

Host an Event at the Summit

Within the Summit programme, there are opportunities for organisations to host events looking at topics that complement the 2016 Summit theme, *Green and Inclusive Transport*.

These complementary events can take a variety of formats, run for different durations and be held during, or immediately before or after the Summit, either at the Summit venue or nearby.

There are four different types of complementary events - Side Events, Presentations in the ITF Open Stage Café, Media Events, and closed events for a specific audience.

For all the events, interested organisations are encouraged to contact the relevant ITF staff member listed below. Side Events are the only type of event requiring a formal application process and a fee.

Please note that any event held within the Summit conference centre requires all actors and participants to be officially registered for the Summit.

1. Side Events

Side Events are an important component of the ITF Summit programme, providing important opportunities for organisations to present recent work, foster debate on key issues, or conduct technical and policy discussions.

Side Events can take various formats such as a panel discussion or a debate. These sessions can be interactive to allow important opportunities for audience participation.

Hosting a Side Event at the Summit can provide an opportunity for organisations to attract a more diverse or international audience.

Side Events – a few main points:

- ▶ Included in the official Summit programme
- ▶ Session duration of 1.5 hours
- ▶ Application sent by Side Event Request form
- ▶ Selected by the ITF Secretariat based on the relevance to the Summit theme and the fit with other programme topics and sessions
- ▶ A **fixed fee of €985** + VAT (not including additional costs for on-site arrangements)

Applications close on 20 November 2015

For more details on Side Events, please see Annex 1 at the end of the document.

Key contact:

zara.kuruneri@oecd.org

2. Presentations in the ITF Open Stage Café

These events are held within 30 minute slots in parallel with coffee or lunch breaks. They may or may not be listed on the programme (subject to timing of request). Media may be invited to cover the activity.

Key contact:

claire.millar@oecd.org

3. Closed events for a specific audience

As with many international events, it can be advantageous for organisations to hold related events during the Summit period.

These events include workshops, training courses, working group meetings and can be held either onsite at the conference centre or at another offsite venue.

Participation at these events may be open or restricted to invited participants only, and invited participants may or may not be Summit participants. Summit registration is not required for events held offsite.

Depending on the type of event, it may be included in the official Summit programme.

The Secretariat would be pleased to coordinate with organisations wishing to take advantage of this opportunity.

Key contact:

claire.millar@oecd.org

4. Media Events

These events include press conferences, signing ceremonies for agreements and report launches. Media events may be closed or open events, and may or may not be listed in the official Summit programme (subject to timing of request).

Key contact:

michael.kloth@oecd.org

Annex 1: Further information on Side Events

Application process

Applications must be submitted via a completed Side Events Request form. Applications are reviewed by the Secretariat and selected based on their relevance to the Summit theme and the fit with other programme topics and sessions.

Applications close on 20 November 2015

What publicity do Side Events receive?

Side Events are listed in both the web and printed versions of the official Summit programme with the name of the host organisation.

On the Summit website, a dedicated page for each Side Event contains the title and summary outline of the event, the list of confirmed speakers, the organiser(s) name and logo, and links to more information.

Side Event speakers will also be listed in media briefing kits and the Summit daily programme (subject to this information being confirmed within requested timeframes).

A co-branded invitation can be sent to a list of contacts that the organiser(s) would like to invite to the Summit and the Side Event.

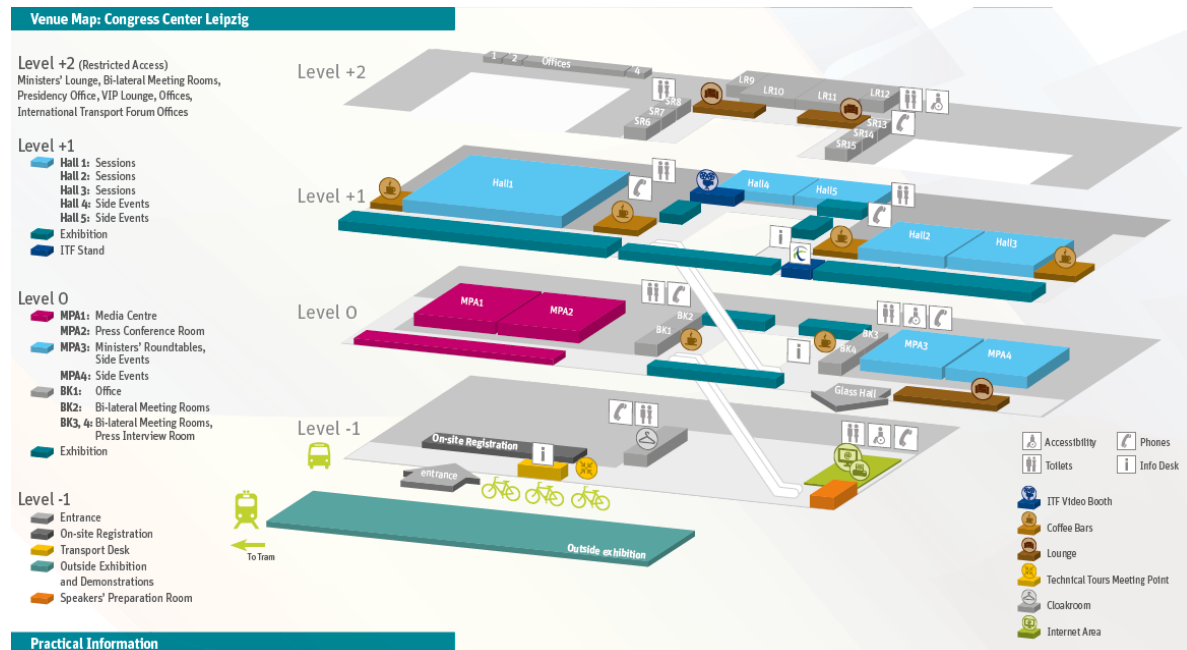
ITF Secretariat will also provide a Communication Kit to help organisers promote the Side Event to their target audience.

Side Events offer, conditions and fees

- ▶ The **slots for Side Events are 1.5 hours** (maximum) and are available on all Summit days. Please note that slots for Side Events are limited and that placement of Side Events within the programme schedule is at the discretion of ITF Secretariat.
- ▶ A **fixed fee of €985** (+ VAT) is applied. This fee covers the room hire at the Summit venue, 3 free registrations to the Summit, promotion of the event through ITF communications, the option for co-branded invitations. Any additional in-room requirements are at the cost of the organiser(s).
- ▶ The **Side Event organiser** is responsible for the overall organisation of the event (e.g. agenda, speakers, event outline) and coordinates directly with the conference centre the room set-up and any related additional requirements.
- ▶ The **Congress Center Leipzig** manages room set-up and any specific technical and logistical requirements (seating style, staging, decoration, signage, interpretation, equipment, catering, printing etc.), and will invoice directly for these services.
- ▶ All representatives of the host organisation(s) and event participants are required to be registered for the Summit.

Annex 2: Venue Information

Plan of the Congress Center Leipzig (CCL)*



Practical Information

*indication based on room allocation at past Summits

Facilities

- ▶ Wi-Fi – within the conference centre
- ▶ Computing area with internet access and print stations
- ▶ Free parking for equipment vehicles
- ▶ Advance access to rooms for set-up (limited time subject to specific sessions and programming)

Venue Address

Congress Center Leipzig - Leipziger Messe GmbH
 Messe-Allee 1
 04536 Leipzig
 Germany