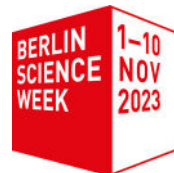


AGREEMENT

Please sign and return this form until 30 July.



Dear future partner of Berlin Science Week,

We are thrilled that you are considering participating in this year's Berlin Science Week. With 200 events and more than 150 participating organisations, it is crucial for the success of the festival that certain specifications are met. Therefore, we have put together the main aspects of our future collaboration. Please carefully read this document as well as our Guiding Principles and return the signed Agreement so that we can take the next steps together.

GENERAL

Participation in Berlin Science Week is free. You are responsible for the creation and realisation of your event, in terms of content and finances. We curate the programme, provide visibility through our communication activities, and create synergies and networking opportunities.

TIMELINE

Please stick to the following timeline to ensure a smooth participation process:

- **03 April - 30 July:** Sign the Agreement and fill out the Event Registration Form
- **24 May:** Networking Meeting - online & in person!
- **30 July - 10 Sept:** Create, complete and submit your event directly in our digital portal
- **Sept - Nov:** Communicate and brand your event as part of Berlin Science Week
- **1 - 25 Nov:** Submit the mandatory documentation and feedback once your event is over

EVENT ENTRY

Once we have received the signed Agreement and following our approval, you can create your event in our digital portal. In order to access your personal account, we'll send you a login for your organisation. We also provide a detailed and very helpful Event Entry Guide which explains all the individual steps of the process. You can find it in the Event Area.

All event information will be used for the online programme on berlinscienceweek.com, in the programme calendar of the Berlin Science Week magazine, as well as for our various communication activities. We reserve the right to select and communicate this information as we best see fit.

Please note: The earlier and the more information we receive about your event (topics, guests, content), the more visibility you get through our various press and social media activities!

COMMUNICATION & BRANDING

It is mandatory that you explicitly mark and promote your own event as being part of Berlin Science Week in your communication activities! Please use our logo set, digital promo material and the phrase '[Name of your Event] is part of Berlin Science Week' for this purpose.

Prior to your event, you will receive free branding material from us (stickers, posters, trailer). This branding has to be displayed visibly for in-person audiences and/or livestreams. We will contact you individually to arrange this.

A range of digital material will be provided in the digital download section of the Event Area, including our Communication Booklet (available from May onwards).

EVALUATION & FEEDBACK

In order to document and continuously develop Berlin Science Week for our stakeholders, we request that you fill out our digital survey right after your event - until 25 November **at the latest**. We will provide the relevant link in due course. We will also provide an audience survey, which you will have to display and communicate to your audiences during and after the event(s).

DIGITAL PORTAL

You will find all the mentioned documents, materials and access to the event entry in the Event Area of our website, available from May 2023: <https://berlinscienceweek.com/event-area>.

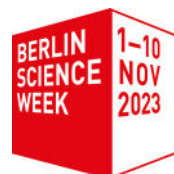
I hereby agree to and will comply with the terms of this document and wish to register event(s) for Berlin Science Week 2023.

Date, Institution

Signature

AGREEMENT

Please sign and return this form until 30 July.



Please fill in the following fields to register your event for Berlin Science Week.

If you have more than one event, simply duplicate this page. You may submit up to three events.

Should you wish to register more than three events, please contact us again individually. All fields marked with * are mandatory.

ORGANISING INSTITUTION(S):*

CONTACT PERSON:* Name

E-Mail

EVENT TYPE:

(for hybrid events, tick both)

☐

digital

☐

in-person

DATE OF EVENT:*

TITLE OR PLANNED TOPIC:*

CAMPUS PARTICIPATION:*

☐

yes

☐

no

FORUM PARTICIPATION:*

☐

yes

☐

no

TOPIC TAG:*

(choose your main tag)

FORMAT TAG:*

(choose your main tag)

LANGUAGE OF THE EVENT:*

☐

English

☐

German

Other, please specify:

VENUE & ADDRESS:*

(online events: specify the platform)

NOTABLE SPEAKERS:

(for our marketing activities)

RELEVANT SOCIAL MEDIA HANDLES:

Instagram

LinkedIn

Facebook

Twitter

CONTACT PERSON IN THE COMMUNICATIONS DEPARTMENT (FULL NAME, E-MAIL):