



Call for Local Hubs: application guidelines

Submission Deadline: 19 April 2024

Join us in bridging global discussions with local insights at the upcoming **OECD Forum on Responsible Mineral Supply Chains** by organising a hybrid local hub. This unique opportunity allows you to host an in-person roundtable, open to businesses or a wider range of stakeholders, to engage with the global conversation unfolding in Paris from 21-24 May 2024. Your hub can facilitate local dialogue and interaction in real-time with the global sessions, providing a platform for local voices to be heard on the international stage.

What constitutes a local hub?

A local hub is an in-person gathering designed to include stakeholders from businesses, civil society, and/or government sectors. It serves as a venue to broadcast the Forum's sessions and encourage local discussions parallel to the main events happening in Paris. This simultaneous connection allows for an enriched dialogue, offering perspectives from diverse locations around the world.

Making your Hub a success

To ensure a dynamic and engaging hub, consider the following:

- Provide refreshments to create a welcoming atmosphere.
- Appoint a local moderator to lead discussions and field questions post-session.
- Encourage networking by sharing a list of attendees in advance.
- Capture the moment by sending photos of your hub to the OECD Secretariat for social media promotion.
- Submit a brief report on attendance and interaction levels to the OECD Secretariat for insights into the success of your hub.

The Forum plenary sessions will feature simultaneous interpretation in English, French and Spanish. Forum hub organisers should consider any additional interpretation needs where relevant.

Your role as a Hub organiser

Organisers are tasked with managing all logistical aspects of the session, including setup, venue, virtual platform integration, and more. If selected, your hub will be officially recognized on the OECD Forum website, amplifying its visibility. Promotion beyond this, however, will be your responsibility, ensuring your session reaches its intended audience.

Please note that Forum hub organisers are not compensated and that all costs associated with the Forum hubs will be borne by the organisers.

How to apply

To apply for a Forum hub, email your proposal to RBCMineral@oecd.org by 19 April 2024, with the following subject line : "Local hub proposal - + name of the organisation". Ensure your application includes:

- Name of the lead organisation(s) proposing the hub.
- Contact name and job title.
- Contact email.
- Preferred timeslot (morning or afternoon) and day during the Forum week.
- Expected attendance level.

Key dates

Local hubs will run in parallel with the main Forum sessions on 22 and 23 May, with additional opportunities on 21 and 24 May.

Seize this chance to play a pivotal role in the most relevant global global dialogue on responsible mineral supply chains, associating local expertise with worldwide debates. Apply now to create a hub that not only enhances the Forum experience for global participants but also showcases the relevance of local perspectives.