**Appendix 4 - Facts & figures, bid to host the 2024 or 2025 Ecsite Conference**

(Element C of your bid)

*Kindly fill in this template digitally and send it with your proposal in a pdf format ('save as', not scan).*

1. **Who is applying**

**Host organisation - Ecsite Full member (include co-hosting institutions)**

Name of organisation:

City:

Country:

Website:

**Contact person for this application**

Name:

Job title:

Organisation if different from above:

Email:

Phone:

1. **Preferred year to Host the Conference**

You are applying to Host the Conference in:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Preferred dates if any  (in late May or early June) + state why |
| in 2024 |  |  |  |
| in 2025 |  |  |  |

1. **Main conference venue**

3.1 Venue identification

TheMain Conference (Thursday, Friday, Saturday) will take place at:

Name of the venue:

Website:

Postal address:

3.2 Session spaces

We assume that each room or space listed below corresponds to the requirements described in the call for proposals. If a specific room or space does not correspond to requirements, please specify in the "comments" field.

The venue has the following **session rooms** (Thursday, Friday, Saturday, 9.00-18.00):

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Ref. on floor plan** | **m2** | **Capacity (for each room, fill in for possible setups only)** | | | **Chairs (and tables when present) are…** | | | **Comments** |
|  |  |  |  | Theatre style | Workshop style | U or O shape | Fixed | Movable by venue staff | Movable by participants on the spot |  |
| **Mandatory** | Auditorium\* |  |  |  | Not applicable | Not applicable |  |  |  |  |
| Parallel session room 1 |  |  |  |  |  |  |  |  |  |
| Parallel session room 2 |  |  |  |  |  |  |  |  |  |
| Parallel session room 3 |  |  |  |  |  |  |  |  |  |
| Parallel session room 4 |  |  |  |  |  |  |  |  |  |
| Parallel session room 5 |  |  |  |  |  |  |  |  |  |
| Parallel session room 6 |  |  |  |  |  |  |  |  |  |
| Parallel session room 7 |  |  |  |  |  |  |  |  |  |
| Parallel session room 8\* |  |  |  |  |  |  |  |  |  |
| Drop-in activities space |  |  | Not suitable |  | Not suitable | Not suitable |  |  |  |
| **Nice to have** | Parallel session room 9 |  |  |  |  |  |  |  |  |  |
| Parallel session room 10 |  |  |  |  |  |  |  |  |  |
| Other available spaces? List them |  |  |  |  |  |  |  |  |  |

\* Note: we only need to accommodate 1000 attendees at three plenary moments: Opening event (Thursday morning, 75 minutes) and keynote speeches (Friday and Saturday mornings, 60 minutes). At other times the auditorium can be used as a parallel session room, thus counting towards the required 8 rooms. However if you prefer to use another room as parallel session room, please fill in the line for "session room 8". We also need a room that fits 350 people on Saturday late afternoon for the Closing – if the Auditorium isn’t available then, specify where the Closing would take place.

3.3 Facilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | Reference on the provided floor plan | Comments |
| Business Bistro space able to fit elements listed in specifications |  |  |  |  |
| Storage space for exhibitors |  |  |  |  |
| Registration desk (or space to set one up – if so, indicate where) |  |  |  |  |
| Cloakroom & left luggage (or space to set one up – if so, indicate where) |  |  |  |  |
| Space for seated lunches |  |  |  |  |
| 2 networking rooms |  |  |  |  |
| 2 sponsors rooms |  |  |  |  |
| Wi-Fi for intense use by 1000 attendees simultaneously |  |  |  |  |
| Centralised IT system to send presentations to session rooms + technical room for attendees to upload their presentations |  |  |  |  |
| 1 office room for the Ecsite team |  |  |  |  |

1. **Pre-conference venue**

4.1 Venue identification

Thepre-conference (Wednesday) will take place:

Name of the venue:

Website:

Postal address:

4.2 Session rooms

We assume that each room or space listed below corresponds to the requirements described in the call for proposals. If a specific room does not correspond to requirements, please specify in the "comments" field.

The venue has the following **session rooms** (Wednesday, 9.00-18.00):

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Ref. on floor plan** | **m2** | **Capacity (for each room, fill in for possible setups only)** | | | **Chairs (and tables when present) are…** | | | **Comments** |
|  |  |  |  | Theatre style | Workshop style | U or O shape | Fixed | Movable by venue staff | Movable by participants on the spot |  |
| **Mandatory** | Session room 1 |  |  |  |  |  |  |  |  |  |
| Session room 2 |  |  |  |  |  |  |  |  |  |
| Session room 3 |  |  |  |  |  |  |  |  |  |
| Session room 4 |  |  |  |  |  |  |  |  |  |
| Session room 5 |  |  |  |  |  |  |  |  |  |
| Session room 6 |  |  |  |  |  |  |  |  |  |
| Session room 7 |  |  |  |  |  |  |  |  |  |
| **Nice to have** | Other available spaces? List them |  |  |  |  |  |  |  |  |  |

4.3 Facilities

The venue has the following **facilities**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | Reference on the provided floor plan | Comments |
| Cloakroom & left luggage (or space to set one up – if so, indicate where) |  |  |  |  |
| Space for seated lunches |  |  |  |  |
| Wifi for intense use by 400 attendees simultaneously |  |  |  |  |
| 1 office room for the Ecsite team |  |  |  |  |
| 2 networking rooms (nice to have) |  |  |  |  |
| 2 sponsors rooms (nice to have) |  |  |  |  |
| *(optionally) Registration desk (or space to set one up – if so, indicate where)* |  |  |  | *Preferably there is only registration desk location for pre-conference and the conference both. If it is not possible please describe the location of the pre-conference registration desk.* |

1. **Social programme venues**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name of the venue | | | Website | | Postal address | Distance to Conference venue |
| Speakers Reception |  | | |  | |  |  |
| Newcomers breakfast |  | | |  | |  |  |
| Gala Dinner |  |  |  | |  | | |
| Nocturne |  |  |  | |  | | |
| Farewell Party |  |  |  | |  | | |

1. **Access & local conditions**

6.1 Entering your country

To the best in your knowledge, in 2022 your country will be a member of…

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| The European Union |  |  |
| The Schengen Area |  |  |
| The Euro Zone |  |  |

Please provide the link to a regularly updated webpage listing documents and visa requirements to enter your country from the rest of the world:

6.2 Getting to your city

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of airport / train station, city | Website of airport / train station | Frequency of direct flights / trains from European cities in June | Distance to Main Conference venue |
| Nearest European airport |  |  |  |  |
| If closer, nearest regional airport |  |  |  |  |
| Nearest international rail station |  |  |  |  |

6.3 Moving between conference venues

Please provide the link to your local public transport journey planner:

Please mention other green mobility options, such as shared bikes or electric scooters:

Please describe options for the following journeys:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Public transport (preferred)** | | | | **Other alternative – only if more convenient** | | | |
|  | Description of route | Duration | Frequency | Cost | Description of route | Duration | Frequency | Cost |
| Airport to city centre |  |  |  |  |  |  |  |  |
| Airport to main conference venue |  |  |  |  |  |  |  |  |
| Airport to pre- conference venue (if different) |  |  |  |  |  |  |  |  |
| City centre to main conference venue |  |  |  |  |  |  |  |  |
| City centre to pre- conference venue (if different) |  |  |  |  |  |  |  |  |
| Pre-conference venue to Speakers' Reception |  |  |  |  |  |  |  |  |
| City centre to Speakers' Reception |  |  |  |  |  |  |  |  |
| Main conference venue to Gala Dinner |  |  |  |  |  |  |  |  |
| Main conference venue to Nocturne |  |  |  |  |  |  |  |  |
| Main conference venue to Farewell Party |  |  |  |  |  |  |  |  |
| City centre to Farewell Party |  |  |  |  |  |  |  |  |

6.4 Local cost of living for attendees

We are taking the European Commission’s latest official per diem rates as an indicator. These are national averages: if you have a reliable metric showing how local cost of living compares to the national average for your country, please indicate source:

1. **Accommodation**

Please list a total of 1000 beds, making sure to include a wide range of possibilities, as attendees have a wide range of budgets. Most of them go for 2-3\* standards.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of suggested hotel / accommodation | Website | Number of stars | Price in Euros VAT incl. /pers/night in June | Number of rooms | Distance to the Main Conference venue | How to best reach the Main Conference venue from hotel |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |