

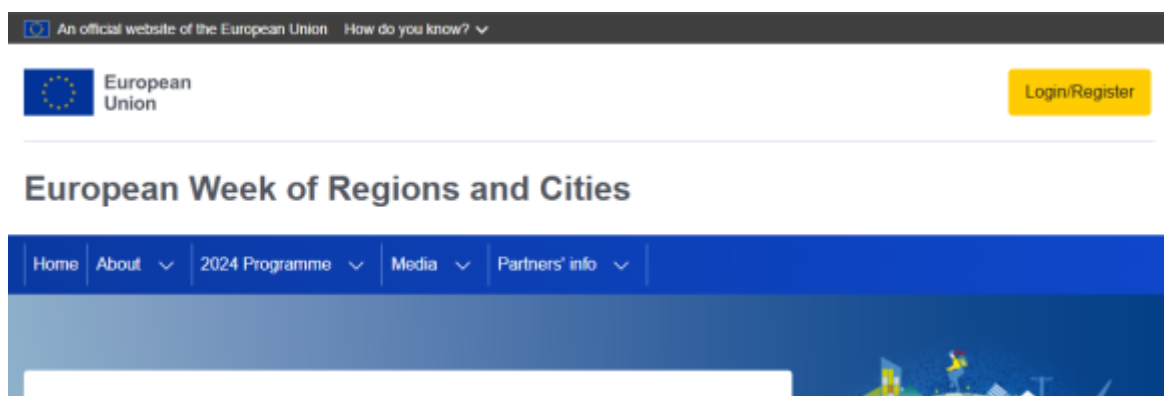
How to apply - Official programme

Page contents

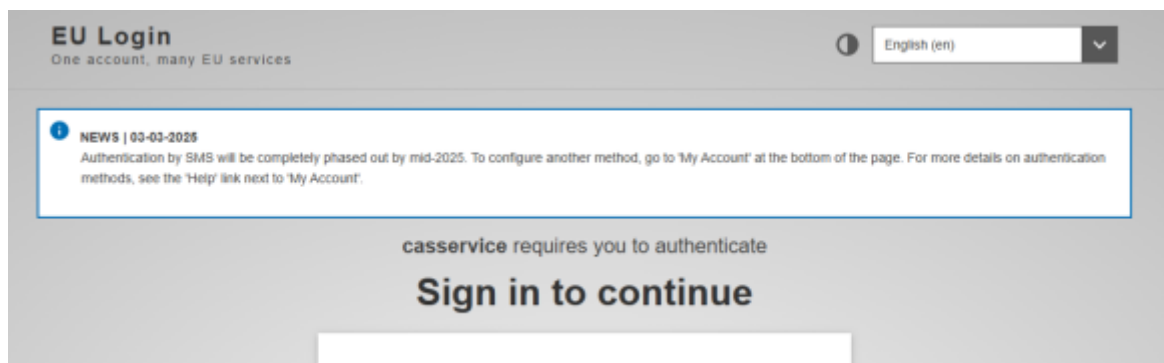
Page contents

Log in

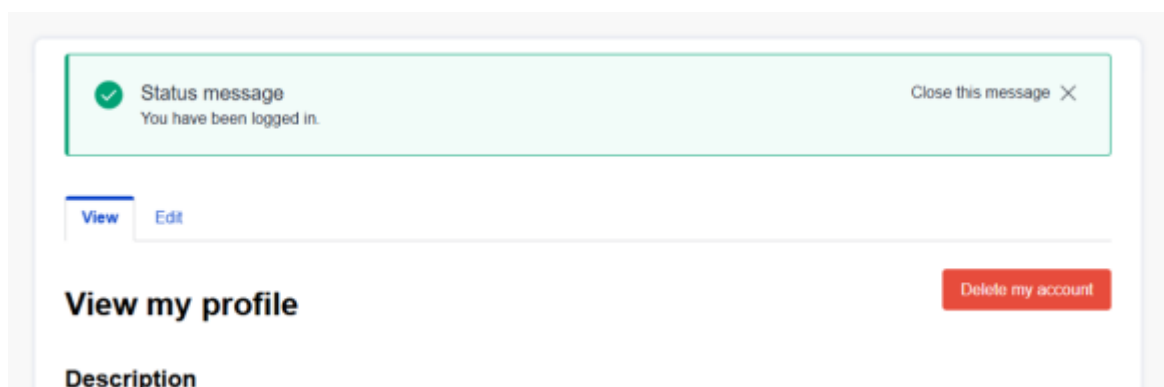
Click on **Login/Register** button on the right side of the homepage.



Sign in with your **EU Login** (or create an account if you don't have one).

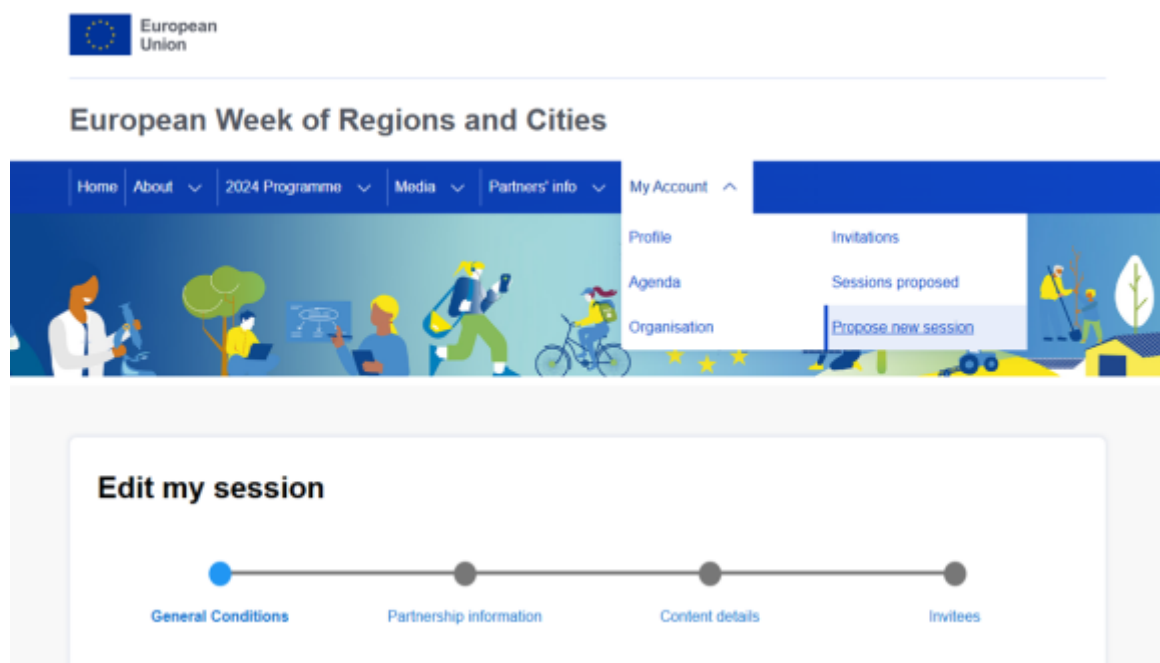


You will be redirected to your profile page. Create your profile and save it.



Create your application

Go to the section **My Account** and click on **Propose a new session**.



General conditions

You must agree with the conditions to be able to apply

Partnership information

Lead organisation contact – If your organisation is not registered in the platform, you will need to add it by clicking on the blue button.

Lead organisation contact *

Name of lead organisation *

If your organisation is not registered, you can add it [here](#)

Department/Service/Unit *

Select a programme

For the Official programme, the venue and logistics are provided by the

EURegionsWeek organisers. This does not apply to sessions organised by regional partnership's at their own venues or "EURegionsWeek close to you!" Sessions.

Select a Type of Partnership

Please select a programme *



Official programme

Venue and logistics provided by the EURegionsWeek organisers except for the "EURegionsWeek close to you!" sessions and for sessions organised by regional partnership's at their own venues



EURegionsWeek close to you

Type of Partnership *



Partnership



Regional partnership

Associated partner – If your organisation creates a session in association with another entity.

Associated partner

If your organisation is not registered, you can add it [here](#)

Content details

The fields to complete here will vary depending on choices made, and include:

- **Title**
- **Short description**
- **Format** (see [Format details](#) for further information)
- **Interpretation**
- **Theme**
- **Press contact**
- **Session image**
- **Keywords**

Invitees

You will need to invite someone to be a secondary, or backup, coordinator. Depending on the format, you may also need to invite one or more people to take part in your session as a speaker or moderator.

To add a speaker, a moderator or a coordinator, click on the Add button:

Edit my session



Invitees



A pop-up box will appear:

The 'Invitation' pop-up box contains the following elements: a title 'Invite someone to take part of the event', a 'Role' section with three radio buttons (Speaker, Moderator, Coordinator), an 'Existing user' text input field, and three text input fields for 'First name', 'Last name', and 'Email', each with a red asterisk indicating it is required.

Choose Speaker, Moderator or Coordinator.

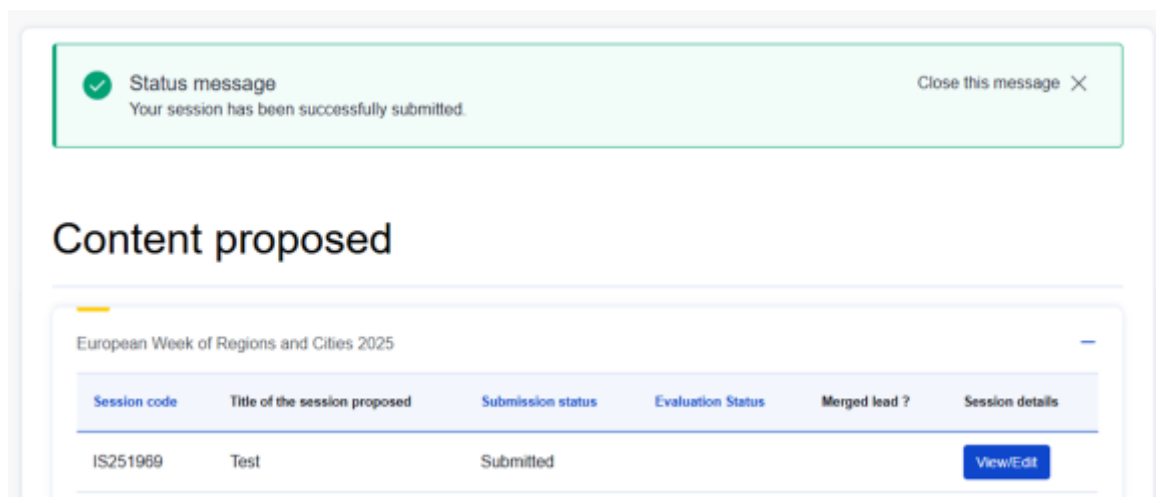
If the person you are inviting has already created an account, you can type their name into the 'Existing user' field, and they should appear in a list for you to select.

If they do not have an account, simply fill in the remaining fields and click on submit to send an email inviting them to create a profile and accept the invitation.

You can also add a photo and a description of the person at this point if you wish.

Submit your application

Once you have completed all the fields you can submit your proposal.



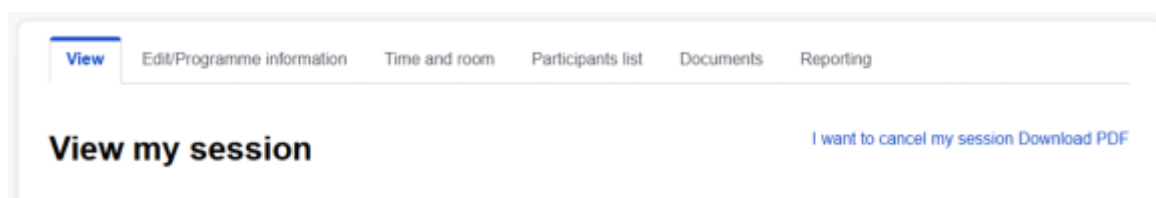
The screenshot shows a confirmation message at the top: "Status message: Your session has been successfully submitted." with a "Close this message" link. Below this is the heading "Content proposed". Underneath, there is a table titled "European Week of Regions and Cities 2025".

Session code	Title of the session proposed	Submission status	Evaluation Status	Merged lead ?	Session details
IS251969	Test	Submitted			View/Edit

Edit your application

After submitting your proposal you can still edit it, cancel it and download a copy in pdf version.

Important: the deadline to submit a proposal is **11 May**.



The screenshot shows a navigation bar with tabs: "View" (selected), "Edit/Programme information", "Time and room", "Participants list", "Documents", and "Reporting". Below the navigation bar is the heading "View my session". On the right side, there are two links: "I want to cancel my session" and "Download PDF".