How to apply to the Close to you programme

Log in

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

Login screenshot

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

EU-Login screenshot

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

Profile page screenshot

Create your application

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

Propose new session screenshot

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 screenshot

Select a programme

As a general rule, venue and logistics will be provided by the partner, who is solely responsible for all aspects of these sessions.

See How to become a partner for more information about the different programmes and types of partnership.

Associated partner – If your organisation creates a session in association with another entity.

> Associated partner screenshot

How will you host the session

Choose onsite, online or both. If online, you will need to provide a link to the livestream of the session.

The Registration URL should be a link to your site that is the main source of information for your session, including directions on how to register to attend.

> Hosting a session screenshot

Venue

Fill in the fields as indicated

Content details

Fill in the fields as indicated:

- **Title**
- **Short description**
- **Theme**
- **Session image**
- **Keywords** (at least 3 to be selected)

Please note that this is the information that will be visible on the website once the programme is approved.

Submit your application

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

Important: the deadline to submit a proposal is **9 September**.

Aplication submitted screenshot

Edit your application

After submitting your proposal you can still modify it, cancel it and download a copy in pdf version. However, you have time till 9 September to make any modification.

Edit application screenshot