

20-22 JUNE 2023

## EUROPEAN SUSTAINABLE ENERGY WEEK

Accelerating the clean energy transition -  
towards lower bills and greater skills



# European Sustainable Energy Week 2023

## Coordination Meeting for the Policy Conference Session Organisers 30 March 2023 Questions and answers

Recordings and presentation are available on the [website](#).

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### General information

- It was mentioned that there were over 245 applications this year. Could you share with us how many were successful, finally?

This year we received a record number of applications and after one of the hardest and most competitive selections we have had, we accepted 60 sessions.

- How do we know what type of session we have been selected for?

This information is in the email with the results you received on 22 and 23 March 2023. If your email states that your session has been accepted with no details about being online, your session is happening onsite. By default, all onsite sessions are in a hybrid format, and we will have 50 sessions onsite and 10 online-only.

- Will the conference be livestreamed?

Yes, there will be live streaming provided for all 60 policy sessions of the Policy Conference. The recordings will be available after the session takes place on EUSEW event platform

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- Will the sessions be interpreted?

Only the plenary sessions will have interpretation services.

- Will the back-up contact also receive the link to access the platform or only the lead?

Both points of contact will receive the link.

### Confirmation of speakers and speaker information

- Do we know who the keynote speakers will be for each day?

We are working on confirming the speakers for the three keynote speeches. The official list of speakers will be announced on 18 April with the opening of registrations.

- My understanding is that there will be one representative of the EC opening each policy session. Will we know in advance who this will be?

Policy sessions feature the list of speakers mentioned in the application forms. Representatives of the EC will do the keynote speeches.

- Do I understand correctly that we need to complete the speaker bios by 11 April?

We encourage you to do so as we are opening registrations on 18 April for participants and including more complete information about your session will make it more compelling for participants to sign up and attend it. Updates will be possible afterwards.

- You mentioned that the conference will be hybrid. Does this mean that some sessions will be onsite and some online or does it mean that speakers can join online too?

Speakers can join online. However, our professional advice is that it should be for exceptional cases whereby it is impossible for the speaker to be onsite in Brussels during your session. Having speakers onsite is more beneficial for the interaction with participants. There will be 50 sessions onsite and online, and 10 online-only.

### SessionBoard and submission of information

- Do we already have access to SessionBoard?

Access will be available on Friday 31 March.

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- **Is it possible to add more than one editor per policy session in the SessionBoard tool?**

Yes, instructions and information on SessionBoard are part of the email sent on 31 March.

- **Would the deadline for uploading materials for our sessions be extended as it will be tight for people on Easter holidays?**

The deadline of 11 April is to ensure that the information published on 18 April for the opening of registrations is as complete as possible. Adjustments will be possible afterwards if needed. However, we strongly encourage you to meet the deadline of 11 April as it will be better for the promotion of your session.

### Session promotion

- **Each session will have slightly different target groups. Can you help to address the right audience for each specific session?**

We have prepared promotional materials that you can use to address your audiences. Our communication campaign will promote the whole Policy Conference as a whole and the promotion of each session will be on the side of all session organisers. The link to the materials is in [here](#).

- **Can you elaborate a bit the registration process?**

The opening of registrations on the event platform will be on 18 April. Participants must register on the platform to attend sessions online or onsite in Brussels and to network. Session organisers and speakers must register as well. Online registration will be open until the end of the event: 22 June. Remote speakers will be able to connect to their sessions via a Teams link shared two weeks before the event.

### Logistical information

- **When will we know about the exact location of our session?**

There will be 5 rooms at the same time. 4 rooms with a capacity of around 100-120 people: 2 rooms in Charlemagne building, and 2 rooms in the Martin's Hotel, and, the De Gasperi room in Charlemagne that can host 400 people. Both venues hold equal importance, and the allocation will be made based on the provisional number of registrations for your session. Both venues are on the same street just [300 m away](#) from one another.

- **Will the online sessions be 'facilitated' by you? (i.e., link, platform...)**

Yes, our team will make sure you have the links for your sessions as well as the setting up of the streaming on our website.