

Application to Host the Circular Economy Hotspot Event

# First-round application

Please complete the first-round application form and submit via email to [hotspotcymru@gov.wales](mailto:hotspotcymru@gov.wales). Submissions must be received by 23:59 BST on 6 September 2024 to be considered. Shortlisted candidates will be notified by 16 September 2024 and invited to pitch their candidacy to the selection jury on 7 October 2024 in person in Cardiff or virtually. This application form is for either the 2025 Asia-Australasia Circular Economy Hotspot or the 2026 European Circular Economy Hotspot.

## Organisation Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lead Organisation:** |  | | | |  | ***Phone:*** |
| **Lead contact:** |  | | | |  |
|  | **First** | | **Surname** | |  |
| **Organisation Address:** |  | | | |  |
|  | **Street address** | | | |  | ***Email:*** |
|  |  |  | |  |  |
|  | **City** | **Country** | | **Post Code** |  |
| **Which event are you applying for? (tick one)** | **2025 Asia-Australasia Circular Economy Hotspot** | **2026 European Circular Economy Hotspot** | |  |  |  |
| **Additional Organisations:**  ***(If applicable)*** |  | | | | | |

## Selection Questions

Why should your country / region / city host the Circular Economy Hotspot Event?

***Please answer in no more than 500 words.***

Provide a brief outline of the key components and activities that your Circular Economy Hotspot could feature.

***Please answer in no more than 500 words.***

Provide a brief outline of how your organisation will ensure sufficient resource for the Circular Economy Hotspot.

***Please answer in no more than 500 words.***

Is there any additional information you would like to share to support your candidacy?

***Please answer in no more than 500 words.***

## Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge.

If invited to present to the jury panel and selected to host the Circular Economy Hotspot, I confirm that my organisation is prepared and willing to facilitate the organisation of this annual event.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature: |  |  |  | Date: |  |  |

**FAQ**

How will the jury decide on the winner?

* The jury will evaluate the quality (programme, network, innovative elements) of the programme, executability (organisation, passion/drive, funding) and Local Impact. Originality will be appreciated. Some previous Hotspot emphasized the regional aspects or social aspects, the inclusion of Youth or the reconversion of an old mining site in the most sustainable industrial area. What will be your angle?

Will there be funding available?

* The programme should fund itself independently. Typical sources are cities or regions or governments supplemented by private sponsors from frontrunning CE companies. Potential support could come from international institutions or financial Institutions or leading knowledge institutes. In kind support is likely from local CE Hubs, Universities, Embassies, EU, Civil Society, multinationals and SME’s. HCH and the CE Hub network will try to find an international sponsor for additional international collaboration support. This should be accepted by organisers.

The jury understands that at the moment of pitching not all commitments to organize an event are hard and all contracts have been signed. It is important to convince the jury that you will be able to pull it off in time.

What does a CE Hotspot Event look like?

* For inspiration only we share some set-ups from previous events. The event normally lasts 2 to 3 days. It starts with a welcome reception at a symbolic location followed by a conference day with presentations, workshops, exhibitions. The last day is often an excursion day among local/regional best practices by theme. Matchmaking can be part of the event.
* We normally see programming geared for a number of market segments that have local momentum from economical, environmental and transition readiness potential (think of construction, agrifood, plastics, manufacturing, textiles etc.) and a number of transversal items/challenges (Leadership, metrices, EPR, procurement, design) as well as links with Climate, SDG’s, jobs. Some of the market segments and the transversal elements have a very clear international component (hence international collaboration and programming is more than desirable for a CE Hotspot event).

Who should be part of a CE Hotspot Event?

* The event should be a circular economy event with triple or quadruple helix interaction and set-up: we need all stakeholders on board (public, private, knowledge institutions and civil society). It is not a regulatory driven event (public) nor a business best practices event only.