

CIVITAS Forum conference

27-29 September 2017

Torres Vedras

Call for exhibitors and sponsors

We are delighted to announce the call for exhibitors and sponsors to the CIVITAS Forum conference 2017 in Torres Vedras. In this call we are looking for private companies, universities, etc. who are not part of a CIVITAS 2020 project to present their sustainable mobility product at the conference. We are especially interested in tools and methods supporting cities in implementing sustainable mobility solutions. In order to present such tools and methods the Deployment Day will be established as a new feature of the CIVITAS Forum conference 2017. If you apply to present a tool or method you may also apply for a dedicated contribution to the Deployment Day programme. Also, this document includes a call for sponsors for both organisations not part of a CIVITAS 2020 project and those involved in an ongoing CIVITAS project.

The CIVITAS Forum conference – What is it?

The CIVITAS Initiative, established 15 years ago by the European Commission, supports cities with developing and implementing sustainable urban mobility measures. Its flagship event is the annual CIVITAS Forum conference, with over 400 participants discussing technical solutions, innovations, and challenges to sustainable urban mobility. The CIVITAS Forum conference is an event of proactive practitioners and stakeholders who are highly interested in advancing sustainable urban mobility solutions in their local contexts.

And what is the CIVITAS Deployment Day?

The CIVITAS Deployment Day is the newest feature of the programme and will take place for the first time during the CIVITAS Forum conference on 28 September 2017. It will provide a venue for exchange on the tried-and-true procedures enacted by local governments and their partner stakeholders within and beyond CIVITAS. During this day, an array of tools and methods will be presented at exhibition stands both indoors and outdoors. Workshops, presentations, sessions, walkshops, PechaKuchas, world cafés, speed-networking, and other structured exchange will take place simultaneously, with all

activities geared to connecting urban mobility tool and method owners and measure implementers with one another to build on previous experience and facilitate new partnerships towards the deployment of innovation.

Who is involved?

The objective of the CIVITAS Deployment Day is to bring together local practitioners, policy makers, researchers, academics, consultants, and businesses to share their urban mobility tools, methods and experiences or to search for the right tool/ method to support work being undertaken in their local context. Representatives from all over Europe and the mix of sectors and expertise make the Deployment Day an indispensable venue for innovation.

Call for exhibitors (for non-CIVITAS 2020 project partners)

In the call for exhibitors you can apply for an exhibition stand (for this fill in Application Form A). At your stand you can present your sustainable mobility product (e.g. electric vehicles, bike-sharing systems, mobile applications, infrastructure elements, etc.). You can set up your stand for the entire CIVITAS Forum conference or for the Deployment Day only. The latter option is most interesting for those who wish to present sustainable urban mobility tools or methods, accompanied by a dedicated activity.

Timeline

8 May 2017	Deadline to submit an application
22 May 2017	Applicants informed of selection
27-29 September 2017	CIVITAS Forum conference

Call for contributions to CIVITAS Deployment Day (for non-CIVITAS 2020 project partners)

In addition, tool/ method owners may apply to also contribute with an activity to take place on the Deployment Day on 28 September (for this fill in Application Form B).

Presenting your tool or method at the CIVITAS Deployment Day though a dedicated activity will connect you even more with its potential users (including those of recently started Horizon2020 projects looking for practical ideas) and facilitate building relations and potential partnerships with cities. In addition, your tool/ method will be featured in the CIVITAS online marketplace on tools and methods that will be launched at the CIVITAS Forum conference 2017.

Your tool or method can be presented in the interactive format that best showcases its capabilities and potential for implementation, be it workshops, presentations, walkshops, PechaKuchas, world cafés, speed-networking, or other interactive formats (see below for descriptions of suggested formats). Activities may be held indoors and outdoors, in open spaces and meeting rooms, and should in all cases be angled to encourage a high level of engagement and interaction. During the Deployment Day, conference participants will be able to sign up for your activity right at your exhibition stand which would act as "home base". Next to the accompanying activity that will take place for a limited period of time during the Deployment Day, tool/ method owners can – via the "sign-in sheet" at their

stand – offer time slots to present the respective tool/ method in more detail to interested participants.

Timeline

8 May 2017	Deadline to submit an application
22 May 2017	Applicants informed of selection
1 st week of September 2017	Telephone conferences to brief those organising and those involved in an activity (required, will be organised by SATELLITE); at the end everyone confirms their contributions to the Forum programme
27-29 September 2017	CIVITAS Forum conference

Suggested formats

All activities that will take place on this day will be included in the Deployment Day programme.

Format	Description
Presentation exhibition stand	In this format you would give a short – usually PowerPoint-based – presentation on your tool/ method at your stand. Presentations would be given repeatedly or “on-demand” for individual people or for a group of people. A “sign-in sheet” at the stand can be used to schedule presentations or to display a predefined schedule of presentations.
PechaKucha presentation exhibition stand	In contrast to giving a traditional presentation at your stand you may present your tool/ method with a PechaKucha presentation consisting of 20 slides which are shown for 20 seconds each (6 minutes and 40 seconds in total). The slides typically consist of pictures only (or very limited text added) and the slides change automatically. Such a presentation can also be given repeatedly or “on-demand” for individual people or for a group of people. A “sign-in sheet” at the stand can be used to schedule presentations or to display a predefined schedule of presentations.
Speed-networking	This meeting format should encourage the take-up of the tool and method

	<p>presented at your exhibition stand by accelerating contacts with potential customers through quick exchange of information. Generally, participants greet each other in a series of brief exchanges during a set period of time. During an interaction, attendees share their professional backgrounds and interests and the tool/ method presented at the exhibition stand could be explained via a short tutorial. This format should on the one hand help cities to find tools and methods to push forward sustainable urban mobility policies and measures, and on the other hand it should help tool and method owners to market their products. During the Deployment Day itself this would be managed by SATELLITE involving several tool/ method owners.</p>
Study tour	<p>In this format you would take out a group of people to walk around the city of Torres Vedras and visit points of interest on a predetermined route in order to demonstrate the application of the tool/ method presented at your exhibition stand. The study tour format can kick-off and/ or end with a short session of (PechaKucha) presentations.</p> <p>The length of the study tour should be determined by the programme you are suggesting (typically it is longer than a walkshop). For this format you are encouraged to contact representatives from Torres Vedras in advance (via the CIVITAS Secretariat) to discuss the possibilities on what can be shown on site during the study tour. The aim should be to address and jointly discuss local urban mobility challenges in a constructive way.</p>
Walkshop	<p>In this format you would take out a group of people to walk around the city of Torres Vedras and visit points of interest on a predetermined route in order to demonstrate the application of the tool/ method presented at your exhibition stand. A walkshop should be more interactive than a study tour. Participants may be asked to observe and document what they see, e.g. by taking pictures and/ or videos or using other means of documentation such as social media tools. The walking component may be followed by a workshop component. During this workshop, participants' observations could be pooled and discussed. Such an analysis of the results of the walkshop could consist of short stimulus presentations and open discussions which could take place in a meeting room.</p> <p>The length of the walkshop should be determined by the programme you are suggesting (typically it is shorter than a study tour). For this format you are encouraged to contact representatives from Torres Vedras in advance (via the CIVITAS Secretariat) to discuss the possibilities on what can be shown on site during the walkshop. The aim should be to address</p>

and jointly discuss local urban mobility challenges in a constructive way.

Please regard the descriptions above as idea-givers and you are free to develop your activity to your needs. Other formats are very welcome.

Call for sponsors (for non- and for CIVITAS 2020 projects and partners)

The 15th edition of the annual CIVITAS Forum conference will take place in Torres Vedras (Portugal) on 27-29 September 2017. The event offers you the possibility to showcase your product, solution and organisation in the form of sponsorship. In recent years the conference has been attended by ca. 400 representatives and stakeholders from all over Europe and beyond, including the CIVITAS Forum Network member cities and their politicians and technical experts. The conference aims to support cities in introducing ambitious measures and policies towards sustainable urban mobility. Sponsoring the CIVITAS Forum conference 2017 will give your company/ organisation the unique chance to market your product(s) to many decision-makers of your target group. Sponsorship opportunities include visibility in the Forum programme brochure and exhibition space. Please, apply for sponsorship by filling in Application Form C.

The call for sponsorship is open to any organisation, whether involved in a CIVITAS 2020 project or not.

APPLICATION FORM A – Exhibition stand

Contact person

Name	
Organisation	
E-mail address	
Phone	
Project	

Company and product information

Company profile (max. 300 words):	
Product description (max. 400 words):	

Type of space needed

Indoor or outdoor ¹ stand	<input type="checkbox"/> Indoor exhibition stand (during Deployment Day only) <input type="checkbox"/> Indoor exhibition stand (during entire CIVITAS Forum conference) <input type="checkbox"/> Outdoor exhibition stand (during Deployment Day only) <input type="checkbox"/> Outdoor exhibition stand (during entire CIVITAS Forum conference)
Need for equipment	<input type="checkbox"/> We will need a table at our stand <input type="checkbox"/> We will need chair(s) at our stand. Please indicate number: _____ <input type="checkbox"/> We will need electricity at our stand
Additional space needed	If you require further space than just your exhibition stand, e.g. to present vehicles, please include information how much space you would need.

¹ The outdoor area will be in a tent (i.e. protected from rain). A security service will ensure that the exhibition stands in the outdoor area will be guarded (also at night).

APPLICATION FORM B – Deployment Day activity

Contact person

Name	
Organisation	
E-mail address	
Phone	
Project	

Company and product information

Company profile (max. 300 words):	
Product description (max. 400 words):	

Your contribution

Type of contribution	
	<input type="checkbox"/> Presentation at exhibition stand <input type="checkbox"/> PechaKucha presentation at exhibition stand <input type="checkbox"/> Speed-networking <input type="checkbox"/> Study tour <input type="checkbox"/> Walkshop <input type="checkbox"/> Other (Innovative approaches are encouraged! Please also explain concept in abstract below.)
Type of space needed	<p>The exhibition stand² will be the starting point of your activities suggested for the Deployment Day. Therefore, please indicate whether you would prefer an indoor or outdoor³ stand and the equipment you need at your stand. Additionally, please indicate whether you also need a meeting room, a starting point for an outdoor tour, or anything else.</p> <input type="checkbox"/> Indoor exhibition stand (during Deployment Day only) <input type="checkbox"/> Indoor exhibition stand (during entire CIVITAS Forum conference) <input type="checkbox"/> Outdoor exhibition stand (during Deployment Day only) <input type="checkbox"/> Outdoor exhibition stand (during entire CIVITAS Forum conference) <input type="checkbox"/> We will need a table at our stand <input type="checkbox"/> We will need chair(s) at our stand. Please indicate number: _____ <input type="checkbox"/> We will need electricity at our stand <input type="checkbox"/> Meeting room (small, 12-15 people)

² If you wish to only have a stand and not organise an accompanying activity please fill in the Application Form C (sponsorship) below. Only if you organise an accompanying activity will your stand be free of charge.

³ The outdoor area will be in a tent (i.e. protected from rain). A security service will ensure that the exhibition stands in the outdoor area will be guarded (also at night).

	<ul style="list-style-type: none"><input type="checkbox"/> Meeting room (large, up to 60 people)<input type="checkbox"/> Outdoor tour starting point<input type="checkbox"/> Other (e.g. if you need more space than just your exhibition stand – please include further information in your abstract below)
Abstract (max. 800 words):	

APPLICATION FORM C – Sponsorship

Contact person

Name	
Organisation	
E-mail address	
Phone	
Project	

Company and product information

Company profile (max. 300 words):	
Product description (max. 400 words):	

Level of envisaged sponsorship

Visibility in conference programme brochure (full colour)	<input type="checkbox"/> Company logo on the back of the brochure (€500) ⁴ <input type="checkbox"/> ¼ page size advertisement (€450) <input type="checkbox"/> ½ page size advertisement (€1,000) <input type="checkbox"/> Full-page size advertisement (€1,500)
Food/ drinks	<input type="checkbox"/> Lunch 27, 28 or 29 September 2017 (€ 250) <input type="checkbox"/> Cocktail reception on 27 September 2017 (€750) <input type="checkbox"/> Gala dinner on 28 September 2017 (€250) You company logo, roll-ups, brochures, etc. can be placed in the eating area. The CIVITAS Secretariat will contact you about further details on logistics.
Indoor or outdoor ⁵ stand	<input type="checkbox"/> Indoor exhibition stand (during Deployment Day only) (€250) <input type="checkbox"/> Indoor exhibition stand (during entire CIVITAS Forum conference) (€750) <input type="checkbox"/> Outdoor exhibition stand (during Deployment Day only) (€200) <input type="checkbox"/> Outdoor exhibition stand (during entire CIVITAS Forum conference) (€600)
Need for equipment	<input type="checkbox"/> We will need a table at our stand <input type="checkbox"/> We will need chair(s) at our stand. Please indicate number: _____ <input type="checkbox"/> We will need electricity at our stand
Additional space needed	If you require further space than just your exhibition stand, e.g. to present vehicles, please include information how much space you would need. Thereafter, the CIVITAS Secretariat will contact you about further details on logistics and costs.

⁴ All prices mentioned are without VAT.

⁵ The outdoor area will be in a tent (i.e. protected from rain). A security service will ensure that the exhibition stands in the outdoor area will be guarded (also at night).

Please send your application by Email to the CIVITAS Secretariat:

forum.contributions@civitas.eu.

Please note that a separate (non-public) call has been published for those organisations that are a partner in one of the ongoing CIVITAS 2020 projects.

If you have any questions, please contact the CIVITAS Secretariat.

Contact:

CIVITAS Secretariat

c/o Regional Environmental Center (REC)

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Please note that SATELLITE will not cover any travel costs to the CIVITAS Forum conference.

We would like to remind you that everyone who will attend the Forum conference 2017 (also those having an exhibition stand, etc.) should also register for the conference on the CIVITAS website. You will be informed when the online registration sheet is available.