Call for event proposals regarding COST's participation in external events

03/2023

**Funded by
the European Union**

CONTENTS

1. DESCRIPTION

This call for event proposals aims at attracting expressions of interest to invite the European Cooperation in Science and Technology (COST) to participate in science and technology or policy related external events of different types.

COST's participation in external events shall contribute to promote the COST programme and to increase its visibility among researchers across Europe and beyond, especially in less research intensive countries (COST Inclusiveness Target Countries). The objective is to demonstrate its contribution to the European Research Area, as well as to showcase the benefits and outcomes of pan-European research collaboration.

It is important to highlight that this participation in external events is planned in the context of the corporate communication strategy: it serves corporate communication purposes and not COST Actions' dissemination or communication objectives.

This participation can include, for example, speaking opportunities for COST and/or COST Actions representatives, workshops, sessions focused on COST and COST Actions, etc. In addition, it can be complemented with visibility opportunities such as an information desk, an exhibition stand/booth, active participation of COST representatives in events' steering and/or scientific committees, COST's logo inclusion on webpages or printed documentation of events, etc.

2. PROPOSERS

Representatives of COST's governmental bodies (i.e. Executive Board, Committee of Senior Officials, Scientific Committee, Director) can be proposers, as well as representatives of Science Operations and Policy and Communications.

Chairs, vice-chairs and working group leaders of running COST Actions as well as stakeholders can also be proposers. In these cases, the proposal must include in the steering committee an internal person of contact from Science Operations, Policy, Communications, or from COST's governmental bodies (according to the 'Who is Who' section of the COST website), who will be required to confirm support to the proposed external event participation.

3. SUBMISSION

Proposals shall be submitted online via the following form: https://www.cost.eu/call-for-event-proposals/

4. COLLECTION

This call is open all year round, and proposals are collected in the days following their submission.

5. ASSESSMENT

Proposals are assessed by an internal assessment team from the COST Administration.

This team includes at least the Director, one representative from Science Operations, and one representative from Policy and Communications, in order to optimally assess the scientific content aspects, the policy related aspects and the brand and communication aspects and outreach potential, as well as feasibility. Budget availability is assessed jointly. Approval or rejection is the decision of the Director of the COST Association.

The assessment process of a proposal lasts normally between 5 and 15 working days from the submission date.

6. CRITERIA

- Quality:

    - Status and reputation: profile and reputation of the organising organisation, speakers' profiles, strength of topics, awareness and feedback from scientists or former participants.
    - Target audience: number of registered or attending participants of current or former (when applicable) editions of the event, and profile of the audience.
    - COST Actions involvement: availability of relevant running COST Actions and interested representatives.

- Impact:

    - Type of participation.
    - Expected impact relative to COST's strategic priorities (science, policy). E.g. high level conferences, EU presidency, inclusiveness.
    - Geographical outreach: European dimension (at least regional), not only one country.
    - News value (interest) and outreach potential. Availability of existing promotion channels (media presence).

- Budget:

    - Required budget for support or partnership for participation, event registration fees, promotional material, documentation, reimbursements, COST staff missions, etc.
    - Availability of requested budget.

- Feasibility:

    - Capacity: calendar of events already approved or planned; timeline; COST staff required.
    - Location: easy access for travel, accommodation, logistics.

7. DECISION

The decision will be communicated to the proposer by email, in principle no later than 20 working days after the submission date.

8. IMPLEMENTATION

Each proposal must indicate a dedicated steering team who will manage the implementation.

COST will only manage its participation and not engage on other tasks in organising the external event.

To achieve successful participation of COST in external events, all roles, tasks and responsibilities must be clarified before the implementation phase begins, and they must be respected.

A steering team will usually consist of:

- The proposer.
- A main representative from the COST Administration, usually from one of the involved units, i.e. Science Operations, Policy and Communications.
- A contributing representative from the COST Administration, complementary to the main representative, e.g. a Policy Officer if the main representative is a Science Officer.
- The COST Conferences Officer.

- Other members as needed, e.g. Communications Officer, Digital Communications Officer, Administrative Officer, etc.

9. CONTACT

Any questions related to this call or the submission of a proposal can be addressed to the COST Conferences Officer by email to events@cost.eu.