**2021 MFC-EMN ANNUAL CONFERENCE**

**Candidature to host the 2021 Annual Conference**

Please fill in the below criteria in as much detail as is possible

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| 1. **Local Partners at national level**
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| *The role of the local partners can be summarised as below:*1. *Mobilise fundraising in the form of sponsorship at national level for the event*
2. *Contact national VIPs to participate actively in the event*
3. *Promotion of the event at national level in order to increase impact*
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| **Please name the organisation/s that will act as local partners:*** Name of the Lead organisation:
* Name of Partner 1:
* Name of Partner 2:
* Name of Partner 3:
* Other/s:
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| 1. **Your topic suggestions to be included in the conference programme**
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| *The final topic of the conference will be decided and agreed between both microfinance networks depending on the most important challenges faced by the sector in the coming years. Nevertheless, through this proposal you could suggest a series of topics that should be included in the programme of the event due to specific national concerns or specific issues that are considered important for the candidate organisation/s.* |
| **Topic suggestions:*** Topic 1 (title and rationale – maximum 50 words):
* Topic 2 (title and rationale – maximum 50 words):
* Other topics:
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| 1. **Fundraising for the event**
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| *Local partners at local/national level are fundamental in order to guarantee the sustainability of the event. Their role will be to attract a good degree of support to the event, in the form of sponsorship. A high support of the conference at national level is a measure of the interest that the event has for the candidature proposed.* |
| **Please detail below a first draft list of organisations at national (or international level) that would contribute to the celebration of the conference in your country:*** Sponsor 1:
* Sponsor 2:
* Sponsor 3:
* Other/s:
* Other kind of sponsorship (in kind):

Please detail below the approximate amount of support/sponsorship to be raised by your candidature at national level (in EUR): € |
| 1. **In-country organisational support**
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| * *It is critical that the MFC-EMN conference partner has capacity to issue invitation letters to the conference participants that apply for Schengen visa in their countries. We expect that about 150 invitation letters will have to be issued by the conference partner*
* *MFC and EMN might require the partner institution to identify 2-3 in-country experienced companies that can provide logistical support to the conference. The partner institution might also be asked to support MFC and EMN in negotiations with identified service providers. The scope of work will include registering participants, dealing with conference payments, identifying the conference facilities, organising sponsors’ exhibition, printing conference materials, etc. (the exact scope of work for the in-country service provide will be developed by MFC and EMN after the selection of the conference partners).*
* *We recommend that the partner company nominate a dedicated contact person who will be responsible for dealing with conference related issues and who will have the power to delegate conference related tasks to other parties involved with the conference.*
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| **Please confirm that your institution is capable of providing the logistical support described above and add/describe (in max 100 words) any other ways your institution and partners can support the logistical aspects of the conference:**  |
| 1. **Potential national VIPs to actively participate in the conference**
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| *The MFC-EMN Annual Conference is the perfect environment to raise the concerns of the microfinance sector at national level towards the key policy-makers in the country.**The presence of high representatives of the national government (or other relevant institutions) in the conference (opening ceremony, closure, etc.) is also fundamental to attract media/sponsorship interest that will raise the impact of the event.* |
| **Please note the potential national VIPs that would be invited to participate in the event**:* VIP 1:
* VIP 2:
* VIP 3:
* Other/s:
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| 1. **Promotion of the event based on potential interest at national level**
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| *It is important that the event be well attended by national organisations in order to increase influence at national level. The promotion of the event at national level is a fundamental task to be carried out by the local partners of the event*. |
| **Please describe below the potential interested organisations and/or sectors at national level that will be approached to actively participate in or simply to attend to the event (maximum 100 words):** |
| 1. **Potential city in the country for the conference**
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| *The city proposed for the organisation of the conference will be evaluated according to the criteria of accessibility (flight connections) and accommodation possibilities.* |
| Candidature city: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Potential venues capable of hosting the MFC-EMN Annual Conference**
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| *The 2021 MFC-EMN has the potential to attract more than 600 participants. Please provide below a list of venues that could fit the minimum criteria to host this event in the city proposed in the candidature.**Options will be scored according to availability, suitability, comparison to other venues in the candidature city, quality/price ration etc.**The final venue will be chosen by the network.* |
| **Please provide the names of potential venues:**Potential venue 1:Potential venue 2:Potential venue 3:Other/s: |
| 1. **Other reasons why your candidature is interesting for the sector**
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| **Please answer the questions below in order to support your candidature for the MFC-EMN conference:*** How and why would your candidature contribute to raising the concerns and impact of the microcredit sector in Europe? (maximum 50 words)
* What other added value can you bring to hosting the MFC-EMN Annual Conference? (maximum 50 words)
* Any other comments:
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