



European
Commission

11-13 JUNE 2024

EUROPEAN SUSTAINABLE ENERGY WEEK

Net-zero energy solutions
for a competitive Europe

Coordination Meeting 27 March 2024



[EC.EUROPA.EU/EUSEW](https://ec.europa.eu/eusew)

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[X @EUENERGYWEEK](https://twitter.com/EUENERGYWEEK)

[#EUSEW2024](https://hashtag.eusew2024)

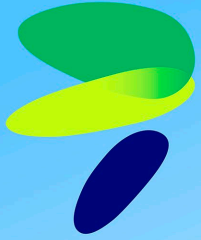


INTRODUCTION

MARC VANDERHAEGEN

HEAD OF UNIT,
PROGRAMME SUPPORT, COORDINATION AND COMMUNICATION UNIT

EUROPEAN CLIMATE INFRASTRUCTURE
AND ENVIRONMENT EXECUTIVE AGENCY
(CINEA)



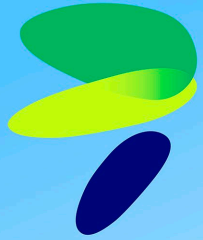
EUSEW 2024 IN A NUTSHELL

- **18th Edition** of the biggest conference dedicated to renewables and efficient energy use in Europe
- For participants whose work supports an **economy built on clean, secure and efficient energy**
- Communicate about main energy policy initiatives in line with the **REPowerEU plan** and **European Green Deal**
- Discussing the current state of play in **EU energy policy**
- Feature initiatives dedicated to **energy efficiency, energy independence, energy supply, renewable energy solutions, decarbonisation** and empowering consumers in Europe and around the world



AGENDA

- 1. Campaign and event elements**
- 2. Onsite and online event management**
- 3. Interactivity tips**
- 4. Promoting your session**
- 5. Key deadlines and contact information**



JOIN THE CONVERSATION

You can directly use
the **chat box** to ask questions



CAMPAIGN AND EVENT ELEMENTS

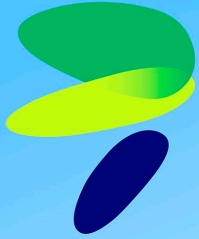
RAFFAELE FERRANDO

EUSEW COORDINATOR

EUROPEAN CLIMATE INFRASTRUCTURE
AND ENVIRONMENT EXECUTIVE AGENCY
(CINEA)

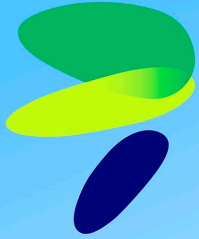
[EC.EUROPA.EU/EUSEW](https://ec.europa.eu/eusew)
EUENERGYWEEK
@EUENERGYWEEK
#EUSEW2024





THE WEEK: POLICY CONFERENCE

- **7 Plenary sessions**
 - Opening session (11 June)
 - Awards Ceremony (11 June)
 - Debate with Ambassadors (11 June)
 - 3 Keynote speeches (11-13 June)
 - Closing session (13 June)
- **60 Policy sessions** at two venues (Charlemagne building and Martin's Brussels EU hotel) and online (11-13 June)
- **European Youth Energy Day** (11 June)
- **Networking Village** (11-13 June)



AHEAD OF THE CONFERENCE

Sustainable Energy Days (March to June 2024)

→ local events taking place around the world

→ online and physical

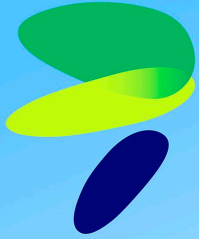
European Sustainable Energy Week

Home | Policy Conference | Networking | Awards | Sustainable Energy Days | Partners | News | Resources

Home > Sustainable Energy Days > Find a Sustainable Energy Day near you

Find a Sustainable Energy Day near you

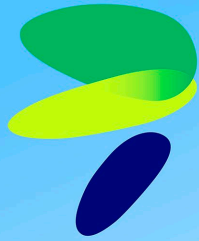
Country	Number of Sustainable Energy Days
Germany	23
France	18
Portugal	21
Denmark	5
Sweden	5
Austria	6
Slovakia	6
Czechia	4
Ukraine	8
Romania	4
Bulgaria	4
Albania	4
Italy	5
Greece	5
Belgium	4



ORGANISATION OF THE PROGRAMME: FIVE PARALLEL THEMATIC BLOCKS

- Net-zero energy solutions
- Cities and citizens
- Renewables
- Energy efficiency
- International cooperation and decarbonisation

➔ Publication of programme on 16 April



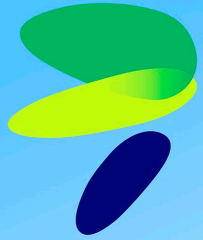
EXAMPLE OF PROGRAMME

	Tuesday 11 June						Wednesday 12 June						Thursday 13 June					
09.00-09.30	Welcome coffee						Keynote speech						Keynote speech					
09.30-10.00	Opening session						Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online
10.00-10.30	EUSEW Awards						Coffee break						Coffee break					
10.30-11.00	EUSEW Awards						Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online
11.00-11.30	Coffee break						Lunch break						Lunch break					
11.30-12.00	Coffee break						Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online
12.00-12.30	Debate with Ambassadors						Lunch break						Lunch break					
12.30-13.00	Debate with Ambassadors						Lunch break						Lunch break					
13.00-13.30	Lunch break						Lunch break						Lunch break					
13.30-14.00	Lunch break						Lunch break						Lunch break					
14.00-14.30	Keynote speech						Keynote speech						Keynote speech					
14.30-15.00	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online
15.00-15.30	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online
15.30-16.00	Coffee break						Coffee break						Coffee break					
16.00-16.30	Coffee break						Coffee break						Coffee break					
16.30-17.00	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online
17.00-17.30	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online	Policy session Net-zero energy solutions	Policy session Cities and citizens	Policy session Renewables	Policy session Energy efficiency	Policy session International and decarbonisation	Policy session Online
17.30-18.00	Closing session						Closing session						Closing session					
18.30-19.00	Networking cocktail						Networking cocktail						Networking cocktail					
19.00-19.30	Networking cocktail						Networking cocktail						Networking cocktail					
ALL DAY	ALL DAY						Networking Village						Networking Village					



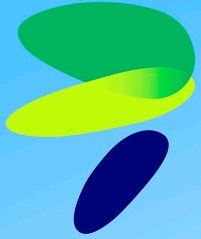
EXAMPLE OF PROGRAMME

09:30 CEST	<p>Energy Efficiency</p> <p>Renewables and energy efficiency: finding the right mix to reduce fossil fuel dependency</p>	<p>Energy Efficiency</p> <p>Heat pumps: stepping up the decarbonisation of the EU's building sector</p>	<p>Energy Efficiency</p> <p>The untapped potential of sufficiency to meet EU climate goals</p>	<p>Energy Efficiency</p> <p>Tapping the full potential of energy efficient products via digital tools</p>	<p>Energy Efficiency</p> <p>Leading the way: setting the vision for buildings in the EU's clean energy transition</p>	<p>Energy Efficiency</p> <p>Fast-tracking the clean heat transition: leveraging private capital to modernise district heating</p>
11:00 CEST	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break
11:30 CEST	<p>Energy Efficiency</p> <p>The role of digitalisation in addressing the EU energy crisis</p>	<p>Energy Efficiency</p> <p>The beating heart of buildings: people!</p>	<p>Energy Efficiency</p> <p>Implementing minimum energy performance standards in a socially fair way</p>	<p>Energy Efficiency</p> <p>Energy Performance of Buildings Directive: opportunity for countries to unleash the potential for smart and cost-effective solutions</p>	<p>Energy Efficiency</p> <p>Strengthening energy efficiency for the clean energy transition and energy independence</p>	<p>Energy Efficiency</p> <p>Online only</p> <p>Investing in resilience: a discussion on Energy Service Companies and mobilising public and private finance</p>
13:00 CEST	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
14:30 CEST	<p>Affordability and inclusion</p> <p>Empowering energy communities: building capacity for social innovation</p>	<p>Affordability and inclusion</p> <p>Social reskilling: measures to combat local energy poverty</p>	<p>Affordability and inclusion</p> <p>Empowering and protecting energy consumers in and beyond the crisis</p>	<p>Affordability and inclusion</p> <p>A new decade for self-consumption: the age of maturity</p>	<p>Affordability and inclusion</p> <p>Stepping up: gender and intersectional perspectives towards a socially fair Just Transition</p>	<p>Affordability and inclusion</p> <p>Online only</p> <p>Social innovation: a driver for integrated building renovation across Europe</p>



JOIN THE CONVERSATION

You can directly use
the **chat box** to ask questions

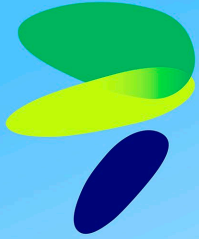


ONSITE AND ONLINE EVENT MANAGEMENT

**VICTORIA MUNOZ
HÉLINE ZOENEN
LOUISE TYTGAT
MARIE LAMMENS**

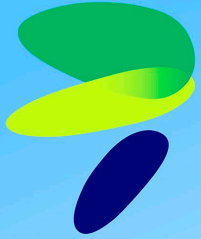
PROJECT MANAGERS – SESSION FACILITATORS

CECOFORMA



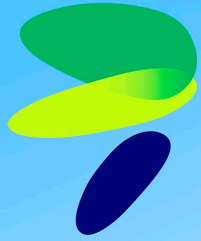
ONSITE AND ONLINE FORMAT

- This edition of EUSEW will be organised as a **hybrid** event: onsite and online.
- The **physical** part will take place at two nearby venues: the Charlemagne building (Brussels) and the Martin's Brussels EU hotel.
- The **virtual** part of the event allows speakers remote participation through a video call conference system upon request.
- All speakers, moderators and session organisers are invited to come onsite for their session.



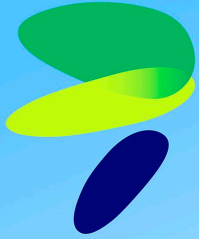
ONLINE-ONLY SESSIONS

- Same visibility as other sessions:
 - content integration on the event platform
 - live stream on the event platform
- You are welcome to find a venue to host your online session
- Online support is provided for:
 - creation and hosting of the digital room
 - technical support to ensure a smooth running of the session
 - support from session facilitators before and during your session
 - **deadline to update your session information: 12 April**
 - **deadline to submit material: 3 June**



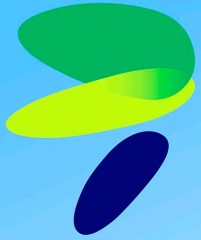
ONSITE AND ONLINE SESSIONS MATERIALS

- **Phase 1** - Session organisers to update main elements of their session, from now until 12 April.
 - **What?** Sessions' title and description, speakers' names, pictures and bios
 - **How to update?** Via 'Sessionboard', a GDPR-compliant online tool that allows to update all previously submitted information from the session application smoothly
 - **Why?** Policy Conference programme will be published on EUSEW event platform for opening of registrations on 16 April
 - **Deadline to update your session information: 12 April**



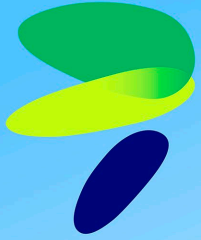
ONSITE AND ONLINE SESSIONS MATERIALS

- **Phase 2** - Session organisers to submit session materials, from now until 3 June.
 - **PPT** presentations, **videos**, **graphics elements and** last updates of sessions' details
 - **Tool for submission:** Sessionboard
 - **Session show flow:** detailed timeline in the form of a pre-filled Excel file that gives the details of the content and chronological order of the speakers of the session (order of intervention, timing of each intervention, integration of remote intervention, type of media used)
 - The **pre-filled session show flow** may be downloaded from Sessionboard, completed with the various information listed above and then uploaded again in Sessionboard



ONSITE AND ONLINE SESSIONS MATERIALS

- **Phase 2** - Session organisers to submit session materials, from now until 3 June.
 - A session facilitator will help you to update and fill the session show flow in Sessionboard during a one-to-one session.
 - The session facilitator will make contact with you to plan this session and to inform you that your session show flow has been prefilled and uploaded in sessionboard
 - The session facilitator will be the go-to person available to assist in designing the session show flow, manage the media to be shared during the session, provide tutorials and assist during the event
 - **Deadline to submit material: 3 June**



HOW TO UPDATE YOUR SESSION CONTENT

- Content gathering tool: **Sessionboard**

Phase 1: Update your session's information

- **Step 1** - Log in through the link you will receive via email that will lead you to Sessionboard and create an account
- **Step 2** - Define your password

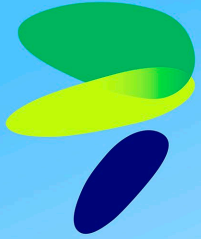
Welcome to
European Sustainable Energy Week 2024

Email

Password

- ✓ Password should include at least 8 characters
- ✓ Password should include at least 1 special character
- ✓ Password should include at least 1 number
- ✓ Password should include at least 1 capital letter

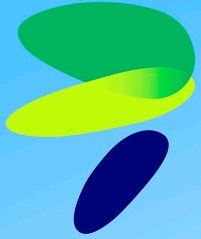
[Continue to portal](#) [Forgot your password?](#)



HOW TO UPDATE YOUR SESSION CONTENT

- **Step 3** - Click on the session to view the submission

The screenshot displays a mobile application interface for 'European Sustainable Energy ...'. The user is logged in as 'Jean Dupont'. The main content area shows a 'Test' session with a 'My Sessions' list. The first session, '1. Title of your session', is highlighted with a blue border and a blue checkmark icon. It is marked as 'Accepted' and has 'No files uploaded'. The session details are: Tue, Jun 11, 2:00pm - 3:00pm | Charlemagne - Jenkins; Speakers: Jean Dupont; Chairpersons: Jean Dupont; Moderators: Jean Dupont; Track: Track 1; Format: Parallel Session | Level: Normal. The second session, 'TestSession', is also marked as 'Accepted' and has 'No files uploaded'. Its details are: Tue, Jun 11, 9:30am - 10:30am | Charlemagne - De Gasperi; Speakers: Jean Dupont; Format: Parallel Session.



HOW TO UPDATE YOUR SESSION CONTENT

- **Step 3** - After having clicked on the session title, click on 'View submission'

European Sustainable Energy ...

JD Jean Dupont

Home

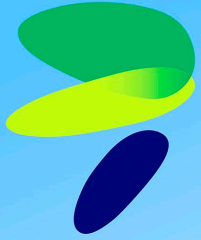
Logout

Session ✓ Approved

1. Title of your session

[View Submission](#)

[Details](#) [Content](#)



HOW TO UPDATE YOUR SESSION CONTENT

- **Step 4** - You can review your session title and your session description. Once done, click on 'Next Step'

If you wish to make changes to your session title, we kindly ask you to inform us by email.

Title *
If you wish to make any changes, we kindly ask you to inform us by email. Please do not edit the title.

1. Title of your session
24/255 Characters

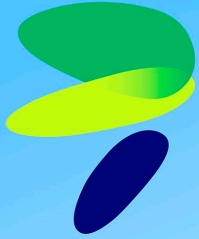
Description *
Please complete your session description in a maximum of 5 sentences.

B I U x² x₂ [Link] [List] [Align] [Image] [Link] [Link]

Content of your session

p

← Back Next Step →



HOW TO UPDATE YOUR SESSION CONTENT

- **Step 5** - You can add, update and delete speakers' information

First Name * 10/255 Characters

Last Name * 9/255 Characters

Email *

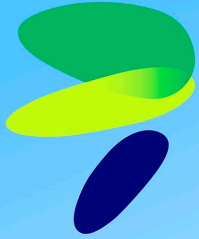
Job title * 0/255 Characters

Company Name * 0/255 Characters

Biography
Maximum 1500 characters.

B *I* U X^2 X_2 *I_x*

Content...



HOW TO UPDATE YOUR SESSION CONTENT

- **Step 6** - You can see the overview of your session by going to Sessionboard at any time and see your 'to-do list' and deadlines

Tasks

Search...

Due Date All Pending Done

0% complete

Complete the session title and description * Open · Due in 22 days

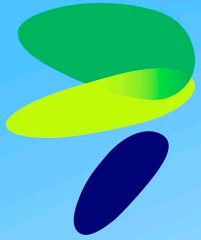
Update your pre-filled showflow *

Kindly fill out the excel file to indicate the order in which speakers will speak during the session. Please indicate if they will be online or remote and if they will use a powerpoint presentation.

Open · Due in 2 months

In case you are using slido, you can also indicate this in the session form.

You can mark the task as complete by clicking on task completed.

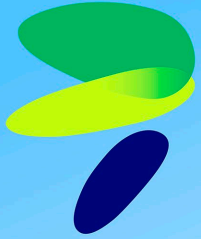


HOW TO UPDATE YOUR SESSION CONTENT

Phase 2: Update your **show flow** and upload **session content**

- You will be able to upload your session documents by going to Sessionboard and uploading your PPTs, videos, etc.

The screenshot displays a user interface for managing sessions. At the top, there's a section titled 'My Sessions' with a sub-item 'Opening session' marked as 'Pending'. Below this is a 'Tasks' section with a search bar and filters for 'Due Date', 'All', 'Pending', and 'Done'. A progress bar indicates '50% complete'. The first task is 'Complete the session title and description', which is marked as 'Completed' with a checkmark and a 'Due in 20 days' label. The second task is 'Update your pre-filled showflow', which is not yet completed (checkbox is unchecked) and has a 'Due in 3 months' label. Below this task, there is a note: 'Kindly fill out the excel file to indicate the order in which speakers will speak during the session. Please indicate if they will be online or remote and if they will use a powerpoint presentation.' and a 'Mark as complete' button.

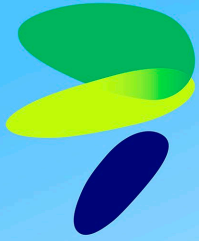


HOW TO UPDATE YOUR SESSION CONTENT

Step 1 - To find your session show flow, click on the session

The screenshot displays a mobile application interface. On the left is a dark sidebar menu with the text "European Sustainable Energy ..." at the top, a user profile for "Jean Dupont", and a "Logout" button. The main content area shows a "Test" session selected. Below this is a "My Sessions" section with two entries:

- 1. Title of your session** (Accepted, No files uploaded)
Tue, Jun 11, 2:00pm - 3:00pm | Charlemagne - Jenkins
Speakers: Jean Dupont
Chairpersons: Jean Dupont
Moderators: Jean Dupont
Track: Track 1
Format: Parallel Session | Level: Normal
- TestSession** (Accepted, No files uploaded)
Tue, Jun 11, 9:30am - 10:30am | Charlemagne - De Gasperi
Speakers: Jean Dupont
Format: Parallel Session



HOW TO UPDATE YOUR SESSION CONTENT

Step 2 - Click on the 'Content' tab

European Sustainable Energy ...

JD Jean Dupont

Home

Logout

Session ✓ Approved

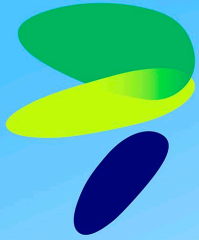


1. Title of your session

View Submission

Details

Content




HOW TO UPDATE YOUR SESSION CONTENT

Step 3 - You can download your pre-filled show flow and complete it with any further information you have

Details Content


Upload Content
Upload up to 3 files to attach to this session.

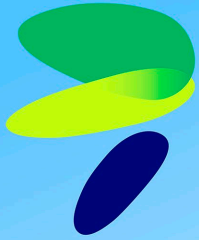


Drag and drop a file here or click to choose one from your computer. We accept files up to 2GB.

[Upload](#)

Session Content ↕ Expand All

	SHOWFLOW_PS098_SessionTitle_Version1.xlsx Uploaded: March 22, 2024, 10:13 AM (CET) Latest Version	Presentation ...
Comments (0)		




HOW TO UPDATE YOUR SESSION CONTENT

Step 4 - To upload your updated show flow and session content, you can drag and drop a file or choose one from your computer and click on 'Upload'


Details Content

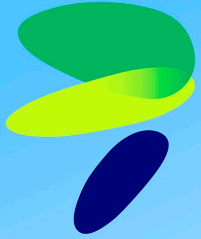
Upload Content

Upload up to 3 files to attach to this session.



Drag and drop a file here or click to choose one from your computer. We accept files up to 2GB.

 Upload



HOW TO UPDATE YOUR SESSION CONTENT

Step 5 - Upload your document and if needed leave a comment for your session facilitator, such as 'new presentation'

Session Content

 Expand All

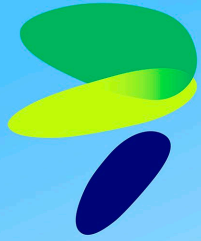


SHOWFLOW_PS098_SessionTitle.xlsx

Uploaded: March 22, 2024, 9:31 AM (CET) | Latest Version

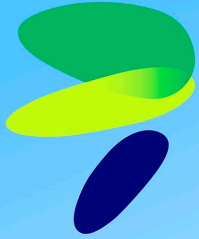
Presentation 

 Comments (0)



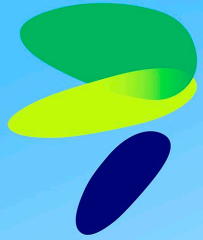
SESSION INFORMATION: MILESTONES

- **27 March:** Link to the Sessionboard sent by email
- **8 April:** You will be contacted by your appointed session facilitator, who will guide you through the next steps, including organising a meeting to review the show flow of your session with you
- **12 April:** Main session elements to be updated on Sessionboard
- **16 April:** Policy Conference programme on the event platform
- **Mid May- 3 June:** One to one meetings with your session facilitator
- **3 June:** Session materials and show flows to be submitted on Sessionboard
- **After 3 June:** Time for technical briefings and last questions and answers with your session facilitator.



SUPPORT AT EVERY STEP

- **Mailbox** (conference@eusew.eu) managed by EUSEW Secretariat for session organisers before and during the live sessions
- **Team** overseeing the management of Policy Conference sessions, including content and logistics
- **Session facilitator**, for support from trainings to live sessions
- **Training sessions** with facilitators are scheduled, offering in-depth presentations and Q&A sessions
- **Production team**, offering permanent web support for speakers connected remotely
- **Guidance and briefings** tailored to speakers, moderators and session organisers, covering all technical and logistical elements



JOIN THE CONVERSATION

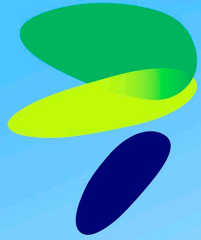
You can directly use
the **chat box** to ask questions



ONLINE REGISTRATION AND FRONT END

- **Opening of the registration on the event platform:** 16 April
- **Participants must register on the platform** to attend sessions online and to network
- **Participants must register on the platform** to attend the event onsite
- All **speakers, session organisers and moderators must register**
- **Online and onsite registration** is open until the last day of the event (13 June)
- **Remote speakers** will be able to connect to their session via a link shared two weeks before the event

ID/passport Control at the entrance for onsite participants



EVENT PLATFORM

Participants register directly on the event virtual platform: interactive.eusew.eu

The screenshot shows the homepage of the EUSEW Interactive platform. At the top, there is a navigation bar with the EUSEW Interactive logo and menu items: Programme, Sessions, Speakers, Energy Fair, and Networking. A European Union flag is also visible. On the right side of the header, there is a notification: "Registrations for EUSEW 2023 are now open" with a "Register now" button and a close icon. The main content area features a large heading: "Join the European Sustainable Energy Week 2024". Below this, a paragraph states: "The European Sustainable Energy Week (EUSEW) is taking place in a hybrid format from 20-22 June 2023." Another paragraph says: "Take part online or onsite in Europe's biggest annual conference dedicated to renewables and energy efficiency." A prominent blue button with the text "Register for the event" and a right-pointing arrow is centered below the text. To the right of the main text is a large graphic of the three overlapping shapes seen in the top left of the slide. Below the main content, there is a section titled "Vote in the EUSEW 2024 Awards". It includes the text: "Meet the finalists making a difference in energy efficiency and renewables, then cast your vote in each of the three categories." and a link "Cast your vote". To the right of this section are two award categories: "Woman in Energy" and "Innovation", each with a right-pointing arrow. At the bottom right of the page, there is the European Commission logo and the text "European Commission".

[EC.EUROPA.EU/EUSEW](https://ec.europa.eu/eusew)
[f](#) EUENERGYWEEK
[X](#) @EUENERGYWEEK
#EUSEW2024



EVENT PLATFORM

Main features:

- Programme
- Speakers page
- Energy Fair
- Networking

Explore EUSEW 2024

Find out what to expect from this year's hybrid event and start planning your participation.



Check out the programme

Discover key topics for this year's Policy Conference and bookmark sessions that interest you.

[About EUSEW Policy Conference](#)

[Go to programme](#)



Meet the speakers

Learn about the inspiring energy experts who will be contributing to the Policy Conference.

[Meet the speakers](#)



Explore the Energy Fair

Find out who will be participating and plan your onsite visit.

[About EUSEW Energy Fair](#)

[Explore the Energy Fair](#)



Discover the networking possibilities

Build connections with other participants and help strengthen your network.

[About Networking](#)

[Discover more](#)



EVENT PLATFORM

Programme overview

EUSEW Interactive

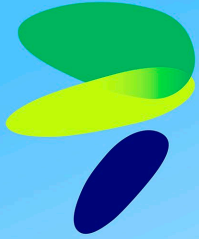
← Homepage

Home > Programme

Programme

Tuesday 11 June Wednesday 12 June Thursday 13 June [Download programme \(PDF\)](#)

TIME	STAGE A	STAGE B	STAGE C	STAGE D	STAGE E	STAGE F
10:00	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>
11:00	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>
12:00	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur.</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur. Lm ips...</p> <p> +20 </p>	<p>Lorem ipsum dolor sit amet. Et enim nobis aut fuga eveniet aut corporis recusandae rem labore veniam sit tenetur. Lo ips...</p> <p> +20 </p>



EVENT PLATFORM – SESSION DETAILS

- Title
- Location, date, time
- Description
- Thematic block
- Speakers line-up

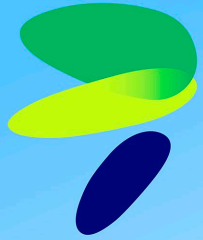
The screenshot displays the EUSEW Interactive event platform interface. The top navigation bar includes the EUSEW logo, the European Commission logo, and a user profile icon. The main content area is divided into three columns. The left column is a sidebar menu with options: Programme, Sessions (selected), Speakers, Energy Fair, Networking, My profile, My agenda, Messages (1), About EUSEW, and FAQ. The middle column shows the session details for 'Energy Efficiency', including the title 'Title of the session title of the session title of the session title', location 'BUILDING 1 - STAGE C', date '11 June 2024', and time '10:00 AM - 12:30 AM (UTC +00:00)'. It also features a description, a 'Add to my agenda' button, and a 'Topics of interest' section with tags for 'Off-grid energy systems', 'Bioenergy', and 'Lorem ipsum'. The right column contains a 'Speakers' section with two entries: Bonnie Green and Thomas Lean, each with a 'View Profile' button. Below this is a 'Related sessions' section showing a similar session with a 'Remove from agenda' button and a '+20' indicator.



EVENT PLATFORM – SPEAKERS’ PROFILE

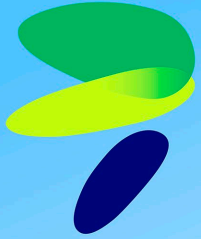
- Speakers’ profile

The screenshot displays the EUSEW Interactive website interface. At the top, there is a navigation bar with the EUSEW logo and the text 'EUSEW Interactive'. Below this, a breadcrumb trail shows 'Home > Speakers > Bonnie Green'. The main content area is divided into three columns. The left column is a sidebar menu with options: 'Homepage', 'Programme', 'Sessions', 'Speakers' (highlighted), 'Energy Fair', 'Networking', 'My profile', 'My agenda', 'Messages 1', 'About EUSEW', and 'FAQ'. The middle column features the speaker profile for 'Bonnie Green', including her name, title 'Public Relations', a bio 'NGO Lorem Ipsum', a profile picture, and social media links for Facebook, Tweeter, LinkedIn, and Website, along with a 'Send a private message' button. Below the profile is a 'Biography' section with two paragraphs of placeholder text. At the bottom of the profile is a 'Topics of interest' section with three tags: 'Off-grid energy systems', 'Bioenergy', and 'Lorem ipsum'. The right column contains two promotional cards. The top card is for the 'European Commission', featuring the logo and a 'Read more' button. The bottom card is for a session titled 'Speaks in sessions', with a 'Digitalisation' tag, a 'Remove from favourites' button, a session title, a speaker profile picture, and details: 'BUILDING 1 - STAGE C', '11 June 2024', and '10:00 AM - 12:30 AM (UTC +00:00)'. It also includes an 'Add to my agenda' button.



JOIN THE CONVERSATION

You can directly use
the **chat box** to ask questions



INTERACTIVITY TIPS

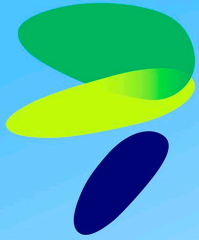
VICTORIA MUNOZ
LOUISE TYTGAT
MARIE LAMMENS

PROJECT MANAGERS

CECOFORMA

 [EC.EUROPA.EU/EUSEW](https://ec.europa.eu/eusew)
 [EUENERGYWEEK](https://www.facebook.com/EUENERGYWEEK)
 [@EUENERGYWEEK](https://twitter.com/EUENERGYWEEK)
[#EUSEW2024](https://twitter.com/EUENERGYWEEK)

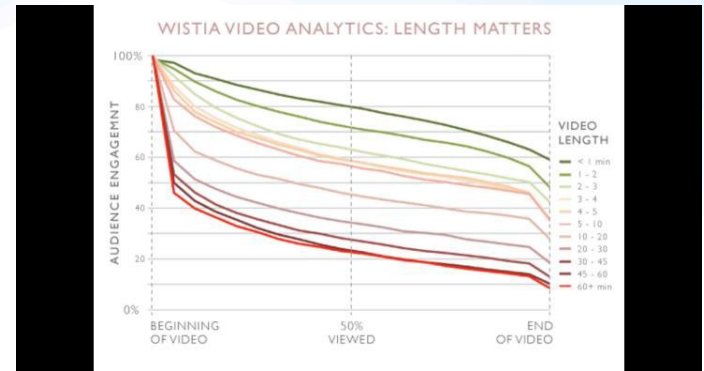
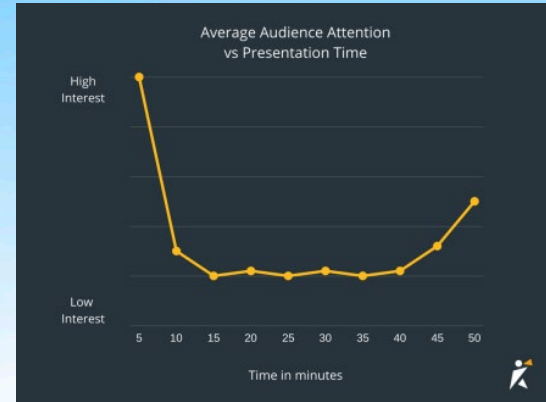


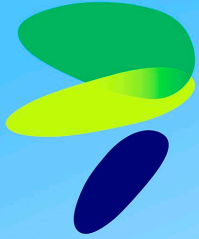


AUDIENCE TIME

Attention both online and onsite drops after 10 minutes. Therefore, focus on recapturing the audience's attention every 7 to 10 minutes.

For online users watching videos, the attention span is even shorter. Attention starts to drop after just 90 seconds.





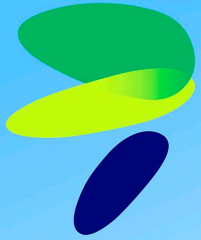
FORMAT

To support your points:

Use visual presentations, images, videos, keywords and opportunities for interaction.

Engage multiple speakers for:

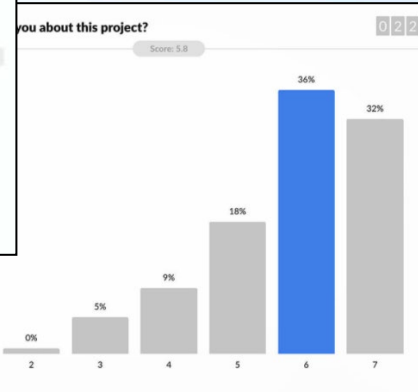
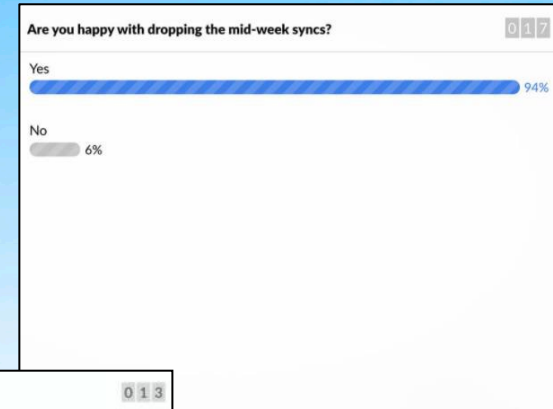
Variety, voice change and diversifying opinions.

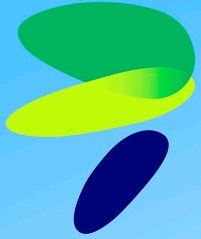


INTERACTIVE TOOLS

Engage with the audience and encourage interaction:

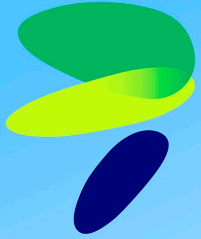
- **Polls** onsite & online
- **Q&A** onsite & online **Multiple choices** onsite & online (Slido)
- Comments via other **social media channels** - Facebook and X, using event hashtag #EUSEW2024





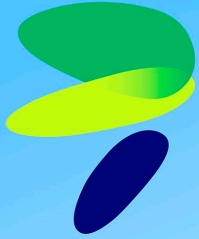
MODERATORS

- **Preparation:** Know the session content, speakers and objectives.
- **Communication:** Keep communication clear and concise.
- **Time management:** Monitor time to maintain schedule.
- **Engagement:** Encourage attendee interaction.
- **Problem-solving:** Be ready for logistical challenges.



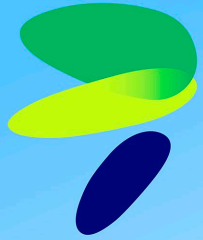
IDEAS FOR BOOSTING

- Speakers should play with **tone of voice**, and use **silences** and **accelerations** in their speech. Vary vocal tone to maintain interest. Utilise good body language.
- Speakers should create a **link** with the **audience** through storytelling or start with an icebreaker exercise.
- Ask speakers and moderator to use **questions** from the audience to regularly **break** the rhythm and get contact moments with the speakers. The moderator can discuss answers (sent in via the interactive tool) and get speakers' reactions.



IDEAS FOR BOOSTING

- **Moderator to connect with the various types of attendees present in the audience by personifying stories**
- **Moderator to engage the onsite audience by going to questions several times throughout the session**
- **Shorten the format of the speech by alternating panellists or keynote speakers**



JOIN THE CONVERSATION

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PROMOTING YOUR SESSION

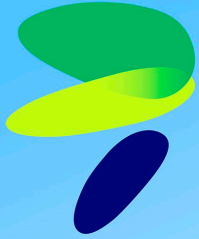
CARMEN SCIOTI

EUSEW COMMUNITY MANAGER

EUROPEAN CLIMATE INFRASTRUCTURE
AND ENVIRONMENT EXECUTIVE AGENCY
(CINEA)

 [EC.EUROPA.EU/EUSEW](https://ec.europa.eu/eusew)
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 [@EUENERGYWEEK](https://twitter.com/EUENERGYWEEK)
[#EUSEW2024](https://twitter.com/EUENERGYWEEK)

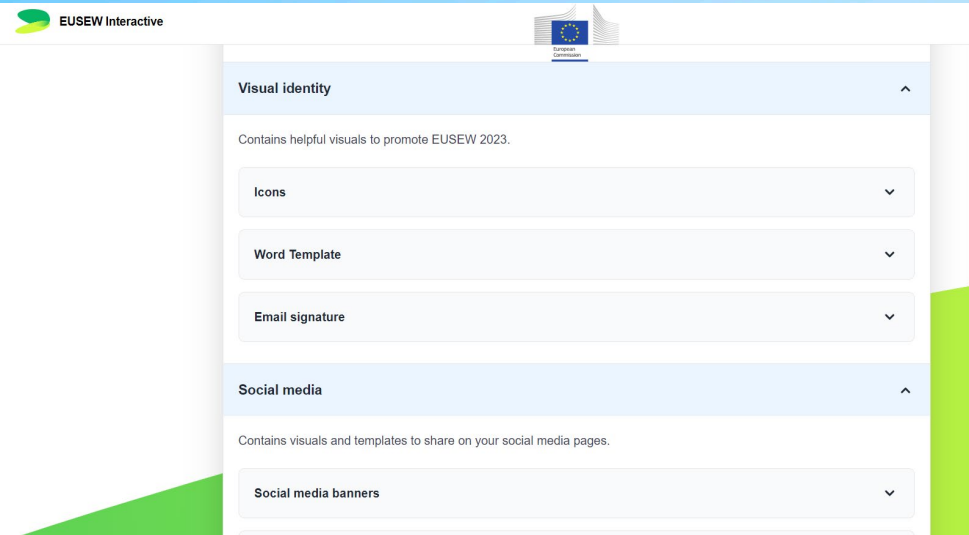


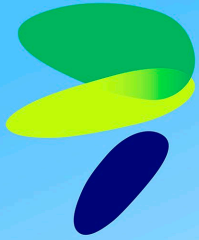


PROMOTING YOUR SESSION

You will receive a link on the event's platform with a toolkit for promoting your session:

- **General documents:** manual, event description, factsheets, timeline and communication milestones with key dates
- **Visual identity:** icons, signatures, templates and guidelines for your event (PowerPoint, Agenda, Poster)
- **Social media** posts and templates (banners, ready-to-use posts, virtual background, media announcement)





SESSION ORGANISERS

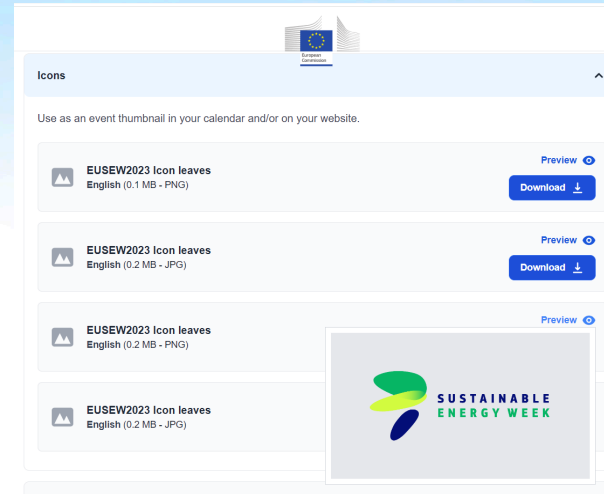
GIVE VISIBILITY TO YOUR SESSION

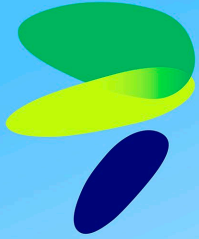
When creating content about your session, please stay on brand (EUSEW visual identity available in the toolkit).

Take advantage of the other toolkit elements: from ready-made content for your social media, website and newsletters, to email signatures and virtual backgrounds.

The toolkit also includes background information about EUSEW. Use it to engage your community.

[EC.EUROPA.EU/EUSEW](https://ec.europa.eu/eusew)
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#EUSEW2024



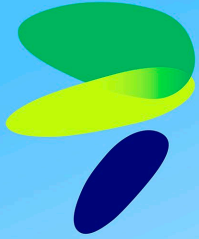


SESSION ORGANISERS

TAKE IT TO SOCIAL MEDIA

Regularly post on personal and corporate **LinkedIn, X and Facebook** accounts and make sure all partners and speakers have the branded content to inform their professional networks about the session.

- *Before: session announcement, speaker announcement, agenda items, preparation, travelling*
- *During: backstage footage - short clips or pictures - and quotes from the session itself*
- *After: thank your team and the audience, a recap of the experience, useful links*



SESSION ORGANISERS

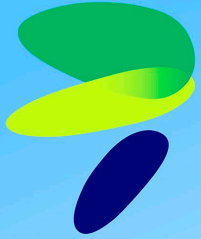
MORE PROMOTIONAL TIPS

- Use **#EUSEW2024** in posts about the topics of your sessions to already engage the EUSEW community in a conversation
- Tag **@euenergyweek** (X, Facebook) and other relevant accounts
- Follow and engage in conversations with the **EUSEW2024 Partners list** on X
- Send out **email invitations** to register for your session
- Suggest an announcement for your organisation's/institute's **newsletter**
- Update your **email signature** with the session date
- Publish a **blog** on your corporate homepage about the session's topics, along with an invite to attend



JOIN THE CONVERSATION

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KEY DEADLINES AND CONTACT INFORMATION

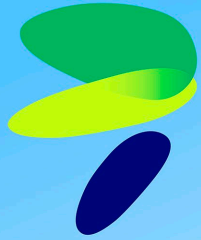
HELENA VALDÉS

EUSEW SECRETARIAT COORDINATOR

EUROPEAN CLIMATE INFRASTRUCTURE
AND ENVIRONMENT EXECUTIVE AGENCY
(CINEA)

[EC.EUROPA.EU/EUSEW](https://ec.europa.eu/eusew)
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@EUENERGYWEEK
#EUSEW2024





DEADLINES

27 March

Follow-up email to session organisers, including Sessionboard and toolkit links

8 April

You will be contacted by your appointed session facilitator, who will guide you through the next steps, including organising a meeting to review the show flow of your session with you

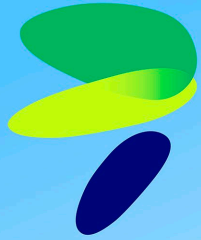
12 April

Session organisers to submit on Sessionboard the main elements of their session (session final title, speakers' line-up, picture and bios, short description of the session)

16 April

Opening of registrations

Programme online with sessions' final titles, speakers' line-ups, pictures and bios, short session description



DEADLINES

**Mid-May to
3 June**

First one to one meeting with your session facilitator

3 June

Final deadline for session organisers to submit sessions' show flows on Sessionboard

3-10 June

Final online technical briefing with your session facilitators and final review of session show flow.

Session organisers to receive detailed user guides (different for speakers, moderators and session organisers) with all technical and logistical elements.

11-13 June

European Sustainable Energy Week 2024

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FINAL Q&A

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European
Commission

THANK YOU



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