



16th European Week of Regions and Cities

Guide for event partners 2018

www.regions-and-cities.europa.eu



Table of contents

1.	The European Week of Regions and Cities 2018.....	3
1.1	Introduction	3
1.2	Purpose of the European Week of Regions and Cities.....	3
1.3	Context: For a strong EU cohesion policy beyond 2020	3
1.4	Event organisers and partners	4
1.5	Target audience	5
2.	Programme and conditions of participation for event partners	5
2.1	Programme and thematic clusters	5
2.2	What's on offer? Events in Brussels	6
2.3	Regional partnerships	9
2.4	Participation in the Regions and Cities' Agora: events at the Square.....	10
2.5	University sessions.....	10
2.6	Side events	10
2.7	Local events: "Europe in my region/city"	11
2.8	Deadline for submission of applications	12
2.9	Selection process and development of the programme	12
2.10	Media programme	12
2.11	Timeline 2018.....	13
3.	Registration and communication	13
3.1	Registration of participants and access to venues	13
3.2	Communication, promotion, media relations and branding	14
4.	Contact details	14

1. The European Week of Regions and Cities 2018

1.1 Introduction

The European Week of Regions and Cities is the key annual event for regional and local authorities. Organised by the European Committee of the Regions (CoR) and the European Commission's Directorate-General for Regional and Urban Policy (DG REGIO), the European Week of Regions and Cities has become a unique stakeholders' communication and networking platform for regional policy, bringing together regions and cities from all over Europe and beyond. Over the last 15 years, it has done much to promote policy learning and the exchange of good practices for the implementation of the European Structural and Investment Funds (ESIF).

In 2018, the 16th European Week of Regions and Cities will take place from **8 to 11 October** in Brussels and will consist of 100 working sessions, exhibitions and networking activities, expected to attract some 6 000 participants, plus speakers and journalists. In addition to the Brussels-based workshops, the European Week of Regions and Cities features local events taking place in May and June and between September and December 2018 all over Europe.

This guide for potential event partners explains how the European Week of Regions and Cities will be organised in 2018 and defines the roles and tasks of the organisers and various event partners in managing the event.

1.2 Purpose of the European Week of Regions and Cities

The event aims to:

- bring together political representatives, decision-makers, experts and practitioners of regional policy, as well as stakeholders from business, banking, civil society organisations, academia, the EU institutions and the media, to discuss common challenges for European regions and cities and to exchange on possible solutions;
- provide a platform for capacity-building and the exchange of experience and good practice for those implementing EU cohesion policy and managing its financial instruments;
- facilitate cooperation and networking between regions and cities;
- feed into the debate on the future EU cohesion policy in a wider context, including recent research and views from third countries and international organisations.

1.3 Context: For a strong EU cohesion policy beyond 2020

For a strong EU cohesion policy beyond 2020

In 2018, Cohesion Policy will celebrate its 30th anniversary (on 24 June 1988, the Council agreed on a regulation which put existing EU funds into the context of 'economic and social cohesion', a term introduced by the Single European Act two years earlier). This anniversary comes against the backdrop of intense debates regarding the future priorities of the European Union – and of its next multiannual budget, covering the period 2021-2027.

The European Week of Regions and Cities, taking place on 8-11 October 2018, will be anchored to the key political moments of the EU: the proposal for the next Multiannual Financial Framework and the underlying legislative instruments, which the Commission will put forward in May 2018 and the elections for the European Parliament. The European Committee of the Regions will adopt its opinion

on the Future of Europe and its President will deliver a State of the Union address during the same week.

Under the main headline of '**For a strong EU Cohesion Policy beyond 2020**', the EU Week of Regions and Cities will be the main platform to share the views of the regions and cities on both the EU's multi-annual budget and the subsequent legislative proposals, namely with regard to Cohesion Policy and rural development, and the future of Europe in a regional and local perspective. A key moment to clearly demonstrate that cohesion policy has delivered real improvements for Europeans that has a tangible impact; and that a strong Cohesion Policy is needed.

Cohesion policy is the main European investment policy to achieve the EU Treaty objective of economic, social and territorial cohesion. It also enables cooperation between regions, cities and municipalities from different Member States, as well as cooperation with the private sector, knowledge institutions and social partners at regional level. Currently worth one third of the EU budget, the EU's cohesion policy reduces regional disparities, creates jobs, opens new business opportunities and addresses major global issues such as climate change and migration. As called for by the #CohesionAlliance, EU cohesion policy must continue to be a pillar of the EU's future.

Discussions during the European Week of Regions and Cities will examine the need of a strong Cohesion Policy beyond 2020 to overcome structural barriers, boost human capital and improve the quality of life. Growth and regional development, understanding and managing the territorial impacts of globalisation and digital transformation, regional dimension of climate change and energy transition; and integrated territorial development will be worth considering together with effective regional and local strategies on youth, integration of migrants and social exclusion. In view of the reform debate the governance challenges for Cohesion Policy should also be taken into account.

Registration for the European Week of Regions and Cities will open on **9 July 2018**, with free admission, via the event website: www.regions-and-cities.europa.eu.

1.4 Event organisers and partners

Organisers

The European Week of Regions and Cities is co-organised by the European Commission's Directorate-General for Regional and Urban Policy (DG REGIO) and the European Committee of the Regions (CoR). The organisers are responsible for the design and structure of the conference and its programme, for general coordination and communication with all partners.

On behalf of the organisers, the Conference Secretariat (contact@ewrc.eu), provided by external contractors and coordinated by DG REGIO, will provide organisational support for the organisers and event partners, particularly as regards the online programme and registration of participants, requests from speakers and participants and the media programme. The Conference Secretariat will be operational as of April 2018.

Partners

The following can become event partners.

- **Institutional partners:** The European Parliament and more specifically the European Parliament's Committee on Regional Development (REGI) and the European Parliamentary Research Service (EPRS); the rotating EU presidency; all European Commission directorates-

general, the European Committee of the Regions and the European Economic and Social Committee will be invited to take part in the programme, keeping to the topics set by and in compliance with these guidelines.

- **Regional partnerships:** The organisers invite regions and cities to set up regional partnerships, in line with the conditions laid down in this guide. The regional partnerships will contribute to the event programme through events in Brussels and their regions and cities (local events), for which they will be fully responsible.
- **Companies, financial institutions and local and European associations** can apply to become event partners and organise sessions in the context of the Regions and Cities' Agora at the Square.

The event partners are asked to contribute to the event in line with these guidelines and to keep to the deadlines and any other obligations communicated by the organisers. The organisers reserve the right to exclude an event partner should they fail to abide by the rules and obligations.

1.5 Target audience

The European Week of Regions and Cities and its sessions and networking activities are aimed at:

- members of the European Committee of the Regions, members of the European Parliament and national, regional and local politicians;
- European, national, regional and local government officials and experts in the field of managing and evaluating cohesion policy programmes;
- representatives of private companies, financial institutions and European and national associations;
- journalists from European, national, regional and local media outlets;
- academics, researchers, PhD or masters students and practitioners in the field of European regional and urban policy.

2. Programme and conditions of participation for event partners

2.1 Programme and thematic clusters

The European Week of Regions and Cities programme will take place in Brussels from 8 to 11 October 2018, and will feature:

- 1) an Opening Session;
- 2) working sessions organised by organisers and event partners and managed jointly with them, including University sessions;
- 3) a Master Class for PhD students in regional policy;
- 4) RegioStars Awards Ceremony and Official Reception;
- 5) a media programme, including a Youth4Regions Media Programme with University students in communication;
- 6) networking and exhibition facilities.

The event's official programme is structured together with the organisers and event partners, around the thematic priorities identified through a public online survey carried out from 15 December 2017 to 14 January 2018. The results of the survey show a clear interest in participating and organising sessions during the European Week of Regions and Cities, especially on the three first clusters:

- **Territorial development (regional, urban, rural)**
- **Future of cohesion policy, EU budget**
- **Education, culture and youth**

- Energy, climate, environment
- Social inclusion, citizenship, migration
- Economic development, employment
- Governance and administrative capacity
- Research and innovation
- Sustainable transport and mobility
- International cooperation, EU as global actor
- ICT and digital
- Agriculture and food production
- Maritime affairs
- Security and civil protection

Priority (in terms of room capacity, interpreting and technical facilities) will be given to sessions organised under the three main thematic clusters. Please note that it does not exclude sessions organised under other clusters.

2.2 What's on offer? Events in Brussels

	What	Eligible partners and organisers	Venue
	25 working sessions to exchange experience and good practice and facilitate cooperation and networking between regions	Regional partnerships organise The European Committee of the Regions coordinates	Regional partners' venue
Regions and Cities' Agora	Sessions set up by the European Commission	European Commission DGs organise DG REGIO coordinates	Square Conference centre
	Sessions of other event partners , including CoR legislative work and political groups	Event partners (including CoR legislative work and political groups) The European Committee of the Regions coordinates	
	6 seminars maximum for the University	DG REGIO, DG RTD and the CoR organise, in collaboration with European academic networks in regional development	
	Exhibition	Event partners are responsible for the organisation and costs DG REGIO coordinates and provides on-site logistics	
	Tasting Regions and Cities	Local and regional authorities are responsible for the organisation and costs DG REGIO coordinates and provides on-site logistics	
	Networking	Events partners organise DG REGIO and the European Committee of the Regions coordinate	Regional partners' venue + Square Conference centre

Sessions: dates and timeslots

The sessions run for three days, starting at 9:30 on 9 October and ending on 11 October 2018 at 18:00
For organisational reasons, all sessions must fit into the following **timeslots**:

09-11 Oct	Workshop (90 minutes)/ Participatory sessions (90 minutes)/ Q+A sessions (60 minutes)/ EURegions Talks (30 minutes)
09:00	
09:30	9:30 - 11:00
10:00	
10:30	
11:00	
11:30	11:30 - 13:00
12:00	
12:30	
13:00	Lunch
13:30	
14:00	
14:30	14:30 - 16:00
15:00	
15:30	
16:00	
16:30	16:30 - 18:00
17:00	
17:30	

Type of sessions/activities

Workshops:

- present information and offer training; or
- focus on **sharing experience** and good practice and facilitate cooperation and networking, including contributions from the audience;
- a maximum of **four speakers and one moderator** may be invited to each workshop. Ideally one of the speakers should be tasked with spurring on discussion.

Q+A sessions with experts

- Questions for 1-2 experts on a specific issue
- 1 moderator
- Maximum of 60 minutes

Participatory sessions (e.g. world café):

- seek opinions, exchange knowledge and solve problems by using **participatory techniques**;
- collaborative and creative environment, facilitated tables of active participants wishing to share experiences;
- design of the session to be defined according to the expected outcomes;
- a maximum of **two story tellers and one moderator**.

EURegions talks:

- delivered without notes, from memory – not spontaneous but scripted and rehearsed;
- professionally visualised with slides (pictures only), videos, animations or props on stage;
- concise, lasting a short time (from 10 to 30 minutes);
- a **maximum of one speaker**.

Exhibition:

- **showcase a single flagship product** from a region or city: art, technology, etc.;
- **creative ways of exhibiting:** avoiding "traditional" stands, creating a new experience for the visitor;
- innovative audience engagement approach;
- should be paperless;
- runs for four days, starting at 14:30 on 8 October and ending at 18:00 on 11 October 2018.
- the organisers reserve the right to select the exhibitors according to room capacity and geographical balance.

Tasting Regions and Cities:

- showcase **local or regional gastronomical specialities:** (cold) finger food/drink tasting for the participants;
- no selling allowed;
- no cooking devices;
- runs for three days, starting at 9:30 on 9 October and ending at 18:00 on 11 October 2018.
- partners can merge a networking demand and a tasting in the same time slot, or do it separately.

Organisational aspects and general conditions

To guarantee the quality of the event, the partners must take the following **organisational aspects** into account:

- (1) for each session, all partners must appoint a **session organiser** (or lead partner for the regional partnerships) fully responsible for preparation and follow-up. The session organiser will be the contact person for the European Committee of the Regions and the European Commission;
- (2) **speakers and moderators** must have both expertise on the topic and experience in public speaking; the session organiser is responsible for briefing them and providing support;
- (3) content must be **transferable to other regions and cities**, and detailed project-specific/institutional examples should be avoided.

Participants at the European Week of Regions and Cities may not be charged any fee at any event. The partners are not allowed to conduct commercial activities in the context of these events.

Co-organising sessions between regional offices, the European Commission and the CoR is encouraged. This will make the programme more dynamic and lead to a better mix of politicians, high-level officials, academics and private sector entrepreneurs, making the event unique.

The organisers of the European Week of Regions and Cities will look at:

- the quality and relevance of the session proposed: the working session should spur on debate, networking, capacity-building and the exchange of experience and good practice among partners and participants and involve partners from the public, business and/or financial sectors and/or academia and/or foster exchange on public-private partnerships in the field of regional and local development;

- the quality of the programme for a local event/citizens' dialogue proposed by the regional partnership.

In order to become an event partner at the European Week of Regions and Cities, interested parties must meet the conditions set. Event partners will have technical support and promotional activities provided by the organisers. They may use the heading "European Week of Regions and Cities" and the visual identity of the event, in accordance with the branding guidelines, as well as any promotional material produced by the organisers.

The organisers reserve the right to exclude partners from the list of event partners should the required tasks not be completed on time.

2.3 Regional partnerships

Regions and cities are welcome to partner up and establish regional partnerships. The following criteria should be met:

- Regional partners are responsible for the organisation of their session and its logistics and costs, but they must comply with the thematic priorities, timeslots and quality standards set by the organisers;
- Participating regions and cities should be involved in the management of programmes co-financed by the European Structural and Investment Funds;
- Partner cities must be either (a) a capital of a Member State or (b) a capital of a NUTS 1, 2 or 3 region;
- Regions and cities can be part of only one regional partnership in a given year;
- Regional partnerships are composed of at least four and not more than 10 European regions or cities from at least four Member States;
- Regional partnerships must be headed by a lead partner from an EU Member State responsible for (a) managing the tasks within the regional partnership and (b) acting as contact point for the organisers;
- Regional partnerships organise a session in Brussels between 9 and 11 October 2018, as specified in point 2.2. For partnerships with six or more partners, two morning sessions slots can be joined to make a single session from 9:30 to 13:00. to allow more time for speakers;
- Regional partnerships must provide a joint venue for their event in Brussels with a minimum capacity of 90 seats;
- Each regional partnership is asked to organise **one local event under the title "Europe in my region/city" in the format of a citizens' dialogue or political debate, to take place between September and December 2018**, and including a full member of the European Committee of the Regions as a speaker. The regional partnership is fully responsible for the content and organisation of this local event, for which the CoR can provide financial support (see 2.7. for the rules).
Each regional partnership must appoint a local event coordinator as contact point for the organisers;
- Regional partnerships must provide a communication strategy on how they will promote their session in Brussels and their local event before, during and after the event, with information about who does what, timeline, tools used including social media platforms, target group and desired outcome. For the promotional materials, regional partnerships must provide one representative copyright-free colour photo from each partner region/city. This should be named according to the partner's name and be in landscape format / .jpeg, .tif or .eps format (avoid .png format) /not have been resized / have at least 300 dots per inch (300 dpi) and be at least 1 Mb in size / not feature any text or logo or be a photomontage / be in colour (no black and white pictures);
- Regional partnerships undertake to organise their Brussels working session and their local event in accordance with the rules of this guide, as regards themes, timing and communication. The events must be free of charge for participants.

- Regional partnerships have the possibility to organise a networking session at the Regions and Cities' Agora (Square conference centre)

2.4 Participation in the Regions and Cities' Agora: events at the Square

The organisers welcome proposals for sessions to be held at the Regions and Cities' Agora. The following are invited to apply:

- Legislative work and political groups of the Committee of the Regions;
- Directorates-general of the European Commission;
- Regional and local authorities and EGTCs;
- national and regional authorities in charge of managing programmes co-financed by the European Structural and Investment Funds (ERDF, Cohesion Fund, ESF, EAFRD and EMFF);
- Pan-European networking programmes financed by the ERDF;
- European associations of local and regional authorities, or presenting a local and regional angle;
- Companies involved in public-private partnerships;
- European associations representing the business sector;
- Financial institutions and European associations in the banking sector.

For sessions at the Square, priority will be given to partners presenting programmes and projects that have received co-financing from EU funds and using new formats of sessions such as participatory sessions and EURegions talks. The organisers will provide meeting rooms and interpreting facilities according to availability.

Networking at the Square: networking sessions in designated areas can be organised upon request. It is the responsibility of the partner to inform participants about the networking session in advance. The partner may also invite other interested parties to its networking event.

2.5 University sessions

The sessions within the European Week of Regions and Cities University, organised jointly by DG REGIO, DG RTD and the CoR, present research on regional and urban development, enabling academics, practitioners, EU officials and other participants to exchange views and test new academic concepts in the field of regional and urban policies. It facilitates networking between students, academics, EU institutions and regional partners, and raises awareness of EU cohesion policy among students and young researchers.

The University will involve European academic networks specialising in regional development, with an emphasis on the policy dimension (such as the Regional Studies Association, the European Regional Science Association and the Association of European Schools of Planning), as well as academics and researchers in the field of EU cohesion policy and related policy fields.

2.6 Side events

A working or networking session which could not be included in the official programme may become a side event of the European Week of Regions and Cities. Side event organisers are entirely responsible for the organisation of their event.

To qualify as a side event, the event has to take place in Brussels during the European Week of Regions and Cities and be directly linked to one of the Week's thematic priorities. Applications for side and networking events must be sent in before the deadline of 21 September 2018.

Side events will be announced on a dedicated section of the event website and may be advertised in the electronic newsletter, but cannot be included in the official programme or in the online registration system.

2.7 Local events: "Europe in my region/city"

In the context of both the 30th anniversary of cohesion policy and the debate on the Future of Europe, the local events will be integrated into the CoR initiative "**Reflecting on Europe**"¹, which aims to establish dialogues with citizens and collect feedback on their concerns, thoughts, proposals and ideas about the future of the EU. The CoR opinion on "Reflecting on Europe: the voice of regional and local authorities to rebuild trust in the European Union" will be debated and adopted during the 2018 European Week of Regions and Cities.

- **Local events organised by regional partnerships:**

Each partnership is asked to organise **one local event under the heading "Europe in my region/city" in the format of a citizens' dialogue or political debate, to take place between September and December 2018**, and including a member of the European Committee of the Regions. Details concerning the local event are an integral part of the application to become a partner in the 16th European Week of Regions and Cities. Final and binding details on the citizens' dialogue (venue, date and time, title, description in both English and original language(s), confirmation of the name of the CoR member speaking at the event, other speakers and event target audience) must be sent to the organisers of the European Week of Regions and Cities via the local event coordinator by **Friday 8 June 2018**. Following this information, co-financing for the local dialogue will be confirmed by the CoR according to financial availability.

Please note: if any of the partners of a regional partnership organise a local event in May-June in the framework of the ten local events (see below), another partner must organise a local event between September and December.

- **Local events organised by independent event partners:**

In addition to the local events organised by regional partnerships, **a call is open for the organisation of ten local dialogues** including a member of the European Committee of the Regions as a speaker, fully organised by event partners **between May and June 2018**. Priority will be given to the following countries: **Cyprus, Denmark, Lithuania, Luxembourg, Slovakia, and Slovenia**. The deadline for submitting the online application is **5 March 2018**. The application form and specific guidelines can be found on the European Week of Regions and Cities website.

The following rules apply to both types of local events:

- the local event must be **a local dialogue (either a debate among political representatives or a citizens' dialogue), providing ideas for the Future of Europe and of cohesion policy;**

- based upon the application form, the European Committee of the Regions may cover the travel expenses/daily allowances of up to three European Committee of the Regions members speaking at a local event, and may, upon request, provide interpreting services (interpreters only, max ½ day and 1 language) or cover the expenses of a professional moderator as well as communication and promotional support according to the budget available. Please note that a request for interpreting and moderation cannot be combined;

- One local event coordinator as contact point for the organisers must be appointed;

¹ For detailed information about Reflecting on Europe, see <http://cor.europa.eu/en/events/Pages/reflecting-eu.aspx>

- no fees may be charged and organisers are not allowed to conduct commercial activities during these local events.

2.8 Deadline for submission of applications

Deadline for Regional Partnerships and Regions and Cities' Agora applications: Friday 30 March 2018

Regional partnerships and other event partners should submit their proposal for their Brussels session and their local event by 30 March 2018 via the online application form available on the event website.

If selected, a detailed description of the session (in English) and a list of speakers, including chair/moderator and their organisation must be sent to the Conference Secretariat (see point 3.1) to contact@ewrc.eu by Friday 8 June 2018 for publication on the event website.

Please note: sessions for which details have not been submitted by the deadline will be excluded from the programme.

Deadline for the ten local dialogues (organised in May and June) applications: Monday 5 March 2018

Final and binding details on the citizens' dialogue (venue, date and time, title, description in both English and original language(s), confirmation of the name of the CoR member speaking at the event, other speakers and event target audience) must be sent to the organisers of the European Week of Regions and Cities via the local event coordinator by **Friday 6 April 2018**.

2.9 Selection process and development of the programme

The **call for event partners opens on 25 January 2018**. For the 16th Week, the organisers (DG REGIO and the CoR) want to design the event together with European Week of Regions and Cities partners and stakeholders. Starting with a broad consultation on the topics, the bottom-up approach will also cover the application selection process. The European Week of Regions and Cities community will have the opportunity to vote for the sessions, in order to develop the programme. The selection procedure will be as follows:

1. eligibility check and evaluation by the organisers;
2. sessions rated by the European Week of Regions and Cities community;
3. final selection by the organisers.

2.10 Media programme

A joint media programme, including working facilities at the Regions and Cities' Agora at the Square and interviewing possibilities, will be organised for journalists from local, regional, national and European media outlets.

The media programme will include:

- press conferences, press panels, technical briefings and other events;
- production of press material, such as documents and audiovisual material;
- other media facilities.

The organisers (DG REGIO and CoR) may cover travel and accommodation expenses for a number of journalists.

2.11 Timeline 2018

- 25/1** Kick-off
- 5/3** Deadline for applications for the 10 local events
- 15/3** Results of the selection procedure of the 10 local events announced
- 30/3** Deadline for applications from regional partnerships and for the sessions at the Square
- 6/4** Deadline for submitting final descriptions and details of the 10 local events
- 16/4** Results of the initial eligibility check and evaluation and opening of session rating process
- 27/4** Closing of the session rating process
- 4/5** Results of the selection procedure of regional partnerships and sessions at the Square announced
- 18/5** Event partner meeting
- 8/6** Deadline for submitting final descriptions and details of chairs and speakers;
Deadline for submitting final descriptions and details of all local events
- 9/7** Online programme available, registration opens
- 21/9** Deadline for submitting presentations and abstracts, Deadline for applications for the side events in Brussels
- 28/9** Closing of registration
- 8-11/10:** The 16th European Week of Regions and Cities in Brussels
- May-June and September-December:** Local events "Europe in my region/city".

3. Registration and communication

3.1 Registration of participants and access to venues

Registration for all events at the European Week of Regions and Cities in Brussels is free of charge and done exclusively via the online registration system hosted by the European Commission.

The session organisers are responsible for accepting or rejecting registration requests for their seminars. Event partners will be trained to use the online registration system in June 2018, before the opening date for registration. If an event partner wishes to delegate the task of registering participants to the Conference Secretariat, they must provide clear acceptance criteria. The Conference Secretariat will register all speakers whose full contact details are provided by the communicated deadline.

Local events are not encoded in the registration system. The local event organisers will be responsible for registering participants themselves as the online registration system does not service any local events.

The regional partners are responsible for generating their lists of participants, organising suitable registration checks and monitoring the number of participants wishing to attend their sessions.

The event is managed in accordance with the European Commission privacy statement and disclaimer, published on the event website. All speakers and participants will be asked if they wish to make their e-mail addresses available to participants for networking purposes. In compliance with current legislation on the use of personal data, none of the participants' data may under any circumstances be stored after the event or used for purposes other than identifying event participants. Lists of participants may not be given to third parties.

To access the events, all participants, speakers and media representatives must collect their badge (stating full name and organisation) in person at the registration points at the Square Conference centre. The badge must be kept visible throughout the event. The organisers may impose obligatory

security checks on entry. The regional partners are asked to lay on any security measures necessary at their venues.

3.2 Communication, promotion, media relations and branding

The main communication platform for all the latest information on the European Week of Regions and Cities is the event website: www.regions-and-cities.europa.eu.

The event language is English. The event's promotion and communication campaign will be run both online (via event website, social media, electronic newsletter, etc.) and using traditional tools. To attract media attention, the organisers will provide regular newsfeeds on the event with press releases, social media posts and on the website. All event partners are asked to follow the event website and to promote their events. The partners are also encouraged to coordinate their media-related activities together with the organisers to ensure consistency in the messages.

The European Commission will tweet about the event from the @EU_Regional account and the European Committee of the Regions from the @EU_CoR account.

The event partners agree to adopt a common visual identity, including the use of the event logo (according to the branding guidelines), available on the event website.

In line with the EU Eco-Management and Audit Scheme, the event organisers and event partners are encouraged to use environment-friendly materials before and during the event. In 2018, the European Week of Regions and Cities aims to become a paperless event.

4. Contact details

- Website: www.regions-and-cities.europa.eu
- Functional mailbox CoR: COR-ewrc@cor.europa.eu
- Functional mailbox DG REGIO: REGIO-ewrc@ec.europa.eu
- Conference Secretariat as of April 2018 email: contact@ewrc.eu

Organisers' contacts at the European Committee of the Regions (Rue Belliard 101, B-1040 Brussels):

Name	Responsibility	Email	Phone
Amélie Cousin	Coordination and contact with other event's partners and Master Class	COR-ewrc@cor.europa.eu	+32(0)2 2822492
Madeleine Nygrund	Online community, promotion, publications and web	COR-ewrc@cor.europa.eu	+32(0)2 2822248
Dominika Hajnikova	Regions and Cities' Agora – Square	COR-ewrc@cor.europa.eu	+32(0)2 2822253

Nathalie Roelandt	Regional partnerships		
Lina Averhoff	Local events	COR-ewrc@cor.europa.eu	+32(0)2 5468202
Pierluigi Boda	Press and media	Pierluigi.boda@cor.europa.eu	
Arlette Lauwereins		journalists@cor.europa.eu	+32(0)2 2822461
Stéphanie Paillet	Audiovisual	Stephanie.paillet@cor.europa.eu	+32(0)2 2822532
Nuno Rodrigues	Photos	Nuno.rodrigues@cor.europa.eu	+32(0)2 2822045

Contacts at the European Commission, DG for Regional and Urban Policy

(Avenue de Beaulieu 1, B-1049 Brussels):

Name	Responsibility	Email	Phone
Giulia Amaducci	Coordination and contact with EC partners and University	REGIO-ewrc@ec.europa.eu	+32 (0)2 2993809
Jose Antonio Pinto	Event organisation	REGIO-ewrc@ec.europa.eu	+32 (0)2 2965535
Florin Rugina	Press and media	Florin.Rugina1@ec.europa.eu	+32 (0)2 2968730
Corinne Wenner	Social media	Corinne.wenner@ec.europa.eu	+32 (0)2 2994336