



# Guidelines for call for applications to host a session

The [European Climate Pact Annual Event](#) brings together the Pact Community, including its Ambassadors and Partners, to **showcase and discuss achievements, new trends and policies related to climate action**. The event will feature **sessions organised by Community members**, offering a platform to present and exchange activities, best practices and new ideas supporting the EU's green transition.

Sessions being held onsite will take place on **23, 24 and 25 March 2026** at the **European Commission's Charlemagne building in Brussels**, Belgium. Speakers must attend in person, and participants are encouraged to do the same to maximise networking and learning opportunities.

## 1. Who can apply?

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The organisation of sessions is open to **Pact Ambassadors and Partners** only. **Each applicant can submit only one session as a leader**, but may be listed as a speaker or co-organiser in other sessions.

## 2. Session format

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For this edition, sessions will be organised in two different formats. You can only choose one of them:

- **Sessions exclusively online**
- **Sessions exclusively onsite**

When applying to host a session, please indicate the format desired. Please note that **onsite sessions might be livestreamed**. According to the topics and characteristics of the proposal, the Secretariat might give a recommendation on the most suitable format.

Each session will last **90 minutes**.

The **type of session is flexible** – whether it's a workshop, panel discussion or another interactive format. Creative approaches are encouraged. As a rule of thumb, the more detailed and clear the proposed format is, the easier the evaluation process will be.

### 3. Speakers

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The session organiser and co-organiser are encouraged to take an active role as speakers or moderators during the session. **At least three speakers (including the moderator) must be from the Pact Community** (Ambassadors and Partners). You may invite external speakers, including:

- Civil society representatives (e.g. NGO representatives, climate activists, youth representatives)
- Experts, academics
- Representatives of national/regional/local authorities
- Representatives of EU institutions
- Representatives of cultural, educational or research institutions

Please note that **if a session is going to take place onsite, all the speakers must be available to travel to Brussels** for the event. **For more details on travel and accommodation, please refer to the section 'Rules to observe on cost coverage' below.**

### 4. Moderation

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**Effective moderation** is key to an engaging session. Moderators should do more than just manage the discussion; they should encourage lively debates and interact with the audience. Choose a moderator who is knowledgeable about the session topic to ensure a smooth discussion. Key responsibilities for the moderator include:

- **Effective timekeeping:** Moderators should ensure that the session runs according to the agenda, giving each speaker adequate time while keeping the discussion within the allotted timeframe.
- **Engaging delivery:** Moderators should maintain an inclusive and dynamic tone to capture and retain the attention of the audience. This includes encouraging interaction and keeping energy levels high throughout the session.
- **Clear and professional communication:** Moderators must communicate clearly and confidently when introducing speakers, framing discussions, transitioning between segments and managing Q&A sessions.

DG CLIMA and the Pact Secretariat reserve the right to suggest an alternative moderator, if deemed necessary, to ensure the quality and standards of the event.

**If a session is going to take place onsite, the moderator must be able to attend the event in person.**

### 5. Session content

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The European Climate Pact Annual Event 2026 aims to:

- celebrate and empower the Climate Pact Community as a network of local changemakers driving climate action across Europe
- reinforce the Climate Pact's role as a flagship EU initiative that puts people at the heart of the climate transition through meaningful citizen engagement

- showcase the potential of the Climate Pact to support the priorities of the new EU policy cycle, by involving citizens and all stakeholders in achieving a just clean transition, strengthening societal resilience and preparedness, and supporting civil society and local engagement

Considering these objectives, sessions should cover one topic or subtopic from the European Climate Pact themes:

- **Adaptation and resilience:** *How can we strengthen the EU's resilience and adapt effectively to climate change?*
- **Competitiveness and Clean Industrial Deal:** *How can the EU boost competitiveness while advancing a clean economy?*
- **Just transition:** *How can we ensure the green transition is fair and inclusive for everyone?*
- **Mis/disinformation:** *How can we tackle climate-related misinformation and disinformation?*

To increase their chances of selection, we encourage session organisers to:

- support collaboration between Pact Community members from different countries
- support collaboration between Ambassadors and Partners
- prioritise audience interaction, regardless of the format (online or onsite)
- encourage youth participation and intergenerational dialogue
- reflect a certain level of innovation and originality, contributing fresh perspectives to climate actions

All sessions must ensure **gender and geographical balance, diversity of opinion and interactivity**.

Translation and interpretation services will not be available. As English is the working language, all speakers and moderators are expected to have a **strong command of English**.

## 6. Session set up and organisation

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Successful applicants will **receive logistical support before and during the event from the Pact Secretariat**, including registrations, logistics, web-streaming services and general promotion.

However, **session organisers will retain full responsibility for the overall planning and execution of their sessions, including the sourcing of speakers.**

Sessions will be hosted in different **rooms that are all set up with a fixed layout**, fully equipped with AV equipment (individual fixed microphones, projectors, sound systems and cameras). The allocation of rooms will be decided by the Pact Secretariat, according to the needs of the event:

- De Gasperi Room – 450 seats
- Sicco Mansholt Room – 120 seats
- Lord Jenkins Room – 120 seats
- Aquarium – 30 seats (adaptable setup)

Additionally, applicants must list all the necessary materials that will be needed during the session, such as prints, flipcharts, markers, sticky notes, pencils and other stationary. **All supporting**

**materials will be provided by DG CLIMA and the Secretariat.** If any additional materials or specific equipment are needed, session organisers are requested to inform the Secretariat in advance to ensure proper arrangements can be made. **No costs will be reimbursed by the Secretariat for any material purchased by the session organiser.**

Applicants are kindly invited to specify in advance whether they intend to use a **PowerPoint presentation**. The Secretariat will provide the template.

## **7. Tips to prepare your application**

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When preparing your application, we recommend considering the following:

- Choose a clear, descriptive and engaging title for the session. The Secretariat might suggest an alternative title to make it clearer to the audience.
- Clearly define the session objectives, ensuring they align with the Climate Pact's goals.
- Incorporate diverse perspectives and maintain gender balance in the proposal.
- Highlight the profile of each speaker, including contact details, and secure their confirmation in advance.
- Design a detailed agenda to allow enough time for audience interaction. Please ensure that topics for discussion (e.g. the title of your presentation) and involved speakers are duly indicated, as well as time division.

If your session proposal is selected, you will be asked to submit a detailed concept note, building on the information you provided in your application.

## **8. Secretariat support**

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If your application is successful, you will be notified via email.

The Secretariat will arrange dedicated meetings with session organisers to provide all necessary information and session adjustments. Three calls are envisaged to ensure your participation is aligned with the event expectations.

## **9. Travel arrangements - Onsite sessions only**

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- Participants with active roles (speakers and moderators) are eligible for **travel support**. This includes travel to Brussels from EU Member States and accommodation, both of which will be **arranged by the Secretariat**. The Secretariat will contact session organisers at a later stage to coordinate travel and lodging arrangements. Participants based outside the EU are not eligible for reimbursement.
- The costs will be covered for **up to five people** per session.
- No reservations should be made in advance. **The Secretariat will not accept any expenses claim related to travel and accommodation made independently.**
- **Materials required for the session must be duly listed, and any change – within reasonable time – must be quickly communicated to the Secretariat.** The Secretariat will provide all the materials needed, therefore no expenses claim will be accepted in this regard.

## 10. Specific terms and conditions

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- To maximise participation and ensure variety, applications with synergies or similarities **may be recommended for merging or grouping**.
- Priority will be given to those submissions reflecting a certain level of **innovation and originality**, contributing fresh perspectives to the event.
- Submission does not guarantee acceptance, so **please avoid incurring any costs until you are notified**.
- Based on the nature and content of the proposal, **the Secretariat reserves the right to suggest a change in the type of application** (e.g. from a session to a stand, or from onsite format to online) to ensure the best fit within the overall programme.
- To ensure the overall **quality of the session**, the Secretariat reserves the right to revisit and, if necessary, cancel the participation of any selected proposal should significant concerns emerge regarding the proposed content, speakers or moderators during the preparation phase.
- Community members are expected to act in line with the [Pact code of conduct](#) and maintain respectful and **professional conduct** throughout the preparation and implementation of their involvement in the event. The Secretariat reserves the right to take appropriate action in case of inappropriate behaviour.
- **Timely delivery** of requested materials and information is essential for the smooth organisation of the session. Failure to meet agreed deadlines may result in replacement of the participant to avoid disruption to the overall event planning.
- By submitting an application, you confirm your **availability and commitment** to actively participate in the preparation, coordination, communication and implementation of your proposed session, should it be accepted.