CALL FOR HOSTING INTEGRATING CITIES CONFERENCE IX

EUROCITIES is looking for candidate cities to host the 9th edition of the Integrating Cities Conference, expected to take place in the autumn 2020. The conference will foster multi-level dialogue between EU and city representatives, allowing time for presentations, promotion and discussion about the actions undertaken by cities, including the results of EUROCITIES project VALUES.

The Integrating Cities Conference will be the occasion to feed cities' initiatives and their achievements into the continued fruitful dialogue with the European Commission and national governments on how to advance migrant inclusion.

Previous editions of the Integrating Cities Conference took place in Rotterdam (2006), Milan (2007), Berlin (2009), London (2010), Amsterdam (2012), Tampere (2013), and Athens (2016) and Milan (2018). The selection process will take into account the geographical balance of the previous conferences.

Why hosting the event?

The high-level, well known Integrating Cities Conference will provide a platform to promote on the one hand the work of the host city on its practices and experience in the field of migration and integration and, on the other hand, to present the activities implemented during VALUES to a wider audience. The host city will thus attract an international community of urban experts and city officials, and will initiate discussion with representatives of EUROCITIES member cities and EU officials.

Structure of the event

As in previous editions, the conference programme will be developed in close cooperation with EUROCITIES, the Working Group Migration & Integration, the European Commission and the host city. The conference will be prepared by the host city in cooperation with EUROCITIES. They will work together before, during and after the conference.

The event should last two and half/three days:

- The **first day** will be dedicated to the **final meeting** of the VALUES project with the participation of the project partners (about 80 participants). Partners will have the opportunity to meet and provide a final report on what they have done in VALUES: the results of the cluster visits, of the staff and volunteer exchanges, the presentation of the new Integrating cities toolkits and the status of action plans in the partner cities.
- The **second and third day (half or whole day TBC)** will be dedicated to the **Integrating Cities Conference**, event open to all EUROCITIES members as to the wider public (EU and national institutions, NGOs, migrant communities, private sector, academia...), with a total of 150/200 participants expected.

The programme will include the following moments:

- High-level panel debates on migration and integration with the European Commission and selected speakers, and Questions&Answers (QA) sessions with the audience. The topic will be the integration of migrants through volunteering activities and mutual learning among cities;

- Cluster sessions on specific subtopics;

- A ceremony for new signatory cities of the Integrating Cities Charter;

- Interactive and "sharing ideas" sessions;

- An additional day (before the conference starts) for the VALUES final meeting.

Event logistics' requirements

The venue:

The venue should offer a plenary room able to host 150/200 participants; 5/6 smaller rooms for workshops and working groups; a lunch area. It should possess minimum logistical equipment (chairs, stage, tables...) and technical facilities (projector, big screens, computers, microphones, sound system...).

Catering and dinners:

EUROCITIES, through the EU funded project VALUES, will financially contribute to the catering. The host city will liaise with EUROCITIES and several catering companies, in order for EUROCITIES to receive – at least – three catering offers. The host city will also liaise with EUROCITIES to organise two dinners.

The budget:

EUROCITIES financial contribution to the conference will be made available through the EU funded project VALUES, as indicated in the table below. EUROCITIES will pay the amounts indicated below on the basis of invoices paid by the host city or addressed to EUROCITIES, following written agreement between the host city and EUROCITIES. Please note that EUROCITIES will reimburse the exact real cost occurred, and that the amounts indicated below are maximum costs. Any additional cost will be covered by the host city.

More comprehensive guidelines on financial rules required for this conference will be drafted by EUROCITIES and shared with the host city, once selected.

Table 1 – Integrating Cities Conference VIII - budget

Integrating Cities Conference VIII items	Cost per unit (€)	Unit	Total cost (€)
Catering Final partners meeting	50.00	80 persons	4,000.00

(1day/80 people lunch and coffee)			
Dinner Final meeting partners (80 people)	40.00	80 persons	3,200.00
Room rental Final meeting partners (1st day)	1,500.00	1 day	2,000.00
Plenary venue: 2 days/ 5-6 workshop rooms, lunch area, technical equipment	5,500.00	2 days	11,000.00
Catering (Coffee, lunch, services on 2 days/150 people)	100.00	150 persons	15,000.00
Integrating Cities dinner	50.00	150 persons	7,500.00
Integrating Cities VIII Conference Interpretation (plenary, 2 days)	2,000.00	2 days	4,000.00
Conference speakers travel (10 speakers)	350.00	10 persons	3,500.00
Conference speakers DSA[1] (10 speakers, 2 days)	180.00	20 DSA (10 persons * 2 days)	3,600.00
Materials design and layout (programme, posters, etc.)	5.00	150pieces	750.00
Materials production	7.00	150 pieces	1,050.00
Total			**55,600.00**

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[1] Daily Subsistence Allowance.

Application

Deadline: 8 July 2019

Please submit your application by sending a letter of intent signed by the Mayor via email to rossella.nicoletti@eurocities.eu. Your letter should indicate the following elements:

- Commitment to organise the Conference in cooperation with EUROCITIES Brussels office and the European Commission (DG HOME);
- Presentation of the city and its work on migration and integration;
- Detailed presentation of the proposed venue (pictures welcomed);
- Foreseen costs of the conference (based on the indicative budget provided in the table above)
- Engagement to cover additional costs from the budget (if any) entirely.

Selection Criteria

The selection will take into consideration the following criteria:

- Quality of the application in terms of infrastructures and organisation foreseen within the given budget;
- transport connections to the city to facilitate participants' travel;
- Long-term engagement of the city on the topic of migration and integration;
- Geographical balance, taking into account the locations of previous ICC editions;
- Priority will be given to cities which are partners of the VALUES project.

For any further information, please contact Rossella Nicoletti and/or Feyrouz Lajili-Djalaï via email at rossella.nicoletti@eurocities.eu / Feyrouz.lajili@eurocities.eu or by phone +32 2 552 0864/+32 2 552 08 40.