

# YOU ARE ...

- a civil society organisation

*or*

- an EU institution working in cooperation with a civil society organisation

# ORGANISING AN EVENT ...

- relevant to the EESC's work
- relating to EU issues
- highly relevant to civil society issues
- not of a commercial nature

**YOU CAN APPLY FOR A PARTNERSHIP WITH THE EESC**

## HOW TO PROCEED

- READ THE « GUIDELINES FOR ALLOCATION OF EESC MEETING ROOMS » CAREFULLY AND MAKE SURE YOU CAN COMPLY WITH ALL THE CONDITIONS**
- FILL IN AND SUBMIT THE ELECTRONIC FORM** 
- ⇒ **YOUR REQUEST WILL BE EXAMINED AND YOU WILL BE NOTIFIED OF THE DECISION**
- ⇒ **IF YOU HAVE ANY FURTHER QUESTIONS, SEND AN E-MAIL TO THE PERSON IN CHARGE OF PARTNERSHIPS, AT: [partnerships@eesc.europa.eu](mailto:partnerships@eesc.europa.eu).**

### DISCLAIMER !!!

AUTHORISATION MAY BE WITHDRAWN AT ANY TIME :

- FOR SAFETY REASONS
- OR
- FOR FAILURE TO COMPLY WITH GUIDELINES

WITHOUT THE ORGANISERS BEING ENTITLED TO CLAIM ANY COMPENSATION.

## Obligations of organisers

- ❑ to fill in the form and accept all the conditions relating to organisation of a partnership
- ❑ to deliver all the requested **information and documents** within the deadlines mentioned in the « **Step by step procedure** »
- ❑ to expressly undertake **not to charge any registration fees** for events held on EESC premises
- ❑ to keep to the **EESC's working hours (9 a.m.-5.30 p.m.)** and **lunch break (min 1 ½ hours !)** when planning your event
- ❑ to **use the EESC logo** in all the documents, banners and access badges relating to the event
- ❑ to ensure a **comprehensive registration procedure** on the day of the event (**checking IDs against the list of ID cards** before issuing a badge)
- ❑ to set up any **graphics and banners**
- ❑ to ensure that after the meeting the room **is returned to its original state**
- ❑ to send the **EESC a report on the event**

## WHAT THE EESC WILL PROVIDE

- the venue  
*(meeting rooms - capacity up to 180)*
- technical facilities  
*(PC, projector, audio/video recording, interpreting booths , etc.)*

## WHAT THE EESC WILL NOT PROVIDE

- interpreting
- catering
- display easels and badges
- storage of any kind
- graphics
- registration procedure

## Practical arrangements