



ASSISES EUROPÉENNES DE LA TRANSITION ÉNERGÉTIQUE®

CALL FOR CONTRIBUTIONS

Your guide
for **suggesting an event**
or **contributing to the general programme!**

Send us your contribution **as of 3 JULY**
and before 15 SEPTEMBER 2017 - 5 pm
on www.assises-energie.net

The European Energy Transition Conference is co-organised by:



in collaboration with:



The European Energy Transition Conference

The main annual meeting of local authorities for the energy transition!

Jointly organised by Greater Geneva, the Urban Community of Dunkirk, Bordeaux Métropole and ADEME in collaboration with Energy Cities, the European Energy Transition Conference will gather more than 3,000 participants over 3 days. The target audience is composed of elected representatives, local authority leaders, institutions, private organisations and associations.

The Conference promotes a spirit of openness to Europe thanks to the institutional partnership that has been built over the years. Innovation, spontaneity and conviviality have made the reputation of this event.

Part of the programme is built on the basis of a call for contributions that year on year is meeting with greater success.

Content of your guide to the call for contributions:

1	The call for contributions in 3 questions	3
2	You want to organise an event: 3 possible formats	4
2	You want to suggest ideas for the general programme	5
3	Our tips for preparing your contribution	6
4	How will the selection be made?	7
5	Our reciprocal commitments	7
6	How to submit your contribution?	8
7	Schedule	8
8	How to contact us	8

1 The call for contributions in 3 questions

... what for?

Whether you are an elected representative, a researcher, a practitioner, a funder or a citizen, you are an energy transition stakeholder! The European Energy Transition Conference offers you the opportunity to play a prominent role **by showcasing your actions, sharing your projects and discussing your ideas**. All you have to do is answer this call for contributions!

... for whom?

You are a local public decision-maker or local authority technical staff?
 You represent a local energy agency, an urban planning agency, an association or an NGO?
 You are a civil society representative?
 You are an academic or you represent a public or private research institute?
 You represent a company or a consultancy firm?

This call for contributions is for you!

... how?

If you want to **ORGANISE AN EVENT**:

Choose one of the following 3 formats described in this guide:		
CONTRIBUTION No.1	INSPIRATION	Experience sharing workshops
CONTRIBUTION No.2	CHALLENGE	Co-creation areas
CONTRIBUTION No.3	SPEED DATING	An Initiative Production or Profusion area where project holders invite you to their table

If your proposal for an event is selected, you will be the PILOT and will be in charge of preparing and organising it.

If you want to **SUGGEST IDEAS FOR THE GENERAL PROGRAMME**:

Choose one of the following 2 formats described in this guide:		
CONTRIBUTION No.4	FAN	Here is someone you would like to have as a speaker!
CONTRIBUTION No.5	THEME	An emerging topic, a major issue, a theme you would like to be discussed at the Conference!

Innovation: New formats are proposed this year in line with your request to change them to give greater opportunities for participation and collaborative work.

2 You want to organise an event: 3 possible formats

	CONTRIBUTION No.1	CONTRIBUTION No.2	CONTRIBUTION No.3
	INSPIRATION Experience sharing workshops	CHALLENGE Co-creation areas	SPEED DATING The initiative production or profusion area – project holders invite you to their table
Résumé	<i>You want to highlight tried and tested projects which could be a source of inspiration for conference participants? In these workshops, project holders are invited to present the various steps of their projects and the results obtained.</i>	<i>Invite conference participants to co-devise possible solutions to an issue you have raised.</i>	<i>To facilitate exchanges with project holders, a small group of conference participants will sit at your table to discuss your project. Conference participants will be able to meet 2 project holders in 1hr15.</i>
Your objective	Your workshop will bring together several project holders working on the same theme. Their projects have already been implemented and results can be shared. To avoid a boring succession of PPTs, you have identified a moderator who will maintain a participatory and dynamic approach while facilitating discussions between the speakers and the participants.	You have a problem to solve, a challenge to overcome and you are probably not the only ones. So you want to organise a workshop where participants will work in small groups on this specific issue. The workshop session includes a presentation of the challenge, work in small groups and a joint reporting-back session.	Your project has been implemented, the approach has proved successful, you have obtained interesting results worth sharing and you would like to present its concept and progress made. The approach must be replicable. In this session, other project holders will be present, each sitting at a table. You will successively welcome two groups of participants to your table to discuss your project. After 30 minutes, participants will move on to another table to meet another project holder.
Speakers	Maximum 4 speakers	Maximum 2 speakers	Maximum 1 speaker per table
Participants	On the form, specify your event target audience.	On the form, specify your event target audience.	On the form, specify your event target audience.
Duration	1hr15	2hrs	1hr15
Space provided	A workshop room	An area with several tables for work in small groups	A large room with about ten tables
Is projection possible?	Yes	No	No , but you can print documents to hand out to participants at your table.
Participation terms and conditions	Free registration for the 4 speakers on the day they speak. See costs for the others days on the web site. Travelling and accommodation expenses are paid for by each speaker	Free registration for the 2 speakers on the day they speak. See costs for the others days on the web site. Travelling and accommodation expenses are paid for by each speaker	Free registration for 1 speaker on the day he will speak. See costs for the others days on the web site. Travelling and accommodation expenses are paid for by each speaker.

2 You want to suggest ideas for the general programme

On the call for contribution form, you can also suggest themes and speakers that you would like to see on the programme!

CONTRIBUTION No.4	
FAN – Here is someone you would like to have as a speaker!	
Résumé	<p>You have already seen this person speak or you know his/her work. For you, the European Energy Transition Conference is a place to share ideas and a source of inspiration for your daily work. This is why you would like the organisers to invite this speaker. Please specify why he/she will be able to captivate the attention of the audience and whether you know him/her.</p>

CONTRIBUTION No.5	
THEME – This is an emerging topic, a major issue, a theme you would like to be discussed at the Conference!	
Résumé	<p>You have identified a theme that you consider important to be on the Conference agenda. Explain why it is a major issue for the local energy transition in the current context. You do not necessarily have a project to present about this theme but you would like to suggest it to ensure it is discussed during the conference, either in plenary session or at a workshop.</p>

3 Our tips for preparing your contribution

- A descriptive title is fine, a **catchy one** is even better!
- Give a clear and precise **description of the event**: participants will come to your event to discuss a specific subject and not a different one.
- In your description, explain **what participants will get** from your event.
- Do you tend to find that workshops with too many PPT presentations and no interaction with the audience are boring? We do too. Use **original, participatory forms of moderation** for your event!
- Participants will want to discuss your presentation, so make sure your event allows **time for exchanges**.
- Ensure **you carefully organise the content of the session** so as to comply with the format and duration.
- **Tell your story**, both successes and failures, as this general presentation will help capture your audience's attention.
- **Your event is a meeting**: at the beginning of the session, allow time for each participant to briefly introduce themselves.
- **The discussions will continue after the event**: invite participants to continue the discussion with you after the session or, even better, in the meeting spaces during the conference.
- **An event is not an advertisement but an opportunity to exchange views**. If you want to promote an approach or a tool, present its strengths and weaknesses and invite participants to share their own experience on this subject.



4 How will the selection be made?

A jury composed of the co-organisers will analyse your contribution based on the following **criteria**:

1. **Compliance with the selected format** and **originality of the way it is presented**
2. **Originality** of the contribution (content)
3. **Involvement of local authorities**
4. **Replication** potential by other local authorities
5. The **diversity** and the **profile** of the speakers, **gender parity** and the **presence of elected representatives** among the selected speakers
6. Presentation of cross-border experiences

Other conditions:

- To encourage the diversity of project holders, a **maximum of 2 contributions per organisation** will be accepted.
- The jury will consider the number of contributions received per organisation and whether the contribution has already been selected and/or put forward in previous years.
- Commercial contributions will not be selected.
- Depending on the number and nature of the contributions received, the organisers may suggest **changing the format** or even grouping events addressing similar subjects.

5 Our reciprocal commitments

You will be the PILOT responsible for preparing and organising your event! You commit to:

1. Identifying one contact person to liaise with the Conference organisers
2. Preparing and moderating your event on the day
3. Providing a description of your event that will be included in the participants' booklet
4. Complying with the deadline set by the organisers
5. Using the graphic charter of the European Energy Transition Conference for your communication materials
6. Authorising the organisers to publish these materials and to transfer your image rights

The organisers commit to:

1. Giving you a suitable space for the format of your event
2. Keeping you informed of any programme updates as soon as possible
3. Promoting your event by posting it on the Conference website
4. Offering free registrations for the speakers the day they speak. See costs for the others days on the web site. Travelling and accommodation expenses are borne by the speakers
5. Promoting your event after the Conference by posting it on the Conference website

6 How to submit your contribution?

Do not miss the deadline! To submit your contribution, fill in the online form on www.assises-energie.net before **15 September 2017 – 5 pm**.

1 form per contribution: fill in as many forms as contributions submitted.

7 Schedule



8 How to contact us

Content coordination and information about the contribution terms



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Coordination for the online publication of your contributions on the Conference Website



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