



Call for proposals - Workshops @FTTH Conference 2018 for Members of the FTTH Council Europe

Members of the FTTH Council Europe who wish to organise a workshop at the FTTH Conference 2018 in Valencia are invited to send their proposals. The selected workshop will be part of the official workshop programme on 13 February 2018.

Conditions

To submit a workshop proposal, the following conditions must be fulfilled:

- A workshop has to be **jointly organised by at least three member companies of the FTTH Council Europe**. External partners are also welcome, but it is imperative to have three member companies involved.
- The workshop outline as well as the list of partners has to be submitted by 13 October 2017, 17:00 CEST.
- In case of an overlap of content of submitted workshops, the programme committee of the FTTH Council Europe may ask you to investigate cooperation with another workshop submitting group.
- The programme committee of the FTTH Council Europe will inform you about their decision no later than 23 November 2017.
- Workshops that include product presentations or product marketing are not allowed.

Important Deadlines

Submission Form:
13 October 2017

Workshop selection:
23 November 2017

Submission of full programme:
6 December 2017

Submission of presentations:
2 February 2018

Obligations for workshop organisers

If a workshop is accepted, the organising member companies commit to the following:

- Providing a full programme including speaker names by **6 December 2017**. Failing to do so allows FTTH Council Europe to cancel the workshop.
- Ensuring that the workshop programme is in line with the submitted abstract. If content or topics have changed, FTTH Council Europe has the right to cancel the workshop.
- Inviting and briefing moderators and speakers and ensuring that they show up at the workshop.
- A maximum of **12 speakers/moderators** is allowed for the workshop.
- Sending all final presentations in PPT format – in line with the detailed technical specifications sent to selected workshop organisers by FTTH Council Europe - to the FTTH Council Europe latest by **2 February 2018**.
- Informing your contacts/stakeholders about the workshop and the FTTH Conference 2018.
- Ensuring a smooth flow of the workshop.



Services offered by FTTH Council Europe, free of charge

The FTTH Council Europe will provide the necessary infrastructure for the workshop, including:

- Workshop room
- Presentation equipment (laptop, beamer)
- Food & beverages during coffee breaks

Important Practical Info

- Participants of the workshop have to register as delegates of the FTTH Conference 2018 (full conference pass, one-day passes are **not** available).
- Speakers of your workshop are registered free of charge (full conference pass).
- Apart from services detailed above, FTTH Council Europe will not cover any costs arising from the organisation of the workshop.
- Workshop organisers will not have to pay any fee to hold their workshop at the FTTH Conference 2018.
- Timing of workshops:
 - All workshops start on 13 February 2018 at 13:00. (exceptions possible)
 - A light welcome lunch (sandwiches) will be served from 12:00 onwards.
 - A coffee break will be served around 14:30.
 - Workshops can run until 17:30, latest.
 - The detailed format of the workshop is up to the workshop organiser. Feel free to choose from presentation sessions, panels, interactive discussions, etc.

FTTH Council Europe will do the final selection of the workshops. There is no obligation from FTTH Council Europe to inform submitters about the reasons of accepting or rejecting a workshop. We are looking forward to receive your abstract!



Contact

Please fill out the enclosed form and send your submission to Andrea Haider-Pachtrog on workshop@ftthcouncil.eu.



Submission

Main contact person for the workshop:

detailed abstract of the workshop including the covered topics and some potential speakers (at least 1000 characters):

Rough outline of the structure it is NOT necessary to already list all speakers, but it is possible to already list speakers you want to invite:

list of the partners that organise the workshop. This list has to include at least three member companies (including the submitting one). There is no need to have official letters of support, it is sufficient to mention the contact person at the member companies: