

## Workshops and conferences

Call 5

*Target group:* This action invites proposals from researchers from a minimum of two Faculties at Maastricht University, who wish to organise an interdisciplinary academic workshop or conference within one or more of the four defined research themes of the *Maastricht, Working on Europe* research agenda.

*Results:* The conferences and workshops may be large- or small-scale and are part of the *Maastricht, Working on Europe* events calendar. Besides conferences and workshops, other creative proposals such as podcast creation or other innovative forms of workshops and/or conferences, as well as broad target publications, and the setting up of open access source collections and accessible databases may also be eligible for seed funding.

*Outreach activities:* Researchers contribute to the promotion of the overall *Maastricht, Working on Europe* initiative. Please see below which actions are required to promote your event within the framework of the *Maastricht, Working on Europe* programme.

*Funding:* Funding is available on a rolling basis until the available budget is spent. Please note that additional matching of funds is required and has to be included in your budget plan.

Applications may be sent to Studio Europa: [info@maastrichteurope.nl](mailto:info@maastrichteurope.nl). The decision is communicated within one month after submission.

**The application should include:**

- The complete template presented below;
- Application should include a concise CV;
- List of publications.

1. Details of applicants:

a. Title(s), initial(s), surname(s):	
Faculty & Position	
Mobile phone:	
Email address:	
b. Title(s), initial(s), surname(s):	
Faculty & Position	
Mobile phone:	
Email address:	

2. Title and Topic:

3. Target Public and/or Societal Partner:

4. Expected output and draft of the programme:

5. Summary (500 words):

6. Prospective publication / other deliverable:

7. Budget plan (including available matching of funds and specify budget number):

## **Maastricht, Working on Europe Event Support – Marketing & Communications**

In order to enhance visibility of your event and the *Maastricht, Working on Europe* programme (MWoE), we require several (administrative) actions in the light of co-branding.

### Before the event:

1. Mention of the MWoE support in your event programme and communication:
  - a. [Logo]
  - b. [URL:] [www.maastrichteuropa.nl](http://www.maastrichteuropa.nl)
  - c. [Text:] Partly financed by Maastricht, Working on Europe / [If full financing applies:] Financed by Maastricht, Working on Europe
  - d. [Additional information:] The aim of Maastricht, Working on Europe is to position Maastricht as a meeting place for citizen dialogue and debate and establish a Centre of Excellence for research on Europe and European integration. In short: a workplace for a better Europe. For everyone.
2. Share event information and a short summary (120-200 words) with Studio Europa
3. Based on this information, Studio Europa will create a MWoE event on the website and/or on Facebook, which can be used to promote and share the event
4. Use of social media: tag Maastricht, Working on Europe on social media when posting on the event:
  - a. Facebook (@MaastrichtWorkingOnEurope), Twitter (@WorkingOnEurope), Instagram (@maastrichtworkingoneurope)

### During the event:

1. Use of social media: tag Maastricht, Working on Europe on social media when posting on the event:
  - a. Facebook (@MaastrichtWorkingOnEurope), Twitter (@WorkingOnEurope), Instagram (@maastrichtworkingoneurope).
  - b. Coordinate with Studio Europa to use/create a hashtag for the event.
2. Positioning of one or two roll-up banners in the room/registration on the day of the event.

### After the event:

1. Write a blog post of the event (200-600 words);
2. Provide details on the event (e.g. number and type of participants, results, follow-up actions, etc.);
2. Some high-quality photographs;
3. Acknowledge support in ensuing publication;
4. Budget plan; budgeted expenses vs. actual expenses (this includes a plan for re-allocation of surplus budget if applicable; such a re-allocation plan is subject to approval of the Academic Board).

Please inform the team of Studio Europa accordingly and, if desired, please do not hesitate to coordinate with the team of Studio Europa for further instructions and support: [info@maastrichteuropa.nl](mailto:info@maastrichteuropa.nl)