



**Call for proposals to host**

**the**

**ECSITE ANNUAL CONFERENCE 2018**

**or**

**ECSITE ANNUAL CONFERENCE 2019**

February 2015

Ecsite - the European network of science centres and museums - is inviting institutions to host and co-organise its Annual Conference 2018 or Annual Conference 2019.

Europe's ultimate science communication event, the Ecsite Annual Conference, is now famous for bringing cutting-edge developments in the field, over 80 inspiring sessions, debates, workshops, a range of warm social engagements and unparalleled networking opportunities. With 1,000 delegates from more than 50 countries, welcoming an Ecsite conference puts the host on the international science communication scene, and enhances the reputation of the organisation and local authorities.

Ecsite is responsible for the overall organisation of the conference and more specifically for its contents, while the host is responsible for the logistical organisation of the event and its social programme.

When selecting the host organisations, Ecsite will look at the extent to which the requirements are met; at the end of this document you find a list of criteria that will guide the selection process. Some of these criteria are essential requirements:

- The host applicant must be a member of Ecsite
- The application must be complete
- The accessibility of the city must be easy (max of 1/2 day travel by airplane from any large European city)
- The technical requirements in terms of spaces must be met.

The proposal to host an Annual Conference should address the items described in this document.

## Brief description of the Ecsite Annual Conference

### **Time of the year**

End of May, beginning of June

### **Periodicity**

Annual, each year in a different location in Europe

### **Number of days**

5 days composed of 2 pre-conference days and 3 conference days

The pre-conference days are Tuesday and Wednesday

The conference days are Thursday, Friday and Saturday

### **Number of expected delegates**

1,000 delegates

### **Profile of delegates**

Professionals (CEOs, management staff, explainers, etc.) of European and worldwide science centres and museums and of other science communication organisations

### **Working language of the conference**

English

### **Description**

Pre-conference:

- 250-300 delegates
- 7-10 workshops, most lasting 2 days, some 1 day

Conference:

- 1,000 delegates
- Opening ceremony on Thursday morning
- 2 plenary keynote speeches on Friday and Saturday morning
- 80 sessions, 7 running simultaneously plus one Maker space running throughout the conference
- Exhibition section (called Business Bistro) on Thursday, Friday and Saturday
- Seated lunches on site for the 1,000 delegates
- Social events (Speakers Reception, Gala Dinner, Nocturne & Farewell Party)

### **Summary of the responsibilities of the host institution**

- Organisation of all logistical aspects
- Organisation of social programme
- Support team for logistics and organisation
- Design and printing of promotional material and programmes
- Fundraising at the national level
- Identification of national VIPs, business contacts and promotional database
- Records of statistics related to the logistics
- Elaboration of national promotional database
- Touristic information

The host institution must be a member of Ecsite; applications from Full members will be preferred.

## 1. City as conference site

- Description of the meeting facilities for the Annual Conference
- Description of the attractiveness of the city and the region
- Specifications on the international access to the city, including the distance between the international airport and the conference venue, the number of low cost companies operating on the airport, the frequency of direct flights from major European cities
- Description of the cultural and science communication institutions

## 2. Conference venue

The conference location can be a dedicated congress centre, a science centre, or a science museum, provided it meets the requirements detailed in 2.3.

Please provide a clear description of the conference venue with the spaces allocated to the conference and specify whether the venue will be shared with other conferences or if it will only be used for the Ecsite Annual Conference.

Provide a floor plan of the venue with the proposed allocation of space.

### 2.1 Rental period for the conference venue

- Pre-conference: 2 days, Tuesday and Wednesday
- Business Bistro: building up of the stands (2 days before start of the conference) and operational during the 3 conference days. Dismantling business bistro: ½ or 1 day after the conference. From Tuesday to Sunday
- Conference: 3 days, Thursday, Friday, Saturday

### 2.2 Summary of minimum required space

- 8 meeting rooms with a total seated capacity of 1,000
- 1 room with a capacity of 1,000 (for opening ceremony)
- 1 room with a capacity of 600 (for plenary sessions and closing event)
- 3,000 sq meters to host in one space the Business Bistro (market place), the Internet café, the coffee breaks and the info point.
- Registration desk and cloakroom
- 2 networking meeting rooms for the delegates
- Seated lunches capacity for 1,000 delegates
- Conference technical office (for uploading presentations and for support in all the rooms)
- Ecsite on-site office with photocopying machine, scanner and printer
- If possible access to a movie theatre with modern equipment (for potential sponsors)

## 2.3 Details of rooms, Business Bistro and other spaces

### 2.3.1 Room requirements

- 1 auditorium with a seating capacity of 1,000 on Thursday from 8h to 11h
- 1 auditorium with a seating capacity of 600 on Friday and Saturday from 8h to 10h30 and on Saturday from 18h to 19h
- 8 meeting rooms:

<b>Meeting rooms Conference Thu - Sat</b>	<b>Minimum Seating capacity</b>
Meeting room 1	150
Meeting room 2	130
Meeting room 3	120
Meeting room 4	120
Meeting room 5	120
Meeting room 6	120
Meeting room 7	120
Meeting room 8	120
<b>TOTAL</b>	<b>1000</b>

- 2 networking rooms with a capacity of 30
- 1 technical office to upload presentations

<b>Pre-Conference Tue - Wed</b>	<b>Minimum Seating capacity</b>
Meeting room 1	50
Meeting room 2	50
Meeting room 3	50
Meeting room 4	50
Meeting room 5	50
Meeting room 6	50
Meeting room 7	60

### 2.3.2 Technical requirements

The technical equipment and the IT provided should be of excellent quality. The necessary IT personnel will be provided by the Host to ensure the good quality of the conference.

- Each meeting room needs:
  - tables, chairs and low table at the front of the room
  - 3 rooms or more where tables and chairs can be moved by the delegates
  - a laptop PC MS Office software (in English) and DVD-player
  - 4 microphones, a wireless microphone, a video beamer, a sound system
  - Internet access
  - clean, good air quality and ideally air conditioning, and no sound interference coming from other meeting rooms
  - possibility of creating darkness for visual presentations of speakers.

- The opening and plenary sessions and closing event rooms require a speakers' platform
- Technical office: about 5 PCs and 2 printers
- 2 networking rooms: 2 or more tables and 30 chairs. These rooms are reserved on site by the delegates for their informal meetings

### **2.3.3 Business Bistro (market place)**

- A combination of 80 stands for exhibitors with coffee breaks, internet café and info point
- 3,000sqm are required, easily accessible from the conference sessions rooms
- Possibility for exhibitors to bring and install their own technical and audiovisual equipment
- Insert a simple quote for the costs of setting up 80 booths of 6sqm each, including light spots, a table and chairs and Wi-Fi internet.

### **2.3.4 Lunches**

- Capacity for seated lunches on Tuesday and Wednesday for 300 delegates
- Capacity for seated lunches on Thursday, Friday and Saturday for 1,000 delegates

### **2.3.5 Registration area and Wi-Fi**

- Registration desk of 10 linear meters, waiting area of 150sqm, luggage and cloakroom
- Wired high speed internet connection for the registration areas
- All areas of the conference venue should offer free Wi-Fi to the delegates, with excellent coverage to allow for high social media activity

## **3. Accommodation**

- Distance of main hotels from conference site
- Public transport from other hotels to conference venue and to social events
- Total number of hotel rooms accessible from the venue by public transport
- Different price categories

## **4. Host institution**

- Size of the science centre or museum: square meters, number of visitors, number of EFT staff, etc.
- What does the science centre or museum offer that is unique, excellent or innovative in terms of programmes, exhibits, processes, partnerships, visitor services, architecture, etc.

- The science centre's /museum's long term plans and how might these affect the conference
- What makes the institution or location unique or especially qualified to host the conference?
- Possibility for the science centre / museum to host within its premises the Nocturne for the 1,000 delegates

## 5. Social programme

- Speakers' reception location. For 300 delegates
- Gala dinner: historical or unique location with a capacity for 1,000 delegates
- Nocturne: evening activity at the science centre/museum or other location for 1,000 delegates. Describe the activities that could be offered
- Farewell party location. For 400 delegates

## 6. Promotional material: Summary of responsibilities of the host

*This section is provided for information only. The proposal does not need to address it except in the budget.*

The host is responsible for the design of the promotional material with the content provided by Ecsite. Ecsite approves the promotional material.

- Design and printing of First Announcement: 1,500 copies. With PDF version
- Design of Pre-Programme. PDF only
- Design and printing of final Programme: 1,200 copies. With PDF version
- Design and printing of participants list: 1,200 copies
- Design and printing of Nocturne programme: 1,000 copies
- Signalisation in and outside the venue
- Conference bags for the 1,000 delegates

## 7. Budget and Financial input from the host institution

Describe and provide a budget with incomes and expenses. Please include the following:

- Sponsors: the host is expected to find local public and private sponsors
- Ecsite will also be seeking for sponsors on an international level
- Local/national authorities financial and political support
- Human resources offered by the venue to support the organisation including technical / audiovisual staff, multilingual staff including English speaking staff. All communications with Ecsite and the delegates before and during the conference are in English
- Other financial or in-kind input

- Quote to build 80 stands of 6sq meters, in the Business Bistro
- One person representing the host in the ACPC meetings during 3 years

## **8. Financial contribution from Ecsite**

The past Hosts received from Ecsite an amount of 330 € +VAT for each paying participant. The financial agreement is based on the number of registered and paying participants. Free participants are excluded. With this amount, the Host provides to Ecsite all the space previously described; the technical support and staff; the catering for the event; the social programme (organisation, venue, catering); and the promotional material as previously described.

The effective costs of the catering (coffee breaks and lunches) of the pre-conference are reimbursed to the host by Ecsite. The direct costs of the Farewell party are charged to the participants wishing to attend and are reimbursed to the host by Ecsite. A Happy Hour is organised in the Business Bistro on Friday from 18h to 20h which is paid by Ecsite. The costs and incomes of the Business Bistro are all supported and collected by Ecsite apart for the space which is offered by the host.

## **9. Identification of proposal author and any other comments**

- Please state who is submitting the proposal. The proposal should include the written support of the science centre's / museum's Board
- In case you should want to apply as two co-hosts, please define who will be the contracted partner and therefore the reliable party for Ecsite.
- Please state whether the proposal is supported by local or national authorities
- Please do not send any files larger than 6 MB
- Please send in the Annex A, the template with the most important facts & figures about your application

## **10. Selection**

A pre-selection will be done by the Ecsite Board in November 2015. Site visits to the pre-selected Hosts will be done before February 2016. Selection of the Hosts for the Annual Conferences 2018 and 2019 should be done by the Ecsite Board in February 2016.



**Please submit your proposal electronically**  
**by 16 October 2015 to:**

Catherine Franche  
Executive Director, Ecsite  
[cfranche@ecsite.eu](mailto:cfranche@ecsite.eu)

**If you have questions during the proposal phase, please send them to [info@ecsite.eu](mailto:info@ecsite.eu) and we will see who will be the best person to answer to you.**

## List of the past and next Ecsite Annual Conferences since 1990

City	Country	Year
The Hague	Netherlands	1990
Munich	Germany	1991
Barcelona	Spain	1992
Copenhagen	Denmark	1993
Amsterdam	Netherlands	1994
Cardiff	UK	1995
Paris	France	1996
Brussels	Belgium	1997
Lisbon	Portugal	1998
Prague	Czech Republic	1999
Naples	Italy	2000
Luleå	Sweden	2001
London	UK	2002
Munich	Germany	2003
Barcelona	Spain	2004
Helsinki	Finland	2005
Mechelen	Belgium	2006
Lisbon	Portugal	2007
Budapest	Hungary	2008
Milan	Italy	2009
Dortmund	Germany	2010
Warsaw	Poland	2011
Toulouse	France	2012
Gothenburg	Sweden	2013
The Hague	Netherlands	2014
Trento	Italy	2015
Graz	Austria	2016
Porto	Portugal	2017

## How Ecsite proceeds with the applications

The Ecsite Board will assess the applications based on a list of criteria. As mentioned earlier there are a few eligibility criteria (this means, if you don't fulfil these points, your application will not be taken into consideration:

- The Host applicant must be a member of Ecsite
- The application must be complete and handed in on time. No documents are taken into consideration after 16 October 2015.
- The accessibility of the city must be easy (max of 1/2 day travel by airplane from any large European city)
- The technical requirements in terms of spaces must all be met.

### **Criteria:**

#### **City & Accessibility**

Accessibility of the city

Touristic attractiveness of the city & area

Geographical balance with past conferences

Accessibility of venue

#### **Infrastructure**

Meeting rooms, Auditorium, Business Bistro corresponding to technical requirements

High quality of IT and audio infrastructure

Capacity for seated lunches

Distance between conference spaces

Range of different hotels, number of rooms

Speakers Reception location

Gala Dinner location

Nocturne

Farewell Party location

#### **Financial Situation**

Realistic budget

Financial support of local/national authorities

Sponsors

Costs for building booths of the Business Bistro

Experience in organizing large events

Experience in finding sponsors

English speaking staff

Strong commitment

Involvement in Ecsite

Creative inputs for social programme

Quality of the application

Outstanding element in the application

## ANNEX A: Facts & figures to host the Ecsite Annual Conferences 2018 or 2019

Kindly complete this template and send it with your proposal.

### 1. Name of institution applying

\_\_\_\_\_

City : \_\_\_\_\_ Country: \_\_\_\_\_

Contact Person: Name \_\_\_\_\_

### 2. Preferred year to host the Annual Conference (AC)

Your institution wishes to host the AC in:

	Yes	No	Preferred dates if any in late May or early June
in 2018			
in 2019			

### 3. Venue

The Annual Conference will take place:

	Yes	No	Name
In the Science centre or the museum			
In another location (please specify):			

The pre-conference (Tuesday, Wednesday) will take place:

	Yes	No	Name
In the Science centre or the museum			
In another location (please specify):			

The venue has the following facilities:

	Yes	No	Comments
1 auditorium with a seating capacity of 1000 on Thursday from 8h to 11h			
1 auditorium with a seating capacity of 600 on Friday and Saturday from 8h to 10h30 and on Saturday from 18h to 19h			
Very good IT (audiovisual) installations			
3000 m <sup>2</sup> for the Business Bistro			
Registration desk and cloakroom			
Space for seated lunches			

<b>Meeting rooms Conference Thu - Sat</b>	Yes	No	<i>Identification on floor plan and Minimum Seating capacity</i>
Meeting room 1			
Meeting room 2			
Meeting room 3			
Meeting room 4			
Meeting room 5			
Meeting room 6			
Meeting room 7			
Meeting room 8			
2 networking rooms			
1 technical office to upload presentations			

<b>Pre-Conference Tue - Wed</b>	Yes	No	<i>Identification on floor plan and Minimum Seating capacity</i>
Meeting room 1			
Meeting room 2			
Meeting room 3			
Meeting room 4			
Meeting room 5			
Meeting room 6			
Meeting room 7			

#### 4. Access

	Name of airport, city	Number of Low cost companies	Frequency direct flights from European cities	Distance to venue
Nearest airport				
Nearest European airport				

Public transport: please describe the access to the venue by public transport: \_\_\_\_\_

#### 5. Accommodation

Name of suggested hotel	Number of stars (3, 4 or 5)	Price in Euros	Number of rooms	Distanc e to the venue	Public transport to venue

#### 6. Social programme and it's accessibility

Activity	Name of the venue	Distance to Conference venue	To be reached by public transport
Speakers Reception			
Gala Dinner			
Nocturne			
Farewell Party			

**7. Budget – please provide in a separate sheet.**