



Western Balkans
Steering Platforms

on

Culture
Education and Training
Research and Innovation

SKOPJE, 3-5 JUNE 2024

Ministerial Meeting of the Western Balkans Steering Platforms on Culture, Education and Training & Research and Innovation



Logistical Organisation
(29 September – 1 October 2024, Skopje)



Event Management and Coordination

CECOFORMA (DG EAC) and POLICY ANSWERS (DG R&I)

Conference organisation

- 130 - 135 expected participants
- 75 sponsored participants from the Western Balkans
- Visual identity and conference materials for the Ministerial Meeting
- Website (homepage, agenda page, practical information, resources, etc.)
- Webstreaming only if necessary (e.g. a minister who cannot attend)
- Technical support
- Conference room(s) technical and AV set up
- Interpretation (booths + headsets) and interpreters as necessary
- Registration online and onsite welcome desk
- Photographer



Event Management and Coordination

CECOFORMA (DG EAC) and POLICY ANSWERS (DG R&I)

Logistics

- Travel, transfers, and accommodation for 75 funded participants at the DoubleTree Hilton Hotel
- Additional rooms pre-booked for other participants
- Welcome Dinner in the hotel
- Catering services: (all coffee breaks, lunches at the event).
- Support for the Gala Dinner most likely hosted by the Government of North Macedonia
- Support for bilateral meeting with the Commissioner

130 – 135 Expected participants

Accommodation needs:

- PEC: 20 VIP rooms + 55 Standard rooms
- NPEC: approx. 5 rooms +55 standard rooms
- Two nights on average

A) Funded participants (travel + airport transfer): 70 (+5 flex) PEC (65 in 2022)

	Ministers	Ministry staff	WBAA
AL	4	9	1
BA	4	9	1
MK	4	9	1
XK	4	9	1
RS	4	9	1
TOTAL	20	45 (+5 flex)	5

B) Non-funded participants: 60 NPEC (68 in 2022)

Non-funded participants will cover their own accommodation and travel costs. They should however be included in the catering.

	Minister	Ministry staff	WBAA	EU Delegations	National Erasmus+ Offices or National Agencies	Member States' embassies	EC	Others
AL	-	-	-	1	1			
BA	-	-	-	1	1			
MK	-	-	-	1	1			
XK	-	-	-	1	1			
ME	4	9	1	2	1			
RS	-	-	-	1	1			
TOTAL	4	9	1	7	6	6	12	15



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For more information:

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Hilton "Diamond" Ballroom

Technical Equipment: 2 integrated translation cabins, 7500 Lumen Projector, Projection Screen 4:3, Receivers, Microphones, Integrated sound system, Additional Sound system, Additional lightning system.

100 participants with U-shape table setting



570

SQM

600

PAX - THEATER STYLE



ROOF BAR NO 2

55

70

SEATS INDOOR

40

SEATS OUTDOOR



Crystal & Pearl

Technical Equipment: 65' LED TV.

45
SQM

45
SQM

30

30

PAX - THEATER STYLE PAX - THEATER STYLE

Bilateral meetings



Gold

Technical Equipment: 5000 Lumen Projector, Projection Screen 3:2, Microphones, Surround sound system.

85
SQM

60

PAX - THEATER STYLE



Bilateral meetings

Sapphire

Technical Equipment: 65' LED TV.

40

SQM

10

PAX - CONFERENCE STYLE

