

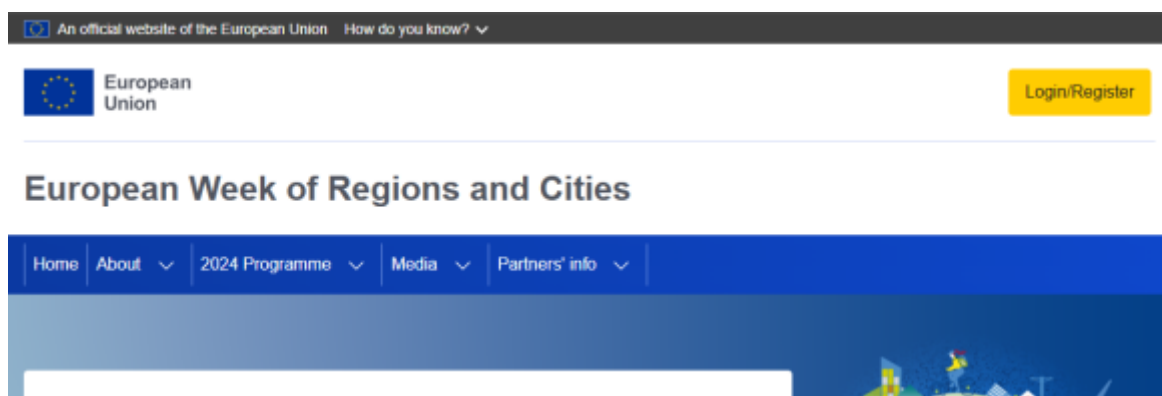
# [How to apply to the Close to you programme](#)

Page contents

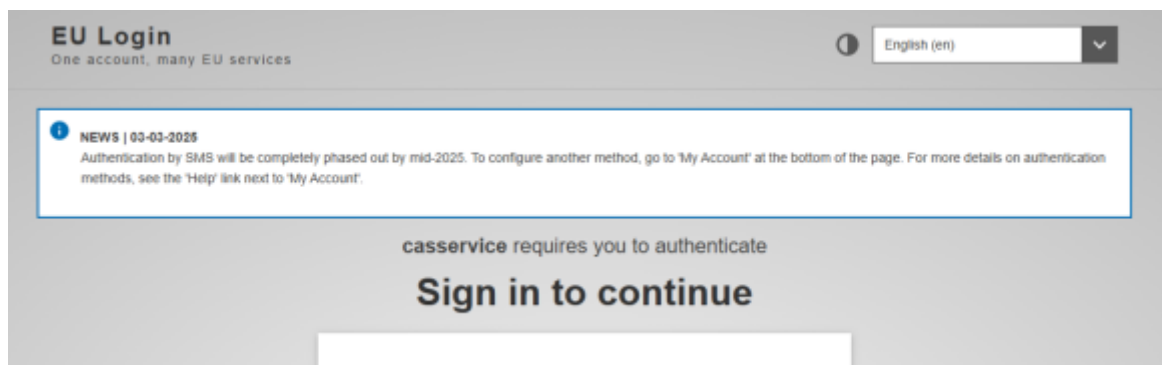
Page contents

## Log in

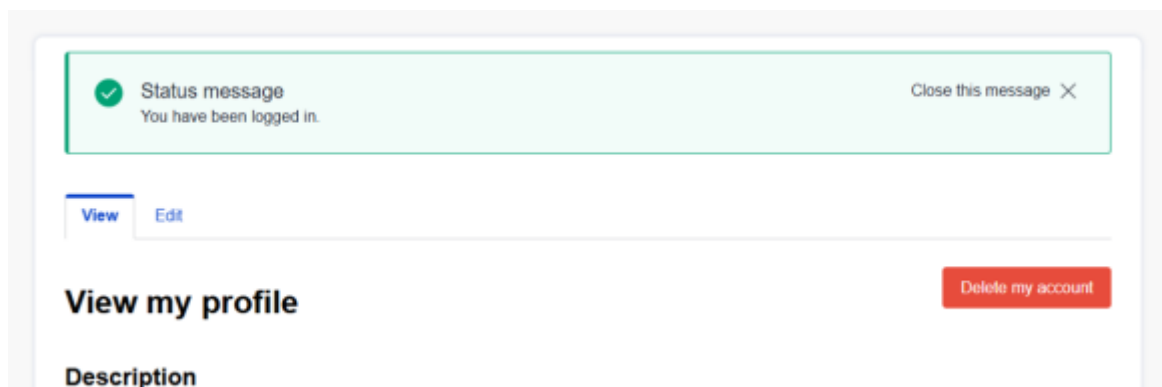
Click on **Login / Register** button on the right side of the homepage.



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

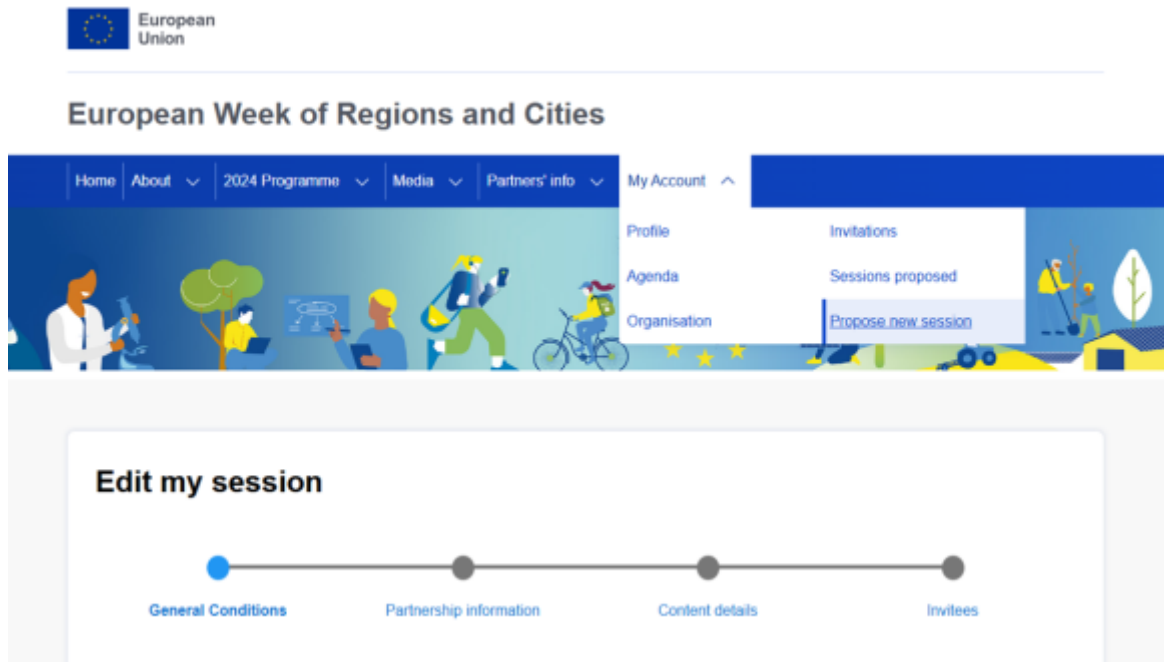


You will be redirected to your profile page. Create your profile and save it.



# 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

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

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

### 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.

How will you host the session?

Onsite

Online

Registration URL \*

As the EURregionsWeek organisers do not process participant data for the "EURregionsWeek Close to You" sessions and are not responsible for their content, please ensure you provide the URL for participants to register to your session

Link to join the session online

Enter the URL for participants to join the session online. Make sure the link is correct, active, and accessible to everyone

Date \*

## Venue

Fill in the fields as indicated

## Content details

Fill in the fields as indicated:

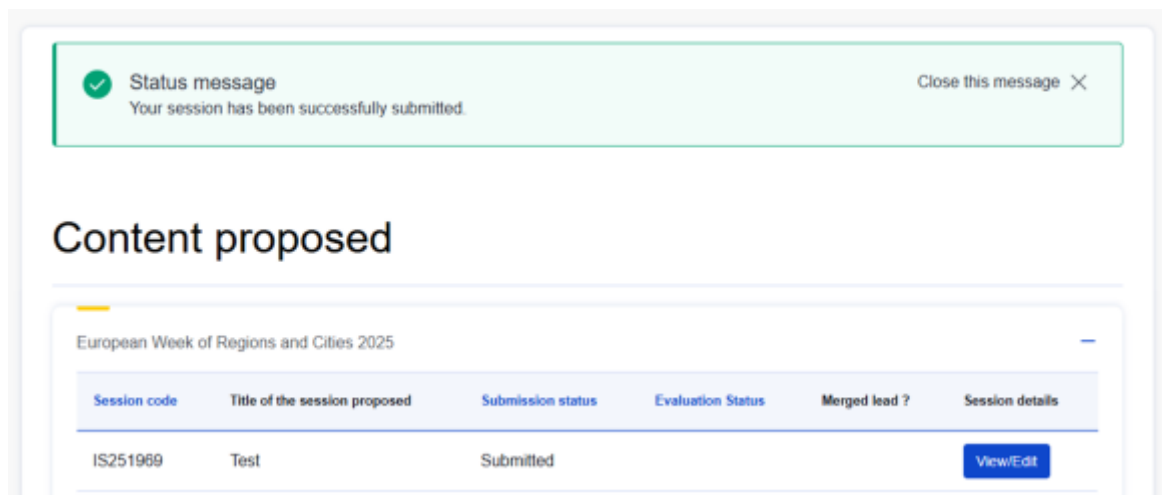
- **Title**
- **Short description**
- **Theme**
- **Session image**
- **Keywords** (at least 3 to be selected)

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 **17 July**.

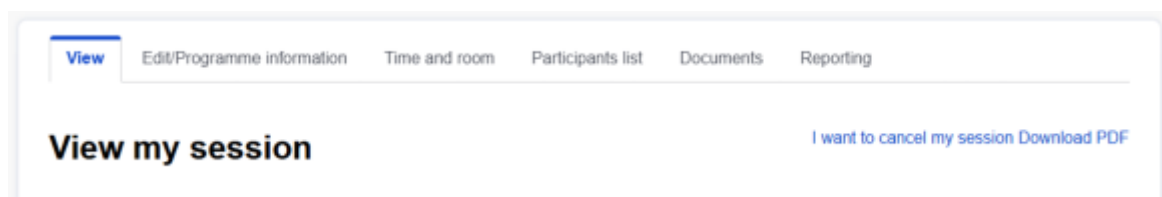


The screenshot shows a confirmation message at the top: "Status message: Your session has been successfully submitted." Below this is the heading "Content proposed" and a table with the following data:

Session code	Title of the session proposed	Submission status	Evaluation Status	Merged lead ?	Session details
IS251969	Test	Submitted			<a href="#">View/Edit</a>

## 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 17 July to make any modification.



The screenshot shows a navigation menu with options: "View", "Edit/Programme information", "Time and room", "Participants list", "Documents", and "Reporting". Below the menu, the text "View my session" is displayed, followed by links: "I want to cancel my session" and "Download PDF".