

Host your own event at the Summit

Within the Summit programme, there are opportunities for organisations to host events looking at topics that complement the 2017 Summit theme, *Governance of Transport*.

These complementary 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 or nearby.

There are different types of complementary events - Side Events (either in meeting rooms or at the ITF Open Stage Café), Media Events, and closed events for a specific audience.

For all the events, interested organisations are encouraged to contact the relevant ITF staff member listed below. Side Events are the only type of event requiring a formal application process.

Please note that any event held within the Summit conference centre requires all actors and participants to be officially registered for the Summit.

1. Side Events

Side Events are an important component of the ITF Summit programme, providing important opportunities for organisations to present recent work, foster debate on key issues, or conduct technical and policy discussions.

Hosting a Side Event at the Summit can provide an opportunity for organisations to attract a more diverse or international audience.

Side Events are:

- Included in the official Summit programme
- Based on submission of the Side Event Request form
- Selected by the ITF Secretariat based on the relevance to the Summit theme and the fit with other programme topics

Please note that slots for Side Events are limited and that placement of Side Events within the programme schedule is at the discretion of ITF Secretariat.

In 2017, Side Events will exist in two formats (detailed descriptions below):

- A. an in-room event of 1.5 hours' duration
- B. an event at the ITF Open Stage Café for 45 minutes

Applications close on 22 January 2017

Key contact:

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A. In-room Side Events

- **Duration:** 1.5 hours (maximum)
- **Location:** this type of side event takes place within an event hall at the Summit venue (Congress Center Leipzig) - capacity up to 180 depending on room.
- **Fee:** fixed fee of €985 (+ VAT). This fee covers the room hire at the Summit venue, 3 free registrations to the Summit, promotion of the event through ITF communications, the option for co-branded invitations. Additional in-room requirements are at the cost of the Side Event organiser(s).
- **Organisation:** The Side Event organiser is responsible for the overall organisation of the 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.
- **On site:** Congress Center Leipzig manages room set-up and any specific technical and logistical requirements (seating style, staging, decoration, signage, interpretation, equipment, catering, printing etc.), and will invoice directly for these services.



B. Side Events at the ITF Open Stage Café

- **Duration:** 45 minutes (maximum)
- **Location:** The Open Stage Café is located at level +1, outside Hall 3 and is an integral part of the Exhibition. Maximum capacity: 40.
- **Fee:** There is no fee for this event but all participants must be registered as delegates for the Summit.
- **Organisation:** The Side Event organiser is responsible for the overall organisation of the event (e.g. speakers, presentations and promotional material)
- **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, coffee and refreshments available.



2. Closed events for a specific audience

As with many international events, it can be advantageous for organisations to hold related events during the Summit period.

These events include workshops, training courses, working group meetings and can be held either onsite at the conference centre or at another offsite venue.

Participation at these events may be open or restricted to invited participants only, and invited participants may or may not be Summit participants. Summit registration is not required for events held offsite.

Depending on the type of event, it may be included in the official Summit programme.

The Secretariat would be pleased to coordinate with organisations wishing to take advantage of this opportunity.

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3. 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).

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