

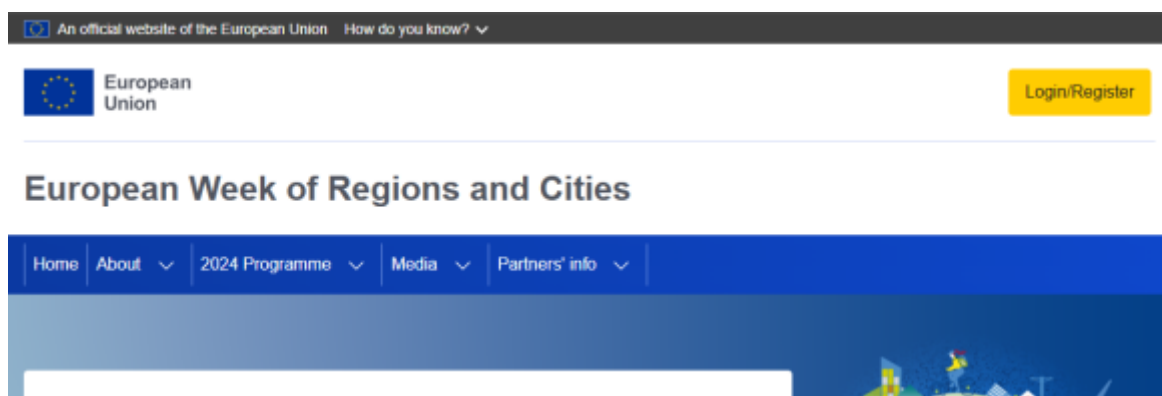
How to apply to the Official programme

Page contents

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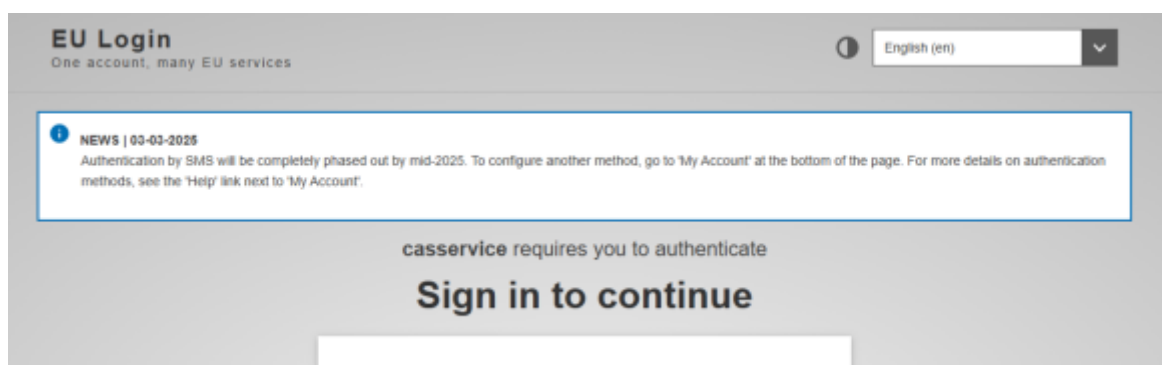
Log in

Click on **Login/Register** button on the right side of the homepage.

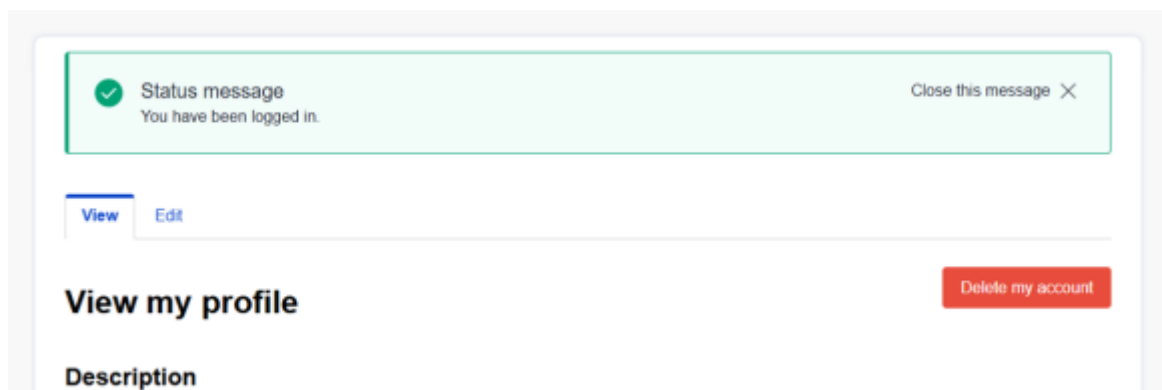


Sign in with your **EU Login** (or create an account if you don't have one).

To increase security, [Two Factor Authentication](#) has been implemented on the platform. This means you need to perform two steps to log in: first your password and then an additional verification method.

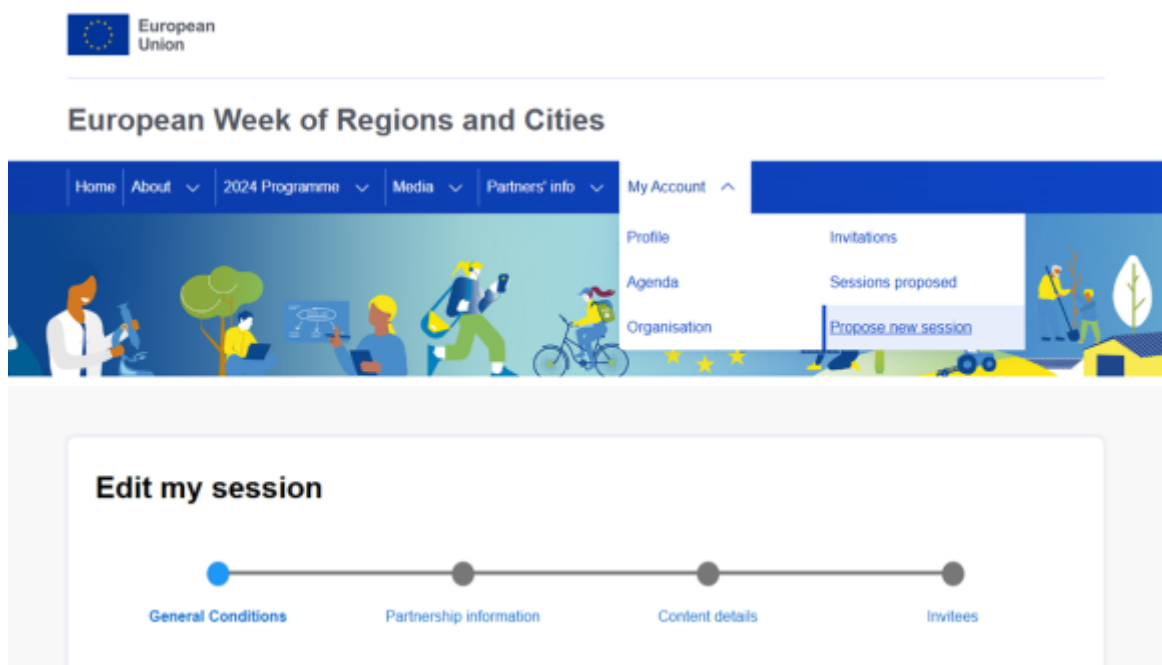


You will be redirected to your profile page. Create your profile and save it.



Create your application

Go to the section **My Account** and click on **Propose a new session**.



General conditions

You must agree with the conditions to be able to apply

Partnership information

Lead organisation contact – If your organisation is not registered in the platform, you will need to add it by clicking on the blue button.

Lead organisation contact *

Name of lead organisation *

If your organisation is not registered, you can add it [here](#)

Department/Service/Unit *

Select a programme

For the Official programme, the venue and logistics are provided by the EURegionsWeek organisers. This does not apply to sessions organised by regional partnerships at their own venues or "EURegionsWeek Close to you" programme.

Select a Type of Partnership

Please select a programme *

Official programme

Venue and logistics provided by the EURegionsWeek organisers except for the "EURegionsWeek close to you" sessions and for sessions organised by regional partnership's at their own venues

EURegionsWeek close to you

Type of Partnership *

Partnership

Regional partnership

Associated partner – Except in the case of institutional partners, it is strongly recommended to apply in partnership with at least one other entity in order to be selected.

Please note that only local and regional authorities can apply for a regional partnership.

Associated partner

If your organisation is not registered, you can add it [here](#)

Content details

The fields to complete here will vary depending on choices made, and include:

- **Title**

- **Short description**
- **Format** (see [Format details](#) for further information)
- **Number of participants expected onsite** (estimate)
- **Interpretation** (depending on the session format, EN + max 2 languages)
- **Press contact** (for those interested in Media programme)
- **Session image**
- **Keywords** (at least 3 to be selected)

Invitees

In the Invitation section you will need to add (aka 'invite') speakers, moderator and coordinators of your session.

COORDINATORS

You will need to invite someone to be a secondary, or backup, coordinator. The application process cannot be completed without designating a backup coordinator. Please make sure to provide contact email addresses that are checked regularly. Otherwise, you might miss some important notifications.

SPEAKERS & MODERATORS

Depending on the format, you may also need to invite speaker and/or moderator to take part in your session. Although you will have possibility to refine your session later on (once selected), we strongly encourage you to add (potential) speakers and moderators during the application phase to showcase the relevance and attractiveness of your session.

To add a speaker, a moderator or a coordinator, click on the Add button:

Edit my session



Invitees



A pop-up box will appear:

Invitation

Invite someone to take part of the event

Role

Speaker Moderator Coordinator

Existing user

First name * Last name * Email *

Choose Speaker, Moderator or Coordinator.


If the person you are inviting has already created an account, you can type their name into the 'Existing user' field, and they should appear in a list for you to select.

If they do not have an account, simply fill in the remaining fields and click on submit to send an email inviting them to create a profile and accept the invitation.

You can also add a photo and a description of the person at this point if you wish.

Submit your application

Once you have completed all the fields you can submit your proposal.

 **Status message**
Your session has been successfully submitted. Close this message ✕

Content proposed

European Week of Regions and Cities 2025

Session code	Title of the session proposed	Submission status	Evaluation Status	Merged lead ?	Session details
IS251989	Test	Submitted			View/Edit

Edit your application

After submitting your proposal you can still edit it, cancel it and download a copy in pdf version.

Important: the deadline to submit a proposal is 26 April. Please note that no support via email will be available during the weekend.

[View](#) [Edit/Programme information](#) [Time and room](#) [Participants list](#) [Documents](#) [Reporting](#)

View my session

[I want to cancel my session](#) [Download PDF](#)