

CALL FOR HOSTS

TO HOST THE

2025 ECSITE CONFERENCE

OR

2026 ECSITE CONFERENCE



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1. Introduction

Ecsite - the European network of science engagement organisations - is inviting Full member organisations to host and co-organise its 2025 or 2026 Conference.

Europe's ultimate science engagement event, the Ecsite Conference is famous for showcasing cutting-edge developments in the field, with up to 100 inspiring sessions, debates, workshops, a range of warm social events and unparalleled networking opportunities.

Each year the Conference is hosted in a different city by a Full member of Ecsite, in close collaboration with the Ecsite team, Ecsite Board and Conference Programme Committee. The Host is responsible for securing the Conference venues, providing a team to take care of all event logistics and organising social events. Ecsite is accountable for the conference. It also provides the conference contents, is responsible for the Business Bistro trade show and for the Conference promotion and registration.

The fact that a member of our professional community acts as a Host is crucial for the Conference's success and its very special spirit of creativity, curiosity, openness – and of course professionalism. At the Ecsite Conference you will see full auditoriums intensely listening to panellists, but also maybe flash mobs at the Gala Dinner, a wall entirely covered in sticky notes... this is a respectful and friendly crowd, eager to experiment and share, who will appreciate room for spontaneity.

Ecsite and the Host share responsibilities in making the Conference as sustainable and accessible as possible.

With up to 1,000 delegates from more than 50 countries, welcoming an Ecsite Conference puts the Host on the international science engagement scene. Hosting the Conference is excellent for your reputation at international and local/national level, represents an opportunity for local tourism and the local economy and an amazing professional development adventure for staff. What it is *not* is a money-making machine for Hosts: almost every past Host has had to fundraise in order to make it a financially viable operation.

2. Who can host the Conference?

Only Full members of Ecsite can host the Ecsite Conference. We also welcome co-hosting arrangements with several entities as long as one organisation (a Full member) is referred to as the main contact point for Ecsite and the party that Ecsite will hold accountable for all responsibilities and duties.

We don't expect the Host to handle everything internally, however: it is perfectly fine to work with partners, agencies or contractors, as long as the Host remains the overall coordinator and the contact point for Ecsite.

3. The Ecsite Conference in a nutshell

For details, see Appendix 4 and 5

For the purpose of this call and in order to be able to compare bids, we ask you to work on the basis of the scenario of the conference as set for the 2023 event. Some changes are to be

expected and will be negotiated with the selected Host when proceeding with the formal agreement.

In short

The Conference takes place in June during four days: one pre-Conference day and three main Conference days. The pre-Conference workshops all run on Wednesday, with an expected number of 250-300 delegates attending around seven different full-day workshops. The main Conference days are Thursday, Friday and Saturday with approximately 1,000 delegates, most of them professionals of European and worldwide science centres and museums, as well as other science engagement organisations. The working language of the conference is English. There are four main social events organised by the Host, and several networking opportunities organised by Ecsite. The Business Bistro, the Conference trade show, takes place on Thursday, Friday and Saturday with 65+ exhibitors.

Pre-Conference

- Approx. 250 - 300 delegates
- Approx. Seven one-day workshops, each welcoming between 20 and 50 participants
- Ideally the pre- and main Conference take place at the same venue – however as they mobilise different numbers of delegates, two different venues can be suggested

Main Conference

- 1,000 delegates overall
- Approx. 100 sessions, up to 10 running simultaneously
- A Tinkering and Making space
- Plenary opening on Thursday, two plenary keynotes on Friday and Saturday mornings, and closing event on Saturday
- Lunches on site for all delegates, including at least one warm dish
- The Business Bistro trade show
- Four main social events: Speakers' Reception, Gala Dinner, Nocturne and Farewell Party
- Other networking events organised by Ecsite: Newcomers Breakfast, CEO Focus, Onboarding for new Ecsite Members and Happy Hour.

The Business Bistro trade show

- Positioned in a strategic place as a hub for the Conference, the main meeting place with lounges and coffee break spots. Desserts after lunch are served here as well.
- Hosts minimum of 65 exhibitor booths (1700 m² minimum in total in one single area)
- Open to participants on Thursday, Friday and Saturday.
- Business Bistro Happy hour: on Friday evening, between the end of sessions and the Nocturne. Attendees can freely walk among exhibitors' booths, with alcohol & snacks brought by exhibitors. A crucial moment for business.
- Booth building on Monday-Tuesday, exhibitors setting up on Wednesday, booth dismantling on Sunday or Monday (depending on the venue's policy).
- Storage space needs to be available to exhibitors before, during and after the Conference.

Social events

- Speakers' Reception: on Wednesday evening, open to all speakers and convenors, free of charge to participants. Approx. 350 people. A short reception, usually at an official place, informal but top-level event focused on networking. Very short speeches, drinks, light snacks.
- Gala Dinner: on Thursday evening. Included in participants' full Conference package. A seated three-course dinner in a beautiful venue. A nicely orchestrated atmosphere for a comfortable and classy networking time. One of the only moments where everyone is together. **Starts with the Mariano Gago Ecsite Awards ceremony.**
- Nocturne: on Friday night. Included in participants' full Conference package. Taking place at a science engagement venue, usually the Host organisation. Exhibition tours, demonstrations, shows... the opportunity for the Host and its partners to shine and impress. Traditionally, the amateur Ecsite Jazz Band also performs that evening. Buffet food, drinks, a lot of networking in a relaxed atmosphere.
- Farewell Party: on Saturday night, after dinner. Approx. 500 participants choose to add it on top of their package or not. A night out amongst friends: drinks, music (preferably a good DJ), a lot of dancing and chatting until late at night.

Networking events

- CEO Focus: on Wednesday afternoon. High-level networking for CEOs of Ecsite Full members, prepared and delivered by the Ecsite Board
- Newcomers' Breakfast: on Thursday morning. 100 places available upon advance registration, charged to participants on top of their conference package. An informal breakfast hosted by members of the Conference Programme Committee to make those new to the Ecsite Conference feel welcome
- Onboarding for new Ecsite members: on Thursday just before the Gala Dinner. A drink to welcome institutions who recently joined network. Hosted by the Ecsite President and Executive Director

4. Summary of the responsibilities of the Host institution

- Appointing a project team and a lead and contact point with Ecsite for the duration of the whole preparation period (from -1,5 years before the event, and assuming the workload increases closer to the event) and providing an onsite team for all logistics (planning, coordination, registration, technics and IT, catering, session room supervision)
- Organisation of all logistical aspects of the event
- Organisation of social events programme
- Sustainability of the event and its production, making sure the Conference has as low negative climate influence as possible
- Securing venue and event accessibility for all participants, regardless of their abilities and needs
- Designing a Conference Visual Identity, Key Visual and derivative promotional materials for social media and print (participants list book, venue wayfinding, lanyards, badges and other small prints), printing of promotional materials
- National and regional promotion of the event
- Fundraising at the national level

- Tourist and accommodation information
- Participation in the Conference's Programme Committee for three years
- Recording logistical data (e.g. meal count, hotel bookings etc) to help future hosts
- Providing hardware and software and supervising production of an online part of the Conference (currently limited to enabling speakers to join selected sessions remotely)

5. Summary of Ecsite's responsibilities

- Supervision and decision-making on all aspects concerning the Conference
- Conference content and programme incl. choice and retribution of keynote speakers
- Providing and maintaining the Conference app and its content
- Fundraising at the European and international level
- Promotion at European, international level
- Setting up prices, organising registration and fees collection
- Business Bistro organisation, exhibitor and sponsor recruitment, fee collection.

6. Financial mechanisms between the Host and Ecsite

The Hosts and Ecsite sign a contract for the organisation of the Conference, covering most of the specifications described above as well as the Conference budget. The contract also specifies the financial agreement between parties and main organisational milestones (see below for 2024 example).

An example of a full agreement text can be provided to bidding organisations on request

Ecsite will pay the Host fixed amounts as follows:

- Per Regular participant registered to the pre-Conference and/or the Main Conference: €75 ex-VAT/day
- Per Regular participant of the CEO Focus: €10 ex-VAT
- Per Regular participant registered to the following social events:
 - Gala Dinner: €75 ex-VAT
 - Nocturne: €50 ex-VAT
 - Newcomers breakfast: €10 ex-VAT
 - Farewell Party: €37 ex-VAT

A Regular Participant is defined in detail in the contract. As a rule of thumb this is any person who pays the Conference fee. There are exceptions, for example exhibitors and sponsors, Ecsite and Hosts guests, host and Ecsite staff. Besides this Ecsite reimburses other costs, mentioned in the events specifications in Appendix 5, for example costs of Board Lunch.

The due amount is paid in two instalments, after a participant count 2 months before the Conference and 2 months after the Conference.

7. Sponsors

The Host and Ecsite establish a shared fundraising strategy and then each seek sponsors, funding and donors. As a general rule, the Host seeks partners located within its country while Ecsite seeks partners located outside the Host country. Parties respect each other's sponsorship exclusivities. Existing sponsors or funders of both Ecsite and Host can be involved in the Conference. While shared sponsorship is possible as a rule of thumb, all the

revenues of Host sponsors come back solely to the Host and all the revenues of Ecsite sponsors come back solely to Ecsite.

Both parties can also introduce non-profit organisation as programme partners, that provide valuable content for the Conference. The benefits for those organisations should be in line with relevant sponsor benefits and each time discussed individually between parties.

8. How to structure your bid

To submit your bid, please complete the 4 following documents:

Mandatory elements

- A. Letter of introduction: one-page to introduce your bid, bearing the signature of the person legally entitled to commit for the candidate organisation (this may be a scan)
- B. Main pitch: free form document, addressing questions listed in Appendix 3. Please try not to exceed 15 pages.
- C. Venue facts and figures: Please download and complete [the document attached here](#) and include floor plans of all listed rooms and facilities (including lunch areas and Business Bistro trade show space) with a clearly indicated scale and at least one picture of each room/space.
- D. Budget: Please download complete [the attached budget document](#). You may adapt the file according to your needs, but please don't adjust the income from Ecsite section. Please use costs as known at the time of your bid submission.

Optional elements

You may include any supporting documents which you feel assist your bid, including: supporting venues accessibility (accessibility statements) and event sustainability (certificates, environmental awards, organisational policy documents).

Letter(s) of support from local and/or national stakeholders in English or translated

All documents need to be provided in English. As much as possible, please group all elements in one single pdf file. Please avoid scanned documents for elements B-D.

9. Selection process

Submissions are due by the 31 August 2023.

The Board of Ecsite makes the final decision on the Conference Host.

A pre-selection will be made by the Ecsite Board in September 2023.

Site visits to the pre-selected Hosts will be done by Chairperson of the Conference Programme Committee and two Ecsite team members) by the end of October 2023

The final selection of the Hosts for the 2025 and 2026 Conferences should be done by the Ecsite Board in November 2023.

On all these steps the Ecsite team can ask the bidders to support their application with additional information or clarifications.

Eligibility criteria

The following are eligibility criteria: this means that if you don't fulfil these points your application will not be taken into consideration.

- The Host applicant must be a Full member of Ecsite
- The application must be complete and handed in on time. No documents will be taken into consideration after 31.08.2023
- The technical requirements in terms of spaces must all be met

Key selection criteria

The following are criteria which will be used when assessing each application

Infrastructure

- Session rooms, Business Bistro and other spaces specified in Appendix 5
- Modularity of session spaces
- Quality of WIFI, IT and audio-visual infrastructure
- Capacity for seated or standing lunches
- Distance between Conference and social events venues
- Accessibility of the venues
- Sustainability of the venues

City & Country

- Accessibility of the country and the city
- Geographical balance with past conferences (listed in Appendix 2)
- Accommodation: range of different offers, number of beds
- Political and economic stability, security of fundamental rights
- Vibrancy of local science engagement scene

Sustainability

- City-wide sustainability approach
- Demonstrated commitment of the Host to the Conference's sustainability

Social events

- Attractiveness of the venues
- Unique programme ideas
- Diversity of locations

Financial and promotion

- Realistic, balanced and detailed budget
- Expected financial support of local/national authorities
- Experience of the Host in finding sponsors / funders
- Promotional strategy at national/local level

Hosting team

- Motivation to host the Conference
- Realistic and suitable human resources allocation
- Experience in organising large events (500+ participants, more than 1 day long) and events for international audiences
- Collaboration with other science engagement stakeholders at local, regional and/or national level
- Level of Host's involvement in the Ecsite network
- English-speaking staff

10. Important dates

Please submit your proposal via email by 31.08.2023, 23.59 CEST to:

Catherine Franche
Executive Director, Ecsite
events@ecsite.eu

If you have questions during the proposal phase, please send them to wgajewski@ecsite.eu

11. List of appendices

- Appendix 1 – Resources to understand the spirit of the Ecsite Conference
- Appendix 2 – List of the past and next Ecsite Annual Conferences since 2009
- Appendix 3 – Points to be addressed in your main pitch (element B of your bid)
- Appendix 4 – Sample Conference schedule
- Appendix 5 – Specifications of the Conference as we know it today (spaces, catering, events, staff and communication)
- Appendix 6 – Main organisational milestones

Appendix 1 – Resources to understand the spirit of the Ecsite Conference

- Watch this [video- summary](#) and [browse photos](#) of the 2022 edition
- Check out the [website of the current edition](#) and [an archive of past editions](#).
- Browse through [photos of previous editions](#)

Appendix 2 – List of next and past Ecsite Conferences since 2009

City	Country	Year	Attendance
Ljubljana	Slovenia	2024	TBC
Valletta	Malta	2023	TBC
Heilbronn	Germany	2022	977
Online conference	-	2021	
Ljubljana	Slovenia	2020	cancelled
Copenhagen	Denmark	2019	
Geneva	Switzerland	2018	1182
Porto	Portugal	2017	1058
Graz	Austria	2016	1081
Trento	Italy	2015	1101
The Hague	Netherlands	2014	954
Gothenburg	Sweden	2013	1058
Toulouse	France	2012	995
Warsaw	Poland	2011	850
Dortmund	Germany	2010	800+
Milan	Italy	2009	986

Appendix 3 – Points to be addressed in your main pitch (element B of your bid)

Note: don't hesitate to illustrate this part of your bid with attractive pictures and visuals.

Your organisation and its motivations as a Host

- Briefly describe your organisation: mission, history, activities, striking figures
- Mention your organisation's link with and involvement in Ecsite
- If relevant, present the other key partners you will be working with to organise the Ecsite Conference
- Describe your motivations and assets to host the Ecsite Conference: What would you bring to the Conference and what would the Conference bring to your organisation? What would the conference success look like?
- Describe your experience of organising large events (over 500 participants, more than 1 day) and events for international audiences
- Describe your fundraising experience and capacities

Your city, region and science engagement community

- Present your city's and region's attraction factors for conferences and tourism (facts and data should be part of the Element C)
- Give a brief overview of the local/regional science engagement scene, how you would involve other players in the Conference's organisation and how you would promote the Conference on the national/local scene

Proposed conference venues

- Present the venues for the main Conference and pre-Conference (facts and data should be part of the Element C)
 - Suggesting additional, unique locations for different, creative conference activities is a plus (for example: a roof terrace, an indoor garden, spectacular architectural features)
- Present the locations you have in mind for the following key social events and describe the sort of experience you would like to create for attendees:
 - Speakers' Reception
 - Gala Dinner
 - Nocturne
 - Farewell Party
- Describe the overall accessibility of all the venues and list potential solutions to overcome accessibility barriers

Sustainability of the events

- Describe how you will ensure that the event is organised in a sustainable way:
 - Give examples on how you will employ the 4R strategy (Reduce, Reuse, Recycle, Refuse) in organising the event
 - List key solutions in the areas of: water and power management, catering, local transportation, waste management and recycling, event branding, signage and printing
- Support your plan with information on sustainability certifications, green policies and environmental awards of venues and subcontractors (if known at the stage of the bid)
- Give a brief overview of your city's commitment to sustainability

Appendix 4 – Sample conference schedule

The schedule below is based on the planning for the 2023 Ecsite Conference. It will be adapted for future editions together with the Hosts.

Wednesday		Thursday		Friday		Saturday		
ALL	BOARD	ALL	BOARD	ALL	BOARD	ALL	BOARD	
08:00		08:00		08:00		08:00		
08:15		08:15		08:15		08:15		
08:30		08:30		08:30		08:30		
08:45		08:45		08:45		08:45		
09:00	PRECONFERENCE SLOT 1	09:00	NEWCOMERS BREAKFAST	09:00	SESSION SLOT 4	09:00	SESSION SLOT 7	
09:15		09:15		09:15		09:15		
09:30		09:30		09:30		09:30		
09:45		09:45		09:45		09:45		
10:00		10:00	OPENING	10:00		10:00		
10:15		10:15		10:15		10:15		
10:30		10:30		10:30	KEYNOTE 1		10:30	KEYNOTE 2
10:45		10:45		10:45	10:45		10:45	
11:00	COFFEE	11:00		11:00		11:00		
11:15		11:15	COFFEE	11:15		11:15		
11:30	PRECONFERENCE SLOT 2	11:30		11:30	COFFEE	11:30	COFFEE	
11:45		11:45		11:45		11:45		
12:00		12:00	SESSION SLOT 1	12:00	SESSION SLOT 5	12:00	SESSION SLOT 8	
12:15		12:15		12:15		12:15		
12:30	BOARD MEETING AND LUNCH	12:30		12:30		12:30		
12:45		12:45		12:45		12:45		
13:00		13:00	LUNCH	13:00	LUNCH	13:00	LUNCH	
13:15		13:15		13:15		13:15		
13:30	LUNCH	13:30		13:30		13:30		
13:45		13:45		13:45		13:45		
14:00		14:00		14:00		14:00		
14:15		14:15		14:15		14:15		
14:30	PRECONFERENCE SLOT 3	14:30	SESSION SLOT 2	14:30	SESSION SLOT 6	14:30	SESSION SLOT 9	
14:45		14:45		14:45		14:45		
15:00		15:00		15:00		15:00		
15:15		15:15		15:15		15:15		
15:30		15:30		15:30		15:30		
15:45	COFFEE	15:45		15:45		15:45		
16:00	CEO EVENT	16:00	COFFEE	16:00	AGM	16:00	COFFEE	
16:15		16:15		16:15		16:15		
16:30		16:30	SESSION SLOT 3	16:30		16:30	16:30	SESSION SLOT 10
16:45		16:45		16:45			16:45	
17:00	PRECONFERENCE SLOT 4	17:00		17:00	COMMUNITY MEET-UPS	17:00		
17:15		17:15		17:15		17:15		
17:30		17:30		17:30	BOARD MEETING	17:30		
17:45		17:45		17:45		17:45		
18:00		18:00		18:00	BUSINESS BISTRO HAPPY HOUR	18:00	CLOSING & HANDOVER	
18:15		18:15		18:15		18:15		
18:30		18:30	ONBOARDING FOR NEW ECSITE MEMBERS	18:30		18:30		18:30
18:45	SPEAKERS RECEPTION	18:45		18:45				18:45
19:00		19:00		19:00		19:00		
19:15		19:15		19:15		19:15		
19:30		19:30		19:30		19:30		
19:45		19:45	GALA DINNER & ECSITE AWARDS CEREMONY	19:45		19:45		
20:00		20:00		20:00	NOCTURNE	20:00		
	BOARD DINNER						21:00	FAREWELL PARTY
23:00				00:00			02:00	

Appendix 5 – Specifications of the Conference

Spaces

MAIN STAGE	
When?	Thursday / Friday / Saturday
Capacity	Minimum of 1000 pax
Basic requirements	An auditorium type of space with a stage at the front with 1.000 chairs facing the stage.
Technical equipment	<p>Projector/screen to display presentations, connected to a computer with access to the presentation upload server</p> <p>Live captioning set-up for all the plenary events</p> <p>Soundsystem for speakers – incl. microphones (3 hand microphones, 2 head microphones)</p> <p>Additional 3 microphones (wireless) for the audience (for Q&A moments)</p> <p>Set of 3 cameras, at 3 different angles for recording of the plenary events</p> <p>A pulpit and basic furniture for speakers (at minimum 2 chairs for the keynote speaker, table for water). The logo of the Ecsite Conference should be on the front of the pulpit (for pictures).</p> <p>Appropriate stage lighting and decoration</p>
Staff	<p>A professional technical team is needed to support stage production and recording of the event.</p> <p>A single contact point person to liaise between production team and Ecsite Events Manager regarding stage preparation and management.</p> <p>2-3 session helpers for every plenary session (see Staff section below)</p>
SESSION AND WORKSHOP ROOMS	
When?	Wednesday / Thursday / Friday / Saturday
Capacity	30-100 pax per room, with a total capacity to accommodate all participants
Basic requirements	<p>Rooms should accommodate in total all participants of the pre- conference and the majority of main conference participants.</p> <p>A total of 1000 chairs is required and around 30 tables on-demand.</p> <p>Rooms need to be set-up according to different session format – panel, group discussion, workshop etc.</p> <p>Rooms should allow modification of the set-up on the spot – no fixed chairs!</p> <p>An IT system enabling speakers to upload their presentations to a central server and to session rooms computers.</p> <p>Minimum 3 rooms needed with additional equipment to allow connecting with remote speakers (via ZOOM)</p>
Technical equipment	<p>Each space must be equipped, with at least 2 microphones for speakers and session facilitators and 1 extra microphone for the audience</p> <p>1 wireless microphone with extra batteries for the audience</p> <p>1 computer connected to the Internet and to a central upload point</p> <p>1 projector and sound system</p> <p>Additional audio and video set-up form ZOOM speakers (see above)</p> <p>1 backup computer</p> <p>1 white board and/or flip chart including paper and pens</p> <p>Office material (paper, staplers, pens, scissors, post-it notes, blue tack, etc.)</p> <p>Power plugs for speakers and participants</p>
Staff	Min. 1 session helper per room (see Staff section)
Remarks	If an online presentation upload service is not feasible an upload room should be made available for speakers to upload their presentations on-site. The room has to be open 8-18 on every day of the conference and staffed by at least 1 IT

	specialist. Minimum 3 computers should be available for speakers to test and upload their presentations.
TINKERING & MAKING SPACE	
When?	Wednesday / Thursday / Friday / Saturday
Capacity	50-70 pax
Basic requirements	This is a space to accommodate for the needs of the Tinkering & Making Community at Ecsite. It should accommodate both for drop-in workshops and small size sessions of different formats, including panels.
Technical equipment	<p>Technical requirements are defined during the call for session proposals period and will be established with the Host.</p> <p>Sample technical requirements from the 2022 Conference edition:</p> <p>Room size: 10.3 x 10.3 m Room height: 3.2m (side), 4.9m (centre)</p> <p>Technical equipment</p> <ul style="list-style-type: none"> • Air conditioning • Controllable and dimmable light • Wireless audiosystem; 3 microphones • Screen for presentation • Inkjet Printer <p>Furniture</p> <p>16 tables (each 1.6 x 0.5m) 32 chairs 1 small cupboard to store some equipment <i>Additional tables & chairs available in the camp</i></p> <ul style="list-style-type: none"> • 1 flipchart (paper) • 5/6 boards for photos & graphics (each 1.2 x 1.5m) • waste bin <p>Tools</p> <ul style="list-style-type: none"> • hot glue guns • scissors • cutters • A3 cutting mat • power extensions <p>Depending on the programme:</p> <ul style="list-style-type: none"> - 3D printer - Soldering irons - Laser cutter - Laptops <p>Usually to be rented from a local Makerspace or Hosts own facilities.</p> <p>Consumables</p> <ul style="list-style-type: none"> • masking tape • double-sided tape • A4 Papier • paper roll (white, 1m wide) • large sheets of cardboard • colored markers (edding) • paper cups (20) • roll of string • <p>Consumables from recycled sources where possible (for example Hosts old leaflets, cardboard boxes).</p>

Staff	1 person to liaise with the Tinkering & Making Community coordinator about specific technical requirements and room set-up (see Staff section) 2 session helpers
Remarks	Requirements for this space are different each year, depending on the programme. Flexible arrangement is the key. Usually any special equipment can be rented from a local makerspace.
BUSINESS BISTRO	
When?	Thursday / Friday / Saturday (plus Installation and dismantling, see below)
Capacity	(See below)
Basic requirements	A trade show space (minimum 1700 m ²) for at least 65 businesses, each with an expo booth (2-3m long, 2m wide, 2.5m high). The space should be arranged in a lively and attractive way for participants to spend their breaks networking with exhibitors. All coffee breaks must be organised here.
Technical requirements	In each booth: 2 chairs and a table Electricity (2 plugs, 220V) and internet (preferably cable internet) Electricity for each booth (two plugs usually 220V); Lighting for each booth; Head panel: on every booth the exhibiting company's name and booth-number Carpet in each booth, neutral colour Storage: A freely available safe storage space for exhibitors' own material and IT available before, during the event and 1 day after the closure of the Business Bistro. The space must be large enough (around 90-100 square metres) to store 65 exhibitors' equipment and fridges (provided by the Host) to keep food and drinks exhibitors bring for the Happy Hour event on Friday Additional storage for exhibitors' shipped equipment for up to 7 days before the event and 2 days after the event. Basic event equipment like forklift, pallet truck, tape, stapler, Velcro, tie raps is necessary. Space should be accessible to internal or external providers. All the technical access details - lifts dimensions, stairs, weight etc. as well as other organisational details need to be established before the booth sales starts. The space needs to be kept clean during the conference's duration, including a specific clean up after the Business Bistro Happy Hour.
Communal features (minimum requirements) Comfortable lounges for about 30 - 50 seated people in minimum 4 different lounge areas 1 communal working table with access to electrical plugs (for 12 people and minimum 6 charging computers) Coffee breaks spots to cater for the total number of participants during 3 breaks per day (including a dessert and coffee break after each lunch)	
Staff	The Host should provide an operational single point of contact for the Ecsite Business Bistro Manager for the Business Bistro Tradeshow space. Someone who will be present in the Business Bistro to ensure smooth running of all activities.
Remarks	Ecsite covers the costs of the booths set-up and works directly with the building company. The floorplan and the communal features of the space (with additional furniture for catering, lounges etc) are the joint responsibility of Ecsite and the Host. Ecsite approves the floorplan.
LUNCHES VENUE	
When?	Wednesday / Thursday / Friday / Saturday
Capacity	Wednesday 200-250 pax; Thursday / Friday / Saturday about 1000 pax
Basic requirements	A space to serve warm lunches, to accommodate all participants, standing or sitting. See further section on catering

Technical equipment	To be specified by Caterer and the Host.
REGISTRATION AND INFORMATION DESKS	
When?	Tuesday /Wednesday / Thursday / Friday / Saturday
Basic Requirements	Large space at the entrance to the venue for participants to check-in at the conference, buy tickets and receive general help and information. It should allow for safe queuing, especially during peak time on Thursday morning, when around 700 participants will arrive in the morning to check-in. Set-up and staff training are usually done on Tuesday before the conference
Technical equipment	Five desks identified with large and highly visible signs for the different counters: "Information", "Pre-booked tickets", "Payments", "Sponsors & exhibitors", "Buying tickets today" Excellent Internet connection (wi-fi or wired) Power plugs to connect 5 badge printers, 3 laptops and 2 credit cards terminals (brought by Ecsite) + 3 laptops and 1 A4 printer (provided by the Host) A4 printer must be connected at least to the 3 laptops brought by Ecsite with a supply of A4 paper Sufficient space and chairs available behind the counters for the staff to work and eat if necessary Space to store lanyards, badge cards, Conference bags (if any) and touristic documentation equipment to help participants form queues A lockable cabinet to store badge printers and laptops A cloakroom and luggage storage for participants, close to the desks
Staff	1 IT specialist to help with set-up and troubleshooting during the first day of registration Depending on the conference day between 2-5 staff to help with registration and 2 staff for the information desk (see Staff section). Staff can rotate and work in shifts. A training will be provided on Tuesday.
Remarks	Depending on the venue there are different scenarios for organising the registration space. Please note that the final setup has to be approved by Ecsite.
PUBLIC MEETING ROOMS	
When?	Wednesday / Thursday / Friday / Saturday
Capacity	4 rooms with capacity for around 15 - 30 people
Basic requirements	Rooms for participants and Ecsite Board for self-organised meetings These rooms should be made available to book for conference participants if they need to host a meeting during the conference
Technical equipment	Tables and chairs Screen/projector enabling participants to plug in their computers and show presentations Office material, flipchart or whiteboard Electricity plugs
ECSITE BOARD MEETING ROOM	
When?	Wednesday
Capacity	16 people
Basic requirements	Meeting room for the meeting of the Ecsite Board
Technical equipment	Tables and chairs Screen/projector enabling participants to plug in their computers and show presentations Office material Electricity plugs
ECSITE ONSITE OFFICE	

When?	Whole week of the conference
Capacity	Up to 8 people at the same time
Basic requirements	A lockable room for the Ecsite team to work during the conference installation and the event itself.
Technical equipment	Tables and chairs Enough power plugs for 8 laptops Internet access Free direct access to a printer A whiteboard with pens and magnets Office materials (paper, post-its, pens etc.) Access to drinking water plus 8-10 ceramic cups for tee/coffee Optionally: electric kettle and a coffee machine
Remarks	To facilitate communication and teamwork consider setting up the Host office nearby.

Catering

Details below provide overall specifications for the catering at the event. Additional requirements for different events during the conference are listed below, in the Events section.

Ecsite reviews and approves all the menus. In case of events where Ecsite reimburses or pays the costs directly, no costs should be incurred without Ecsite's confirmation.

General requirements

The whole catering offered during the event, at all meals, is vegetarian by default. All catering must also consider allergies and optionally offer fish or vegan options.

Catering needs to be organised with sustainability in mind: no plastic cutlery, plates or food wraps; locally sourced food; redistribution of spare food if possible.

A wide range of dietary requirements needs to be taken into consideration – participants provide their dietary requirements when registering and the full data is provided to the Host after closing of the online registration. Partial info can be available on demand.

Drinking water, served in a non-plastic drinkware and taps for participants to refill own bottles, must be at participants' disposal all day, during the whole event – as well as available for speakers of all sessions (including keynote speeches and AGM) and in the meeting rooms.

The catering specifications for social events, including the Speakers Reception, Gala Dinner, Nocturne and the Farewell Party are detailed in the Events part below.

LUNCHES		
When?	Wednesday c. 13:15-14:30	Thursday / Friday / Saturday 13:15-14:30
Capacity	for about 250 people	for about 1000 people
Basic requirements	Buffet with choice of first courses and choice of warm main courses and sides Drinks: water, juices, soft drinks, coffee, tea;	
Remarks	Dessert / fruit to be served at coffee break spots in the Business Bistro, right after lunch.	
COFFEE BREAKS		
When?	Wednesday 3 times a day, incl. lunchtime	Thursday / Friday / Saturday 3 times a day, incl. lunchtime
Capacity	for about 250 people	for about 1000 people
Basic requirements	Coffees, teas, juices, biscuits, water, a variety of fruits. Served in the Business Bistro on Thursday, Friday and Saturday.	

Events

Listed chronologically below are all the events in the conference programme – plenary moments, special meetings and main social events

ECSITE BOARD MEETING & LUNCH	
When?	Wednesday, c. 11:30 – 14:30
Capacity	maximum 20 participants
Description	Meeting of the Ecsite Board
Catering	Light lunch (buffet style) for Board members, just before the meeting Coffee, tea, water jars and glasses available during the meeting
Responsibilities	Ecsite is responsible for the meeting. Ecsite approves the catering options and the final invoice.
Remarks	Meal costs are reimbursed or paid directly by Ecsite.
CEO FOCUS	
When?	Wednesday, 15:00 – 17:30
Capacity	40 - 60 participants with at least 3 break-out rooms / spaces
Description	Networking event for Directors of Ecsite member institutions.
Catering	Coffee, tea, water jars and glasses available during the meeting
Responsibilities	Ecsite is responsible for the programme of the event.
SPEAKERS RECEPTION	
When?	Wednesday, c. 18:30 – 20:00
Capacity	350 participants
Description	A welcome reception open for all conference speakers and facilitators. The Host representatives, local officials and the Ecsite President traditionally deliver very short welcome speeches.
Catering	Drinks (wine and/or other alcohol, juices, water, soft drinks) Light snacks
Responsibilities	The Host is responsible for the design of the event. Ecsite approves the event plan.
ECSITE BOARD DINNER	
Where?	A restaurant recommended by the Host
When?	Wednesday, evening, just after the Speakers reception, c. 20.00.
Capacity	maximum 25 participants
Responsibilities	The Host suggests a restaurant and handles the booking process. Ecsite approves the restaurant, the catering options and the costs.
Remarks	Meal costs are paid directly by Ecsite.
NEWCOMERS BREAKFAST	
When?	Thursday, c. 08:30 – 09:45
Capacity	100 participants
Description	The Newcomers Breakfast offers first-timers an opportunity to meet colleagues and get tips from conference regulars. It takes place on Thursday morning.
Catering	Generous breakfast buffet offer (choice of sweet and savoury breakfast items, fresh fruit, hot drinks, juices...); Standing tables
Responsibilities	Programme and networking activities organised by the Conference Programme Committee
OPENING CEREMONY	
When?	Thursday, 10:00 – 11:00
Capacity	Up to 1000 participants

Description	This official start of the Main Conference consists of brief speeches by the Host, Ecsite President, Ecsite Executive Director, invited speakers and short (3-5 minutes) entertaining intervals.; These intervals provide a break from speeches and convey an aspect of the national or regional culture.
Responsibilities	Both the Host and Ecsite are responsible for the design and contents and create a scenario together. Ecsite is responsible for inviting and briefing their own speakers and international stakeholders. The Host is responsible for inviting and briefing local / national speakers, for the intervals and the overall look and feel of the event.
ONBOARDING FOR NEW ECSITE MEMBERS	
When?	Thursday Before Gala Dinner, c. 18:30 – 19:30
Capacity	60 people, upon invitation
Description	A welcome drink before the Gala Dinner in an unusual venue for new members of Ecsite network. With speeches by Ecsite President and short introductions by all participants.
Catering	Drinks (wine and/or other alcohol, juices, water, soft drinks)
Responsibilities	Ecsite is responsible for the event. Ecsite covers the additional catering costs. Ecsite approves the catering quote and the final invoice.
Remarks	An audio speaker and a wireless microphone are needed.
GALA DINNER	
When?	Thursday, c. 19:30 – 00:00
Capacity	850 - 1050 participants
Description	The Gala Dinner brings all participants together for a seated dinner on the first evening of the Main Conference. This is the most formal event of the Conference. There is no heavy entertainment – event is focused on good food and networking. Gala Dinner includes the Ecsite Awards ceremony – see below
Catering	Three course meal seated and served; (Main course to be served before 21.30) Drinks (wine or other alcohol, juices, water, soft drinks, coffee)
Responsibilities	The Host is responsible for the design and programme of the event. Ecsite approves the event plan.
Remarks	To help the caterer to monitor the final required capacity and food quantities, Ecsite informs the Host about the numbers at the closing of the online registration (2 weeks before the event) and during the event itself on Wednesday and Thursday afternoon. Ecsite, together with Host will plan a number of VIP tables for approx. 60 invited guests with prearranged sitting. For the rest of participants places are not assigned. VIP tables need to be clearly positioned or marked so VIP guests are able to find them
ECSITE AWARDS CEREMONY (ADDITIONAL SPECIFICATIONS)	
When?	During the Gala Dinner, after entrées
Description	An official award ceremony, hosted by the Chairperson of the Ecsite Awards. Includes up to 6 short speeches by the Awards winners. Last between 30 – 45 minutes.
Responsibilities	Ecsite is responsible for the ceremony
Remarks	A small stage, with large screen, microphones are necessary for this event
KEYNOTE SPEECHES	
When?	Friday, 10:30 – 11:30; Saturday, 10:30 – 11:30
Capacity	up to 1000 participants
Description	A 40-45 minutes speech by an invited high-level speaker followed by a Q&A
Responsibilities	Ecsite is responsible for the selection of the speakers.

	Ecsite will pay the speaking fee and all related travel and accommodation costs of the invited speakers. The Host is responsible for video recording the speeches and stage production
Remarks	Live captioning service is necessary for this event.
ECSITE ANNUAL GENERAL MEETING (AGM)	
When?	Friday, 15:30 – 17:15
Capacity	Up to 100 participants
Description	An official meeting for Ecsite full members with formal votes. To ensure the quorum, participants preregister and go through an additional check-in upon entering. No other session is happening in parallel to the AGM.
Catering	A coffee break for participants, parallel to the one at the Business Bistro, should be organised by the AGM venue.
Responsibility	Ecsite staff is organising and staffing the AGM, incl. registration of participants at the welcome desks.
Remarks	Listed below are additional AGM specifications for the Main Stage Single point of access Welcome desk in the room – 5 tables close to entrance point Coffee break organised in the room for 100 participants Optionally: 5-10 tablets with access to internet The AGM is immediately followed by a 30-minute Board meeting in a separate room.
BUSINESS BISTRO HAPPY HOUR	
When?	Friday, 17:30 – 19:00
Capacity	up to 1000 participants
Description	At the Business Bistro Happy Hour participants come together for a drink among exhibitors' booths. Traditionally exhibitors bring specialties from their home countries. It takes place on the second evening of the Main conference, before the Nocturne
Catering	Soft drinks for approx. 500 participants.
Technical equipment	A total of 500 wine glasses to be distributed among those exhibitors who need them 10 strong knives (for bread, cheese ...) and about 100 small plates must be available to exhibitors upon request Two staff people must be available to respond to exhibitors' requests during this event Fridges (minimum 6 cubic meters) need to be available to keep drinks and food cool (from Wednesday 6 June, 8.00 till Saturday 9 June, 23.30) – provided by the Host
Responsibilities	Contents and networking activities organised by Ecsite and the exhibitors.
Remarks	Exhibitors need to be allowed to bring their own regional food and beverage specialties. Ecsite covers the catering costs and cutlery/crockery rental. Ecsite approves the catering quote and the final invoice.
NOCTURNE	
When?	Friday, 20:00 – 00:00
Capacity	850 - 1050 participants
Description	The Nocturne is a chance for the Host and partners to showcase to participants the local and national science engagement scene: exhibitions, shows, workshops... It includes entertaining activities, music and a tasty buffet dinner. All activities are happening in parallel, participants are free to join them any time and there is no plenary moment.

Catering	Buffet meal: selection of starters, selection of warm main courses, desserts Drinks (wine or other alcohol, juices, water, soft drinks) Meal is not necessarily seated and different courses can be served all around the venue.
Responsibility	The Host is responsible for the design and the programme of the event. Ecsite approves the event plan.
Remarks	Traditionally the Ecsite Jazz Band plays during this night. An appropriate live concert set-up is needed, including some of the bigger instruments (piano, drums). A dancing space should be available. A producer is required to liaise with the band and prepare the event.
CLOSING AND HANDOVER CEREMONY	
When?	Saturday, 18:00 – 18:45
Capacity	Up to 1000 participants
Description	Official end of the Conference. Includes short speeches by Ecsite, Conference Programme Committee chairperson and Host. The event finishes with an invitation for the next Conference by representatives of the next Host institution. No external stakeholders' speeches.
Responsibilities	Like in the case of the opening, both Host and Ecsite are responsible for the design and contents and create a scenario together. Additionally, a representative of the future Host will prepare a short speech and a presentation (could range from a movie to a short live performance).
Remarks	Extra equipment might be needed for the future Host presentation. This must be agreed by all parties taking into consideration the costs involved to hire such equipment. Traditionally, the Conference Bell is passed from current to the next Host. The current Host engraves at its own costs the place & dates of its own conference edition on the metal plate that comes with the bell's box, before passing on the bell to the next Host during the ceremony.
FAREWELL PARTY	
When?	Saturday, 21:00 – 02:00
Capacity	up to 500 participants
Description	The most informal social event takes place on the last evening of the Main Conference. The atmosphere is more relaxed than on previous nights. Focus is on dancing and winding down. The music is provided by a live DJ. Additionally, other attractions can be included: a live band, karaoke, etc
Catering	Drinks (wine or other alcohol, juices, water, soft drinks) – 2-3 drinks per participant and an opportunity to order more Light snacks – cold finger food
Responsibilities	The Host is responsible for the design and the programme of the event. Ecsite approves the event plan.
Remarks	Participants may purchase extra tickets for this event for accompanying people.

Staff

The Host will provide in kind staff time and direct costs and overheads including:

- **A project manager and a team** supervising all Hosts responsibilities and working with Ecsite from 2023.
- One person who will attend all meetings of the Conference Programme Committee (ACPC) for 3 years.
- A team to deliver a performance during the Closing ceremony of the previous Ecsite Conference. This performance promotes the unique selling points of the Conference. It needs to be approved by Ecsite.
- A Host team of minimum 30 people during the Conference, responsible for various on-site tasks – see

below.

- A **single point of contact** person for all the logistics of the Conference during the event.

Hosting the Conference usually involves considerable numbers of the Hosts staff. Some Hosts decide to recruit volunteers to aid their employees. Some Hosts decide to close their venues or reduce admission times for the duration of the Conference, to redirect their staff efforts towards the event.

The Project manager role for the Conference usually becomes a full-time role a year before the Conference.

During the Conference

The following teams will be needed during the Conference:

- Registration & information max. 7 people at one time
- Session room helpers min. 1 per session
- Roving helpers min. 5 people at one time
- IT technicians (incl. upload and ZOOM) min. 4 people at one time
- Press, photography and video to be defined

General event production and venue technical team, staff needed to execute the social events, those involved with the catering or Business Bistro production are **not included** in the list above.

All staff should be easily identifiable by participants. Staff should carry phones, a list of important contact numbers. Changes to the staff must be kept to a minimum.

Registration & Information

A dedicated team will work under the guidance of the Ecsite team for the whole duration of the pre-conference and main conference. They are responsible for checking in participants and providing information about the event, the city etc. Detailed work schedule will be shared with the Host in due time. Staff can rotate between shifts.

Staff will be trained on site on Tuesday by Ecsite.

Session room helpers

In each session room at least one helper is needed during each session. These helpers will make sure that the required materials are available in the room before a session begins and that all equipment is working well and will remediate if necessary.

They will assist the speakers and facilitators in setting up the room and putting it back into order.

They will count participants present in each session 15 minutes after the session's start using tools provided by Ecsite.

Staff will be trained on Tuesday by Ecsite.

Roving helpers

Five helpers need to be roving the conference venue at all times from Tuesday till Saturday, during the Conference. Their role is to assist participants and exhibitors with their needs, ease participants' flow, spot and fix on the ground issues and provide other teams with backup in particularly busy times.

At least one of them always needs to be present at the Business Bistro.

Minimum 3 of them should help with passing microphones to the audience during the Keynote Speeches.

IT technicians

The team of at least 4 professional IT technicians is responsible for:

- setting up the Internet connection, network, and all the machines needed at the registration desk, to be ready on Tuesday morning of the Conference-week; and for helping with the set up each morning (7.30) of the four days of the Conference.
- welcoming all speakers who upload their presentations in the uploading room, testing the presentations, and giving advice if any problems occur. One person should be permanently available from 8.00 to 18.00, at the Upload Room. Note: different staff arrangement might be necessary for an online upload service.
- Ensuring that all presentations are ready to be launched in each session room.

- Connecting and assisting remote speakers in selected session rooms, using ZOOM accounts provided by Ecsite.
- advising on any technical problems in the conference rooms, troubleshooting the ICT and Wi-Fi issues

Extra production roles

Several conference tasks require additional production roles, namely:

- a PR coordinator to deal with all matters related to local, national and international journalists, onsite (and also before the event)
- designated persons from the project team responsible for answering participants' questions through the conference app, regarding local information and other topics where the Host has more knowledge than the Ecsite team.
- a person to assist with coordination of the Business Bistro
- stage manager for all plenary events at the Main Stage
- coordination of the Tinkering & Making Space
- production of the Ecsite Jazz Band concert at the Nocturne

Overview of communication products

The table below summarises the central products used in communication and the respective responsibilities of the Host and Ecsite.

	Type	Elements / examples	Responsibilities	
			Ecsite	Host
Logo / Key-visual	Digital and print		Approval	Design & Production
Promotion Advertising	Mixed, mainly digital	Banner Promotion visuals Slides (for plenary events) Social media templates	Approval of visuals; production of specific products for international promotion	Design & Production of visuals
Programme Conference Information	Digital (Conference Website & App)	Banner for the app Map(s) of city Detailed Map(s) of Conference venues Practical Information (local transport etc.) Programme of Events (Gala Dinner, Nocturne) Tourist Information (restaurants, tours, places of interest, etc.) Information on sustainability	Content and delivery of website and app	Provision of all information needed
	Print	Participants list booklet Programme-at-a-glance leaflet	Approval	Design and print
	Other	Social Media wall	Approval	Installation
Accessories	Mixed	Attendance certificates	Production	Design of Template

		Badges	Production	Design of a template and print
		Lanyards	Approval	Design & Production
		Staff - T-Shirts, promotional gifts etc.	Approval	Design & Production
Wayfinding	Mixed, mainly print	outdoor & indoor	Approval	Design & Production

Conference Visual Identity & design requirements

The Host is responsible for the development of the Conference identity with approval required by Ecsite. The process should be as follows:

- a) A design brief will be provided by Ecsite and examples from previous conferences for reference
- b) A visual identity for the Ecsite Conference should be developed by the host according to the requirements in the brief & approved by Ecsite.
- c) A key visual for use across multiple channels, digital and printed should be developed by host and approved by Ecsite based on approved visual identity.
- d) The Host should then develop Conference brand guidelines based on b & c above and approved by Ecsite.
- e) Visual identity, key visual and brand guidelines should be provided to Ecsite as follows:
 - o in colour
 - o in vectoral format
 - o high resolution image for printing
 - o low resolution image for web-applications and promotional emailing
- f) Key visual adapted for use in assets detailed below and developed by host for approval by Ecsite. Exact dimensions to be specified by Ecsite.
 - o A banner for the Ecsite website Conference section
 - o An email signature
 - o Conference participant badge – see registration brief for full specifications.
 - o Conference proof of attendance certificate as editable PDF – distribution is handled by Ecsite.
 - o The following social media templates.
 - Main visual with logos, dates, location, #
 - Twitter header: 1500*500px
 - Linkedin header: 1128*191px
 - Insta story: 1080*1920px
 - Plain visual with no info, just the visual identity
 - Twitter post: 1600*900px
 - Linkedin post: 1200*1200px
 - Insta post: 1080*1080px
 - Insta story: 1080*1920px
 - Social media graphics which can be easily adapted for I'm attending, I'm speaking, I'm exhibiting.
 - Twitter post: 1600*900px

- LinkedIn post: 1200*1200px
 - Insta post: 1080*1080px
- Powerpoint template
- participants list in a form of an A4 booklet
- programme-at-a-glance leaflet printed in large format around the conference venue.
- Welcome panel for all sponsors at the entrance to the main venue
- Two large information boards, combining:
 - a large printed programme
 - map of the venue
 - participants list
 - daily announcements
 - Sponsor logos where applicable
- 5 signs for the registration area:
 - *“Pre-booked tickets, Buying tickets today, Payments, Sponsors & Exhibitors, Information.*
- Signage & flags/banners for internal and external wayfinding to guarantee an optimal flow of participants within venues and to and from the venues. Please think sustainably & where signage can be reused.

For example: Outside signs to identify the venues, signs from public transport stops to the venues, signs for shuttle services, maps for the Nocturne. Identification-signs in the Business Bistro, Lounge room, Ecsite Office, Lunch Area, Cloakroom, Meeting rooms, and Session rooms (room names)
- g) Daily room programme (printed or digital) outside of each session room
- h) Two signs in each session room with Conference hashtag and room hashtag
- i) Signs with Wi-Fi access details in each room and throughout Conference area
 - Rotating content for screens and slides for plenaries – based on the powerpoint template

Apart from this general framing, there will be no specific theme for the Ecsite Conference.

The Conference key visual should always appear together with the logos of Ecsite and the host. Conference sponsors logos should be added as guided by Ecsite.

Promotion and Advertising

Ecsite is responsible for the development of a Conference subsection on the Ecsite website. The Host will support Ecsite in providing content for the following items:

a) Initial holding page – August Year -1

- By providing free of rights issue a minimum of ten high resolution promotional pictures of the venues and the city.
- By providing topline cultural and location information.
- By providing links to the hosts website & social media handles for organisation and key colleagues.
- a list and/or a map of recommended restaurants and hotels, including price range
- By providing top line getting to and from the location's specifications

b) Detailed information End October Year -1

- A communications specific plan of efforts taken to make the Conference more sustainable.
- A topline PR plan
- Sustainability communications plan

Programme & Conference Information & App

The full Conference programme, including maps of the venues and the Business Bistro, exhibitors listing, participants and speakers list and other content will be available via the Conference app. The app to be used for the Ecsite Conference at the time of writing these specifications is Whova: <https://whova.com/>. Ecsite is responsible for the content and delivery of the app as well as the programme available at the dedicated conference page of the Ecsite website.

The Host should provide:

- an overview map of the town, pinpointing where each Conference venue is located
- a detailed map of the pre- and main Conference venues, pinpointing all the Conference spaces and facilities (e.g. water points, session spaces, toilets, upload room, pop up office, coffee breaks, etc.)
- a detailed map of the Business Bistro according to a floorplan finalised
- all the practical details for participants, including how to get to each social event venue, Wi-Fi details and emergency hotline
- more detailed information about the social events.
- if applicable, detailed information about city or cultural tours organised during the Conference
- a list of local tourist and cultural highlights and/or suggestions from the Host team
- a list and/or a map of recommended restaurants and hotels, including price range

The Conference programme (all sessions, keynote names if confirmed) is initially released on Ecsite website before the start of Conference registration. All programme details are finalised before April of the Conference year. The app together with a finalised programme is released a month before the Conference.

Any changes to the programme after release of the app are reflected first in the app and later on the website if relevant. During the conference, only the app will be kept updated with changes.

Video & photography

The Host should organise photographers to cover the event, at least 2 people will be required for the whole length of the event. The objective is to have a comprehensive series of photos of all activities from Pre-conference workshops through to the Farewell Party.

A videographer should capture key moments and provide a 2-minute highlight film.

A film & photography brief will be provided by Ecsite.

Appendix 6 – Main organisational milestones

The list below shows main milestones of the Conference organisations. Delivery of the majority of these milestones requires a close cooperation between Hosts and Ecsite. Concrete dates will be established with the Host depending on the date of the event.

By this date	Milestone
April Year -1	Fundraising strategy approved
May Year -1	Visual Identity approved
May Year -1	#Ecsite2025/6 preliminary website ready
June Year -1	#Ecsite2025/6 promotion at #Ecsite2024/5
June Year -1	Business Bistro quote and preliminary floorplan confirmed
August Year -1	Call for Proposals launched
August Year -1	Conference pricing released
September Year -1	Keynote speaker's selection done
September Year -1	Sustainability action plan ready
October Year -1	Business Bistro and sponsorship sales start
October Year -1	Call for proposals closed
November Year -1	Session spaces capacity and technical details confirmed
December Year -1	Social events plan approved
December Year -1	ACPC meeting in Ljubljana
December Year -1	Session selection done
January Year 0	Accessibility plan ready
January Year 0	Venue wayfinding and branding plan ready
January Year 0	Substantial changes to contract deadline
February Year 0	Online registration opens, programme released
February Year 0	Catering menus submitted for review
March Year 0	SEB registration info sent to hosts
March Year 0	First host invoice issued for Ecsite
April Year 0	Programme closed for changes
April Year 0	Host/Ecsite guest and staff registered to the conference
May Year 0	Opening, Closing and Ecsite Awards scenarios ready
May Year 0	End of business bistro and sponsoring packets sales
May Year 0	Business Bistro and venue floorplans ready
May Year 0	Online registration ends
May Year 0	Full participants info sent to hosts
May Year 0	Conference app launch and final information to participants sent
June Year 0	Business Bistro installation start
June Year 0	On-site registration opens
June Year 0	Pre-conference
June Year 0	Main Conference
June Year 0	Business bistro deinstallation ends
June Year 0	Photos and recordings of plenary events sent to Ecsite
June Year 0	Evaluation results ready
July Year 0	Final count sent to hosts
August Year 0	Final invoice
September Year 0	Hosts contribution to Host Toolkit received
December Year 0	Files and prints with personal data of participants destroyed or anonymised.

