

2021 Ecsite Directors Forum

Application form

Please fill in this application form – make sure it doesn't exceed 5 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 Wednesday 29 April 2020, midnight CET** to Catherine Franche, Executive Director, cfranche@ecsite.eu. Documents handed in after the deadline will not be taken into consideration.

1. Name of organisation applying

City : _____ Country: _____

Contact Person: Name _____

Contact Person: Email _____

Contact Person: Phone _____

2. Previous attendance to the Directors Forum

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

	Yes	No		Yes	No		Yes	No
in 2019	<input type="checkbox"/>	<input type="checkbox"/>	in 2018	<input type="checkbox"/>	<input type="checkbox"/>	in 2017	<input type="checkbox"/>	<input type="checkbox"/>

3. Description of the Host organisation

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

4. Motivation to host the Directors Forum

Please describe why you'd like to host the event

5. Description of the theme and of the proposed speakers

Please answer this point thoroughly

6. Social programme

Please describe the events and specify how transport will be organised for the evening of day2

7. Dedicated organising staff

Profile of the person(s) in charge of planning the event in collaboration with the Ecsite Office.

8. Description of the city and region

9. 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
1 auditorium or meeting room for 100 people theatre style			
3 workshop meeting rooms for 50 people each			
Not mandatory but a plus: one other workshop room			
Very good IT (audiovisual) installations			
Excellent free wifi			
Registration desk and cloakroom			
Space for lunches and coffee breaks			

10. Access

	Name or airport, city	Names of low cost companies	Frequency of direct flights from European cities	Distance to venue
Nearest airport				
Nearest European airport				

11. Accommodation

Name of suggested hotel	Number of stars (3, 4 or 5)	Price in Euros (double room/night)	Number of rooms	Distance to the venue	Public transport to venue