# ANNEX A

Facts & figures to Host the 2020-2021 Ecsite Annual Conferences

*Kindly complete this template digitally (for your convenience you’ll find a word document here) and send it with your proposal.*

1. Name of institution applying

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Preferred year to Host the Annual Conference (AC)

Your institution wishes to Host the AC in:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Preferred dates if any  in late May or early June |
| in 2020 |  |  |  |
| in 2021 |  |  |  |

1. Venue

TheMain Conference will take place:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Name |
| In the Science centre or the museum |  |  |  |
| In another location (please specify): |  |  |  |

Thepre-conference (Tuesday, Wednesday) will take place:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Name |
| In the Science centre or the museum |  |  |  |
| In another location (please specify): |  |  |  |

The venue has the following facilities:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| 1 auditorium with a seating capacity of 1,250 , on Thursday from 8.00 to 11.00 ; on Friday and Saturday from 8.00 to 11.30 ; and on Saturday from 18.00 to 19.00 |  |  |  |
| Very good IT (audiovisual) installations |  |  |  |
| 3,000 sqm for the Business Bistro |  |  |  |
| Registration desk and cloakroom |  |  |  |
| Space for seated lunches |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *Meeting rooms Conference Thu - Sat* | Yes | No | *Identification on floor plan and Minimum Seating capacity* |
| Meeting room 1 |  |  |  |
| Meeting room 2 |  |  |  |
| Meeting room 3 |  |  |  |
| Meeting room 4 |  |  |  |
| Meeting room 5 |  |  |  |
| Meeting room 6 |  |  |  |
| Meeting room 7 |  |  |  |
| Meeting room 8 |  |  |  |
| GameLab |  |  |  |
| MakerSpace |  |  |  |
| 2 networking rooms |  |  |  |
| 1 technical office to upload presentations |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *Pre-Conference Tue - Wed* | Yes | No | *Identification on floor plan and Minimum Seating capacity* |
| Meeting room 1 |  |  |  |
| Meeting room 2 |  |  |  |
| Meeting room 3 |  |  |  |
| Meeting room 4 |  |  |  |
| Meeting room 5 |  |  |  |
| Meeting room 6 |  |  |  |
| Meeting room 7 |  |  |  |

1. Access

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of airport, city | Number of Low cost companies | Frequency direct flights from European cities | Distance to venue |
| Nearest airport |  |  |  |  |
| Nearest European airport |  |  |  |  |

Public transport: please describe the access to the venue by public transport:

1. Accommodation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of suggested hotel | Number of stars  (3, 4 or 5) | Price in Euros | Number of rooms | Distance to the venue | Public transport to venue |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Social programme and its accessibility

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Name of the venue | Distance to Conference venue | To be reached by public transport |
| Newcomers breakfast |  |  |  |
| Speakers Reception |  |  |  |
| Gala Dinner |  |  |  |
| Nocturne |  |  |  |
| Farewell Party |  |  |  |

1. Budget – please provide in a separate sheet.

Please list expected incomes and expenses. This will help the Board understand if your application is financially viable and if you have understood all the elements involved in hosting the Ecsite conference.