

Letter of Commitment to Co-organisation | 2019 Convergences World Forum

By responding to the Call for Proposals sent by Convergences, the applicant organisation certifies that it has read and agreed the following elements:

1. Co-organisation

Co-organising a session means combining Convergences and the co-organising structure's expertise and networks to co-construct an interesting and dynamic session, both in terms of content and design. The co-organising structure therefore undertakes to respect both the editorial line of the Forum (topics and issues), and the DNA of Convergences, which is to demonstrate the relevance and the strength of multi-stakeholder work and innovative solutions. The sessions will therefore highlight concrete solutions to help achieve the Sustainable Development Goals (SDGs) and the construction of a 3Zero world ("Zero exclusion, Zero carbon, Zero poverty). As far as possible, "Tech for Good" solutions, that use technologies for the common good, will be presented. Convergences undertakes to support the co-organiser and to mobilize its network for the success of the session the co-organising structure is responsible for.

The co-organising structure agrees that the **co-organisation** of a session involves the following elements:

- Any speaker **must be validated by Convergences before being invited by the co-organising structure** (and vice versa);
 - Convergences may propose speakers and moderators, in particular to support the overall coherence of the programme, and promote parity and diversity.
 - Constitutive elements of the session (title, issues, process) must be **validated by Convergences and the co-organising structure before being communicated to the speakers and externally.**
 - The co-organising structure should choose a format for its session based on its capacity, knowledge and experience, in order to ensure the best possible conduct of the session
- Respect of the deadlines communicated by Convergences** at the various stages of the process and maintaining **regular contact**, in particular communicating on the expectations and needs of the co-organising structure in terms of support from Convergences, are crucial for the efficient running of the preparations and the session.

In addition, the co-organising structure undertakes to set up a **panel** representing:

- **Parity**: gender parity is a core value for Convergences. All sessions must have a balanced representation of men and women.
- **Sector diversity**: the speakers will have to represent public, private, NGO, academic and media sectors. **NB: There cannot be two representatives of the same structure in the same panel.**
- **International**: if the subject of the co-organisation is appropriate, at least one of the participants should be from a country other than France, or work abroad for a foreign institution. Coverage of travel expenses by Convergences is validated on a case-by-case basis, at Convergences' discretion.

2. Co-organising costs

Co-organising a session at the Convergences World Forum involves a contribution to the costs of the event preparation. It is therefore **not free of charge. It is understood by the co-organising structure that these costs do not correspond to the sale of a commercial service.**

The structure must refer to the **co-organisation cost grid** below in order to know the amount of the contribution requested for the co-organisation.

Payment must be made within a maximum of 60 days after the corresponding invoice is issued, failing which the session may be cancelled.

Co-organisation cost grid	
Type of structure	Participation amount
Public actor International organisation Company (more than 50 employees) Corporate foundation	5.000 €
Company (50 employees or less)	3.500 €
Academic Association Social enterprise	2.000 €

In return, the co-organising structure benefits from **visibility on the Forum's programme, a four-person pass for the Convergences World Forum, and access to the speakers' private lobby for two individuals.**

3. What we cover

Convergences undertakes to manage the logistics of the session. This includes: speakers' invitations, preparation of the PowerPoint of the session, management of the practical aspects of the speech, meals for the speakers and free pass to the Forum for all the speakers and co-organisers (four-person pass, including the co-organiser).

4. Communication

The co-organising structure commits to **communicate** in advance on the 2019 Convergences World Forum, in particular about the session it co-organises with Convergences. The communication elements will be available in the **communication kit** that will be sent by Convergences and can be customized by the organisation. In particular, the co-organising structure commits to announce its participation in the 2019 Convergences World Forum via:

- Sending a dedicated newsletter;
- The announcement of its participation on its website;
- Announcement of its participation on its social networks.

As part of this communication, the co-organising structure commits to use the World Forum's graphic charter as set out in the communication kit provided by Convergences.

Place, date,
Name and Surname:
Organisation:
Signature: