

SPECIFICATIONS & REQUIREMENTS

Dates:

The ESRR shall take place in April/May from Thursday until Sunday and shall not contradict with any religious holidays and/or local events of bigger size and/or international events with overlapping topics

Accommodation:

The ESRR is looking ideally for accommodation and venue in the same hotel/area (congress hotel).

If not applicable, 2-3 hotels in walking distance shall be proposed. Hotel rooms in the Headquarter hotel for VIPs will be booked through the ESRR Executive Office (approx. 20).

Participants shall book their hotel rooms by themselves either:

- Directly through the hotel (promotional code shall be provided on the ESRR homepage)
- Through the Convention Bureau of the destination (booking link provided on the ESRR homepage)

Budget: EUR 120-150 incl. VAT per night per person

Meeting Pattern:

Day	Time	Room	Content
Thursday	08:30-15:00	Exhibition & Catering Area	Exhibition Set-up
Thursday	08:30-15:00	Entrance Area	Registration Set-up
Thursday	14:00-19:30	Poster Exhibition	Poster Mounting
Thursday	17:00-20:00	Entrance Area	Registration Start
Thursday	19:30-20:30	Lecture Hall	Opening Ceremony
Thursday	20:30-22:00	Exhibition & Catering Area	Welcome Reception

Friday	08:00-18:00	Entrance Area	Registration
Friday	08:30-18:00	Lecture Hall	Scientific Programme
Friday	Morning	Exhibition, Catering & Poster Area	Coffeebreak & Posterviewing
Friday	Midday	Exhibition & Catering Area	Lunch
Friday	Afternoon	Exhibition, Catering & Poster Area	Coffeebreak & Posterviewing

Saturday	08:00-18:00	Entrance Area	Registration
Saturday	08:30-18:00	Lecture Hall	Scientific Programme
Saturday	Morning	Exhibition, Catering & Poster Area	Coffeebreak & Posterviewing
Saturday	Midday	Exhibition & Catering Area	Lunch
Saturday	Afternoon	Exhibition, Catering & Poster Area	Coffeebreak & Posterviewing
Saturday	17:30-20:00	External	Social Programme
Saturday	20:00-24:00	External	Symposium Dinner

Sunday	08:00-14:00	Entrance Area	Registration
Sunday	08:30-13:00	Lecture Hall	Scientific Programme
Sunday	Morning	Exhibition, Catering & Poster Area	Coffeebreak & Posterviewing
Sunday	13:00-14:00	Exhibition & Catering Area	Farewell Lunch
Sunday	14:00-18:00	Exhibition & Catering Area	Exhibition Dismantling

Meeting Room Requirements:

- 1 Plenary session hall à 300 seats minimum (NO columns) in theatre style
- 1 meeting room à 10-15 seats (optional for Friday/Saturday)
- 1 entrance area (for registration / cloak room etc.)
- 1 catering & Exhibition area for min. 300 participants next to the session hall
- 1 poster area 200 sqm (for approx. 100 posters) if possible close to exhibition area/lecture hall

Please send pictures and floor plans of the above requested rooms/areas

Budget: The total budget for meeting rooms + AV + catering (please see specifications below) is EUR 70.000,- for 300 participants for the whole duration of the event.

Offers shall be either expressed in daily conference rates per participant (including room rent and catering) or can be separated into Catering (please see catering budget below), AV and room rent.

Technical infrastructure / WLAN:

- The congress centre must be equipped with an intranet which serves as hub for our preferred A/V partner to distribute the presentations into the lecture rooms.
- Please specify A/V possibilities (standard is screen, beamer, lectern, microphones) of your centre including prices.
- The congress venue must provide WLAN FREE OF CHARGE. Please specify download capacity.

Catering:

- Thursday – opening (finger-food buffet + wine & beer)
- Friday – 2 coffee breaks, lunch,
- Saturday – 2 coffee breaks, lunch
- Sunday – 1 coffee break, farewell lunch (finger-food buffet + wine & beer)

Budget:

- Coffee Break EUR 5-10,- incl VAT per person per coffee break
- Lunch EUR 25-35,- incl VAT per person per lunch
- Opening EUR 25,- incl VAT per person
- Closing EUR 20,- incl VAT per person

Off-site Venue for Social Evening

- Saturday evening a social dinner for the participants is planned. Seated dinner (buffet) for 250-300 persons in an exclusive area is preferred. Please list a few options. Max. distance from the congress centre: 30 minutes.

Budget: EUR 80-100 incl. VAT per person (3-course menu + beverage package)

Transfer Companies

- Transfer Company (limousine & busses) for the social evening (in case it is not in walking distance from the venue) shall be recommended.

Additionally

- Any support from the city/government is highly welcome (e.g. Opening Ceremony, Transportation tickets, etc.)