

Rethinking transport

27–30 April 2020



Side Event Policy for TRA2020 -"Rethinking transport – towards clean and inclusive mobility"

TRA2020 encourages active members of transport and communications RDI community to organise side events in connection to the conference. The conference will take place on 27.-30.4.2020 in Helsinki Convention Centre, Messukeskus. The National Secretariat of the TRA2020 will make decisions regarding to what extent TRA2020 resources or facilities may be utilised in order to support the proposed side events.

Official side events of TRA2020 are required to comply with the following policies:

- a) Themes and contents of side events are essentially associated with the TRA2020 main themes and contribute to the overall goals of the conference;
- b) Side events do not compete with the TRA2020, but show commitment to the conference and its overall goals;
- c) Side event organisers agree to try to minimise the overlap between the TRA2020 official conference programme and the side event;
- d) Side event organiser agrees to promote TRA2020 through the side event information dissemination
- e) Official side events of TRA2020 are open for participation of all holders of TRA2020 conference badge (excluding exhibitor and staff).
- f) Practical organisations of a side event are sole responsibility of the event organiser, not TRA2020 organisers, and the side event organisers must be ready to cover the full costs of the side event.
- g) Side events are encouraged to be organised at the TRA2020 venue in order to ensure proper participation to the conference. Please note that location of the side event within the Helsinki Convention Center, Messukeskus will determine whether participants of the side event are required to purchase conference badges.

The TRA2020 National Secretariat reserves the rights to any exceptions from the official side event policy.

Official side events of TRA2020 can be granted visibility at www.traconference.eu, official programme and other communication channels of the conference. The National Secretariat of TRA2020 reserves the rights to decide these on a case-by-case basis.

If you would like to propose for a side event, please provide detailed description of the event idea (topic, organiser, target audience, amount of attendees, time, location, ensuring commitment to the TRA2020 and its goals via the following link:

<https://e.eventos.fi/events/tapahtumantekijat/tra2020-side-event-application/tra2020sideevents>

The proposals received will be dealt at the next National Secretariat meeting taking place approximately once a month. National Secretariat decides the side events in order of proposals submitted. Please note, that available time slots and meeting spaces for side events are limited. National Secretariat is not responsible for ensuring meeting time and space availability.