## Title of the side event

Provide a brief and attractive title

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Description - topic

Briefly introduce the topic and scope of the side event. The text **shall be at least 300-400 words long and shall not exceed 4,000 characters** (with spaces in length). Links to ongoing activities, projects, working groups are encouraged.

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Evaluation

Evaluation criteria are:

* Potential interest to conference audience. See [www.sspcr.eurac.edu](http://www.sspcr.eurac.edu/) for reference.
* Novelty of the research / project / topic.
* Potential contribution to the development of innovative planning policies and tools.

Format, duration, and target audience

You are free to select the format of your side event (including, but not limited to traditional round table, workshop, discussion group, fish-bowl format, testbed session for an app or tool, etc.).   
Please remember to:

* estimate the duration of the side event (90 min / 180 min / whole day),
* briefly describe your approach, also outlining requirements for the setup of the room,
* provide insights into the targeted audience and number of participants (the minimum number of participants required is 10),
* specify if the side event will be open to all the participants of SSPCR 2022 or upon invitation.

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Budget

Please provide an estimate of your budget. The budget should cover the renting cost of room / equipment /catering, etc. Selected side event proposals will be invited to bilaterally discuss details with the conference organisers. The side event will be included in the conference program only upon confirmation of logistic and budgetary details.

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Event organiser(s): gratuity and inclusion among partners

Please provide a short bio (50-100 words) of the side event organiser(s) and flag the name of the person who will benefit from a waived conference registration fee (only one gratuity per event). The organisers may ask to have their institution / project (including name and logo) listed among the conference partners. Please note that travel and accommodation costs are not covered by SSPCR.

Please add lines to the tables if needed.

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| --- | --- | --- | --- | --- |
| First Name | Last Name | Email | Short Bio | Gratuity |
|  |  |  |  |  |

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| Institution / Project | Website | Inclusion of name and logo among partners |
|  |  | YES  NO |

Invited speakers

Please provide a list of invited speakers, if relevant to the side event. The final confirmation is not needed now, but it should come by February 2022 at the latest. Travel and accommodation costs are the responsibility of the speakers / side event organisers. Please note that speakers and participants must register to SSPCR 2022 to be able to attend the side event.

Please add lines to the table if needed.

| First Name | Last Name | Presentation Title / Topic |
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Agreement of the submitter

Upon acceptance of the submitted proposal, the submitter agrees:

* to further discuss the budget and technical/logistic specification with the conference organisers,
* to finalise the details of the side event according to the requests of the SSPCR organising committee and respecting internal deadlines;
* to include the side event into the official program and use the registration system of the SSPCR 2022 conference
* to cover the costs of the side event once they will be invoiced by the conference organisers and no later than by the end of September 2022.

☐ I agree with the above conditions

Submission

Proposals for side events shall be sent by email to [sspcr@eurac.edu](mailto:sspcr@eurac.edu)

Deadline for submission is the **10th of January 2022**.