

PROVIDE Conference publishing template

**In order to get the information on your** conference **offer published on the PROVIDE platform
(**[**www.provide-eu.org**](http://www.provide-eu.org)**) please fill out the following form and mail it to:** **info@provide-eu.org****.**

Furthermore, we need one or two pictures relevant to your Conference that can be displayed on the course page. Please include those in your email when you send back this form.

If you want to provide a document for download (either .doc or .pdf) on the Conference page (e.g. conference programme, environment, resources or additional information, experiences) please include it in the email as well.

[Insert Title of the Conference ]

# Description of the Conference

Organising Institute

[Institute]

Institute Website

[URL]

Country of Institute

[Country]

Contact Person

[Contact Details]

[Insert Description]

# Summary

⇨ Please make sure to keep this as short as possible. You have the regular description of the Conference to explain it in an extended way.

[Insert Short Description]

# Target Group(s)

[Insert Target Group(s)]

# Topics tackled

[Insert topics]

# Speakers

[insert speakers]

# Dates of the Conference

[Insert Dates of the Conference .]

Country/Countries of the Conference

[Country/Countries]

Address

[Address]

Website (if available)

[URL]

Agenda / Programme (if available)

[insert information or add the agenda as PDF]

# Methodology/Didactics

**Delivery approach**

[Insert Information on how you will deliver the conference, e.g. if there are presentations, panel discussions, workshops, networking opportunities and other formats, accompanying exhibition etc.]

**Pre-phases and follow-up**

[Insert Information if any]

# Quality Management

**Evaluation strategy**

 [Insert Information on how you evaluate your Conference offer]

**European dimension**

[Insert Information if/how you take care of the European aspects in the Conference ]

# Validation

**Documentation**

[Insert Information if and how you document the learning process of the participant]

# Certification

[Insert Information if and how you certify the learning process of the participant]

**Badges** (if applicable)

[Insert Information]

**Certificates** (if applicable)

[Insert Information]

# Organisation

**Where to apply**

[Insert Information]

**Hosting and Accommodation**

[Insert Information]

**Funding Opportunities**

[Insert Information]