

Europe's environment 2025 | Event plan submission form

The event coordinators are invited to submit their event plans and requests from the EEA through [this form](#) once the event scope is agreed upon on the national level, and preferably at least 3 months before the proposed event dates. This document aims to help event organisers prepare and compile the kind of information that would be useful before submitting it online.

For further information on outreach resources, please refer to [toolkit space](#) and do not hesitate to contact the [EEA team](#) should you have any questions.

At the European Environment Agency, we are committed to protecting and respecting your privacy. Please [follow this link](#) for further information on how your personal details are collected and further processed.

About the event coordinator

Title (Mr/Mrs)*
First name*
Last name*
Organisation*
Country*
Eionet role – if any (NFP/Eionet group/etc.)
Phone number
Email address*

About the press officer

Please provide the contact details of the press officer or communication officer supporting the event.

Title (Mr/Mrs)
First name
Last name
Organisation
Email address

About the event

Please provide as many details about the event as possible and keep the country outreach team updated (by email events@eea.europa.eu) e.g. in case of substantial agenda changes. If you are formally requesting EEA input (e.g., for a presentation or active participation) all these details and plans you can already share will help the EEA team offer the most suitable and relevant support.

Event title*



Start date*	
End date*	
Venue*	
City*	
Event type*	☐ High-level conference ☐ Stakeholder interaction workshop ☐ National SOE launch ☐ Exchange with the public ☐ Other
Event format*	☐ Physical only ☐ Hybrid (both physical presence and online streaming) ☐ Online only
Event language* <i>If your event is multilingual (both in English and your national language, please list both languages.</i>	
Link to the event page (if the event is hybrid or online) <i>If you don't have a link yet, leave this field blank. Once available, please share it with the country outreach team via email events@eea.europa.eu.</i>	
Brief description of the event* <i>Please provide a short teaser-like paragraph about the event.</i>	
Target audience(s)* <i>Please check all that apply.</i>	☐ National policymakers/ public servants ☐ European or international policymakers/ public servants ☐ Researchers/ scientists ☐ Journalists/ bloggers ☐ NGOs ☐ Businesses ☐ Youth ☐ Education (Students, teachers,...) ☐ Other policy organisations e.g. think tanks ☐ Other, please specify:
High-level attendees' list <i>Please enter the names and functions of high-level attendees.</i>	



List each name and function with a comma, and divide multiple attendees with a semicolon (e.g., John Doe, CEO; Jane Smith, Minister of Finance; Alex Johnson, Ambassador).

Is it an invitation only event?* ☐ Yes

Can the public register and take part? ☐ No

☐ Not yet decided

Expected number of participants

Request for EEA input

☐ Yes, technical level presentation online

☐ Yes, technical level presentation in person

☐ Yes, high-level participation and presentation online

☐ Yes, high-level participation and presentation in person

☐ Yes, but communication assets only

☐ Yes, both technical and high-level

☐ Not needed

Does the EEA presentation and contribution must be in a specific language other than in English?*

Language for EEA presentation/contribution other than English*

Other specific details we should consider?

To what extent and through which channels do you plan to promote the event?

☐ Website

☐ Press release

☐ Social media

☐ Other (please specify)

May we include your event in the events calendar on the EEA website?

☐ Yes

☐ No

(only for events open to public participation)

The EEA will set up an online participants' feedback form for all events (mandatory). Are there any questions particular to your event that you would like to be considered for the feedback form?

Any further comments?
