



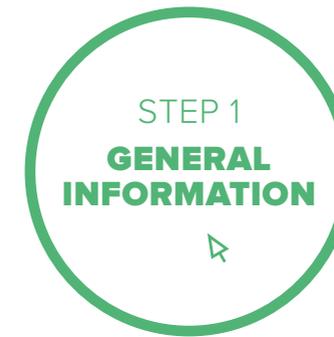
The European Development Days 2019  
18-19 June 2019 Brussels, Belgium

[eudevdays.eu](http://eudevdays.eu)

# Global Village / Stand Submission form

**edd** European  
Development  
Days

International  
Cooperation and  
Development



The EDD Global Village is a crossroad at the heart of EDD 2019 for interaction, innovation and networking, as well as an opportunity for visitors to dive deeper into the EDD's core topics. It serves as a hub for sharing knowledge, fostering long-lasting, sustainable partnerships, and showcasing innovation and best practice in development.

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

### Aims

The EDD Global Village offers a particularly exciting platform by featuring successful projects and ground-breaking reports from around the world. Stands are interactive and result-oriented.

### Instructions

- ✔ **Community Guide:** Please take the time to read the Community Guide before you fill in this form and submit your proposal, it will provide important information on how you can structure your proposal and how it will be reviewed and assessed.
- ✔ **Overview of application questions:** You will find here a pdf version of the stand 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.**
- ✔ **Eligibility:** You must propose a stand that presents a concrete project that is already implemented in specific locations (short/medium term project or multi-year programme) or report (which must be in a recent publication/ web-site/ study/ data-analysis).
- ✔ **Deadline:** Please submit your proposal before **Sunday 24 March** at 1pm CET.



## Evaluation criteria

- Content **40 %**  
Interactivity/ Creativity **40 %**  
Communication **20 %**

## Responsibilities:

- ✔ **Leading organisation:** By submitting a stand form, you become the sole responsible for this stand. 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 between the EDD 2019 Team and the exhibitors for your stand.
- ✔ **Communication:** Stands Exhibitors are required to organise communication activities to attract a wide range of audience. Selected stands will need to provide a press release about their project/report.
- ✔ **Cost of the stand:** The leading organisation holds the responsibility for the entire amount. By submitting a proposal for regular, large or cluster stand, you agree on the payment of the amount indicated in the Community Guide (organisation and carbon offset). Split billing will not be accepted.

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

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



Please specify the type of stand you wish to hold during EDD 2019:

- ✔ Standard booth (3 sqm): free of charge except for the carbon offset (certificate to be purchased and provided by the exhibitors) to the contractor
- ✔ Regular Stand (9 sqm) EUR 1 500 (including logistics and the carbon offset)
- ✔ Large Stand (15 sqm) EUR 2 000 (including logistics and the carbon offset)
- ✔ Cluster (36 sqm) EUR 4 000 (including logistics and the carbon offset)

### Stand Title\*

Please provide a newsworthy headline for your stand (this title is final and will be the one printed on your backdrop)

(max. 80 characters including spaces)

### Subtitle\*

Please specify the subtitle for your proposal (this subtitle is final and will be the one printed on your backdrop)

(max. 140 characters including spaces)

### Related topics\*

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

- ✔ Topic 1 – drop down menu
- ✔ Topic 2
- ✔ Topic 3
  - ✔ I would like my session to be part of the EDD 2019 Youth Agenda (The Youth Agenda highlights all the sessions linked to topics related to youth.)
  - ✔ I would like to link my stand with the Digital Pitches session (see Community guide for more information on the format)

## Region\*

Please let us know the geographical scope of your project (when applicable). This list of countries is final and will be used on your backdrop if you have selected a paying stand.

Scope of coverage: **Select one**

Dropdown menu (Multi-national, National, Provincial, Local Urban, Local Rural)

Region of coverage: dropdown menu: **select as many as apply** [Asia, Caribbean, Latin America, Pacific, Middle East, North Africa, Sub-Saharan Africa, Europe, North America]

Location of coverage:

Country 1:

Country 2:

Country 3:

[Add a country](#)

## 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 may already exist in our database

## Partner Organisations

Please indicate the partner organisation(s) of your session

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.

## Optional screen

I would like to rent a large screen: EUR 300



## Stand description\*

(this stand description is final and will be the one printed on your backdrop)

Please provide a short background of the sector and field context of your project or report – in no more than 600 characters including spaces. Should your stand be accepted, this background text would be published on the EDD Website and the EDD App and printed on your backdrop.

(max. 600 characters including spaces).

Please describe the intended direct beneficiaries of the project, with particular mention of any priority target populations (women, children, youth, persons with disabilities, persons living in situations of conflict, refugees, ethnic groups, marginalised groups, etc.)

(max. 300 characters including spaces).

To which audience of EDD 2019 will your stand and project/report be most relevant?

(max. 300 characters including spaces).

## Relevance and key measurable results\*

### Relevance

Your stand should call for action and generate tangible actionable outcomes. Please provide an explanation of the relevance of your proposal to the EDD Community (max. 1000 characters including spaces).

Please consider the four questions below when drafting the relevance of your session:

- ✔ How does your stand fit within the thread of the EDD 2019 forum?
- ✔ How does your project/report fit within the 2030 Agenda for Sustainable Development and/or EU development priorities?
- ✔ What is the current impact and the sustainability potential of your project/report?
- ✔ Does your project/report bridge across several themes or sectors or build on other projects?

(max. 1000 characters including spaces).

### Key measurable results

To underline the impact of your project/report/programme, we are interested in the presentation of tangible outcomes. Please specify key measurable results (max. 1000 characters including spaces). The provided facts and data may be published on your stand visual, in an infographic format.

(max. 1000 characters including spaces).

## Related publications and material

Fact-based content is important for developing quality interactions. It will also support your arguments of relevance and outcomes. Your project or report presented in the stand should be based on solid documentation or evaluations. In this regard, please submit supporting publications.

Please provide a web link (url) to at least three publications – communication, position paper, report, article or interview – supporting results that are represented in the stand. Links to these publications will be provided alongside your session description on the EDD Website and EDD App. Please note that in case your proposal will be selected you will need to upload supporting publications, which will be published following the approval of the EDD Evaluation Committee.

Publication Url 1:

Publication Url 2:

Publication Url 3:



## Uniqueness and Creativity of your stand presentation\*

Picture and logo related to your project/report:

(This picture will be used on your dedicated page on the EDD website. Should you be selected, we will ask you to provide us with this picture in a specific format and quality according to the stand you have chosen).

### Add a new file

Please upload hereunder a picture and the logo of your project. Please respect the following specifications:

✔ Minimum 600 \* 296 pixels

✔ Maximum 5 Mb

Files must be less than **2 Mb**

Allowed file types: **png pdf jpeg jpg**.

What do you plan to present in your stand? How do you intend to use your stand space?

(max. 800 characters including spaces).

**Added value and uniqueness of the project illustrated in the stand:** (max. 800 characters including spaces).

How will you draw interest to your stand and to the EDD Global Village as a whole?

Please describe any creative element, which you intend to provide in your stand (Please note that you may submit a proposal for an exhibition in a separate submission form). The current description should cover only elements that you will facilitate within the stand.

(max. 800 characters including spaces)

## Mobile Application

How do you intend to use the EDD App to increase the interactivity within your Stand?

(max. 600 characters including spaces).

No:

## Representatives at the stand\*

The experience and networking that you will provide in the stand will depend on the persons who will be assigned to be present at the stand, and to interact with visitors and stakeholders. It would be beneficial to the EDD community to have some hours of the stand facilitated by key stakeholders such as representatives from the field, from authorities, key experts, and beneficiaries. Please describe the persons that are likely to spend significant time at the stand.

### Stand facilitator 1

Function/Position:

Relationship to the project/report

(in 30 characters)

Relevance to inclusivity at EDD 2019

(in 30 characters)

Nationality (Drop-down menu of countries)

### Add more stand facilitators



To attract a wide range of participants and make your stand successful, organisers are invited to use communication materials to promote their participation at EDD 2019. We offer promotional material and tools including the official EDD 2019 logo, banners, teasers and website to promote your stand 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.

Email address of the responsible for communications:

How will you promote your stand:

(max. 500 characters including spaces).

## Media Campaign

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

Social media activity: please provide up to three elements (quotes, fun facts and figures...) related to the showcased project/report that could be spread through the EDD communication channels

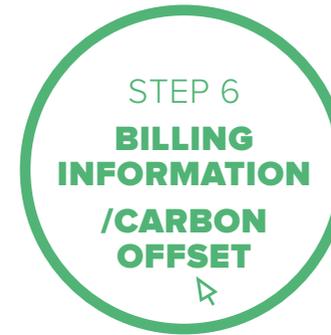
(max. 600 characters including spaces).

## Media relations

- ✔ 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 project/report:

(max. 1500 characters including spaces).



## For paying stands only: Billing information\*

The cost related to the different types of stand is:

- ✔ a regular stand (9 sqm): 1 500€
- ✔ a large stand (15 sqm): 2 000€
- ✔ a cluster (36 sqm): 4 000€

First Name:\*

Last Name:\*

Department:\*

Organisation:\*

Billing Address 1:

Address 2:

Postal code:\*

City:\*

Country:

Contact email:\*

VAT number:\*

Yes /  No

Yes /  No

If you do not have a VAT number, please provide us with the VAT Exemption Letter. If you cannot provide us with the letter before the deadline, please upload an official letter from your organisation stating that you will provide the VAT exemption at a later stage.

**For standard booths only: Carbon offset\***

I commit to purchase and provide a certificate of carbon offset to the EDD contractor for a project of my choice (according to the Golden Standards) or for one of the four suggested projects mentioned on the EDD website by **31 May**.



### 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).



