will be available to maximise media coverage at the EDD. The Media Centre will have dedicated working spaces for the press, including a conference room, interview studios and respective facilities for live-broadcasting on TV, radio channels and Facebook.

Press facilities will also be available for Session Organisers. If you would like to launch a new initiative, host a special media event or share your latest news, we invite you to book a 45-minute press conference for an audience of up to 60 people. You are also welcome to record videos, including interviews and messages in one of the two studios.

Next steps

- Contact press@eudevdays.eu by 7 May to organise a press conference or book studios.

Communication and data sharing

Selected Session Organisers and exhibitors are strongly invited to prepare and share press releases, social media elements and infographics to promote their session and provide key information about their specific topic.

Infographics are an important tool to engage the sustainable development community and provide them with key facts and figures.

Press releases will need to present the session, announce the speakers involved as well as background information about their session. A newsworthy press release will be a useful background document for journalists.

To ensure strong visibility for your organisation or your project, we encourage you to:

- Grab attention with a strong headline;
- Get right to the point in the first paragraph with the five Ws (What, Where, When, Why, Who);
- Pack your press release with hard numbers, concrete outcomes that support the significance of your project or initiative and strong quotes;
- Include at least one strong quote from a leading expert/personality;
- Keep it short and simple: the ideal length of a press release is 1500 characters, including spaces, which represents an A4 page.

/ We engage with the press

Press facilities will be available to maximise media coverage at the EDD. The Media Centre will have dedicated working spaces for the press, including a conference room, interview studios and respective facilities for live-broadcasting on TV, radio channels and Facebook.

Press facilities will also be available for Session Organisers. If you would like to launch a new initiative, host a special media event or share your latest news, we invite you to book a 45-minute press conference for an audience of up to 60 people. You are also welcome to record videos, including interviews and messages in one of the two studios.

Next steps

- Contact press@eudevdays.eu by 7 May to organise a press conference or book studios.

Communication and data sharing

Selected Session Organisers and exhibitors are strongly invited to prepare and share press releases, social media elements and infographics to promote their session and provide key information about their specific topic.

Infographics are an important tool to engage the sustainable development community and provide them with key facts and figures.

Press releases will need to present the session, announce the speakers involved as well as background information about their session. A newsworthy press release will be a useful background document for journalists.

To ensure strong visibility for your organisation or your project, we encourage you to:

- Grab attention with a strong headline;
- Get right to the point in the first paragraph with the five Ws (What, Where, When, Why, Who);
- Pack your press release with hard numbers, concrete outcomes that support the significance of your project or initiative and strong quotes;
- Include at least one strong quote from a leading expert/personality;
- Keep it short and simple: the ideal length of a press release is 1500 characters, including spaces, which represents an A4 page.
We empower

The EDD aspire to be an inclusive forum that represents the diversity of all actors. In this spirit, we encourage Session Organisers and the community at large to engage new voices and emerging actors in sustainable development. Youth is a driving force behind some of the most important development issues, given their groundbreaking and future-oriented perspective. The EDD’s priority is to let them share their views and ideas, so as to inspire and be inspired. EDD 2020 will host a variety of activities to encourage greater youth participation, to engage with the development community and to sustainable shape the world in an inclusive, gender-equal and empowering way.

EDD 2020 will invite 17 Young Leaders to participate in the forum’s Auditorium debates. We invite pro-active and dynamic young people to participate in the sessions, and the community to promote these opportunities across their networks.

This is the 6th edition of the Young Leaders Programme. The Programme is building a pool of extraordinary young people with strong expertise and commitment to foster positive changes in development from within their communities towards the achievement of the Sustainable Development Goals. You may follow the blog of the Young Leaders Alumni “Young Leaders for Development”: youngleadersfordev.org

/ Young Leaders Programme

EDD 2020 will continue to host the Young Leaders Programme, inviting exceptional youth representatives to speak at the high-level panels of the forum to bring fresh perspectives from the new generation.

Together, the EDD 2020 Team and Session Organisers will select 17 young people from across the world who have been protagonists of leading actions on one of EDD 2020 topics.

Young Leaders will be invited to Brussels to share their projects and initiatives, as well as to share best approaches with delegations from governments and international organisations.

Auditorium Session Organisers will select a Young Leader to speak in their panel. The EDD 2020 Team will present three candidates to Session Organisers, who will then choose the most suitable youth speaker for their panel.

All other Session Organisers can invite one or more Young Leaders to speak in their panels. All Session Organisers will be supported in order to ensure an effective inclusion of young speakers in their panels.

Before and during the forum, Young Leaders will also participate in workshops and visit the European institutions, where they will meet relevant development policymakers and share best practices from their countries or regions.

Young Leaders selection criteria

We will evaluate the Young Leaders Programme applications based on three key elements:

- Knowledge, experience and demonstrated impact related to the selected topic;
- Public speaking skills and motivation to participate;
- Leadership experience within an informal or formal organisation.

Next steps

Visit the EDD Website to apply for the Young Leaders Programme.

Applicants must be between the ages of 21 and 26 by 9 June 2020. Applicants will need to tell their story in a short video as part of the application.

Contact youth@eudevdays.eu for more information.

EDD 2020 Milestones for Young Leaders Programme

<table>
<thead>
<tr>
<th>Date</th>
<th>Event descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 FEBRUARY - 1 pm CET</td>
<td>Deadline to submit applications to the Young Leaders Programme</td>
</tr>
<tr>
<td>END OF APRIL / BEGINNING OF MAY</td>
<td>EDD 2020 Selection Committee announces selected applicants</td>
</tr>
</tbody>
</table>
We empower

We connect

#EDD20
We connect

/ The EDD App

EDD 2020 will have a dedicated app to enhance participants experience on many levels. As the following features list describes, the EDD App offers participants all the information they need in one, simple tool accessible on smartphones, tablets and the web. It simplifies processes and saves time while enabling more meaningful connections through social networking. Together, the features allow users to engage in continuous dialogues that can produce actionable outcomes.

Session Organisers can use the app to engage participants and learn about their views with features including moderated brainstorming, segmented polling and idea ranking. This real-time feedback enables Session Organisers to shape priorities and focus on generating the most relevant outcomes.

Moderators can use the app for polling and facilitating Q&A sessions during debates. These features will enable moderators to quickly and easily adapt content to better reflect audience views when needed.

The EDD App will be available as of 25 May 2020.

Contact app@eudevdays.eu for support.

The EDD App features

- **Programme**: Provides access to the most updated EDD 2020 programme and enables the community to promote events.
- **Community**: Allows for social networking inside the app before and during EDD 2020 using popular platforms like Facebook and Twitter.
- **Speakers**: Lists the latest speakers.
- **Announcement/Alerts**: Allows Session Organisers to inform participants about news and events in real time with push notifications.
- **Vote/Quiz**: Enables organisers to engage with users during EDD 2020 sessions directly from their devices.
- **Q&A**: Enables moderators to interact with users in a Q&A format and publish results in real time.
- **Surveys**: Allows Session Organisers to gather information from the audience.
- **Event Wall**: Displays questions, comments and tweets on screens in real time.
- **Practical information**: Lists logistical information for participants.
We meet...
We meet

High-level stakeholders representing governments, non-profit organisations, the private sector and academia gather together at EDD. We invite all actors to engage in this exciting forum, connect with dynamic organisations and collaborate in sustainable ways.

/ Meeting rooms

We invite you to reserve rooms for your work meetings during the forum. You may order catering at your own cost.

Next steps

You can request a meeting room as from 6 April until 15 May 2020 by contacting meeting@eudevdays.eu.

EDD Facilities for Meeting rooms

- Large meeting room - 36 pax
- 1 plasma screen
- 1 computer running on Microsoft software only

- Small meeting room - 12 pax

/ Venue

EDD 2020 will take place at Tour & Taxis at Avenue du Port 86, B-1000 Brussels.

Visit the EDD website for information about how to get to Tour & Taxis, including access and services for persons with disabilities.

Parking

A large, guarded car park is available at the venue. The parking ticket costs EUR 6.00 per day.

Taxi

For Taxi reservations in Brussels, contact:
- Taxis Bleus – www.taxisbleus.be – Tel.: +32.2.268.00.00
- Taxis Verts – www.taxisverts.be – Tel.: +32.2.349.49.49

Public transport

The closest underground station is Yser/Ijzer and free shuttles will run between Yser and Tour & Taxis throughout EDD 2020.

Access and services for people with disabilities

A detailed guide will be available on the website.

EDD 2020 Logistics

- Internet: Free WiFi will be available.

- Catering: Participants can purchase breakfast and lunch directly on-site. Water fountains and coffee corners will be available in the public lounge throughout the day.

- Accommodation: We recommend that you book your hotel rooms in Brussels well in advance to ensure availability and avoid extra costs.
/ Registration

EDD 2020 is an open event; however, all participants are required to register in advance.

Registration will open on 3 April 2020 through the EDD website.

By registering for EDD 2020, all forum delegates de facto authorise the European Commission to make free use of documents portraying their image, with a view to their conservation and distribution for any publication that it deems appropriate. In order to register to the event, you should follow these simple steps:

- Create a profile on the EDD website;
- Once you are logged into your profile, on your Dashboard you will find the registration link;
- Fill in the necessary information and click on “Save” in order to be registered.

Please note that the EDD are working to comply with the EU General Data Protection Regulation (GDPR). To comply with the Regulation, we are asking all the members of the Community to create a new account on the EDD website. There will be a box to tick in the registration form for participants not accepting the use of personal pictures, audio and video material taken during the event.

/ Visa

Non-EU citizens from some countries must have a Schengen Visa to travel to Belgium. Participants who require a Schengen Visa should apply as early as possible, especially if travel involves a connecting flight within the European Union outside of Belgium. You must request a Schengen Visa from the Embassy representing the country of your first entry point into the European Union.

Visit the website of the Belgian Ministry of Foreign Affairs for more information. www.diplomatie.belgium.be/en/
More than ever, EDD 2020 aims to be as sustainable and carbon neutral as possible. We count on the EDD community, Session Organisers and Stand holders to make this happen.

/ We save paper

The EDD will be as paperless as possible. Participants will only receive a printed programme. They will not receive welcome packs or other publications. All information will be available on the EDD App, the EDD website and on social media platforms. Session Organisers will be entitled to bring one roll-up per organisation to display in rooms during their sessions. Similarly, stand holders can bring only one roll-up and only one copy of printed material to keep at their stand.

/ We offset carbon

Session organisers and stand holders are expected to offset a certain quantity of carbon, depending on the type of stand or session they will organise:

 vr Session Organisers and Standard Booth Organisers:
 Please purchase your certificate and send it to the EDD Team at carbonoffset@eudevdays.eu by 22 May, 1 pm CET. The certificate can be purchased on the Gold Standard website.

 vr EDD Global Village Regular, Large and Cluster Stand Organisers:
 Please let the EDD Team know which project you wish to contribute to by 22 May, 1 pm CET, from the list available on the Gold Standard website. The carbon offset is already included in the total fees of those paying stands and the EDD contractor will provide organisers with the certificate of carbon offset afterwards.

 For any question, please email carbonoffset@eudevdays.eu.
Quick guide

/ Deadlines

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PURPOSE</th>
<th>FORM / CONTACT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE DEBATE</td>
<td>Auditorium debate</td>
<td></td>
<td>21 February - 1 pm CET</td>
</tr>
<tr>
<td></td>
<td>Lab debate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WE SHARE</td>
<td>Project/report lab</td>
<td>Online</td>
<td>21 February - 1 pm CET</td>
</tr>
<tr>
<td>WE SOLVE</td>
<td>Stand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WE SHOWCASE</td>
<td>Brainstorming Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WE EMPOWER</td>
<td>Young Leaders Programme</td>
<td>Online</td>
<td>21 February - 1 pm CET</td>
</tr>
<tr>
<td>WE COMMUNICATE</td>
<td>Press conference room and studios</td>
<td><a href="mailto:press@eudevdays.eu">press@eudevdays.eu</a></td>
<td>7 May</td>
</tr>
<tr>
<td>WE MEET</td>
<td>Meeting room</td>
<td><a href="mailto:meeting@eudevdays.eu">meeting@eudevdays.eu</a></td>
<td>15 May</td>
</tr>
</tbody>
</table>

/ Contacts

We invite you to carefully read this Community Guide and browse the EDD website to answer any queries. Should you still have any questions, please refer to the contacts listed below.

<table>
<thead>
<tr>
<th>FOR ENQUIRIES ABOUT</th>
<th>PLEASE CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNITY INVOLVEMENT</td>
<td><a href="mailto:community@eudevdays.eu">community@eudevdays.eu</a></td>
</tr>
<tr>
<td>PROGRAMME AND UPDATES</td>
<td><a href="mailto:programme@eudevdays.eu">programme@eudevdays.eu</a></td>
</tr>
<tr>
<td>(including carbon offset)</td>
<td></td>
</tr>
<tr>
<td>SOCIAL MEDIA</td>
<td><a href="mailto:socialmedia@eudevdays.eu">socialmedia@eudevdays.eu</a></td>
</tr>
<tr>
<td>EDD APP (as a Session Organiser)</td>
<td><a href="mailto:app@eudevdays.eu">app@eudevdays.eu</a></td>
</tr>
<tr>
<td>(as from 25 May)</td>
<td></td>
</tr>
<tr>
<td>EDD VILLAGE</td>
<td><a href="mailto:village@eudevdays.eu">village@eudevdays.eu</a></td>
</tr>
<tr>
<td>YOUTH-RELATED MATTERS</td>
<td><a href="mailto:youth@eudevdays.eu">youth@eudevdays.eu</a></td>
</tr>
<tr>
<td>REGISTRATION AND BADGES</td>
<td><a href="mailto:registration@eudevdays.eu">registration@eudevdays.eu</a></td>
</tr>
<tr>
<td>(as from 3 April)</td>
<td></td>
</tr>
<tr>
<td>ON-SITE LOGISTICS, FACILITIES AND SERVICES</td>
<td><a href="mailto:logistics@eudevdays.eu">logistics@eudevdays.eu</a></td>
</tr>
<tr>
<td>MEDIA COVERAGE AND PRESS SERVICES</td>
<td><a href="mailto:press@eudevdays.eu">press@eudevdays.eu</a></td>
</tr>
<tr>
<td>MEETING ROOMS (as from 8 April)</td>
<td><a href="mailto:meeting@eudevdays.eu">meeting@eudevdays.eu</a></td>
</tr>
<tr>
<td>CARBON OFFSET</td>
<td><a href="mailto:carbonoffset@eudevdays.eu">carbonoffset@eudevdays.eu</a></td>
</tr>
</tbody>
</table>

Contact programme@eudevdays.eu with any special requests for equipment, staff or facilities.
/ Facilities, staff and coverage services

**Facilities**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>WE Debate</th>
<th>WE Solve</th>
<th>WE Share</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auditorium</strong></td>
<td>90</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td><strong>Debate Lab</strong></td>
<td>75</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td><strong>Brainstorming Lab</strong></td>
<td>250</td>
<td>70</td>
<td>40</td>
</tr>
<tr>
<td><strong>Project/Report Lab</strong></td>
<td>70</td>
<td>70</td>
<td>70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage</th>
<th>Background with EDD 2020 branding Water for speakers and moderators</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Non-silent (loudspeakers)</th>
<th>Silent (headset only)</th>
<th>Non-silent (loudspeakers)</th>
<th>Silent (headset only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Set-up</strong></td>
<td>Up to 6 armchairs 1 table</td>
<td>6 chairs 1 table</td>
<td>40 chairs 4 tables</td>
<td>6 chairs 1 table</td>
</tr>
<tr>
<td><strong>Lectern</strong></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Speakers</strong></td>
<td>5</td>
<td>4</td>
<td>–</td>
<td>4</td>
</tr>
<tr>
<td><strong>Audience</strong></td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Moderator</strong></td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td><strong>Large Screen with Projector</strong></td>
<td>1</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Plasma Screens</strong></td>
<td>–</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Loudspeakers</strong></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Teleconference Facilities</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Computer</strong> (Microsoft)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Interpretation</strong></td>
<td>English &amp; French, Sign language upon request</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose</th>
<th>WE Showcase</th>
<th>WE Meet</th>
<th>WE Communicate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stand</strong></td>
<td>2 days</td>
<td>36 (large)</td>
<td>60</td>
</tr>
<tr>
<td><strong>Meeting Room</strong></td>
<td>30</td>
<td>12 (small)</td>
<td>Up to 6 per studio</td>
</tr>
<tr>
<td><strong>Press Conference Room</strong></td>
<td>45</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Press Studio</strong></td>
<td>Request</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

| Audio-visual studio with interview facilities |
| **Computer** (Microsoft) | Yes | Yes | No |
| **Teleconference Facilities** | Yes | Yes | No |
| **Computer** (Microsoft) | Yes | Yes | No |
| **Interpretation** | Yes (in large rooms) | Yes (in large rooms) | No | No | No | No |
Human resources

<table>
<thead>
<tr>
<th></th>
<th>WE DEBATE</th>
<th>WE SOLVE</th>
<th>WE SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AUDITORIUM</td>
<td>DEBATE LAB</td>
<td>BRAINSTORMING LAB</td>
</tr>
<tr>
<td>ROOM OFFICER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>(dedicated staff per room)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSISTANTS</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>(dedicated staff in the room)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNICIANS</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>AUDIO-VISUAL CREW</td>
<td>1</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

Note: We will have an emergency medical centre onsite.

Coverage services

<table>
<thead>
<tr>
<th></th>
<th>WE DEBATE</th>
<th>WE SOLVE</th>
<th>WE SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AUDITORIUM</td>
<td>DEBATE LAB</td>
<td>BRAINSTORMING LAB</td>
</tr>
<tr>
<td>PHOTOS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>SHORT REPORT</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>VIDEO RECORDING</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>LIVE SKETCHING</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>WE SHOWCASE</th>
<th>WE MEET</th>
<th>WE COMMUNICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STAND</td>
<td>MEETING ROOM</td>
<td>PRESS CONFERENCE ROOM</td>
</tr>
<tr>
<td>PHOTOS</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>SHORT REPORT</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>VIDEO RECORDING</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>LIVE SKETCHING</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

The media centre will be the focal point for journalists, bloggers and social media staff.
**Submission options overview**

**SESSIONS**

- **Auditorium debate** (90 min session, 250 pax)
  - (Certificate of carbon offset to be purchased and provided by the session organiser by 22 May 1 pm CET: 40T)

- **Lab debate** (75 min session, 70 pax)
  - (Certificate of carbon offset to be purchased and provided by the session organiser by 22 May 1 pm CET: 25T)

- **Project/report lab** (75 min session, 70 pax)
  - (Certificate of carbon offset to be purchased and provided by the session organiser by 22 May 1 pm CET: 25T)

- **Brainstorming lab** (75 min session, 40 pax)
  - (Certificate of carbon offset to be purchased and provided by the session organiser by 22 May 1 pm CET: 25T)

**STANDS**

- **Standard (3 sqm)**
  - EUR 0
  - (Certificate of carbon offset to be purchased and provided by the exhibitor by 22 May 1 pm CET: 6T)

- **Regular (9 sqm)**
  - EUR 1 600*
  - (Including logistics and Carbon offset: 10T)

- **Large (15 sqm)**
  - EUR 2 100*
  - (Including logistics and Carbon offset: 20T)

- **Cluster (36 sqm)**
  - EUR 4 200*
  - (Including logistics and Carbon offset: 40T)

*These stands are subject to a direct commercial agreement between the exhibitor and the EDD contractor. Prices are VAT excluded.