



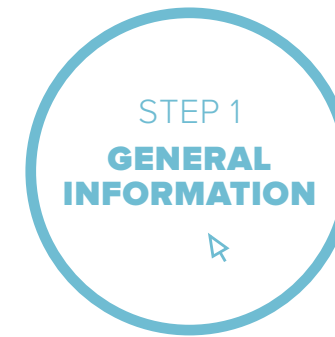
The European Development Days 2019
18-19 June 2019 Brussels, Belgium

eudevdays.eu

Project / Report Lab Submission Form

edd European
Development
Days

*International
Cooperation and
Development*



The EDD are an unparalleled opportunity for the development community to share knowledge, lessons learned and showcase achievements. We encourage the community to share 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 We Share session.



Thank you for your interest in organising a project session at European Development Days 2019 and welcome to the online submission portal. To start your application, you must agree with the following terms and conditions.

Aims

Before filling in the form please remember that project or report labs are the ideal format to invite the audience to solve urgent issues, build new ideas and gather successful practices. Project or report labs are interactive, topic and problem oriented sessions.

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 you can structure your proposal and how it will be reviewed and assessed.
- ✔ **Overview of application questions:** You will find here a pdf version of the Project or Report lab 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.
- ✔ **Please note that the submission form must be completed in English.**
- ✔ **Deadline:** Please submit your proposal before **Sunday 24 March** at 1pm CET.

Evaluation criteria

Content Approach **50 %**

Inclusiveness **30 %**

Interactivity **10 %**

Communication **10 %**

Responsibilities:

- ✔ **Leading organisation:** By submitting a Project session form, you become the sole responsible for this session. You will be the sole person receiving the e-mail informing of the EDD 2019 Selection Committee's final decision. If selected, the leading organisation will become the sole point of contact between the EDD 2019 Team and the organisers for your project. Please note that organisations cannot submit more than three forms as leading organisation.
- ✔ **Moderator and speakers:** Your proposed speakers and moderators will be taken into consideration during the selection process, as part of the evaluation criteria 'Content'. The level of the intended speakers and moderators must be determined according to the type of session in which they will intervene. 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 required to organise communication activities to attract a wide range of audience. Selected sessions are strongly invited to provide a press release about their session and the panellists involved and share it among their communication channels. Selected Session Organisers are also invited to provide infographics to illustrate key facts and figures.
- ✔ **Carbon offset:** When confirming their session, session organisers are directly responsible for their carbon compensation. A certificate has to be purchased and provided by the session organiser to the EDD contractor for a project of their choice (according to the Golden Standards) or for one of the four suggested projects mentioned on the EDD website
- ✔ **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 2019. Your session must take this balance into consideration.

Thank you for your time and interest, we wish you all the best.

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



Title*

Please provide a newsworthy headline for your proposal.

(max. 80 characters including spaces)

Subtitle*

Please specify the subtitle for your proposal.

(max. 140 characters including spaces)

Related topics*

Please specify which of the forum's topics (link to Themes & Topics webpage) your proposal could be related to: (select no more than three)

- ✔ Topic 1 – drop down menu
- ✔ Topic 2
- ✔ Topic 3
- ✔ I would like my session to be part of the EDD 2019 Youth Agenda. (The Youth Agenda highlights all the sessions linked to topics related to youth.)

Leading Organisation*

Please indicate the leading organisation of your proposal. Please note that organisations cannot submit more than three forms as leading organisation.

Leading organisation name:

Select in the list of existing organisations or click [Register a New Organisation](#).

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 and on the EDD App.

(max. 800 characters including spaces).

Relevance

Please provide an explanation of the relevance of your proposal to the EDD 2019 Themes and Topics (max. 800 characters including spaces).

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

- ✔ 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 2019 audience?
- ✔ How are you going to make sure that proposed speakers will be part of your session at the EDD 2019?

(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 and on the EDD App.

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, EDD 2019 is an inclusive forum and we recommend that you pay special attention to the diversity of your moderator and your speakers' approaches.

Moderator

Your moderator needs to be able to provide expert opinion and drive the discussion forward.

We highly recommend experienced moderators and professional journalists for this role. Your moderator is strongly encouraged to attend a 'Moderation Boot Camp' on the eve of the forum where he or she will receive training on best practices and how to lead a lively interactive debate in the EDD framework. Professional moderators will lead the Boot Camp.

Gender:* Mr. Ms.

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?*

(max. 200 characters including spaces)

Speakers

Gender:* Mr. Ms.

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 button \(4 speakers max.\)](#)

Mobile Application

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

(max. 300 characters including spaces).

STEP 5 COMMUNICATION

To attract a wide range of participants and make your session successful, organisers are invited to use communication materials to promote their participation at EDD 2019. We offer promotional material and tools including the official EDD 2019 logo, banners, teasers and website to promote your session 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 session
- ✔ Promoting EDD 2019 on your website, social media channels, and in your newsletters

Email address of the responsible for communications:

How will you promote your session:

(max. 500 characters including spaces).

Media Campaign

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

Media relations

- ✔ Sending your press release
- ✔ Inviting journalists

Please provide a press release related to your session:

(max. 1500 characters including spaces).



Additional Comments

Please insert here any additional comment related to your proposal.

(max. 800 characters including spaces).

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

(Max three pdf files: links).



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

Button "Submit your proposal"

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

