

Conference on the Future of Europe:

Website guide for event organisers



Conference
on the **Future**
of **Europe**

1 What to do before creating an event

Read the Conference Charter

The Charter lists a series of values and principles, which all those participating in events organised as part of the Conference on the Future of Europe should comply with. It is the responsibility of the event organiser to make sure that the Charter is known to and complied with by the people taking part in the event.

Gather all the following information:

- Title
- Description (including focus of event and whom it is for)
- Event type (online, in-person or both)
- Address
- Location
- Location details
- Date, start and end time
- Category
- Registration URL (Link to the external registration system)

2 Gather all the following information:

Organise Your Event

Title* <input type="text"/>
Description * <input type="text"/>
Type * <input type="text" value="Please Select a meeting type *"/>
Address * <input type="text"/>

Step 1 Select the type of event

On the Conference platform, you can select between three types of events: in-person, online or both (hybrid). Once you've selected an event type, depending on what you've selected, conditional fields will be displayed:

In-person events:

- Address (e.g. "Rue de la Loi 200, 1040 Bruxelles, Belgium")
- Location (e.g. "European Commission")
- Location hints (e.g. "near Schuman underground station")

Online or hybrid events:

- Address (for your event to be displayed on the events map, simply indicate the local area of your organisation)
- Location
- Location hints (e.g. hints on how to access the online event)
- Online meeting URL

Step 2 Select a category

Choose one of the topic categories that most closely applies to your event. This will enable users who are searching for events by theme to find your event.

Step 3 Provide information on how to register for your event

If you wish to enable registration for your event, this must be done on a different platform. A field will appear asking for a link to the external registration system. Note that, as mentioned on the platform, by using an external registration system you acknowledge that the organisers of the Conference on the Future of Europe are not under any circumstances responsible for the data asked of and provided by the users through its external service.

Step 4 Read the Charter and then check the box certifying that you have read and accept to comply with the Charter

Step 5 Submitting the form

Once you have completed the event form and verified its content, do not forget to click on "Create".

Step 6 After submitting the form

Once your event form has been submitted, you can check that your event appears on the map. Note that icons and colours have been added to the map in order to distinguish in-person, online and hybrid events. You will be able to filter to find events organised by the European Union institutions and Member States, or by other event organisers like you. You will also be able to filter by category, so you can find events on the themes you are most interested in.

③ How do I create a report on an event?

Once an event is over, it is crucial to create a report on it for the Conference to be effective. Reporting allows the event organiser to document the outcomes of the discussions, which will then be taken into account in the analysis, allowing proper feedback and follow-up. This helps ensure a truly transparent process in which participants see the results of their time spent at your event.

In particular, it enables you to establish a link between your event and digital participation on the platform, by providing a summary of the exchanges and associating the ideas that emerged from the event. Linking the report and ideas to the event itself is an important step.

How do I publish ideas from my event?

Before being able to link the event to ideas, you will need to publish these ideas.

[Publishing ideas is crucial. Participants will want to follow up on their ideas, discuss them with others, and elaborate on them.](#)

Here are the steps for publishing an idea:

1. Go to the ideas page in the participatory space in which the event has been published
2. Click on “New idea +”
3. Fill in the title and description of the idea
4. Select a category
5. Add an image to the proposal and/or an attachment (optional)
6. Compare your idea with other ideas on the same topic
7. Complete and publish!

[To link these ideas to the event, you must click on the “close event” button in the event page. More details can be found below.](#)

Close event

Report *

Ideas

Choose ideas

Close event

What should my report contain?

A report of the event should give everyone an overview of what happened during your event. Here are the **elements that would be helpful to enable consistent analysis**:

- Context, purpose, subject and structure/methodology of the event; (e.g. participatory workshop, open space, world café – See the ‘Step-by-step Guide for Event Organisers’)
- Number and type (general or specific public with details if possible) of participants present;
- If available, demographic information about participants (e.g. age, gender, etc.);
- Main subjects discussed during the workshops;
- Main ideas suggested by participants during the workshops and the shared or debated narratives and arguments that led to them;
- General atmosphere and expected follow-up.

How do I upload the report?

STEP 1:

Click on the “Close event” button on the event page.

STEP 2:

When clicking on this button, you will be redirected to a form displaying two fields: the “Report” of the event (where you can write the event’s report) and the “Ideas” field.

STEP 3:

In the “Ideas” field, select the ideas that emerged from the meeting (and that you previously published) by clicking on them. This allows you to link ideas to your event and make the ideas appear as proposals elaborated during your event.

STEP 4:

The “Choose ideas” window allows you to search ideas by words, ID or titles. Scroll and select the ideas linked to the event.

STEP 5:

When you have finished, do not forget to click on the “Close event” button.

STEP 6:

When you are ready, click on “Publish!” The report will be directly available on your event’s page.