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**Application Form Courtesy Document – Call for host city**

**CITIES FORUM 2025**

3 April 2024

**Please note that this document is a working document whose purpose is solely to help European Urban Initiative applicants in developing their application form.**

**This document will not be considered as a formal application form.**

**Only application forms submitted through the EUI website will be considered by the European Urban Initiative Permanent Secretariat (PS). The application must be submitted in the English language.**

**Please note that the working version below represents a simplified version of the full application form template available online. Furthermore, there is no guarantee that this version corresponds 100% to the latest official version included online. You are strongly encouraged to login into EUI website as early as possible. It may help applicants to fill in the working document to have the complete overview of the application.**

**Please read the background document for applicants before starting to complete the application form.**

**As a final reminder to all applicants, please ensure that information provided in the application form is clear, sufficiently detailed, and easy to grasp.**

| **Section** | **Description** |
| --- | --- |
| General Information |  |
|  | Name of the city in English |
|  | Country |
|  | Contact person's Name, Position, City, Country, Phone, Email |
|  | Back-up Person's Name, Position, City, Country, Phone, Email |
|  | Few words about the city |
|  | Attractiveness of the city |
| Venue Spaces |  |
|  | Venue 1 - List and describe the proposed venue (max. 2 venues), including the maximum capacity, the number of rooms and their respective capacity in theatre and cabaret style. |
|  | Venue 1 - Provide a detailed list of the technical equipment available at your venue, e.g. audio-visual equipment, lighting, stage facilities, connectivity options (Wi-Fi, Ethernet), and any additional technical resources that might be relevant for hosting events. Indicate whether the listed technical equipment is readily available at the venue or whether it needs to be sourced or hired externally for events. |
|  | Venue availability (2-6 June, 9-13 June, 16-20 June) |
|  | Is the venue accessible and inclusive? |
|  | Please specify |
|  | Venue 2 - List and describe the second proposed venue (max. 2 venues), including the maximum capacity, the number of rooms and their respective capacity in theatre and cabaret style. |
|  | Venue 2 - Provide a detailed list of the technical equipment available at your venue, e.g. audio-visual equipment, lighting, stage facilities, connectivity options (Wi-Fi, Ethernet), and any additional technical resources that might be relevant for hosting events. Indicate whether the listed technical equipment is readily available at the venue or whether it needs to be sourced or hired externally for events. |
|  | Venue availability (2-6 June, 9-13 June, 16-20 June) |
|  | Is the venue accessible and inclusive? |
|  | Please specify |
| Annexes |  |
|  | Provide any files that can support your application (e.g. venue pictures, floor plan, capacity charts, site visits map and pictures etc.) |
| Accessibility and infrastructure |  |
|  | How long does it take by public transport from airport to city center? |
|  | Please specify the type of public transport (Bus/tramway/local trains…) |
|  | Indicate the average time spent on a single journey for each mode of public transport. |
|  | How many European capitals are connected to your city with direct trains? |
|  | How many European cities are connected with direct flights? |
|  | With which 5 countries you have the most direct connections? |
|  | How many hotels within 3 km of identified venues? |
| Sustainability |  |
|  | Is your city able to provide big public transportation for large groups in the city? |
|  | Is your city able to provide free public transport tickets for event dates? |
|  | Does your city have a clause for donating leftover food? |
|  | Please list sustainability measures that could be implemented for the event |
| Annexes |  |
|  | Provide any files that can support your application (e.g. venue pictures, floor plan, capacity charts, site visits map and pictures etc.) |
| Contribution to EU Cohesion policy, EU/global level initiatives supporting sustainable urban development |  |
|  | Is your city a (Article 7, Article 11, EUI-Innovative Actions, EUI- Capacity building, URBACT IV) city? |
|  | Specify |
|  | Is your city involved in the Urban Agenda for the EU, SDGs, other EU/Global urban initiatives, or projects? |
|  | Specify |
|  | What is your city's action(s) and strategic approach to other EU level initiative supporting urban sustainable development (e.g. EU Green Deal, Cities Mission under Horizon Europe, OECD Champion mayors, EU Capitals awards e.g. European green capital; European capital of culture; European capital of inclusion and diversity…)? |
| City’s contribution to the event |  |
|  | Could your city provide a free or reduced-cost venue offer? |
|  | Could your city assist with venue communication and contract? |
|  | Could your city provide the technical equipment? |
|  | Could your city offer (part of) the catering? |
|  | Specify |
|  | Other contribution |
| Site visits |  |
|  | Describe EU funded projects for site visits (particularly ERDF/ESF+ funded) |
|  | Is your city able to organise site visits? |
|  | Can your city arrange transportation to those site visits? |
| Involvement |  |
|  | Describe how your city can mobilise urban stakeholders |
|  | Describe how your city can contribute to the dissemination of the event |
|  | Can you secure the Mayor's presence and keynote speech? |
|  | Can you offer assistance in inviting high-level politicians? |
|  | Can you offer assistance in bringing press to the event? |
| Annexes |  |
|  | Provide any files that can support your application (e.g. venue pictures, floor plan, capacity charts, site visits map and pictures etc.) |
| Commitment |  |
|  | Letter of interest by the Mayor |
| Agreement |  |
|  | Do you agree to fulfil the requirements and contributions as outlined? |
|  | Type name acknowledgement as signature of the authorised representative |
|  | Date of application submission |
| Submission |  |
|  |  |
|  | I agree that the information provided in this application form may be shared with third parties involved in the organisation of the event, such as the European Commission and the EUI event provider, for the purposes of organising the event. |
|  | GDPR consent |
|  | Submit the application |
|  |  |