

The Danube Cosmos & Exhibition

Features – formats – technical conditions

Information for applicants for sessions at the Danube Cosmos or exhibition stands at the Danube Exhibition

Annual Forum EUSDR 2014

Danube Exhibition: 26/27 June 2014

Danube Cosmos: Friday, 27 June 2014, 9.30-13.00

1 Intention of the Danube Cosmos

As prototype programme section of the EUSDR Annual Forum 2014, the “Danube Cosmos” comprises a wide spectrum of parallel activities that address specific aspects, reflecting the full range of thematic focuses and cooperation initiatives in the framework of the EUSDR.

Sessions within the “Danube Cosmos” may be proposed by Priority Area Coordinators (PACs), National Contact Points (NCPs) or other stakeholders from the Danube area, and can be designed according to the specific objectives of the session organisers.

Participants will have the possibility to arrange their individual morning programme by picking from the wide choice of (partly parallel, partly sequent) sessions.

2 Offered formats

All sessions of the Danube Cosmos are scheduled for 1 hour and will take place at the conference venue, Vienna City Hall, first floor. Session organisers may choose from the following formats:

Workshop

- **Possible goals:** In-depth discussion on specific thematic aspects of development and cooperation in the Danube region; mobilisation and close interaction of participants
- **Possible setting:** hollow square of tables/chairs, circle of chairs
- **Possible equipment:** microphones, video projector & screen, or flipchart (if necessary)
- **Number of participants:** 40-80

Speakers' corner

- **Possible goals:** Presentation of good practices, project initiatives/results or study findings; questions and answers
- **Possible setting:** Presenter's stand-up table, chairs for audience (theatre arrangement). Presentations can also be given in the exhibition area (➤ cf. below) if directly linked to an exhibition stand.
- **Possible equipment:** flat screen or video projector + screen, flipchart, pinboard for posters
- **Number of participants:** 25-40

Matchmaking area

- **Possible goals:** Presentation of new initiatives or project ideas, exchange of opinions and preferences, speed-dating of possible project partners
- **Possible setting:** herringbone arrangement with tables or coffeehouse corners for speed-dating or discussion in small groups of 4-8 persons, presenter's stand-up table
- **Possible equipment:** video projector & screen (where necessary), pinboards
- **Number of participants:** 20-50

Coaching zone

- **Possible goals:** Instructions e.g. for the use of EU funding, project application or management, consultancy for individuals or small groups
- **Possible setting:** presenter's stand-up table, small tables/chairs for individual consultancy
- **Possible equipment:** flat screen or video projector + screen (where necessary), flipchart
- **Number of participants:** 15-25

3 Danube Exhibition

Institutions, networks, companies or projects may also present themselves and their activities during the whole conference as part of an exhibition.

- **Possible goals:** Presentation of recent/current activities, projects, studies or offered services; display of structured information (diagrams, charts) using a wider range of media (posters, brochures, audio-visual material)
- **Possible setting:** Stands can be provided by the exhibitor or the conference organiser (using a standardised booth system of appr. 4x2 sqm per stand); stand-up table and stools
- **Possible equipment:** table, counter or rack for brochures, flat screen or ipads
- **Number of participants** (in case of oral presentations at the stand): 15-25

The Danube Cosmos & Exhibition – response form

Please fill in the details about your proposed session / exhibition stand as exhaustively as possible:

Contact details

Institution: _____

Contact person (name): _____

e-mail: _____

phone (incl. country code): _____

Proposed session

Title of the session: _____

Intention, topic, focus of the session:

Preferred session format:

Workshop Speakers' corner Match-making session Coaching zone

Preferred setting and equipment (cf. format description in information sheet):

Expected number of participants (rough estimation): _____

Preferred time slot on 27 June 2014

(Your preference will be taken into consideration, yet for technical reasons the final assignment of time slots is up to the conference organisers.)

09.30-10.30 11.00-12.00 12.00-13.00

Proposed exhibition stand

Title of stand: _____

Intention, topic, focus of the stand:

Preferred setting:

- We prefer to bring our own stand

Description of size / format:

- We prefer to use a stand of the standardized booth system with stands of 2x4 sqm size.

Required equipment:

- table, counter or rack for brochures
- flat screen
- ipad (required number, max. 3 _____)
- stand-up table / coffee table
- bar stools / chairs (required number _____)