

EEA-Eionet day: Eionet delivers

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

Practical guidance for organisers | Version of 14 February 2023

Eionet delivers marketplace

The Eionet delivers marketplace will showcase the successful work of Eionet in delivering the EEA-Eionet Strategy. This will include the presentation of projects, case studies, products, and other examples of your work to be shared with the rest of the network in an informative, inspiring and colourful way.

The marketplace will take place as an informal walking fair where participants will be able to walk around and visit the different stands while enjoying a cup of coffee. As the stands will remain in place during the entire event, participants will also be able to view the stands during breaks between sessions.

Time and location

The Eionet delivers marketplace session will take place from 11.45 to 13.00 (1 hour and 15 minutes) on 1 March at the EEA-Eionet day venue (DGI Byen). Here, the marketplace area is located in the foyer next to the main entrance/reception area and is connected to the plenary room.



DGI Byen – marketplace location

This area will be used for both the Eionet delivers and the National corner marketplace sessions. The marketplace area will be used throughout the day -- for coffee breaks and when transiting to other locations at the venue – so participants will get the chance to visit all stands.

The final exhibition floorplan will be available to you closer to the event.

Marketplace stands

All presenters will be given a designated space within the marketplace area which includes a **wall (H:200 x W:100 cm)** that can be used for posters (recommended size: A1) or photos, and a **shelf (D:28 x W:100 cm)** for placing a laptop or displaying materials. If you need more space, please contact us and we will arrange for a **high coffee table (69 cm in diameter)** for your area. The event team will have a supply of scissors, tape, wall tack and other materials that you can use for preparing your stand. Note that laptops and screens will not be provided so if you wish to use a laptop, please bring your own – with a fully charged battery, as there won't be power supply/ extension cords available.

Within your stand, you are free to present any types of materials, such as leaflets, publications, photos, posters, digital visualisations, or any other items that best showcases your work in an interesting and inspiring way. As previously highlighted, we encourage you to be creative so as to attract as many visitors to your stand as possible!

For practical and environmental reasons, however, we encourage you to limit the number of print products to be displayed. For instance, instead of handing out a printed copy of a report, share a QR code with a link to the report. If participants are interested in receiving more information after the event, provide a separate registration list for this.

Due to space limitations within the stands, please limit your team of presenters to maximum **2 persons** within your stand.

Please refer to the [event website](#) for the full list of Eionet delivers stands as well as the [marketplace floorplan](#).

Setting up your stand

All stands for Eionet delivers must be set up at the venue before the main event starts on 1 March. To this end, you can use the following time slots to prepare your stand:

Tuesday 28 February at 18:00 – 19:30

Wednesday 1 March at 07:30 – 08:30

Please note that you will not have a chance to set up your stand once the event has started.

If you have materials that cannot fit into your luggage, you are welcome to send them to us before the event. Please use the following address and notify us of your parcel by email:

European Environment Agency

Attn: Anna Fyrlund Jonsson

Kongens Nytorv 6

1050 Copenhagen K

Denmark

We will ensure that the materials sent to us and received by Friday 24 February COB will be transported to the venue.

Taking down your stand

After the Closing session, you will be required to pack up your stand and place all of your materials in the designated storage room. These materials should be securely packed in bags or boxes and clearly marked with your stand name/number. At the end of the day, you can collect your materials from the storage room.

Please note that you are responsible for taking all your materials with you when you leave the venue at the end of the day. EEA will not be responsible for reshipping any items to you. Any materials left behind after the event will be recycled.

Contact

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