**Key requirements for the position of MODERATOR at the 7th Annual Forum of the EUSDR**

**Introduction:**

The 7th Annual Forum, being the main event of the EU Strategy for the Danube Region in 2018, is organized jointly by the Ministry of Regional Development and Public Works of the Republic of Bulgaria (as a hosting institution) and the European Commission. The forum aims to ensure a platform for discussion on topics related to the EUSDR with a widest possible national and international participation as well as good geographic coverage from all countries of the Danube region.

It will be organised in two consecutive days in October 2018 in Sofia. During the forum, three panel-discussions are foreseen, namely:

* *Panel 1:* Measures for Development and Conservation of Cultural Heritage – added value for achieving economic growth and employment (Tourism and culture as an integrating factor for territorial development and cohesion).
* *Panel 2:* Danube Transnational Programme contribution to the Danube Region
* *Panel 3:* EU Macro-regional strategies (MRS) and the future of cooperation

Two parallel thematic sessions (Sustainable Tourism Mobility and Security in Public Spaces) will take place right after Panel 1.

*Date and venue of the event:* 18-19.10.2018 (Thursday-Friday), Sofia, National Palace of Culture

*Expected number of participants:* 500 - 800 persons including EU Commissioners, ministers, high-level political representatives of EUSDR members, National Coordinators, Priority Areas Coordinators, representatives of national, regional and local level administration, National Association of the Municipalities in the Republic of Bulgaria, NGOs, representatives of tourism industry, academic and scientific organisations/institutions and other stakeholders from the Danube Region countries

*Detailed information about the panel discussions and the panellists is presented in the FORUM AGENDA.*

**Description of the assignment**

### *The main task* of the moderator is organising the discussion of the respective panel, including:

### Brief presentation of the panel theme (via interactive visualisation – illustration / presentation / animation) – approximately 5 minutes

### Short presentation of the panellists – approximately 5 minutes in total

### Setting several introductory questions to encourage the audience participation

### Encouraging the debate on the basis of questions related to the topics for discussion (coordinated with the panellists in advance), with the possibility of improvisation and maximum spontaneity in the responses (within 5 minutes for each participant)

### Second round of questions / discussion – addressing the audience covering all topics

### Presenting a summary and conclusions of the discussion

### *In general* the moderator has to ensure good time management in order to fit to the limits of the separate panel discussions. In case of available time reserve to be prepared to encourage the panellists and the audience for longer discussion.

**Criteria to be met by the moderators**

*Qualifications and skills*

* University degree
* Knowledge of
* Fluency in English language
* Excellent communication and presentation skills
* Creative thinking on the ways of presenting information
* Opened to incorporate innovative tools for collecting opinion from the audience, analysis of results and providing conclusions
* Knowledge of EU cohesion policy and EU Macro Regional Strategies will be an asset

*Professional experience*

* Participation in at least 3 events (attended by minimum 500 participants) showing his/her abilities as debater, interaction facilitator, panellist, Q&A moderator, timekeeper, improviser, master of ceremony;

**Additional arrangements:**

### Travel and accommodation costs of the moderators will be covered by the hosting organisation, including:

### *Travel:* two-way train/bus/airplane tickets (economy class) including transfer from/to the airport and the hotel;

### *Accommodation:* single room in four/five star hotel (breakfast included) in a close vicinity to the venue of the event.