



# NGO FAIR – 6th FORUM OF CIVIL SOCIETY IN MACEDONIA

16<sup>th</sup> – 17<sup>th</sup> November 2007, Skopje Fair, Skopje

## INFORMATION ABOUT THE EVENT

NGO Fair – 6th Forum of the Civil Society in Macedonia will take place from November 16th – 17th 2007 at the premises of Skopje Fair.

This year Macedonian Center for International Cooperation (MCIC) is organising the NGO Fair as part of the operational program for 2006-2007 of the Civic Platform of Macedonia.

The goal of the NGO Fair is increased information of the public and other stakeholders about activities of the civil society organisations.

Expected results are:

- Informed public and other stakeholders of the society about activities of the civil society organisations.
- Increased level of communication, coordination, and cooperation among civil society organisations.
- Stimulated dialogue among different actors of the society.

The NGO Fair consists of three components:

- Forum activities;
- Exhibition part;
- Socio-cultural events.

The main theme of the 6th NGO Fair that will permeate through all its components will be “Equal Opportunities for All”.

The following types of organizations can participate at the NGO Fair:

- Associations of citizens and foundations, as well as other stakeholders of the civil society;
- Foreign and international organisations and agencies;
- Enterprises/companies;
- Governmental institutions (ministries, agencies etc.).

In order to encourage regional cooperation and exchange of experience, organisations from the region will be invited at the NGO Fair.

The entry for participants at the NGO Fair will be free of charge.

The NGO Fair takes place at the same time with the Fair of the Units of Local Self-Government, ZELS Ekspo 2007.

The 6<sup>th</sup> NGO Fair is financed by European Union through European Agency for Reconstruction. Also, the NGO Fair financially is supported by Danish Church Aid (DCA), Foundation Open Society Institute – Macedonia (FOSIM) and participants.

### 1. EXHIBITION PART

The NGO Fair provides opportunity for the participants to introduce themselves at the exhibition part, using booths, posters and audio-visual mechanisms.

#### **Booths**

##### a) Basic exhibition space

The basic exhibition space planned for the presentation activities has 9 m<sup>2</sup>. It consists of a booth, made of octane-ram system, panel – boards duplex; carpet covering, info stand 100/100 or 2 from 50/50; written names of the participants with block-letters in Macedonian language; tables with 4 chairs; reflector lighting; power outlet.

Additional equipment and services (e.g. Internet access for the booth, etc.) comes at extra cost. The organisations should make individual contact and agreement with the Skopje Fair regarding such needs.

If the organisations have different ideas regarding the design of their booths, they may implement other arrangement, but they should notify the Skopje Fair in advance.

The organisation wishing to add additional text in another language and alphabet on the header of their booth besides the Macedonian, needs to cover the additional expense for each additional header/table. The maximum number of tables which can be put on the stand is three.

The cost is 5,000<sup>1</sup> MKD per m<sup>2</sup>, or 45,000 MKD total for a standard booth (9m<sup>2</sup>).

- The organisations with a 2006 annual budget between 500,000 and 5,000,000 MKD have opportunity to use stand (9m<sup>2</sup>) with 75% decrease or 11,250 MKD for a basic stand of 9 m<sup>2</sup>.

-The organisations with a 2006 annual budget exceeding the amount of 5,000,000 MKD and the international organisations and agencies, will have to pay the total cost (5,000 MKD per m<sup>2</sup>).

#### b) Additional exhibition space

Each organisation will have an opportunity to rent more space than the planned basic space. In that case, the organisations will pay the total cost (5,000 MKD per m<sup>2</sup>).

#### **Poster board presentation**

- The cost of the poster-presentation for the organisations with a budget for 2006 that exceeds the amount of 500,000 MKD will be 500 MKD.

## **2. FORUM ACTIVITIES**

### a) Public debates (forum discussions)

The forum events will be comprised of public debates (panel discussions, round tables, presentations and promotions). The main theme is "Equal Opportunities for All", beside which other social priority issues and themes will be discussed, i.e. issues that are of interest to the civil society as well as to the society at all.

#### *Self-organisation of the events*

Within the NGO Fair, the civic organisations will have an opportunity to self-organize forum discussions and educative sessions. The self-organisation of forum discussions and educative sessions implies that the organisations should select a topic, should provide suitable keynote speaker and chairperson (as well as providing board and lodgings, payment etc. for them, if necessary). The organizers of the NGO Fair will provide the space, the term, and the technical equipment (loudspeaker system, LCD projector etc.)

Thus, the organizers invite all interested civil society organisations to submit an application with the discussion topic no later than 25<sup>th</sup> of October 2007.

The application form can be obtained from the link below, by electronic mail, or at the premises of MCIC.

Since the main topic will be "Equal Opportunities for All", it is highly recommended that proposed themes for forum events are related to the topic. Also, the themes that are recognised as social concern of citizens by latest research will be discussed: poverty, unemployment and corruption.

If there are more applications than room, the Program Board of the 6<sup>th</sup> NGO Fair will make selection of applied events according to the defined priorities.

The Program Board is responsible for selecting the topics to be presented at the forum part that are consistent with the goals of the NGO Fair, and available room at the NGO Fair.

## **3. SOCIO-CULTURAL EVENTS**

Several socio-cultural events will take place at the NGO Fair, based on the personal creativity of the civil society organisations and directed towards promotion of cultural heritage and values.

Similarly to the forum events, the individual organizations will have to organize the socio-cultural events by themselves.

If some of the proposed events are inconsistent with the goals of NGO Fair, or if the number of proposals exceeds the available capacity, the Program Board will make a selection of the most suitable proposals.

#### **Possibility for covering the accommodation costs**

The organisations that have seat out of Skopje and the surrounding towns Kumanovo, Tetovo, Gostivar, and Veles will be given a possibility for partial coverage of the accommodation costs for only one representative from the organisation. Priority in this regard will have the organisations that are going to self-organize a forum event and the organisations with annual budgets less than 500,000 MKD or between 500,000 and 5,000,000 MKD.

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<sup>1</sup> 1 EUR = 61.1831 MKD (National Bank of the Republic of Macedonia - exchange rate: [www.nbrm.gov.mk](http://www.nbrm.gov.mk))

## APPLICATION PROCEDURE

The deadline for applying for the NGO Fair – 6<sup>th</sup> Forum of the Civic Society in Macedonia is October 25<sup>th</sup> 2007.

The application forms are available at the following websites: [www.ngofair.org.mk](http://www.ngofair.org.mk) and [www.civicworld.org.mk](http://www.civicworld.org.mk) as well as on the reception desk of MCIC (visiting address: Nikola Parapunov bb, Karposh 4).

The applications should be sent to MCIC:

- by mail: MCIC (attn. NGO Fair), Nikola Parapunov bb. or P.O. Box. 55, 1060 Skopje,
- by fax: + 389 (0)2 3065-298 or
- by e-mail: [nvosaem@mcms.org.mk](mailto:nvosaem@mcms.org.mk).

The organizers have the right to exclude those organisations which will apply after the deadline.

Those organisations applying after 25<sup>th</sup> October 2007 will have to pay a 10% increase of the regular fee.

Price <sup>2</sup> for basic stand of 9m <sup>2</sup> according to category and deadlines			
	Category	Before deadline	After deadline
1.	Under 500.000,00 MKD	2.250 MKD	2.475 MKD
2.	Between 500.000 and 5.000.000,00 MKD	11.250 MKD	12.375 MKD
3.	Above 5.000.000 MKD	45.000 MKD	49.500 MKD
4.	International organisations and agencies	45.000 MKD	49.500 MKD

More information on MCIC and Civic Platform of Macedonia is available at: [www.mcic.org.mk](http://www.mcic.org.mk) and [www.gpm.net.mk](http://www.gpm.net.mk).

Contact person:

Krenar Kuka, phone: + 389 (0)2 3065-381, ext. 134 (11:00 to 15:00 CET, every working day), Fax. + 389 (0)2 3065-298, E-mail: [nvosaem@mcms.org.mk](mailto:nvosaem@mcms.org.mk).

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