



Call for Side Events of the European Week of Regions and Cities 2021

What is a side event?

A side event is an online initiative organised in the form of local dialogue or information session proposed and coordinated by different partners across Europe. These events are connected to the European Week of Regions and Cities 2021 on account of its **thematic priorities** (Green transition, Cohesion, Digital transition, citizens' engagement/future of Europe), format (**digital**) and organisers (European Committee of the Regions and European Commission - DG REGIO, hereafter: the EURegionsWeek organisers).

Side events are not part of the four days official programme of the European Week of Regions and Cities but they can be organised between **11 October and 11 November 2021** as part of a dedicated programme with this year's priority to contribute to the [Conference on the Future of Europe](#) (CoFoE.)

Note: This year, due to the Covid-19 pandemic, and in line with the other part of EURegionsWeek programme, side events will be organised in a fully digital format.

Who can apply?

- Applicants must be from/or have an established residence in:
 - an EU Member State;
 - a country contributing to/participating in an EU programme.
- Regional and national authorities in charge of managing programmes co-financed by the European Structural and Investment Funds (European Regional Development Fund /ERDF/, Cohesion Fund /CF/, European Social Fund /ESF/, European Agricultural Fund for Rural Development /EAFRD/ and European Maritime Fisheries Fund /EMFF).
- EU institutions (institutional partners): directorates-general of the European Commission and EU agencies; legislative work departments and political groups of the European Committee of the Regions; the European Parliament (especially its Committee on Regional Development/REGI/and the European Parliamentary Research Service/EPRS/); the rotating EU presidency; and the European Economic and Social Committee.
- Local and regional authorities.
- European and national associations of local and regional authorities or associations representing a local and regional angle.
- Civil society associations.
- European Groupings of Territorial Cooperation (EGTCs).
- Pan-European networking programmes financed by the ERDF.
- Companies involved in public-private partnerships.
- European associations representing the business sector.
- Financial institutions and European associations in the banking sector.



Why apply?

If you have an interesting event to propose but you did not make it within the open call for applications to become partners of #EURegionsWeek 2021, or if you applied to the call but your session was not selected, this is the time to still be associated with the European Week of Regions and Cities 2021.

This year, the launch of the [Conference on the Future of Europe](#) (CoFoE) represents the key element to design the category of side events 2021. In line with the goal to make the #EURegionsWeek a platform to contribute to the ongoing debate on the Future of Europe (in particular linked to experiences, ideas and proposals of EU regions and cities), partners are encouraged to organise their side events in the form of local dialogues, register their event and upload the results on the [CoFoE platform](#).

Which format?

Side events can be organised digitally as:

- a) **"local dialogue"**: this is a participatory event where speakers and participants interact each other in a lively and open debate. The goal of this format is to ensure that the views of the local and regional elected representatives are fed into the Conference on the Future of Europe. The local dialogues are intended to help these representatives to form their views based on the feedback of people in the communities they are elected to represent. It is therefore essential that these events are designed in such a way that all members of the wider community can engage in the debate, especially those whose voices are traditionally under-represented in democratic processes. Local dialogues should be accessible to all members of the wider community to ensure that they have the opportunity to contribute to the debate on the future of Europe. Organisers should therefore ensure the following when developing the concept and programme for their event:
 - The event should be participatory in nature, allowing the involvement of participants in an active way (e.g. small group exchanges, discussions, questions and answers sessions, etc.). At least half of the event should be dedicated to exchanges with the audience.
 - Panels of speakers (we recommend no more than 4 speakers) must be gender balanced, and reflect the diversity of the local community.

By considering these points, local organisers can create events, which will truly help people at local and regional levels to contribute to the debate on the future of Europe.

- b) **"info sessions (followed by Q&A)"** as working sessions aiming at presenting and discussing the new cohesion policy & recovery plans with the main local and regional stakeholders. The format is defined following a short and dynamic scenario where few speakers (we recommend up to 3 speakers) have a short presentation, followed by an open questions debate with participants.



Priority will be given to proposals with CoR members as speakers.

How to apply?

You need to submit the [online application](#) by the deadline of **3 September 2021**. Your application will need to specify to what extent the event relates to one of the 2021 thematic priorities, proving its attractiveness for European Week of Regions and Cities 2021 participants and what special about it in order to be selected.

Please include also a short description, the event's agenda with names and/or profiles of your speakers, specifying if any CoR members is involved and clarify their qualification and political group's affiliation.

Please note that applications will be subject to evaluation by event's organisers and only a limited number of side events will be selected.

Organisers' responsibilities

Overall organisation – Side events' organisers are entirely responsible for the content, organisation, management of their event (including the online platform and registration system to the event, the agenda and invitation of speakers and moderator) and promotional actions (via social media, press, and web). The EURegionsWeek organisers may in no way be considered responsible for an organisational, logistical or content-related incident in relation to the side event.

Digital tools – We encourage side events' organisers to use Zoom as digital platform, in line with the official EURegionsWeek sessions, setting up also an online registration system, if needed. Please note that the credentials, license and the technical support for digital sessions fall under the responsibility of side events' organisers.

Should you need support on this aspect, please contact EURegionsWeek@cor.europa.eu

Feedback – Whilst applying for the side event, organisers agree to give feedback on the scope and content of their event to the EURegionsWeek organisers (attendance, profile of participants and feedback on content) via a new online report format to complete and send back to EURegionsWeek organisers by 12 November (online form available on the side events webpage)

As part of an ad hoc EURegionsWeek programme contributing to the Conference on the future of Europe, organisers of side events 2021 in form of local dialogues are strongly encouraged to register their event and upload their results on the official CoFoE platform.

Benefits

Promotion – Free promotion and wide-range visibility are key benefits that can be derived from the European Week of Regions and Cities umbrella.



Target groups – Side events' target groups are largely identical to those of the European Week of Regions and Cities. Organising a side event at a time when regional policy practitioners and policy makers meet online means getting the best opportunity to capture an audience, with an interest for regional or urban policy related issues. Some organisers are holding a side event as an annual *rendez-vous* in connection to the yearly edition of the European Week of Regions and Cities. These side events subsequently benefit from the online presence of the key regional / local stakeholders and have a chance to link their event to a broader European framework.

e-Visibility – Side events will be granted online visibility, through a dedicated page on the EURegionsWeek website, promotion in the European Week of Regions and Cities eNewsletter (Info Flash) and social media channels.

Branding – Organisers may use the dedicated branding and templates for side events of the European Week of Regions and Cities 2021. Neither the logo of the European Committee of the Regions, nor the logo of the European Commission may be used whilst communicating about the event.



In summary:

Thematic priorities: Green transition; Cohesion; Digital transition; Citizens' engagements.

Period of execution: 11 October - 11 November 2021

Format: side events can be organised digitally as:

- a) **"local dialogues"**
- b) **"info sessions (followed by Q&A)"**

Priority will be given to proposals with CoR members as speaker.

Reporting: the results of the side events will be reported by its organiser via an online report and to the CoFoE via its digital platform.

Support from the EURegionsWeek organisers:

- Support for communication (event promotion via dedicated webpage, social media and ad hoc branding- downloadable package)
- Possibility to cover the participation up to 2 CoR members as speaker upon request (please confirm the name of CoR members in your application)
- Training and tutorial for the event preparation
- Online template report

Side event's organisers tasks:

- Develop and manage the overall event, concept, format and programme
- Invite speakers and moderator
- Provide registration tool for participants (if needed)
- Promote the session at large via their communication channels
- Produce a report based on a provided online template (available on the event's website) to send back to the EURegionsWeek organisers with the main results of the debate
- Include the event in the platform of the [Conference on the Future of Europe](#)

Contact: EURegionsWeek@cor.europa.eu