

GUIDELINES OF THE CALL FOR PROPOSALS

**9th Convergences World Forum
Paris, 5-7 September 2016**

Contribute to a « Zero exclusion, Zero carbon, Zero poverty » world
by participating at the 9th Convergences World Forum

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I. Presentation of the Convergences World Forum 2016

Since 2008, the Convergences World Forum has provided a unique space where public, private and solidarity actors, as well as academics and media, can meet and debate to build together a “Zero exclusion, Zero carbon, Zero poverty” world.

The 9th edition of the Convergences World Forum “Inventing tomorrow’s sustainable cities and territories” will be organised around three axis:



Towards sustainable cities and territories



Meeting the new Sustainable Development Goals



An economy serving the Common Good

The Convergences World Forum 2016 will be structured as follow:

	September 5	September 6	September 7
	Palais Brongniart (Paris)	Palais Brongniart (Paris)	Hôtel de Ville de Paris
Public	Professional	Professional	Professional and informed audience
Number of sessions	15	15	10
Types of contribution	Session: to co-organise one of the approximately 40 sessions of the World Forum Professional Marketplace: to be an exhibitor at the World Forum Marketplace Convergences Awards: to apply to the 2016 Convergences Awards, granted during the World Forum		

Contribute to the Convergences World Forum 2016 by co-organising a session, by presenting your projects during the Professional Marketplace or through the Convergences Awards. Please complete the corresponding form and send it back to carolina.herrera@convergences.org before **March 18th, 2016** or to camille.pesquet@convergences.org before **April 15th, 2016**. The Convergences team is at your disposal to answer any question you might have and to discuss your participation to the upcoming Convergences World Forum.

II. Co-organise a session at the World Forum

The programme of the Convergences World Forum results from the collective work of 200 organisations, gathered in three Working groups: “Partnerships for the implementation of the Sustainable Development Goals (SDGs)”, “Socially impacting business models and innovations” and “Responsible and inclusive finance”.

Any organisation or expert wishing to contribute to the World Forum may do so through the Working groups or through this Call for proposals.

A. INSTRUCTIONS

- **Guidelines of the Call for proposals:** please take the time to read these Guidelines of the Call for proposals before filling in the form corresponding to the type of session you wish to co-organise at the Convergences World Forum 2016.
- **Links to the forms:**
 - If you wish to co-organise a conference, click [here](#).
 - If you wish to co-organise a workshop, a networking session or other types of event, click [here](#).
- **Deadline:** please submit your proposal before **March 18th, 2016** to carolina.herrera@convergences.org

B. SESSION FORMATS

There are various formats available for co-organised sessions:

- **To learn and to get inspired: Interactive conference**
 - Expert speakers discuss an issue in front of a large audience (50 to 200 people) in order to address the challenges raised. This format must be interactive and includes exchanges with the audience.
 - Examples: debate, projects presentation, publication presentation, etc.
- **To co-create: Dynamic workshop**
 - In dynamic workshops, participants are considered as the main actors of the reflection. This format presumes some degree of knowledge of the subjects in order to foster constructive discussions leading to a common outcome or conclusions at the end of the session.
 - Examples: World café, solidarity brainstorming, project lab, etc.
- **To meet: Thematic networking**
 - Networking sessions aim at connecting different actors involved in specific issues.
 - Examples: speed-meeting entrepreneurs/investors, elevator pitch, skills exchange, etc.

C. EVALUATION CRITERIA – CO-ORGANISED SESSIONS

Content – 50 %
Interactivity (format and variety of speakers) – 40 %
Communication – 10 %

D. COMMITMENTS

The conditions of co-organisation are the following:

- **Collaboration:** co-organisers should work closely with Convergences on the sessions' outline and the choice of speakers. Co-organisers commit to respecting Convergences' recommendations on the content and format of the session, and to meeting the deadlines fixed by Convergences.
- **Calendar of upcoming deadlines:**
 - March 18:** Deadline to submit external proposals
 - April 4:** Convergences' provides feedback and modifications on the received contributions
 - April:** Definition of the session topic and sending out invitations to speakers
 - May:** Pursuit of the session organisation (follow-up of the invitations, personal details, reception of speakers' biographies and photos)
Launch of the communication campaign for the Forum registration opening (newsletter, social networks, posters, website, banners)
 - June-July:** New communication campaign
Brief for moderators and speakers
Finalisation of the session organisation (hotel, flights and visas management for speakers)
- **Price of the session:** co-organisers undertake to pay the full price fixed by Convergences for a session. By submitting a proposal, you agree to pay the amount indicated below if you are selected. Any specific demand regarding the organisation of your session may lead to additional costs. Co-organisers are granted a free 6-person pass for the Convergences World Forum 2016, as well as an access to the networking space of the Palais Brongniart.

CO-ORGANISED SESSION	Non- financial partner of Convergences	Financial partner of Convergences
Non-profit organisation, social enterprise, university	1 700 € TTC	850 € TTC
Company, foundation, public sector, international organisation	3 900 € TTC	1 950 € TTC

NB: Main financial partners and associate financial partners are granted a free session. Supporting partners and friends benefit from a 50% discount. For more information about the types of financial partnerships, please contact celine.rotcaig@convergences.org or + 33 (0)1 42 65 78 84.

- **Interactivity:** in order to promote the richness and interactivity of debates, and to value the presence of the speakers, co-organisers must respect the following rules:
 - Favour an interactive format with dynamic exchanges between the speakers and the audience.
 - Use dynamic presentation supports.
 - Favour a variety of actors representing the public, private and solidarity sectors, from developed and developing countries, and a balanced representation of women and men.
 - The number of speakers varies from 2 to 4, plus one moderator.

- Once the speakers have been confirmed, the moderator will be in charge of contacting them before the Convergences World Forum 2016 to frame the session.
- **Communication:** to make sessions successful, selected co-organisers are required to communicate ahead on their participation at the Convergences World Forum 2016 and to invite part of the audience. Co-organisers may use the communication tools provided by Convergences, as well as any other communication tools.

III. Participate at the Professional Marketplace

During the first two days of the Forum, on the 5th and 6th of September 2016, around 40 organisations from private, public, social and academic sectors and the media will animate the Nave of the Palais Brongniart. Take advantage of this unique opportunity to showcase your commitments and activities to the 7000 qualified participants expected at the Convergences World Forum, and meet your future partners.

A. INSTRUCTIONS

- **Guidelines of the Call for proposals:** Please take the time to read these Guidelines of the Call for proposals before filling in the submission form for a stand at the Professional Marketplace of the Convergences World Forum 2016.
- **Link to the form:** if you wish to run a stand at the Professional Marketplace, click [here](#).
- **Deadline:** please submit your proposal before **April 15th, 2016** to camille.pesquet@convergences.org.

B. EVALUATION CRITERIA – STAND AT THE PROFESSIONAL MARKETPLACE

Consistency with the themes of the Forum – 60%
Interactivity (animation) – 20%
Communication – 20%

C. COMMITMENTS

The conditions for running a stand at the Professional Marketplace are the following:

- **Collaboration:** selected exhibitors will contact the Convergences team ahead of the World Forum to specify their needs and propose potential animations. Exhibitors commit to respecting Convergences' recommendations and deadlines.
- **Installation:** exhibitors will install and dismantle their equipment in accordance with the dates and delays fixed by Convergences, and in respect with the requests of the Palais Brongniart. All stands must be dismantled by Tuesday 6th of September 2016 evening. The Palais Brongniart is in charge of installing the stands' structure and side equipment (electricity, carpet etc.).
- **Price of a stand:** exhibitors undertake to pay the full price fixed by Convergences for a stand. By submitting a stand request, potential exhibitors accept to pay the amount indicated below if they are selected. Selected exhibitors are granted a free 6-person pass for the Convergences World Forum 2016, as well as an access to the networking space of the Palais Brongniart.

STAND SIZE	4 m ²	9 m ²	15 m ²
Non-profit organisation, social enterprise, university	1 700 € TTC	2 800 € TTC	3 900 € TTC
Company, foundation, public sector, international organisation	2 700 € TTC	4 900 € TTC	7 100 € TTC

NB: Main financial partners and associate financial partners are granted a free stand at the Professional Marketplace. For more information about the types of financial partnerships, please contact celine.rotcajg@convergences.org or + 33 (0)1 42 65 78 84.

- **Interactivity:** in order to encourage dynamic exchanges at the Professional Marketplace and to showcase their actions, exhibitors commit to respecting the following conditions:
 - Set a team at their stand during the two days of the Forum (with at least one person, although it is recommended to be at least two to have more dynamic exchanges, take shifts, and make this experience more pleasant for you as well).
 - Favour an interactive animation on the stand, ideally by proposing activities related to the themes of the Forum, and more precisely to the 2016 theme “Sustainable cities and territories”.
- **Communication:** by running a stand at the Professional Marketplace, you make the Convergences World Forum 2016 yours. As an exhibitor and stakeholder of the World Forum, you commit to communicating ahead on your participation at the Convergences World Forum 2016 and to inviting your collaborators and stakeholders. Exhibitors may use the communication tools provided by Convergences, as well as any other communication tools.

IV. Participate to the Convergences Awards

Since 2011, the Convergences Awards reward innovative partnerships for projects having a strong social and/or environmental impact.

There are two Award categories:

- The Europe Award: the beneficiaries of the project are based within the European Union
- The International Award: the beneficiaries of the project are based outside the European Union

For more information about the Awards, visit our website on the Convergences Awards or contact awards@convergences.org.