CALL FOR PROPOSALS

TO HOST THE

2024 ECSITE CONFERENCE

OR

2025 ECSITE CONFERENCE

ecsite

EUROPEAN NETWORK
SCIENCE CENTRES & MUSEUMS

Submission deadline: 30 April 2022, 23.59 CEST

Contents

Foreword

Ecsite - the European network of science engagement organisations - is inviting Full member organisations to host and co-organise its 2024 or 2025 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.

The Ecsite Conference plays a major role in the implementation of the [Ecsite Strategy](#). Its programme brings us forward in our strategic directions and guiding principles; stimulating cooperation and enabling the network to collaborate, experiment and learn together, from each other.

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. Hosts are 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 as well as provides the conference contents, is responsible for the Business Bistro, trade fair part of the Conference and for registering participants and collecting registration fees.

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 attendees lying on the floor, 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.

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. Taking into account staff time, Ecsite as an organisation breaks even on the Conference each year, and does not receive any structural public funding.

Who can host the Conference

Only Full members of Ecsite can host the Ecsite Conference. We also welcome co-hosting arrangements bringing together several Ecsite members, 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 reliable for all responsibilities and duties.

We don't expect Hosts 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.

No ordinary bid

As we write this invitation to bid, the world and the field of science engagement is under constraints from the covid-19 pandemic. The last in-person Ecsite Conference was organised in 2019 and we are planning to go back to an "offline" event in 2022 and 2023. These two events will show us, as well as future hosts, how the Conference changed in terms of audience expectations and numbers and many other factors. We try to write the terms of this call as close as possible to what we expect in 2024 and 2025, but these could change. Should major changes occur, decisions will be made by the Ecsite Board in collaboration with the selected Hosts. We hope to work with an organisation agile and experienced enough to look for solutions together and participate in helping the Conference evolve.

For the purpose of this call and in order to be able to compare bids, we are asking you to work on the basis scenario of the conference as we envision it for the 2022 event. We hope the organisational details you will provide us with (venue details, budget, human resources) will be broad enough to adapt them together while we negotiate the contract with selected Host.

The Ecsite Conference in a nutshell

For details, see Appendix 7.

The core

In short, the Conference takes place end of May or beginning of June and it runs for 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 seven different full-day workshops. The main Conference days are Thursday, Friday and Saturday with approximately 1,000 delegates expected, most of them professionals (CEOs, management staff, explainers, etc.) 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 and the trade fair exhibition (the Business Bistro) takes place on Thursday, Friday and Saturday and expects about 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, applications making use of two different venues is possible

Main Conference
- 1,000 delegates overall
- Around 100 sessions, up to 10 running simultaneously
- Continuously open, drop-in hands-on activities other gatherings of specific communities of practice in separate locations (like Makerspace and GameLab in previous years)
- Plenary opening and closing event as well as two plenary keynote speeches on Friday and Saturday mornings
- Seated lunches on site for all delegates, including at least one warm dish
- Trade Fair (the "Business Bistro")
- Four main social events: Speakers' Reception, Gala Dinner, Nocturne and Farewell Party.

Trade fair exhibition - the Business Bistro
- 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 65+ exhibitor booths (2,200 m2 minimum in total)
- Open to participants on Thursday, Friday and Saturday.
- Booth building on Monday-Tuesday, exhibitors setting up on Wednesday, booth dismantling on Saturday 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 night, open to all speakers and convenors, free of charge to participants. Approx. 350 people. A short reception, usually at an official place, to thank those actively contributing to the programme. Very short speeches, drinks, light snacks, Informal but top-level event focused on networking.
- 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.
- Gala Dinner: on Thursday night. Included in participants' full Conference package. A seated three-course dinner in a beautiful venue. A nicely orchestrated atmosphere,

but no speeches and no heavy entertainment, this is a comfortable and classy networking time. One of the only moments where everyone is together.

- Business Bistro Happy hour: on Friday night, 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.
- 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. 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.

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)
- Organisation of all logistical aspects of the event
- Organisation of social programme
- Providing an onsite team for all logistics (planning, coordination, registration, technics and IT, catering, session room supervision)
- 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 information and accommodation booking platform
- Participation in the Conference's Programme Committee for three years
- Recording logistical data (e.g. meal count, hotel bookings etc) to help future hosts
- 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
- Providing hardware and software and supervising production of an online part of the Conference (limited to streaming of keynote speeches and other selected parts of the programme, enabling participation of online speakers in a fraction of sessions)

Summary of Ecsite's responsibilities

- Supervision and decision-making on all aspects concerning the Conference;

- Conference content and programme (incl. identifying keynote speakers and covering their fee);
- Providing and maintaining the Conference app and its content (mainly Conference programme)
- Fundraising at the European and international level
- Promotion at European, international level and between network members
- Setting up prices, organising registration and fees collection;
- Business Bistro organisation, exhibitor and sponsor recruitment, fee collection.

Financial mechanisms between the Host and Ecsite

For details, see Appendix 8

Ecsite collects all registration fees and pays the Host fixed amounts for:
1. Regular participant per day of pre-Conference and main Conference
2. Regular participant for the following social events:
   - Gala Dinner
   - Nocturne
   - Newcomers breakfast
   - Farewell Party

Sponsors

The Host and Ecsite each seek sponsors, funding and donors. In order to offer a consistent range of benefits over the years, Ecsite is in charge of designing the standard sponsors and partners packages on offer for the Conference. Ecsite consults these with Host in the context of fundraising strategy and benefits that overlap with Host or Ecsite organisational responsibilities. Most Conference sponsors are also Business Bistro exhibitors, but this is not a rule. As a general rule, the Host seeks partners located within its country while Ecsite seeks partners located outside the Host country. Parties respect teach other 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.

How to structure your bid

Bid checklist

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, as they make bid analysis painstaking.

Mandatory elements

A. Letter of introduction: one-page, bearing the signature of the person legally entitled to commit your organisation (scan)
B. Main pitch: free form document, addressing questions listed in Appendix 3. Please try not to go over 15 pages.
C. Facts and figures: filled in Appendix 4 form
D. Budget: filled in Appendix 5 form
E. Floor plan(s) of rooms and facilities: with a clearly indicated scale allowing to locate rooms and facilities listed in Appendix 4, accompanied by at least one picture of each room. Please list also any existing accessibility barriers and how you plan to overcome the
F. Floor plan(s) of the Business Bistro area: with a clearly indicated scale, showing minimum 65 and maximum 70 booths and other Business Bistro elements listed in Appendix 7
G. Quote for assembly & dismantling of 65 booths: see Appendix 6 for details
H. City map: showing all the Conference & social event venues, with a clearly indicated scale

Optional element

Letter(s) of support from local and/or national stakeholders (scanned – can be provided in language other than English if they come with a translation)

Additionally

Short-listed candidates will be asked to provide and overall project management plan and work schedule (see important dates)

Selection criteria

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 30 April 2022
- The accessibility of the city must be easy (max of 1/2 day travel by airplane or train from any large European city)

- The technical requirements in terms of spaces must all be met

Selection criteria:

Infrastructure
- Session rooms, Business Bistro and other spaces specified in Appendix 7
- Modularity of session spaces
- Quality of WiFi, IT and audiovisual infrastructure
- Capacity for seated lunches
- Distance between Conference spaces
- Accessibility of venues and facilities

City & Country
- Accessibility of the country and the city
- Geographical balance with past conferences (see Appendix 2)
- Quality of public transport
- Accommodation: range of different offers, number of beds
- Political and economic stability, security of fundamental rights of country citizens.
- Local cost of living for attendees
- Vibrancy of local science engagement scene
- City-wide sustainability approach
- Tourist attractiveness of the city, area and country

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

Financial
- Realistic and detailed budget
- Expected financial support of local/national authorities
- For Ecsite: cost of building booths of the Business Bistro

Hosting team
- Motivation to host the Conference
- Realistic and suitable human resources allocation – a short-listed candidates will be asked to develop a preliminary project management plan and schedule
- Experience in organising large events (500+ participants, more than 1 day long) and events for international audiences

- Experience in finding sponsors / funders
- Collaboration with other science engagement stakeholders at local, regional and/or national level to enrich the Conference
- Promotional strategy at national/local level to attract potential attendees located nearby
- Commitment to sustainability and reducing the Conference's environmental footprint
- Level of hosts organisation involvement in the Ecsite network
- English-speaking staff

Important dates

Please submit your proposal via email by 30 April 2022, 23.59 CEST to:

Catherine Franche
Executive Director, Ecsite
events@ecsite.eu

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

A pre-selection will be made by the Ecsite Board in June 2022.

Site visits to the pre-selected Hosts will take place before the end of August 2022 (Chairperson of the Conference Programme Committee + two Ecsite team members).

Visited hosts will be asked to prepare an overall project management plan and work schedule, with approx. deadline a month after the visit.

The final selection of the Hosts for the 2024 and 2025 Conferences should be done by the Ecsite Board in September or October 2022.

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

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 – Form for the facts & figures (element C of your bid)
- Appendix 5 – Form for the budget (element D of your bid)
- Appendix 6 – Specifications for getting booths assembly & dismantling quote (element G of your bid)

- Appendix 7 – Specifications of the Conference as we know it today
- Appendix 7: Financial agreement

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

- Watch this [summary video of the 2019 edition and check out the 2019 programme.](#)
- Check out the [website of the current edition](#) and [an archive of past editions.](#)
- Browse through [photos of previous editions](#)

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

City	Country	Year	Attendance
-	Malta	2023	TBC
Heilbronn	Germany	2022	TBC
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

Note: while nothing forbids the Conference from taking place multiple times in the same country we hope that future editions will showcase Ecsite network institutional and cultural diversity.

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.

You and your 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 to host the Ecsite Conference: why you? What would you bring to the Conference and what would the Conference bring to your organisation? What does the conference success look like to you? How will the edition hosted by you help to implement the Ecsite network strategy?
- List concrete examples of actions you will take to reduce the Conference's environmental impact?

Your city & region as a destination for the Ecsite Conference
- 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, attracting new participants to the Conference.
- Give a brief overview of your city's commitment to sustainability

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

More about the hosting team
- Describe the partners and key contractors you would be working with and who would be doing what

- 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

Appendix 4 – Form for the facts & figures (element C of your bid)

You will find an [editable version here](#)

Appendix 5 – Form for the budget (element D of your bid)

You will find an [editable version here](#)

As you will see in the budget template, you may add lines or adapt the form to reflect your local realities. However please don't touch the "Income from Ecsite" section.
Please use costs as known at the time of your bid.

Appendix 6 – Specifications for getting booths assembly & dismantling quote (element G of your bid)

This is how we usually present our quote request, you can adapt it to obtain the quote.

DESCRIPTION	Exhibition in the Business Bistro
PROJECT/EVENT	Ecsite Conference
DATE	Monday-Sunday of late May to mid-June 2024 and/or 2025
	• Monday-Tuesday: set up days for booth building company • Wednesday: set up day for exhibitors • Thursday-Saturday: event running • Saturday from 18.00-Sunday (or potentially Monday, to be negotiated locally): dismantling
LANGUAGE	English
VENUE	(specify)
BUSINESS BISTRO DESCRIPTION	Ecsite is the European network of science centres and museums, the organisation has 300+ members, organisations in Europe and worldwide. The Conference is the annual gathering of professionals working in science communication. It is attended by approx. 1,000 people and it takes place every year in a different European country, hosted by a local museum. The Conference consists of a varied programme with 100+ sessions and an exhibition area, the so-called **Business Bistro.**

In this exhibition area, private companies, museums & science centres and international organisations can promote their products or services. All the coffee breaks of the conference take place in the Business Bistro to maximize attendance and a Happy Hour is organised on the Friday night (18.00-19.00). The Business Bistro runs for the whole duration of the Conference from Thursday to Saturday evening (6 - 8 June 2019). The Business Bistro is a very important part of the Conference for Ecsite. It holds +/-65 booths.

To build the booths and offer technical support, Ecsite is looking for a local stand building company that can address all the requirements listed in this quote request.

Ecsite handles the booking process and the communication with exhibitors. The only case in which exhibitors will be in touch with the stand building company is if they require equipment on top of the standard booth offer (see "additional orders" below).

REQUIREMENTS

BOOTHS

65 booths split up in:
- 59 booths 3 m long, 2 m wide and 2.5 m high (6 sqm);
- 6 booths 2 m long, 2 m wide and 2.5 m high (4 sqm).

The booths are set up according to a floor plan that Ecsite and the local conference host put together.

Each booth needs basic equipment:
- Head panel: on every booth the exhibiting company's name and booth number should be listed (please include printing and installation costs in your quote);
- Carpet inside the booth (neutral colour);
- Electricity in each booth (two plugs usually 220V);
- Lighting on each booth (number of light sources depends on how strong they are);
- One table & two chairs.

ADDITIONAL ORDERS

- The stand building company should take ownership of additional orders the exhibitors will ask for. This will be extra furniture (a cabinet, bar stools, extra tables, brochure displays...), AV equipment (plasma screen...), even flowers if needed. The stand building company will provide a catalogue and price list for the most common items;
- The exhibitors will contact the stand building company directly to order this extra equipment. They pay directly to the stand building company for these additional orders. The stand building company commits to reply to exhibitors' emails within three working days;
- Ecsite itself holds a booth in the Business Bistro, that is dedicated to promoting the future edition of the conference. The stand building

company offers Ecsite a special discount on all additional orders required for its own space.

STAFF   The stand building company offers a senior project manager who has good English language skills both written and spoken. This person will be the single point of contact for the whole project from start, and until final invoices are settled after the event.

On Monday and Tuesday, the company will set up all booths and place rented furniture so that the space is ready for the exhibitors to set up their own materials on Wednesday 6 June.
On Wednesday (from 8.00 to 23.00) and Thursday (from 8.00 to 11.00), the stand building company will set up a help desk at the Business Bistro to help exhibitors with any questions they may have related to their stand and/or rented furniture. On these days, the company also offers 2 helpers with some English language skills (spoken) to assist exhibitors with the setup of their booth (carrying boxes, putting posters up, installing the extra ordered furniture...).
Also, on Saturday evening, when the conference ends, helpers should be available for the exhibitors. This team needs to come with basic event equipment like forklift, pallet truck, tape, stapler, Velcro, tie wraps...

REQUIREMENTS	
BOOTHS	65 booths, split up in: - 59 booths 3 m long, 2 m wide and 2.5 m high (6 sqm); - 6 booths 2 m long, 2 m wide and 2.5 m high (4 sqm). The booths are set up according to a floor plan that Ecsite and the local conference host put together. Each booth needs basic equipment: - Head panel: on every booth the exhibiting company's name and booth number should be listed (please include printing and installation costs in your quote); - Carpet inside the booth (neutral colour); - Electricity in each booth (two plugs usually 220V); - Lighting on each booth (number of light sources depends on how strong they are); - One table & two chairs.
ADDITIONAL ORDERS	- The stand building company should take ownership of additional orders the exhibitors will ask for. This will be extra furniture (a cabinet, bar stools, extra tables, brochure displays...), AV equipment (plasma screen...), even flowers if needed. The stand building

	company will provide a catalogue and price list for the most common items; - The exhibitors will contact the stand building company directly to order this extra equipment. They pay directly to the stand building company for these additional orders. The stand building company commits to reply to exhibitors' emails within three working days; - Ecsite itself holds a booth in the Business Bistro, that is dedicated to promoting the future edition of the conference. The stand building company offers Ecsite a special discount on all additional orders required for its own space.
STAFF	The stand building company offers a senior project manager who has good English language skills both written and spoken. This person will be the single point of contact for the whole project from start, and until final invoices are settled after the event. On Monday and Tuesday, the company will set up all booths and place rented furniture so that the space is ready for the exhibitors to set up their own materials on Wednesday 6 June. On Wednesday (from 8.00 to 23.00) and Thursday (from 8.00 to 11.00), the stand building company will set up a help desk at the Business Bistro to help exhibitors with any questions they may have related to their stand and/or rented furniture. On these days, the company also offers 2 helpers with some English language skills (spoken) to assist exhibitors with the setup of their booth (carrying boxes, putting posters up, installing the extra ordered furniture...). Also, on Saturday evening, when the conference ends, helpers should be available for the exhibitors. This team needs to come with basic event equipment like forklift, pallet truck, tape, stapler, Velcro, tie raps...

Appendix 7 – Specifications of the Conference as we know it today.

1. Spaces

MAIN AUDITORIUM / STAGE	
Where?	Main conference venue
When?	Thursday / Friday / Saturday
Capacity	Minimum of 1,000 people
Basic requirements	• An auditorium-type of space • With a stage at the front • A pulpit • A total of minimum 1,000 chairs facing the stage

Technical equipment	• 2 microphones for speakers and convenors • 1 wireless microphone with extra batteries for the audience • 1 computer connected to the Internet and to a central upload point • 1 projector and sound system • 2 backup computers • At least 3 different cameras set at 3 different angles • Lighting suited to a live studio • Full technical equipment to stream events online and record them for future use.
Remarks	A professional technical team is needed, capable to stream and record all events happening in this space.

SESSION AND WORKSHOP SPACES		
Where?	Pre-Conference venue	Main Conference venue
When?	Wednesday	Thursday / Friday / Saturday
Capacity	7 spaces with capacity for 50-70 people each	10 spaces with capacity for 100-150 people each
Basic requirements	• A total of minimum 1,000 chairs must be available. • A set of 30 tables must be available on demand.	
Technical equipment	Each space must be equipped, at least, • with 2 microphones for speakers and convenors • 1 wireless microphone with extra batteries for the audience • 1 computer connected to the Internet and to a central upload point • 1 projector and sound system • 1 backup computer • 1 poster board and flip chart including pens • Office material (paper, staplers, pens, scissors, post-it notes, blue tack, etc.) • Power plugs for speakers and participants	
Remarks	• None of the spaces listed above can be theatre style or auditoriums. • The setup of the rooms is adapted upon request of the session convenors (list of needs provided by Ecsite 3 weeks prior to the Conference).	

DROP-IN ACTIVITY SPACE	
Where?	Main conference venue
When?	Thursday / Friday / Saturday
Where?	Main Conference venue
Capacity	50-70 people
Basic requirements	• A workshop stations with additional equipment, depending on the drop-in activity type • A projections screen and additional chairs to create a small session space

Technical equipment	Technical specifications are defined during the Conference programme planning. Please use an example of Makerspace (below) to budget the costs of this space
Remarks	This space might require additional set-up time 1-2 days before the Conference

Example of a drop-in space requirements

Makerspace

- *10 by 20 meters space near session rooms or potentially at the Business Bistro*
- *If at Business Bistro, partitions are needed to provide privacy during formal session*
- *Sturdy/strong working tables and chairs, to put machines and heavy tools on and to host 50-60 workshop participants.*
- *10-12 classroom / folding tables for materials & supplies; table lamps / clamp lights*
- *Wall space or sturdy dividers for hanging projects and examples*
- *Depending on light levels, either a large LCD screen or a video projector for the sessions; electric extensions (20 plugs in total); wifi and cable internet*
- *Minimum required tools and machines: soldering iron station (soldering iron, desoldering pump, protection, safety glasses), hot glue station, cutting mats / utility knife stations, electronics bench (multimeter, wire tools, etc...), general hand tools & workshop materials (clamps, zip ties, drill guns, tweezers, pliers, scissors, screw drivers, small saw, tape measurer) , 10-12 extension cords, power strips, access to scrap cardboard/wood/material, 1 vinyl cutter, 1 inkjet colour printer, at least 1 3d printer(s), 1 laser cutter, 12 laptops (classroom set).*

Remarks: equipment can be usually rented from a local makerspace

LUNCHES VENUE			
Where?	Pre-Conference venue		Main conference venue
When?	Lunchtime: Wednesday		Lunchtime: Thursday / Friday / Saturday
Capacity	for about 300 people	for about 1,000 people	
Basic requirements	Tables and chairs for all participants		
Technical equipment	To be specified by Caterer / host.		
Remarks	see section "2 Catering"		

REGISTRATION AND INFORMATION DESKS	
Where?	Main Conference venue, both for pre-Conference and main Conference
When?	Wednesday / Thursday / Friday / Saturday
Capacity	Large space (at least 10m in width x 25m in length) required so participants can queue

Basic requirements (example set-up)	• "*Already registered online*" desk = counter space for 3 staff, equipped with badge printers • "*Sponsors & exhibitors*" desk = counter space for 1 staff (no equipment, just a list) • "*Buying tickets today*" desk = 1 table, 2 chairs for participants in front of 2 laptops, and 1 chair for staff on the opposite table side • "*Payments*" desk = counter space for 4 staff, each equipped with a laptop, sharing 2 badge printers, credit card terminals and regular A4 printer) • "*Information*" desk: = counter space for 2 staff, with space for city maps, brochures, helpful telephone numbers etc. • A lockable cabinet to store badge printers and laptops • Basic office material (A4 paper, staplers, pens, scissors, etc.) • A cloakroom for participants, close to the desks • A space behind the counters for the staff, 4 chairs around a large table
Technical equipment	• Excellent Internet connection • Power plugs to connect 5 badge printers and 2 laptops brought by Ecsite • 4 laptops and 1 A4 printer provided by the Host (printer must be connected to the 2 Ecsite laptops and to 1 other computer) • 2 credit card terminals with a user guide, linked to a bank account to collect the payments by card (bank statements required to match card payments in detail – no need to open a specific bank account)
Remarks	Set-up of this space is flexible and might be different from what is described above, but it must be approved by Ecsite in all cases.

BUSINESS BISTRO	
Where?	Main Conference venue
When?	Thursday / Friday / Saturday (plus Installation and Dismantling, see below)
Capacity	The Host will offer a space in the Conference venue, located in a strategic spot, with a maximum effort to make the Business Bistro a lively place. The capacity is defined by the basic requirements (see below) and the number of participants.
Basic requirements	Booths • A free space around 2,200 m² for building the stands • holds +/- 65 booths (standard measures: 2-3m long, 2m wide, 2.5m high) • Accessible to internal or external providers • Full information on technical details: lifts dimensions, stairs, weight, etc. • Head panel: on every booth the exhibiting company's name and booth-number

	• Carpet inside the booth (neutral colour) • One table & two chairs per booth • A freely available safe storage space for exhibitors' own material and IT available one week before the event, during the event and two days after the closure of the Business Bistro. The space must be large enough to store 65 exhibitors' equipment and fridges should be provided to keep food and drinks exhibitors bring for the Happy Hour event on Friday • 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 • Comfortable lounges for about 50 seated people in minimum 4 different lounge areas • Social media wall – a large screen displaying live tweets and other online content • 1 communal working table (see below)

Coffee break spots (see additional details below) • Enough distribution spots depending on number of participants • Tables for participants to leave their glasses/cups • Personnel, cutlery, tables

Technical equipment	• Electricity in each booth (two plugs usually 220V); • Lighting on each booth; • • basic event equipment like forklift, pallet truck, tape, stapler, Velcro, tie raps • 1 communal working table with access to electrical plugs (for 12 people and minimum 6 charging computers) See above
Detailed schedule	• a week before the Conference exhibitors send their materials and exhibits to the venue (storage space should be accessible for them • Monday – Tuesday, 9.00 to 18.00: local company builds booths • Wednesday, 8.30 to 23.30: exhibitors set up their booth, • Thursday, 8.00 to 10.00: exhibitors finish setting up set up their booth • Thursday, 10.30 to 17.30: open to participants • Friday, 9.00 to 19.15: open to participants • Saturday, 9.00 to 16.30: open to participants • Saturday, 16.30 to 23.30: exhibitors remove their materials • Sunday and optionally Monday – exhibitors, together with host, work on sending the materials backl
Remarks	see next paragraph on catering

COFFEE BREAK SPOTS			
Where?	Pre-Conference venue	Main Conference venue	Board meeting room

When?	Tuesday / Wednesday	Thursday / Friday / Saturday	Wednesday
Capacity	Space with a capacity around 300 participants	Space with a capacity around 1,000 participants	about 15 people
Basic requirements	Enough tables to cater the needs of this event.	*All Main Conference coffee breaks take place in the Business Bistro.*	One table large enough to hold the catering needs of this event.
Coffee breaks etc.: technical Equipment to be specified by host / Caterer			
Remarks		See section "2 Catering"	

UPLOADING PRESENTATION ROOM	
Where?	Main-Conference [Ecsite camp]
When?	Thursday / Friday / Saturday
Capacity	1 room
Basic requirements	• Tables and chairs
Technical equipment	• Minimum 3 computers • IT-network to distribute presentations to computers in session rooms • A freely accessible A4 black and white printer (limited to 20 pages per participant)
Remarks	Constant presence of a technician required in this room (whole event, 8.00- 18.00)

NETWORKING MEETING ROOMS		
Where?	Pre-Conference venue	Main-Conference venue
When?	Wednesday	Thursday / Friday / Saturday
Capacity	2 rooms with capacity for 30 people	
Basic requirements	• Tables and chairs • Office material	
Technical equipment	• A projector or screen • Electricity plugs	
Remarks	These rooms are available to book for conference participants if they need to host a meeting during the conference	

SPONSORS ROOMS	
Where?	Main-Conference
When?	Thursday / Friday / Saturday
Capacity	2 rooms with capacity for 30 people

Basic requirements	• Tables and chairs for 15 people • Free area of at least 15 sqm • Two spares tables to be freely moved by sponsors • Office material
Technical equipment	• A projector or screen
Remarks	These rooms are available to book for Business Bistro exhibitors and Sponsors if they need to host a meeting during preconference

ECSITE ONSITE OFFICE		
Where?	Pre-Conference venue	Main Conference venue
When?	Wednesday	Saturday
Capacity	closed office for Ecsite, 6 seats and desks	
Basic requirements	• Tables and chairs • Office material	
Technical equipment	• Internet access • Two monitors • Mice & keyboards • Access to a nearby printer	
Remarks	Ideally this office is the same or close by the Host team's office. It facilitates communication and team building.	

STUDIO (OPTIONAL)	
Where?	Main-Conference [Ecsite camp]
When?	Thursday / Friday / Saturday
Capacity	1 room
Basic requirements	A space for photographers, the camera crew, for technicians editing videos, and/or for the social media team.
Technical equipment	Needs to be defined in due course. Estimated: 5+ large computer screens, cable internet, electricity plugs

1. Events within the conference

OPENING CEREMONY	
Where?	Auditorium/Main stage
When?	Thursday, c. 9.45 – 11.00
Capacity	up to 1,000 participants
Basic description	This ceremony officially opens the Main conference. It includes the Mariano Gago Awards ceremony and brief speeches by the Host, Ecsite President, Ecsite Executive Director, a maximum of two invited speakers and short entertaining intervals. Keeping words to an absolute minimum, these intervals are providing a break from

	speeches and conveying an aspect of the national or regional culture. There will be two or three intervals lasting 3-5 minutes.
Technical equipment	For the Opening Ceremony the technical equipment available at the auditorium/stage (listed above in 1 Spaces) will be used. Depending on the details of the programme extra equipment needed might be needed.
Responsibility	• Ecsite and ACPC are responsible for the design and contents of the ceremony. • Ecsite oversees inviting European and international speakers (if relevant). • The host will invite national authorities. • The host will provide short entertaining intervals.
Remarks	Optional: Online-Streaming

KEYNOTE SPEECHES	
Where	Auditorium/Main Stage
When?	Friday, 10:30 – 12:00; Saturday, 10:30 – 12:00
Capacity	up to 1,000 participants
Basic description	
Technical equipment	For the Keynote Speeches the technical equipment available at the auditorium/stage (listed above in 1 Spaces) will be used.
Responsibilities	• Ecsite and ACPC are responsible for the selection of the speakers. • Ecsite will pay the fee and all related costs of the invited speakers. • The host is responsible for streaming/recording the speeches
Remarks	

CLOSING EVENT	
Where?	Main Auditorium / Stage
When?	Saturday, after the last session slot, c. 18.00 – 18.45
Capacity	up to 1,000 participants
Basic description	This ceremony officially closes the Conference. It takes place after the last session slot of the last day and it lasts an hour maximum. It includes short speeches by the Host, Ecsite and ACPC representatives and the official handover of the conference bell to the next Host.
Technical equipment	For the Closing Ceremony the technical equipment available at the auditorium/stage (listed above in 1 Spaces) will be used. Depending on the details of the programme extra equipment needed might be needed.

Responsibilities	• Ecsite and ACPC are responsible for the design and contents of the ceremony. • A representative of the future host will give a short speech and a presentation (could range from a movie to a short science show) • The Host will receive a bell from its predecessor, which acts as a sort of conference totem, passed from host to host. The Host will have the place & dates of its own edition engraved on the metal plate that comes with the bell's box, before passing on the bell to the next host during the 2023 Closing ceremony.
Remarks	Optional: Online-Streaming

ECSITE ANNUAL GENERAL MEETING (AGM) VENUE	
Where?	other
When?	Friday, probably 15.45-17.00
Capacity	up to 200 participants
Basic description	• A room to welcome 200 participants with a setup allowing to control access via one unique point of entrance • A welcome desk outside of the room for people to sign in, with enough space to accommodate four Ecsite team members each handling a queue. • Tables and chairs for speakers • Tables for serving the coffee break catering
Technical equipment	• Full audio-visual equipment (projector, microphones, technician)
Catering	• Coffee break catering for 200 people inside the venue • Small water bottles/jars and glasses for the speakers
Responsibilities	Ecsite is responsible for the meeting.
Remarks	Optional: Online-Streaming Participants of the AGM will take their coffee break inside the venue – instead of taking it at the standard coffee break spots.

ECSITE BOARD MEETING & LUNCH	
Where?	other
When?	Wednesday, afternoon
Capacity	maximum 20 participants
Basic description	Tables, chairs
Technical equipment	Audio-visual equipment (projector, microphones, technician)
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.
Remarks	Meal costs are reimbursed by Ecsite.

ECSITE BOARD DINNER	
Where?	Restaurant in city
When?	Wednesday, evening, just after the Speakers reception, around 20.00.
Capacity	maximum 25 participants
Basic description	
Technical equipment	
Responsibilities	The Host selects a restaurant and handles the booking process. Ecsite approves the restaurant, the catering options and the final invoice.
Remarks	Meal costs are reimbursed by Ecsite.

2. Catering

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 meat, fish or vegan options.
- Drinking water, served in a non-plastic drinkware, must be at participants' disposal all day, during the whole event.
- Re-usable and/or recyclable tableware.
- Ecsite will review and approve all menus.

To consider:

- Other food requirements than listed above (e.g. halal food).
- Sourcing food from local and sustainable producers, with an effort will be made to reduce meals' carbon footprint.
- If local legislation allows, redistribution of spare food.
- Going "all vegetarian" to improve conference sustainability

LUNCHES			
Where?	Pre-Conference	Main-Conference	Board meeting
When?	Tuesday / Wednesday – Lunchtime	Thursday / Friday / Saturday – Lunchtime	Wednesday
Capacity	for about 300 people	for about 1,000 people	for about 15 people

Basic requirements	• Buffet meal/boxed lunches: choice of first courses and choice of warm main courses • Drinks: water, juices, soft drinks, coffee, tea; • Personnel and cutlery	Light lunch (buffet style) must be arranged for Board members, just before the meeting.
Remarks	Note: Dessert / fruit to be served at coffee break spots in the Business Bistro, right after lunch.	Meal costs are reimbursed or paid directly by Ecsite

COFFEE BREAKS			
Where?	Pre-Conference	Main Conference	Board meeting
When?	Wednesday	Thursday / Friday / Saturday	Wednesday
Capacity	for about 300 people	for about 1,000 people	For about 15 people
Basic requirements	• Coffees, teas, juices, biscuits, water, a variety of fruits; • Personnel, cutlery,	• Coffees, teas, juices, biscuits, water, a variety of fruits • Dessert and fruit during lunch hours • Personnel, cutlery, tables	• Coffee, tea, water jars and glasses available during the meeting.

For social events catering specifications see next paragraph

3. Social Events

SPEAKERS RECEPTION	
When?	Wednesday, c. 18:30 – 20:00
Capacity	350 participants
Basic description	The Speakers Reception gathers speakers and conveners for a drink on the evening before the Main conference starts. Host representatives, local officials, and the Ecsite President traditionally deliver very short welcome speeches.
Technical equipment	Microphone and possibly screen projection for potential speeches or an informal show;
Catering	• Drinks (wine or other alcohol, juices, water, soft drinks) • Light snacks
Responsibilities	• The host is responsible for the design of the event. • The design and contents of the evening must be approved by Ecsite

EXHIBITORS' SNACK	
When?	Wednesday, 18:30 – 20:30
Capacity	100 participants (exhibitors and their staff)
Basic description	The Exhibitors Snack is a very informal break offered to those working into the evening to set up their booth on the Wednesday evening.
Technical equipment	Tables
Catering	• Two drinks per person (beer or other alcohol, juices, water, soft drinks) • Pizza (or a local equivalent): half a pizza per person
Responsibilities	• Ecsite is responsible for the event. • The host will organise the catering.
Remarks	• Catering costs to be approved and reimbursed or paid directly by Ecsite • Setup and clean up reimbursed or paid directly by Ecsite

NEWCOMERS BREAKFAST	
When?	Thursday, c. 08:00 – 09:30
Capacity	100 participants
Basic description	The Newcomers Breakfast offers first-timers an opportunity to make friends and get tips from conference regulars. It takes place on the first morning of the Main conference.
Technical equipment	Catering facilities (tables, chairs, cutlery, personnel…)
Catering	Generous breakfast offer (choice of sweet and savoury breakfast items, fresh fruit, hot drinks, juices…)
Responsibilities	Contents and networking activities organised by Ecsite.

GALA DINNER	
When?	Thursday, 19:30 – 00:00
Capacity	minimum of 1,000 participants
Basic description	The Gala Dinner brings all participants together in 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.
Technical equipment	• Catering facilities (tables, chairs, cutlery, personnel…); • One printed menu per table (alternatively: made available by the conference app) • Onsite cloakroom;

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 of the event. • The design and contents of the evening must be approved by Ecsite.
Remarks	Participants may purchase extra tickets for this event for accompanying people.

NOCTURNE	
When?	Friday, 20:00 – 00:00
Capacity	minimum of 1,000 participants
Basic description	The Nocturne takes place on the second evening of the Main Conference at the Host venue and is the chance for the Host and partners to impress participants with a glimpse of the local and national science engagement scene: exhibitions, shows, workshops... It includes entertaining activities, music and a tasty buffet dinner.
Technical equipment	• Entertaining programme; • A stage for the Ecsite Jazz band, lights and sound system, basic instruments such as a piano and drums; • Catering facilities (tables, cutlery, personnel...); • Onsite cloakroom
Catering	• Buffet meal: choice of first course, choice 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.
Responsibilities	• The host is responsible for the design of the event. • The design and contents of the evening must be approved by Ecsite.
Remarks	• The final programme of the evening must be sent to Ecsite two weeks ahead of the event. Ecsite is responsible for making this programme available on the Conference app. • Participants may purchase extra tickets for this event for accompanying people.

FAREWELL PARTY	
When?	Saturday, 21:00 – 02:00
Capacity	up to 500 participants

Basic 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.
Technical equipment	• Floor, lighting and atmosphere suited to dance • Music – preferably life DJ • Onsite cloakroom
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 of the event • The design and contents of the evening must be approved by Ecsite.
Remarks	Participants may purchase extra tickets for this event for accompanying people.

4. Visual Identity

The Host is responsible for the design of a visual identity for the Conference, including a Conference logo and a Key Visual, the graphic design of the Conference promotional material for prints, social-media, www and the conference app as well as conference venue branding and wayfinding. Hosts and Ecsite work together on a designer brief for the visual identity. Hosts provides Ecsite with a visual identity manual (together with defined color-scheme, recommended fonts, templates etc). Ecsite signs off all graphics and materials produced for the conference.

All promotional materials must include Ecsite logo (Ecsite visual identity guide will be provided), as well as conference sponsors logos, where relevant.

As a rule of thumb the Conference prints are limited to essential, most of the conference materials, including the full programme, is available online. Conference gadgets should be, if possible, created using recycled materials.

Examples of most commonly produced promotional assets:

- Visual identification, posters, leaflets, gadgets for the promotional Business Bistro booth at the previous Conference
- A Conference invitation for e-mail and social media campaign
- A programme-at-a-glance leaflet with venue map and list of all sessions
- Certificate of attendance for participants
- Social media templates for posts, tweets, stories

- Outdoor and indoor wayfinding and information system
- Different adaptations of graphic assets for example to a full-page advertisement for a magazine

Main prints:

- Participants badges and lanyards
- Wayfinding and venue branding
- Programme-at-a-glance leaflet with venue map
- Participants list booklet
- Different small print for social events, for example Gala Dinner menus or Nocturne programme

5. Staff

Specifications below are an example of staff effort needed to organise and run the conference. Shortlisted Host candidates will be asked to prepare an overall project management structure for the Conference organisation. Additional details will be provided by Ecsite at this stage.

The Host provides in kind staff time and directs costs and overheads including:

- One person who will attend all meetings of the Conference Programme Committee for Year-1, Year 0 and Year+1 and participate in two handover training workshops where the organisational competencies are transferred from one Host to the next (one as a future Host, and one as a past Host).
- A project manager and a team supervising all hosts responsibilities and working with Ecsite from Year -1 (part-time to full-time in the year 0)
- A team at the [year-1] edition, staffing the Host's booth and delivering a performance during the Closing ceremony. This performance needs to promote the unique selling points of the [year0] Conference. It needs to be approved by Ecsite.
- A Host team of minimum 30 people during the Conference, responsible for coordination, setting up, registration and information desks, presence in all session rooms, upload room, feedback forms collection and treatment, lunch area, cloak room etc... This team will be led by a central contact person for Ecsite.

Remarks: hosting the Conference usually involves most 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 Conference

6. Main organisational milestones

Details below are example milestones, basing on the 2022 Conference experience. Shortlisted Host candidates will be asked to prepare an overall organisational schedule, with details be provided by Ecsite.

Take note that while there are no milestones in the beginning of Year -1 there is essential work to be done by hosts during that time. The hosts workload intensifies closer to the Conference.

Milestone	Deadline
Visual Identity sent to Ecsite for approval	May Year-1
Basic info on the Conference released	June Year -1
Promotional activities at the previous conference edition (Business Bistro booth, closing event presentation)	June Year -1
Detailed venue plan sent to Ecsite for approval, including Business Bistro layout	July Year -1
Quote for the Business Bistro set-up and operation sent to Ecsite for approval	July Year -1
Launch of call for session proposals	August Year -1
Keynote selection by ACPC *This milestone might move to April Year -1*	September Year -1
Closing of call for session proposals	October Year -1
Programme of all social events sent to Ecsite for approval	November Year -1
Session selection by ACPC (during a meeting at hosts venue)	December Year -1
Booking platform launched	January Year 0
Conference programme release	End of January Year 0
Online registration opens	Early February Year 0
First invoice for known Regular Participants sent to Ecsite	April Year 0
Deadline for changes in the programme and Conference app release	End of April Year 0
The event	June Year 0
Final invoice sent to Ecsite and budget summary	August Year 0

Appendix 7: Financial agreement

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 2022 example).

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

Ecsite will pay the Host fixed amounts as follows:
- Per Regular participant per day of pre-Conference and main Conference: 75€ ex-VAT
- Per Regular participant for 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 VIP guests, host and Ecsite staff. Besides this Ecsite reimburses other costs, mentioned in the events specifications in Annex 7, for example costs of Board Lunch.

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