**ENOLL OPEN LIVING LAB DAYS (OLLD) 2024 & 2025**

**HOSTING APPLICATION FORM**

Thank you for your interest in hosting the ENOLL Open Living Lab Days (OLLD).

This year we are opening the calls to apply for both years 2024 and 2025.

**The submission deadline is August 31st at 23.59h CEST.**

Please, select the year in which you would like to host the OpenLivingLab Days:

[ ]  OpenLivingLab Days 2024

[ ]  OpenLivingLab Days 2025

Please, complete the following application form to provide us with the necessary information about your organization and your proposed hosting plan.

**ORGANIZATION DETAILS:**

**Name of Organization:**

**Living Lab name (if different):**

**Address:**

**Website:**

**Contact Person:**

**Name:**

**Position:**

**Email:**

**Co-organizers (if applicable):**

Please provide the names and contact details of any co-organizers involved in hosting OLLD:

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**HOSTING PROPOSAL:**

Proposed Dates for OLLD in September 2024/2025:

Proposed Venue(s) for OLLD:

Please provide a brief description of the venue(s) and its suitability for hosting OLLD:

What facilities does the venue offer (e.g., meeting rooms, exhibition spaces, technical infrastructure)?

How accessible is the venue for participants (e.g., proximity to airports, public transportation)?

**Please, ensure the availability of the proposed locations for September 2024**

Are there any potential sponsorship opportunities or local partners that could support the event or made the venue available?

Please describe any unique aspects or features of your proposed hosting location that would enhance the OLLD experience for participants:

**ORGANIZATIONAL CAPACITY:**

Describe your organization's experience and expertise in organizing large-scale events or conferences:

How many staff members will be dedicated to the planning and execution of OLLD?

Do you have experience working with international participants and managing their logistics?

**BUDGET:**

Provide an estimated budget for hosting OLLD, including both income and expenditure categories:

How do you plan to cover the costs associated with hosting OLLD (e.g., registration fees, sponsorships, grants)?

ENoLL will be a co-organizer with an in-kind and shared profit/loss responsibility.

**PROMOTION AND OUTREACH:**

How do you plan to promote and attract participants to OLLD?

Do you anticipate any media coverage for OLLD? If yes, please provide details of any local or international media outlets that may be interested in covering the event.

**LOCAL ECOSYSTEM AND SITE VISITS:**

Describe the local innovation ecosystem and its relevance to the themes of OLLD:

Are there any notable research institutions, companies, or organizations in the area that are actively involved in innovation and collaboration?

Can you propose any site visits or tours that could be organized for OLLD participants to showcase local innovation initiatives or projects?

**SPONSORS:**

Have you identified any potential sponsors for OLLD? If yes, please provide the names of the sponsors and their level of involvement/support.

**ADDITIONAL INFORMATION:**

Please provide any additional information or considerations that you believe would be relevant to the evaluation of your hosting application.

By submitting this application, you acknowledge that you have read and understood the hosting requirements and guidelines provided by ENOLL for Open Living Lab Days. You also agree to comply with all relevant terms and conditions outlined by ENOLL.

We appreciate your time and effort in completing this application. We will review your submission and contact you regarding the status of your application.

Thank you for your interest in hosting the ENOLL Open Living Lab Days (OLLD)!