

CALL TO HOST THE

**International Directors Forum
on Science Engagement in 2023**

Submission deadline: 15 May 2022, midnight CEST



In collaboration with the science engagement networks
ASPAC, ASTC, NAMES, RedPOP and SAASTEC

Call to Host the International Directors Forum on Science Engagement in 2023

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Ecsite is inviting its Full Members to host and organise the first International Directors Forum in 2023. Hosting the International Directors Forum is a great opportunity to showcase your organisation to the leaders and decision-makers from the worldwide science engagement field.

The event and its participants

An international forum for directors (chief executives) of science centres, science museums and science engagement organisations members of the six organising networks, to gather in-person and share practical knowledge and strategic insights on the future of the science engagement field.

Participants will be CEOs of non-profit or public benefit organisations, members of at least one of the 6 networks organising the event.

Organisers

The six science engagement networks that are ASPAC, ASTC, Ecsite, NAMES, RedPOP and SAASTEC, with the Forum Host.

1) Duration, dates, location, eligibility, language

Duration

2 days + 2 optional half days.

Preferred Dates

15 & 16 November 2023: International Directors Forum

14 November: optional afternoon for networks. Welcome cocktail for the Forum attendees.

17 November: Optional programme

Location

In geographical Europe

Host

The host must be a Full Member of Ecsite

Working language of the event and its preparation

English

2) Goals of the International Directors Forum

- Foster and build relationships among the leaders of science engagement organisations of the world, notably science centres, science museums and other members of the science engagement networks
- Empower senior leaders to catalyse impactful organisations, by sharing knowledge about the practical operations, content and strategic directions of their institutions
- Create a legacy in the form of resources and tools to be shared among network members
- Generate broad awareness - including among key international funders and partners - of the impact that science engagement organisations are making in their communities and regions and in particular, how they commit to addressing the shared global challenges that are the climate crisis and biodiversity crash and misinformation / critical-thinking.

3) Elements/Characteristics of the International Directors Forum

In order to ensure the International Directors Forum is valuable for all participants, the event will focus on the following key elements:

- An emphasis on well-facilitated discussions among directors, recognising the expertise of the directors in leading their institutions and providing them platform to share this expertise with one another and exchange knowledge
- Opportunities to leverage the rich diversity and nuance present in the cultures of the six networks that are coming together, leveraging these differences to foster richer and more productive engagement among the participants
- An investment in the pre and post-event follow up to share communications on at least two levels:
 - Capture the learning and other shared-resources for the benefit of the broader science centre, science museum and science engagement community
 - Highlight collective stories of impact and common visions for the future with government agencies, funders and private industry. Put forward the characteristics of science engagement (approaches, values, ..)
 - Discuss with some external stakeholders the preparation of the meeting.

4) Two Focus Topics

Focused on the issues of Climate and Biodiversity Crisis and of Misinformation and fostering Critical-thinking, this International Directors Forum will stimulate discussion and sharing of knowledge between senior leaders, with a balance between practical and strategic topics, that will be refined and focused through the planning process.

5) Tentative Structure of the event

Day 1

12:00	Registration opens
13:00 – 18:00	Networks' meetings (<i>Optional for networks</i>) Each international network can organise a meeting with their members who will be present. The programme and facilitation are done separately by each network (ASPAC, ASTC, Ecsite, NAMES, RedPOP, SAASTEC). The Host provides the rooms and the logistics.
18:30 – 20:00	Welcome cocktail for all International Directors Forum participants

Day 2

9:30 – 13:00	Opening of Forum programme. Includes comfort break.
13:00 – 14:30	Lunch on site
14:30 – 18:00	International Directors Forum programme. Includes comfort break
19:30	Dinner

Day 3

9:30 – 13:00	International Directors Forum programme. Includes comfort break.
13:00 – 14:30	Lunch on site
14:30 – 18:00	International Directors Forum programme. Includes comfort break

Day 4

8:30 - 10:00	Networking breakfast (<i>Optional</i>)
10:00	Optional tours (<i>Optional</i>)

6) Planning process and decision-making

Ecsite and the Host institution will lead the planning efforts, with support from ASTC staff as needed, and in collaboration with the directors and presidents of other international science centre and science engagement networks (ASPAC, ASTC, Ecsite, NAMES, RedPOP and SAASTEC). See Annex 1.

In its application the Host should describe the methodology it suggests to work with the networks in defining the programme.

7) Finances

Number of participants: maximum of 200 to ensure quality discussions.

Registration fees:

- Early Bird Price: €450 +VAT
- Standard price: €550 +VAT
- Onsite registration price: €700 +VAT

A contribution to offset the carbon footprint of travelling to the Forum will be added to the registration fees. The amount will be donated to a relevant local organisation.

Ecsite keeps €90 per paying participant for handling the registration process. The Host keeps the remaining of the Registration fees.

8) Sponsors

Events sponsors: All sponsors for the organisation of the event are the responsibility of the Host and the Host keeps all income.

Participants sponsors: the 6 networks search for funding to help participants attend the event. These funds are entirely devoted to the participants or to the networks. The Host is encouraged to find national funding for the same purpose of reducing participation costs for certain participants.

9) Main responsibilities of the Host

- Suggest a methodology and facilitate the process to develop a programme suited for the audience and reflecting world perspectives
- Suggest and implement a programme, including schedule, speakers, facilitators, modes of engagement
- Liaise with speakers, convenors and facilitators
- Offer the catering, venues and spaces
- Organise all logistical aspects
- Design and produce the key visuals and all necessary documentation and promotional material for the event, such as programme layout, participants list and badges, digital assets for social media and for website, wayfinding, promotional tool for digital presentation at the six networks' previous Conferences.
- Provide a professional photographer during the event
- Negotiate a special rate at recommended hotel(s)
- Provide accommodation, touristic and transport information
- Staff the event with an English speaking dedicated project manager
- Organise the social programme including optional visits / tours
- Fundraise for the organisation of the event and possibly for helping participants attend the event
- Provide the necessary information to Ecsite to invoice participants
- Collect the registration fees in its bank account and reimburse Ecsite of its share (see below)
- Develop and implement a sustainability plan for the event.

10) Main responsibilities of Ecsite

The responsibilities of Ecsite and the networks are summarised in Annex 1. Ecsite will **liaise with the other networks**.

Registration and promotion

Ecsite:

- Includes a page on its website with information on registration, programme and tourist information
- Promotes the event together with the other organising networks

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

- Develops an online registration form
- Checks if participants are eligible members in order of payment of the networks
- 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.

11) Selection criteria

- 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 15 May 2022.
- Accessibility of the city and the venue
- Track record of the institution in organising large international event
- Quality of the suggested methodology to set up a programme suited for the audience and reflecting world perspectives
- Realistic budget
- Human resources dedicated to organising the event
- Demonstration of sustainability commitment
- Other relevant elements added by the applicant.

12) Application

If you wish to apply to host the 2023 International Directors Forum, please fill in the attached application form with your application by 15 May 2022, midnight CEST. We will not be able to consider late applications or further documents to applications.

At the beginning of June the Ecsite Board will select one Host or short-list a maximum of two; a final decision will be taken by the six organising networks; an Agreement will be signed between Ecsite and the Host by 30 June 2022.

13) Main Milestones

In 2022:

- 1 April: Call to Host is launched
- 15 May: Deadline to submit application
- 1 June: Board establishes short list of candidates
- 30 June: Selection of Host and Agreement signed
- December: First Key visuals

In 2023: (to be confirmed)

- March: Draft Programme and all key visuals
- April / May: Opening of registrations
- June: Promotion at the Ecsite Conference
- September - October: Promotion
- End of October: registration closes
- 15 & 16 November: International Directors Forum.

Annex 1 – Decision making

	Decision levels		
	Six organising Networks	Ecsite Board & Committee	Host organisation
Selection of Host	Decides	Proposes	
Programme	Inputs Approves	Inputs	Proposes
Social Programme	Informed	Approves	Proposes
Visual identity & promotional material	Informed		Responsible
Promotion	Acts	Responsible (milestones, coordination)	
Sponsors and funders (for event only)			Responsible
Funding for participants	Responsible		
Logistics & liaising with speakers, facilitators, organisation of social programme			Leads Acts
Evaluation	Proposes & Decides		Acts
Cancellation / Major modifications	Decides	Proposes	Inputs



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International Directors Forum on Science Engagement in 2023 Application Form

Your application should answer each of the 11 questions below.
Please send one single document in Word or PDF.

Please send your application by email by **Sunday 15 May 2022, midnight CEST** to Catherine Franche, Executive Director, cfranche@ecsite.eu. Documents received after the deadline will not be taken into consideration.

Any questions? please contact the Ecsite Office at info@ecsite.eu or +32 26 49 73 83.

1. Name and address of organisation applying

City : _____ Country: _____

Contact Person, Name _____

Contact Person, Email _____

Contact Person, Phone _____

2. Motivation of the organisation to host the International Directors Forum

3. Experience in organising international event. Describe previous experience of the institution in organising conferences of at least 300 participants – what exactly were the roles of your organisation?

4. What **initial ideas and thoughts** do you have on the goals of the Forum and its programme? In terms of facilitation, content, speakers, modes of engagement, legacy,...

5. Describe the **methodology / approach you would use to set up a programme** suited for the audience and reflecting world perspectives.

6. Partnerships and Sponsorship. Describe the experience you have in fundraising for large events and the partners you would associate to the event.

7. Budget. Send a budget with the main cost and income expense categories.

8. Description of the Host organisation. Strategic directions, activities, ..
How does your organisation fit with the Focus Topics of the Forum?

9. Accessibility of the venue where the event will take place and of the city.

10. Sustainability plan for the event.

11. Venue

	Yes	No	Address
The Forum will mostly take place at the Host's own venue			
The Forum will mostly take place in another location			If not, please specify the location.

	Yes	No	Address
Lunches for all participants will be taken in the same venue as the Forum			If not, please specify the location and its walking distance from the Forum venue.

Describe the facilities of the venue in terms of seated capacity for plenary sessions and working rooms, spaces for lunches and coffee breaks, unusual spaces for new modes of engagement, etc. ..

Signature of the CEO of the organisation or its official representative:

Name and position

Date: