

THEMATIC DAYS

Thematic Events are half-day to one-day events organized by the Procurement Service on a specific technical topic for which procurement processes are foreseen in a near future and/or with particular sourcing requirements. Coordinated by the Procurement Service, such events involve the CERN technical teams concerned who will each present their activities and specific forthcoming needs, hence matching companies with immediate business opportunities and giving them the opportunity of early discussions and exchange with the technical teams. If desired, networking will be promoted through B2B meetings with CERN representatives as well as among participating companies. Thematic events are organized twice a year and can be held onsite and/or online. Topics are defined and announced one year in advance. Schedule of upcoming events is available [here](#)

Role of the ILO

ILOs will promote the event through their network and more importantly to firms which have never worked with CERN and are not familiar with CERN’s rules and specificities.

Role of the Procurement Service

Lead organiser and coordinator. The CERN Procurement Service will organize and set up the event, identify CERN speakers, follow up registration and logistics.

ACTION LIST

ILO	Procurement Service
Promote the event through their network Contact the companies, share all relevant information about event and registration process	Prepare the event: identify topic based on analysis of forthcoming needs, coordinate technical teams concerned and speakers
Provide the list of companies intended to participate to the IPT event coordinator	Organize for the event to take place on site or via zoom
Do a general follow-up with the companies	Create event on B2Match and/or Indico Prepare Agenda
	Share with ILOs details about event and registration
	Define with technical team(s) a registration questionnaire to assist in the selection of participating companies
	Follow up of registration process and B2B meetings booking (if B2B meetings part of the agenda)
	Moderate, coordinate the event and take part to presentations