

**Call for workshops 2024 – Proposal template**

**Goal:** The idea is that AAL partners come up with proposals for workshops that are of value to the AAL community and beyond. These workshops should be focused on specific AAL-related topics that matter to you, stimulating the sharing of knowledge and experiences among AAL partners and other relevant stakeholders. So, an element of exchange and peer learning is important.

**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 organization 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 for the workshop, you should indicate how much you request from the AAL Programme in terms of contribution and for which purpose.

**Deadline:** We are looking forward to receiving your proposals by January 31st 2024. 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 April 2024 until End of December 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.