



Co-funded by the
European Union



EIT EdTech Conference Open Call

Info session

7 May 2026

Agenda

		Speakers
15:00 15:20	Introduction to the call	Julia Sampedro, Education Officer, Academy
15:20 15:40	Guidelines on proposal submission	Lucie Pacho Aljanati, Programme Officer, PMO
15:40 16:00	Questions & Answers	

Housekeeping messages

- Call documents available at: [EIT EdTech Conference Open Call - EIT Urban Mobility](#) (Call Manual; Guidelines for applicants; [Financial Support Agreement](#) (FSA) template; [Declaration of Honour](#) (DoH) template)
- Questions during the proposal development can be sent to academycall@eiturbanmobility.eu
- This meeting is being recorded
- You can leave your questions in the chat



General information

Main features



Co-funded by the
European Union

Overview of key information on the call

Call opening and deadline for applications	Call publication / opening: 22 April 2026 Deadline for applications: 23 June 2026, 17:00 (CEST, Brussels time)
Evaluation and implementation timeline (indicative)	Evaluation of proposals: 24 June – 2 August 2026 Communication of results to applicants: August 2026 Signature of the subgrant agreement: September 2026 Tentative start of the project: 1 September 2026 Tentative end of the project: 30 November 2028

Background and context: EIT EdTech Conference

- **EIT Community** initiative to strengthen and advance the European educational technology ecosystem in alignment with the European Union's digital education priorities.
- Conceived as a strategic **platform for connection, collaboration and innovation**, the Conference brings together a diversity of stakeholders to **position EdTech as a key enabler of Europe's digital and skills transformation**.
- Last edition in numbers:
 - o **+ 200 registered** participants representing **28 countries** and a broad cross-section of academia, SMEs, startups, EU institutions, national governments, investors, students and ecosystem organisations;
 - o facilitated **115 targeted networking meetings**;
 - o generated concrete strategic takeaways and recommended actions collected at the **EIT EdTech Conference 2025 Report** (available on the conference's website).

Purpose of the call

To select one project to **design, plan, organise and deliver** two consecutive editions of the EIT EdTech Conference (2027 & 2028), building on previous editions and ensuring it is a platform to meet the following objectives:

- **Strengthen links** between the **EdTech sector and the EIT Community initiatives**;
- Foster collaboration across the **Knowledge Triangle**: education, research and business;
- **Showcase European EdTech success stories**, initiatives and innovative solutions;
- Accelerate **innovation, investment and scaling opportunities** for the European EdTech sector;
- **Support policy dialogue** aligned with EU digital education, skills and innovation priorities;
- Generate **tangible ecosystem outcomes**, including recommendations, partnerships and follow-up initiatives;
- Contribute to the long-term **strengthening and visibility of the European EdTech ecosystem**.



Scope of activities

The selected partner will be responsible for the **full event lifecycle**, including:

1. Strategic set-up & governance
2. Programme & experience design
3. Operational delivery
4. Stakeholder management
5. Communications & branding
6. Sponsorship & demo zone
7. Outcomes & reporting

Format (minimum expected):

- 1-day in-person annual conference
- 2027 edition in Brussels
- Minimum 250 registered participants
- Curated audience of 160–200 high-level attendees incl. EIT Community, HEIs, EdTech companies, startups and associations, EU institutions, student representatives and investors. Geographical and gender balance is a must.

NB: this Call remains open to the consideration of complementary formats, where duly justified.

Main requirements for applicants

Applicants must demonstrate:

A) Experience & ecosystem

- Proven track record in **high-level European events**
- Strong positioning in the **EdTech ecosystem**
- Access to key stakeholders (education, industry, policy)

B) Operational capacity:

- Ability to deliver **end-to-end events**
- Strong **project management & quality assurance** (*timeline, risks, suppliers*)

C) Strategic capacity

- Ability to operate in the **Brussels / EU environment**
- Close coordination with **EIT Urban Mobility**

D) Format & approach

- Experience with **interactive & participatory formats** (*co-creation, matchmaking, workshops*)

E) Consortium (if applicable)

- Clear roles & strong complementarity
- One **Lead Partner** responsible for:
 - coordination
 - reporting & compliance
 - revenue management

Evaluation procedure and award criteria (Section 6)

Stage 1: External experts evaluation (70 points).

Evaluated criteria:

- (a) Excellence, novelty, and innovation (max. 30 pt)
- (b) Impact (max 20 pt)
- (c) Quality and efficiency of the implementation (max 20 pt)

Stage 2: Selection Committee evaluation (30 points)

Evaluated criteria:

- (d) KIC portfolio strategic fit and compliance with the financial sustainability principles.
- (e) Previous experience

NB: Only proposals scoring at least **40/70** points will proceed to Stage 2.

Supporting documents

The following fields will be available in NetSuite to support and substantiate how applicants meet the award criteria:

- **Relevant projects/events:** role, duration, budget, participants, and engagement with the EdTech ecosystem
- **Organisational profile & team structure**
- **CVs of key personnel involved in the action**
- **Any other relevant supporting documentation**

NB: Applicants should ensure that the information included in the application form is adequately supported by clear and concrete evidence.



Requirements for project implementation

A) Project duration: Q4 2026 to Nov 2028

B) Implementation:

- Project monitoring, reporting and documentation requirements must be planned in line with the **Project Implementation Handbook**.
- Subgrantees must submit all mandatory **deliverables and KPIs** within the established deadlines.

KPI Code	KPI title	Minimum target value/year
KONHE02	Participants in all Academy activities	160

- All key strategic and operational decisions related to the design and implementation of the Conference are subject to **prior validation and final approval by EIT Urban Mobility**.



Financial aspects of the call

Scope of activities	Maximum indicative KIC funding	Indicative number of projects to be funded
End-to-end design, organisation and delivery of two consecutive editions of the EIT EdTech Conference, including programme design, stakeholder management, venue and supplier coordination, communications and branding, sponsorship activation, on-site delivery, and post-event reporting.	Up to EUR 600,000 (total for two editions)	1

- The minimum co-funding rate required under this Call is **10% of the total eligible project costs**. Therefore, applicants must ensure that at least 10% of the total project budget is covered by non-EIT funding sources.
- The EIT contribution may cover a maximum of **90% of the total eligible costs** of the project. Applicants are reminded that they must declare **100% of the total project budget and the costs must be eligible** in order to receive up to 90% EIT funding.



Payment arrangements

The details related to the instalments and final payment conditions (payment structure, etc.) are defined in Section 8 of the [Project Implementation Handbook](#).

Financial sustainability requirements

Mandatory revenue generation

The selected applicant or consortium shall ensure the generation of a **minimum of EUR 80,000 for the whole duration of the project (VAT excluded)** in gross revenues. These revenues shall be transferred **at 100%** to EIT Urban Mobility.

Guidelines on proposal submission on NetSuite

How to apply



Co-funded by the
European Union

1. Proposal submission process

Before starting to draft a proposal, **all applicants** must follow the following steps:

Step 1: Obtain a Participant Identification Code (PIC)

All applicants submitting to this Call must register themselves in the **EU Funding & Tenders Opportunities Portal** to obtain a valid **nine-digit PIC number**.

If the applicant already has a PIC, no new registration is required.

If you do not know if you already has a PIC number, you can verify directly on the EU Portal (click [here](#)).

Step 2: Register or access the EIT Urban Mobility Programmes Portal (NetSuite)

- If you are already registered in the EIT Urban Mobility [Programmes Portal](#) (NetSuite), please log in by going to step 3.
- If you have never registered in the system, please go to the [Programmes Portal](#) (NetSuite) and click on “Register”. Then select **Option 1: “I am an organisation/individual or an existing EITUM Academy student applying for EITM Calls”** and complete the **Partner Information Form (PIF)** with the required details.

1. Proposal submission process

Step 3: Submit the application in NetSuite

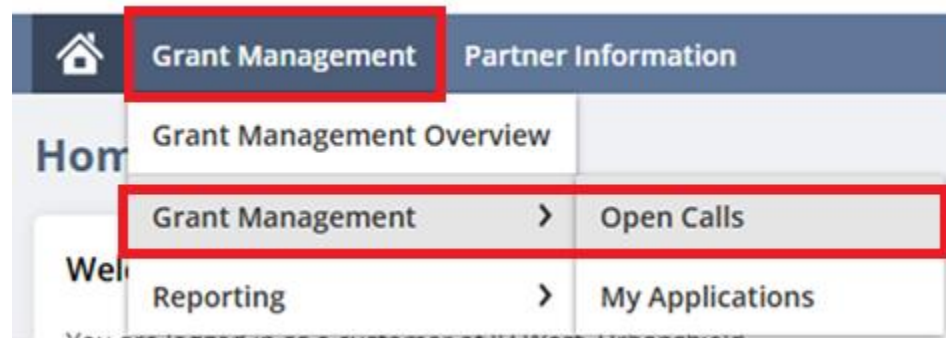
Once registered and logged in, applicants must:

- Access the EIT Urban Mobility **NetSuite** platform.
- Navigate to: *>Grant Management>Grant Management> Open Calls*
- Select the call **EIT EdTech Conference**
- Complete all mandatory fields of the online **application form**.



2. Create an application

Go to EIT Urban Mobility Programmes Portal (NetSuite), click on > *Grant Management* > *Open Calls*



Choose the **EIT EdTech Conference**. Once you click on “apply”, a new Application Form is created, and you will be able to start filling it in with all the information of your project.

The Application Form is divided in three sections, which are detailed below.

3.1. Main Information

Here you need to indicate the title of your project. The ID proposal number is generated automatically.

[Main Information](#)

[Partner Information](#)

[Project Scope](#)

[WorkPlan](#)

[Supporting Documents](#)

[Budget](#)

Main Information

ID proposal number

1.1.04-1177-2683.3

* Project Title

Please enter a descriptive title of your project (max 140 characters)

EDTech_InfoSession_070526

* Project Acronym

Please enter a short title or acronym for your project (max 25 characters)

EDTech_InfoSession_070526

* Project starting date

Please enter the start of the project. 01/09/2026

* Project ending date

Please enter the end date of your project. 30/11/2028



3.2. Partner Information

SaveAsDraft

Submit

Print

Application ID	Program Name	Program Opening Date	Program Closing Date	Status
To Be Generated	EIT EdTech Conference	2026-04-22	2026-06-23	InProgress

Main Information Partner Information Project Scope WorkPlan Supporting Documents Budget

Partner Information

* Project Leader (EN)

Please indicate the Lead Partner organisation for the proposal. This person will create, edit and submit the proposal. If your organisation is a partner or an Affiliated entity registered in NetSuite but is not visible in the dropdown list, please contact servicedesk@eiturbanmobility.eu

EIT EdTech Conference

* Project Leader main contact person e-mail


This is the Project Leader's e-mail address as provided in the system at the time of the first registration.

service@eiturbanmobility.eu

Partners involved in the project(EN)

Indicate all organisations included in the consortium, including any Affiliated Entities.

Describe the specific role and differentiated contribution of the partner to the project. Explain how the partner has the right expertise and skills to carry out the specific role and tasks in the project.

Partner (Input the PIC number)	Partner description	Action
EIT EdTech Conference	<input type="text" value="0 / 4000"/>	 



3.3. Project Scope

For this whole section: we recommend you prepare the answers offline and copy-paste them in the Application Form only once they are finalised.

Main Information

Partner Information

Project Scope

WorkPlan

Supporting Documents

Budget

Excellence, novelty, and innovation

* Clarity and alignment with Conference objectives and pan-European dimension

Explain how your proposal demonstrates ambition and added value compared to the 2024 and 2025 editions of the EIT EdTech Conference. Describe how the proposed concept, programme design and stakeholder engagement approach strengthen the European dimension, positioning and impact of the Conference.

0 / 5000

* Alignment with EIT strategic objectives and portfolio positioning and compliance with the principles of knowledge triangle.

Explain how your proposal aligns with EIT objectives and positions the Conference within the broader EIT portfolio and Knowledge Triangle framework. Describe how the Conference contributes to the EIT mission, supports EU policy priorities related to digital education and skills, and strengthens synergies with the EIT Community and related initiatives.

0 / 3000

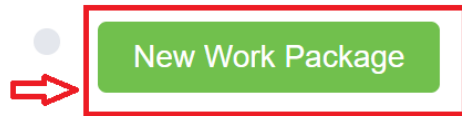
3.4. WorkPlan

Work Packages

Work Package



Define your work plan for the project's entire duration. When you create a Work Package the description should provide sufficient information on the main activities and objectives to be achieved. Use a logical or chronological order. Once you create a Work Package, you will be able to define the Deliverables linked to it. Some Calls for proposals require mandatory deliverables and a maximum of additional deliverables (please refer to the Call Manual).






Under this tab you are asked to build and define the operational structure of your project. You must therefore divide your planned activities into different **Work Packages (WPs)**. To each WP you can add the related deliverables.



3.5. Supporting documents

Supporting Documents

 Upload in PDF (max. 10 MB per document)

Name	Documents Uploaded	Upload
<p>* Description of relevant projects or events (including role, duration, budget and number of participants) including evidence of engagement with the EdTech ecosystem or related stakeholders, such as partnerships, participation in relevant initiatives, memberships in relevant networks or collaboration with public institutions, industry or education actors.</p> <p>Applicants should provide a concise description of relevant projects or events organised in the last five years that demonstrate the organisation's capacity to deliver high-level European conferences or ecosystem-building activities.</p> <p>For each project or event, applicants should include:</p> <ul style="list-style-type: none">• Name and short description of the event or project• Role of the applicant organisation• Duration and year of implementation• Approximate budget• Number and type of participants• Evidence of engagement with the EdTech ecosystem or related innovation and education stakeholders (e.g. partnerships, participation in relevant initiatives, memberships in networks, collaboration with public institutions, industry actors or education providers).	<p> 1777883313043_Test_blank page.pdf</p>	<p><input type="button" value="Choose File"/> No file chosen</p>
<p>* Organisational profile and team structure</p> <p>Applicants should provide a brief organisational profile describing their mission, areas of expertise and experience relevant to the implementation of the proposed action.</p> <p>The document should also include an overview of the organisational structure and the team that will be involved in the project, clearly indicating roles, responsibilities and reporting lines.</p>	<p> 1777883314001_Test_blank page.pdf</p>	<p><input type="button" value="Choose File"/> No file chosen</p>
<p>* CVs of key personnel involved in the implementation of the action.</p> <p>Applicants must provide CVs of the key personnel responsible for the coordination, management and delivery of the proposed action.</p> <p>CVs should highlight relevant professional experience, including expertise in event management, project coordination, stakeholder engagement, and delivery of international or EU-level initiatives.</p>	<p> 1777883312453_Test_blank page.pdf</p>	<p><input type="button" value="Choose File"/> No file chosen</p>
<p>Any other additional documentation</p> <p>PDF, PPT, or Excel document</p>		<p><input type="button" value="Choose File"/> No file chosen</p>



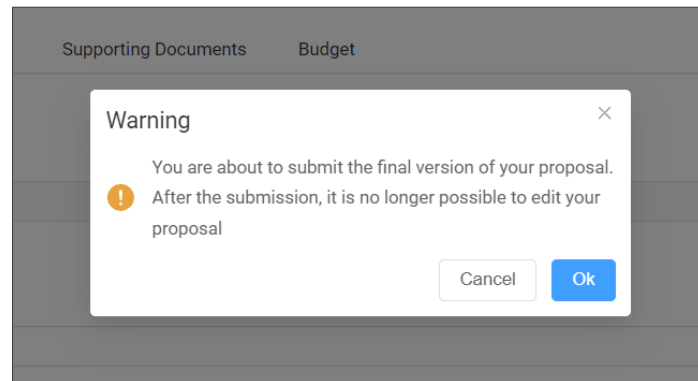
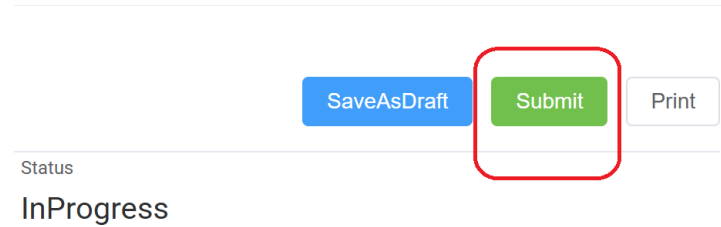
3.6. Budget

- ❖ The Budget section is **directly linked to the Work Plan tab**. The Budget table is structured according to Work Packages (WPs), and WPs appear in the Budget tab as soon as they are created in the Work Plan tab. This means that, deleting a WP under Work Plan will automatically delete that specific WP under the Budget tab as well.
- ❖ For this reason, we highly recommend you to **fill-in the Budget tab only once the Work Plan has been finalised** and you do not expect to make any additional changes to the WPs' structure.
- ❖ At the top of the Budget tab you will find the summary table: this table will be automatically populated as soon as you start to include figures in the budget table of each partner organisation.



4. Submit your proposal

- ✓ We strongly recommend all applicants **not to wait the last day/minute to submit the Application Form.**
- ✓ Click on “SaveAsDraft” because the system does not save the information automatically.



Final recommendations

- ✓ Read carefully the Call Manual, Guidelines for Applicants and the relevant documents listed in the Call Manual.
- ✓ Start preparing supporting documents early
- ✓ We strongly recommend all applicants **not to wait the last day/minute to submit the Application Form.**
- ✓ For any questions during the proposal preparation process, do not hesitate to contact us at academycall@eiturbanmobility.eu





Connect with us

For more information

 @EIT Urban Mobility

 @EIT Urban Mobility

 @EIT UrbanMob

 @EIT Urban Mobility

 @EIT UrbanMob

eiturbanmobility.eu

