

REQUEST FOR OFFERS**Call for Event Moderator: "Ecosystem Connectors: Exploring business and entrepreneurial opportunities between Berlin and Kyiv"**

enpact e.V. seeks to hire an event moderator for a three-hour-long event in Berlin, Germany, with approximately 120 attendees, on December 2nd 2024.

Event Date: Monday, 2nd of December, 18:00 PM - 21:00 PM, CET.

Location: Berlin, Germany

Duration: 3 hours

Language: English

About the Event

We are excited to announce a call for an experienced moderator to moderate an upcoming event focused on exploring business opportunities within the vibrant startup and entrepreneurial environments of Berlin and Kyiv. This event will bring together a diverse group of stakeholders from the two ecosystems, with the aim of fostering collaboration, knowledge-sharing, and the formation of valuable partnerships.

Role of the Moderator

We are seeking a skilled moderator to ensure the smooth and engaging flow of the event. The responsibilities include:

- **Introduction:** Welcoming attendees and setting the tone for the event.
- **Keynote Speaker(s) Introduction:** Announcing and introducing the keynote speaker.
- **Panel Discussion Moderation:** Facilitating a dynamic and insightful panel discussion, ensuring balanced participation from all panellists.
- **Networking Session Announcement:** Introducing and closing the networking session.
- **Overall Event Moderation:** Managing transitions, keeping the event on schedule, and ensuring an interactive and engaging atmosphere.

Qualifications

- **Language Proficiency:** Native or very good command of English is required.
- **Understanding of Ecosystems:** While not mandatory, familiarity with the business landscapes in Berlin and Kyiv is desirable.
- **Experience:** Previous experience in moderating events, especially those focused on entrepreneurship, startups, or international business, will be a significant advantage.

Evaluation Criteria

All offers received by the deadline will be assessed based on the criteria listed below:

- Prior experience in moderation
- Proficiency in the English language
- Familiarity with startup ecosystems in Berlin and Kyiv
- The thoroughness of the offer

Scope of Work

In addition to moderating the event itself, the selected moderator will be required to **commit up to 6 hours of preparation time**. This preparation will ensure alignment with the event's goals and structure, working closely with the enpact's team. **Responsibilities during the preparation phase include:**

- Collaborating with the enpact's team to develop event texts and the overall event scenario.
- Participating in preparatory meetings to ensure all parties are on the same page and that the event runs smoothly.
- Research and preparation of talking points.

This preparation time is crucial to ensure that the event is well-coordinated and meets its objectives.

Application Process:

If you are interested in moderating this event, please send your application, including a financial offer, your CV and a summary of your relevant experience, to laura.krehbiel@enpact.org by **November 12, 2024**.

For any inquiries, feel free to reach out to laura.krehbiel@enpact.org.

We look forward to your application and hope to work together!
