| Name | Conferences |
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| **Brief Description** | Conferences are typically participatory meetings designed for discussion, fact-finding, problem solving and consultation. They are probably the most widespread –and prestigious-type of event, as they can be easily adapted to different purposes and audience numbers. |
| **Methodology** | Before the Event:<br><br>• Set a specific theme<br>• Set up an organising committee and draft detailed work plan<br>• Identify and invite speakers and presenter<br>• Define the programme<br>• Choose a suitable venue and consecutive logistics (e.g. catering)<br>• Set up a system to manage attendees and send invitations out<br>• Disseminate the event<br>• Provide timely and concise logistical information to participants, speakers and staff<br><br>During the Event:<br><br>• Oversee sessions adjust to the time received<br>• Provide logistical support to speakers and to the presenter<br>• Be prepared in case of technical problems |
| **Estimated planning time needed:** | >80h |
| **Estimated budget needed:** | Large - main entries: venue costs;  travel allowances;, such as travel tickets and night stay; catering; speakers pro bono fee |
| **Objective** | • Knowledge exchange<br>• Networking<br>• Dissemination of outcomes<br>• Peer-to-peer learning |
| **Time estimated:** | >2h |
| **Target Audience:** | All audiences suit this format |
| **Number of audience:** | >40 |
| **Group composition:** | Conferences are suitable both for homogeneous and heterogeneous groups |
| **Level of Knowledge required and possible challenges** | The organiser should have a sound understanding of the subject matter of the conference and be able to choose the right formats and speakers related to its target audience |

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| **Facilitator skills** | Moderate (Depending on session, whereas it is interactive and conducting to discussion on brainstorming, in which case higher experience is preferred or if it is a matter of introducing speakers in a panel where less experience is needed). |
| **Example** | 8th INTERNATIONAL BIOECONOMY CONFERENCE<br><br>https://biobaseddelta.com/agenda/8th-international-bioeconomy-conference/<br><br>Global Bioconomy Summit<br>https://gbs2018.com/home/ |
| **Relevant sources** | Bajec, P. (2003). How to organize a conference: Step by step manual. International Association for Political Science Students. www. iapss. org/downloads/publications/iapss_conference_manual. pdf<br>http://files.meetup.com/742398/Manual%20how%20to%20organize%20a%20conference.pdf<br><br>Community Tool Box. Chapter 5<br>https://ctb.ku.edu/en/table-of-contents/structure/training-and-technical-assistance/conferences/main<br><br>https://www.ica.org/sites/default/files/SPA_ND_Guidelines_Organising-regional-meetings-and-conferences_EN.pdf |