# **Submission form to co-organise a workshop**

# **or a networking session**

9th Convergences World Forum

Paris, 5-7 September 2016

Since 2008, the Convergences World Forum has provided a unique space where public, private and solidarity actors, as well as academics and media, can meet and debate to build together a “Zero exclusion, Zero carbon, Zero poverty” world.

The 9th edition of the Convergences World Forum “Inventing tomorrow’s sustainable cities and territories” will be organised around three pillars:

 Towards sustainable cities and territories



 Meeting the new Sustainable Development Goals



An economy serving the Common Good

This form is destined to organisations wishing to co-organise a session at the Convergences World Forum 2016, which will be held in Paris on the 5th, 6th and 7th of September 2016. Sessions must be interactive and include exchanges and debates between the speakers and the audience (from 50 to 200 people).

# **General information on the Call for proposals**

1. **INSTRUCTIONS**
* **Guidelines of the Call for proposals:** Please take the time to read the Guidelines of the Call for proposals before filling in this form to co-organise a workshop or a networking session at the Convergences World Forum 2016.
* **Deadline**: please submit your proposal before **March 18th, 2016** by sending back this form to carolina.herrera@convergences.org.
1. **EVALUATION CRITERIA – CO-ORGANISED SESSIONS**

Content – 50 %

Interactivity (format and variety of speakers) – 40 %

Communication – 10 %

1. **COMMITMENTS**

By filling in this form, you agree to the following conditions of co-organisation:

* **Collaboration:** co-organisers should work closely with Convergences on the session’s outline and the choice of speakers. Co-organisers commit to respecting Convergences’ recommendations on the content and format of the session, and to meeting the deadlines fixed by Convergences.
* **Price of the session:** co-organisers undertake to pay the full price fixed by Convergences for a session. By submitting a proposal, you agree to pay the amount indicated below if you are selected. Any specific demand regarding the organisation of your session may lead to additional costs. Co-organisers are granted a free 6-person pass for the Convergences World Forum 2016, as well as an access to the networking space of the Palais Brongniart.

|  |  |  |
| --- | --- | --- |
| CO-ORGANISED SESSION | Non- financial partner of Convergences | Financial partner of Convergences |
| Non-profit organisation, social enterprise, university | 1 700 € TTC | 850 € TTC |
| Company, foundation, public sector, international organisation | 3 900 € TTC | 1 950 € TTC |

NB: Main financial partners and associate financial partners are granted a free session. Supporting partners and friends benefit from a 50% discount. For more information about the types of financial partnerships, please contact celine.rotcajg@convergences.org or +33 (0)1 42 65 78 84.

* **Interactivity:** in order to promote the richness of debates and to value the presence of the speakers, co-organisers must respect the following rules:
	+ - Favour an interactive format with dynamic exchanges between the speakers and the audience.
		- Use dynamic presentation supports.
		- Favour a variety of actors representing the public, private and solidarity sectors, academics and media, from developed and developing countries, and a balanced representation of women and men.
		- Once the speakers have been confirmed, the moderator will be in charge of contacting them before the Convergences World Forum 2016 to frame the session.
* **Communication:** to make sessions successful, selected co-organisers are required to communicate ahead on their participation at the Convergences World Forum 2016 and to invite part of the audience. Co-organisers may use the communication tools provided by Convergences, as well as any other communication tools.

# **General information on your session**

**For which key topic of the Convergences World Forum 2016 would you like to submit a proposal?**

[ ]  Towards sustainable cities and territories

[ ]  Meeting the new Sustainable Development Goals

[ ]  An economy serving the Common Good

**Title of the session:**

Please provide a headline to your session (max. 5 words). E.g.: « Towards a green economy »

**Subtitle of the session:**

The session subtitle is an explanatory sentence (max. 80 characters including spaces)

**Organisation in charge of co-organising the session (name and short description of activities):**

**Type of structure (determining the applicable tariff):**

[ ]  Public actor

[ ]  International organisation

[ ]  Academic organisation

[ ]  Foundation

[ ]  Firm

[ ]  Start-up

[ ]  Social enterprise

[ ]  Association or NGO

**Focal point of the organisation (first name, LAST NAME, position, e-mail address and mobile phone number):**

**Partner organisations:**

# **Content of your session**

**Session description:**

Please describe precisely the session you would like to organise – programme, debated issues, etc. (max. 800 characters including spaces).

**Session objectives:**

Please specify the objectives of the session and the outcomes you wish to achieve. Examples: new potential partners, list of recommendations, advice to entrepreneurs, written commitment of stakeholders (max. 800 characters including spaces).

# **Interactivity (format and variety of speakers)**

In order to promote the richness of debates and to value the presence of the speakers, Convergences recommends organising dynamic sessions with a variety of speakers.

**FORMAT**

**What type of session would you like to organise?**

[ ] Thematic workshop: small working groups discuss about specific issues and share their conclusions with the other participants at the end of the session. Ex: World Café

[ ]  Solidarity brainstorming: participants reflect together on how to overcome the challenges of social entrepreneurs

[ ]  Project lab: participants are organised in teams to build one or several projects

[ ]  Networking session

[ ]  Other. Please specify:

**Target audience:**

[ ]  Expert audience only

[ ]  Informed audience (professionals of other sectors, students, etc.)

[ ]  Expert and informed audience

[ ]  Other. Please specify:

**Desired room capacity (from 50 to 200):**

**SPEAKERS AND MODERATORS**

Please propose moderator(s) and/or speaker(s) for this session.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First name** **LAST NAME** | **Position** | **Organisation** | **Nationality** | **Contribution to the discussion** |
| Speaker 1 |  |  |  |  |
| Speaker 2 |  |  |  |  |
| Speaker 3 |  |  |  |  |
| Speaker 4 |  |  |  |  |
| Moderator |  |  |  |  |

# **Communication**

To make sessions successful, selected co-organisers are required to communicate ahead on their participation at the Convergences World Forum 2016 and to invite part of the audience. Co-organisers may use the communication tools provided by Convergences, as well as any other communication tools.

**How will you promote your session?**

Please specify your communication strategy (max. 600 characters including spaces)

**Which communication tools will you use?**

[ ]  Article on website

[ ]  Article in newsletter

[ ]  Promotion on Facebook

[ ]  Promotion on Twitter

[ ]  Invitations to members of your network

[ ]  Media relations

[ ]  Other. Please specify:

Please send back the completed form before **March 18th, 2016** to carolina.herrera@convergences.org.