

## EEA-Eionet day: National corner

Wednesday 1 March 2023, DGI Byen (Tietgensgade 65), Copenhagen  
**Practical guidance for organisers** | Version of 14 February 2023

### National corner

The National corner marketplace will allow countries to present their new and modernised national Eionet structures, Eionet National Action Plans and priorities as well as European Topic Centres to present their consortia, workplans and priorities. This will include a display of national Eionet and ETC posters – see more information below – and other items the exhibitors wish to share with the rest of the network in an informative, inspiring and colourful way.

The National corner will take place as an informal 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 National corner marketplace will take place from 16.10 to 16.55 (45 minutes) on 1 March at the EEA-Eionet day venue (DGI Byen). 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 exhibition floorplan will be available closer to the event – once the list of exhibitors has been finalised.

### National corner stands

All presenters will be given a designated space within the marketplace area which includes a **wall (200 x 100 cm)** that can be used for posters or photos, and a **shelf (28 x 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 national activities in an interesting and inspiring way. As previously highlighted, we encourage you to be creative 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 or handed out. 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.

### **National Eionet posters**

The EEA is taking care of the design and printing of national Eionet posters -- provided that you requested it in the National corner submission form no later than 10 January (or contacted the project team with a late request no later than 2 February).

The simple poster template (A1 size) includes the following details about the national Eionet structures: the Management Board, National Focal Point and National Dataflow Coordinator institutions, as well as the list of national institutions represented in the Eionet and Thematic groups. The presenting countries ([listed on the event website](#)) have not been asked to provide any input, since all the required information is available in our system already. The posters are currently being designed and will be shared with the presenting countries for quality check - correction of possible factual errors, not changes to the design itself -- in the week of 13-17 February. If we do not receive any feedback from your side, we will proceed with the printing and delivery of the posters to the venue. The final versions of national and ETC posters will be uploaded to the [Eionet Forum](#) once available, and the **EEA will take care of the delivery and setting up of the printed posters at the venue, too.**

### **European Topic Centres' posters**

Similar to the national Eionet posters, the EEA is taking care of the design and print of one A1 poster per ETC. The poster template will include an overview of the consortium partners and short descriptions of the ETCs in line with those available on the Eionet Portal.

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 marketplace stands 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 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](mailto:EionetDay2023@eea.europa.eu)