



## Call for proposals - Workshops @FTTH Conference 2020

Members of the FTTH Council Europe, who wish to organise a workshop at the FTTH Conference 2020 in Berlin, are invited to submit their proposals. The selected workshops will be part of the official workshop programme on 21 April 2020.

### Conditions

To submit a workshop proposal, the following conditions must be fulfilled:

- A workshop has to be **jointly organised by at least three member companies of the FTTH Council Europe**. External partners are also welcome, but it is imperative to have three member companies involved.
- **Workshop proposals organised by less than three member companies may be considered if the proposed topic, content and speaker list is outstanding in terms of relevance, novelty and speakers' seniority** and if it brings overall very high added value to the FTTH Conference.
- The proposed workshop topics should be ideally novel, timely and relevant in the broad areas of a technology, policy/regulatory or investment/financing. The proposed speakers should include senior external speakers for example from operators, NRAs, investors or financial analysts. **We strongly encourage diversity and gender balance.**
- The workshop outline as well as the list of partners and the list of proposed speakers have to be submitted by 2 December 2019, 17:00 CEST.
- In case of an overlap of content of submitted workshops, the programme committee of the FTTH Council Europe may ask you to investigate cooperation with another workshop submitting group.
- The programme committee of the FTTH Council Europe will inform you about their decision no later than 20 January 2020.
- Each workshop will be supervised by a Board member of the FTTH Council Europe. Workshops that include product presentations or product marketing are not allowed and will be removed from the workshop programme or stopped on the spot.

### Important Deadlines

**Submission Form:**  
2 December 2019

**Workshop selection:**  
20 January 2020

**Submission of full programme:**  
21 February 2020

**Submission of presentations:**  
13 March 2020

### Obligations for workshop organisers

If a workshop is accepted, the organising member companies commit to the following:

- Providing a final and full programme including confirmed speaker names by **21 February 2020**. Failing to do so allows FTTH Council Europe to cancel the workshop.
- Ensuring that the workshop programme is in line with the submitted abstract. If content or topics have changed, FTTH Council Europe has the right to cancel the workshop.
- Inviting and briefing moderators and speakers and ensuring that they show up at the workshop.
- A maximum of **12 speakers/moderators** is allowed for a workshop.



- Sending all final presentations in PPT format – in line with the detailed technical specifications sent to selected workshop organisers by FTTH Council Europe - to the FTTH Council Europe latest by **13 March 2020 for review by the supervising Board member**.
- Informing your contacts/stakeholders about the workshop and the FTTH Conference 2019.
- Ensuring a professional and smooth flow of the workshop.

### Services offered by FTTH Council Europe, free of charge

The FTTH Council Europe will provide the necessary infrastructure for the workshop, including:

- Workshop room
- Presentation equipment (laptop, beamer)
- Food & beverages during coffee breaks
- Appearance of the workshop & its agenda in the official programme of the FTTH Conference
- Appearance of the workshop title at least once in the Conference Newsletter of the FTTH Council Europe until 21 April 2020
- Speakers of your workshop are registered free of charge (full conference pass) to the FTTH Conference 2020.

### Important Practical Info

- Participants of the workshop have to register as delegates of the FTTH Conference 2020 (full conference pass, one-day passes are **not** available).
- Apart from services detailed above, FTTH Council Europe will not cover any costs arising from the organisation of the workshop.
- Workshop organisers will not have to pay any fee to hold their workshop at the FTTH Conference 2020.
- Timing of workshops:
  - Workshops are expected to start on 21 April 2020 at 09:00. (exceptions possible)
  - A light welcome lunch (sandwiches) will be served from 12:00 onwards.
  - A coffee break will be served around 14:30.
  - Workshops can run until 17:30, latest.
  - The detailed format of the workshop is up to the workshop organiser. Feel free to choose from presentation sessions, panels, interactive discussions, etc.

FTTH Council Europe will do the final selection of the workshops. There is no obligation from FTTH Council Europe to inform submitters about the reasons of accepting or rejecting a workshop. We are looking forward to receiving your proposal!

### Contact

Please fill out the enclosed form and send your submission to Harriet Havelin on [workshop@ftthcouncil.eu](mailto:workshop@ftthcouncil.eu).



## Submission

**Main contact person for the workshop (+ email address):**

**Detailed abstract of the workshop including the covered topics (at least 1000 characters):**

**Outline of the structure and proposed speakers you want to invite:**

**List of the partners that organise the workshop.** This list has to include at least three member companies (including the submitting one). There is no need to have official letters of support, it is sufficient to mention the contact person at the member companies: