



OUTREACH GRANTS CALL - I
GUIDELINES

Date: June 2022



ENRICH in LAC receives funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101004572.

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I. Introduction

ENRICH in LAC is an EC funded initiative (2021-2023) and the successor of ENRICH in Brazil project (2017-2020). It aims to encourage and promote innovation cooperation between Latin America, the Caribbean and Europe, fostering the innovation capacities in both regions and supporting their international cooperation capabilities, especially in the fields of global societal challenges.

This document provides information on the first Outreach Grant Call to support European **research and innovation-driven SMEs that aim to grow their companies** via international expansion to Latin American countries, namely to Argentina, Brazil, Chile, Colombia and/or Uruguay and vice versa under two activity categories:

- Feasibility visits (Activity 1)
- Small-scale support measures for participation in important fairs and conferences (Activity 2).

II. Indicative Timetable

Activity	Deadline	
Call opening	15 June 2022	
	1 st cut-off date	2 nd cut-off date
Deadline for Submission	15 July 2022 17:00 (CET)	18 Nov.2022 17:00 (CET)
Information on Assessment Results	29 July, 2022	2 December 2022
Signature of agreement	12 August 2022	23 Dec. 2022
Feasibility Visits & Participation in Fairs, Conferences	12 August 2022- 30 June 2023	2 Jan.2022- 30 August 2023
Reimbursement & Closing the accounts	30 September 2023	30 November 2023

III. Call Description

Innovation ecosystems are not simple or easily graspable. They are usually complex structures that involve different actors, such as policy makers, financing institutions, market actors as well as other domains such as infrastructure, human capital and culture. It can be very challenging to understand the respective ecosystems in foreign markets. At the same time, it is very important to explore these systems on the spot. Networking events therefore play an important role to guide companies when reaching out to new markets or to find potential partners. They provide opportunities to meet different actors, to gather different perspectives.

ENRICH in LAC launches this Call to support European and Latin American research driven SMEs to connect to each other's market and explore possibilities of cooperation for scouting new technologies or bringing their technological solutions.

IV. Scope of the Call

The purpose of this grant is to support new business partnerships between SMEs from European and selected Latin American countries by providing two types of travel grants.

Activity 1: Feasibility visits

These are travel grants for European research driven, innovative SMEs to support new business partnerships with the companies in the target countries through organized visits as initial step to meet and discuss different forms of partnerships, with the support of ENRICH in LAC.

The visit should fulfil one of the following steps in the technology transfer process:

- Project collaboration targeting a specific international funding programme (TRL4 and above)
- Marketing of a new technology (patent must be obtained before)
- Licensing arrangements of a new technology in new markets
- Commercialization activities of a new technology

Feasibility visits should be from business to business (B2B). Visits may also include meetings with relevant industrial research organizations such as centers of excellences, technoparks, clusters; as well as meetings with representatives from chambers, investment agencies, and/or relevant European structures present in the region. These additional meetings can be organized by ENRICH in LAC, if requested by the grantee.

Activity 2: Small-scale support measures for enabling participation in important fairs and conferences

The purpose of this scheme is to increase visibility of the innovative SMEs and Startups in the Latin American and European markets by supporting their participation in fairs. All major international events under the ENRICH in LAC priority themes taking place in Europe and in the target countries in Latin America fall under this category. Criteria for selecting events:

- Must be international, allowing interactions with different Latin American or European countries and regions;
- Must focus on business to business or research to market; academic events are out of the scope of this support measure.
- Event participants must be mainly companies, especially SMEs
- The event topic must be relevant to one of the following areas: bio-economy, digital transformation, renewable energy, health, and sustainable urbanization (including smart cities)

Some thematic events that take place in Europe and in the LAC region are listed in Annex 4. However, applicants are free to suggest other relevant thematic events in the application for Activity 2.

Companies can apply for only one support scheme (Activity 1 or Activity 2) and only once. However, it is strongly encouraged to combine, whenever possible, both activities without extra budget request in

order to increase the impact. It means that feasibility visits, organized back to back with important fairs and conferences will have an advantage in the evaluation process.

Target Countries

Companies legally established in the EU (Member States) are eligible to apply for feasibility visits (Activity 1) and visits should target one of the following countries: Argentina, Brazil, Chile, Colombia and Uruguay.

Companies established in the EU (Member States) and in Brazil, Argentina, Chile, Colombia, or Uruguay can apply for Activity 2, participation support for fairs and conferences under priority topics. These events should be organized in EU Member State territories (for companies from Argentina, Brazil, Chile, Colombia and Uruguay) or in Argentina, Brazil, Chile, Colombia and Uruguay for the companies from the EU Member States.

Who can Apply?

Eligibility

Grant is given to Europe based (EU Member States) innovative SMEs¹ for Activity 1 and European (EU Member States) and Latin American (established in Argentina, Brazil, Chile, Colombia and Uruguay) innovative SMEs for Activity 2. Startups are also eligible to apply. However, priority will be given to SMEs. Size categories in the SME definition is as follows:

Company category	Staff headcount	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

- Applicant companies should already have a product, service, business model, technology, or process (with patent and licensing rights) that is ready to be brought to the Latin American/European market.
- The company must be operating in or related to one of the following priority areas :
 - Bio economy
 - Digital transformation
 - Renewable energy
 - Health
 - Sustainable urbanization (including smart cities)
- The company representative subject to this travel must be a high-ranking person, such as CEO, General Manager, Business Development Manager, e.g. who has been given authority

¹ https://ec.europa.eu/growth/smes/sme-definition_en

to represent his/her company and is proficient in English or in the language of the target country.

- Universities, research organisations, non-governmental organisations or other public bodies, current and previous partners of CEBRABIC, or the ENRICH in LAC project cannot be the beneficiary of Outreach Grants.

Call Budget

A total amount of 20,000 Euro will be available for the Outreach grants with 2 indicative cut-off dates. There is no specific budget allocated for each cut-off dates. Maximum support amount for a grantee is 2,000 Euro and it will be provided **as reimbursement for the eligible costs upon successful completion of the visit/participation in the fair or conference.**

Eligible Costs

Must occur in working days and only for business-related activities. Costs related to the leisure time are not eligible.

- *Travel*
- *Accommodation, meals, local travel in target country²*
- *Visa*
- *Cost of vaccine (if required)*
- *Local public transportation in home country*
- *Cost of participation in fair/conference*

Expense Eligibility Rules

Travel

- For travel by AIR, only economy class is accepted; invoice and boarding passes to be sent to FFG.
- For travel by CAR, expenses will be reimbursed based on a second-class train fare. If the route is not serviced by a train, the country or institutional regulations shall apply. Parking expenses are not covered. Public transport for a return journey from the airport to the meeting place(s) shall be reimbursed based on the tickets provided.
- For travel by TRAIN, tickets for a second-class train fare will be reimbursed.
- Taxi fares are only acceptable in case of very early/late arrivals, provided that public transport is not feasible or safe at the given time.

Accommodation

- Single room prices will be taken into consideration.
- Up to four (4) star hotel accommodation is accepted.
- The receipt must include the name of the traveler.
- Extras (late check out, room service, internet, car parking, pay TV, laundry, etc.) are not covered.
- Number of nights must be correspondent to the actual visit/event program.

² Please check EU's [Perdiem](#) Rates, which cover accommodation, meals, local travel within the place of mission and sundry expenses. Claimed costs must not exceed these rates.

Grant amounts will be determined by ENRICH in LAC based on the number of eligible applications as well as quality, clarity and relevance of the proposed activities.

V. Submission of Application

Applications must be submitted online until **July 15 2022** by the following link:

[Application Form](#)

The form must be filled out thoroughly. The following documents are to be submitted along with the application:

- Legal company register (in original language)
- Balance sheet of 2021
- Event Agenda/Visit programme

The preview of the Application Form is indicated in Annex 1 of this document.

VI. Evaluation and Selection

Evaluations will be done by a group of experts from the ENRICH in LAC Project. Besides the eligibility criteria, other criteria for evaluation such as completeness of the application form, convincing motive, readiness for international cooperation will be applied. Balance will be sought among applicant and target countries.

After the deadline, ENRICH in LAC will check all applications received and will contact applicants to provide initial feedback, if the application is eligible and if any further clarification is requested.

The selection of the grantees is due on **July 29, 2022**.

VII. Agreement

Grantees will sign an agreement (Annex 2) with ENRICH in LAC latest by **August 12, 2022**. Grant period starts with signing the grant agreement and ends with the transfer of the grant amount to the applicant's bank account upon submission of the relevant documents, which should take place within 2 months after the travel is completed. For example, if the visit takes place in November 15, 2022 all documents must be submitted to ENRICH in LAC by January 2023, the latest.

VIII. Reporting & Reimbursement

Visit report, along with the travel documents and invoices must be submitted in a given format (Annex 3) within 2 months after the travel is completed. The grant is going to be paid in the form of reimbursement after submission of all required documents.

Reimbursement Procedure

Step 1: Grantee will complete the reimbursement form and scan of all original receipts, tickets and boarding passes and send to berna.windischbaur@ffg.at via email within one (1) month after the travel for eligibility check.

Step 2: Once the form is approved by the ENRICH in LAC, the original set of documents and signed outreach grant report (Annex 3) must be submitted within a month after approval by ordinary mail to the following FFG address:

Ms. Berna Windischbaur
European and International Programmes
FFG - Austrian Research Promotion Agency
Sensengasse 1
1090 Vienna
Austria

Step 3: The accepted amount will be reimbursed in euros to the account stated in the [Financial Identification Form](#) of the grantee. Reimbursements can only be made to the grantee's official company accounts.

ENRICH in LAC may request additional documents related to the travel. Please check the Report Template (Annex 3) for further information.

IX. Contact

For questions, please contact:

- **Berna Windischbaur**/Call Coordinator: berna.windischbaur@ffg.at
- **Katrin Singer**/ Project Coordinator: katrin.singer@ipk.fraunhofer.de

Annex 1-Preview of the Online Application Forms

Activity 1-Feasibility Visits

Contact Information (of the Person who will travel on behalf of the company)	
Name	
Last Name	
Position	
Postal Address	
E-Mail	
Company Information	
Company Name	
Homepage	
Postal Address	
Country	
PIC Code³ (if available)	
Company Type	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation
Year of establishment	
# of Employees in the applicant country	
# of Employees abroad	
Area of Activity (Thematic areas)	<input type="checkbox"/> Sustainable urbanization <input type="checkbox"/> Health <input type="checkbox"/> Digital transformation <input type="checkbox"/> Bioeconomy <input type="checkbox"/> Renewable energy
Details of the product/service/ technology/process <u>that is already in the market</u>	
Annual Income of last year in Euro	
Are you exporting any product?	Yes <input type="checkbox"/> No <input type="checkbox"/>

³ A [Participant Identification Code \(PIC\)](#) is a 9-digit number that serves as a unique identifier for legal entities participating in European funding programmes.

Objective and Scope	
Target country	
Total support requested (<i>Please indicate the total support amount (in €) that you request from ENRICH in LAC) Maximum amount is 2,000 Euro in total.</i> ⁴	
Please select the objective of your visit	<input type="checkbox"/> Project collaboration targeting a specific international funding programme (TRL4 and above) <input type="checkbox"/> Marketing of a new technology (patent must be obtained before) <input type="checkbox"/> Licensing arrangements of a new technology in new markets <input type="checkbox"/> Commercialization activities of a new technology
Please explain your motivation and objective of this visit in detail and the reason of the selection of the target country.	
Planned start and end date of the visit (<i>from (month/year) to (month/year)</i>)	
Please attach your visiting program	
Do you have any international cooperation experience? If yes, please explain.	
Did you participate in any international B2B partnering network or platform? If yes, please explain.	
Please indicate the contact details of your potential partner in the target LAC country. (<i>if you have more than one contact in the target country, please indicate all contacts</i>)	Company Name: Contact Name: Tel: Email:
Explain briefly the profile of the company that you are looking for.	
Do you ask for support from ENRICH in LAC to identify further	Yes <input type="checkbox"/> No <input type="checkbox"/>

⁴ If the application is positively evaluated, ENRICH in LAC has the right to offer a different amount than the requested amount based on the quality of the proposal, as well as on the overall application status.

contacts in the target country? If yes, please explain the profile.	
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Attachments

Please upload the following documents:

- Legal Company register (in original language)
- Balance sheet of 2021
- Agenda/programme of planned visit

Affirmations

I, name, last name, title and date in my capacity as legal representative of the above mentioned applicant company

- confirm that** all information provided in the application process are accurate and valid and the company is not subject to any public debts, or under receivership or is in the process of liquidation or undergoing bankruptcy proceedings, or has a ban on access to grants, subsidies or other forms of financial support from public funds imposed by the national court.
- confirm that** I read, understood and agreed the terms and conditions defined in this guideline.
- authorize the ENRICH in LAC team** to share my information with project partners who will be involved in the evaluation process and contact me for relevant matters and use only the name and contact information of the company for the promotion of the outreach grant results.
- confirm that** I am able to communicate in English to manage this process on behalf of my company.

Activity 2- Small-scale support measures for enabling participation in important fairs and conferences

Contact Information (of the person who will travel on behalf of the company)	
Name	
Last Name	
Position	
Postal Address	
E-Mail	
Company Information	
Company Name	
Homepage	
Postal Address	
Country	
PIC Code ⁵ (if available)	
Company Type	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation
Year of establishment	
# of Employees in the applicant country	
# of Employees abroad	
Area of Activity (Thematic areas)	<input type="checkbox"/> Sustainable urbanization <input type="checkbox"/> Health <input type="checkbox"/> Digital transformation <input type="checkbox"/> Bio-economy <input type="checkbox"/> Renewable energy
Details of the product/service/technology/process <u>that is already in the market</u>	
Annual Income of last year in Euro	

⁵ A [Participant Identification Code \(PIC\)](#) is a 9-digit number that serves as a unique identifier for legal entities participating in European funding programmes.

Are you exporting any product?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Objective and Scope	
Target Country	
Explain briefly your main motives/objectives for participation in this specific event(s). Please provide adequate information about the selected event.	
Do you have any international cooperation experience? If yes, please explain.	
Did you participate in any international B2B partnering network or platform? If yes, please explain. (online and onsite)	
Indicate the event (fair/conference) that you wish to participate (in the form of name, date, location, thematic focus).	
<i>You may indicate more than 1 event.</i>	
Planned start and end date of the visit (from (day/month/year) to (day/month/year))	
Total support requested (Please indicate total support that you request from ENRICH in LAC) Maximum amount is 2,000 Euro in total.⁶	

Attachments

Please upload the following documents:

- Legal Company register (in original language)
- Balance sheet of 2021

⁶ If the application is positively evaluated, ENRICH in LAC has the right to offer a different amount than the requested amount based on the quality of the proposal, as well as on the overall application status.

- Event Agenda

Affirmations

I, name, last name, title and date in my capacity as legal representative of the above mentioned applicant company

- confirm that** all information provided in the application process are accurate and valid and the company is not subject to any public debts, or under receivership or is in the process of liquidation or undergoing bankruptcy proceedings, or has a ban on access to grants, subsidies or other forms of financial support from public funds imposed by the national court.
- confirm that** I read, understood and agreed the terms and conditions defined in this guideline.
- authorize the ENRICH in LAC team** to share my information with project partners who will be involved in the evaluation process and contact me for relevant matters and use only the name and contact information of the company for the promotion of the outreach grant results.
- confirm that** I am able to communicate in English to manage this process on behalf of my company.

Annex 2- Outreach Grant Reimbursement Agreement

This Outreach Grant reimbursement agreement is done between the Grantee and ENRICH in LAC Project (GA No 101004572), represented by the Project coordinator Fraunhofer Gesellschaft zur Foerderung der Angewandten Forschung E.V. (Fraunhofer). The agreement must be signed, and returned within ten (10) working days, or the grant may be forfeited and awarded to another applicant.

Grantee Name:

Grantee's Legal Representative Name:

Activity Name:

Start and end date of the Activity:

Requested grant amount:

Maximum grant to be reimbursed upon submission of all relevant documents:

I am submitting this Outreach Grant Reimbursement Agreement to confirm the terms and conditions explained in this agreement and the Call Guidelines applicable to my receipt of the grant in the 'ENRICH in LAC-Outreach Grants I', which the company I legally represent has been selected as the potential grantee.

Grant Amount

I understand that the outreach grant offered within this Call is maximum 2,000 Euro for a grantee and will be given in the form of reimbursement after the travel is completed. I am informed by ENRICH in LAC prior to this agreement about the maximum grant to be reimbursed upon submission of all relevant documents completely and accurately. All expenses and costs associated with the acceptance or use of the grant that are not explicitly specified under eligible costs is the responsibility of the grantee. The right to receive the grant is not transferable to another company other than the applicant.

Activity and Cost Claims

I understand that the grant is given for the Activity indicated above of this agreement. In line with the proposal, all related actions will be undertaken until **June 2023**, which is the end of the Grant period. However, I agree that the submission of the relevant documents should take place within 2 months after the travel is completed. I will notify the contact persons from the ENRICH in LAC Project about any deviations in the travel plans in a timely manner.

Accuracy of Statements

I agree, that if any statement made by me in the grant application is false, the ENRICH in LAC project has the right not to reimburse the costs or reclaim the grant back that may be awarded to my company.

Name, Place, Date, Signature

Grantee

Name, Place, Date, Signature

ENRICH in LAC Project, repr. by
the Coordinator

Annex 3- ENRICH in LAC Outreach Grants Report Template

Name of Grantee:	
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Please select the Activity

Activity 1: Feasibility Visits

Activity 2: Small-scale support measures for enabling participation in important fairs and conferences

A-Date & Location *(for more than one date and location, please add rows)*

<i>Start Date of the Activity</i>	<i>End Date of the Activity</i>	<i>Location</i>

B- Delegation of the Grantee

<i>Name, Last Name</i>	<i>Title</i>	<i>E-mail</i>	<i>Telephone</i>

B2- (Potential) Partners in the Target Country (only for Activity 1)

<i>Name, Last Name</i>	<i>Title</i>	<i>Organization</i>	<i>Follow up Measures</i>

B3- New Contacts Made (for Activity 1 and Activity 2)

<i>Name, Last Name</i>	<i>Title</i>	<i>Organization</i>	<i>Follow up Measures</i>

C- Main Findings & Achievements

(in line with the objective and motivation)

1- List the objectives from your proposal
2- Were the objectives met? Please indicate in detail.
3- Outline the actions undertaken.

D- Opportunities Identified

1	
2	
3	

E- Challenges Identified

1	
2	
3	

F- Next Steps

What follow up actions are you going to engage in?

G- Total Cost and Reimbursement Request

Indicate the total cost of the Activity cost by cost and requested amount

Cost Item⁷	Total Cost (in original currency indicated on the invoice) filled by the grantee	Total Costs (in Euro) filled by the grantee⁸	Amount to be reimbursed in Euro (filled by ENRICH in LAC Team)
Travel (copy or original boarding passes are required for flights)			
Accommodation			
Other costs (such as local transport in target country)			
Visa (if requested by foreign authorities)			
Cost of vaccine (if required)			
Local public transportation in home country			
Other (please indicate)			

I confirm that all activities and information indicated in this report as well as attached documents are relevant to the grant received, accurate and valid.

⁷ Please check EU's [Perdiem](#) Rates for each country, which covers accommodation, meals, local travel within the place of mission and sundry expenses. Claimed costs must not exceed these rates.

⁸ For expenses in currencies other than euro, the exchange rate at the date of purchase will be taken by using the ECB Currency Converter rates: <http://sdw.ecb.europa.eu/curConverter.do>

Name and the signature of the person who is authorised to sign this financial and technical report on behalf of the ENRICH in LAC outreach grant recipient.

Name, Last Name:

Position:

Signature:

Attachments:

- 1- Original invoices (scanned and sent via email to berna.windischbauer@ffg.at and upon approval by post to Berna Windischbauer/FFG-EIP/Sensengasse 1/1090 Wien/AT)
- 2- [Financial Identification Form](#) (scanned and sent via e-mail)

Annex 4- List of Thematic Events (As Example)

Events in LAC for European SMEs

HEALTH

Date	City	Country	Title
09.- 12. Nov 2022	São Paulo	Brazil	Global Summit Telemedicine & Digital Health is an initiative of Associação Paulista de Medicina (APM - Medical Association of São Paulo) in partnership with Transamerica Expo Center.
31. Oct - 04. Nov 2022	Bogotá	Colombia	Seventh Global Symposium on Health Systems Research

RENEWABLE ENERGY

Date	City	Country	Title
25-27. August 2022	Buenos Aires	Mexico	Energy Efficiency Expo Topics: Biomass, Air conditioning, Cooling, Wind Energy, Geothermal Energy, Hydraulic Energy, Solar Photovoltaic Energy, Solar Thermal Energy
4-5 October 2022	Cartagena	Colombia	Hydrogen Congress for Latin America & the Caribbean (H2LAC)
5-6 October 2022	Medellin	Colombia	5th International Congress and Exhibition Renewables Latin America Topics: Hydro, Solar, Wind

DIGITAL TRANSFORMATION

Date	City	Country	Title
7-8 Sept. 2022	Santiago de Chile	Chile	7th America Digital Latin American Congress Of Business & Technology 2022 Topics: Digital transformation, Telecom, SaaS, IoT, AI, Big Data, Smart Cities, e-Government, Cloud, Blockchain, Fintech, e-commerce, and digital marketing

INNOVATION in GENERAL

Date	City	Country	Title
9-10 Nov. 2022	Bogotá	Colombia	World Business Forum Bogotá
30 Nov.-1 Dec. 2022	Campinas	Brazil	ANPEI Innovation Conference

Events in Europe for LAC SMEs

HEALTH

Date	City	Country	Title
07.-08. Sept 2022	Basel	Switzerland	Intelligent Health The world's leading AI in medicine summit series
26.-27. Sept 2022	Zurich	Switzerland	Healthcare Automation and Digitalization Congress 2022: AUTOMA+ is an annual closed-door Healthcare networking congress which gathers innovators in the healthcare industry with the main goal to contribute to further development of ongoing digital health trends.
08.-11. Nov 2022	Barcelona	Spain	HEALTHIO DAYS: HEALTHIO is a unique platform covering the entire healthcare ecosystem where stakeholders can learn about, try out, and experience the innovations at the cutting-edge of health.
14.-17. Nov. 2022	Düsseldorf	Germany	MEDICA 2022 - Top in all medical areas

RENEWABLE ENERGY

Date	City	Country	Title
5-6 July 2022	Brussels	Belgium	International Biomass Congress & Expo Topics: biomass, sustainability, Green Deal, biomass for power generation
20-22 Sept.2022	Düsseldorf	Germany	International Conference on Renewable Energy Storage (IRES) Topics: storage technologies, networks and systems, system analysis and planning, storage in distributed smart energy resources and management systems, storage in industry and industrial production and processes, storage opportunities specific to emerging countries, storage cities: municipal energy supply and storages, storage stories: worldwide energy storage case studies

DIGITAL TRANSFORMATION

Date	City	Country	Title

21-22 Sept. 2022	Amsterdam	The Netherlands	Digital Transformation Week Europe Topics: Digital Workforces and the Future of Work; Robotic Process Automation; Edge Computing; Quantum Computing; Using AI to Understand Behaviours; Understanding Risk & Security; Headless Tech Strategies; Digital Twin; 5G Connectivity & WiFi 6
1-4 Nov. 2022	Lizbon	Portugal	Web Summit2022 Web Summit 2022 will bring together 70,000+ people, and the companies redefining the tech industry.
17-21 April 2023	Hannover	Germany	Hannover Messe HANNOVER MESSE is the most important international platform and hot spot for industrial transformation - with excellent innovations or unusual products.

SUSTAINABLE URBANIZATION

Date	City	Country	Title
20-22 Sept. 2022	Brno	Czech Republic	URBIS SMART CITY FAIR Topics: Digitization and transport.
15-17 Nov. 2022	Barcelona	Spain	Smart City Expo World Congress (SCEWC) Topics: enabling technologies, energy& environment, mobility, governance, living, inclusion, infrastructure, building, safety, security.