

How to become a partner

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Important information for applicants

Selected partners will be responsible for organising their own session.

If you wish to organise a session, you are asked to carefully read and follow the guidelines when applying and/or contributing to the event. Please ensure you comply with the indicated deadlines and obligations.

How and when to apply?

Proposals must be submitted via the official application form accessible via the [event website](#) until 11 May 2025 (12:00 Brussels time).

The deadline for submitting #EURegionsWeek close to you session proposals is 11 July 2025 (12:00 Brussels time). Candidates whose applications are not selected in the official programme will have the opportunity to re-apply as an #EURegionsWeek close to you session until this time.

Partner eligibility

Applicants should be from/or have an established residence in an EU Member State or a country contributing to/participating in an EU programme. They must fall under one of the following categories to be eligible to become an official partner of the EURegionsWeek:

- Local and regional authorities and associations thereof
- Managing Authorities of EU funds
- EU institutions and institutional partners

- European Groupings of Territorial Cooperation (EGTCs)
- Public-private partnerships
- Associations and institutions contributing to/participating in an EU programme

Applications submitted by two or more associated partners will be given priority during the selection process (apart from the EURegionsTalks formats).

Regional Partnerships

To apply as a Regional Partnership:

- Your group must be exclusively composed of local or regional authorities
- The partnership must have a minimum of four and a maximum of eight regions or cities, towns or provinces from at least two countries, at least one partner coming from the EU. Partners looking for a partnership can use our [Partner Search Tool](#). The request will be uploaded to the #EURegionsWeek website weekly until 25 April:
[List of available partners](#).
- At least one elected member of the European Committee of the Regions and/or a local or regional political representative is required to participate as a speaker
- The participation of Members of the European Parliament and any other high level political representative is strongly recommended

Regional Partnership sessions are hosted either at the European Committee of the Regions (subject to availability of conference rooms) or at the venues of the applicants. Applicants can express their preference in the application form but the final decision on venue allocation is taken by the #EURegionsWeek organisers.

Format details

Applicants can choose from various session formats to create engaging and dynamic sessions. The number of speakers and duration of the session depends on the format.

Regional partnerships with more than four partners can include additional speaker interventions.

While partners may submit more than one application as lead partner, it is advisable to focus on quality over quantity, as it is unlikely that several proposals from the same lead partner will be selected. We recommend concentrating efforts on submitting one high-quality application for a 60- or 90-minute session in lead and consider joining other proposals as an associated partner.

In addition to submitting an application for a 60- or 90-minute session, candidates may also submit separate applications for a 30-minute session and/or for an exhibition stand or tasting. Please note that each of these applications will be assessed independently and approval of one does not imply approval of the others.

Interactive Sessions

Duration: 90 minutes

3 speakers + **1** moderator

Venue: CoR JDE and Square. Interactive sessions will be equipped with a screen suitable for presentations, a laptop, 3 microphones and 4 flipcharts. The room will be arranged in cabaret style to facilitate group work.

Important: Applicants should pick one of the interactive formats below and specify it in the proposed session title.

Participatory Labs

Focus: Participatory Labs are designed to foster experience-sharing, highlight best practices, and collaboratively explore solutions to concrete challenges faced by European communities and regions. These sessions also encourage cooperation and networking among participants.

Format: Held in a dynamic and interactive setting, these sessions feature facilitated group discussions at dedicated tables, where participants actively engage in exchanging ideas and solutions to shared issues.

Expected Outcome: The development of innovative solutions to address specific challenges.

Best Suited For: applications involving at least two partner organisations.

Audience Engagement: a minimum of 45 minutes of active participation.

Hackathon

Focus: These sessions bring together problem solvers to collaborate intensively, strategise on creative projects and develop solutions to shared challenges. The goal is to design, build and present the most innovative approach to a specific

problem, culminating in a final concept, prototype or presentation for stakeholders.

Audience Engagement: a minimum of 45 minutes of active participation.

Innovation Sprints

Description: Teams collaborate intensively to develop innovative solutions for specific regional challenges.

Format: The session begins with focused brainstorming, followed by rapid prototyping and concludes with presentations.

Outcome: Practical, innovative solutions that can be further refined and developed.

Ideal for: Encouraging creativity and fostering rapid problem-solving.

Audience Engagement: a minimum of 45 minutes of active participation.

- Introduction and challenge briefing: 15 minutes
- Brainstorming session: 30 minutes
- Rapid prototyping: 30 minutes
- Presentation preparation: 5 minutes
- Presentations and feedback: 10 minutes

Data-Driven Debates

Description: Structured debates where data and visualisations are central to supporting arguments.

Format: Two sides present evidence-backed arguments on a relevant topic, with audience participation through voting.

Outcome: Participants gain fresh insights and perspectives through evidence-based discussions.

Ideal for: Showcasing expertise or presenting innovative EU datasets.

Audience Engagement: a minimum of 45 minutes of active participation.

- Introduction and topic overview: 15 minutes
- First side presents: 10 minutes
- Second side presents: 10 minutes
- Rebuttals and open discussion: 30 minutes
- Audience voting and results: 10 minutes
- Wrap-up and conclusion: 10 minutes

Important remarks

During the group phase of an interactive session, group-specific moderators may be assigned. However, please note that all moderators must be registered as regular participants on the platform, either during the pre-registration or the open registration period. Only registered participants, coordinators, moderators and

speakers listed in the platform will be granted access to the event space. Additionally, no more speakers than those specified in the format descriptions will be permitted.

Please also note that interpretation services will not be provided for interactive sessions.

Furthermore, interactive sessions are not web-streamed and remote participation is not possible. This format is intended to encourage active, in-person interaction, which is essential for their success.

Political/Policy Debate

Duration: 90 minutes

4 speakers(at least one speaker must be an elected political representative) + 1 moderator

Venue: CoR JDE

An opportunity to exchange ideas, receive feedback, and share experiences, best practices and political strategies.

Format: The session includes presentations and video testimonials, followed by interactive discussions. Videos should be in English or another EU language with English subtitles.

Outcome: Participants will gain valuable insights into Cohesion Policy and develop strategies for enhancing local communities.

Ideal for: Political leaders, local and regional authorities, and policymakers working to advance Cohesion Policy.

Audience Engagement: a minimum of 30 minutes of active participation.

- Introduction and context: 10-15 minutes
- Presentations and video testimonials: 20-30 minutes
- Interactive discussions: 30-40 minutes
- Wrap-up and presentation of insights: 10-15 minutes

Workshops

Duration: 60 minutes

3 speakers + **1** moderator

Venue: CoR JDE and Square. Workshops will be equipped with a screen suitable for presentations, a laptop, 3 microphones and a flipchart. The room will be arranged in theatre style.

Please note that the room setup cannot be changed during the session, and it must be returned to its original condition at the end.

Focus on: sharing experiences, best practices and strategies, while fostering cooperation and networking.

Format: Sessions designed to keep participants engaged through discussions and hands-on activities.

Outcome: Promotes enhanced collaboration and the exchange of best practices.

Ideal for: Fostering active engagement, encouraging practical knowledge exchange and building strong networks among policymakers, regional & policy practitioners as well as other stakeholders.

Audience Participation: At least half of the session

- Introduction and context: 10 minutes
- Presentations and sharing of experiences: 15 minutes
- Interactive discussions and activities: 25 minutes
- Wrap-up and presentation of insights: 10 minutes

EURegionsTalk (30 min)

The EURegionsTalks are short sessions to foster engaging, impactful and interactive discussions during the #EURegionsWeek. This format offers diverse ways to share ideas, showcase projects and facilitate knowledge exchange, each tailored to deliver specific outcomes. The EURegionsTalk can be organised in one of the following ways:

Important: Applicants should pick one of the short formats below and specify it in the proposed session title.

PechaKucha

1 speaker

Venue: CoR JDE or Square

Pecha Kucha – which means "chatter" in Japanese, is a great visual storytelling

tool that allows presenters to showcase an idea, project, product, using 20 images or slides, each displayed for 20 seconds, resulting in a total presentation time of exactly 6 minutes and 40 seconds.

Format: Short, timed presentations with 20 slides shown for 20 seconds each.

Outcome: Engaging and visually appealing presentations that convey ideas and stories effectively.

Ideal for: Delivering concise, high-impact presentations that capture attention and convey messages quickly.

Ted Talks /EU Talks

1 speaker

Venue:CoR JDE or Square

Short and concise speeches about an inspiring project, idea or best practise. Aims to spark interesting questions, exchanges and networking opportunities after the topic presentation.¹

EU meets local

2 speakers

Venue:CoR JDE

This format is designed as an interactive exchange between Members of the CoR and the European Parliament, possibly including other technical and political staff from the European institutions and other national or regional representatives.

Proposed structure:

- Moderator briefly introduces the topic and key participants.
- A rapid pulse-check from representatives of each institution: what is their top priority for European and local policy in the next EU cycle?
- Institutional exchange (15 min). Structured but informal discussion focusing on a key challenge or opportunity.

Important remarks:

- This format allows for one speaker only and no moderator.
- Travel and accommodation expenses are not covered for this format.
- The EU Talks hosted at the Square will take place in an open space in the exhibition area.

Stand

Duration: throughout the event

2 speakers

Venue: Square

A stand showcasing EU project achievements, funding opportunities and expert knowledge.

One project per stand.

The exhibition space will be open on 14 and 15 October from 09:00 to 18:00 on both days.

Exhibitors will receive a detailed guide with all relevant information.

Gender balance requirements do not apply to stands.

There is no minimum registration requirement for stands.

Tasting

Duration: 4 hours

Venue: Square

Gastronomy stands showcasing regional European cuisine.

One region per stand.

The tasting stand will be equipped with two table-size fridges, and cutlery, plates, and glasses will be provided. The organisers do not cover the transport of aliments/material for the tastings.

Exhibitors will receive a comprehensive guide containing all relevant information.

There is no minimum registration requirement for tastings.

Gender balance requirements do not apply to tastings.

Partners' Session: Date & Time

Partners' sessions will be held on 14-15 October 2025 in the following timeslots regardless of their duration:

- 09:30 – 11:00
- 11:30 – 13:00
- 14:30 – 16:00
- 16:30 – 18:00

The organisers will assign the date and time for each session; **applicants cannot choose their slot.**

Regional Partnerships hosting sessions at their own venue must align with these time slots.

Evaluation criteria

Evaluators will review all aspects of the session proposal, including the description, thematic priority, speakers, moderator and communication plan. Sessions must align with the chosen format and theme, as well as prioritising inclusivity, diversity and accessibility. Preference is given to sessions that offer relevant content, foster discussion and encourage networking.

- Joint applications from multiple entities will be prioritised.
- Organisers may suggest merging similar proposals to enhance the program.
- Late submissions will not be considered.

Selection Results

Selection results will be announced in **mid-June** and published on the platform together with the time and room allocation. Selected partners will be invited to a meeting in mid-June.

If a session is **accepted**, the final title and programme must be updated **by 30 June**. The character limit for session content will remain unchanged and updates are permitted as long as they do not significantly alter the nature or scope of the session.

The final list of confirmed speakers and the moderator must be submitted **by 30 September**. The moderator will not be included in the gender balance count. Panels composed entirely of the same gender will not be accepted. For panels with an uneven number of speakers, coordinators should avoid having all

members of the same gender.

For **merged sessions**, the primary coordinator must update the details in coordination with the other session's coordinator. The content should accurately reflect the approved merge.

If a session is **rejected**, the coordinator can consider re-applying for a [Close to you session](#).

For issues with platform edits, please contact the joint secretariat at contact@euregionsweek.eu.

Important: *Organisers may cancel sessions that do not follow the guidelines or have fewer than 50 registered participants by the end of September.*

Travel and accommodation

Subject to applicable rules and availability of resources, the event organisers might be able to sponsor/cover part of the travel and accommodation expenses for a limited number of speakers per session.

In this context, coordinators of Workshops, Interactive Sessions, Stands and Tastings **hosted at Square** should have received the travel and accommodation form, which must be completed **by 30 June**.

In this form, coordinators should:

- Indicate the details of confirmed speakers;
- Use “TBC” (to be confirmed) for speakers who are likely to require travel and accommodation support but whose names are not yet confirmed.

By 8 July, coordinators will receive confirmation of how many speakers in their session/stand/tasting can be covered for travel and accommodation.

If any speaker details have changed since submitting the form, you will have **two working days, starting from the confirmation email you will receive**, to notify us of these updates.

For speakers marked as “TBC”, and whose travel and accommodation coverage is confirmed, coordinators will have until the **end of July** to provide their personal information.

For all speakers whose details are submitted in the form, and for whom the organisers confirm coverage, a travel and accommodation proposal will be sent **directly to them**, with the session/stand/tasting coordinator copied.

Please note:

- **As of 1 August**, while speaker details can still be updated until 30 September, travel and accommodation support will be assessed on a **case-by-case basis** and is **unlikely to be covered**;
- The maximum number of speakers eligible for coverage is outlined in the guide, depending on the session format;
- For **merged sessions**, the session is counted as one and speaker coverage depends on the format of the merged session;
- In principle, **only speakers** are eligible for travel and accommodation coverage, not moderators or coordinators;
- Officials and other servants of the EU institutions and agencies are **not entitled to T&A coverage**;
- Speakers must NOT book their own travel and accommodation; the organisers will **not reimburse** travel and accommodation expenses booked independently.

For questions about travel and accommodation, please contact the joint secretariat at travel@euregionsweek.eu. Responses will be provided on a case-by-case basis.

Interpretation services

Sessions are conducted in English by default. Interpretation will only be available for a limited number of sessions, subject to availability, and with a maximum of two interpreted languages + English.

Session organisers can request interpretation in the application form. However, requesting interpretation does not guarantee its availability.

Interpretation is not offered for participatory and short formats.

Late requests for interpretation will not be accommodated.

Registration

Anyone planning to attend a session, including coordinators, speakers and moderators, must register in advance to gain access to the venue.

Pre-registration will be possible during the **first two weeks of July**.

For the EURegionsWeek close to you programme, the session coordinator is fully responsible for participant registration and all related logistics.

Partners' Commitments

Applicants must appoint at least two session coordinators who are responsible for the session's content, preparation and follow-up. Coordinators serve as the main contact for EURegionsWeek organisers and must ensure smooth communication with other partners.

Coordinators are also responsible for briefing speakers and the moderator, ensuring timely contributions and guiding participants to achieve session objectives. The moderator must remain neutral.

Sessions must be free of charge, and commercial activities are not permitted. Partners must respect the [#EURegionsWeek privacy policy](#) and comply with EU copyright rules, ensuring proper consent and credit for any images used.

Partners organising the #EURegionsWeek close to you sessions have full autonomy, including session content, logistics, registration, data processing, and promotion. They must comply with GDPR rules when handling personal data and inform participants accordingly. Organisers are not responsible for the content or organisation of these sessions.

Sessions should be inclusive, ensuring balanced gender, age and geographical representation. Engaging youth and diverse speakers from public, private and civil sectors is highly encouraged. Sustainable practices, such as reducing paper use and avoiding plastic, should be adopted.

Partners must provide feedback on session scope, content and participant profiles via the event website (e-reporting). They are also expected to maintain high communication standards before, during and after the session, using EURegionsWeek branding and the hashtag #EURegionsWeek. Coordination with organisers for media activities is encouraged to ensure consistent messaging.