

How to apply - Close to you 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

Venue and logistics will not be provided for the "EURegionsWeek close to you" Sessions. Coordinators are solely responsible for all aspects of their sessions.

See [How to become a partner](#) for more information about the different programmes and types of partnership.

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

How will you host the session

Choose onsite, online or both. If online, you will need to provide a link to the livestream of the session.

The Registration URL should be a link to your site that is the main source of information for your session, including directions on how to register to attend.

Venue

Fill in the fields as indicated

Content details

Fill in the fields as indicated:

- **Title**
- **Short description**
- **Theme**
- **Session image**
- **Keywords** (at least 3 to be selected)

Submit your application

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

Important: the deadline to submit a proposal is **31 August**.

Edit your application

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