

**Call for workshops 2023 – Proposal template**

**Goal:**The idea is that AAL partners come up with proposals for organising workshops that are of value to them. These workshops should be focused on stimulating the sharing of knowledge and/or lessons among AAL partners and other relevant stakeholders.

**Who can apply:**We reach out to all current and former AAL project partners to hand in concrete proposals. The partners do not necessarily need to execute the workshop themselves; they could also decide to hire an external expert for this. The AAL partners will lead the organisation of the workshop and the AAL programme can offer support.

**What can you request:**The AAL Programme has some budget available for aspects like: catering, technical aspects, a venue and workshop leaders/moderators. In the budget that you will propose for the workshop you should indicate how much you request from the AAL Programme in terms of contribution.

**Deadline:**We are looking forward to receiving your proposals by July 17th.  Proposals can be sent to the AAL Central Management Unit (CMU):  call@aal-europe.eu

**Procedure**

After the deadline for submission, all proposals will be read by the AAL Executive Board. Proposals will be evaluated on the following criteria:

– Thematic spread

– Geographical spread

– Requested budget

– Best value for money

# Workshop proposal template

* **Name of the organiser:**
* **Title**:
* **Subject and aim of the workshop**

Please indicate the idea of the workshop and what goal it serves.

* **Which type of participants you would like to have in your workshop**
* **Number of participants**

Please indicate how many participants you can handle in the workshop.

* **Date of the workshop**

Please indicate a possible date for the workshop. This should be somewhere between September 2023 until June 2024.

* **Length of the workshop**

Indicate how much time you foresee for the actual workshop. For instance, ½ day or 1 hour.

* **Location**

Indicate where you would like to organise a workshop. Also mention whether it would be in person, online or hybrid.

* **International dimension**

Please indicate how you will shape an international dimension of exchange in your workshop.

* **Budget**

Please make a budget including all the costs you foresee for this workshop. Also include whether you offer the workshop for free or ask participants to pay a fee for it.

* **Synergies with possible other events**

Please indicate if and how your workshop has any synergies with certain events or other initiatives. For instance, whether you organise it next to a relevant event in the domain of Active & Healthy Ageing.