**Venues facts & figures, bid to host the 2025 or 2026 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 2025 |  |  | 4-7 June or 11-14 June 2025 |
| in 2026 |  |  | 3-6 June or 10-13 June 2026 |

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\* |  |  |  |  |  |  |  |  |  |
| Tinkering and Making space for drop-in activities  |  |  | 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 500 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 |  |  |  |  |
| 4 networking 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 and networking venues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of the venue | Website | Postal address | Distance to Conference venue |
| CEO Focus |  |  |  |  |
| Speakers Reception |  |  |  |  |
| Newcomers breakfast |  |  |  |  |
| Onboarding for new Ecsite members |  |  |  |  |
| Gala Dinner (with the Mariano Gago Ecsite Awards ceremony) |  |  |  |  |
| Nocturne |  |  |  |  |
| Farewell Party |  |  |  |  |

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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |