

European Parliament communication services

For Civil Society organisations
and other multiplier organisations

Communicating Europe
better together



This document collects information on the relevant services and resources that the European Parliament offers to Civil Society Organisations (CSOs) and other multiplier organisations for their communication offer.

The services listed can support European Parliament partner organisations¹ in their work by helping to disseminate relevant information to their audiences, promote European values and encourage active citizenship. Our aim at supporting CSOs and other multiplier organisations is to communicate Europe better together to citizens, increasing their awareness of both their work and the role of the European Parliament.

¹ European Parliament partner organisations are civil society organisations and other multiplier organisations that regularly collaborate with the Partnerships team in DG COMM to communicate about Europe better together, thereby contributing to the promotion of European values and active citizenship.

This document is published by the Partnerships Team² in May 2022, by the Directorate-General for Communication in the European Parliament.

DISCLAIMER:

This document is a primary guide to access the services that are made available to CSOs and other multiplier organisations by the European Parliament. By benefiting from the services contained in this document, partner organisations accept that they will not distribute content, run campaigns or organise events that:

- Go against the European Union (EU)'s fundamental rights in general (art. 6 of the Treaty on the EU (TFEU), Charter of Fundamental Rights of the EU).
- Discriminate on the grounds of and/or are offensive in respect of appearance, race, ethnic origin, religion or belief, sex, culture or origin, disability, age or sexual orientation (art. 10 TFEU).
- Promote a particular political party or candidate.
- Incite violence against and/or harassment of other people.
- Are pornographic or that contain links to pornographic material or pornographic websites.
- Promote or facilitate illegal activities.
- Violate any applicable legislation or regulations.

The European Parliament reserves the right not to accept requests from CSOs and other multiplier organisations that violate the above conditions, to benefit from the services.

² Contact us in EP-Partners@europarl.europa.eu.



Foreword: Promoting active citizenship together

Dear representatives of civil society organisations and other multiplier organisations,

It is our privilege to address you in the introduction to this handbook, which presents the various communication services the European Parliament has to offer you.

Civil society organisations and other multiplier organisations are important partners for the European Parliament. They are vital for upholding and promoting shared European values such as respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, to name but a few.

Moreover, civil society organisations and other multiplier organisations play a crucial role in promoting active citizenship in the EU, as well as in facilitating an informed public debate, as part of the pluralist democracy we, in the European Parliament, strive to represent and uphold. An active and robust civil society in all EU Member States constitutes the best protection against the possible erosion of these values.

The European Parliament would like to encourage and empower you to communicate about Europe and the European Parliament's work to citizens, particularly in relation to the areas you play an active role in yourselves.

We sincerely hope you will find this handbook useful and will make the most of all the services and tools we provide. We would like to thank you for all your cooperation with the European Parliament and are confident that in pooling our efforts, we can ensure a more inclusive and vibrant European democracy together.

Othmar Karas

Katarina Barley

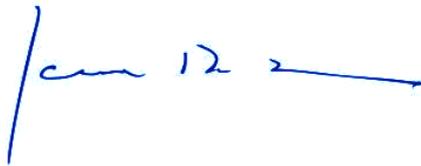
**Vice-Presidents of the European Parliament
in charge of communication**

A handbook with the European Parliament's communications services

In the run-up to the 2019 European elections, the European Parliament reached out to hundreds of civil society organisations and other multiplier organisations to discuss how we could join forces in order to encourage citizens to vote.

This handbook is a continuation of that work. It represents an effort to bring together all the relevant resources that the European Parliament offers to civil society organisations and other multiplier organisations from a communications perspective. It aims to support partner organisations in their daily communication work by pointing them towards the different sources of relevant information offered by the European Parliament, providing them with access to services that can support them in the organisation of events or group activities and offering them materials and campaigns that they can customise to best suit their own needs.

I hope you will find it useful and look forward to our continued fruitful collaboration in promoting your work within the framework of European democracy.



Jaume Duch Guillot

**Director-General for Communication
and Spokesperson of the European Parliament**

Table of Contents

1. Sources of information on the European Parliament's legislative activities	9
1.1. Plenary sessions	9
1.2. Committee meetings	9
1.3. Legislative Observatory	9
1.4. European Parliament's news and updates	10
1.5. Social media updates	10
2. Useful resources made available by the European Parliament	12
2.1. Multimedia Centre	12
2.2. What citizens think - Eurobarometer	12
2.4. What Europe does for me	13
2.5. Other interesting publications from the EP Research Service	14
2.6. Disinformation	14
2.7. Historical Archives	15
2.8. Review of European and National Election Results	15
3. How we communicate and campaign together	17
3.1. Campaigns	17
3.2. Social media	18
3.3. together.eu	19
4. Services that could support Civil Society projects	21
4.1. Grants	21
4.2. Patronage	21
4.3. Permits for filming and taking photographs in the European Parliament	21
5. Conference and exhibition facilities in the European Parliament	24
5.1. Events in the European Parliament in Strasbourg	24
5.2. Events in the European Parliament in Brussels	25
5.3. Cultural exhibitions	26
5.4. Public events on the Esplanade Solidarność 1980	26
6. European Parliament communication activities in the Member States	28
6.1. List of EPLOs and contacts	29
7. European Parliament visitor facilities in Strasbourg and Brussels	33
7.1. Visiting the Hemicycle in Strasbourg or Brussels	33
7.2. House of European History	35
7.3. Parliamentarium (Brussels)	35
7.4. Role-Play Game (Brussels and Strasbourg)	36

7.5. Other visitor facilities	36
8. Programmes specifically for Youth organisations	38
8.1. European Youth Event	38
8.2. European Youth Seminars	38
8.3. Youth EP talks	39
8.4. European Charlemagne Youth Prize.....	39

Sources of information of the European Parliament's legislative activities

01

1. Sources of information on the European Parliament's legislative activities

The European Parliament's website is a comprehensive tool that allows CSOs and other multiplier organisations to find exhaustive information on Members of the European Parliament (MEPs) and their activities.

www.europarl.europa.eu.

www.europarl.europa.eu/news/en/agenda/weekly-agenda.

The frequently asked questions (FAQs) section contains a wide range of information on the day-to-day running of the Parliament, the daily work of MEPs, and much more. The selection of questions and answers is updated regularly. Each section contains links to additional information available on the European Parliament's website.

<https://www.europarl.europa.eu/news/en/faq>.

Europe by Satellite (EbS) is the European Union's TV information service and provides EU related audiovisual material via satellite and online.

<https://audiovisual.ec.europa.eu/en/>.

1.1. Plenary sessions

Complete information about the **plenary sessions** including agendas, text tabled, votes, minutes and texts adopted is available.

<https://www.europarl.europa.eu/plenary/en/agendas.html>.

Plenary debates can be followed via live stream.

<https://multimedia.europarl.europa.eu/en/webstreaming?lv=PLENARY/>.

1.2. Committee meetings

Specific subjects being discussed in a committee meeting can be followed via live stream.

<https://www.europarl.europa.eu/committees/en/home>.

Recorded meetings can also be accessed.

<https://multimedia.europarl.europa.eu/en/webstreaming?lv=COMMITTEES>.

1.3. Legislative Observatory

The legislative observatory offers the latest state of play on **all EU legislative and non-legislative procedures** going through the European Parliament. It is a rich source of information on the EU's decision-making process. Updated daily, it contains over 12,000 procedure files.

<https://oeil.secure.europarl.europa.eu>.

Signing up to My Observatory allows partner organisations to save their searches and request notifications. This, together with the RSS feeds available, allows users to stay fully aware of developments in the legislative dossiers of their interest.

<https://oeil.secure.europarl.europa.eu/oeil/myoeil/login.do>.

The Legislative Train Schedule provides visualisations of the progress made on legislative files.

<https://www.europarl.europa.eu/legislative-train/>.

1.4. European Parliament's news and updates

Latest news from the European Parliament:

- Stay updated on the European Parliament's work and find its latest press releases in the news section of the European Parliament's website and in the President of the European Parliament website.

<https://www.europarl.europa.eu/news/en>.

<https://the-president.europarl.europa.eu/en>.

- Receive the European Parliament's latest press releases, alerts and invitations (aimed primarily at journalists) via e-mail, through the **News Subscription Services**.

<https://epspfo.europarl.europa.eu/epspfo/en>.

New information on chosen topics:

Subscribe to the European Parliament's email notification service to receive updates on your favourite topics when new information is added to certain areas of our websites (ie. report analysis, news articles, speeches, press releases, events, meetings agendas, etc.).

<https://www.europarl.europa.eu/subscription/en>.

1.5. Social media updates

- The European Parliament Newshub aggregates the **social media posts** of 705 MEPs, eight political groups and the Parliament itself in a single feed, in real time. This allows users to follow what and how the Parliament and its Members are communicating at any given time and what their positions on specific topics are.
<https://www.epnewshub.eu>.
- Spokesperson of the European Parliament: Jaume Duch.
<https://twitter.com/jduch>.
- Deputy Spokesperson: Delphine Colard.
<https://twitter.com/DelphineColard>.
- European Parliament Audiovisual, easy access to the latest video, audio and photo material produced by the European Parliament. ©EU, free of charge.
<https://twitter.com/europarlAV>.
- Twitter Polis:
https://www.europarl.europa.eu/infographic/twitteropolis/index_en.html#.
- EP Twitter lists:
https://twitter.com/Europarl_EN/lists.

Useful resources
made available
by the European Parliament

02

2. Useful resources made available by the European Parliament

2.1. Multimedia Centre

The **Multimedia Centre** (MMC) is a valuable source of audio-visual content that provides the latest news stories from the European Parliament. Much of the news is gathered into thematic packages containing videos, audio and photos to download and use freely. The MMC is divided into different categories:

- Videos: edited and ready to watch or broadcast immediately.
- News footage: video footage designed mostly for TV and radio journalists. Unedited footage (and sound bites) can be downloaded and edited. This category has 3 main sections:
 - Extracts: short summaries of important meetings and events
 - Replays: recordings available shortly after livestreams
 - Stock shots: footage for illustration purposes
- Photos: of sessions, meetings and events, MEPs, the European Parliament buildings, as well as topical images.
- Webstreaming: follow live the committee meetings, plenary sessions and important events. Recordings are available to download.

<https://multimedia.europarl.europa.eu/en/home>.

<https://twitter.com/europarlAV>.

2.2. What citizens think - Eurobarometer

The European Parliament's **Eurobarometer surveys** cover a wide range of issues, focusing on **citizens' perceptions and expectations** towards the EU, and the main challenges the Union is facing. They are an important source of citizens' perceptions on EU wide topics such as education, environment, health, labor market, security, and so many other transversal EU topics.

The surveys also measure in detail citizens' attitudes towards the EU and the European Parliament. The survey results provides detailed insight into trends and evolution of public opinion on European issues over many years, both on a national and a socio-demographic level.

Data from all surveys, including microdata files, are available for downloading to perform your own analysis. And, of course, Parliament's own analytical Eurobarometer publications can be consulted, quoted and shared.

All Eurobarometer surveys, including those commissioned by the European Commission, are assembled on the inter-institutional website. This new platform hosts in one place all Eurobarometer survey data back to 1974, offering full access to the **largest single survey database in the European Union**.

<https://europa.eu/eurobarometer/screen/home>.

Additional survey-related content exclusive to the European Parliament is also accessible in the EP's website. Partner organisations can find the monthly '**Plenary Insights**' briefing, assembling relevant survey data for the next Plenary agenda, or special reports and analyses derived from Eurobarometer surveys, such as the '**Socio-demographic trends**'.

<https://www.europarl.europa.eu/at-your-service/en/be-heard/eurobarometer>.

2.3. European Parliamentary Research Service (EPRS)

The EPRS provides useful **infographics about EU policy areas** covering subjects succinctly through graphs, pictures, maps, tables, timelines and animations. These offer a completely neutral presentation of data.

<https://epthinktank.eu/tag/infographics/>.

- EPRS infographics and its nearly 7 000 publications, feature on the handy mobile application, the **EP Research Service**. The app can be downloaded on the Apple Store:

<https://apps.apple.com/us/app/ep-research-service/id1317036784?ls=1>.

and on Google Play:

<https://play.google.com/store/apps/details?id=eu.europa.publications.eprs&hl=en>.

2.4. What Europe does for me

This **interactive and multilingual website has plenty of information on how Europe affects our everyday lives**, and how Europe is present in our towns, cities and regions.

'What Europe does for me' presents currently 1 400 examples of EU-supported or EU-related projects in the Member States, as well as information on EU laws and rights influencing the daily life of 400 social groups (brewers, consumers, researchers, etc.) and presentations of around 25 key policy areas. This is a living website and more material is being added regularly.

<https://what-europe-does-for-me.eu/en/portal>.

How it can be useful to CSOs and other multiplier organisations:

- In a one-page format, these notes can be read, edited and shared as online pages or PDF files. The topical fact sheets are available in 24 languages and the regional ones are available in the country language and in English. Partner organisations³ can also send feedback on the factsheets to EPRS-EUandme@europarl.europa.eu and propose a request to EPRS to create new factsheets on a social group, issue or region.
- This content also features in the handy mobile application, the **Citizens' App**. The app can be downloaded on the Apple Store:

<https://apps.apple.com/app/citizens-app/id1421054984>.

³ EP partner organisations are CSOs and other multiplier organisations that regularly collaborate with the Partnerships team in DG COMM to communicate about Europe better together, thereby contributing to the promotion of European values and active citizenship.

and on Google Play:

https://play.google.com/store/apps/details?id=eu.europa.europarl.app.citizen.citizen_app

Tune in and share the **one-minute podcasts** to find out how Europe affects citizens' daily lives.

<https://epthinktank.eu/podcasts/>.

2.5. Other interesting publications from the EP Research Service

When organising an event on a specific aspect of EU policy or EU legislation, and background information is needed, EPRS is an excellent source of information and analysis.

- **At a glance** notes give a quick state of play on topical issues.
https://www.europarl.europa.eu/thinktank/en/home.html?publicationType=AT_A_GLA_NCE.
- **Topical digests** provide fast access to the most pertinent and up-to-date publications on EU policy issues.
<https://epthinktank.eu/topical-digests/>.
- **'EU Legislation in Progress' Briefings** analyse the progress of all substantial legislative proposals at each stage of the EU law-making process.
<https://epthinktank.eu/eu-legislation-in-progress/>.
- **Ask EP** provides information about the European Parliament, its positions and activities, organisation and rules, powers and procedures:

It replies to citizens in the 24 EU official languages.

<https://www.europarl.europa.eu/forms/en/ask-ep>.

Regularly publishes blogposts about topics of interest to citizens and civil society organisations.

<https://epthinktank.eu/?s=epanswers>.

2.6. Disinformation

The European Parliament is making a significant effort to follow disinformation trends in relation to national elections in the Member States in order to ensure a comprehensive understanding of the narratives and mechanism at play ahead of the next elections.

Institutional efforts to detect and counter disinformation have been built up substantially and in cooperation with other institutions, mainly the EEAS.

EUvsDisinfo is the flagship project of the European External Action Service's East StratCom Task Force. It was established in 2015 to better forecast, address, and respond to the Russian Federation's ongoing disinformation campaigns affecting the European Union, its Member States, and countries in the shared neighbourhood.

<https://euvsdisinfo.eu/>.

<https://twitter.com/EUvsDisinfo>.

2.7. Historical Archives

The collection gathers about five million electronic records and covers the institution's legislative, political and administrative activities from 1952 when the Common Assembly of the European Community of Coal and Steel was established until recent parliamentary terms.

It includes pictures, posters, audio records, reflecting what happened during plenary sessions, the topics committees worked on and how the Parliament interacted with the other European institutions.

<https://historicalarchives.europarl.europa.eu/home.html>.

2.8. Review of European and National Election Results

The composition of the European Parliament is constantly evolving, with Members leaving Parliament during a legislative period, replacements coming in. Political groups might change in size and composition, even new groups might form during an electoral cycle.

All details on such changes in the hemicycle composition since the past European Elections are part of the comprehensive Review of European and National Elections 2019-2024.

This publication is the most comprehensive reference work not only for the European Parliament, but it also covers the results of national and presidential elections held in all EU Member States.

<https://www.europarl.europa.eu/at-your-service/en/be-heard/eurobarometer/review-of-european-and-national-elections-2019>.

**How we can
communicate
and campaign together**

03

3. How we communicate and campaign together

3.1. Campaigns

Throughout the year, the European Parliament runs campaigns on different topics. Our aim is to involve multipliers in the communication around these campaigns, co-create messages and materials and provide a broad and general framework for campaigning. The objective is to allow partner organisations to develop their own messages related to the topic and contribute to reach diverse target audiences.

How CSOs and other multiplier organisations can get involved

- By creating a campaign on a topical issue and cross-referencing it to the European Parliament's campaign (through a hashtag, for example).
- By exploring our download centre for existing materials that can be edited and customised <https://www.europarl.europa.eu/downloadcentre/en/annual-campaigns>.
- For more info and materials of ongoing campaigns please contact us EP-Partners@europarl.europa.eu.
- By using campaign materials made available by the European Parliament, such as roll ups, posters or flyers, at a conference or an event. Send us a message to make a request and we will confirm what materials are available for specific campaigns EP-Partners@europarl.europa.eu.
- By participating in the activities of the Partnerships team, including workshops and forums.
- By contributing to the network of partner organisations communicators with ideas and best practices.
- By involving your member organisations in campaigns and providing them with information and materials to disseminate at national level.
- By connecting your member organisations to the European Parliament Liaison Offices (EPLOs) to collaborate on campaigns. <https://www.europarl.europa.eu/at-your-service/en/stay-informed/liaison-offices-in-your-country>.
- By joining together.eu as a partner organisation and:
 - Promoting your events and activities on a topical issue to an audience of interested citizens.
 - Exchanging with other partner organisations on topical issues.
 - Having a direct access to campaign materials made available to support campaigns and share your own.

3.2. Social media

Re-sharing CSOs content in the European Parliament social media channels

The European Parliament regularly shares relevant videos and other social media content produced by multipliers. The content is mostly shared on the European Parliament's Facebook page (2.5 million followers) and Instagram (352 k followers) pages.

<https://www.facebook.com/europeanparliament>.

<https://www.instagram.com/europeanparliament>.

- The content that we can re-share is:
 - Related to topics of interest to a pan-European audience.
 - In English.
 - Preferably, a feature of real people talking about various issues, in video format, as this tends to engage people more.
 - Not associated with any political group or party.

To propose that content be re-shared, send us the link to the Facebook, Twitter or Instagram post and we will flag it to colleagues in the social media team.⁴

EP-Partners@europarl.europa.eu.

- We follow the **United Nations calendar for International Days** and publish related content on social media. If partner organisations are planning to post content related to a specific International Day that they would like to propose the Parliament to re-share, they should inform us a few weeks in advance.

<https://www.un.org/en/observances/list-days-weeks>.

Publish the European Parliament's live feeds on social media as if they were yours

The European Parliament regularly publishes live videos on its Facebook page (ex: plenary sessions, interviews, etc.) as well as other videos (ex: campaigns, reports, etc.). Partner organisations have access to these livestreams and videos on Facebook and can post them on their own pages by enabling cross-posting.

To set up a cross-posting relationship to the European Parliament's Facebook page, follow the steps in the Facebook tutorial hereunder and contact us to share your cross-posting link with us, so that it can be activated: EP-Partners@europarl.europa.eu. Please make sure to set the settings to 'manual' or else all videos from the Parliament will automatically be published on your page. Once you have established a cross-posting relationship with our page, you will be able to manually select the videos that you wish to cross-post as they become available.

⁴ Please be aware that we cannot guarantee that content will be re-shared. The final editorial decision regarding the content that is published on the European Parliament's pages is taken according to the European Parliament's editorial priorities.

<https://www.facebook.com/help/publisher/1385580858214929>.

Follow our social media channels and interact with us:

- **Facebook** <https://www.facebook.com/europeanparliament>.
- **Twitter** https://twitter.com/euoparl_en (24 languages available).
- **Instagram** <http://instagram.com/europeanparliament> (free to use images, credit @European Parliament).
- **Flickr** http://www.flickr.com/photos/european_parliament/ (free to use images, credit @European Parliament).
- **LinkedIn** <http://www.linkedin.com/company/european-parliament>.
- **YouTube** <https://www.youtube.com/user/EuropeanParliament>.
- **Pinterest** <https://www.pinterest.com/epinfographics/boards/> (free to use infographics, credit @European Parliament).
- **And more...**
https://www.euoparl.europa.eu/external/html/socialmediaataglance/default_en.html.

Use the EP's GIFs (Graphic Interchange Formats) to convey positive emotions with your online messages. All of the existing visuals are available on Giphy.com and in the Instagram GIFs database.

Follow, share and offer locally relevant content on social media

The European Parliament is also present in all EU member states, through its Liaison Offices. Each Office has its own social media accounts (all have Twitter, Facebook, Instagram accounts and many have YouTube and LinkedIn) that concentrate, apart from Parliament's priorities, also on local angles.

To cooperate⁵ with the local offices contact us EP-Partners@euoparl.europa.eu.

<https://www.euoparl.europa.eu/at-your-service/en/stay-informed/liaison-offices-in-your-country>.

3.3. together.eu

together.eu is a pan-European community that has been created to continue the network of citizens, youth, CSOs and other multiplier organisations that joined forces to promote the 2019 European elections in the thistimeimvoting.eu campaign.

The together.eu community is a **new home for thousands of volunteers from across Europe** to meet, debate and act to help shape the Europe we want. EP Partner organisations are also a vital part of this ever-growing community.

By joining together.eu, CSOs and other multiplier organisations have access to a range of activities. For example, EP partner organisations are encouraged to create events, showcase their own organisation's profile, upload campaign materials, and participate in private forums to interact with other partner organisations on concrete areas of discussion. www.together.eu.

⁵ Please note that while the possibilities to share Parliament's products are wide, the possibilities of EPLOs sharing third party content are very limited for capacity reasons.

Services

that could support civil
society and other multiplier
organisations projects

04

4. Services that could support Civil Society projects

4.1. Grants

The European Parliament regularly publishes calls to submit communication projects eligible to receive a grant. The grants process can be followed on:

- <https://www.europarl.europa.eu/contracts-and-grants/en/grants/media-and-events>.
- <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/funding-updates>.

4.2. Patronage

If partner organisations are planning an event with a clear European dimension, a request for patronage can be submitted to the President of the European Parliament, to receive the European Parliament's moral support for the event.

Events that have been granted patronage should clearly mention this in their communications and publicity, by stating that the event is 'under the patronage of the European Parliament', and by using the European Parliament's logo specifically designed for patronage.

To be considered, an event needs to be non-profit, with a defined date and time, and of limited duration. Requests for patronage must be received by the President of the European Parliament at least two months prior to the event.

<https://www.europarl.europa.eu/at-your-service/en/be-heard/patronage>.

4.3. Permits for filming and taking photographs in the European Parliament

Non-media recording permit:

Photographers and camera operators who are invited by MEPs or by the European Parliament's Services (hereby known as the 'requesting authority') for special events, communication and promotional work, need to obtain a 'non-media' recording permit. The requesting authority or the photographer and camera operator shall request the permit 24 hours in advance by sending an email request to media.accreditation@ep.europa.eu. Applicants must adhere to and sign the rules for non-media recording.

This permit does not give the holder access to the European Parliament premises. When an organisation is not registered in the Transparency Register⁶, the requesting authority must also grant the standard visitor access to the applicant.

⁶ Transparency Register and requests for European Parliament accreditations:
<https://ec.europa.eu/transparencyregister/public/homePage.do?redir=false&locale=en>.

Media recording permit:

Journalists, press photographers and camera operators, including holders of the joint EU-inter-institutional media accreditation, need to obtain a recording permit to film and take photographs in the European Parliament. The recording permit is issued at the media accreditation desk. It can also be requested in advance by sending an email to media.accreditation@ep.europa.eu. During registration, journalists will need to adhere to and sign the rules for filming and taking photographs in the European Parliament.

This permit does not give the holder access to the European Parliament premises. In addition, journalists, press photographers and camera operators need to apply for access to the Parliament's buildings.

<https://jourengo.secure.europarl.europa.eu/journalist-registration/login>.

**Conferences
and exhibitions facilities
in the European Parliament**

05

5. Conference and exhibition facilities in the European Parliament (Strasbourg & Brussels)

MEPs, political groups and the Parliament secretariat organise and host a great variety of events each year. External organisations can, under certain circumstances, organise their own event in one of the European Parliament's buildings. Different rules apply depending on whether the event will take place in Brussels or Strasbourg and different services are involved.

5.1. Events in the European Parliament in Strasbourg

Option 1:

To organise an event inside the European Parliament in Strasbourg, external organisations can request a MEP to host their event, by contacting the MEP directly.

<https://www.europarl.europa.eu/meps/en/home>.

Option 2:

Organisations may contact the Parliament directly in order to request the use of the Parliament's premises for their event. They may check availabilities and learn more about the procedure by contacting: ConferencesStrasbourg@europarl.europa.eu. Once a date has been confirmed by our colleagues, an official request to organise an event in Strasbourg should be sent to the Secretary General at least 4 months ahead of the event.

Conference rooms are available for events with 30 to 350 participants; the Hemicycle is available for big events with 400 -1000 participants. The rooms, the technical support and the security services are free of charge. Interpretation is not provided and catering must be paid for by the organisers.

The following conditions are among those that will need to be met:

- The event must have a European dimension and be related to the activities of the EU and be of direct interest to the European Parliament.
- No commercial sponsoring/support is allowed within the European Parliament's premises for the event.
- The event must take place outside of plenary sessions, during working days, for a maximum duration of two days. European Parliament calendar: <https://www.europarl.europa.eu/plenary/en/meetings-search.html>.

The event can be combined with an organised visit to the Hemicycle and/or the Parliamentarium Simone Veil. See 'Chapter 7: *European Parliament visitor facilities in Strasbourg and Brussels*' for more information.

5.2. Events in the European Parliament in Brussels

Option 1:

To organise an event inside the European Parliament in Brussels, external organisations can make a direct request to a MEP to host them, by contacting the MEP directly.

<https://www.europarl.europa.eu/meps/en/home>.

Option 2:

If an organisation wishes to organise an event in Brussels, it can request to make use of the European Parliament's facilities, noting that the event's costs will not be covered by the Parliament. Moreover, the event will need the support of at least one MEP and the approval of the Secretary General. Requests are to be sent at latest 5 weeks before the date of the event. To do so, partner organisations may contact our colleagues, stating the exact date, programme and number of participants of the proposed event. The colleagues will then guide the organisations through the process and might provide an initial price offer.

LINC.organ-ext-info@europarl.europa.eu.

The following conditions are among those that will need to be met:

- The event must have a European dimension.
- It cannot have a commercial purpose.
- Commercial sponsorship is prohibited.
- It is strictly forbidden to charge any registration fees
- All costs arising directly or indirectly from the event shall be borne by the organising body.
- The organising body is required to provide the Security service of the European Parliament with a full list of participants two weeks in advance.
- It must also take out insurance coverage, accept liability in the event of an accident and undertake to repay any costs generated by the event.

Please be aware that room availability in Brussels is very limited.

Option 3:

In case a partner organisation would like to jointly organise a smaller scale meeting on the specific subject of Communicating Europe with the partnerships team, for instance with their European network of communication specialists, the partners team can host the organisation and help them create a programme of presentations.

EP-Partners@europarl.europa.eu.

5.3. Cultural exhibitions

MEPs have the possibility to hold exhibitions in the European Parliament. All exhibitions held at the European Parliament must be sponsored by a MEP.

Each MEP is entitled to sponsor two cultural events or exhibitions per parliamentary term, subject to the availability of the area requested and the equipment required. The application must be submitted by the MEP at least two months before the proposed inauguration date.

If an organisation wishes to approach a MEP about sponsoring an exhibition, they can be contacted directly using the contact details available:

<https://www.europarl.europa.eu/meps/en/home>.

5.4. Public events on the Esplanade Solidarność 1980

Every year the Esplanade Solidarność 1980 hosts more than 40 public events run by the EU institutions and other organisations. The Esplanade Solidarność 1980 includes the Agora Simone Veil, which is Parliament's "Cour d'honneur". The Agora's formal, solemn nature needs to be safeguarded.

Only events with a strong European dimension, related to the activities of the EU and of direct interest to Parliament can take place on the Esplanade Solidarność 1980. Events may under no circumstance have a commercial purpose and must not undermine the dignity of Parliament. Sponsorship is prohibited.

Requests for hosting an event on the Esplanade are subject to the coordination procedure with the Belgian authorities.

For further details on the procedures, contact the Ixelles municipal administration

<http://www.ixelles.be/site/100-Organiser-un-evenement>.

<https://www.europarl.europa.eu/visiting/en/visitor-offer/brussels/esplanade>.

European Parliament
Communication activities
in the member states

06

6. European Parliament communication activities in the Member States

The European Parliament has Liaison Offices (EPLOs) in the EU capitals, as well as regional offices in a second city in the most populous Member States. It also maintains a Liaison Office in the UK, in London, with a regional office in Edinburgh. Finally, in Washington DC it has an Office ensuring liaison with the U.S. Congress.

EPLOs are responsible for the local implementation of institutional communication activities, with the ultimate goal of ensuring that people understand the importance of the European Parliament well enough to engage in the European democratic process.

EPLOs keep citizens informed on what the European Parliament is, what it does and what it stands for. EPLOs also develop relationships with stakeholders and multipliers to ensure they are aware of the Parliament's decisions that affect them. They are in regular contact with CSOs and other multiplier organisations at a national level and can provide some support and possibilities for collaboration, including:

1) Building a network of communicators

- Fostering a network of communicators amongst partner organisations to share ideas and best practices and support each other's work.
- Helping to identify MEPs and the Parliament's experts as participants in partner organisations' communication activities.
- Facilitating contact between organisations, professional groups and stakeholders.
- Providing information on partner networks of academic institutions, universities and schools.

2) Mutual campaign support

- Sharing communication campaigns by providing campaign information and materials to organisations when available.
- Cooperating and co-creating of communication projects with a European dimension.
- Providing information on how organisations can support and help promote European values through campaigns such as the Sakharov Prize for Freedom of Thought, Women's day and others.
- Inviting partner organisations as jury members for the Parliament's awards such as Charlemagne and Citizens' prize.
- Putting organisations in touch with local groups of volunteers and supporters interested in the work of the Parliament via together.eu.

3) Organising events

- Co-hosting or organising events, presentations or debates with CSOs and other multiplier organisations that have a clear European dimension.
- Facilitating partner organisations' visits to the Parliament in Strasbourg or Brussels.

4) Providing information

- Providing partner organisations with information on Parliament's services through the handbook.
- Providing information on the MEPs and legislative work.
- Advising on media or other types of queries related to Parliament's work.
- Providing partner organisations with means to address disinformation targeting Europe.
- Serving as the local point of contact for CSOs and other multiplying organisations applying for the Parliament's grants.

The Liaison Offices also closely cooperate with the European Commission Representations in the Member States, as well as with Europe Direct Information Centres (EDICS) across the EU.

For information on how organisations can work with the EPOs in Member States, visit:

<https://www.europarl.europa.eu/at-your-service/en/stay-informed>.

6.1. List of EPOs and contacts

EPO Name	Postal address	Telephone number	Email address
ATHENS	Λεωφόρος Αμαλίας 8 - 105 57 Αθήνα - (8 Leof. Amalias GR-105 57 Athinai)	+30 / 210 327 1011	EPathinai@europarl.europa.eu
BARCELONA	Passeig de Gràcia, 90, 1ª planta E-08008 Barcelona	+34 / 93 272 20 44	EPbarcelona@europarl.europa.eu
BERLIN	Unter den Linden 78 D-10117 Berlin	+49 / (0)30 / 2280 - 1000	EPberlin@europarl.europa.eu
BRATISLAVA	Palisády 29 SK-811 06 Bratislava	+(421) 2 5942 9697	EPbratislava@europarl.europa.eu
BRUSSELS	Rue Wiertz 60 / rue de Trèves 3 (Place du Luxembourg) B-1050 Bruxelles	+32 / (0)2 284 20 05	eplobelgium@ep.europa.eu
BUCHAREST	Strada Vasile Lascăr, nr. 31, et 1 Sector 2 020492 București	+ 40 / 21 405 08 80	EPbucarest@europarl.europa.eu
BUDAPEST	H-1024 Budapest Lövház u. 35.	+36 / 1 411 3540	EPbudapest@europarl.europa.eu
COPENHAGEN	Europa-Huset Gothersgade 115 DK-1123 København K	+45 / 33 14 33 77	EPkbenhavn@europarl.europa.eu
DUBLIN	Áras an Aontais Eorpaigh 12-14 Sráid an Mhóta lochtarach Baile Átha Cliath D02 W710 (12-14 Lower Mount Street, Dublin D02 W710)	+353 / (0)1 605 79 00	EPdublin@europarl.europa.eu

EPLO Name	Postal address	Telephone number	Email address
HELSINKI	Malminkatu 16 FIN - 00100 Helsinki	+358 / (0)9 622 04 50	EPhelsinki@europarl.europa.eu
LISBON	Centro Europeu Jean Monnet Largo Jean Monnet, 1-6 P-1269-070 Lisboa	+351 / 21 350 49 00	EPlisboa@europarl.europa.eu
LJUBLJANA	Dunajska cesta 20 SL-1000 Ljubljana	+386 / (0)1 / 252 88 30	EPljubljana@europarl.europa.eu
LONDON	Europe House 32 Smith Square London SW1P 3EU	+44 / (0)20 7227 4300	EPlondon@europarl.europa.eu
LUXEMBOURG	2, Rue Alcide De Gasperi L-2929 Luxembourg LUXEMBOURG	+352 / 4300 22597	EPluxembourg@europarl.europa.eu
MADRID	Paseo de la Castellana, 46 E-28046 Madrid	+34 / 91 436 47 47	EPmadrid@europarl.europa.eu
MARSEILLE	2, rue Henri Barbusse F-13001 Marseille	+33 (0)4 96 11 52 91	EPmarseille@europarl.europa.eu
MILAN	Corso Magenta, 59 I-20123 Milano	+39 / 02 / 43 44 171	EPmilano@europarl.europa.eu
MUNICH	Bob-van-Benthem-Platz 1 D-80469 München	+49 / (0)89 / 202 0879-0	EPmuenchen@europarl.europa.eu
NICOSIA	Λεωφόρος Βύρωνος 30, 1096 Λευκωσία, Κύπρος Τ.Θ. 23440, 1683 Λευκωσία, Κύπρος (30 Vryonos Avenue, CY-1096 Nicosia)	+357 / 22 87 05 00	EPnicosia@europarl.europa.eu
PARIS	288, boulevard St-Germain F-75341 Paris Cedex 07	+33 / (0)1 40 63 40 00	EPparis@europarl.europa.eu
PRAGUE	Jungmannova 24 CZ-110 00 Praha 1	+420 / 255 708 208	EPpraha@europarl.europa.eu
RIGA	Aspazijas bulvāris 28 - 3. stāvs, Rīga, LV-1050, Latvija (Aspazijas Boulevard 28, LV - 1050 Riga)	+371 / 6 708 5460	EPriga@europarl.europa.eu
ROME	Via IV Novembre, 149 I-00187 Roma	+39 / 06 699 501	EProma@europarl.europa.eu
SOFIA	ул. „Георги С. Раковски“ № 124 София 1000 (124 G. S. Rakovski Str. BG-1000 Sofia)	+359 / 2 985 35 45	EPsofia@europarl.europa.eu
STOCKHOLM	Regeringsgatan 65, 6 tr. 111 56 Stockholm	+46 / (0)8 562 444 55	EPstockholm@europarl.europa.eu
TALLINN	Euroopa Liidu maja Rävala pst 4 EE-10143 Tallinn	+372 630 6969	EPtallinn@europarl.europa.eu
THE HAGUE	Korte Vijverberg, 5/6 NL-2513 AB Den Haag	+31 / (0)70 313 54 00	EPdenhaag@europarl.europa.eu
VALLETTA	Europe House 254 St. Paul Street Valletta VLT 1215	+356 / 21 23 50 75	EPvalletta@europarl.europa.eu

EPLO Name	Postal address	Telephone number	Email address
VIENNA	Haus der Europäischen Union Wipplingerstraße 35 1010 Wien	+43 / (0)1 516 17-0	EPwien@europarl.europa.eu
VILNIUS	Gedimino pr. 16 (jėjimas iš Vilniaus g. pusės) 01103 Vilnius (Gedimino Ave. 16 (entrance from Vilniaus St.) Vilnius LT-01103)	+370 / 5 212 07 66	EPvilnius@europarl.europa.eu
WARSAW	ul. Jasna 14/16 a 00-041 Warszawa	+48 22 595 24 70	EPwarszawa@europarl.europa.eu
WROCLAW	ul. Widok 10 50-052 WROCLAW	+48 71 337 6363	epwroclaw@europarl.europa.eu
WASHINGTON	EU-Delegation European Parliament Liaison Office with US Congress 2175 K Street, NW, Suite 600 Washington, DC 20037, USA	+1 202 862 4730	epwashington@europarl.europa.eu
ZAGREB	Augusta Cesarca 4-6 10000 Zagreb	+385 1 4880 280	EPZagreb@europarl.europa.eu

European Parliament Visitor facilities

07

7. European Parliament visitor facilities in Strasbourg and Brussels

Partner organisations can request a group visit to any of the European Parliament's visitor facilities. All visits are free of charge.

7.1. Visiting the Hemicycle in Strasbourg or Brussels

The Hemicycle can be visited as an individual visitor or with a group both, during plenary sessions and during regular days in Brussels and Strasbourg.

It is always useful to check the calendar of the plenary sessions before planning a visit:

<https://www.europarl.europa.eu/plenary/en/meetings-search.html>.

– **Option 1: Strasbourg during plenary sessions**

Hemicycle visits for groups of 10 to 100 people include a personalised presentation on Parliament's work and powers given by an EP speaker in any of the 24 EU languages, followed by a question and answer session.

The presentation can also be combined with a discussion with a Member of the European Parliament. At the end of the visit, visitors discover the Hemicycle gallery, from where they can watch the debates during the plenary session.

Group visits must be booked 2-3 months in advance.

To book a group visit in Strasbourg during the plenary:

<https://www.europarl.europa.eu/visiting/en/visitor-offer/strasbourg/hemicycle-during-plenary-sessions>.

– **Option 2: Strasbourg outside plenary sessions**

• **Groups with booking (guided tour)**

Groups (20-75 people) can book their visit with a guided tour in English, French or German in advance online. Bookings must be made at least 2 working days in advance. The calendar for reservations is open 6 months ahead. Tailored briefings can be arranged.

For groups with more than 75 participants, guided tours can be booked by contacting our colleagues at VisitesStrasbourg@europarl.europa.eu.

<https://strasbourg-groups.booking.europarl.europa.eu/>.

- **Groups without a booking (multimedia guide)**

Groups without a booking are welcome during opening hours. Visits are with multimedia guides, available in 24 languages.

All visits to the European Parliament in Strasbourg include the Hemicycle and the Parliamentarium Simone Veil. With a dynamic and interactive approach, the Parliamentarium is an immersive experience that shows the work of the European Parliament and how it impacts the lives of citizens.

For inquiries contact: VisitesStrasbourg@europarl.europa.eu.

<https://www.europarl.europa.eu/visiting/en/visitor-offer/strasbourg/hemicycle-outside-plenary-sessions>.

- **Option 3: Brussels, all year round**

Individual visitors have the possibility to visit the Hemicycle in Brussels with the help of a multimedia guide in all 24 official languages available also on [Google play](#) and [IOS](#). They can also attend an interactive **Hemicycle Talk** with an EP speaker in English, French and other languages upon availability on Mondays at 11:00 and 15:00.

Hemicycle visits for groups of 10 to 100 people can be organised all year round. These visits offer groups a presentation on Parliament's work and powers given by an EP speaker in any of the 24 EU languages, followed by a question and answer session. The presentation can also be combined with a discussion with a Member of European Parliament. At the end, visitors discover the Hemicycle gallery from where they can watch the debates during the plenary sessions or learn more about how plenary sessions are organised (outside session). Group visits must be booked 2-3 months in advance.

Combined visits

When booking a Hemicycle visit, groups can indicate their interest in visiting Parliamentarium and/or House of European History as well. The visitor service will book the whole programme.

To visit the Hemicycle in Brussels all year round:

<https://europarl.europa.eu/visiting/en/visitor-offer/brussels/hemicycle>.

- **Option 4: Receiving financial contributions for visits of opinion multiplier groups**

Subject to the availability of funds, the Visits and Seminars Unit (VISSEM) of the Directorate-General for Communication of the European Parliament may invite opinion multiplier groups (OMG) to visit the Hemicycle of the European Parliament in Brussels or Strasbourg. An OMG is made of 20 to 40 participants who must be at least 14 years old on the day of the visit.

The OMG receives financial contribution from the EP, as a way of helping with the organisation of the visit. The OMG attends a presentation on Parliament's work and powers given by an EP speaker in any of the 24 EU languages, followed by a question and answer session. The presentation can also be combined with a discussion with a

Member of European Parliament. Upon return, the group must share their experience with their own community and send a dissemination report to VISSEM within 3 months after their visit. The report is expected to include clippings of articles in local newspapers, their relevant social media and blog entries and/or exhibitions, seminars, public debates they organised on the visit etc.

Visit us and spread the news!

For further information contact vissem-omg@ep.europa.eu.

– Option 5: Online activities

Groups from partner organisations can request an interactive ‘Online EP talk’ - a presentation given by an EP speaker in any of the 24 EU languages.

The Online EP talks are tailored to your language and needs. The presentations include an explanation of Parliament’s work and powers, followed by a question and answer session. These online presentations can also be combined with a discussion with a Member of European Parliament.

To request an Online EP Talk contact: visit@europarl.europa.eu.

<https://www.europarl.europa.eu/visiting/en/visitor-offer/online/online-ep-talks>.

7.2. House of European History

From myths and discoveries to the chaos and cohesion of the 20th century, the House of European History takes visitors on a journey along the path of Europe’s history and challenges them to contemplate its future.

Partner organisations can book group visits of the House, for a minimum of 10 people. Visits with a multimedia guide (available in all 24 languages) must be booked online at least 2 weeks in advance. To request a tour of the House with one of the House’s experts, available in English, Dutch, French and German, visits need to be booked 4 weeks in advance.

<https://www.europarl.europa.eu/visiting/en/visitor-offer/brussels/house-of-european-history>.

7.3. Parliamentarium (Brussels)

Discover, in any of the EU’s 24 official languages, how the Parliament works, how laws are made and why European politics matter. It is Europe’s largest parliamentary visitors centre, having received over 2 million people to date. The special offers that are available for groups can be found here:

<https://www.europarl.europa.eu/visiting/en/visitor-offer/brussels/parlamentarium>.

7.4. Role-Play Game (Brussels and Strasbourg)

Designed primarily for groups of secondary school students, the role-play game invites players to split up into imaginary political groups and step into the shoes of MEPs to debate on actual legislation.

The game lasts 2 ½ hours, must be booked in advance and is free of charge. Groups should consist of a minimum of 16 and a maximum of 32 participants. Due to high demand, it is recommended to book the role-play game at least 4 months before the event.

Book the role-play game in Brussels:

<https://www.europarl.europa.eu/visiting/en/education-learning/brussels/role-play-game>.

Book the role-play game in Strasbourg:

<https://www.europarl.europa.eu/visiting/en/education-learning/strasbourg/role-play-game>.

7.5. Other visitor facilities

The Luxembourg campus (Luxembourg): Visit the site of the first administrative seat of the European Parliament in Luxembourg and see its Hemicycle on a free guided tour.

For inquiries contact: epluxembourg@europarl.europa.eu.

<https://europarl.europa.eu/visiting/en/visitor-offer/luxembourg>.

Jean Monnet House (Bazoches-sur-Guyonne): Visit the interactive exhibition at the Jean Monnet House and discover the life and work of one of the architects of today's Europe.

For inquiries contact: jean-monnet-europe@europarl.europa.eu.

<https://www.europarl.europa.eu/visiting/en/education-learning?location=Other>.

The Europa Experience: Inspired by the Parliamentarium in Brussels, the local Europa Experiences are multimedia spaces open to visitors, offering direct and fascinating insight into European politics, history and daily life.

<https://europarl.europa.eu/visiting/en/visitor-offer/other-locations/europa-experience>.

To keep in touch with the Visitors' facilities events and news, follow the social media channels:

- www.facebook.com/visitEuropeanParliament/.
- twitter.com/visit_EP.
- [www.instagram.com › visit_ep](https://www.instagram.com/visit_ep).

Programmes specifically for **youth organisations**

08

8. Programmes specifically for Youth organisations

8.1. European Youth Event

Every two years, the European Youth Event (EYE) brings together at the European Parliament in Strasbourg thousands of young people from all over the European Union and beyond, to shape and share their ideas on the future of Europe. It is a unique opportunity for 16 to 30 years old to interact in-person and online, inspire each other and exchange their views with experts, activists, influencers and decision-makers, right in the heart of European democracy.

During the event, participants take part in a variety of activities, workshops and artistic performances that are co-created with partners, youth organisations and participants themselves. The EYE offers a space for both in-person and digital discussions as well as networking opportunities.

Following the event, the concerns, hopes and ideas from young people are presented in a report distributed to all Members of the European Parliament (MEPs). Some participants will be able to further develop the most inspiring ideas and present these directly to the MEPs in the parliamentary committees during youth hearings.

Young people and youth organisations can:

- Participate in the event.
- Apply for funding for a group of disadvantaged participants.
- Apply to organise one or more activities, as half of the EYE programme is co-created and co-organised by youth organisations, youth groups, schools, etc.

The same rules for funding apply like in the case of OMGs (See *Chapter 7.1 Option 3*).

The next edition of the EYE will take place in 2023.

Year-round, EYE Online activities on the EYE Online platform and social media channels create opportunities for wider public discussions on the future of Europe and the issues on the top of the agenda.

<https://european-youth-event.europarl.europa.eu/en/>.

<https://www.epevents.eu/event/eye2021>.

<https://www.facebook.com/YouthEP/>.

https://twitter.com/Europarl_EYE.

https://www.instagram.com/ep_eye/.

eye@ep.europa.eu.

8.2. European Youth Seminars

European Youth Seminars offer an immersive experience for groups of young people from different European countries to debate and explore topics relevant to today's Europe. They foster active citizenship and openness towards European cultures and enhance youth participation in the democratic process.

The programme is designed for groups consisting in participants aged 16-18 or 18-26. After an introduction about the role and powers of the European Parliament, participants are divided in several Idea Labs, where guided by experienced Parliament staff members, they will work

to identify challenges and propose concrete solutions. The seminar ends with a discussion with a Member of European Parliament, who will react to their ideas.

Dedicated youth seminars on major EP priorities such as the European Parliament's Sakharov Prize are organised online or onsite.

For the onsite activity, the same rules for funding apply like in the case of OMGs (See Chapter 7.1 Option 4).

The seminars are organised in English, French or German, or in other languages based on demand. European Youth Seminars are available online and onsite.

<https://visiting.europarl.europa.eu/en/education-learning/online/online-european-youth-seminars>.

eyys@europarl.europa.eu.

8.3. Youth EP talks

Youth groups from partner organisations can request tailored Youth EP talks dedicated to young audiences. The tailored presentation is given by a lecturer of the EP in any of the 24 EU languages and it includes an explanation of Parliament's work and powers, followed by a question and answer session. These presentations can also be combined with a discussion with a Member of European Parliament.

To request a Youth EP Talk onsite or online contact: visit@europarl.europa.eu.

8.4. European Charlemagne Youth Prize

The Charlemagne Youth Prize is run jointly by the European Parliament and the Foundation of the International Charlemagne Prize of Aachen, and is awarded every year to youth-run projects that promote European and international understanding. It was first awarded in 2008, and since then more than 4250 projects have competed for the prize.

In order to participate in the Charlemagne Youth Prize, an applicant needs to:

- have a European project with which to apply.
- be between 16 and 30 years old.
- reside in one of the EU Member States.

The application can be submitted on behalf of an organisation or a group of young people or individually.

All the projects submitted will be first evaluated by the national jury in the Member State of the project, which will select one best national project. From the 27 national winners, the three best European laureates will be selected by the European Jury and awarded between €7500 and €2500 prize.

<https://www.europarl.europa.eu/charlemagneyouthprize/en>.

https://www.instagram.com/ep_eye/.

youth@europarl.europa.eu.