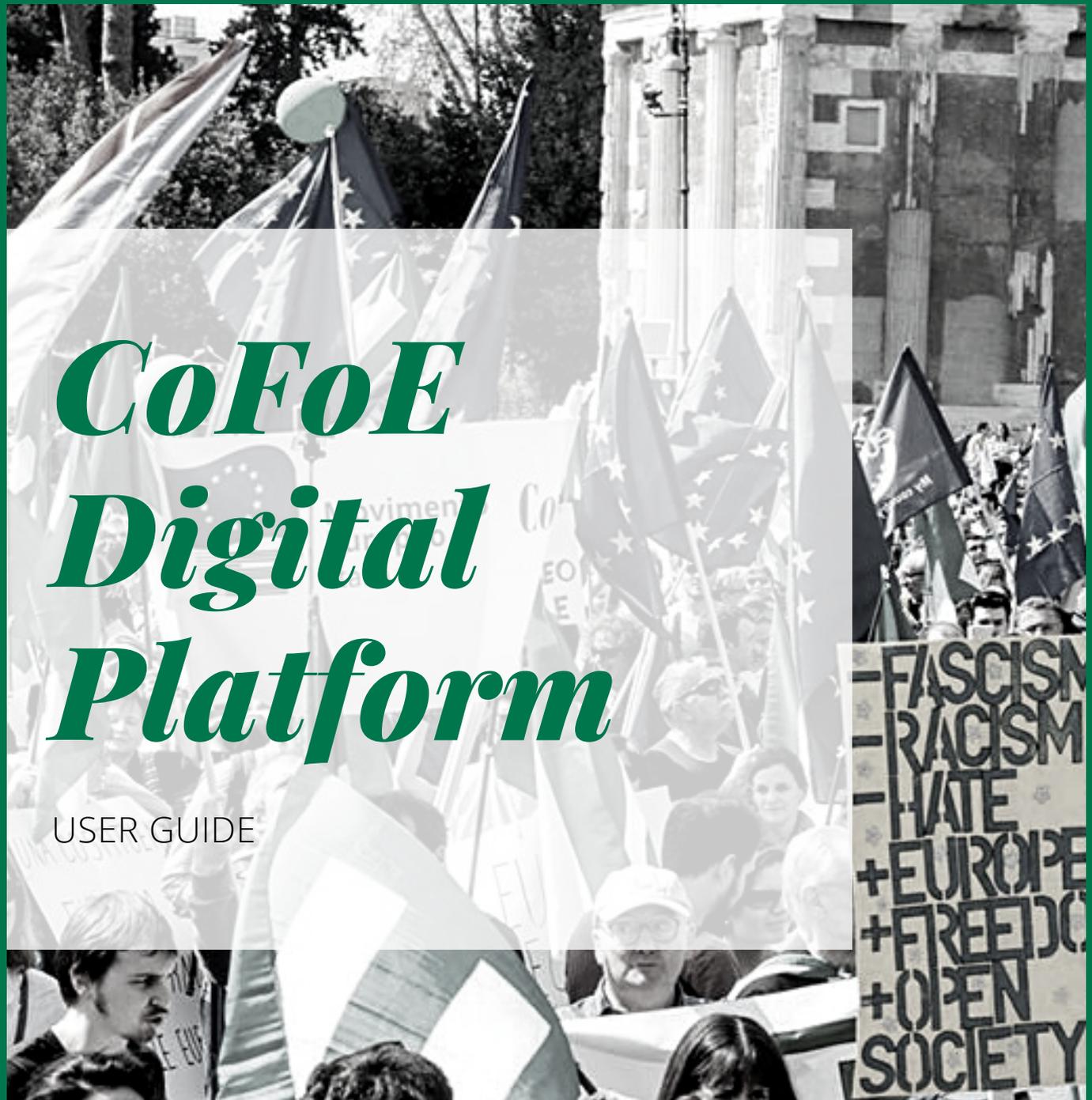


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Prepared by:
UEF Secretariat



CoFoE Digital Platform

USER GUIDE

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Union of European Federalists
Union Europäischer Föderalisten
Union des Fédéralistes Européens

1. PARTICIPATION IN THE DIGITAL PLATFORM

FUTUREU.EUROPA.EU

For the European citizens, being present in a structured and effective way, as well as being recognisable on the platform with its proposals, becomes a necessary condition both for conveying its political message and for enhancing meetings on the ground at all levels.

The aim is to be influential in order to condition future decision-making processes, to bring out the drive for reform of the European Treaties.

What was clearly explained during the presentation of the platform, answering specific questions in an explicit way, is that the topic of the revision of the Treaties, considered a taboo by many member states, will become unavoidable if it emerges from the debate and the requests of citizens, on the platform. From there, it can be conveyed both to the European citizens' panels and, above all, to the plenary session.

The platform will therefore be in the coming months, until the conclusion of the process of confrontation with the citizens, the only tool at our disposal to convey ideas and political messages to the Conference.

With a view to a debate as inclusive as possible and aimed at advancing federalist demands, **we encourage all citizens to organise debates link to our political proposals on the platform**, which can be attractive to a diverse audience and allow collaboration with local and regional actors.

The debate should have a format that seeks to make the participants protagonists of the discussion.

Below is a summary of the indications in the user guides of the platform to help you organise your events.

1.1 OBJECTIVES

- To organise meetings and, where possible, open citizens' assemblies on the future of Europe in order to bring out your proposals and bring citizens to discuss and possibly share them;
- Stimulate the participants of the events to subscribe to the futurEU.europa.eu platform and possibly support the your proposals, feeding the online debate;

1.2 HOW TO PARTICIPATE IN THE DEBATE ON THE DIGITAL PLATFORM

1. Login and register to the platform: to access the conference platform, register [here](#).

At this point, you will be updated on citizens ideas and events and ready to interact in a huge virtual European public square.

1.3 HOW CAN I SUPPORT IDEAS ON THE PLATFORM?

Everyone's contribution is important!

1. Start by inviting your contacts to sign up for registration in the platform;
2. Support ideas on the platform.
3. Participate in debates and events
4. Translate proposals into the national language, add the link to the original idea published at the bottom, always inviting everyone to endorse the original idea as well;
5. Organise events to discuss the ideas in your local communities
6. Follow and share your ideas also through social media with the hashtag **#TheFutureIsYours**.

The UEF secretariat (secretariat@federalists.eu) is at your disposal for information, help and collaboration.

2. ORGANISING EVENTS & PARTICIPATING IN THE DIGITAL PLATFORM OF THE #COFOE

2.1 OBJECTIVES

- Enabling participated meetings about the future of Europe
- Focusing on your ideas and proposals
- Building consensus on our ideas and enabling people to share their support
- Prepare a clear, representative and honest report to be sent to publish on the Conference platform. •

2.2 BEFORE THE EVENT

Please fill the following completed form and register it in the [digital platform](#) of the Conference on the Future of Europe.

Specifically provide the following details:

- **Title**
- **Description** (also the main topic of the event and to whom it is addressed) Type of event (online, in-person or both)
- **Address** (branch office/regional centre)
- **Location** (physical location if in presence, website, fb page if online) Location details (provide further information if necessary)
- **Date, start time and end time**
- **Category** (scope according to the areas identified by the Conference). Tick the box on the platform. Our suggestion is to select European Democracy
- **Registration URL for online events** (link to external registration system, fb page, website)

2.3 AFTER THE EVENT

Prepare a **report** so that it can be attached to your event, previously published on the Conference platform.

Remember: The event report should give everyone an overview of what happened during the event, so it should be detailed.

The report should have the following content:

- Context, purpose, object and structure/methodology of the event
- Number and type of participants present (general or specific audience, with details if possible)
- If available, demographic information on participants (e.g. age, gender, etc.)
- Main subjects discussed during the workshops/seminars
- Main ideas suggested by participants during the event, speeches and topics shared or debated that led to these ideas
- The general atmosphere and expected follow-up

Finally, the report should be added:

- Written summary (Short summary)
- The proposals that the participants agreed to submit (Brief Summary)

Share the highlights of your event via social media with the hashtag **#TheFutureIsYours.**