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**APPLICATION to hold a CONFERENCE or an EVENT   
at the**

**EUROPEAN COMMITTEE OF THE REGIONS (CoR)**

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| ***Please read and fill out this form carefully. Fields marked with \* are mandatory.***  Please read the [CoR internal rules](https://cor.europa.eu/en/events/Pages/how-to-organise-an-event.aspx) and the [Recommendations regarding the sanitary measures in place in the CoR buildings](/en/events/Documents/how-to-organise-an-event/Recommendations%20regarding%20the%20sanitary%20measures%20in%20the%20CoR%20buildings-25.03.22.pdf).  \*I have read the Rules of procedure and the Recommendations regarding the sanitary measures in place in the CoR buildings. |

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| \***Application date** | … |

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| **1. Applicant profile** |  |
| \*Name of organisation | … |
| \*Name of responsible person (first name, LAST NAME, function) | … |
| \*Type of organisation | EU institution |
|  | regional/local authority |
|  | regional office |
|  | external body (association, institute, think tank, academia...) |
|  | private company applying on behalf of a public body |
|  | other (please specify):… |

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| **2. Event contact person** |  |
| \*First name | … |
| \*Last name | … |
| \*Email address | … |
| \*Phone number | … |

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| **3. Event outline** |  |  |
| \*Type of event | conference | on-site only |
|  | seminar | hybrid (Note: the CoR does not offer |
|  | participatory/interactive event | online conferencing technology) |
| \*Event title  (max. 150 characters with spaces) | … | |
| \*Event description  (including event theme and target audience; max. 1000 characters with spaces) | … | |

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| \*Event theme(s) | Citizenship, governance, institutional and external affairs |
| (please indicate which theme(s) your event | Territorial cohesion policy |
| is related to) | Economic policy |
|  | Environment, climate change and energy |
|  | Natural resources and agriculture |
|  | Social policy, employment, education, culture and research |

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| \*Please indicate to which [CoR political priority/ies 2020-2025](https://cor.europa.eu/en/our-work/Pages/cor-priorities.aspx) | Bringing Europe closer to people: Democracy and the future of the EU | |
| your event is related | Managing fundamental societal transformations: Building resilient regional and local communities | |
|  | Cohesion, our fundamental value: Place-based EU policies | |
| \*Event scope | International | European |
|  | National | Regional |
|  | Local |  |
| Is your event co-organised ? | Yes | No |
|  | Co-organiser(s)’ name: … | |
|  | Co-organiser(s)’ input: (e.g. interpretation, catering, speakers…) … | |
|  | Your input: (e.g. interpretation, catering, speakers…) … | |

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| **4. Event logistics** |  |  | |
| \*Requested date (duration is max. 2 days) | Start date:  dd/mm/yy ….:…. am - …..:…..pm | End date:  dd/mm/yy .…:…. am - …..:…..pm | |
| Alternative date (duration is max. 2 days) | Start date:  dd/mm/yy ….:…. am - …..:…..pm | End date:  dd/mm/yy .…:…. am - …..:…..pm | |
| \*Number of participants | 50-55 | Note:   * The attendance list must be sent using the [mandatory template](/en/events/Documents/how-to-organise-an-event/Template%20list%20of%20participants.xlsx) by email to [ConferencesCdR@cor.europa.eu](mailto:ConferencesCdR@cor.europa.eu) min. **10 working days** prior to the event. * The attendance list must include all speakers, participants, organisation staff, photographers, interpreters, etc. | |
| 56-80 |
| 81-110 |
| 111-150 |
| If >150:… |
| \*The event will include | a lunch | no catering | |
| a reception | Note: the CoR does not offer any catering services | |
| \*Provisional conference programme | Note:   * Gender balance (NOT including the moderator) is mandatory in each panel. Not gender-balanced panels will be refused. * The CoR can grant a maximum of 3 conference/meeting rooms for a maximum of 2 days. | Please attach here the draft conference programme including the names of potential speakers | |
| Room equipment | Note:   * Standard CoR conference equipment includes: chairs, tables, screens, headphones, microphones for speakers and attendants, one PC and free internet access, interpretation booths. * Non-standard equipment (e.g. extra chairs/tables, webstreaming/VOD, whiteboards, flipcharts, standalone screens) may be available from the CoR (subject to approval and availability) and must be requested separately. * Online conferencing tools, interpretation services and catering are not offered by the CoR. | If your event requires non-standard conference equipment please list here the equipment you need:… | |
| Event contacts | Event website:… | | |
|  | For information:… | | |
|  | For registration:… | | |
| \*Protocol and security | Will VIPs attend the event? | Yes | No |
|  | Note: The full list of VIPs must be sent min. **10 working days** prior to the event to [conferencesCdR@cor.europa.eu](mailto:conferencesCdR@cor.europa.eu) | If yes, please list their name and function here even if provisional:… | |

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| **5. Data protection and privacy statement** |
| **Attendance list:**   * The attendance list must be sent using the [mandatory template](file:///G:/05%20HOSTED%20EVENTS%20%5bformer%20Meeting%20Place%5d/Events%202022/Post-covid%20measures/Forms%20&%20templates/Template%20registration%20list.xlsx) by email to [conferencesCdR@cor.europa.eu](mailto:conferencesCdR@cor.europa.eu) min. 10 working days prior to the event. The list must include all speakers, participants, organisation staff, photographers, interpreters, etc. * The full list of VIPs must be communicated to [conferencesCdR@cor.europa.eu](mailto:conferencesCdR@cor.europa.eu) at least **10 working days** prior to the event. |
| * The organiser of a conference at the CoR undertakes to inform all the participants about their protection with regard to the processing of their personal data by the CoR. This can be done by providing the link to the [CoR privacy statement](https://cor.europa.eu/en/Pages/legal-notice.aspx) related to personal data processed through the customer relationship management system Dynamics and the link to [Regulation (EC) 45/2001](https://www.eumonitor.eu/9353000/1/j9vvik7m1c3gyxp/vitgbgi9a3yy#:~:text=EU%20Monitor-,Regulation%202001%2F45%20%2D%20Protection%20of%20individuals%20with%20regard%20to%20the,free%20movement%20of%20such%20data) on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data). * The organiser ensures that the participants who supply their optional data in the mandatory template (i.e. fields not marked by an asterisk) have given their free, specific, informed and unambiguous consent to the processing of their personal data for the purpose of promotion of CoR activities (e.g. receiving information by e-mail about future CoR initiatives and activities). The optional personal data may also be used, in anonymised form, for the elaboration of statistics. * Please note that the administrative data necessary to access the European Committee of the Regions building will be transferred to the Security Unit for security purposes. * Upon request participants may obtain the communication of their personal data and rectify any inaccurate or incomplete personal data. Any queries concerning the processing of personal data can be addressed by email to the CoR Events Unit ([conferences@cor.europa.eu](mailto:conferences@cor.europa.eu)) and/or the CoR data protection officer ([data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu)). * As regards the processing of their personal data, individuals have a right to recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>). |
| \*I have read and accept the information above on data protection and privacy statement |

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| **6. Signatures** |  |
| Supporting CoR (alternate) member's name:… | Organiser's responsible person:… |
| Note: Any conference/event application **must be supported and signed** by a(n) (alternate) member of the CoR – This does not apply to applications by the CoR or any other EU institution. | \*I – [***first & last name of the responsible person indicated under point 1. Applicant profile]* - in my capacity as *[position]*** declare that I am fully authorised to apply on behalf of the Organisation mentioned above under point "1. Applicant profile". Consequently, I herewith declare that I have read and agree with the rules laid down in [Decision 028/2016](https://mycor.cor.europa.eu/EN/general-secretariat/legal-affairs/Registre_of_regulations_and_decisions/2016-028-dec_01163_en.pdf#search=Decision%20028%2F2016) of the CoR on the organisation of conferences and events at the European Committee of the Regions. I confirm that I am entitled to commit the liability of the Organisation mentioned above under point "1. Applicant profile" for any incident or damage resulting from the failure to respect the aforementioned Decision. |
| Date: | Date: |
| \*Signature (scanned signature accepted): … | \*Signature (scanned signature accepted): … |

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| **Please send your application to** [**ConferencesCdR@cor.europa.eu**](mailto:ConferencesCdR@cor.europa.eu) |