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| **APPLICATION to hold an EVENT or an EXHIBITION at the****EUROPEAN COMMITTEE OF THE REGIONS (CoR)** | G:\05 MEETING PLACE\Organisation Conférences\Logos\logo_CoR-vertical-positive-en-quadri_MR.jpg |

* **Please read this form carefully**
* **all fields are mandatory - Incomplete forms will not be taken into consideration**
* **The security implications of all applications are screened thoroughly**
* **The organisers of conferences in the premises of the CoR are strongly encouraged to include at least one woman in their panel of speakers. Otherwise their application could be refused or cancelled.**
1. **APPLICANT**

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| Applications for conferences / exhibitions must reach the CoR **minimum** **3 months** prior to the requested date. |
| **Date of application** (DD/MM/YYYY) |  |
| **Requested date of event** (DD/MM/YYYY) minimum 3 months after date of application |  |
| **Organisation name** |  |
| if different **name of the organisation financing the event**  |  |
| **Type of organisation** | * European institution
* Regional/local authority
* Association
* Regional office
 | * Public sector
* Private sector
* Other:

 …………………………….. |
| **First and last name of the responsible person** |  |
| **Postal address** (street, city + postcode, country) |  |
| **Contact person** | First and last name |  |
| Email address |  |
| (mobile) Phone number |  |

1. **EVENT DESCRIPTION**

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| The information you provide below **will be published on the CoR website** and in the **CoR electronic publications**. |

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| **Event description** Please write a **fully drafted text of maximum 5 lines** including the event theme and target audience. The text you provide will be published on the CoR website and electronic publications. |  |
| **Contact details for registration and information** |  |
| **Event website address** |  |
| **Conference agenda / Exhibition outline** Without these documents the application **cannot be taken into consideration**. The CoR may request further specifications about the nature of the events. | ▪ For a **conference**, a (draft) **agenda** must be attached to the application▪ For an **exhibition**, **a visual and a technical description** of the exhibits must be attached to the application |

1. **EVENT TYPE and SIZE**

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| The CoR building is accessible **from 8.00 to 20.00** for logistical matters.Conferences must be scheduled **between 9.00 and 17.30 and** late receptions **must end no later than 19.30.** |
| **Event title**Please keep it as short as possible – maximum 1 line of text. |  |
| The CoR can grant a maximum of **3 conference/meeting rooms** for a **maximum of 2 days.** |
| **Requested date(s) and time(s)** | DD/MM/YYYY Total: day(s) | Day 1 ….:…. Am - …..:…..pm Day2 .…:…. Am - …..:…..pm |
| **Type of event**Please tick one (or several) box(es) and describe precisely. |  |
| * **Conference**
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| * **Reception** (e.g. lunch, cocktail party, dinner…)
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| * **Exhibition**
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| * **Other**

(e.g. thematic showcase linked to conference…) |  |
| A minimum of **50 participants** **not** **including** speakers nor organisation team is a **prerequisite.** |
| **Number of participants** The CoR can grant a maximum of 3 conference/meeting rooms for a maximum of 2 days. **Participants must be minimum** 50, not including speakers nor organising staff. | * 50-55
* 56-80
* 81-110
 | * 111-150
* >150 [please specify]
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| Standard CoR conference room equipment includes: **monitors**, **headphones**, **microphones** for all **speakers and attendants**, **one PC** and **free internet access.****Interpretation and catering are not offered by the CoR.** |
| **Specific requirements** Other equipment must be requested separately and is subject to approval.  | Please describe |

1. **YOUR EVENT and THE EUROPEAN COMMITTEE OF THE REGIONS**

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| **Please indicate a theme** | **Scope of your event** |
| * Agriculture and fisheries
* Cohesion alliance
* Cohesion, jobs, growth and investment
* Governance and citizenship
* Migration and external relations
* Single market: digital, energy and capital
 | * International
* European
* national
* regional
* local
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| **Please indicate to which of the CoR top 5 political priorities 2015-2020 your event is related:** | **Please explain** |
| * 1. A fresh start for the European economy
* 2. The territorial dimension of EU legislation matters
* 3. A simpler, more connected Europe
* 4. Stability and cooperation within and outside of the European Union
* 5. Europe of the citizens is Europe of the future
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| **Responsible CoR Head of Unit (as appropriate)** | **Signature** (scanned signature accepted) |

1. **SECURITY and PROTOCOL-RELATED ISSUES**

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| **Do you foresee the presence of VIPs?**  | * **YES -** fill in the list hereafter
 | * **NO -** cross out the list hereafter
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| **Indicative list** | **Full names and roles** |
| Head of State / Government |  |
| Chairman or President of National/Regional Parliament / Assembly – (Federal States) |  |
| Minister and Secretary of State |  |
| Ambassador/Permanent Representative |  |
| European Commissioner |  |
| President of International/European organisation |  |
| Mayor |  |
| Other |  |

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| **VERY IMPORTANT NOTES:**1. Please be aware that for security reasons the **full list of VIPs** and the **full** **attendance list** must be communicated to conferencesCdR@cor.europa.eu or expocdr@cor.europa.eu (for exhibitions) **at least 10 working days** prior to the event.

**The organiser is required to use the Excel sheet "Model list of participants" available on the website next to this application form.** The full attendance list must include: speakers, participants, organisation team, photographers, interpreters, etc.1. Data protection

**🞏** **please tick this box once you have read and agreed to the information hereafter:****The organiser of a conference or exhibition to be held on the CoR premises undertakes to inform all the participants about their protection with regard to the processing of their personal data by the CoR ([CoR privacy statement](http://cor.europa.eu/fr/disclaimers/Pages/legal-notice.aspx) related to personal data processed through the customer relationship management system Dynamics and the link to** [**Regulation (EC) 45/2001**](http://eur-lex.europa.eu/eli/reg/2001/45/oj)**).** **The organiser ensures that the participants who supply their optional data (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 could also be used, in anonymised form, for the elaboration of statistics*.***Important legal notice on data protection : The personal data will be processed in accordance with the requirements of **Regulation (CE) 45/2001** 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. Please note that the administrative data necessary to enter the European Committee of the Regions building will be transferred to the Security Unit for security purposes.Upon request you may obtain the communication of your personal data and rectify any inaccurate or incomplete personal data. Should you have any queries concerning the processing of your personal data, please address them to the CoR Events Unit (conferences@cor.europa.eu). You can also send an email to the CoR data protection officer (data.protection@cor.europa.eu) or, in case of events co-organised with the European Parliament, the data protection officer of the European Parliament. As regards the processing of your personal data, you have a right to recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>).**Failure to comply with these rules and procedures in the course of the event organisation may result in its cancellation by the CoR.** |

1. **YOUR COMMITMENT TO THE EUROPEAN COMMITTEE OF THE REGIONS**

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| The **name and signature of the CoR member** supporting the event is **mandatory.** |
| **CoR member sponsoring this application** | **Signature** (or Political Group on behalf of CoR member)(scanned signature accepted) |

I – [***mandatory first & last name of the responsible person indicated under point 1. Applicant]* - in my capacity as *[position]*** declare that I am fully authorised to apply on behalf of the Organisation mentioned above under point "1. Applicant". Consequently, I herewith declare that I have read and agree with the rules laid down in Decision 028/2016 of the CoR on the organisation of conferences, exhibitions and other 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" for any incident or damage resulting from the failure to respect the aforementioned Decision.

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| **Done in** ...................................................................**Date** ......................................................................... | **Signature** .....................................................................(scanned signature accepted) |

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| For any question concerning the above, or to senda **CONFERENCE application**please use the following address:**conferencesCdR@cor.europa.eu****to be sent in Word format** | For any question concerning the above, or to send an **EXHIBITION application**please use the following address:**expoCdR@cor.europa.eu****to be sent in Word format** |