



ASSISES EUROPÉENNES DE LA TRANSITION ÉNERGÉTIQUE®

CALL FOR CONTRIBUTIONS

Your guide to suggest a workshop!

Send us your contribution as of 2 May 2018
and before 16 July 2018 - 5 pm
on www.assises-energie.net

The European Energy Transition Conference is co-organised by:



The European Energy Transition Conference

The main annual meeting of local authorities for the energy transition!

Jointly organised by the Urban Community of Dunkirk, Bordeaux Métropole, Grand Genève and ADEME, the European Energy Transition Conference gather more than 5,000 participants over 3 days. The target audience is composed of elected representatives, local authority leaders, institutions, private organisations and associations.

The Conference promotes a spirit of openness to Europe thanks to the institutional partnership that has been built over the years. Innovation, spontaneity and conviviality have made the reputation of this event.

A programme of workshops, parallel to plenary sessions, is built on the basis of a call for contributions.

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1 The call for contributions in 3 questions

... what for?

Whether you are an elected representative, a researcher, a practitioner, a funder or a citizen, you are an energy transition stakeholder! The European Energy Transition Conference offers you the opportunity to play a prominent role **by showcasing your actions, sharing your projects and discussing your ideas**. All you have to do is answer this call for contributions!

... for whom?

You are a local public decision-maker or local authority technical staff?
 You represent a local energy agency, an urban planning agency, an association or an NGO?
 You are a civil society representative?
 You are an academic or you represent a public or private research institute?
 You represent a company or a consultancy firm?

This call for contributions is for you!

... how?

If you want to **ORGANISE A WORKSHOP**:

Choose one of the following 3 formats described in this guide:	
CHALLENGE	Co-creation areas
SPEED DATING	The marketplace where project leaders invite you to their table
INSPIRATION	Experience sharing workshops

If your proposal of workshop is selected, you will be the PILOT and will be in charge of preparing and organising it.

2 You want to organise a workshop: 3 possible formats

	CHALLENGE Co-creation areas	SPEED DATING The marketplace where project leaders invite you to their table	INSPIRATION Experience sharing workshops
In a few words	<i>Invite conference participants to co-devise possible solutions to an issue you have raised.</i>	<i>To facilitate exchanges with project holders, a small group of conference participants will sit at your table to discuss your project. Conference participants will be able to meet 2 project holders in 1hr15.</i>	<i>You want to highlight tried and tested projects which could be a source of inspiration for conference participants? In these workshops, project holders are invited to present the various steps of their projects and the results obtained.</i>
Your objective	You have a problem to solve, a challenge to overcome and you are probably not the only ones. So you want to organise a workshop where participants will work in small groups on this specific issue. The workshop session includes a presentation of the challenge, work in small groups and a joint reporting-back session.	Your project has been implemented, the approach has proved successful, you have obtained interesting results worth sharing and you would like to present its concept and progress made. The approach must be replicable. In this session, other project holders will be present, each sitting at a table. You will successively welcome two groups of participants to your table to discuss your project. After 30 minutes, participants will move on to another table to meet another project holder.	Your workshop will bring together several project holders working on the same theme. Their projects have already been implemented and results can be shared. To avoid a boring succession of PPTs, you have identified a moderator who will maintain a participatory and dynamic approach while facilitating discussions between the speakers and the participants.
Speakers	Maximum 2 speakers	Maximum 1 speaker per table	Maximum 4 speakers
Duration	2hrs	1hr15	1hr15
Space provided	A room with several tables for work in small groups	A large room with several tables	A workshop room
Is projection possible?	No	No, but you can print documents to hand out to participants at your table.	Yes
Participation terms and conditions	Free registration for the 2 speakers on the day they speak. See costs for the others days on the website. Travelling and accommodation expenses are paid for by each speaker	Free registration for 1 speaker on the day he will speak. See costs for the others days on the website. Travelling and accommodation expenses are paid for by each speaker.	Free registration for the 4 speakers on the day they speak. See costs for the others days on the website. Travelling and accommodation expenses are paid for by each speaker

3 Our tips to prepare your contribution

- A descriptive title is fine, a **catchy one** is even better!
- Give a clear and precise **description of the workshop**: participants will come to your workshop to discuss a specific subject and not a different one.
- In your description, explain **what participants will get** from your workshop.



- Do you tend to find that workshops with too many PPT presentations and no interaction with the audience are boring? We do too. Use **original, participatory forms of moderation** for your workshop!
- Participants will want to discuss your presentation, so make sure your workshop allows **time for exchanges**.
- Ensure **you carefully organise the content of the session** so as to comply with the format and duration.
- **Tell your story**, both successes and failures, as this general presentation will help capture your audience's attention.
- **Your workshop is a meeting**: at the beginning of the session, allow time for each participant to briefly introduce themselves.
- **The discussions will continue after the workshop**: invite participants to continue the discussion with you after the session or, even better, in the meeting spaces during the conference.
- **A workshop is not an advertisement but an opportunity to exchange views**. If you want to promote an approach or a tool, present its strengths and weaknesses and invite participants to share their own experience on this subject.

4 How will the selection be made?

A jury composed of the co-organisers will analyse your contribution based on the following **criteria**:

1. **Compliance with the selected format** and **originality of the way it is presented**
2. **Originality** of the contribution (content)
3. **Involvement of local authorities**
4. **Replication** potential by other local authorities
5. The **diversity** and the **profile** of the speakers and the **presence of elected representatives** among the selected speakers

Other conditions:

- To encourage the diversity of project holders, a **maximum of 2 contributions per organisation** will be accepted.
- The jury will consider the number of contributions received per organisation and whether the contribution has already been selected and/or put forward in previous years.
- Commercial contributions will not be selected.
- Depending on the number and nature of the contributions received, the organisers may suggest **changing the format** or even grouping workshops addressing similar subjects.

5 Our reciprocal commitments

You will be the PILOT responsible for preparing and organising your workshop! You commit to:

1. Identifying one contact person to liaise with the Conference organisers
2. Preparing and moderating your workshop on the day
3. Providing a description of your workshop that will be included in the participants' booklet
4. Complying with the deadline set by the organisers
5. Using the graphic charter of the European Energy Transition Conference for your communication materials
6. Authorising the organisers to publish these materials and to transfer your image rights

The organisers commit to:

1. Giving you a suitable space for the format of your workshop
2. Keeping you informed of any programme updates as soon as possible
3. Promoting your workshop by posting it on the Conference website
4. Offering free registrations for the speakers the day they speak. See costs for the others days on the website. Travelling and accommodation expenses are borne by the speakers
5. Promoting your workshop after the Conference by posting it on the Conference website

6 How to submit your contribution?

The **following information** will be necessary to describe your workshop in the online submission form:

- **Title** of the workshop
- **Description** (maximum 1,500 characters)
- **Website** (if available)
- **Keywords**
- **Proposed speaker(s)**

Do not miss the deadline! To submit your contribution, fill in the online form on www.assises-energie.net **before 16 July 2018 – 5 pm**. Contributions submitted after this deadline will not be considered.

1 form per contribution: fill in as many forms as contributions submitted.

7 Schedule



8 How to contact us

Content coordination and information about the contribution terms



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Coordination for the online publication of your contributions on the Conference Website



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