

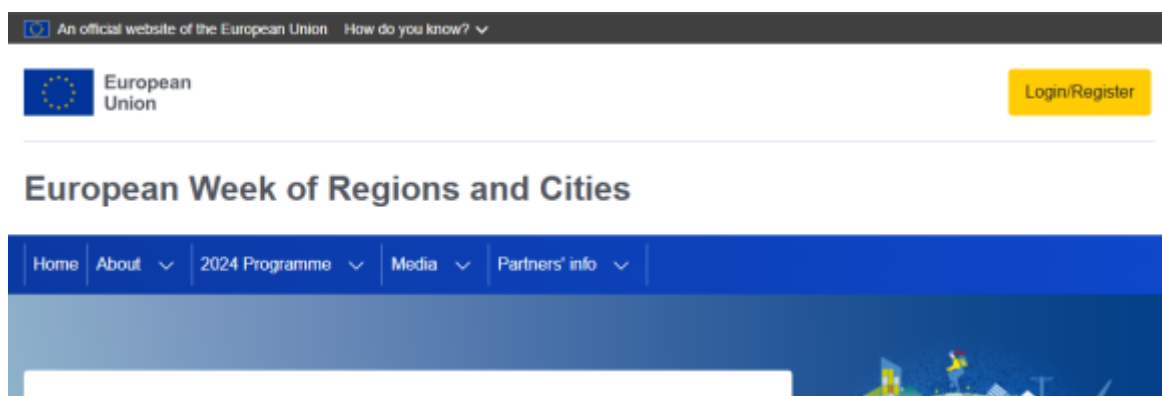
# How to apply - Close to you programme

Page contents

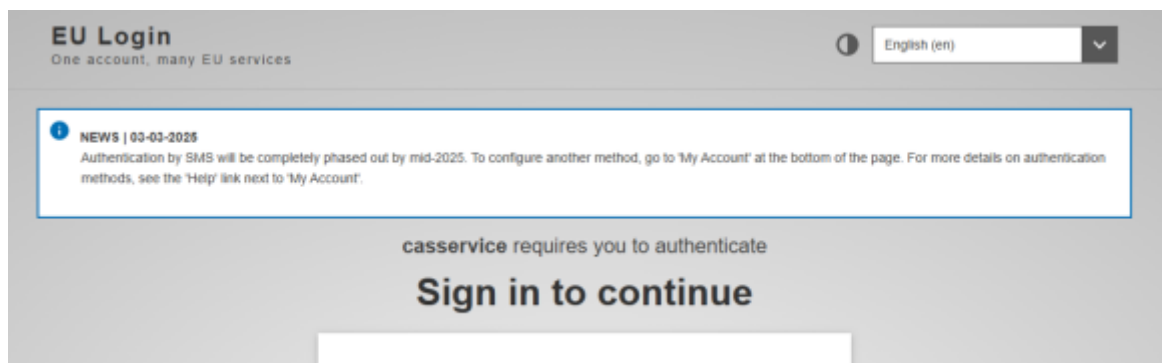
Page contents

## Log in

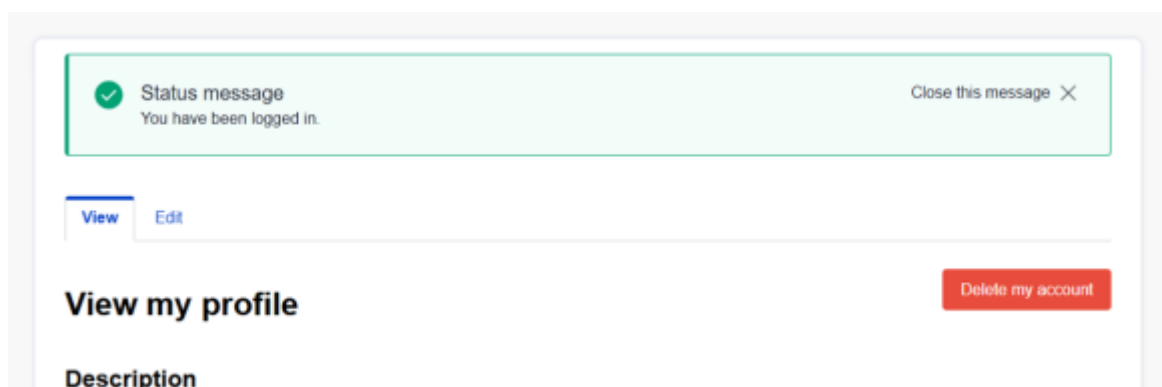
Click on **Login/Register** button on the right side of the homepage.



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

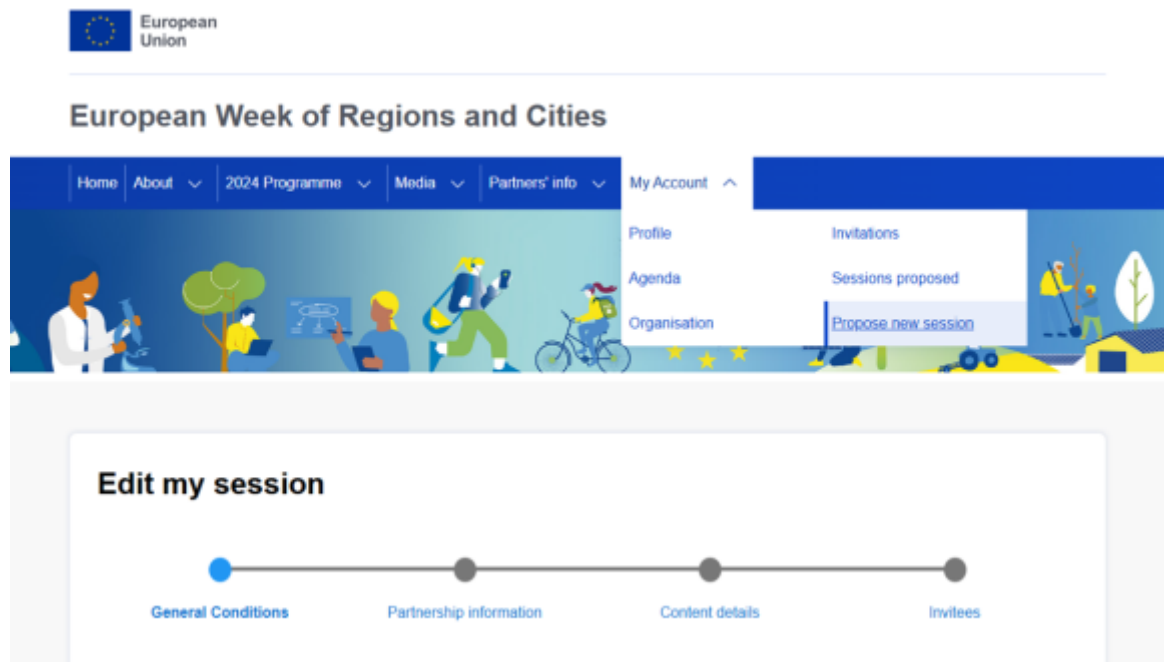


You will be redirected to your profile page. Create your profile and save it.



# 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

Venue and logistics will not be provided for the "EURegionsWeek close to you" Sessions. Coordinators are solely responsible for all aspects of their sessions.

See [How to become a partner](#) for more information about the different programmes and types of 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](#)

## How will you host the session

Choose onsite, online or both. If online, you will need to provide a link to the livestream of the session.

The Registration URL should be a link to your site that is the main source of information for your session, including directions on how to register to attend.

How will you host the session?

☒ Onsite

☒ Online

Registration URL \*

As the EURegionsWeek organisers do not process participant data for the "EURegionsWeek Close to You" sessions and are not responsible for their content, please ensure you provide the URL for participants to register to your session

Link to join the session online

Enter the URL for participants to join the session online. Make sure the link is correct, active, and accessible to everyone

Date \*

## Venue

Fill in the fields as indicated

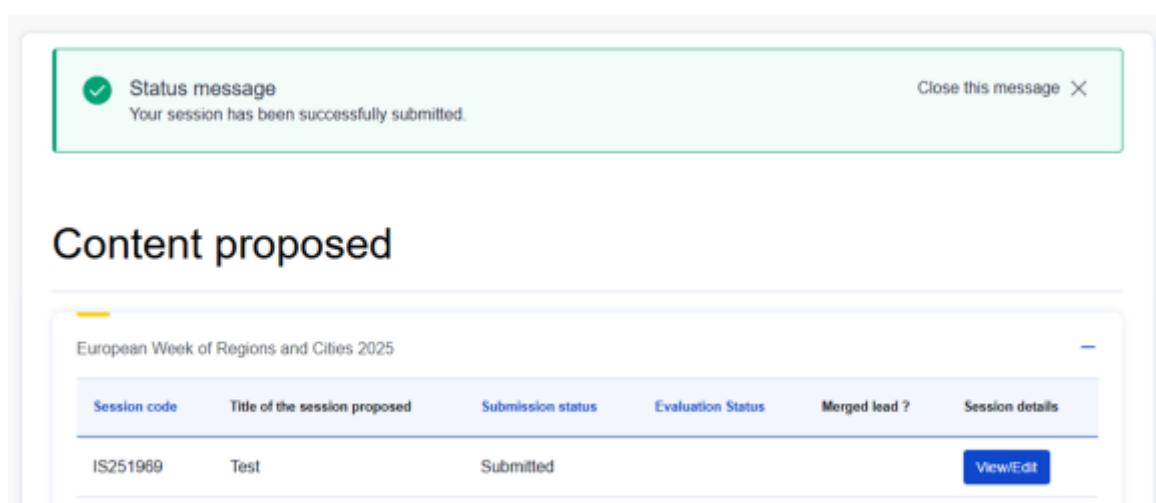
## Content details

Fill in the fields as indicated:

- **Title**
- **Short description**
- **Theme**
- **Session image**
- **Keywords** (at least 3 to be selected)

## Submit your application

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



## Edit your application

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

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

