



Call for contributions for the upcoming European Energy Transition Conference

Send in your contribution between 30 April and 30 June 2021 at 5 p.m.

Co-organized by:



THE CONFERENCE IN A FEW FIGURES

The great event for local groups working on the energy transition!

- ✓ A 3-day annual event
- ✓ 3,500 participants (elected representatives, local community group representatives, institutional representatives, private and member-based organization representatives)
- ✓ Some twenty large group sessions
- ✓ More than a hundred workshops

THE CONFERENCE SPIRIT

At the Conference, there's a spirit of openness both towards Europe and through the institutional partnership that has been formed over the years. Innovation, spontaneity and friendliness have built its reputation.



Illustration of the 19th edition of the European Energy Transition Conference in Geneva

WHY PARTICIPATE?

This call for contributions is for you!

- ✓ Whether an elected representative, technician, financier, average citizen, university student, member of an association, an NGO or a local energy agency, entrepreneur or engineer, you play a role in the energy transition.
- ✓ Come highlight your actions, share your projects and debate your ideas at the workshops
- ✓ Workshop formats that adapt to your topic:
 - Forums for co-creation
 - ⇒ challenge workshops
 - A huge fair showcasing initiatives:
 - ⇒ speed dating workshops
 - Time to share experiences
 - ⇒ inspiration workshops

WOULD YOU LIKE TO PARTICIPATE IN THE UPCOMING EDITION?

- ➔ Take a look at the guide
- ➔ Build your contribution
- ➔ Send in your contribution before 30 June 2021 at 5 p.m.
[via this link](#)

CONTENTS

1. The Workshop Formats

pg. 7

2. How to Build My Contribution and My Workshop

pg. 10

3. The Content of your Contribution

pg. 11

4. The Timeline

pg. 12

5. How to Pass the Selection Process

pg. 13

6. Our Reciprocal Engagements

pg. 14

7. Contact the Organizers

pg. 15

THE 3 WORKSHOP FORMATS

Challenge workshops: forums for co-creation

- ✓ **In just a few words:**
 - Invite conference-goers to co-create hints for solutions to a question you ask.
- ✓ **Your goal:**
 - You have a problem that needs to be solved, a challenge to overcome which is likely common to the different territories. So, you suggest organizing a workshop to work in small groups to answer this question. The workshop will include the presentation of the challenge, the group work and time for full-group discussion.
- ✓ **The number of contributors: A maximum of 2**
- ✓ **Duration: 2 hours**
- ✓ **The location: a room with several tables for group work**
- ✓ **A document may be projected**
- ✓ **Conditions for participation:**
 - Free registration for the 2 contributors on the day of their presentation. See rates at www.assises-energie.net for the other days. Any costs of travel and accommodation shall be paid by each of them.

THE 3 WORKSHOP FORMATS

Speed dating workshops: a huge fair for showcasing initiatives

✓ In just a few words:

- Up close with the project promoters, conference-goers may chat with you in small groups at your table. They'll have the chance to meet 2 project leaders in 1 hour and 30 minutes.

✓ Your goal:

- Your project is ready, the approach has been tested, you have interesting results to share so you wish to present your concept and the progress made. Your approach may be replicated. Over 2 successive 30-minute sessions (with a 30-minute break in the middle), you can host about ten participants to present and exchange ideas on your project. After 30 minutes, the participants change tables to meet up with another project promoter.

✓ The number of contributors: A maximum of 1 per table

✓ Duration: 2 successive 30-minute sessions (broken up by a 30-minute break)

✓ The location: a large hall with several tables

✓ No projections

✓ Conditions for participation:

- Free registration for 1 contributor on the day of their presentation. See rates at www.assises-energie.net for the other days. Any costs of travel and accommodation shall be paid by each of them.

THE 3 WORKSHOP FORMATS

Inspiration workshops: time to share experiences

- ✓ **In just a few words:**
 - Do you wish to discuss projects already completed and tested which may inspire conference-goers? At these workshops, the floor is given to project leaders who share the construction phases and results obtained.
- ✓ **Your goal:**
 - At your workshop, you gather up to 3 project leaders who work on the same themes. These projects have been implemented and the results may be shared. To avoid a boring succession of PPTs, you should identify a facilitator to ensure a participatory and dynamic atmosphere and facilitate exchange between the contributors and the participants.
- ✓ **The number of contributors: A maximum of 4**
- ✓ **Duration: 1 hour and 15 minutes**
- ✓ **The location: a workshop hall**
- ✓ **A document may be projected**
- ✓ **Conditions for participation:**
 - Free registration for the 4 contributors on the day of their presentation. See rates at www.assises-energie.net for the other days. Any costs of travel and accommodation shall be paid by each of them.

HOW TO BUILD MY CONTRIBUTION AND MY WORKSHOP

✓ **The theme of your workshop:**

- Surprise us! Don't think twice about suggesting new topics, innovative topics.
- Tell your story, whether it's full of successes or obstacles; it is this overall view that will allow participants to follow your steps
- Come highlight the projects you've called upon society to contribute
- Invite participants to share their own experiences on the topic
- Your workshop is not a page of advertising, but rather a time for exchange

✓ **The title:**

- A descriptive title is good; a catchy title is even better!

✓ **The description for your workshop:**

- Make sure to be clear and precise: participants will come to your workshop to talk about this topic and not another one
- Explain what your workshop can offer participants
- In a maximum of 1500 characters

✓ **During your workshop:**

- Your workshop is a meeting: take time at the start of the session to briefly chat and introduce the participants who have come to listen and exchange
- Think about balancing the content of the session well to respect the format and timing
- Prioritize original and participatory formats to keep your audience's attention
- Your presentation will lead to discussion so include time for exchange in the sequencing of your workshop

THE CONTENT OF YOUR CONTRIBUTION

When completing the online submission form, the following information will be requested to describe your workshop:

- ✓ Your contact details
- ✓ The title of the workshop
- ✓ The main theme of the workshop to be chosen from a list of suggestions
- ✓ Keywords to select from a pre-established list
- ✓ Description (1500 characters max.)
- ✓ A website explaining your proposal (if available)
- ✓ Expected contributors

You may send in several contributions: complete one form per contribution

Don't miss the deadline: [Wednesday, 30 June at 5 p.m.](#)

THE TIMELINE

2021

● 30 April: The launch of the call for contributions

Prepare and send in your contribution

● **30 June: end of call for contributions**

Analysis of contributions and selection

● 13 Sept.: candidates are informed whether they were selected

Preparation of your final contribution, approval of contributors' participation and final filing

● **3 Oct.: the definitive contribution must be sent in** *(as it will be listed in the Conference programme)*

Preparation of the sequencing for your workshop with the contributors, finalization of the means of facilitation and preparation of any supporting media

● 16 Nov.: the programme is published on the Conference site and registration opens

2022

● **5 Jan.: your supporting media must be submitted to the organizers**

● 1, 2, 3 February: Welcome to Geneva for the 23rd edition of the Conference!

HOW DO YOU PASS THE SELECTION PROCESS?

- ✓ **The panel of judges comprised of the co-organizers will analyze your contribution as per the following criteria:**
 1. Respect of the chosen format and originality of the planned facilitation
 2. The originality of the contribution (content)
 3. The implication of territorial groups
 4. The potential for replication in other territories
 5. The diversity and backgrounds of the contributors and the presence of elected representatives among the contributors chosen

- ✓ **Other means:**
 - To foster diversity among the workshop leaders, a maximum of 2 contributions per organization will be selected.
 - The panel of judges takes into consideration the number of contributions received per organization and whether the contribution has already been selected and/or proposed in past years.
 - Contributions with a commercial intent will not be selected.
 - Based on the number and nature of contributions received, the organizers may suggest a change in the format and exceptionally group workshops together if the topics approached are similar.

OUR RECIPROCAL ENGAGEMENTS

✓ You are the LEADER in preparing and facilitating your workshop! You must:

1. Identify a liaison who shall be responsible for communication with the Conference organizers
2. Prepare and ensure a facilitator at your workshop on D-day
3. Provide a description of your workshop which shall be included in the programme sent out to participants
4. Respect the deadlines defined by the organizers
5. Use the European Energy Transition Conference visual style when preparing your supporting communication media (a presentation mask will be provided by the organizer)
6. Send your supporting presentation media to the organizers before 5 January 2021
7. Authorize the organizers to disseminate your supporting media and assign your image rights

✓ The organizers must:

1. Make the space needed for the format of your contribution available
2. Inform you as quickly as possible of any updates to the overall programme
3. Promote your workshop by posting it on the Conference website
4. Offer registration for the contributors on the day of their presentation. See rates at website for the other days. The costs of transport and accommodation shall be paid by the contributors.
5. Highlight your contribution after the workshop by posting it on the Conference website

If the public health context does not allow for a face-to-face Conference, the workshops will be held by videoconference as was done at the 2021 edition. If such occurs, a methods guide will be sent to all selected contributors at the beginning of November explaining how the remote workshops shall be organized.

- ✓ **Coordination of content and information on means of contribution:**



Delphine ROUILLARD: 06 22 27 93 32

Sophie MOUSSEAU: 06 65 41 93 23

An email address for your questions:

assises@inddigo.com

- ✓ **Online coordination of your contributions at the Conference website:**



Organizers permanent secretariat:

Romain HYART: 06 48 50 50 21

[assises.transitionenergetique@cud.fr](mailto:assises.transitionenergetique@ cud.fr)

Co-organized by:

