

Example of the online patronage application form

This example of the online patronage form is to help you prepare your application. All the fields appearing on the online form are reproduced in the example, giving you an overview of the information required. If you would prefer to send your patronage request by post, please either print out the patronage form, fill it in and attach it to your patronage file, or ensure that you include in your request letter all the information asked for on the form. Thank you very much for contacting us!

GENERAL INFORMATION ON THE ORGANISER

Title

Last name

First name

E-mail

Organisation (if applicable)

Address

Postcode

Town/city

Country of residence

Telephone

Website of the organiser/organisation (if available)

INFORMATION ON THE EVENT

Title

Start date

End date

- ☐ I hereby understand that in case the event I am requesting patronage for starts less than 2 months from today (submission of the webform), patronage might be refused for late submission, even if the request complies with all other rules governing patronage by the European Parliament.

Extract from the rules, Art. 3.1: "Requests shall be received by the President of the European Parliament at least two months before the event is to start."

Location(s) (please specify the city/cities and country/countries)

Webpage of the event (if available):

Non-profit/Non-commercial event: please specify if your event has a commercial nature or purpose and aims at advertising or promoting brands and/or commercial activities, be it immediate or expected, direct or indirect, e.g. by charging excessive fees for participating in the event or by displaying of prices or of commercial logos.

- ☐ YES
☐ NO

Further details, if required, to illustrate the non-profit/non-commercial dimension of the event

Geographical range of participants

- ☐ International
☐ European
☐ National
☐ Regional
☐ Local

Objectives and description of the project: please explain the relevance of your event to the European Parliament's and/or the European Union's objectives, policies and activities, and justify in which way your event highlights the European Parliament's or the European Union's role and contribution to, or priorities in, the field concerned) (up to 1 500 characters)

Programme : please present the main topics and, if relevant, the list of speakers;

Participants and target audience (e.g.: researchers/scientists/academics, teachers/educators/trainers, students/young people, politicians/decision-makers/civil servants, civil society/NGOs)

VISIBILITY

Please indicate on what communication/promotional materials Parliament's logo specifically designed for patronage would be used (e.g.: leaflets, invitation letters, printed programmes, banners, websites)

Please give details on the media visibility of your event

ADDITIONAL INFORMATION

Further details (you could use this space to add any other information on your event or/and if you wish write a message to the President of the European Parliament stating why you think your event should be granted patronage; if your event is supported by a Member of the European Parliament or benefits of his/her participation, please indicate it here)

Have you been granted patronage by the European Parliament before ?

- ☐ YES
- ☐ NO

If so, please state when and for which event(s):

Has any other patronage been received or requested from other persons or bodies for this event ?

- ☐ YES
- ☐ NO

If so, please indicate the name(s) of those involved and whether or not patronage has been confirmed:

Is your organisation registered in the Transparency Register ?

- ☐ YES
- ☐ NO

AGREEMENT TO COMPLY WITH THE APPLICABLE PROVISIONS LAID DOWN UNDER THE RULES GOVERNING PATRONAGE (<https://www.europarl.europa.eu/at-your-service/files/be-heard/patronage/en-rules-governing-patronage-by-ep-19970609.pdf>); please be aware that, if the conditions of eligibility are not respected, the President can withdraw, at any moment, the decision to grant patronage to an event)

- ☐ YES
- ☐ NO

KEEP IN TOUCH

- ☐ I would like to receive information on activities organised by the European Parliament.

You can unsubscribe at any time by sending an email to the EP Liaison Office in your home country.