How to apply - Official programme

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Log in

Click on **Login/Register** button on the right side of the homepage.

Sign in with your **EU Login** (or create an account if you don't have one).

You will be redirected to your profile page. Create your profile and save it.

Create your application

Go to the section **My Account** and click on **Propose a new session**.

General conditions

You must agree with the conditions to be able to apply

Partnership information

Lead organisation contact – If your organisation is not registered in the platform, you will need to add it by clicking on the blue button.

Select a programme
For the Official programme, the venue and logistics are provided by the EURegionsWeek organisers. This does not apply to sessions organised by regional

partnership's at their own venues or "EURegionsWeek close to you!" Sessions.

Select a Type of Partnership

Associated partner – If your organisation creates a session in association with another entity.

Content details

The fields to complete here will vary depending on choices made, and include:

- **Title**
- **Short description**
- **Format** (see [Format details](#) for further information)
- **Interpretation**
- **Theme**
- **Press contact**
- **Session image**
- **Keywords**

Invitees

You will need to invite someone to be a secondary, or backup, coordinator. Depending on the format, you may also need to invite one or more people to take part in your session as a speaker or moderator.

To add a speaker, a moderator or a coordinator, click on the Add button:

A pop-up box will appear:

Choose Speaker, Moderator or Coordinator.

If the person you are inviting has already created an account, you can type their name into the 'Existing user' field, and they should appear in a list for you to select.

If they do not have an account, simply fill in the remaining fields and click on submit to send an email inviting them to create a profile and accept the invitation.

You can also add a photo and a description of the person at this point if you wish.

Submit your application

Once you have completed all the fields you can submit your proposal.

Edit your application

After submitting your proposal you can still edit it, cancel it and download a copy in pdf version.

Important: the deadline to submit a proposal is **11 May**.