



Q&A's/Frequently Asked Questions

WHAT'S NEW?

The 2022 European Week of Regions and Cities will be a special edition as it will mark the **20th anniversary** of the event (2003-2022). As part of the celebration programme, this year partners can choose to organise events under two new format categories: **20th Anniversary 'Testimonials'** and **'High-level workshops'** (for more details please refer to the Guide for Event partners, point 12).

SLOT ALLOCATION

When I get the time slot for my event be confirmed?

By the end of June, the EURegionsWeek team will confirm the date/time slot to the lead partners.

COVID-19

How will the event take place under the current health situation?

The event will be digital by default with possible in-person participation, to be confirmed at a later stage.

APPLICATION

Can I apply to organise various events?

Due to the high number of applications, an organisation can apply for **one event only**. However, under the category of "Partners", you can organise one event and be an associated partner of another.

Please note that in case of Regional Partnership, you can take part in one Regional Partnership only in a given year

I represent a European institution or a large entity. Can I apply for one event only?

You can send one application per department (one application per entity including the smallest entity in your organisation).

I represent an entity from a non-EU (or former) Member State. Can I apply?

You can apply provided you have an established residence in an EU Member State or you come from a country contributing to/participating in an EU programme.

In which language(s) can I apply?

English being the language of the event, we can only select applications written in English.



Can I send an application after the deadline of 31 March 2022?

No, applications sent after 31 March 2022 will not be taken into consideration. The application deadline will not be extended.

SESSIONS DETAILS

When is the deadline to provide further details on my session?

Once your application has been approved (by May), you will have until 10 June 2022 to update the title and the detailed description of your session for online publication.

The final programme, the confirmed speakers panel, and the chair/moderator must be updated on the event platform by 19 August 2022 for publication on the event website.

FORMAT OF SESSIONS

Will the usual social events of the Week (e.g. political reception) be held?

Due to the current situation, physical and social events cannot be confirmed at this stage.

Will there be networking opportunities?

We are currently exploring the possibilities to provide networking opportunities for partners and participants, taking into account the positive experience of the digital event platform in 2021 but also the possibility to organise a physical week.

2022 THEMES

Can I organise my session under different themes?

The 2022 themes are listed under point 6 of the Guide for Event Partners. In the application form you must select one theme.

VENUES

In case a (partly) physical event is possible, can I choose the venue for my event (The SQUARE, Committee of the Regions premises)?

We will communicate at a later stage which venues are available for your event in case of physical deployment. Unfortunately, you cannot choose or change the venue allocated to your session.

Regional partnerships can mark their intention to host their session at their Brussels venue, in case it becomes possible to organise a hybrid event and this indication is not binding for the organisers.



DIGITAL TOOLS

Will the digital platform be the same as in 2022?

We are currently exploring solutions based on the lessons learned from last year. We will use most probably the same platform as last year and we will provide technical guidelines on how to use it in due time.

Can I choose which digital tool I want to use or will the organisers provide me with the digital platform and licences, technical support and help to moderate the session?

- No, participants cannot choose their digital tool, depending on the format, we will allocate your session with the adequate digital tool and license.
- Due to the high number of sessions we can only provide limited technical support.
- Lead partners will be asked to provide technical moderation. More information will follow in due course.

SPEAKERS

Can I have more speakers than indicated in the event guide?

- No, to keep your session lively, the number of speakers indicated in the guide for partners (see point 12) cannot be exceeded.
- In workshops, however, other parties can intervene using video testimonials (4 speakers and up to 4 three-minutes videos).
- Only in case of merged sessions, you can have up to 6 speakers and 6 video testimonials

Does the moderator count in the allowed number of speakers?

No, the moderator does not count as a speaker.

Is gender balance amongst speakers mandatory?

Absolutely! Session organisers commit to ensuring gender balance on each panel. Male-only panels will be refused. Logically, this does not apply to sessions with only one speaker.

One speaker at my session has cancelled their participation. What can I do?

Please update your speakers' line-up. You can modify speakers until 19 August.

PARTICIPANTS

How many participants can attend my session?

There is no limit to participation.

We reserve the right to cancel a session if the number of registered participants is below 50 by the end of September 2022.



Can I receive my event's attendance list after the event?

Because of GDPR (EU) 2016/679 we cannot share this type of information.

Can I see the list of people registered to my session?

Yes, with the limitation mentioned within GDPR (EU) 2016/679

INTERPRETATION

Will interpretation services be provided for my session?

- Interpretation can be provided only for the workshop format and only for a very limited number of sessions. A maximum of two languages besides English (the session language by default) can be interpreted.
- This limitation is valid for both Partners and Regional Partnership events.
- Interpretation cannot be provided for events organised by Regional partnerships at their own venue.

REGIONAL PARTNERSHIPS

Can bodies (e.g. association or group) other than regional authorities participate in a Regional Partnership?

- Only regions and cities can be part of a Regional Partnership. Associations, groupings or other parties cannot. Applications including other entities will be rejected. (However, it remains possible to invite a representative of other entities to speak at your session.)
- In case you have other entities involved as full partner, we suggest you to apply under the category 'Partners'.

Can a region/city be part of a 'Regional Partnership' and apply as a 'Partner' as well?

Due to the high number of applications and sessions in 2021, partners are invited to apply for the organisation of **one event only**. However, regions or cities taking part in a Regional Partnership may also be an associated partner to a second event as 'Partners', organised by a different lead partner. The same region/city however, cannot take part in another Regional Partnership.

What is the Partner Search Tool?

This is an online form to be filled in by regions or cities seeking to join a partnership or by an existing partnership looking for extra partners to organise a session. The contact details provided in the online form will be published on the event website (updated weekly), so that regions and cities can contact each other to partner up. The deadline to fill in the form is 25 February 2022.



We are a partnership with more than 4 partners; can we have only 4 speakers?

In a workshop you can have up to 4 speakers and 1 moderator. In addition, other speakers can intervene via video testimonials (maximum 4).

Can Regional Partnership sessions be hosted at the CoR?

In normal circumstances, the CoR was hosting events organised by Regional Partnerships (min. 50 participants).

Due to the COVID-19 pandemic, sessions could take place in digital format by default with possible limited physical participation – to be confirmed at a later stage.

COR MEMBERS

Is the presence of a CoR member mandatory?

Participation of CoR members and/or political representatives at EU, regional and local level is encouraged but it is not binding for 'Partners' proposals. However, the participation of at least one CoR member and /or political representative is a requirement for Regional Partnerships.

Interventions via a video testimonial are allowed.

How can I find a CoR member?

The list of CoR members and their contact details is available [here](#).

Can the CoR member be an alternate member?

Yes.

The CoR member cancelled his/her participation to my session. What should I do?

Please contact the CoR at euregionsweek@cor.europa.eu.

COMMUNICATION

Will my session have a unique URL to share on social media channels?

Yes.

REGISTRATION

How can people register to my event?

Registration will open on the event website (<https://europa.eu/regions-and-cities/>) in summer.

As a session organiser, do I need to register?

Yes.



RECORDING/ VOD

Will all the sessions be recorded?

All type of sessions might be recorded and made available to participants (TBC at a later stage).

SIDE EVENTS

Can I apply for both an event and a side event during the EURegionsWeek?

Yes, you can apply for both. Side events are not part of the official programme of the EURegionsWeek.

Where can I find more information about side events?

A dedicated page will be published on the event website at a later stage.

NEWSLETTER

How can I receive the event newsletter?

You can register and opt in to the EURegionsWeek newsletter, also called 'Info Flash', on the [event website](#) under the 'About' and '[Contact](#)' sections. The first issue of the newsletter is usually published at the time of the registration opening and is followed by regular issues in the weeks ahead of the event.

CONTACT

Who can I contact for questions?

For further questions, please contact the event secretariat: partners@euregionsweek.eu