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| G:\05 MEETING PLACE\Organisation Conférences\Logos\logo_CoR-vertical-positive-en-quadri_MR.jpg |  |

**APPLICATION to hold an EXHIBITION
at the**

**EUROPEAN COMMITTEE OF THE REGIONS (CoR)**

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| ***Please read and fill out this form carefully. Fields marked with \* are mandatory.***Please read the [CoR internal rules](https://cor.europa.eu/en/events/Pages/how-to-organise-an-event.aspx) and the [Recommendations regarding the sanitary measures in place in the CoR buildings](file://ces-cdr.eu.int/en/events/Documents/how-to-organise-an-event/Recommendations%20regarding%20the%20sanitary%20measures%20in%20the%20CoR%20buildings-25.03.22.pdf).[ ]  \*I have read the Rules of procedure and the Recommendations regarding the sanitary measures in place in the CoR buildings. |

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| \***Application date** | … |

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| **1. Applicant profile** |  |
| \*Name of organisation | … |
| \*Name of responsible person (first name, LAST NAME, function) | … |
| \*Type of organisation | [ ]  EU institution |
|  | [ ]  regional/local authority |
|  | [ ]  regional office |
|  | [ ]  external body (association, institute, think tank, academia...) |
|  | [ ]  private company applying on behalf of a public body |
|  | [ ]  other (please specify):… |

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| **2. Exhibition contact person** |  |
| \*First name | … |
| \*Last name | … |
| \*Email address | … |
| \*Phone number | … |

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| **3. Exhibition outline** |  |  |
| \*Exhibition title (max. 150 characters with spaces) | … |  |
| \*Exhibition description (including exhibits type (frames, panels, pull-ups…), number, size, weight…)Note: Please attach some pictures | … |  |
| \*Exhibition theme(s)  | [ ]  Citizenship, governance, institutional and external affairs |
| (please indicate to which theme(s) your  | [ ]  Territorial cohesion policy |
| exhibition is related) | [ ]  Economic policy |
|  | [ ]  Environment, climate change and energy |
|  | [ ]  Natural resources and agriculture |
|  | [ ]  Social policy, employment, education, culture and research |
| \*Please indicate to which [CoR political priority/ies 2020-2025](https://cor.europa.eu/en/our-work/Pages/cor-priorities.aspx)  | [ ]  Bringing Europe closer to people: Democracy and the future of the EU |
| your exhibition is related | [ ]  Managing fundamental societal transformations: Building resilient regional and local communities |
|  | [ ]  Cohesion, our fundamental value: Place-based EU policies |

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| **4. Exhibition logistics** |  |  |
| \*Requested date (exhibition duration is usually 2 to 8 weeks) | Start date: dd/mm/yy ….:…. am - …..:…..pm | End date: dd/mm/yy .…:…. am - …..:…..pm |
| Alternative date | Start date: dd/mm/yy ….:…. am - …..:…..pm | End date: dd/mm/yy .…:…. am - …..:…..pm |
| \*The exhibition will include a vernissageNote: * The CoR does not offer any catering services
* Evening receptions must end no later than 7.30pm
 | [ ]  Yes | [ ]  No |
| Date: dd/mm/yy ….:…. am - …..:…..pm | Note:* The attendance list must be sent using the [mandatory template](/en/events/Documents/how-to-organise-an-event/Template%20list%20of%20participants.xlsx) by email to ExpoCdR@cor.europa.eu min. **10 working days** prior to the event.
* The attendance list must include all VIPs, guests, artists, organisation staff, photographers, etc.
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| Number of guests: … |
| Exhibition contacts | Exhibition/Artist website:… |
|  | For information:… |

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| **5. Data protection and privacy statement** |
| **Attendance list:*** The attendance list must be sent using the [mandatory template](file://ces-cdr.eu.int/en/events/Documents/how-to-organise-an-event/Template%20list%20of%20participants.xlsx) by email to conferencesCdR@cor.europa.eu min. 10 working days prior to the event. The list must include all speakers, participants, organisation staff, photographers, interpreters, etc.
* The full list of VIPs must be communicated to ExpoCdR@cor.europa.eu at least **10 working days** prior to the event.
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| * The organiser of a conference at the CoR undertakes to inform all the participants about their protection with regard to the processing of their personal data by the CoR. This can be done by providing the link to the [CoR privacy statement](https://cor.europa.eu/en/Pages/legal-notice.aspx) related to personal data processed through the customer relationship management system Dynamics and the link to [Regulation (EC) 45/2001](https://www.eumonitor.eu/9353000/1/j9vvik7m1c3gyxp/vitgbgi9a3yy#:~:text=EU%20Monitor-,Regulation%202001%2F45%20%2D%20Protection%20of%20individuals%20with%20regard%20to%20the,free%20movement%20of%20such%20data) on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data).
* The organiser ensures that the participants who supply their optional data in the mandatory template (i.e. fields not marked by an asterisk) have given their free, specific, informed and unambiguous consent to the processing of their personal data for the purpose of promotion of CoR activities (e.g. receiving information by e-mail about future CoR initiatives and activities). The optional personal data may also be used, in anonymised form, for the elaboration of statistics.
* Please note that the administrative data necessary to access the European Committee of the Regions building will be transferred to the Security Unit for security purposes.
* Upon request participants may obtain the communication of their personal data and rectify any inaccurate or incomplete personal data. Any queries concerning the processing of personal data can be addressed by email to the CoR Events Unit (ExpoCdR@cor.europa.eu) and/or the CoR data protection officer (data.protection@cor.europa.eu).
* As regards the processing of their personal data, individuals have a right to recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>).
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| [ ]  \*I have read and accept the information above on data protection and privacy statement |

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| **6. Signatures** |  |
| Supporting CoR (alternate) member's name:… | Organiser's responsible person:… |
| NB: Any exhibition application **must be supported and signed** by a(n) (alternate) member of the CoR – This does not apply to applications by the CoR or any other EU institution. | \*I – [***first & last name of the responsible person indicated under point 1. Applicant profile]* - in my capacity as *[position]*** declare that I am fully authorised to apply on behalf of the Organisation mentioned above under point "1. Applicant profile". Consequently, I herewith declare that I have read and agree with the rules laid down in [Decision 028/2016](https://mycor.cor.europa.eu/EN/general-secretariat/legal-affairs/Registre_of_regulations_and_decisions/2016-028-dec_01163_en.pdf#search=Decision%20028%2F2016) of the CoR on the organisation of conferences and events at the European Committee of the Regions. I confirm that I am entitled to commit the liability of the Organisation mentioned above under point "1. Applicant profile" for any incident or damage resulting from the failure to respect the aforementioned Decision. |
| Date: | Date: |
| \*Signature (scanned signature accepted): … | \*Signature (scanned signature accepted): … |

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| **Please send your application to** **ExpoCdR@cor.europa.eu** |