

# Call to host the 2024 Directors Forum

**Who can submit:** Ecsite Full member organisations

**Submission deadline:** 31 August 2023

**Selection:** September 2023

**Event date:** Two days (Thursday, Friday) in October or November 2024

**Participants:** 80 - 90 Directors and Senior Managers of Ecsite member organisations.

Every year in November (or late October), the Directors and Senior Managers of European science engagement institutions meet at the Ecsite's **Directors Forum**. This two-day event is a safe space to discuss topics of strategic importance for science centres and museums, and other science engagement organisations, share lessons learned, and network with high-level professionals.

Hosting the Directors Forum provides a range of benefits for the host organisation. It reinforces the host's position as a thought leader in the European science engagement field and showcases organisational know-how and expertise to building partnerships that can lead to future collaborations.

Ecsite invites its Full member organisations to host the 2024 Directors Forum in October or November 2024. Applications should include the following points:

- an introduction letter signed by the organisation's director describing the organisation and motivation to host the event
- a brief on a relevant and strategic topic for the Forum and a draft programme
- ideas for social/optional events and tours showcasing the local cultural scene and science engagement community.
- description of current sustainability and accessibility measures applied across the host organisation and/or the proposed event venue

The applications can follow any format but should not exceed 4 pages and need to include a completed [organisational checklist](#) covering technical requirements for the event.

The Ecsite Board will select the event host considering:

- the completeness of the application
- the strategic relevance of the suggested topic
- the relevance and attractiveness of the draft programme and the local cultural and science engagement scene
- sustainability measures of the host organisation and accessibility of the venues
- the geographical balance with past and upcoming Ecsite events. (see: [list of past Ecsite events](#))

The selection will be made in September 2023. All applicants will be informed about the decision by November 2023. The host will be announced to the Ecsite member organisations during the [International Directors Forum](#) on 14 November 2023.

## Technical appendix

### 1) EVENT DETAILS

The event is traditionally organised on two days in November. For the 2024 edition October dates are also eligible, to avoid overlapping with the ASTC Conference usually organised in a similar period of time.

Traditionally the event starts around noon on Thursday and ends with lunch on Friday, followed by optional local tours. The exact schedule will be defined together with the hosting organisation.

Based on the 2022 Director's Forum, attendance of 80 – 90 participants are expected. The event is open to Ecsite members – a wide range of organisations based in geographic Europe: science centres and museums, universities, festivals, professional networks, research organisations...

The working language of the event (and its organisation) is English.

### 2) PROGRAMME

The Director's Forum is a moment for inspiration, strategic reflection, and peer learning for the participants. The selected topic should provide an ambitious and thought-provoking context.

The programme should strike a careful balance of talks by high-level speakers, professionally facilitated discussions and networking opportunities. It can offer a mix of plenary and parallel activities. Innovative ideas for engaging participants are more than welcome.

One social event with dinner takes place on Thursday evening. Optional visits on Friday afternoon allow participants to visit other inspiring institutions and venues around the city.

There is a meeting of the Ecsite Board on the morning of Thursday before the event's official start.

The host leads the creation and organisation of the programme, works closely with the Ecsite Office in planning the event and liaises with speakers and facilitators. The Ecsite Executive Committee approves the topic and the event's main components and regularly reviews progress.

#### EXAMPLE PROGRAMME GRID

##### Day 1 - Thursday

9.00 - 11.00	Ecsite Board meeting
10:00 – 11:00	Participants check-in and welcome coffee
11.00- 11:30	Official plenary opening
11:30 – 12:30	Plenary keynote speech/session
12:30 - 13:30	Lunch and networking
13.30 - 16.00	Parallel panel/workshop sessions

16.00 - 16.30	Coffee break and networking
16.30 - 18:30	Parallel panel/workshop sessions
18 :30 – 21 :30	Dinner, social event

### Day 2 – Friday

9.00 - 10.30	Plenary keynote speech/session
10.30 - 11.30	Coffee break and networking
11.30 - 12:30	Parallel panel/workshop sessions
12.30 - 13.00	Plenary closing remarks
13.00 - 14.00	Lunch and farewell
14.00 - ...	Optional tours of local institutions, visits to science engagement organisations in the city

### 3) VENUE AND OTHER TECHNICAL REQUIREMENTS

General venue requirement:

- Accessible by public transport
- Fast, free Wi-Fi in all areas
- Full accessibility for people with disabilities
- Optional: environmental certification or similar sustainable venue credentials

Room requirements:

- One auditorium with a capacity of 100 seats
- Two or more rooms, depending on the programme proposed, with a capacity of 50 people, each seated in a workshop setting.
- Equipment available in each room: two microphones, laptop, screen, projector, four flipcharts, post-it notes and markers, and two additional audience microphones in the auditorium.
- One room for the Ecsite Board meeting – for 16 people seated around a large table (or U-type setting) with a flipchart, screen, laptop, and projector.

Registration desk must be organised in the venue entrance area for participant check-in and local information.

Participants expect the host to provide them with a negotiated deal in a recommended hotel in a convenient location for the venue.

The host provides a dedicated project manager and English-speaking staff for the event.

### 4) SUSTAINABILITY

The host is responsible for ensuring the event is as sustainable as possible. This includes, for example, deciding on predominantly vegetarian and locally sourced catering.

Additionally, the Host will suggest a local climate action or biodiversity preservation project for Ecsite to donate part of the Conference income.

#### 5) COMMUNICATIONS

The host is responsible for designing a visual identity for the event, including a Key Visual and producing communications materials, such as (but not limited to) a PDF programme, printed participants list, participants badges, digital assets for social media and website, wayfinding etc.

The host is responsible for event documentation and providing a professional photographer.

Ecsite is responsible for promoting the event using its communication channels and creating the event website.

#### 6) FINANCIAL AGREEMENT

The Host covers and pays directly all the costs necessary for the planning and delivery of the event, including costs related to the attendance of Host staff, keynote speakers and special guests.

Ecsite determines the registration fees and organises the registration process, invoicing, and fee collection. In particular, Ecsite:

- Prepares online registration form.
- Checks the eligibility of the participants.
- Issues the invoices under the name of the Host and sends those to participants.
- Collects the fees on the Ecsite bank account, follows payments and sends reminders.

The host receives from Ecsite €145 (excl. VAT) per paying participant. The payment is made after the event, by the end of the year. The host does not receive money for free participants: host staff, host guests, invited speakers, journalists and the Ecsite staff (maximum of four people).

Both host and Ecsite can look for sponsors for the event but keep their revenues separate.

#### 7) MAIN MILESTONES FOR THE 2024 DIRECTORS FORUM

2023	
September	Selection of the Host
November	Announcement of the Directors Forum host at the International Directors Forum
2024	
May	The event topic and key programme elements finalised; visual identity ready
June	Promotion starts with an announcement of the event at the Ecsite Conference
August	Programme finalised
September	Opening of the registration
October	Closing of the registration
November	The event
December	Payment for the host, closing of accounts