

[How to become a partner](#)

Important information for applicants

Selected partners will be responsible for organising their own session.

If you wish to organise a session, you are asked to carefully read and follow the guidelines when applying. Please ensure you comply with the indicated deadlines and obligations.

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How and when to apply?

Official programme:

Proposals must be submitted via the official application form accessible via the [event website](#).

The deadline for submitting session proposal for the official programme is **26 April**.

Important: Please note that questions submitted by email will not be answered over the weekend and late applications will not be considered for the official programme.

EURegionsWeek Close to you:

The deadline for submitting EURegionsWeek Close to you session proposals is **17 July 2026**. Candidates whose applications are not selected in the official programme will have the opportunity to re-apply as an EURegionsWeek Close to you session until this time.

Partner eligibility

Applicants should be from/or have an established residence in an EU Member State or a country contributing to/participating in an EU programme. They must fall under one of the following categories to be eligible to become an official partner of the EURegionsWeek:

- Local and regional authorities and associations thereof
- Managing Authorities of EU funds
- EU institutions and institutional partners
- European Groupings of Territorial Cooperation (EGTCs)
- Associations and institutions contributing to/participating in an EU programme
- Public-private partnerships

Due to space limitations this year, only applications submitted by at least two partners will be considered. Individual requests from selected institutional partners or those of strategic relevance to the organising entities may be considered.

To allow the widest possible participation and ensure representation from as many partners as possible, we strongly recommend each partner to submit only one application for a workshop or political/policy debate. Participation in stands or EURegionsTalks does not count toward this limit.

Regional Partnerships

A grouping of regions, cities, towns, or provinces that jointly apply to organise a session within the framework of the EURegionsWeek.

To be eligible a Regional Partnership:

- The group must be exclusively composed of local and/or regional authorities.
- The partnership must consist of a minimum of four and a maximum of eight regions or cities, towns or provinces from at least three countries. Among these countries, at least two must be EU Member States.
- Partners looking for a partnership can use the EURegionsWeek LinkedIn group to find partners: <https://www.linkedin.com/groups/4755871/>
- At least one member of the European Committee of the Regions and/or an elected local or regional politician is required to participate as a speaker or moderator.
- The participation of Members of the European Parliament and any other high-level political representative is strongly recommended.
- Regions and cities, towns and provinces may participate in only one regional partnership in a given year.

Regional Partnerships must be headed by a lead partner (session organiser). The lead partner is responsible for

1. managing the tasks within the Regional Partnership and
2. acting as a contact point for the organisers.

Regional Partnership sessions can be hosted either at the European Committee of the Regions, at the external venue (subject to availability of conference rooms) or at the venues of the applicants. Applicants can indicate their readiness to host at their premises but the final decision on venue allocation is taken by the EURegionsWeek organisers.

Format details

Applicants can choose from various session formats to create engaging and dynamic sessions. The number of speakers and duration of the session depends **on the type of partnership and the format.**

Regional partnerships with more than four partners may include one additional speaker for each of the authorities they represent.

While partners may submit more than one application as lead partner, it is advisable to focus on quality over quantity, as it is unlikely that several proposals from the same lead partner will be selected. We recommend concentrating efforts on submitting one high-quality application.

In addition to submitting an application for a session, candidates may also submit separate applications for a 30-minute session and/or for an exhibition stand or tasting. Please note that each of these applications will be assessed independently and approval of one does not imply approval of the others.

Political/Policy Debate

- **Duration:** 90 minutes
- **Speakers:** 4 speakers (at least one speaker must be an elected political representative) + 1 moderator. Regional Partnerships with more than 4 regions may include 1 speaker per local / regional authority.
An opportunity to exchange ideas, receive feedback, and share experiences, best practices and political strategies.
- **Format:** The session can include presentations and video testimonials, followed by interactive discussions. Videos should be in English or another EU language with English subtitles.
- **Outcome:** Participants will gain valuable insights into Cohesion Policy and develop strategies for enhancing local communities.
- **Ideal for:** Political leaders, local and regional authorities, and policymakers working to advance Cohesion Policy.

- **Audience Engagement:** a minimum of 30 minutes of active participation.
 - Introduction and context: 10-15 minutes
 - Presentations and video testimonials: 20-30 minutes
 - Interactive discussions: 30-40 minutes
 - Wrap-up and presentation of insights: 10-15 minutes

Workshops

- **Duration:** 90 minutes
- **Speakers:** 4 speakers + 1 moderator
- **Format:** Sessions designed to keep participants engaged through discussions and hands-on activities.
- **Outcome:** Promotes enhanced collaboration and the exchange of best practices.
- **Ideal for:** Fostering active engagement, encouraging practical knowledge exchange and building strong networks among policymakers, regional & policy practitioners as well as other stakeholders.
- **Audience Participation:** At least half of the session
 - Introduction and context: 10-15 minutes
 - Presentations and sharing of experiences: 15-20 minutes
 - Interactive discussions and activities: 25-45 minutes
 - Wrap-up and presentation of insights: 10 minutes

EURegionsTalks

- **Duration:** 30 minutes

- **Speakers:** 1 speaker
- **Format:** Short and concise speeches about an inspiring project, idea or best practise. Aims to spark interesting questions, exchanges and networking opportunities after the topic presentation.
The EURegionsTalks are short sessions to foster engaging, impactful and interactive discussions during the EURegionsWeek. So, a part of the 30 minutes should be dedicated to interaction with the public, not just speaking. This format offers diverse ways to share ideas, showcase projects and facilitate knowledge exchange, each tailored to deliver specific outcomes.

Important:

- This format allows for one speaker only and no moderator.

Stand

- **Duration:** 14 October, throughout the day
- **Speakers:** 2 speakers, meaning 2 people to be on the stand explaining the project/organisation and interacting with the public.
- **Format:** A stand showcasing EU project achievements, funding opportunities and expert knowledge.

Important:

- Exhibitors will receive a detailed guide with all relevant information.
- Gender balance requirements do not apply to stands.
- There is no minimum registration requirement for stands.
- Some basic furniture (table and chairs) and screen will be provided by the organisers.
- Partners are in charge of providing, delivering, setting up, dismantling and removing any additional materials they would need for their stands. All additional materials to be brought need to be pre-approved by the organisers.
- As EURegionsWeek is a green and paper free event, distribution of printed materials (brochures, leaflets etc.) and gadgets is not envisaged.

Tasting

- **Duration:** 14 October, 4 hours
- **Speakers:** 2 speakers, meaning people who serve the food and drinks and can explain what they serve
- **Format:** Gastronomy stands showcasing regional European cuisine.

Important:

- The tasting stand will be equipped with one fridge, and cutlery, plates, and glasses will be provided. The event organisers do not cover the transport of aliments/material for the tastings.
- Exhibitors will receive a guide containing all relevant information.
- There is no minimum registration requirement for tastings.
- Gender balance requirements do not apply to tastings.

Partners' Session: Date & Time

- Partners' sessions will be held on 12-14 October 2026.
- The organisers will assign the date and time for each session; **applicants cannot choose their slot nor the venue.**

Evaluation criteria

Evaluators will review all aspects of the session proposal, including the description, speakers, moderator and communication plan. Sessions must align with the chosen format, as well as prioritising inclusivity, diversity and accessibility. Preference is given to sessions involving two or more partners and offering relevant content, fostering discussion and encouraging networking.

- Joint applications from multiple partners will be prioritised.

- Late submissions will not be considered.

Selection Results

Selection results will be announced **end of May 2026** and published on the platform.

Selected partners will be invited to a meeting **beginning of June**.

- If a session is **accepted**, the final title and description must be updated **by mid-June**.

The character limit for session content will remain unchanged and updates are permitted as long as they do not significantly alter the nature or scope of the session.

The final list of confirmed speakers and the moderator must be submitted **by End September**. The moderator is not included in the gender balance count. Panels composed entirely of the same gender will not be accepted. For panels with an uneven number of speakers, coordinators should avoid having all members of the same gender.

- If a session is **rejected**, the coordinator can consider re-applying for a [Close to you session](#).

Important: Organisers may cancel sessions that do not follow the guidelines or have fewer than 50 registered participants by the end of September.

Travel and accommodation

Subject to applicable rules and availability of resources, the event organisers might be able to sponsor/cover part of the travel and accommodation expenses for a limited number of speakers per session. Further details on speakers coverage and who will be eligible for it will be disclosed at the Partners meeting after the selection is finalised.

Details on travel and accommodation coverage and the procedure to follow will also be outlined in this space before summer, please keep it monitored.

N.B. Travel and accommodation arrangements will be **followed up throughout the summer**, once the procedure is disclosed. As all deadlines are communicated well in advance, the organisers must make sure they complete requests in timely manner, even throughout summer holiday period. Due to strict hotel cancellation policies, latecomers and last-minute requests will not be accommodated.

Interpretation services

Sessions are conducted in English by default. Interpretation will only be available for a limited number of sessions, subject to availability, and with a maximum of two interpreted languages and English.

Session organisers can request interpretation in the application form. However, requesting interpretation does not guarantee its availability.

Interpretation is not offered for EURegionsTalks, stands and tastings.

Late requests for interpretation will not be accommodated.

Webstreaming

Live web streaming will be offered to some of the selected sessions of the official programme.

Registration

Anyone planning to attend a session, including coordinators, speakers and moderators, must register in advance to gain access to the venues.

Pre-registration will be possible at the end of **June**. During this time, a specific registration link will be provided to session coordinators through which they can ensure that all the organising collaborators and the session's main stakeholders

are granted access to the session.

For the 'EURegionsWeek Close to you' programme, the session coordinator is fully responsible for participant registration and all related logistics.

Partners' Commitments

Applicants must appoint at least two session coordinators who are responsible for the session's content, preparation and follow-up. Coordinators serve as the main contact for EURegionsWeek organisers and must ensure smooth communication with other partners.

Coordinators are also responsible for briefing speakers and the moderator, ensuring timely contributions and guiding participants to achieve session objectives. The moderator must remain neutral.

Sessions must be free of charge, and commercial activities are not permitted. Partners must respect the GDPR rules and the [EURegionsWeek privacy policy](#) and comply with EU copyright rules, ensuring proper consent and credit for any images used.

Partners organising the EURegionsWeek Close to you sessions have full autonomy, including session content, logistics, registration, data processing, and promotion. They must comply with GDPR rules when handling personal data and inform participants accordingly. Organisers are not responsible for the content or organisation of these sessions.

Sessions should be inclusive, ensuring balanced gender, age and geographical representation. Engaging youth and diverse speakers from public, private and civil sectors is highly encouraged. Sustainable practices, such as reducing paper use and avoiding plastic, should be adopted.

Partners must provide feedback on session scope, content and participant profiles via the event website (e-reporting). They are also expected to maintain high communication standards before, during and after the session, using EURegionsWeek branding and the hashtag #EURegionsWeek. Coordination with organisers for media activities is encouraged to ensure consistent messaging.