

Host your own event at the 2019 Summit

Within and around the Summit programme, there are opportunities for organisations to organise and host events looking at topics that complement the 2019 Summit theme, *Transport Connectivity for Regional Integration*.

These 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, the Congress Center Leipzig (CCL) or a short walk away at the Messehaus (see map on page 5).

Before the Summit begins (21 May 2019)

1. Pre-Summit Stakeholder Events

As with many international events, it can be advantageous for organisations to hold related events before the Summit to reach out to a specific audience who may also be attending the Summit.

These events include workshops, training courses, working groups and board meetings. All pre-Summit events will be held at the Messehaus. They can either be open or closed with restricted participation only for your specific audience.



Location: This year all pre-Summit events will take place at the Messehaus - capacity up to 270 depending on room (see map on page 5).

Duration: Variable subject to room availability

Organisation: The organiser is responsible for the overall organisation of the meeting and will coordinate directly with the Congress Center Leipzig regarding room set-up and any additional requirements.

Fees: from €300 (+ VAT) per event, depending on size of room and duration of event. This fee covers room hire, promotion of the event through ITF communications (where relevant), and the administration costs. Additional set-up and in-room requirements (staging, decoration, signage, interpretation, equipment, catering, printing etc.) are available upon request and at the cost of the respective side event host. Congress Center Leipzig will invoice directly for these services.

On site: Congress Center Leipzig is responsible for all on-site management including room set-up and any additional requirements.

How to apply

Please contact the Summit team (Assia Djahafi) directly to request your event. Note that slots for Pre-Summit Events are limited so we recommend making your request well in advance.

For more information: Assia Djahafi, assia.djahafi@itf-oecd.org

During the official Summit days (22-24 May 2019)

1. Side Events

Side Events are an important component of the programme. Side Events provide unique opportunities for organisations to present recent work, foster debate on key issues, or conduct technical and policy discussions with a diverse international audience.

Organisations are welcome to partner with relevant organisations to co-host a side event.

Side Events are:

- Included in the official Summit programme
- Open to all Summit participants
- Selected by the ITF Secretariat based on the relevance to the Summit theme and the fit with other programme topics



The number of side events facilitated is limited. Placement within the programme schedule is at the discretion of ITF Secretariat.

Location: Side Events take place within an event hall at the Summit venue (Congress Center Leipzig) - capacity up to 180 depending on room.

Duration: 1.5 hours

Organisation: Each Side Event host is responsible for the overall organisation of its respective event (e.g. agenda, speakers, subject outline) and coordinates directly with the Congress Center Leipzig for the room set-up and any related additional requirements.

Fee: Fixed fee of €1985 (+ VAT) per event, payable by the respective Official Side Event host. This fee covers room hire, 3 free registrations to the Summit, promotion of the event through ITF communications, and the option of co-branded invitations.

Additional set-up and in-room requirements (staging, decoration, signage, interpretation, equipment, catering, printing etc.) are available upon request and at the cost of the respective side event host. Congress Center Leipzig will invoice directly for these services.

Please note all participants, including speakers/moderators, must be registered for the Summit.

On site: Congress Center Leipzig is responsible for all on-site management including room set-up and any additional requirements.

How to apply

All applications for Official Side Events will be received on the Official Side Events Request form, available on the Summit website: <https://www.itf-oecd.org/2019-side-event-request>

Selection

The following criteria are taken into consideration during the selection of side events:

1. Assessment of relevance to the Summit theme
2. Content fit and balance with other programme topics

The application period opens in November 2018 and closes on **31 January 2019**. Applicants will be notified of the outcome during February 2019.

For more information: Paula Dunne, paula.dunne@itf-oecd.org

2. ITF Open Stage Café Events

The ITF Open Stage Café provides a place for speakers, participants and ITF experts to meet in an informal setting to interact and exchange their ideas and views.

The Café is dedicated to different forms of engagement, including presentations, book launches, debates and one-on-one interactions with Summit speakers. Events are included in the official programme.



Location: The ITF Open Stage Café is co-located with the ITF Exhibition Stand at level +1, outside Hall 3 and is an integral part of the Exhibition. Maximum capacity: 40 people.

Duration: 25 minutes. We recommend that each presentation slot is divided into two parts: speaker presentation (approx. 10-12 minutes) followed by discussion and interaction with the audience (approx. 15 mins).

Organisation: The presenter is responsible for the overall organisation of the event (e.g. speakers, presentations and promotional material). Please note all participants, including speakers/moderators, must be registered for the Summit.

Fee: There are no fees for these events.

On-site: There is a fixed set up for all events that includes: podium with a small table and 2 chairs for speakers, 1 big screen with laptop, 2 microphones, sound system with headphones for participants (operated by a technician), small table for presenters to display their brochures and other related documentation during their presentations, place for totems/banners to be displayed during the events, and coffee and refreshments available.

How to apply

Please note that slots at the Open Stage Café are limited so we recommend making your request well in advance. Placement within the programme schedule is at the discretion of ITF Secretariat.

To apply please fill in the Request form, available on the Summit website: [here](#)

For more information: Assia Djahafi, assia.djahafi@itf-oecd.org

3. Closed Events (Invitation-only)

Given the international audience at the Summit, it can be advantageous for organisations to hold related events for a specific audience during the Summit period, for example working group meetings, training courses, and board meetings.

Where relevant, these events can be included in the official programme.

Location: Closed events takes place either within the Summit venue (Congress Center Leipzig) or at the Messehaus depending on both the number of participants and whether your event attendees are all registered Summit participants.

Duration: Variable subject to room availability.

Organisation: The organiser is responsible for the overall organisation of the meeting and coordinates directly with the Congress Center Leipzig for the room set-up and any related additional requirements.

Fees: from €300 (+ VAT) per event, depending on size of room and duration of event.

This fee covers room hire, promotion of the event through ITF communications (where relevant), and the administration costs. Additional set-up and in-room requirements (staging, decoration, signage, interpretation, equipment, catering, printing etc.) are available upon request and at the cost of the respective side event host. Congress Center Leipzig will invoice directly for these services.

On site: Congress Center Leipzig is responsible for all on-site management including room set-up and any additional requirements.

How to apply

Please contact the Summit team (Assia Djahafi) directly to request your event. Note that rooms are limited so we recommend making your request well in advance.

For more information: Assia Djahafi, assia.djahafi@itf-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).

Fee: There are no fees for these events, but all participants **including the presenters** must be registered as delegates for the Summit.

Key contact: Michael Kloth, michael.kloth@itf-oecd.org

The Venues: CCL and Messhaus

These venues are located at the same site at Leipziger Messe. It takes approximately 2-3 minutes to walk between the venues.

Leipziger Messe GmbH
Congress Center Leipzig
Messe-Allee 1
04356 Leipzig
Germany

