

## **Call to host the 2022 Ecsite Directors Forum**

**Submission deadline: 31 January 2022**

Every autumn, Ecsite holds the Directors Forum for Directors and Senior Managers of Full Member organisations. The 2020 edition was held online, while the 2021 was held in person, gathering over 60 participants in Paris.

The Directors Forum 2022 will be a two-day event (about 24 hours) between 15 and 25 November.

Ecsite is hereby inviting Ecsite Full Member organisations to host and co-organise its Directors Forum in 2022. Hosting the Directors Forum is a great opportunity to showcase your organisation to the leaders and decision-makers in the European science engagement field.

The event is known for providing a trusted arena where Directors get inspired, exchange views, share experiences and discuss key developments in science engagement. The programme consists of a careful mix of keynote speeches or conversations, contributions from Ecsite members, inspiring external views, local discoveries and peer learning. Attendees expect high level, thought-provoking content and interaction. The social event and lunch breaks are an important time for participants to make and strengthen connections.

When reviewing applications, Ecsite will consider:

- Adequate strategic topic and programme for Senior Management audience
- Accessibility of the city
- Motivation to host the event, past and current involvement in Ecsite
- Human resources dedicated to organising the event
- Fulfilment of the technical requirements
- Geographic location, aiming to strike a balance with past Directors Forums, as well as recent Ecsite Conferences

If you wish to apply to host the 2022 Directors Forum, please fill in the attached application form. Your application should not exceed five pages and must be received by 31 January 2022, 23.59 CET. We will not be able to consider late applications or further documents to applications.

The Ecsite Board will choose a Host in February 2022. All applicants will be informed about the decision by March 2022 at the latest.

## 1. DESCRIPTION OF THE EVENT

The Host's team will be working closely with the Ecsite Office in planning the event. The Ecsite Executive Committee will be approving the main components of the event and reviewing progress regularly. Ecsite has the last word on the programme.

### Time of the year

Mid to end of November (Host to suggest dates)

### Duration

About 24 hours over two days, most likely from Thursday 11.00 to Friday 14.00. The exact schedule can be discussed with the Host or modified by the Ecsite Executive Committee.

### Number of expected delegates

Based on the 2021 Directors Forum attendance, about 65 participants are expected (of which approx. 60 paying participants).

### Profile of delegates

Directors and Senior management of Ecsite Full members institutions. Full members of Ecsite are based in geographic Europe. They include a wide range of organisations: science centres and museums, universities, festivals, professional networks, research organisations...

### Working language of the event and of its preparation

English

### Programme grid

This programme grid shows the essential elements of the Directors Forum's programme. The order, length and format of sessions and events can be adapted and will be defined by the Host and Ecsite. Note that a meeting of the Ecsite Board takes place on Day 1, before the start of the event.

### **Summary programme and schedule of the Directors Forum 2021**

This programme grid is given as an example.

The Executive Committee and the Ecsite Office can change this schedule.

#### **Day 1 - Thursday**

9.00 - 11.00	<b>Ecsite Board meeting</b>
From 10.00	<b>Registration</b> and welcome of participants
11.15 - 12:30	<b>Opening address and ice-breaker</b>
14.30 - 15.30	<b>Workshop Session Part 1</b> Prepared and convened by Cap Sciences, Museum Toulouse and Unverscience
15.30 - 16.00	<b>Comfort break</b>
16.00 - 18.00	<b>Workshop Session Part 2</b>
18.00 - 19:30	<b>Tours</b> of the Host organisation
20.00	<b>Dinner</b>

## Day 2 - Friday

9.00 - 10.00	<b>Keynote conversation</b> with the President of the National Natural History Museum, Paris and the Director of focusTerra, ETH Zurich
10.00 - 10.30	<b>Comfort break</b>
10.30 - 11:30	<b>Virtual visit to COP26:</b> collaborations between media and science engagement institutions. With the New York Times and the Natural History Museum, London
11.30 - 12.00	<b>Invitation</b> to the Ecsite Conference 2022 by its Host, experimenta
12.30 - 14.00	<b>Lunch</b> and closing
14.00	<b>Optional visits</b> to science engagement organisations in the city

## 2. SUMMARY OF RESPONSIBILITIES

### 2.1 Main responsibilities of the Host

- Suggest a topic and a programme with speakers and collaborate with Ecsite to develop its final version
- Liaise with speakers, convenors and facilitators
- Offer the catering, venues and spaces
- Organise all logistical aspects and provide a support team
- Design and produce the necessary documentation for the event, such as programme, participants list and badges, digital assets for social media, website and app, wayfinding, visual identity and graphic layout of those material, short promotional moment during the Annual General Meeting (AGM) at the Ecsite Conference
- Provide a professional photographer during the event
- Negotiate a special rate at recommended hotel(s)
- Provide touristic information
- Provide the necessary information to Ecsite to invoice participants
- Staff the event with English-speaking organisers and with a dedicated project manager
- Offer optional visits to science engagement organisations in the city

### 2.2 Main responsibilities of Ecsite

- Approve the topic and the programme as a whole
- Review and approve all promotional material
- Promote the event using its channels (website, mailing, social media)
- Handle the online registration process, including invoicing and payment
- Provide two staff members on-site for assistance

### 3. VENUE and TECHNICAL REQUIREMENTS

The venue needs to be easily accessible by public transport.  
Excellent IT (audio-visual) installations and excellent free wifi connection need to be available at the venue.

#### 3.1 Room requirements:

- One auditorium with a capacity of 100 seats
- At least two rooms with a capacity of 50 people each, seated in a workshop setting. If the auditorium can be easily converted into a workshop room, it can count as one of them
- Ideal: one extra workshop room
- Equipment available at all times in each room: two microphones, laptop screen and projector, four flipcharts, post-it notes and markers, plus an additional two audience microphones in the auditorium

#### 3.2 Ecsite Board meeting room

16 people seated around a large table (or U-type setting) with a flipchart, screen, laptop and projector.

#### 3.3 Registration and information desk

A registration desk at the entrance area for participants to collect their credentials and obtain local information during the event, staffed by the Host during the event.

### 4. FINANCIALS

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

#### 4.1 Registration and fees collection

The registration fees are determined by Ecsite.

Only participants who have fully paid their membership fees will be able to attend the event.

Ecsite takes care of the whole registration, invoicing and fee collection process as following:

- Develops an online registration form
- Checks if participants are Full members in order of payment
- Based on a proxy given by the Host to Ecsite (limited to issue invoices, collect payments and recovering):
  - \* 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
- With the Host, proceeds to the transfer of fees between Ecsite and the Host.

#### 4.2 Type of participants

Paying participants: all invoiced participants.

Free participants who do not pay registration fees:

- The Host staff and special guests (journalists, Host Board members, speakers, etc.)
- Ecsite staff (maximum of four).

#### 4.3 Payments

The Host receives €145 excluding VAT per paying participant.

#### 4.4 Sponsors

All revenues coming from sponsors acquired and booked by the Host are kept by the Host.  
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## APPENDIX

### [Past Directors Forums](https://www.ecsite.eu/activities-and-services/ecsite-events/directors-forums)

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### [Past Ecsite Conferences](https://www.ecsite.eu/activities-and-services/ecsite-events/conferences)

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## MAIN MILESTONES OF 2022 EDITION

In 2022 :

- 31 January: Deadline to submit application
- February - March: Decision of the Ecsite Board and Agreement signed with the selected Host, including decision on the dates
- Mid-May: Visual identity and programme highlights finalised
- 3 June: Announcement of the DF at the Ecsite Conference during the Annual General Meeting (AGM)
- July: Programme finalised
- August-September: Promotion, opening of registration
- Beginning of November: closing of registration
- Mid-November: Directors Forum takes place
- December: close all accounts & financial transactions

