



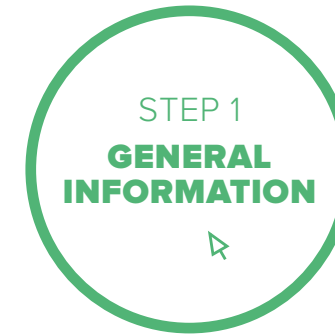
The European Development Days 2019
18-19 June 2019 Brussels, Belgium

eudevdays.eu

Exhibitions Submission Form

edd European
Development
Days

*International
Cooperation and
Development*



The EDD offer a particularly exciting platform by hosting various exhibitions related to the EDD themes and topics. These exhibitions will be situated throughout the venue. We encourage interested stakeholders to contribute to the EDD by suggesting artistic projects they wish to showcase during EDD 2019.

Thank you for your interest in the 2019 edition of European Development Days and welcome to the Exhibitions submission form! To start your application, you must agree with the following terms and conditions.

Aims

The EDD Cultural programme aims to demonstrate the importance of culture and enlighten its role as a vector of sustainable development. It will be the opportunity for participants to creatively contribute to EDD 2019 by organising exhibitions.

Instructions

- ✔ **Overview of the application form:** You will find here a pdf version of the Exhibitions submission form for an overview of the questions to be answered.
- ✔ **Saving and editing:** You can complete the form in segments and save it at any time, in order to come back to complete it at a later stage. You will be able to edit your proposal up until the deadline. Please note that you must click on the "Submit" tag in order to officially submit your form. Only submitted forms will be evaluated, and not those that remain as saved. Any question left unanswered at the time of submission will receive zero points, and may impede your final assessment.
- ✔ **Please note that the submission form must be completed in English**
- ✔ **Deadline:** Please submit your proposal before **Sunday 24 March** at 1pm CET.



Evaluation criteria

Content & Relevance **40 %**

Exhibition presentation / Creativity **30 %**

Logistical set-up **15 %**

Communication (media appeal/ your communication plan) **15 %**

Responsibilities:

✔ **Leading organisation:** By submitting an Exhibition form, you become the sole responsible for this activity. You will be the sole person receiving the e-mail informing of the EDD 2019 Selection Committee's final decision. If selected, the leading organisation will become the sole point of contact.

✔ **Communication:** To make exhibitions successful, organisers are required to organise communication activities to attract a wide range of audience. Selected organisers are invited to provide a press release about their exhibitions and share it among their communication channels.

Thank you for your time and interest, we wish you all the best.

I agree with the above-mentioned rules and deadlines.*



Title*

Please provide a newsworthy headline for your exhibition.

(max. 100 characters including spaces)

Subtitle*

Please specify the subtitle for your proposal.

(max. 140 characters including spaces)

Related topics*

Please specify which of the forum's topics (link to Themes & Topics webpage) your proposal could be related to: (select no more than three)

- ✔ Topic 1
- ✔ Topic 2
- ✔ Topic 3

Leading Organisation*

Please indicate the leading organisation of your project.

Leading organisation name:

Select in the list of existing organisations or click [Register a New Organisation](#). Before registering a new organisation, please check the spelling, as the organisation might already exist in our database. When applicable, all organisation names are in English.

Partner Organisations

Please indicate the partner organisation(s) of your proposal.

Organisation 1 name:

Select in the list of existing organisations or click [Register a New Organisation](#). Before registering a new organisation, please check the spelling, as the organisation might already exist in our database. When applicable, all organisation names are in English.

Add another organisation

Please note that any organisation wishing to appear on the EDD website must have a complete profile, including a logo. Any organisation without a completed profile will not appear online.

STEP 3
**CONTENT
APPROACH**

Description*

Please provide a short description of your exhibition (max. 800 characters including spaces). Should your proposal be accepted, this background text will be published on the EDD Website and on the EDD App.

(max. 800 characters including spaces).

Please specify the amount, type and size of pictures to showcase.

In the event your exhibition has been showcased during preceding forums or events, we wish to have a brief history of those past exhibitions (no more than 700 characters including spaces).

(max. 700 characters including spaces – bullet point format preferred).

Please provide a web link (url) to up to three of your past exhibitions. These links will be provided alongside your exhibition description on the EDD website and related promotion materials.

Exhibition Url 1:

Exhibition Url 2:

Exhibition Url 3:

Relevance and outcomes*

How does your proposal fit within the overarching thread of the forum? Please provide an explanation of the relevance of your proposal to the EDD 2019 Themes and Topics, and what you intend to achieve with your proposal (max. 800 characters including spaces).

(max. 800 characters including spaces – bullet point format preferred).

STEP 4
**RESPONSIBLE
PERSON FOR THE
EXHIBITION**

First name:*

Last name:*

Function/Position:

Relationship to the exhibition:

(max. 30 characters including spaces)

Nationality: (Drop-down menu of countries)

URL to Biography

(max. 30 characters including spaces)

Upload a photograph: (Minimum 600 * 296 pixels)

Mobile Application

How do you intend to use the EDD App to increase the visibility and interactivity of your exhibition?

Yes: how?

(max. 600 characters including spaces).

No

STEP 5
COMMUNICATION

To attract a wide range of participants and make your exhibition successful, you should use communication materials to promote your involvement at EDD 2019. We offer promotional material and tools including the official EDD 2019 logo, banners, teasers and website to promote your action and reach the public you wish to involve. Social media is particularly useful to reach out to new audiences and we strongly encourage its use.

Please find below the two criteria to fulfil with regard to communication:

- Using media in relation to your activity
- Publicising EDD 2019 on your website, social media channels, and in your newsletters.

How will you promote your exhibition?

(max. 500 characters including spaces).

Media Campaign

- Website banner
- Article on website
- Article in newsletter
- Promotion on Facebook
- Promotion on Twitter
- Other Social Media:

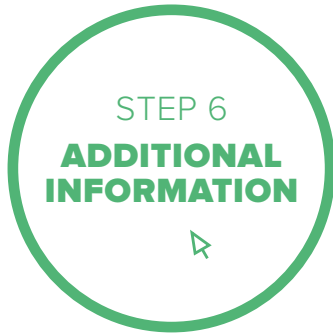
Media Campaign

- Sending your press release
- Inviting journalists

Press release

Please provide a press release with key information and tangible results to justify the relevance of your exhibition.

(max. 1500 characters including spaces).



Additional Comments

Please insert here any additional comment related to your proposal.

(max. 800 characters including spaces).

In case you would like to share any additional material with us to support your application, please upload them here:

(Max three pdf files: links).
