|  |
| --- |
| IDEA SKETCH ACTIVITY PARTNER FBD 2018 |

This template should provide a framework to describe your first ideas regarding your activity contribution to the Fehmarnbelt Days 2018.

Please fill this sketch with your first thoughts and the current status of your envisioned activity in order to announce your interest and to pre-reserve an optional time slot in the program. Your given information will be used by the Fehmarnbelt Days Secretariat to facilitate your onboarding and best integration into the program development process. The set-up of the program follows the principle of “first-come-first-served”. All details should be discussed with the Fehmarnbelt Days Secretariat, solease contact Stefan Rehm or Pia Hellberg Lannerheim at
secretariat@fehmarnbeltdays.com, +49 431 590 18 49.

**Conception of your planned event**

|  |  |
| --- | --- |
| Organizer / Host |  |
| Contact person |  |
| Phone |  |
| Email |  |

|  |  |
| --- | --- |
| Subject / theme |  |
| Title |  |
| Sub-title / slogan |  |
| Date | 29 May 2018 |
| Time slot (preferred) |  |

|  |  |
| --- | --- |
| Expectations |  |
| Target group(s) |  |
| Number of participants |  |
| Format of event | e.g. conference, seminar, workshop, excursion |

|  |
| --- |
| Description – what are you planning to do? |
| <ABSTRACT> |
| Highlight(s) |  |

**Program details – draft only**

|  |
| --- |
| ***XX:00 <TITLE> XX:00******<Date>*** |
| **CONTENT [min]** | **DESCRIPTION** | **SPEAKERS** |
| *X:XX Registration XX:XX – [xx]* |
| e.g. Welcome – [xx] | e.g. the chairman of xx will welcome the audience together with xx on the podium | NN (add affiliation and describe, if possible) |
| e.g. Introduction – [xx] |  | NN |
| NN – [xx] |  | NN |
| NN – [xx] |  | NN |
|  |  |  |
|  |  |  |
| *XX:XX Coffee XX:XX – [xx]* |
| NN – [xx] |  | NN |
| NN – [xx] |  | NN |
| NN – [xx] |  | NN |
| NN – [xx] |  | NN |
| NN – [xx] |  | NN |
| NN – [xx] |  | NN |
| NN – [xx] |  | NN |
| *XX:XX END XX:XX – [xx]* |

|  |
| --- |
| Addition – is there anything you want to let us know? |
|  |