

EEA-Eionet Day: Cut across workshops

Wednesday 1 March 2023, DGI Byen (Tietgensgade 65), Copenhagen

Practical guidance for organisers | Version of 22 February 2023

Cut across workshops

The Cut across workshops will bring together participants with a collective expertise on a wide range of topics across Eionet and allow for discussions around cross-cutting issues linked to the current EEA-Eionet Strategy.

Format of the cut across workshops

The Cut across workshops will take place in two rounds of 4 parallel workshops, each 55 minutes long. The size of the workshops can be anywhere between 30 and 100 participants, depending on the number of participants having registered for the workshop. Participants have until 8 February to register for the workshops.

As for the format of the workshops, we recommend a short 'setting the scene' (up to 15 min) followed by a roundtable discussion with active involvement of the participants (40 min). Given the workshop duration, you may want to limit the number of introductory interventions to two to three, each 5-7 minutes long.

For the smooth running of the workshop and follow up discussions please consider:

- Appointing a workshop facilitator to facilitate and summarise the discussion.
- Appointing a rapporteur/note taker to take notes and prepare a summary to be shared with EEA after the event.

Time and location

The first round of workshops will take place from 14:00 to 14:55 and the second round from 15:05 to 16:00 on 1 March at the EEA-Eionet Day venue (DGI Byen).

4 breakout rooms located on the ground floor and 1st floor (a short walk from the plenary room) will be used for the workshops. These rooms have been assigned to the workshops and are listed in the agenda.

The room assigned to your workshop and the final number of participants registered for your workshop will be available after the close of registrations on 8 February, but you can check out the [current status of registrations](#) already.

Workshop facilities

Each of the workshop rooms will be equipped with the following:

- A large screen and a laptop (to run presentations from)
- A setup with chairs and tables at the front of the room for presenters and panellists
- A theatre set-up for participants
- 3 microphones (2 for the speakers and 1 for the audience)
- Pens and notepads for participants

Should you require any additional materials or equipment to run your workshop, please [send us a request](#) by Friday 17 February.

Presentations

All presentations (PowerPoint slides) to be delivered in the workshop will be saved and presented from the laptop located in the room and will therefore need to be sent to us in advance.

Please send us your workshop presentations no later than Friday 22 February.

Workshop deliverables

All workshop organisers should prepare a workshop report of 1-2 pages containing a summary of the presentations and key outcomes of the discussion.

Please send us your workshop report by Friday 17 March.

Contact

For any questions, please contact the EEA-Eionet Day event team at EionetDay2023@eea.europa.eu.