European Commission

COMMUNITY

Get involved!

eudevdays.eu

International cooperation and development

Content

1 **Our purpose** 5
/ Thread 6
/ Themes and topics 7
/ Inclusiveness 8
/ Shared communication 8

2 **We debate** 9
/ Auditorium debates 10
/ Lab debates 14

3 **We share** 17
/ Project or report lab 18

4 **We showcase** 23
/ The EDD Village 24
/ EDD2016 Village Stands 25

5 **We solve** 27
/ Brainstorming Lab 28

6 **We communicate** 31
/ We promote debates 32
/ We join online conversations 33
/ We engage with the press 34

7 **We empower** 37
/ Young leaders programme 39
/ EDD2016 Youth Agenda 40

8 **We connect** 41
/ The EDD App 42

9 **We meet** 45
/ Meeting rooms 46
/ Venue 47
/ Registration 48
/ Visa 48

10 **We preserve** 49
/ We conserve paper 50
/ We offset carbon 50

11 **Quick guide** 51
/ Deadlines 52
/ Contacts 53
/ Facilities, staff and coverage 54
/ Submission options overview 58

The European Development Days (EDD) are Europe's leading forum on development and international cooperation. Organised by the European Commission, the forum brings the development community together to share ideas and experiences in ways that inspire new partnerships and innovative solutions to the world's most pressing challenges.

Each year, the EDD attract more than 5,000 participants from over 140 countries, representing 1,200 organisations from the development community. The forum fosters a true spirit of partnership with all development actors. Since its launch in 2006, the forum has been an incubator of new ideas to bring about real change towards a poverty-free, sustainable and fairer world where everyone has a chance at a decent life.

This year's edition of the European Development Days (EDD2016) will take place in Brussels on 15 & 16 June 2016. For its tenth edition, the EDD will be one of the first international conferences to address the way forward for the 2030 Agenda.

COMMUNITY

1/ Our purpose

1 Our purpose

/ Thread

On the occasion of its tenth anniversary, European Development Days 2016 (EDD2016) will serve as a cornerstone event in the international and European agenda in bringing together leaders, practitioners and policy-makers, to share analysis, shape best practice and map priorities for the future. The forum will have the opportunity to be one of the first major international events to address the way forward for the 2030 Agenda for Sustainable Development, following its adoption by the international community at the UN Summit held on 25-27 September 2015. The thread of this edition will focus on the Sustainable Development Goals (SDGs). Indeed, the 17 SDGs at the core of the 2030 Agenda will frame global efforts for the coming 15 years to eradicate poverty and to achieve sustainable development. The real test is of course implementation: 2016 is a key year to move from commitment to action.

Commissioner Mimica is clear: "Never has the international community had the potential to make such a difference with its work. I strongly believe that the 2030 Agenda, with the SDGs at its core, can be a game-changer. It is ambitious but achievable."

The title for the tenth edition of the EDD will reflect this call for global engagement: "Sustainable Development Goals in Action: Our World, Our Dignity, Our Future".

The 2030 Agenda is underpinned by an ambitious Global Partnership. All stakeholders – governments, international organisations, private sector, civil society, academia, scientific community, citizens...- have a role to play and a meaningful contribution to make. The EDD are a perfect opportunity to illustrate how the EU is committed to this inclusive approach, in uniting the global community and being a platform to explore means of tackling global challenges together.

/ Themes and topics

Under the main thread of the Sustainable Development Goals, the EDD agenda will be structured around the '5 Ps' in the preamble of the 2030 Agenda: **People, Planet, Prosperity, Peace and Partnership.**

All '5 Ps' are equally important, interrelated and indivisible when addressing the various dimensions of the 2030 Agenda. Sessions at EDD2016 must therefore adopt an integrated approach when addressing specific topics, to highlight the interlinked nature of the Sustainable Development Goals and the projects that will address them.
Each of the five 'P' themes will include three topics which will form the basis for stands and sessions organised at EDD2016.

EDD2016 Topics

1. People /	2. Planet /	3. Prosperity /
↘ Inequalities ↘ Gender ↘ Leave no-one behind	↘ Climate Change ↘ Circular Economy: Sustainable Consumption & Production ↘ Water, Energy & Food Nexus	↘ Inclusive, Sustainable & Resilient Cities ↘ Science, Technology & Innovation (STI) ↘ Trade, Growth & Sustainable Development

4. Peace /	5. Partnership /
↘ Working with Fragile States ↘ Migration & Refugees ↘ Inclusive and Peaceful Societies	↘ Means of Implementation ↘ Engaging the Private Sector ↘ Ensuring Accountability: A Shared Commitment

The EDD2016 programme will include Auditorium and lab debates, brainstorming sessions, project and report presentations and working meetings. The forum will also feature an EDD Village to showcase successful practices.

ⓘ Visit the EDD website for more information.

/ Inclusiveness

EDD2016 will have a diverse array of participants that represent the diversity of the development community. This year, we are placing special emphasis on addressing issues with an integrated approach, with each session required to reflect overarching themes, such as gender or inclusiveness.

Session organisers are required to pay particular attention to the following elements:

- ↘ Gender is a cross-cutting theme that should be included in each session or activity.
- ↘ Engaging with youth is highly recommended for all sessions. Auditorium debates will be required to include one speaker from the EDD2016 Young Leaders Programme.
- ↘ We recommend that Auditorium debates pay particular attention to the balance of sector representation when choosing their speakers. Special consideration will be given to the involvement of private sector representatives during the selection of the sessions.
- ↘ This year the EDD wish to have more representatives from the field. We encourage session organisers to include ‘success stories‘ and field representatives in their sessions, whenever it is relevant.

Please remember that the EDD2016 Selection Committee will pay close attention to inclusiveness as a whole when evaluating session proposals, to ensure that everyone has a voice at the EDD.

/ Shared communication

EDD2016 aims to raise global awareness of development issues and activities. We share this mission with our community and encourage everyone to actively promote EDD2016, its purpose and outcomes.

This guide will show you how to use social media, EDD's own interactive app, and other tools to share your participation in the forum.

COMMUNITY

2/ We debate

2 We debate

As in previous editions, this year's programme will be structured around a series of panel debates to discuss development policies. We rely on session organisers to develop thought-provoking proposals and lead innovative panels. Session Organisers can choose between two different debate formats: Auditorium debates (High-level Panels) or Lab debates.

/ Auditorium debates

Since auditorium sessions gather high-level profile speakers, they are highly visible segments of the programme. The Steering Committee has pre-identified this year's topics to correspond with auditorium sessions.

Auditorium Session Organisers must lead a high-level panel in an auditorium.

Duration	90 minutes
Capacity	540 participants
Speakers	Up to 5 + moderator

Selection criteria

We will assess applications to organise an Auditorium debate based on four criteria:

↘ Content Approach – 40%
↘ Inclusiveness – 30%
↘ Communication – 15%
↘ Interactivity – 15%

Content approach

Auditorium debates must be lively and interactive and built upon overarching opinions and conflicting perspectives. We highly recommend using the EDD2016 app. In order to ensure debates lead to an outcome, panellists should agree on three to five closing findings or recommendations. The moderator should be well informed of these key elements to orient the debates effectively.

Inclusiveness – New actors and youth speakers

As part of our evaluation, we will consider the diversity of speakers and the strategy to engage new and emerging development actors.
Each Auditorium debates will be required to include a representative from the EDD2016 Young Leaders Programme. The Steering Committee will pre-select the three most qualified youth candidates for each topic and then give session organisers the final choice. The final candidate will be selected according to their expertise and knowledge of the topic addressed in the panel, as well as their public speaking skills.
For more information, please refer to the Young Leaders section in chapter 7 of the Community guide.

If you have a youth speaker in mind, refer them to the Young Leaders Programme.

See 'We empower' for more information.

Communication and data sharing

To engage the development community, we encourage session organisers to promote their session and the EDD overall, by sharing key information on what they will discuss.

Selected session organisers are invited to provide the following:

↘ a press release announcing their session and the speakers involved
↘ Infographics to illustrate key facts and figures related to the topic of their session.

Session organisers are also required to share this information through their own communication channels.

See 'We communicate' for more information.

Interactivity – Moderation and App

Session organisers can select a moderator of their choice to lead auditorium sessions. We highly recommend experienced moderators and professional journalists for this role. Your moderator will be invited to attend a 'Moderation Boot Camp' on the eve of the forum where he or she will receive training on best practices and how to lead a lively interactive debate in the EDD framework. Professional moderators and brainstorming facilitators will lead the Boot Camp. Moderators should use the EDD2016 app to facilitate sessions.

See 'We connect' for more information.

The EDD App-related features

- **Programme:** Provides the latest information about sessions.
- **Speakers:** Provides the list and biography of speakers.
- **Vote/Quiz and surveys:** Enables information and opinion gathering from the audience.

See all app features in 'We connect'.

EDD2016 Coverage services

Session organisers will work closely with the EDD team to promote panel sessions. Prior to the EDD, focal points will meet with quote-takers, journalists and social media staff to discuss how to collaboratively produce communication outputs.

EDD2016 will provide the following services during auditorium sessions:

- **Podcast:** Auditorium debates will be recorded and podcasts will be available on the EDD website.
- **Photography:** Photographers will take photos to be published on the EDD website 90 minutes after each session.
- **Quotes and proceedings:** Quote-takers will collect speakers' key messages as well as session written proceedings for publication on the EDD website.
- **Videos:** Buzz videos of snappy, one-minute interviews with speakers, a video recording of the session and snapshot videos of the moderator's summary will be available.
- **Social media:** In addition to the general promotion of EDD2016 sessions on social media, Twitter walls in each session will drive participant engagement and increase the EDD buzz on social networks.

Please note that the European Commission should be credited as the author of this multimedia content, whenever and wherever it is used.

Refer to the 'Quick guide' for a summary of coverage services.

Carbon offset and costs

Successful applications are subject to a contribution of EUR 2 800 (excluding VAT), which includes:

↘ 1 Auditorium debate
↘ Carbon offset: 70 tons

See 'We preserve' for details about our carbon offset policy.

Next steps

Complete a Session Submission Form if you would like to organise a panel on any of the EDD2016 topics.

Contact community@eudevdays.eu for more information.

EDD2016 Milestones for Auditorium debates

19 JANUARY	Deadline to submit expressions of interests
12 FEBRUARY	Deadline to submit proposals
21 MARCH	EDD2016 Selection Committee announces selected applicants
25-29 APRIL	Second preparatory meetings with the European Commission
2 MAY	Deadline to pay for carbon offset and other costs

EDD2016 Facilities and sign languages for Auditorium debates

Logistics

↘ Interpretation facilities
↘ Stage background with the EDD visual identity
↘ Furniture including 1 table, 8 armchairs and 1 lectern
↘ Water for speakers and moderators
↘ 1 large screen with projector and loudspeakers
↘ 8 microphones for speakers, 1 for moderator and 3 for audience
↘ 1 computer running on Microsoft software only
↘ Teleconference facilities

Human resources

↘ 1 Auditorium Officer to oversee logistics
↘ 2 Conference Assistants
↘ Audio-visual crew, including 1 dedicated Technician

↘ **Interpretation:** Active and passive interpretation in English and French, as well as sign language will be available. Additional passive languages can be arranged upon request.

Refer to the 'Quick guide' for a summary of facilities in auditoria.

/ Lab debates

Lab debates will be held on one of the official topics or the general EDD2016 thread.

Duration	75 minutes
Capacity	70 participants
Speakers	Up to 4 + moderator

Selection criteria

We will assess applications to organise lab debates based on four criteria:
↘ Content Approach – 40 %
↘ Inclusiveness – 30 %
↘ Interactivity – 20%
↘ Communication – 10 %

Content approach – Debates

Session organisers should develop debates based on overarching views of development actors and include thought-provoking content. Lab debates must be interactive, engaging and avoid the show-and-tell approach of presentation panels.

Inclusiveness – New actors and youth speakers

Creating an inclusive forum with a wide range of diverse actors, especially regarding, gender, youth and private sector, is a key value for EDD2016.

Interactivity – Moderation and App

Moderation is key to the success of sessions. The moderator will introduce and close the session, organise the debates with the speakers and lead the Q&A with the audience. We recommend that you choose your moderator carefully, and ensure that he or she uses the EDD App to increase interaction with the audience. We suggest the moderators to attend a Moderator Bootcamp on the eve of the event.

See 'We connect' for more information.

The EDD App-related features

↘ **Programme:** Provides the latest information about sessions

↘ **Speakers:** Enables online scheduling and management of VIP speakers

↘ **Vote/Quiz:** Enables information and opinion gathering from the audience

↘ **Q&A:** Facilitates interactive moderation

See all app features in 'We connect'.

Communication and data sharing

To engage the development community, we encourage session organisers to promote their session and the EDD overall, by sharing key information on what they will discuss.

Selected session organisers are invited to provide the following:

↘ a press release announcing their session and the speakers involved
↘ Infographics to illustrate key facts and figures related to the topic of their session.

Session organisers are also required to share this information through their own communication channels.

See 'We communicate' for more information.

EDD2016 Coverage services

The following coverage is available for all Lab debates:

↘ **Photographers** will take photos to be published on the EDD website.

↘ **Podcasts** of each session will be recorded and published on the EDD website.

⚠ **Please note that the European Commission should be credited as the author of this multimedia content, whenever and wherever it is used.**

↘ **Proceedings:** Journalists will prepare and publish session's proceedings on the EDD website.

↘ **Twitter** walls will drive participant engagement and increase the EDD buzz on social networks.

Refer to the 'Quick guide' for a summary of coverage services.

Carbon offset and costs

Successful applicants are subject to a contribution of EUR 1 400 (excluding VAT), which includes:

- 1 lab debate
- Carbon offset: 40 tons

See 'We preserve' for details about our carbon offset policy.

Next steps

Complete a Session Submission Form if you would like to organise a panel on any of the EDD2016 topics.

Contact community@eudevdays.eu for more information.

EDD2016 Milestones for Lab debates

12 FEBRUARY	Deadline to submit lab debate proposals
21 MARCH	EDD2016 Selection Committee announces selected applicants
25-29 APRIL	Second preparatory meetings with the European Commission
2 MAY	Deadline to pay for carbon offset and other costs

EDD2016 Facilities for Lab debates

Logistics

- Stage background with the EDD visual identity
- Furniture including 1 table, 6 chairs and 1 lectern
- Water for speakers and moderators
- 1 plasma screen with loudspeakers
- microphones for speakers and moderator
- 1 computer running on Microsoft software only
- Teleconference facilities

Human resources

- 1 Room Officer to oversee logistics
- 1 Conference Assistant
- 1 Technician to operate the audio-visual equipment and conduct pre-check

Refer to the 'Quick guide' for a summary of facilities in lab rooms.

COMMUNITY

3/ **We share**

3 We share

EDD2016 is an unparalleled opportunity for the development community to share knowledge, lessons learned and showcase achievements. We encourage the community to share innovative projects and research initiatives that are solving longstanding development challenges. The forum offers dedicated lab rooms for participants to engage in this exchange. Present your latest reports and projects by organising a We Share session.

/ Project or report lab

This is an ideal format to share reports that offer useful insights and knowledge about development practices and policies. Report sessions are available for participants to share about experiences relevant to a particular EDD2016 topic.

The European Union, its member states, partner countries and other national and international organisations support a diverse array of development projects around the world. Each project produces its own lessons learnt that can benefit the community in countless ways. We invite you to share your project's key results and lessons in a dedicated session during EDD2016.

Duration	75 minutes
Capacity	70 participants
Speakers	Up to 4 + moderator

Selection criteria

We will assess applications to present projects and reports based on four criteria:
↘ Content approach – 50%
↘ Inclusiveness – 30%
↘ Communication – 10%
↘ Interactivity – 10%

Content approach

Projects and reports are interesting when they showcase results. We want project or report labs to focus discussions on concrete achievements. This type of session would be a good opportunity to communicate and share innovative and sustainable solutions with a wider audience of professionals.

When submitting your project or report lab proposal, we encourage you to demonstrate the following features:

- ↘ Innovation or the novelty that fills a specific gap in the development toolkit.
- ↘ Evidence-based results in a specific context.
- ↘ Sustainability or the ability to scale up and transfer the lessons learnt from the project or report in other settings.

Inclusiveness

Creating an inclusive forum is a key value for EDD2016. We welcome projects and reports from around the globe to reflect the diversity of the development community. We recommend that session organisers include new actors and youth in their activities to share fresh, diverse perspectives with the community.

Communication and data sharing

To engage the development community, we encourage session organisers to promote their session and the EDD overall, by sharing key information on what they will discuss.

Selected session organisers are invited to provide the following:

- ↘ a press release announcing their session and the speakers involved
- ↘ Infographics to illustrate key facts and figures related to the topic of their session.

Session organisers are also required to share this information through their own communication channels.

See 'We communicate' for more information.

Interactivity

We encourage you to build lively and interactive sessions and to use the EDD App to collect opinions and perspectives from the audience.

The EDD App-related features

↘ **Programme:** Provides the latest information about sessions

↘ **Vote/Quiz:** Enables information and opinion gathering from the audience

↘ **Q&A:** Facilitates interactive moderation

See all app features in 'We connect'.

Carbon offset and other costs

Successful applicants who organise a session are subject to a contribution of EUR 1 400 (excluding VAT). This fee includes:

↘ 1 project/report lab
↘ Carbon offset: 40 tons

See 'We preserve' for details about our carbon offset policy.

Next steps

Complete a Session Submission Form if you would like to organise a project/report lab on any of the EDD2016 topics.

Contact community@eudevdays.eu for more information.

EDD2016 Milestones for Project/Report labs

12 FEBRUARY	Deadline to submit session proposals
21 MARCH	EDD2016 Selection Committee announces selected applicants
25-29 APRIL	Second preparatory meetings with the European Commission
2 MAY	Deadline to pay for carbon offset and other costs

EDD2016 Facilities for Project/Report lab rooms

Logistics

- Stage background with the EDD visual identity
- Furniture including 1 table, 6 chairs and 1 lectern
- Water for speakers and moderators
- 1 plasma screen with loudspeakers
- 5 microphones for speakers and 1 for moderator
- 1 computer running on Microsoft software only
- Teleconference facilities

Human resources

- 1 Lab Officer to oversee logistics
- 1 Conference Assistant
- 1 Technician to operate the audio-visual equipment and conduct pre-check

Refer to the 'Quick guide' for a summary of facilities in lab rooms.

EDD2016 Coverage services

The following coverage is available for all lab sessions:

- **Photographers** will take at least one photo to be published on the EDD website
- **Buzz videos** of snappy, one-minute interviews with speakers will be available.
- **Podcasts** of each lab will be recorded and published on the EDD website.
- **Twitter** walls will drive participant engagement and increase the EDD buzz on social networks.

Please note that the European Commission should be credited as the author of all EDD2016 multimedia content, whenever and wherever it is used.

Refer to the 'Quick guide' for a summary of coverage services.

/ Notes

COMMUNITY

4/ We showcase

4 We showcase

/ The EDD Village

The EDD Village is a particularly exciting platform featuring stands that showcase successful projects and groundbreaking reports from around the world. The Village will be the focal point of the EDD2016 venue and will serve as a crossroads for interaction, innovation and networking among participants. The Village will be a place to dive into the core topics of the EDD.

Inclusiveness is a key value for EDD2016. We welcome exhibitors from around the globe to reflect the diversity of the development community. We have a particular interest in stands proposing success stories from the field. We encourage exhibitors to invite actors from the field to interact with visitors and participants and promote their local projects and success stories.

A dedicated youth area will be a key element of the EDD Village to encourage interaction and emphasise their contribution. A permanent stage will be installed within the EDD Village for live performances, as well as a coffee corner.

⚠ **Please note that the EDD Village will only be open to EDD2016 registered participants, and not the wider public.**

Selection criteria

We will assess applications to present projects and reports on a stand based on three criteria:

↘ Content approach – 40%
↘ Interactivity – 40%
↘ Communication – 20%

Content approach

When submitting a request for a stand, you must propose to showcase a specific project, report or programme, that presents concrete and tangible results. The stands are designed to underline the useful, practical and knowledge-sharing aspect of the forum. Stands are interactive and results oriented.

/ EDD2016 Village Stands

Facilities

- 1 table, 4 chairs, lighting and Wi-Fi access
- 450W of power supply
- Carpeted to absorb sound
- 2.5m high wall partitions
- Ability to personalise and decorate your stand with your visual identity and infographics
- The EDD Team will print your signage and place it on the wall partitions

Human resources

- A number of hostesses will be available for assistance in the Village

Preview of stand in the EDD Village.

There will be three types of stands:

- Regular stands: 9sqm
- Large stands: 15sqm
- Cluster: 36sqm. The clusters are specially designed for organisations that wish to showcase 4 different projects.
- Additional equipment available upon request. See the EDD website for more details.

⚠ **Please note that the stands must be interactive and paperless. One roll-up will be permitted per stand.**

See 'We preserve' for more information.
Refer to the 'Quick guide' for a summary of facilities in the EDD Village.

Interactivity

We suggest that exhibitors put forward creative ideas by organising animations and activities. Interactivity and creativity in the stands will offer participants the opportunity to touch, feel and interact with what is being discussed in the sessions.

We encourage exhibitors to propose artistic installations, which may complement the EDD Village Cultural programme.

Communication and data sharing

To engage the development community, we encourage exhibitors to promote their stand and the EDD overall, by sharing key information on what they will discuss.

Selected exhibitors are invited to provide the following:

- a press release announcing their stand and the exhibitors involved
- Infographics to illustrate key facts and figures related to the topic of their project.

Exhibitors are also required to share this information through their own communication channels.

See 'We communicate' for more information.

Carbon offset and other costs

Depending on the type of stand exhibitors choose at the EDD Village, successful applicants will be required to make the following contributions (excluding VAT):

↘ Regular stand: EUR 1 400 (carbon offset: 40 tonnes)
↘ Large stand: EUR 2 000 (carbon offset: 50 tonnes)
↘ Cluster: EUR 4 000 (carbon offset: 100 tonnes)

See 'We preserve' for details about our carbon offset policy.

Next steps

Complete a Stand Submission Form if you would like to organise a stand on any of the EDD2016 topics.

Contact village@eudevdays.eu for more information.

EDD2016 Milestones for Stands

12 FEBRUARY	Deadline to submit stand proposals
21 MARCH	EDD2016 Selection Committee announces selected applicants
25-29 APRIL	Second preparatory meetings with the European Commission
2 MAY	Deadline to pay for carbon offset and other costs

COMMUNITY

5/ **We solve**

5 We solve

/ Brainstorming Lab

Innovation can have a lasting impact on the way the development community works, creating new solutions and ways of understanding. EDD2016 brings practitioners from around the world to share experiences and knowledge from their countries, and brainstorm with each other around shared problems. At every level, participants, moderators and speakers from around the world can put forward their ideas and examine creative solutions to solve the most pressing development challenges.

Duration	75 minutes
Capacity	40 participants

Selection criteria

We will assess applications to organise brainstorming sessions based on four criteria:

- ↘ Content Approach – 35 %
- ↘ Interactivity – 35 %
- ↘ Communication – 20 %
- ↘ Inclusiveness – 10 %

Content approach

Brainstorming labs are interactive, topic-oriented sessions that enable participants to roll up their sleeves and propose recommendations that reflect the creative energy of our community. Lasting 75 minutes, brainstorming sessions are the ideal format to showcase new ideas and breakthrough practices. They can also produce concrete recommendations through group problem solving. An editorial artist will sketch all brainstorming sessions live and publish resulting drawings for the public.

Interactivity – Moderation and app

Moderation is key to the success of brainstorming sessions. We recommend that you choose your moderators carefully. We suggest the moderators to attend a Moderator Bootcamp on the eve of the event. We strongly encourage session organisers and moderators to use the EDD App to solicit opinions and inputs for sessions.

See 'We connect' for more information.

The EDD App-related features

↘ **Programme:** Provides the latest information about sessions

↘ **Q&A:** Facilitates interactive moderation

↘ **Vote/Quiz and surveys:** Enables information and opinion gathering from the audience

See all app features in 'We connect'.

Communication and data sharing

To engage the development community, we encourage session organisers to promote their session and the EDD overall, by sharing key information on what they will discuss.

Selected session organisers are invited to provide the following:

↘ a press release announcing their session and the facilitators involved
↘ Infographics to illustrate key facts and figures related to the topic of their session.

Session organisers are also required to share this information through their own communication channels.

See 'We communicate' for more information.

EDD2016 Coverage services

The following coverage is available for all lab sessions:

↘ **Photographers** will take at least one photo for publication on the EDD website

⚠ **Please note that the European Commission should be credited as the author of all EDD2016 multimedia content, whenever and wherever it is used.**

↘ **Twitter** walls will drive participant engagement and increase the EDD buzz on social networks.

↘ **Live sketching** will be available.

Refer to the 'Quick guide' for a summary of coverage services.

Inclusiveness

Creating an inclusive forum, especially regarding youth, is a key value for EDD2016. We will evaluate session proposals based on their diversity and well they engage new actors and young voices.

Carbon offset and costs

Successful applicants are subject to a contribution of EUR 1 400 (excluding VAT), which includes:

- 1 brainstorming lab session
- Carbon offset: 40 tonnes

See 'We preserve' for details about our carbon offset policy.

Next steps

Complete a Session Submission Form if you would like to organise a brainstorming session on any of the EDD2016 topics.

Contact community@eudevdays.eu for more information.

EDD2016 Milestones for Brainstorming sessions

12 FEBRUARY	Deadline to submit lab session proposals
21 MARCH	The EDD Team announces selected applicants
25-29 APRIL	Second preparatory meetings with the European Commission
2 MAY	Deadline to pay for carbon offset and other costs

EDD2016 Facilities for Brainstorming sessions

Logistics

- Stage background with the EDD visual identity
- Furniture including 4 tables, 40 chairs and 1 lectern
- Water for moderators
- 1 plasma screen with loudspeakers
- 1 computer running on Microsoft software only

Human resources

- 1 Lab Officer to oversee logistics
- 1 Conference Assistant
- 1 Technician to operate the audio-visual equipment and conduct pre-check.
- 1 live sketcher

Refer to the 'Quick guide' for a summary of facilities in lab rooms.

COMMUNITY

6/ We communicate

6 We communicate

Many of the challenges that the EDD address have global impact and require global, universal responses. Communicating about these challenges within and outside the development community is part of the EDD's core mission. We enable organisers and participants to advance this goal by helping them promote debates, join online conversations and engage with the press.

/ We promote debates

The EDD programme includes numerous debates on critical development challenges. Promoting the issues and challenges involved within and outside the development community is key to the EDD's success. We offer numerous resources to support your promotional activities.

- ↘ EDD2016 video teaser
- ↘ EDD2016 banners
- ↘ Interviews with key development actors
- ↘ Photos
- ↘ Quotes from Auditorium debates
- ↘ Buzz videos from Auditorium debates
- ↘ Video recordings from Auditorium debates
- ↘ Live sketches from brainstorming sessions
- ↘ Podcasts of lab sessions

⚠ **Please note that the European Commission should be credited as the author of this content, whenever and wherever it is used. We encourage you to share this content on all multimedia channels.**

ⓘ Contact socialmedia@eudevdays.eu with any questions.

/ We join online conversations

The digital revolution has ushered in a journalistic renaissance, fusing art, reporting and storytelling into a single pursuit. Today, multimedia and new media are the new normal. For development to thrive in this competitive marketplace, we need to harness the numerous rich online tools available and engage in powerful digital storytelling. Social media is particularly useful to reach new audiences and engage in a meaningful conversation, and we strongly encourage its use.

Join the conversation and help create awareness about the EDD issues and activities that matter to each individual or organisation. We will offer lots of content (including the official EDD2016 logo, banners, teasers and web articles) before and throughout the event which we hope can be adapted to reflect your priorities and interests. Share them and share with us your own content!

ⓘ Contact socialmedia@eudevdays.eu for more info.

For EDD2016, we will use the following social media platforms

- **Facebook** – www.facebook.com/europeaid – EDD2016 official updates
- **Twitter** – @europeaid – EDD2016 official updates, live tweeting, Twitter chats
- **YouTube** – EUintheWorld and other dedicated playlists – EDD video content including recorded sessions, interviews and summaries
- **Instagram** – @europeaid – Photos, short videos

Don´t forget to include the hashtag #EDD16 in all your social media posts!

/ We engage with the press

Press facilities will be available to maximise media coverage at the EDD. The Media Centre will have dedicated working spaces for the press, including a conference room, interview studios and respective facilities for live-broadcasting on TV and radio channels.

Press facilities will also be available for Session Organisers. If you would like to launch a new initiative, host a special media event or share your latest news, we invite you to book a 45-minute press conference for an audience of up to 60 people. We can provide active and passive interpretation in English and French. Additional passive languages and sign language are available upon request. You are also welcome to record videos, including interviews and messages in one of the two studios.

Next steps

ⓘ Contact press@eudevdays.eu by 13 May to organise a press conference or book studios.

EDD2016 Press conference room facilities

Logistics

- Interpretation facilities
- Stage background with the EDD visual identity
- Furniture including 2 tables and 4 chairs
- Water for speakers and moderators
- 4 microphones for speakers and 2 for the audience
- 1 plasma screen
- Radio-studio equipment
- Cameras and recording equipment
- 1 computer running on Microsoft software only

Human Resources

- 1 Lab Officer to oversee logistics
- 1 Conference Assistant
- Audio-visual crew

Refer to the 'Quick guide' for a summary of facilities in the press room and studios.

Communication and data sharing

Selected session organisers and exhibitors are strongly invited to prepare and share press releases and infographics to promote their session and provide key information about their specific topic.

Infographics are an important tool to engage the development community and provide them with key facts and figures.

Press releases will need to present the session, announce the speakers involved as well as background information about their session. A newsworthy press release will be a useful background document for journalists.

To ensure a good visibility to your organisation or your project, we encourage you to:

- ↘ Grab attention with a strong headline
- ↘ Get right to the point in the first paragraph
- ↘ Pack your press release with hard numbers, concrete outcomes that support the significance of your project or initiative
- ↘ Keep it short and simple: the ideal length of a press release is 1500 characters, including spaces, which represents an A4 page.

/ Notes

COMMUNITY

7/ We empower

7 We empower

The EDD aspire to be an inclusive forum that represents the diversity of the development community. In this spirit, we encourage session organisers and the community at large to engage new voices and emerging actors in development.

Youth are a driving force behind some of the most important development issues. Sharing their views and experiences is a priority. EDD2016 will host a variety of activities under the EDD2016 Youth Agenda to encourage greater youth participation.

EDD2016 will invite 16 Young Leaders to participate in the Auditorium debates of the forum, giving youth participants a real seat at the table. In parallel to this initiative, EDD2016 will encourage the community to organise youth-related activities, in order to highlight challenges that affect young people and showcase how youth can play an active role in bringing concrete solutions. We invite pro-active and dynamic young people to participate in the EDD2016 Youth Agenda, and the community to promote these opportunities across their networks.

/ Young leaders programme

Following the successes of last year's Youth Programme, EDD2016 will continue to host the Young Leaders Programme, inviting exceptional youth representatives to speak at the high-level panels of the forum. Together, the EDD2016 Team and Auditorium session organisers will select 16 young people from across the world who have demonstrated their expertise and leadership on one of the EDD2016 topics. Young Leaders will be invited to Brussels to share their projects and experiences, as well as engage with delegations from governments and international organisations.

Auditorium session organisers will select one of the suggested Young Leaders to speak in their panel. The EDD2016 Team will present three candidates to session organisers, who will then choose the most suitable youth speaker for their panel.

Future leaders selection criteria

We will assess applications to the Young leaders programme based on three key elements:

- Knowledge, experience and demonstrated impact related to their selected topic.
- Public speaking skills and motivation to participate.
- Leadership experience within an informal or formal organisation.

Next steps

Visit the EDD Website to apply for the Young Leaders Programme.
Applicants must be between the ages of 21 and 26 with applications due by 18 March.
Youth will need to tell their story in a short video as part of the application.

ⓘ Contact youth@eudevdays.eu for more information.

/ EDD2016 Youth Agenda

Youth involvement is not limited to the EDD2016 Young Leaders Programme. The forum aims to further youth representation by implementing a clear Youth Agenda throughout the forum. The EDD Community is invited to submit proposals for sessions, stands and any other activity that may interest, concern or relate to youth in the framework of the EDD2016 topics. When submitting their proposal, session organisers will be asked whether their session should be included in the EDD2016 Youth Agenda. EDD2016 will thus offer a comprehensive Youth Agenda, including all youth-related activities held at the forum.

Creative Youth Activities

Young people are experts at finding creative ways to put a message across. In this respect, EDD2016 would like to offer organisations the opportunity to organise activities outside of the session / stand format. These could include performances, games, specific exhibitions etc... Proposals will be evaluated on their quality, feasibility and link to EDD2016 topics.

Proposals will be selected according to the following evaluation criteria:

- Content – 30%
- Interactivity – 30%
- Communication – 20%
- Inclusiveness – 20%

Next steps

Visit the EDD Website to submit a proposal for a session, stand or Creative Youth activity to be included in the EDD2016 Youth Agenda.

ⓘ Contact youth@eudevdays.eu for more information.

COMMUNITY

8/ We connect

8 We connect

EDD2016 will launch a dedicated app to enhance participant's experience on many levels. As the following features list describes, the EDD App offers participants all the information they need in one, simple tool that is accessible on smartphones, tablets and the web. It simplifies lots of processes and saves time while enabling more meaningful connections through social networking. Together, the features allow the development community to engage in continuous dialogue that can produce actionable outcomes.

Session organisers can use the app to engage participants and learn about their views with features including moderated brainstorming, segmented polling and idea ranking. This real-time feedback enables session organisers to shape priorities and focus on generating the most relevant outcomes.

Moderators can use the app for polling and facilitating Q&A sessions during debates. These features will enable moderators to quickly and easily adapt content to better reflect audience views when needed.

ⓘ Download the app on the EDD Website starting on 30 May.

ⓘ Contact app@eudevdays.eu for support.

The EDD App features

↘ **Programme:** Provides access to the latest EDD2016 programme and enables the community to promote events.

↘ **Community:** Allows for social networking inside the app before, during and after EDD2016 using popular programmes like Facebook and Twitter.

↘ **Speakers:** Lists the latest speakers and enables delegations to create secure VIP profiles and develop VIP personal programmes.

↘ **Meeting/Agenda:** Facilitates meetings between participants before and during the event and automatically books appointments in users' personal diaries.

↘ **Announcement/Alerts:** Allows session organisers to inform participants about news and events in real time with push notifications.

↘ **Vote/Quiz:** Enables organisers to engage with users during EDD2016 sessions directly from their devices.

↘ **Q&A:** Enables moderators to interact with users in a Q&A format and publish results in real time.

↘ **Surveys:** Allows session organisers to gather information from the audience.

↘ **Maps:** Enables participants to locate meetings, stands and other facilities on-site.

↘ **Event Wall:** Displays questions, comments and tweets on screens in real time.

↘ **Practical information:** Lists logistical information for participants.

↘ **Stats:** Gives session organisers access to data in various graphical formats.

/ Notes

COMMUNITY

9/ We meet

9 We meet

High-level stakeholders representing governments, non-profit organisations, the private sector and academia gather together at the EDD. We invite the development community to engage in this exciting forum, connect with dynamic organisations and collaborate in sustainable ways.

/ Meeting rooms

We invite you to reserve rooms for your working meetings during the forum and order catering at own expense.

The EDD App-related features

- **Meeting/Agenda:** Book meetings and update personal agendas.
- **Community:** Access personal and organisational profiles.

See all app features in 'We connect'.

Next steps
You can request a meeting room until 13 May by contacting meeting@eudevdays.eu.

The EDD Facilities for Meeting rooms

- 1 plasma screen
- 1 computer running on Microsoft software only

Refer to the 'Quick guide' for a summary of facilities in meeting rooms.

/ Venue

EDD2016 will take place at Tour & Taxis on Avenue du Port 86, B-1000 Brussels.

ⓘ Visit the EDD website for information about how to get to Tour & Taxis.

Parking

A large, guarded car park is available at the venue. The parking ticket costs EUR 5.00 per day.

Taxi

For Taxi reservations in Brussels, contact:

- Taxis Bleus – www.taxisbleus.be – Tel.: +32 2 268 00 00
- Taxis Verts – www.taxisverts.be – Tel.: +32 2 349 49 49

Public transport

The closest underground station is Yser and free shuttles will run between Yser and Tour & Taxis throughout EDD2016.

EDD2016 Logistics

- **Internet:** Free wireless will be available at dedicated meeting points and inside each meeting room.
- **Catering:** Participants can purchase lunch between 12.00 and 14.00 directly on-site. Water fountains and coffee corners will be available in the public lounge.
- **Accommodation:** We recommend that you book your hotel rooms in Brussels well in advance to ensure availability and avoid extra costs.

/ Registration

The EDD2016 are an open event; however, advance registration is required for all participants.

ⓘ Registration will open on 17 March on the EDD website.

By registering for EDD2016, all forum delegates, including VIPs and Heads of Delegation, de facto authorise the European Commission to make free use of documents portraying their image, with a view to their conservation and distribution for any publication that it deems appropriate, without limitations in space or time.

/ Visa

Non-EU citizens from some countries must have a Schengen Visa to travel to Belgium. Participants who require a Schengen Visa should apply as early as possible, especially if travel involves a connecting flight within the European Union outside of Belgium. You must request a Schengen Visa from the Embassy representing the country of your first entry point into the European Union.

ⓘ Visit the website of the Belgian Ministry of Foreign Affairs for more information.
www.diplomatie.belgium.be/en/

COMMUNITY

10/ We preserve

10 We preserve

Like all large-scale summits do, EDD2016 will generate a significant carbon footprint. It would be irresponsible to organise a meeting to address the world's development challenges without considering its impact on the environment. We will conserve paper and offset our carbon to reduce the EDD's environmental impact.

/ We conserve paper

The EDD will be as paperless as possible. Upon arrival, participants will only receive a printed programme and a list of speakers and participating organisations. They will not receive welcome packs or other publications. We prefer instead to distribute this information online using the EDD App, the EDD website and social media platforms.

We are limiting the use of roll-ups to remain consistent with our environmental ethic. Organisers can only bring roll-ups (one per organisation) to display in rooms during their sessions. All roll-ups should be removed at the end of each session. Each stand exhibitors will be permitted to hold one roll-up within the premises of their stand.

/ We offset carbon

Session organisers will offset a certain quantity of carbon, depending on the selected session. When paying the total fees, you will be able to choose the carbon offset project that you wish to support among a suggested list that will be available as of 4 April on the EDD website.

No split billing will be accepted. The focal point's organisation will be the sole responsible for the payment of the session.

ⓘ Contact programme@eudevdays.eu with any questions about the carbon offset scheme.

COMMUNITY

11/ Quick guide

11 Quick guide

/ Deadlines

ACTIVITY	PURPOSE	FORM / CONTACT	DEADLINE
WE DEBATE	Auditorium debate	Session Submission Form	12 February
	Lab debate		
WE SHARE	Lab on project/report		
WE SHOWCASE	Stand		
WE SOLVE	Brainstorming Lab		
WE MEET	Meeting room	meeting@eudevdays.eu	13 May
WE COMMUNICATE	Press conference room and studios	press@eudevdays.eu	13 May
WE EMPOWER	Young leaders programme	Young Leaders Submission Form	18 March

ⓘ All Session Submission Forms are available on the EDD website.

/ Contacts

We invite you to carefully read this Community Guide and browse the EDD website to answer any queries. Should you still have any questions, please refer to the contacts listed below.

FOR ENQUIRIES ABOUT	PLEASE CONTACT
COMMUNITY INVOLVEMENT	community@eudevdays.eu
PROGRAMME AND UPDATES (including carbon offset)	programme@eudevdays.eu
SOCIAL MEDIA	socialmedia@eudevdays.eu
EDD APP (as a Session Organiser)	app@eudevdays.eu
EDD VILLAGE	village@eudevdays.eu
YOUTH-RELATED MATTERS	youth@eudevdays.eu
REGISTRATION AND BADGES	registration@eudevdays.eu
ON-SITE LOGISTICS, FACILITIES AND SERVICES	logistics@eudevdays.eu
MEDIA COVERAGE AND PRESS SERVICES	press@eudevdays.eu
MEETING ROOMS	meeting@eudevdays.eu

ⓘ Contact programme@eudevdays.eu with any special requests for equipment, staff or facilities.

/ Facilities, staff and coverage services

Facilities

	WE DEBATE		WE SOLVE	WE SHOWCASE	
PURPOSE	AUDITORIUM	LAB	LAB (Brainstorming)	STAND	
DURATION (min)	90	75	75	2 days	
CAPACITY PER UNIT	542	70	40	–	
STAGE	Background with EDD2016 branding Water for speakers and moderators				
SET-UP	8 armchairs 1 table	6 chairs 1 table	40 chairs 4 tables	3 chairs 1 table	
LECTERN (with microphone)	1	1	1	–	
SPEAKERS (microphones)	5	4	–	–	
AUDIENCE (microphones)	3	1	1	–	
MODERATOR (microphones)	1	1	4	–	
LARGE SCREEN WITH PROJECTOR	1	–	–	–	
PLASMA SCREENS	0	1	1	–	
TWITTER WALL	1	1	1	–	
LOUDSPEAKERS	Yes	Yes	Yes	No	
TELECONFERENCE FACILITIES	Yes	Yes	No	No	
COMPUTER (Microsoft)	1	1	1	–	
INTERPRETATION	English/French Sign language	No	No	No	

	WE SHARE	WE MEET	WE COMMUNICATE	
	LAB (Project/Report)	MEETING ROOM	PRESS CONFERENCE ROOM	PRESS STUDIO
	75	55	45	Request
	70	40 (large)	60	+/- 2 studios
		12 (small)		
		-	Background with EDD2016 branding Water for speakers and moderators	
	6 chairs 1 table	Chairs and tables – office setting	60 chairs 2 tables	2 armchairs 1 table
	1	–	–	–
	4	2 in large rooms	4	Audio-visual studio with interview facilities
	1	–	2	
	1	–	–	
	–	–	–	
	1	1	1	
	1	–	–	
	Yes	Yes	Radio-studio and cameras	
	Yes	No		
	1	1	1	–
	No	No	English/French	No

Human resources

	WE DEBATE		WE SOLVE	WE SHOWCASE	
	AUDITORIUM	LAB	LAB (Brainstorming)	STAND	
ROOM OFFICER (dedicated staff per room)	1	1	1	–	
ASSISTANTS (dedicated staff in the room)	2	1	1	–	
TECHNICIANS	1	1	1	–	
AUDIO-VISUAL CREW	1	–	0	–	

Note: We will have an emergency medical centre onsite.

Coverage services

	WE DEBATE		WE SOLVE	WE SHOWCASE	
	AUDITORIUM	LAB	LAB (Brainstorming)	STAND	
PHOTOS	Yes	Yes	Yes	Yes	
QUOTES	Yes	No	No	No	
BUZZ VIDEO	Yes	No	No	No	
SNAPSHOT VIDEO	Yes	No	No	No	
VIDEO RECORDING	Yes	No	No	No	
LIVE SKETCHING	No	No	Yes	No	
PODCAST	No	Yes	No	No	

	WE SHARE	WE MEET	WE COMMUNICATE	
	LAB (Project/Report)	MEETING ROOM	PRESS CONFERENCE ROOM	PRESS STUDIO
	1	–	1	1
	1	–	1	1
	1	–	–	–
	–	–	1	1

	WE SHARE	WE MEET	WE COMMUNICATE	
	LAB (Project/Report)	MEETING ROOM	PRESS CONFERENCE ROOM	PRESS STUDIO
	Yes	No	The media centre will be the focal point for journalists, bloggers and social media staff.	
	No	No		
	Yes	No		
	No	No		
	No	No		
	No	No		
	Yes	No		

/ Submission options overview

/ SESSIONS

WE DEBATE

Choice between Lab debate and Auditorium debate

Lab debate
(75 min session)
↘ EUR 1 400
(Carbon offset: 40T)

Auditorum debate
(90 min session)
↘ EUR 2 800
(Carbon offset: 70T)

WE SHARE

Lab on project/report
(75 min session)
↘ EUR 1 400
(Carbon offset: 40T)

WE SOLVE

Brainstorming session
(75 min session)
↘ EUR 1 400
(Carbon offset: 40T)

/ STANDS

WE SHOWCASE

Choice between stands

9m² stand	↘ EUR 1 400 (Carbon offset: 40T)
15m² stand	↘ EUR 2 000 (Carbon offset: 50T)
36m² stand (Cluster)	↘ EUR 4 000 (Carbon offset: 100T)

Creating an open, collaborative and inclusive forum

The European Development Days (EDD) show Europe's commitment to building a sustainable and fairer world. The forum builds on the core belief that cooperation is key to achieving real change towards a poverty-free and sustainable world where everyone has a chance at a decent life. An essential aim is thus to facilitate networking and inspire the desire to work together in a spirit of true partnership.

Everyone is given a voice in this open, collaborative and inclusive platform. Each year, the global development community is invited to contribute directly to the official EDD programme by proposing activities and sessions. We would like you to join us, and share what you know, think and believe about the major global challenges we face.

This guide will help you get started.