***Call for hosting***

**European Robotics Forum 2024**

**Deadline: 31 March 2022**

**1** **INTRODUCTION**

euRobotics aisbl is a Brussels based international non-profit association for all stakeholders in European robotics. With about 250-member organisations, euRobotics provides the European Robotics Community

**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 Invitation to Host**

The overarching purpose of this call for hosting is to identify interested parties who are willing to co-organise with euRobotics aisbl, the European Robotics Forum. We are therefore searching for committed organisers who can create a dynamic mixture of workshops, exhibition and social events to bring together the European Robotics community. We encourage all potential organisers to think creatively about their solutions to communicating the positive impact of robotics to the public.

**1.3 The role of the local host**

The local host is the responsible institution for setting up and running the ERF in the respective year. The event will put the host at the centre of the most influential robotics meeting in Europe. The local host receives a very good visibility across Europe and beyond and has the opportunity to highlight robotics research and development in their country and region. The responsibilities of the local organiser include

* Working together with the Program Committee established by euRobotics and the communication contacts within euRobotics
* Cooperate closely with the event organising agency for logistics;
* Promote the event to the local robotics community to encourage registrations;

More details can be found in the model contract which is part of this call and provided as a separate document also on the call page <https://www.eu-robotics.net/robotics_forum/call-for-hosting-erf2024/index.html>

The local host is expected to closely cooperate with an event organising agency. The tasks of that agency include

* Contact with the venues that are selected based on suggestions by the local organiser (conference, reception, banquet)
* Room set-up/ AV equipment offers
* Online registration processing and follow-up and onsite registration desk
* Invoicing of all services, handing of sponsor and exhibitor invoices
* Relations with all suppliers: venues, catering, photographers, video, hotels, entertainment etc.
* Selling exhibition and sponsoring packages to local and international companies, projects, etc.
* Optional: PR and media relation for the Forum with national and international media

**2 APPLICATION FORM**

Applications should include the following information to be used for the evaluation:

|  |  |  |
| --- | --- | --- |
| **Items** | **Answers** | **Comment** |
| **2.1. Organisers** |  |  |
| * Organising institution (local organiser, euRobotics member) |  | E.g. company, research institution, university etc. |
| * Organisers names |  | The persons mainly in charge |
| * Involvement in robotics and science communication |  |  |
| * The organisation hosted conferences, workshop or large events before | Yes/ No. If yes, please list these events |  |
| * An **event organising agency** to act as the single point of contact for euRobotics about the logistics and relations with the other suppliers needs to be involved. euRobotics will suggest an experienced agency | I will work together with a professional event agency  Yes (tick the box) |  |
| 2.2. Co-organisation commitment |  |  |
| * I will work closely together with the staff of euRobotics aisbl during the preparation towards ERF2024. | The proposal acknowledges that I commit to this cooperative style of organising the event.  Yes (tick the box) | Monthly reporting and/or interaction is expected, accelerating to weekly interactions in the last two months before the event. |
| * euRobotics and the local organiser will sign a written agreement (a model contract is provided with this call). | I agree to sign a contract with euRobotics for the purpose of the event organisation  Yes (tick the box) |  |
| * A named person from your organisation should be available to keep contact with the euRobotics staff. | I will nominate a contact person (senior staff) for ERF2024  Yes (tick the box)  I will provide euRobotics with contract agreements, written offers and invoices when needed  Yes (tick the box) | Eligible costs: rental and material costs (audio-video), catering, PR consultancy, printing etc. |
| * Registration | Yes (tick the box) | The event organising agency will provide registration services to process all registrations. |
| * Branding: All materials will follow the branding guidelines provided by euRobotics that are in place at the time of the forum and the preparation phase. | Yes (tick the box) | See branding guidelines |
| 2.3. Contribution to the programme |  |  |
| * It is the organiser's privilege to suggest topics that help its visibility:   What are your ideas to improve 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”. |
| * Are there any potential partnerships, e.g. with local authorities or businesses that can be formed? |  | e.g. sponsoring of receptions, the banquet, … |
| **2.4. Timing** |  |  |
| * Which dates do you suggest for the ERF to take place and why? |  | * The event lasts for three days, with the co-located Members’ General Assembly on the day before. * For ERF2024, the preferred dates are   week of 18 March 2024, starting the Forum on Tuesday or Wed with GA the day before.   * Dates coinciding with school/public holidays, major trade fairs or other robotics events should be avoided. * Please note that in some countries the week after (i.e. 25 March) are already Easter school holidays. |
| **2.5. Venue** |  |  |
| * Supply name and address of ideally 2 possible venues, information about their size and technical equipment, and a web link for further information. These offers can be further improved together with the event organising agency. |  | The venue should lie in Europe. Being in the European Union or one of its associated member states is a plus.  An appealing environment (restaurants, cafes, points of touristic, economic, scientific interest), is a major added value |
| * Room set-up (The expected number of participants is 800-1000) | A minimum of 6 meeting rooms is needed, since many workshop sessions take place in parallel (100 seats each)  Yes (tick the box)  One room must be big enough to host all participants, for plenary meetings.  Yes (tick the box)  Many participants will want to have lots of small meetings, so having a buffer of 4 smaller meeting rooms is a must.  Yes (tick the box)  An exhibition area inside the venue, able to host at least 20 exhibitors X 12 sqm stands is required.  Yes (tick the box)  I will organise the exhibition space sales  Yes (tick the box) | Please check the **ERF2024 Logistics Requirements document** for a detailed overview of the expected logistics. |
| * Banquet, Reception | I will organise a Reception complying with the conditions  Yes (tick the box)  Suggested venue(s):  I will organise a Banquet complying with the conditions  Yes (tick the box)  Suggested venue(s): | A reception and a banquet for all participants will be organised respectively on the first and second day of the event.  The venues should be easy and fast to reach by public transport, taxi or on foot.  The reception should be free of charge and the price per banquet menu/ person should be affordable.  Both venues should be different from the conference venue.  In the past, there were also sponsored receptions, e.g. in a town hall, this could be considered when talking to local supporters |
| * Good free internet connection, is available, as well as the infrastructure to facilitate other technical equipment should be available in each room | Yes (tick the box) |  |
| * In a dynamic world, I will also consider hybrid sessions, virtual elements or streaming of sessions as future improvement of the ERF | Yes (tick the box) |  |
| **2.6. Accessibility** |  |  |
| * How easy is it to reach the venue by Train / air and car? |  |  |
| * Is your location accessible to people with mobility issues? | Yes/ No |  |
| * Does the meeting centre lie at a convenient distance from hotels? (on foot and/or public transportation) * At least a list of hotels close to the venue should be provided | Yes/ No | Enough hotel rooms of different price and quality, including low-cost accommodation for students, should be available in the vicinity of the meeting place.  Being able to make a partnership with hotels to get discounted rooms for attendees and complimentary rooms for the organisers would be an important plus. |
| **2.7. Publicity** |  |  |
| * The Local host will ensure together with the event organising agency or a Public Relations specialist to promote ERF2024 to the local and international media | Yes (tick the box) | The local host will be involved early to get insights in the organisation of previous events. |
| **2.8. Budget** |  |  |
| * Proposed budget for the event based on the **ERF2024 Logistics Requirements document** | Yes (tick the box) | Please give a financial overview with the major cost items (such as venue and catering, ) and estimate of sources of income on a separate sheet.  Please check the **ERF2024 Logistics Requirements document** to make your proposalas close to the euRobotics expectations as possible. |
| * Sponsorship and exhibition |  | Please provide details of potential local sponsors. |
| * What will be the cost of participation (daily delegate rate)? The ticket pricing will be finally agreed with euRobotics * At application stage, a rough estimate is enough, details can be fixed later on also based on experience with the previous ERFs, considering also Early Bird and Member rates, etc. |  | The costs per participant should be kept as low as possible while ensuring a good quality and cover the venue rental and required local services, including e.g. Internet, cloak-room, audio-visual, coffee breaks and lunch breaks (on all three days). A fee scheme should follow the previous editions.  Please note that euRobotics members receive several free tickets according to their membership fees, see also the model contract. |
| **2.9. Validity** |  |  |
| * In case your application for 2024 turns out to be unsuccessful, are you willing to host the ERF in 2025 instead? | Yes/ No | Under similar conditions as in 2024 |

We strongly recommend that after the first submission of your application, a conference call with the euRobotics secretariat is organised to discuss it in detail.

**DEADLINE FOR SUBMISSIONS: 31 March 2022 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)