

## [How to edit your session and invite speakers / moderators / coordinators?](#)

Only coordinators included in the platform can have edit rights. In case you are unsure who is coordinator of your session, please contact the Secretariat.

Follow the below instructions to edit your session and / or to invite speakers / moderators or replace coordinators:

- Log in to your account
- Hover over 'My account' and click on 'Sessions proposed'



- Click on 'View/Edit' blue action button next to your sessions' title
-

## European Week of Regions and Cities

European Week of Regions and Cities 2026

Session code	Title of the session proposed	Submission status	Evaluation status	
<i>code</i>	<i>title here</i>	Submitted	Accepted	<a href="#">View/Edit</a>
<i>code</i>	<i>title here</i>	Submitted	Accepted	<a href="#">View/Edit</a>

- Click on second tab 'Edit'

European Week of Regions and Cities

View Eds Programme information Time and room Participants list Documents

**View my session** [Download PDF](#)

Session code  
Stam264345

Current step  
5

► Partnership information

► Content details

▼ Invites

**Speakers**  
No speakers found

**Moderators**  
No moderators found

## European Week of Regions and Cities

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### Edit my session

Partnership information Content details Invitees

*Edit title, description, interpretation*

*Invite speakers, moderators and/or coordinators*

- Click on 'Content details' to edit your sessions' title, description and/or add interpretation languages.

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### Edit my session

Partnership information Content details Invitees

**Title \***  
Please use short and catchy titles. Avoid acronyms and specific jargon. Use simple language for clarity of content.  
TBC  
147 character(s) remaining

**Short description \***  
Please avoid acronyms and specific jargon. Use simple language for clarity of content.  
TDC  
897 character(s) remaining

**Interpretation languages**

Please note that:

- The event language is English.
- Interpretation cannot be guaranteed for all sessions and is dependent upon availability.

Language \*  
French (894)

Language 2 \*  
English (891)

Previous Next

- Click on 'Invitees' to invite speakers, moderators, coordinators – click on 'ADD' button

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## Edit my session

Partnership information Content details Invitees

### Invitees

To invite a speaker, moderator or coordinator, click on the 'Add' button.

### Speakers (Maximum 20)

No speakers found

### Moderators (Maximum 20)

No moderators found

### Coordinators (Maximum 2)

Coordinators limit reached. Cannot add more coordinators to this session.

Firstname	Lastname	Title/Function	Email	Registered	Invitation Status	ID Data	Colliding	Primary Coordinator	Actions
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- 
- Fill in mandatory fields (first and last names, email, member of CoR), tick 'send invitation email' and click SUBMIT.
-

Invitation

First name \*

Last name \*

Email \*

Telephone

Organisation

Title / Function

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

Member of the Committee of the Regions? \*

Yes  No

Description

Profile picture

One file only.  
10 MB limit.  
Allowed types: gif, jpg, jpeg, png.

Order

Order in which the speaker should appear in the session page.

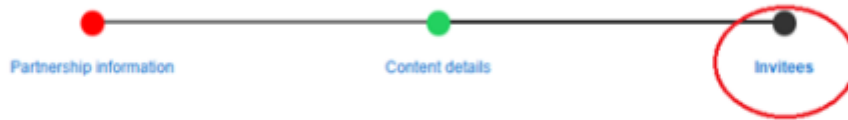
Send invitation email

---

Remember, your changes are not complete until you press the final **Submit** button!

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## Edit my session



### Invitees

To invite a speaker, moderator or coordinator, click on the 'Add' button.

Add

### Speakers (Maximum 20)

No speakers found

### Moderators (Maximum 20)

No moderators found

### Coordinators (Maximum 2)

Coordinators limit reached. Cannot add more coordinators to this session.

Firstname	Lastname	Title/Function	Email	Registered	Invitation Status	ID Data	Colliding	Primary Coordinator	Actions
				Yes	Acce...	No	No	No	Edit Delete
				Yes	Acce...	No	No	Yes	Edit Delete

Previous Submit

The Submit button is circled in red, and a red arrow points from the right towards it.