

Instructions

Themes & Venues

Activities will take place in Malmö and Copenhagen during the Nordic Clean Energy Week, from Monday to Friday. Tuesday the 22th of May and Wednesday the 23rd of May you have the opportunity to arrange an event on four thematic and daylong meeting places set up for you:

Theme	Venue	Day
Smart grids	ÅF	Tuesday 22/5
Cities & regions role in the energy transformation	Studio	Tuesday 22/5
Sustainable heating and cooling	Studio	Tuesday 22/5
Smart industry	Studio	Wednesday 23/5
Green mobility	Börshuset	Wednesday 23/5

Apply for a slot time

Our venues are all very close to Malmö Live (where the Mission Innovation ministerial meeting, MI3, is to be arranged). It's in the city centre and very close to Malmö Central Railway Station. As all activities on Tuesday and Wednesday is kept within short walking distance it is easy for everyone to attend and mingle. It is just a couple of minutes between the different venues.

Use the application form to decide if you want to arrange your activity on one of the thematic venues or if you want to host your event some other place or day in Malmö.

If you are about to use of one the venues above you can apply for a time slot. Each slot lasts 45 minutes + 15 minutes to set the stage. Time slots will be offered from 08.00 in the morning to 16.00 in the afternoon. If possible we will try to meet special requests regarding the specific time for your event. You can apply for more than one time slot, but we cannot guarantee that we will be able to meet your request. You can combine your activity with a mingling activity, a breakfast meeting or similar. The project organisation will make sure that technique and technician, coffee, tea and water and all the framework surrounding the activity will be taken care of in order for you to focus on the content of your event.

We encourage you to keep your events open and free of charge, but please state in the application form whether your activity is open or closed. Please also state if it is mandatory or not to sign up for the event in advance in order to participate.

Costs

The price for each time slot will be set later on. Included in the price is all technique + technician, coffee, tea and water and all the framework around the activity. Extras like breakfast, lunch or a mingling activity will be at your own expense.

Marketing your event

There is a couple of things to consider when you are about to market your own event:

- A large part of the industry as a whole will be in the region during Nordic Clean Energy Week
- There will be a number of international expert delegations accompanying the ministers on location in Malmö and Copenhagen
- Our project organisation will market the whole week primarily through the website www.nordiccleanenergyweek.com. The website will provide visitors with a complete program of all the activities in Malmö and Copenhagen. The project organisation will frequently send out newsletters to relevant organisations in Sweden and Denmark for marketing purposes – our communication can empower your own activities

But, of course, it's up to you as an event organizer to communicate with your own relevant target groups. Who do you want to see in your audience? What impressions and statements do you want to make by participating in Nordic Clean Energy Week? Be creative in planning your event – and make a lot of new friends for business and innovation on smart energy solutions for the future.

Contact: Lars Braedstrup-Holm, Project Manager, lars.braedstrup-holm@skane.se

Criteria for Nordic Clean Energy Week events

In order to officially becoming part of the Nordic Clean Energy Week, events must support the clean energy transition, for instance by:

- **Putting questions such as the following on the agenda:**
 - Increasing sustainability in the production, transportation and/or use of energy
 - Mobilizing investments in clean energy technologies/ solutions development and/or deployment.
 - Improving the policy framework and/or innovation systems for development of clean energy solutions/technologies.
- **Engaging Nordic and/or international actors, e.g. by:**
 - Bringing new clean energy related topics to the attention of representatives from public and private sector and/or the public.
 - Ensuring broad participation in the clean energy transition from both public and private stakeholders and/or engaging new actors in the clean energy debate.
 - Developing new ways to advance the clean energy debate and/or showcase clean energy solutions.
 - Aiming at a gender balance among speakers/panelists and inclusion of youth representatives
- **Ensuring that there is a clear output** from the activity.

Welcome to Nordic Clean Energy Week in Malmö!