

Call to host the 2024 Directors Forum

Organisational check-list

Host organisation

Name of organisation:	
City:	
Country:	
Website:	

Contact person for this application

Name:	
Job title:	
Email:	
Phone:	

Preferred event date

Preferred date:	
Alternative date:	

Venue

	The Directors Forum will take place:	Address
<input type="checkbox"/>	At the Host's own venue	
<input type="checkbox"/>	In another location (please specify)	
	The venue is:	Comments
<input type="checkbox"/>	The venue is accessible by public transport.	
<input type="checkbox"/>	Venue spaces used for the event are fully accessible to people with disabilities (provide details, if possible).	
<input type="checkbox"/>	Optional: venue has an environmental certification (provide details, if possible).	
	Rooms and facilities checklist:	
<input type="checkbox"/>	Auditorium (capacity 100 pax.)	
<input type="checkbox"/>	Two workshop rooms (capacity 50 pax.)	
<input type="checkbox"/>	Additional spaces for the programme (list, if any)	
<input type="checkbox"/>	Registration and information desk at the venue entrance	
<input type="checkbox"/>	Space for lunches	
<input type="checkbox"/>	Space for coffee breaks	
<input type="checkbox"/>	Workshop material in all rooms: flipcharts, post-it notes, markers	
<input type="checkbox"/>	Excellent free WiFi across the whole venue for all participants	

Accommodation

List recommended hotels that can offer a special deal for the event participants.

Recommended hotel (Address or link to website)	Price of a double room (in EUR)	Number of available rooms