



## Conference requirements

Below guidelines shall be used by a bidder to prepare a proposal for hosting the biennial Eucass conference.

The topics listed should not be regarded as strict requirements but as guidelines stimulating bidders to propose to host an attractive conference. Bidders are invited to develop an attractive conference format with creative and innovative elements, not harming the partner's image and reputation.

### **Local Organizing Committee**

The bid must be presented by a group of academic researchers, aeronautical or space engineers from industries or research centres.

This group must be able to be appointed by EUCASS as a local organizing committee (LOC) in charge of the relationship with local institutions, local industries and universities.

The LOC must be able to propose solutions for the social activities on the site.

### **Site and venue**

- Close to international airport and good public transportation services.
- In vicinity of academic and industrial aerospace players.
- Hotel accommodation (international standard) in vicinity of conference site and offering a large variety of choices.
- Safe public transportation system with station(s) near to the conference location and the main hotels.
- Traffic in the city fluid enough for the bus journeys to the lab tours and banquet site.

- Conference venue and surroundings attractive for accompanying persons.
- Special affordable accommodations for students.

## **Timing**

- Conference period: around first half of July

## **Conference size and structure**

- 4.5 days (Monday – Friday).
- Registration starting on Sunday evening with informal welcome reception.
- Opening event on Monday morning (plenary), technical visits on Friday morning.
- around 800 Attendees.
- 800 Papers / poster presentations.
- Key-notes, plenary sessions with invited speakers, Special Technology Sessions, workshops.
- Gala diner on Wednesday evening
- Welcome party on Monday evening

## **Conference facilities**

- Main auditorium capacity in line with max. number of attendees of 1000 participants.
- Parallel sessions in 18 meeting rooms with average capacity of 40-50.
- A compact arrangement is highly desirable to ease transfers between rooms

- Modern AV equipment.
- Exhibition area and poster session spaces.
- Free Wi-Fi connection for attendees.
- Catering to include daily lunches and coffee / tea breaks (network opportunity for attendees).
- Coffee is to be served permanently to avoid traffic jams during breaks.
- Possibility of a VIP area for lunches, particularly on Monday.
- Availability of preparation/preview rooms and facilities for speakers.
- Local technicians and staff available on site for maintaining Internet or intranet facilities, AV material and rooms
- Video and photo facilities for recording workshops, plenaries or social events (optional).
- Extra rooms for conference secretariat (EUCASS/local host) and meeting.
- Wardrobe possibilities.

### **Content of bid book to be provided by the bidder**

- Description of conference venue, lay-out/floorplan and capacity of facilities (opening, technical sessions, coffee break & lunch areas, exhibition area)
- Local Organizer conference chair(s) & composition of local organizing committee
- Specific scientific events or sessions
- Social event suggestions (welcome reception, conference diner)

- Technical visit sites proposal
- suggestion of recommended hotels
- Expected local sponsor contributions and local Conference partners