

2022 Ecsite Directors Forum Application form

Please fill in this application form – make sure it doesn’t exceed five pages. Should you have any questions please contact the Ecsite Office at info@ecsite.eu or +32 26 49 73 83. Please send your application by email **by Monday 31 January 2022, 23.59 CET** to Catherine Franche, Executive Director, cfranche@ecsite.eu. Documents handed in after the deadline will not be taken into consideration.

*Only Full members of Ecsite can host a Directors Forum.*

**Please add a letter from the Director of your organisation confirming the application.**

# Name of organisation applying

City : Country:

Contact Person: Name Contact Person: Email Contact Person: Phone

# Previous attendance to the Directors Forum

Has a Senior Manager of your organisation attended the Directors Forum:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No |  | Yes | No |  | Yes | No |
| **in 2021** |  |  | **in 2020 (online)** |  |  | **in 2019** |  |  |

# Description of the Host organisation

Activities, number of staff, programmes of particular interest to directors

# Motivation to host the Directors Forum

Please describe why you’d like to host the event

# Description of the theme and programme

Please answer this point thoroughly

# Social programme

Please describe the dinner location if known and the optional visits you could offer to participants.

# Dedicated organising staff

Presentation of the person / team in charge of planning the event in collaboration with the Ecsite Office**.**

1. **Description of the city and region**
2. **Venue**

The Directors Forum will take place:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Address |
| At the Host’s own venue |  |  |  |
| In another location (please specify): |  |  |  |

The venue has the following facilities:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| One auditorium or meeting room for 100 people theatre style |  |  |  |
| Two workshop meeting rooms for 50 people each |  |  |  |
| Not mandatory but a plus: one other workshop room |  |  |  |
| Very good IT (audio-visual) installations |  |  |  |
| Excellent free wifi |  |  |  |
| Registration desk and cloakroom |  |  |  |
| Space for lunches and coffee breaks |  |  |  |

1. **Access**

|  |  |  |
| --- | --- | --- |
|  |  Name or city |  Distance to venue |
| Nearest train station |  |  |
| Nearest airport |  |  |
| Nearest European airport |  |  |

1. **Accommodation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of suggested hotels | 2, 3, 4 or 5 stars  | Price in €(double room/night) | Number of rooms | Distance to venue and public transport  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Suggested dates for the Directors Forum between 15 – 25 November 2022**

|  |  |
| --- | --- |
| Option 1 | Dates and comments if relevant  |
| Option 2 |  |