

# Questions and Answers: The Interreg Knowledge Fair

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## **1. When, where, for whom?**

### **1.1. When and where is the Interreg Knowledge Fair taking place?**

The Interreg Knowledge Fair takes place in Ghent, Belgium on the 23, 24 and 25 May. The Agenda is available on the Interact website which sets out the plan for each of the days.

### **1.2. Which organisations is the Fair aimed at?**

The event is aimed at Interreg programmes, primarily the programme's operational staff who have specific roles in managing the project life cycle in their programme.

### **1.3. Who should attend the Fair?**

The Interreg Knowledge Fair is primarily aimed at enabling an exchange of experience between staff working in Interreg programmes. It is suggested that this is more appropriate for more experienced colleagues, those who are best able to share their programmes experiences. Most of the sessions at the Fair are aimed at implementation challenges, rather than strategic challenges.

### **1.4. How many people can my programme send?**

There is a provisional allocation of two people for most CBC programmes, and three per Transnational (and larger CBCs). More spaces maybe available closer to registration closing on 1 May. It is in theory possible for programmes to agree to send different people to the Fair for different days. Please reach out to the organiser if this is something you wish to do.

## **2. Registering to attend, and the Whova tool**

### **2.1. Where do I register to attend?**

Register using Interact's event management tool as usual. During registration, you will be offered the opportunity to be pre-registered into the Conference tool (Whova), where you can then register for individual sessions.

### **2.2. What is Whova?**

Whova is a US based software solution, which allows for 'Session Attendance Management', which is not a tool that Interact has otherwise available. Whova also enables effective communication between organisations and participants, as well as between participants. We hope it will enrich and enhance the experience of the Knowledge Fair.

### **2.3. What data does Whova require**

For Whova to accept a record, it need a first name, surname and email address.

We are also asking participants for their organisation/institution to make peer-to-peer communication more effective.

### **2.4. Where can I find out more about Whova and data protection?**

Whova has a detailed statement of privacy available at <https://whova.com/privacy/>

### **2.5. Can I attend the event without participating in Whova**

No. Interact needs to use a session management tool to make the Fair function. If you do not wish to use Whova, you will be contacted by the organiser to work out an appropriate way forward.

## **3. Attending sessions at the Knowledge Fair**

### **3.1. Can I pick which sessions I attend?**

Yes, as part of the registration process, we will open a dedicated App and online space where you can register to individual sessions. Your own registrations create a personalised agenda for you.

### **3.2. How much will happen in parallel**

In addition to the open networking space, there will be at least three parallel offers at each time.

### **3.3. What do I do if I don't want to attend any of the three sessions offered at a specific time?**

The Fair offers a menu of Interact interventions on particular topics. If none of the three options interest you, the networking space is open with coffee. You are encouraged to reach out to colleagues attending the Fair and arrange additional meetings outside the formal sessions.

### **3.4. When do I need to register by?**

While in theory, you can change the sessions you are interested in moments before, the sessions are offered on a first come, first served basis. It is best to register early to avoid disappointment.

### **3.5. What happens if the session I want to attend is full?**

You will be put on the waiting list for that session. It is possible that people change their sessions or withdraw from the event and more spaces become available.

## **4. Travel and accommodation**

### **4.1. How do I get to the venue**

The event's practical information guide explains how to get to the venue. Ghent has a direct connection to Brussels Airport (BRU).

### **4.2. Can I come for only part of the Fair?**

Yes, the Fair offers a menu of interventions, and you are encouraged to come for those which interest you. It is possible to register for specific days only, or to register for the whole Fair.

We anticipate that the Thursday will be a quieter day for those not also attending the ICON (Interreg Communication Officers Network) event.

### **4.3. Should I indicate which days I am attending the Fair?**

Yes, please indicate during registration which days you will attend. This will enable us to flexibly manage the attendance, and ensure the maximum usefulness of the Fair.

### **4.4. Is Interact supporting travel and accommodation?**

Participants are responsible for their own travel and accommodation requirements.

## **5. Why is it not hybrid? Can I observe sessions?**

### **5.1. Why are there no hybrid options**

The methodology of the Fair is designed around physical interaction and exchanging practices. This is not a methodology we think appropriate for hybrid environments.

### **5.2. Can I attend sessions to observe?**

Attendees are expected to participate in the interactive sessions. The idea of the Fair is that programmes share information, practice and experiences. Attending to observe is discouraged.



## **Annex 1: Knowledge Fair terminology**

<b>Event</b>	The Interreg Knowledge Fair is an event offered by Interact
<b>Slots</b>	The set times that interventions will be taking place (10 in total)
<b>Sessions</b>	The individual interventions (60 or 90 minutes) offered at the Fair
<b>ICON</b>	The Interreg Communication Officers Network, an event aimed specifically at the Communication Officers of Interreg programmes