***Draft proposal for hosting***

**European Robotics Forum 2020**

**Deadline: 27 June 2018**

**1** **INTRODUCTION**

euRobotics aisbl is a Brussels based international non-profit association for all stakeholders in European robotics. With more than 250-member organisations, euRobotics also provides the European Robotics Community with a legal entity to engage in a public/private partnership with the European Commission, named SPARC.

**1.1** **Project Goals and Objectives**

After its start in San Sebastian in 2010, this annual event has quickly become the most influential meeting of the European robotics community.

Between 800 and 1000 researchers, engineers, managers, and a growing number of entrepreneurs and business people from all over Europe come together to discuss topics and contents which has an immediate impact on the road mapping process for robotics in Europe. Since 2014, ERF has also hosted a very successful robotics exhibition that has been growing ever since.

**1.2** **Purpose of this draft proposal**

The overarching purpose of this call is to identify interested parties who are willing to co-organise with euRobotics aisbl, the European Robotics Forum. The draft proposals are used to select the three most promising candidates to submit a full proposal. A clear draft of the budget with realistic figures is a pre-requisite for the selection.

**2 DRAFT PROPOSAL FORM**

[Download ERF2020 logistics requirements](https://www.eu-robotics.net/robotics_forum/upload/host/ERF2020_Requirements.pdf)

|  |  |  |
| --- | --- | --- |
| **Items** | **Answers** | **Comment** |
| **2.1. Organisers** |  |  |
| * Organising institution (local organiser) |  | E.g. company, research institution, university etc. |
| * Organisers names |  |  |
| * Involvement in robotics and science communication |  |  |
| * The organisation hosted conferences, workshop or large events before | Yes/ No. If yes, please list these events |  |
| * Working relationships with relevant Exhibitors and Labs |  |  |
| * An **event organising agency** locally to act as the single point of contact for euRobotics with regard to the logistics and relations with the other suppliers. | I identified at least 2 local agencies  Agency 1: Name  Agency 2: Name |  |
| 2.2. Co-organisation commitment |  |  |
| * I will work closely together with the staff of euRobotics aisbl during the preparation of the ERF2010. | Yes (tick the box) |  |
| * Contribution of the local organiser\* | Yes (tick the box) | Covering its own personnel costs for organising the ERF. |
| 2.3. Contribution to the programme |  |  |
| * It is the organiser's privilege to suggest topics that help its visibility:   What are your ideas for the ERF programme? (motto, special focus or topic, in relations to local activities in robotics) |  |  |
| * Which contributions to the ERF programme do you envisage to come from your organization? (lab tours, special sessions, co-located events, etc.) |  | The Forum is not yet “another robotics conference”. New interactive formats and more focus on industry needs are expected. |
| **2.4. Timing** |  |  |
| * Preferred dates are: 24 – 27 March (where 24 March is the Members’ General Assembly) * If there is no availability of venues, also 17 – 20 March (where 17 March is the Members’ General Assembly) is possible |  |  |
| **2.5. Venue** |  |  |
| * Supply name and address of ideally 2 possible venues. Please check the [**ERF2020 Logistics Requirements**](https://www.eu-robotics.net/robotics_forum/upload/host/ERF2020_Requirements.pdf) document. | Names | The venue should lie in Europe. Being in the European Union or one of its associated member states is a plus. |
| * Banquet and Reception venue | Names |  |
| **2.6. Budget** |  |  |
| * Proposed budget for the event based on the [**ERF2020 Logistics Requirements document**](https://www.eu-robotics.net/robotics_forum/upload/host/ERF2020_Requirements.pdf) | Yes (tick the box) | Please give a financial offer with the major cost items (e.g. venue) and estimate of sources of income on a separate sheet. |
| * Sponsorship\*\* |  | Please provide a list of potential local sponsors. |

\* We are looking for financially healthy local institutions to organise the ERF2020. Proof might be required.

\*\*There must be an emphasis placed on the sustainability of organising such an event, since euRobotics allows very limited funds to support it (if any).

**DEADLINE FOR SUBMISSIONS: 27 June 2018 to** [***erf@eu-robotics.net***](file:///C:\Users\euRobotics04\AppData\Local\Users\m.rosa\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\DDZG9F53\erf@eu-robotics.net)