



**ANNUAL CONFERENCES 2013 and 2014**

**CALL FOR PROPOSALS  
AND REQUIREMENTS  
FOR THE HOST VENUE**

Ecsite is looking for Host institutions to co-organise its Annual Conferences 2013 and 2014. The following document describes the requirements. When selecting the Hosts organisations, Ecsite will look at the extent to which the requirements are met; the attractiveness of the city and its international accessibility; the commitment of the Host and finally, Ecsite will see to the European coverage of its Annual Conferences.

## Brief description of the Annual Conference

### **Time of the year**

End of May, beginning of June

### **Periodicity**

Annual, each year in a different location in Europe

### **Number of days**

5 days composed of 3 Conference days and 2 pre-conference days.

Conference days are Thursday, Friday and Saturday.

Pre-conference days are Tuesday and Wednesday.

### **Number of expected delegates**

1000 delegates

### **Profiles of delegates**

Professionals (CEO's, management staff, explainers, etc.) of European and worldwide science centres and museums and of other science communication organisations.

### **Working language of the conference**

English

### **Description**

Opening ceremony on Thursday morning

2 plenary sessions on Friday and Saturday mornings

75 sessions, 7 running simultaneously

Exhibition section (called Business Bistro) on Thursday, Friday and Saturday

Lunches on site for the 1000 delegates

Social events

### **Summary of the responsibilities of the host institution**

- Organisation of all logistical aspects
- Organisation of social programme (dinner, farewell party, ...)
- Support team for logistics and organisation
- Design and printing of promotional material and programmes
- Fundraising at the national level
- Identification of national VIPs, business contacts and promotional database
- Records of statistics related to the logistics
- Elaboration of national promotional database
- Touristic information

**The Host institution has to be a Full member of Ecsite**

The proposal to host an Annual Conference should address the following questions and issues.

## 1. City as conference site

- Which meeting facilities to accommodate the Annual conference does the city offer?
- Does the city offer sufficient hotel rooms (situated in walking distance)? Are different hotel price categories available, ranging from low budget to high? What are the likely costs to participants for lodging?
- What amenities does the community offer?
- What is the international access to the city? What is the distance to the international airport? Do some low cost companies operate to and from the airport?
- Are there any other Ecsite-member institutions nearby?
- Points of interest of the city.

## 2. Conference centre

The conference location can be a dedicated Congress-Conference centre or a science centre / museum provided it meets the requirements.

### 2.1 Rental period for the conference venue

- Pre-conference activities: 2 days
- Business Bistro: building up of the stand (2 days before start of the conference) and operational during the 3 conference days. Dismantling business bistro: ½ or 1 day after the conference
- conference: 3 days

### 2.2 Summary of minimum required space

- 7 meeting rooms with a total seated capacity of 1000
- 1 room with a capacity of 1000 (for opening and plenary)
- 1 room with a capacity of 500 (for closing event)
- 2000 sq meters which hosts in one space the Business Bistro (market place), the Internet café, the coffee breaks and the info point.
- Registration desk (10 linear meters), waiting area 150 m<sup>2</sup> and luggage room
- Networking meeting rooms for the delegates (2 or more)
- Seated lunches capacity for 1000 delegates
- Conference technical office (ex. for uploading and managing of Power Point presentations)
- Ecsite on-site office with photocopying machine, and printer.

## 2.3 Details of rooms and Business Bistro requirements

### 2.3.1 Rooms requirements

- 1 Auditorium with a seating capacity of 1000 on Thursday from 9h to 11h, and Friday and Saturday 9h-10h30
- 7 meeting rooms:

<b>Meeting rooms</b>	<b>Seating capacity</b>
Meeting room 1	250
Meeting room 2	150
Meeting room 3	120
Meeting room 4	120
Meeting room 5	120
Meeting room 6	120
Meeting room 7	120
<b>TOTAL</b>	<b>1000</b>

- One of the rooms should have a capacity of 500 for the closing event
- 2 networking rooms with a capacity of 20
- 1 Conference technical office to upload presentations

### 2.3.2 Technical requirements

The technical equipment and the IT provided should be of excellent quality. The necessary IT personnel will be provided by the Host to ensure the good quality of the Conference.

- Each meeting room needs:
  - tables, chairs and low table at the front of the room
  - a laptop PC MS Office software (in English), a DVD-player
  - connected to a laptop, videobeamer and a screen to show PowerPoint presentations
  - a microphone, a wireless microphone, a beamer, a sound system
  - Internet access
  - clean, good air quality and ideally air conditioning, and no sound interference coming from other meeting rooms
  - to offer the possibility of creating darkness for visual presentations of speakers.
- The opening and plenary sessions and closing event rooms require a speakers' platform
- Conference technical office: about 5 PCs and 2 printers are needed
- The 2 networking rooms need 2 or more tables and chairs. These rooms are reserved on site by the delegates for their informal meetings.

### 2.3.3 Business Bistro (market place)

- A combination of business bistro with coffee breaks, internet café and info point
- 2000m<sup>2</sup> is needed, easily accessible from the conference sessions rooms
- Possibility for exhibitors to bring and install their own technical and audiovisual equipment
- A Happy Hour is organised by Ecsite.

### **2.3.4 Lunches**

- Capacity for seated lunches Thursday, Friday and Saturday for 1000 delegates

### **2.3.5 Further information required**

- Do other meetings take place in the conference venue or is it 100% reserved for the Ecsite Annual Conference?
- What is the distance from the Conference Venue to the Science centre / Museum?

## **3. Accommodation**

- Distance of main hotels from Conference site
- Public transport from other hotels to Conference site
- Total number of hotel rooms accessible from the venue by public transport
- Different price categories and single/double occupancy.

## **4. Host Science Centre or Museum**

- What is the size of the science centre or museum? (square meters, number of visitors, number of EFT staff, etc.)
- What does the science centre or museum offer that is unique, an example of excellence or regarded by the field as a model? For instance: programmes, exhibits, processes, partnerships, visitor services, architecture.
- What are the science centre's /museum's long term plans and how might these affect the conference?
- What makes the institution or location unique or especially qualified to host the conference?
- Will an evening activity be organised in the science centre / museum?

## **5. Social programme**

- Annual Conference dinner: historical or unique location with a capacity for 1000 delegates
- Nocturne: evening activity at the science centre/museum or other location for 1000 delegates
- Speakers' reception location. Distance from the conference centre. For 400 delegates
- Farewell party location. Distance to the conference centre. For 400 delegates
- Public transport to the social events.

## 6. Resources and Financial input from the host institution

Describe and give figures on the input the institution is expecting to bring to the conference in regards to:

- Sponsors: the Host is expected to find local public and private sponsors, apart from Ecsite Corporate sponsors
- Local/national authorities financial and political support
- Human resources offered by the venue to support the organisation including technical / audiovisual staff, multilingual staff including English speaking staff. All communications with Ecsite and the delegates before and during the conference are in English.
- Other financial or in-kind input.

## 7. Financial contribution from Ecsite

The Host will receive from Ecsite an amount of 330 € for each paying participants. The financial agreement is based on the number of registered and paying participants. Free participants are excluded. With this amount, the Host provides to Ecsite all the space previously described; the technical support and staff; the catering for the event; the social programme (organisation, venue, catering); the graphic design of the First Announcement, the Pre-Programme and of the Final programme, and the printing of the First Announcement and of the Final programme. The Pre-Programme is not printed and is provided as a printable PDF.

Note that the costs of the Farewell party are charged to the participants wishing to attend and are reimbursed to the Host. The Happy Hour is paid by Ecsite. The costs and incomes of the Business Bistro are all supported and collected by Ecsite apart for the space which is offered by the Host.

## 8. Identification of proposal author and any other comments

- Please state who submitted the proposal. The proposal should include the written support by the science centre's / museum's Board.
- Please state whether the proposal is supported by local authorities.

## 9. Selection

- A pre-selection will be done by the Ecsite Board December 2<sup>nd</sup> 2010. Confirmation of the Hosts for 2013 and 2014 should be done by the Ecsite Board March 16<sup>th</sup> 2011.

**Please submit your proposal by October 31<sup>st</sup> 2010 to:**

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## List of the past and next Ecsite Annual Conferences since 1990

City	Country	Year
Den Haag	Netherlands	1990
Munich	Germany	1991
Barcelona	Spain	1992
Copenhagen	Denmark	1993
Amsterdam	Netherlands	1994
Cardiff	UK	1995
Paris	France	1996
Brussels	Belgium	1997
Lisbon	Portugal	1998
Prague	Czech Republic	1999
Naples	Italy	2000
Luleå	Sweden	2001
London	UK	2002
Munich	Germany	2003
Barcelona	Spain	2004
Helsinki	Finland	2005
Mechelen	Belgium	2006
Lisbon	Portugal	2007
Budapest	Hungary	2008
Milan	Italy	2009
Dortmund	Germany	2010
Warsaw	Poland	2011
Toulouse	France	2012