



EUROPEAN WEEK OF
REGIONS & CITIES

2003 - 2022

New Challenges for
Europe's Cohesion

SWAPCARD USERGUIDE

#EURregionsWeek





New Challenges for
Europe's Cohesion

STEP 1 - LOGIN

#EURregionsWeek





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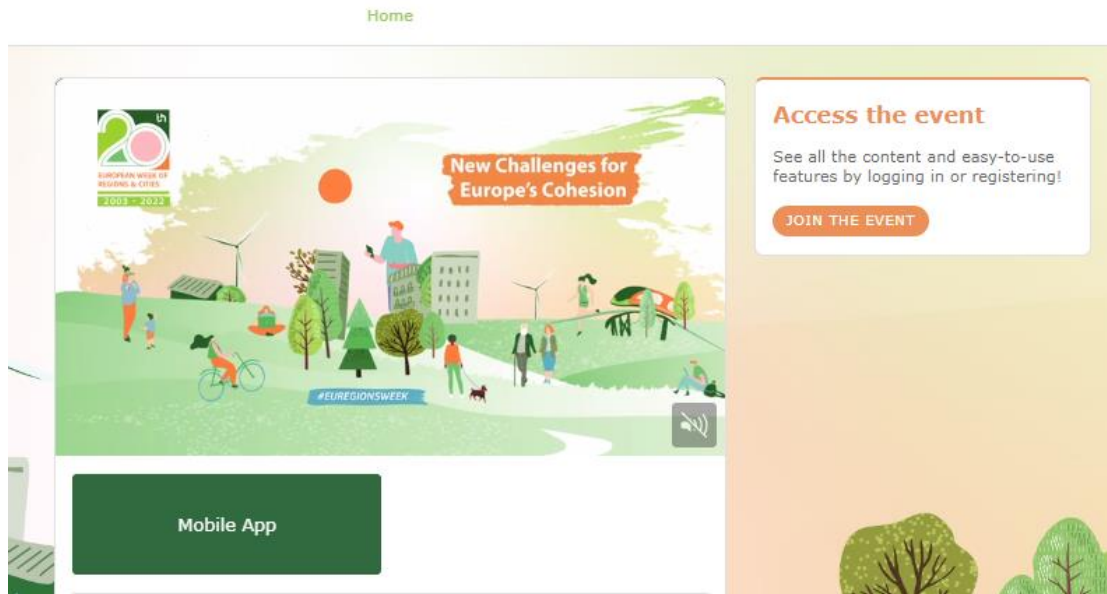
2003 - 2022

You can access the event by
clicking on the URL
[https://eu.app.swapcard.com
/event/euregionsweek-2022](https://eu.app.swapcard.com/event/euregionsweek-2022)

Once you land on the **Home**
page, click on **JOIN THE EVENT**

Access to the web app

**New Challenges for
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#EURegionsWeek





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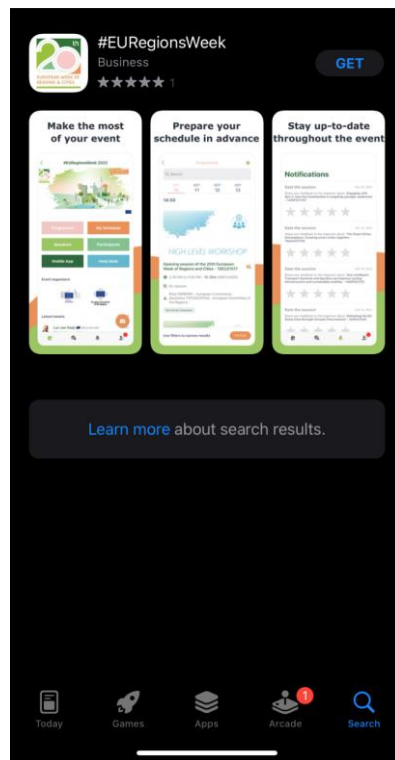
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The **#EURegionsWeek**
mobile app is already
available on iOS and Android.

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Access to the mobile app

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Enter your email address and click on
"continue". Do not forget to read the **terms
and conditions** before creating your account.

1



Welcome

Please enter your professional email address below :

*Email address

Enter your email address

CONTINUE

Log in for the first time



2



Registration

We didn't find any existing user with jane_doe@gmail.com

*First name

Jane

*Last name

Doe

Job (optional)

Job title

Company

European Commission

*Password

••••••••



- At least 10 characters
- At least 1 lowercase letter
- At least 1 number
- At least 1 uppercase letter

- ☒ I accept the Terms of Use
- ☒ I have read and consent to the Privacy Policy

#EURegionsWeek

Create account





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Access an existing account

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Terms & conditions

- ☒ *When registering and attending to the #EURegionsWeek your user privacy rights on personal data protection are covered by the specific regulation of the European Parliament and of the Council.

[Read the Privacy Policy here.](#)

To register to a session, go to ONLINE Programme for participating remotely or to ONSITE Programme to be there in person.

If you have an existing account from a previous event on Swapcard, enter your email address and your password.

Accept the Terms & conditions to access the platform.

Continue

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Access an existing account

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If you have forgotten your password, click on
“**send me a magic link**”.

You will receive an email from
contact@euregionsweek.eu to reset your
password. Please check your spam box.



Nice to see you again!

Enter your password for jane_doe@gmail.com

Password

Forgot your password? [Send me a magic link](#)

CONTINUE

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STEP 2 – COMPLETE YOUR PROFILE

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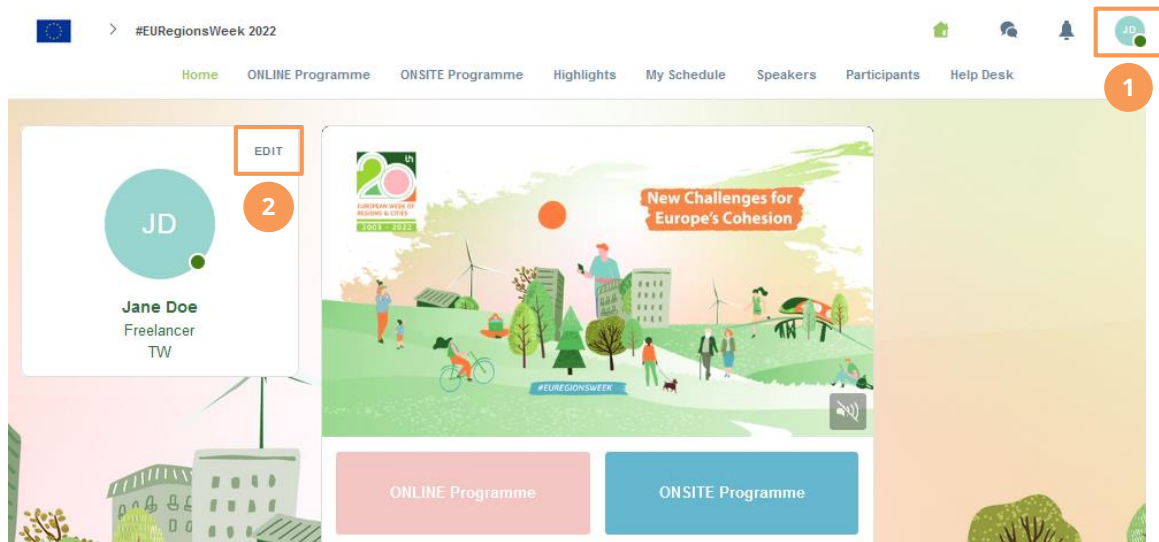
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How to edit your profile

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There are two ways of
accessing your profile:



1
From the drop-down on the upper-right corner of your screen, click on **"My profile"**

2
On the left side of your screen next to your photo, click on **"EDIT"**

You will be redirected to your profile where you can edit your personal information.

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How to edit your profile

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Completing your profile is essential for a good networking and matchmaking experience on Swapcard.

Click on **"EDIT"** next to each information section to edit it.

Information visible by all participants of the event (if completed):

- First name, Last name
- Function and Organisation
- Portrait photo and Short biography
- Interests, Type of organisation and Geographical scope (used for AI matchmaking and as filters in the list of participants)
- Social Media accounts

Your contact details are only visible by the participants with whom you are connected.





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AVAILABLE FEATURES

NETWORKING

#EURegionsWeek





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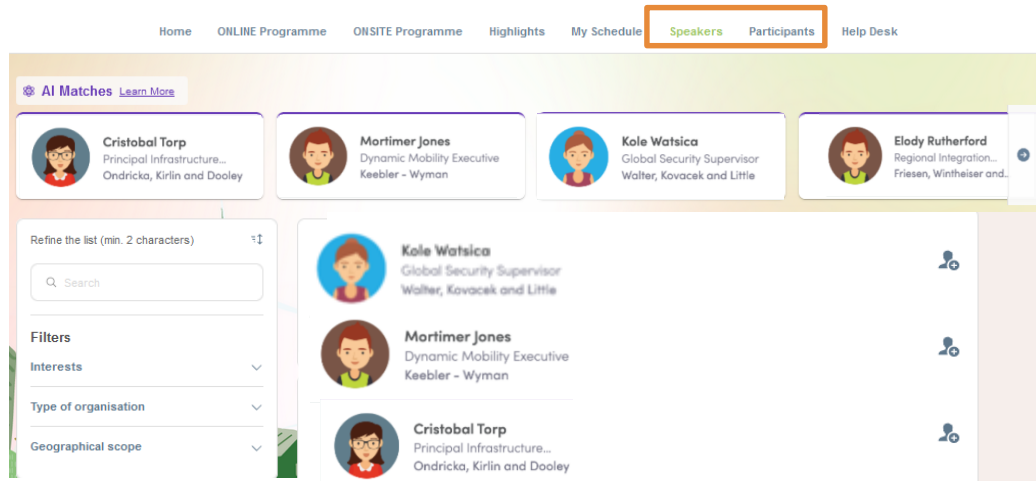
2023 - 2024

Networking

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From the top navigation bar you can access the **Speakers** and **Participants** lists, where you can search and find people to connect with.

Thanks to **Artificial Intelligence**, a matchmaking algorithm identifies the best matches and suggests who to meet. The more complete your profile is, the more efficient the matchmaking will be.



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How to send a connection request?

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Go to someone's profile via the list of participants, speakers, or a company profile and click on

Send connection request

We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for your request.



Charles Bourgeois
Team Lead Event Project Manager Middle East/APAC
Swapcard

Connect with Charles

Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST

Meet Charles


Select a time slot to set up a meeting with Charles.

Thursday, September 1, 2022

9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 3:00 PM

[See more slots](#)

Social media



You will be able to find all the people you have been in contact with from **"My contacts"** tab in the drop down menu.



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Virtual meetings

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The organiser has made possible for you to book virtual meetings with people and vice versa.

You can manage your availability for meetings by going in the tab **"My Schedule"** under **"My Meetings"**. Making yourself unavailable all day or at specific times will remove meeting slots from your profile for other participants.

Slots disappear once booked.

Home ONLINE Programme ONSITE Programme Highlights **My Schedule** Speakers Participants Exhibitors Help Desk

My schedule >
My networking >
My meetings >

Time preferences

Dates are displayed in the event time zone (Europe/Brussels)
[Switch to my time zone](#)

Time is displayed in 12-hour format
[Switch to 24-hour format](#)

Schedule private meetings

Make sure you managed your meeting slots availability in order to schedule private meetings.

Manage your meeting slots availability

Select the slots when you want to receive meeting requests from participants

MANAGE AVAILABILITY

Export

Once you have prepared your visit to the event, you will be able to export your selection to your calendar application or in PDF file for printing.

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2023 - 2024

How to request a virtual meeting

Is a connection

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Jane Doe

Freelancer

TW

- 1 Access a person's profile (i.e: from the Participants button)
- 2 Click on one of the suggested meetings slots.
For more slots, click on **"See more slots"**.
- 3 After selecting a slot, write a note to the person you would like to meet.
- 4 Once done, click on **"Send meeting request"**.

Meet Jane

Select a time slot to set up a meeting with Jane.

Monday, October 10, 2022

8:00 AM 30 mins	8:30 AM 30 mins	9:00 AM 30 mins	9:30 AM 30 mins	10:00 AM 30 mins	10:30 AM 30 mins
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[See more slots](#)

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How to interact before a session

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The screenshot shows the website interface for a workshop. At the top, there's a navigation bar with links: Home, ONLINE Programme, ONSITE Programme, Highlights, My Schedule, Speakers, Participants, and Help Desk. The main header area features a large green graphic with the word 'WORKSHOP' in a stylized font. Below this, there's a section for the workshop titled 'Delivering the Green Deal at a regional and local level ONLINE - 11WS22164'. It includes a date and time: 'Tuesday, October 11, 2022 9:30 AM to 11:00 AM - 1 hr, 30 min. (Europe/Brussels)'. There are also tags for 'Workshop' and 'Green Transition'. A button 'Add to my schedule' is visible. On the left, there's an 'Information' section with text about the workshop's focus on the Green Deal. Below that, 'Partners' are listed as the European Committee of the Regions - EA Group. 'Language(s)' are listed as English (EN), Lietuvių kalba (LT), and Polski (PL). On the right, there's a 'Speakers' section with three entries: Zuhair Demir (Minister for Justice and Enforcement, Environment, Energy and Tourism, Flemish Government), Mikel Irujo (Regional Minister of Economic and Business Development, Navarra Regional Government, Spain), and Seán Kelly (Member). At the bottom right, there's a 'Live discussion' button with a speech bubble icon.

With **Live discussion**, you can **chat** with other participants and **ask questions in advance** to speakers by clicking on the **"Questions"** tab. Questions will be sorted by upvotes where the most liked questions will rise to the top.

You also can **react** and **answer** to other people's messages, or delete your message by clicking on the three dots next to it.

Note: you will be entitled to chat and ask questions through the Zoom chat during the live session.

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How to interact before a session

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Home ONLINE Programme ONSITE Programme Highlights My Schedule Speakers Participants Help Desk

Delivering the Green Deal at a regional and local level ONLINE - 11WS22164

Tuesday, October 11, 2022 9:30 AM to 11:00 AM
1 hr. 30 min. (Europe/Brussels)

Workshop
Green Transition

WORKSHOP

Add to my schedule

Information

This workshop will examine how regions and cities can implement the objectives of the Green Deal, in particular by using regionally and locally determined contributions.

Partners

European Committee of the Regions - EA Group

Language(s)

English (EN)
Lietuvių kalba (LT) Polish (PL)

Speakers

ZD **Zuhail Demir**
Minister for Justice and Enforcement, Environment, Energy and Tourism
Flemish Government

MI **Mikel Irujo**
Regional Minister of Economic and Business Development
Navarra Regional Government, Spain

Seán Kelly
Member

Live discussion

Chat

Copy
Open profile
Delete message

Kelly Wanda

From Kelly Wanda: And we see all these activities continue? What is going to drive this?

3:04 PM

Solomon Getachew Kassa

First of all, I would like to appreciate the organizers to create such kind of opportunity to re think the African and Eruption community innovative cooperation. So what will be the focus of the innovative way of for ward ?

3:05 PM

Kelly Wanda

I would like to pose that question to all the panelists? Is there going to be sustain SCROLL TO BOTTOM ?

+ Write a message...

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AVAILABLE FEATURES

THE TABS

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The **Online Programme** tab gives you an overview of the online sessions for each day of the event, starting by Monday 10th.

All session times are expressed in CET (Brussels time).

You can find a specific session by typing the session code or title in the **search bar** on the left side of the screen.

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Online Programme

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To find other sessions that may interest you, you can use one of the **filters**, or a combination of them.






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Online Programme

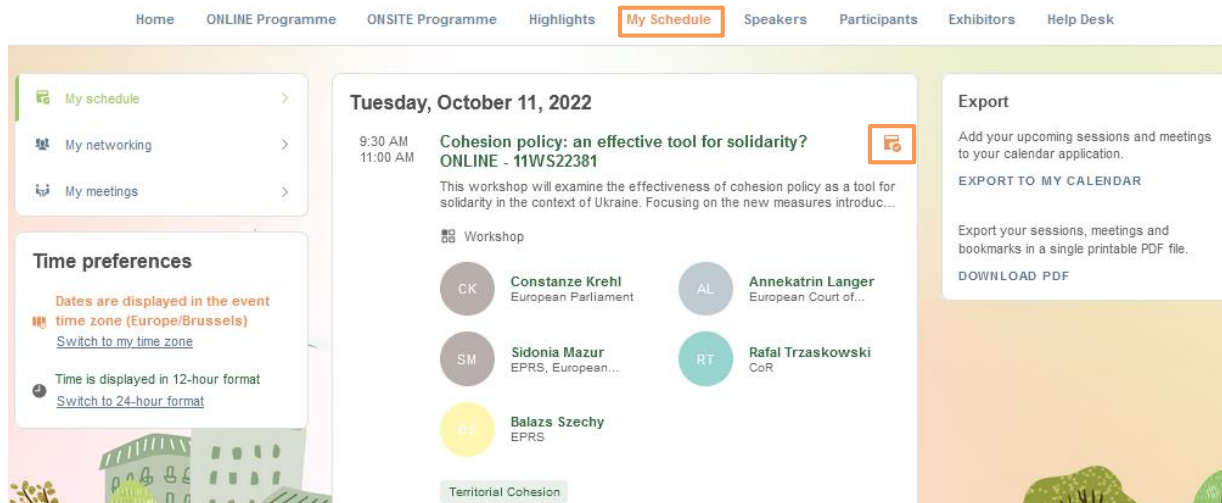
New Challenges for
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To register to a session, simply
click on the button

 Add to my schedule

You will see all the sessions you
registered to under **"My
Schedule"**.

To cancel your registration, unclick
the REGISTER button



The screenshot shows the 'My Schedule' page with a navigation bar at the top containing links: Home, ONLINE Programme, ONSITE Programme, Highlights, My Schedule (highlighted), Speakers, Participants, Exhibitors, and Help Desk.

On the left, there is a sidebar with three links: My schedule, My networking, and My meetings, each with a right-pointing arrow. Below these is a 'Time preferences' section with two options: 'Dates are displayed in the event time zone (Europe/Brussels)' with a 'Switch to my time zone' link, and 'Time is displayed in 12-hour format' with a 'Switch to 24-hour format' link.

The main content area is titled 'Tuesday, October 11, 2022'. It lists a session from 9:30 AM to 11:00 AM titled 'Cohesion policy: an effective tool for solidarity? ONLINE - 11WS22381'. Below the title is a description: 'This workshop will examine the effectiveness of cohesion policy as a tool for solidarity in the context of Ukraine. Focusing on the new measures introduc...'. The session is categorized as a 'Workshop' and features four speakers: Constanze Krehl (European Parliament), Annekatrin Langer (European Court of...), Sidonia Mazur (EPRS, European...), and Rafal Trzaskowski (CoR). A fifth speaker, Balazs Szechy (EPRS), is listed below. The session is tagged with 'Territorial Cohesion'.

On the right, there is an 'Export' section with the text: 'Add your upcoming sessions and meetings to your calendar application.' Below this are two links: 'EXPORT TO MY CALENDAR' and 'DOWNLOAD PDF'.

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The **Onsite Programme** tab gives you an overview of the sessions that you can attend in person.

There are three types of locations:

- The SQUARE Convention Center
- The Jacques Delors building of the Committee of the Regions
- The Regional offices

You can search sessions by using the **location filter**.

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Onsite Programme

New Challenges for
Europe's Cohesion

Home ONLINE Programme **ONSITE Programme** Highlights My Schedule Speakers Participants Exhibitors Help Desk

Refine the list (min. 2 characters)

Search

Filters

Format

Thematic topic

Location

Keywords

Language(s)

Day

Start time

Partners

Time preferences

Dates are displayed in the event time zone (Europe/Brussels)

Switch to my time zone

AI Matches [Learn More](#)

HIGH-LEVEL WORKSHOP

Youth empowerment and civic engagement, lessons...

Wed, Oct 12, 2022 11:30 AM

WORKSHOP

Inclusive cities by reshaping urban mobility ONSITE ~...

Tue, Oct 11, 2022 2:30 PM

20TH ANNIVERSARY TESTIMONIALS

20th Anniversary testimonials ONSITE - 13Testi22523

Thu, Oct 13, 2022 11:30 AM

Monday 10

WORKSHOP

Pact for Skills - Enabling the green transition in...

Only 50 seats left

Oct 10, 2022 4:30 PM to 6:00 PM

Jakub Štífla - Automotive Skills...
Sabine Stützel-leinmüller - Stuttgart...

[See more](#)

WORKSHOP

Empowered youth, better future in EU capital cities...

Only 20 seats left

Oct 10, 2022 4:30 PM to 6:00 PM

Marine Hanke - Vienna City Council
Justine Pantelejeva - City of Riga
Karin Ekdahl Wästberg - Stockholm C...

WORKSHOP

Refugees fleeing war: the role of border regions...

Only 12 seats left

Oct 10, 2022 4:30 PM to 6:00 PM

All session times are expressed in CET
(Brussels time).





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To register to an onsite session,
simply click on the button

 Reserve my seat

The number of available seats
varies depending on the room
capacity.

**Do not forget to reserve your
seat!**

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Onsite Programme


**New Challenges for
Europe's Cohesion**

Home ONLINE Programme ONSITE Programme Highlights My Schedule Speakers Participants Exhibitors Help Desk



**Empowered youth, better
future in EU capital cities and
regions ONSITE - 10WS22359**

 Only 20 seats left

 Monday, October 10, 2022 4:30 PM to 6:00 PM -
1 hr. 30 min. (Europe/Brussels)

 Jacques Delors building - Committee of the
Regions - JDE63

 Workshop

WORKSHOP

 Reserve my seat

Information

As 2022 is the European Year of Youth, the CCRN is preparing a workshop focused on European youth. More specifically, in our workshop we will share the best examples of strategies encouraging young girls to choose technical, scientific or IT professions for their career paths. For example, for more than ten years the city of Vienna has annually held a so-called "Daughters' day" enabling young girls to spend a day at one of 190 companies and get first-hand experience. In the workshop we will focus on other [See more](#)

Capital Region of Berlin-
Brandenburg

Speakers



Marine Hanke

Vice-chair of the Committee of the European and International Affairs
Vienna City Council



Justine Pantelejeva

Riga City Councillor, Deputy Head of Development Committee
City of Riga



Karin Ekdahl Wästberg

Director of Innovation
Stockholm City Council





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Onsite and online versions of an hybrid session are linked on Swapcard.

You can easily find the other version at the bottom of the sessions page.

Reminder: you cannot register to both online and onsite participation, please cancel one of them.

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Programme – hybrid sessions

Information

As 2022 is the European Year of Youth, the CCRN is preparing a workshop focused on European youth. More specifically, in our workshop we will share the best examples of strategies encouraging young girls to choose technical, scientific or IT professions for their career paths. For example, for more than ten years the city of Vienna has annually held a so-called "Daughters' day" enabling young girls to spend a day at one of 190 companies and get first-hand experience. In the workshop we will focus on other

[See more](#)

Partners	Capital Region of Berlin-Brandenburg
	City of Budapest
	City of Prague
	City of Riga
	City of Vienna
	Region of Bratislava
	Region of Madrid
Language(s)	Region of Stockholm
	English (EN)

You may also like

Speakers



Marine Hanke

Vice-chair of the Committee of the European and International Affairs
Vienna City Council



Justine Pantelejeva

Riga City Councillor, Deputy Head of Development Committee
City of Riga



Karin Ekdahl Wästberg

Director of Innovation
Stockholm City Council



Moderator



Manon Deshayes

Policy Officer
The European Youth Forum



This session in hybrid format is also open for online participation. To register, click on the session title below, then "Add to my schedule". You cannot register to both online and onsite participation, please cancel one of them.

Empowered youth, better future in EU capital cities and regions ONLINE - 10WS22359

Monday, October 10, 2022 4:30 PM to 6:00 PM

Marine Hanke - Vienna City Council





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Live session on Zoom

As from the beginning of October, the Zoom connection details of all sessions you registered to will become available on each session page.

Under **"My Schedule"**, after selecting the session, you will be able to **scroll down to find the Zoom link**. You may also use the Zoom meeting ID and passcode.

Please note that connection details will **not** be sent to participants by email.

New Challenges for
Europe's Cohesion

Engage with citizens about cohesion policy through the Kohesio platform: use cases and feedback ONLINE - 11INFO22362

Tuesday, October 11, 2022 9:30 AM to 10:30 AM - 1 hr. (Europe/Brussels)

Information session (followed by Q&A)

Territorial Cohesion

INFO SESSION

Add to my schedule

Connection details

Zoom Meeting ID 815 0344 4356

Zoom Meeting Passcode 486057

Click here to join the session live on Zoom

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Access a session

New Challenges for
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← → ↻ us06web.zoom.us/j/81503444356?pwd=VVc1K1gyeXcvYXJnWGR4bGJa... ☆

zoom

Support English ▾

Connection details

Zoom Meeting
ID 815 0344 4356

Zoom Meeting
Passcode 486057



Click here to join the session live
on Zoom



Click **Open Zoom Meetings** on the dialog shown by your
browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and
[Privacy Statement](#)

Launch Meeting

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EUROPEAN WEEK OF
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The main sessions of the Week are also listed under the tab **"Highlights"**, starting with the Opening session.

For this year's edition, **one 20th anniversary Testimonial and eight 20th anniversary High-level workshops** have been added to the Highlights programme.

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Highlights

New Challenges for
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You will receive a **notification** before each Highlight session. You will see the notifications by clicking on the bell on the up-right corner of your screen.





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The tab **"My Schedule"** allows you to see your own schedule. Here you can find the **sessions** you registered to, your confirmed **meetings** with participants and the list of people you connected with.

You can export your meetings, schedule, networking, and bookmarks as a PDF by clicking on **Download PDF**.

My Schedule

New Challenges for
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The screenshot shows the 'My Schedule' page with a navigation bar at the top containing links: Home, ONLINE Programme, ONSITE Programme, Highlights, My Schedule (highlighted), Speakers, Participants, Exhibitors, and Help Desk. On the left sidebar, there are three menu items: 'My schedule' (highlighted with an orange box), 'My networking', and 'My meetings'. Below these is a 'Time preferences' section with two options: 'Dates are displayed in the event time zone (Europe/Brussels)' with a link to 'Switch to my time zone', and 'Time is displayed in 12-hour format' with a link to 'Switch to 24-hour format'. The main content area shows a workshop titled 'Cohesion policy: an effective tool for solidarity?' scheduled for Tuesday, October 11, 2022, from 9:30 AM to 11:00 AM. The workshop is online (11WS22381) and will examine the effectiveness of cohesion policy as a tool for solidarity in the context of Ukraine. Below the title, there is a list of participants with their initials in colored circles and names: CK (Constanze Krehl, European Parliament), AL (Annekatrin Langer, European Court of...), SM (Sidonia Mazur, EPRS, European...), RT (Rafal Trzaskowski, CoR), and PS (Balazs Szechy, EPRS). At the bottom of the list is a tag 'Territorial Cohesion'. On the right side of the page, there is an 'Export' section with the text 'Add your upcoming sessions and meetings to your calendar application.' and a link 'EXPORT TO MY CALENDAR'. Below this is a box with the text 'Export your sessions, meetings and bookmarks in a single printable PDF file.' and a link 'DOWNLOAD PDF' (highlighted with an orange box).

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Export your Calendar

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On the web app

Click on **Export to my calendar** to download an ICS file with your event data.

On the mobile app

Select the **Download icon**  at the top-right corner of your screen.

Choose **Export to my calendar** to download an ICS file.

The download button is available in all sections of your *My event* tab (*My schedule, My meetings, My networking, My bookmarks, My videos, and My wishlist*).






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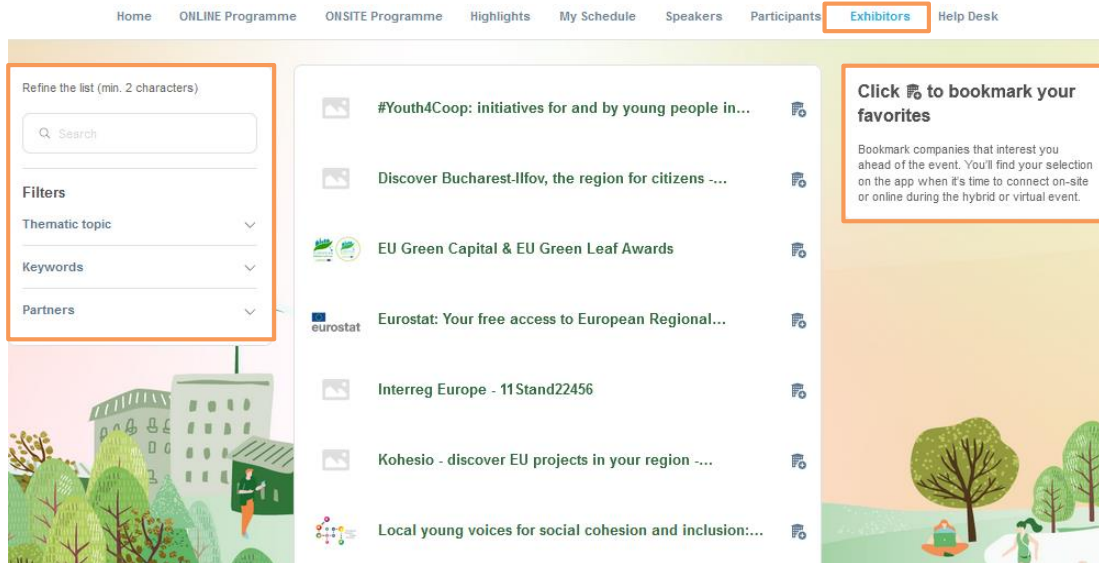
The tab “**Exhibitors**” gathers all the virtual stands of the Week.

It will be visible as from **mid-September**.

You can search stands using the filters, or bookmark your favorites by clicking the button 

Exhibitors

New Challenges for
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The screenshot shows the website's navigation bar with the 'Exhibitors' tab highlighted. Below the navigation bar, there is a search bar and a filters section. The filters section includes a search bar, a 'Refine the list (min. 2 characters)' dropdown, and a 'Filters' section with 'Thematic topic', 'Keywords', and 'Partners' dropdowns. The main content area displays a list of exhibitors, each with a logo, a title, and a bookmark icon. The exhibitors listed are: #Youth4Coop, Discover Bucharest-Ilfov, EU Green Capital & EU Green Leaf Awards, Eurostat, Interreg Europe, Kohesio, and Local young voices for social cohesion and inclusion. A sidebar on the right contains a message about bookmarking favorites and an illustration of a person sitting on a bench under a tree.

Home ONLINE Programme ONSITE Programme Highlights My Schedule Speakers Participants **Exhibitors** Help Desk

Refine the list (min. 2 characters)

Search

Filters

Thematic topic

Keywords

Partners

#Youth4Coop: initiatives for and by young people in...

Discover Bucharest-Ilfov, the region for citizens -...


EU Green Capital & EU Green Leaf Awards

Eurostat: Your free access to European Regional...

Interreg Europe - 11Stand22456

Kohesio - discover EU projects in your region -...

Local young voices for social cohesion and inclusion:...

Click  to bookmark your favorites

Bookmark companies that interest you ahead of the event. You'll find your selection on the app when it's time to connect on-site or online during the hybrid or virtual event.

#EURegionsWeek





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Exhibitors

Such as in a physical exhibition, each stand is personalised by the exhibitor's team.

Here you can chat with the team or organise a virtual meeting, and find out more about the organisation through **videos, links and documents or any other material.**

You can also find their website and social media.

**New Challenges for
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Social media



Documents & Links

-  **BRIDGE - Understanding and addressing polarisation at the local level** 
Local and regional bodies play a strategic role to prevent and overcome polarisation and to foster social cohesion, with the involvement of the youth.
-  **LOUD-local authorities and young people from cities mobilise against intolerance** 
Young people play a leading role in promoting a society that is more tolerant and multicultural. Local authorities have thus an important asset in their youth.
-  **Preserving amateur sport's cohesive capacity by fighting discriminatory violence** 
MATCH-SPORT supported local authorities and sports organisations in working together on reducing violence, discrimination, racism & intolerance in amateur sport





New Challenges for
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Thank you for reading this guide!

Have more questions?
Send a message to the [Help Desk](#) on Swapcard or at
contact@euregionsweek.eu

#EURegionsWeek

