

# Host your own event at the 2022 ITF Summit

The 2022 ITF Annual Summit on *Transport for Inclusive Societies*, 18-20 May in Leipzig, Germany, will explore how innovative technologies and business models in transport can enable social inclusion while promoting sustainable economic growth. The discussions will focus on current and emerging issues relevant to inclusive transport, including the physical and social dimensions of accessibility, new mobility, and promoting resilience and equity within the transport labour market.

Within and around the Summit core programme, there are opportunities for organisations to host events featuring topics that complement the 2022 Summit theme.

Please find below the list of specific themes with regard to transport and transport policies which the ITF is seeking to complement its programme:

- Innovation for inclusive transport
- Climate change and social inclusion
- Safety and security
- Inclusive and resilient transport networks.

Additionally, **side events that ensure gender balance amongst moderators and speakers will be favoured.**

## 1. Official Side Events

Side Events are an important component of the ITF official programme. Side Events provide unique opportunities for international organisations to present recent work, foster debate on key issues, or conduct technical and policy discussions with a diverse international audience.

Organisations are encouraged to collaborate with other relevant organisations to co-host a side event.

Official side events are:

- Included in the official Summit programme
- Open to all Summit participants
- Selected by the ITF Secretariat based on their relevance to the Summit theme and coherence within the broad scope of the Summit programme.

The number of side events is limited. Placement within the programme schedule is at the discretion of ITF Secretariat.

**Location:** Side Events take place within an event hall, the Congress Center Leipzig (CCL), at the Summit venue. Some rooms may accommodate up to 180 participants, however capacity may be adapted to the prevailing sanitary situation.

**Duration:** 1 hour

**Organisation:** Each Side Event host is responsible for the overall organisation of its respective event (e.g. agenda, speakers, subject outline) and coordinates directly with CCL for the room set-up and any related additional requirements.

**Fee:** A fixed fee of €1 000 (+ VAT) per event is to be paid by the respective Official Side Event host. This fee covers room hire, three free registrations to the Summit, promotion of the event through ITF communications.

Additional set-up and in-room requirements (staging, decoration, signage, interpretation, audio-visual and technical equipment (catering, printing etc.) are available upon request and at the cost of the respective side event host. CCL will invoice directly for these services.

Please note all participants, including speakers and moderators, must be registered for the Summit.

**On site:** CCL is responsible for all on-site management including room set-up and any additional requirements.

## How to apply

All applications for Official Side Events will be submitted via the Official Side Events Request online form, available [here](#) and via the Summit website: <http://2022-sta.itf-oecd.org/side-events>.

The deadline for applications is **4 February 2022**. Applicants will be notified of the outcome by early March 2022. For more information, contact Melissa Pedroso Moura, [melissa.pedrosomoura@itf-oecd.org](mailto:melissa.pedrosomoura@itf-oecd.org).

## 2. Closed Events (Invitation-only)

Given the international audience at the Summit, it can be advantageous for organisations to hold related events for a specific audience during the Summit period, for example working group meetings, training courses, and board meetings.

**Location:** Closed events takes place either at CCL or at the Messehaus depending on both the number of participants and whether your event attendees are all registered Summit participants.

**Duration:** Variable subject to room availability.

**Organisation:** The organiser is responsible for the overall organisation of the meeting and coordinates directly with CCL for the room set-up and any related additional requirements.

**Fees:** from €500 (+ VAT) to €1 500 (+ VAT) per event, depending on size of room and duration of event.

This fee covers room hire, promotion of the event through ITF communications (where relevant), and the administration costs. Additional set-up and in-room requirements (staging, decoration, signage, interpretation, equipment, catering, printing, etc.) are available upon request and at the cost of the respective side event host. CCL will invoice directly for these services.

**On site:** CCL is responsible for all on-site management, including room set-up and any additional requirements.

## How to apply

Please email your event request to Melissa Pedroso Moura, of the ITF Summit team. Please note rooms are limited and it is recommended that requests be made well in advance.

For more information, contact Melissa Pedroso Moura, [melissa.pedrosomoura@itf-oecd.org](mailto:melissa.pedrosomoura@itf-oecd.org).

## 3. Media Events

These events include press conferences, signing ceremonies for agreements and report launches. Media events may be closed or open events, and may or may not be listed in the official Summit programme (subject to timing of request).

**Fee:** There are no fees for these events, but all participants, **including presenters**, must be registered as delegates at the Summit.

**Location:** All media events will take place at the Media Center.

For more information, contact Michael Kloth, [michael.kloth@itf-oecd.org](mailto:michael.kloth@itf-oecd.org).

## The Venues: CCL and Messehaus

These venues are both located on the grounds of the Leipzig Trade Fair. It takes approximately 2-3 minutes to walk between the venues.

For more information regarding Summit venues at the Leipzig Trade Fair, visit <https://www.leipziger-messe.de/en/locations/overview/>.