

## **Regional partnership application form (including the Local events)**

### **Introduction**

The Regional partnership application form is composed of 4 parts:

- Application form (Excel document)
- Brussels Events description (Word document)
- Local events description (Word document)
- Pictures and logos (to be provided in jpg or epsformat)

All these completed documents must be submitted to the organisers as indicated in 2.6 in the Information Pack in both printed and electronic versions (on a CD). Please note that the information in the forms must have been approved upon by all the partners in the regional partnership and will be considered as final and binding.

**Deadline for applications: 13 March 2009**

### **Instructions for completing the application form (Excel document)**

#### **Table A: Regional partnership**

Table A must be completed with the name of the regional partnership and all details on the venue for Regional partnership's workshops (one or two) (see 2.2. in the Information Pack)

#### **Table B: Regional partnerships' partner offices in Brussels**

This table must include the full list of partners in the regional partnership (min. 5 and max. 12 from 4 different countries) as well as all information about the partner offices in Brussels for both organisational and presentation purposes. Please note that it is obligatory to nominate one Lead Office and one Deputy Office, who will liaise with the organisers and communicate to other partner offices.

A link to the official website for the NUTS code is available by clicking on "NUTS code" (heading of the column).

The address of each partner office in Brussels must be indicated as well as the name of the head of office (for both organisational and presentation purposes such as the OPEN DAYS programme and partner catalogue 2009). **Important: Direct contact details of the person responsible for the OPEN DAYS**

**2009 within the regional office must be provided.** This could be the head of office, or another member of staff directly responsible for the event. Please specify in the appropriate columns.

### **Table C: Brussels Events**

Please select which type of session the conglomerate intends to organise specifying the thematic priority under which it falls. Please indicate your preferred date (between 6 and 8 October) and time slot (see 2.2.3. in the Information Pack). **A workshop description (max one A4 page), including a list of speakers, must be attached to the application form provided in a separate word document, preferably by using the template provided for this purpose** (available on the OPEN DAYS website).

### **Table D: Local Events Contact Person**

Please appoint two persons (one main contact and one deputy contact) responsible for local events on behalf of the regional partnership. These persons may come from the lead or deputy office, but can also come from a third regional office. The chosen representative will act as the intermediary contact between all the partners and the organisers and will provide all information about all local events (see 2.2.4. in the Information Pack).

### **Table E: Local Events**

Please provide details for every local event organised by each region/city within the regional partnership. **A short description (max one A4 page), including a list of speakers, must be provided in a separate word document, preferably by using the template** available on the OPEN DAYS website (separate document for each of the local events).

Please indicate also a type of event, either conference, exhibition, workshop, festival, cultural or sport events, etc.

### **Table F: Pictures & Logos**

The tabel F is designed to help you summarize and verify whether all requested pictures and logos are included on the CD. Please use the "YES or NO" drop-down list. Please note that pictures have to be provided in the resolution as indicated in 2.2.5. as they will be used within promotional materials for the OPEN DAYS.

### **Technical assistance**

For further information or technical assistance in completing the application form, please contact Virginie Vandermeers (tel. 02/282.20.63) or send an email to [opendays@cor.europa.eu](mailto:opendays@cor.europa.eu) .