



Hosting a future EAPRIL Conference

Preliminary check

Before reading the detailed criteria for hosting an EAPRIL Conference and starting your bid preparations, please go through the following check-list. This check-list sums up a few of the most fundamental requirements for hosting the upcoming EAPRIL Conference.

1. What is the ultimate number of people you can accommodate in one or more auditorium(a) for a plenary session? A minimum seating for 500-550 persons is required, or at least the facilities should be present to organise plenary sessions for a minimum of 500 persons (either real life in nearby institutes or locations, or by streaming the plenary session to different rooms/locations).
Yes / No
2. In addition, does the campus or institute have minimum 18 session/workshop rooms for about 30-40 people (preferably even up to 20)?
Yes / No
3. Are there lunch facilities (catering) in or nearby the conference venue?
Yes / No
4. What is the hotel room capacity in the city of the conference? Are there over 500-550 hotel rooms in the host city and/or within 30 minutes reach of the conference venue?
Hotel capacity in city: number of hotels
Hotel capacity nearby the city (30 minutes): number of hotels
5. Is the host city easy to reach internationally, e.g. is there a (large) international airport in or near your city?
Yes / No

If your answer to any of the above questions is 'no', EAPRIL will be unable to accept your bid.

If all your answers are 'yes', please read the more detailed list of requirements on page 2.

Detailed list of requirements for hosting a future EAPRIL Conference

1. Requirements for local organisational support

- Written commitment from a local organising committee that exists out of 5 persons maximum.
- Commitment to assist in the organisation of the following aspects of the conference:
 - Providing the conference venue(s) free of charge (i.e. school buildings)
 - Computers in conference rooms for presenters to use while presenting
 - IT-facilities (Wireless internet, regular internet connection, beamers etc.)
 - Catering (lunches and coffee breaks)
 - Social / conference activities (School Visits, Conference Reception, Conference Dinner)
 - Local transport arrangements, if needed (i.e. in case conference venue is located at a distance from most hotels/city centre).
 - Organising about 20 volunteers/students during the conference to assist presenters
 - Hotel accommodation for participants (i.e. providing the EAPRIL Office with a list of hotels that delegates can book, possibly negotiate special rates for hotel booking by delegates)

2. Date of the conference

The conference is held over four days in the **last week of November**, preferably from Tuesday until Friday. Possibly, also a pre-conference activity (i.e. school visits) could be organised before the start of the conference (preferably on Tuesday morning or afternoon).

3. Requirements for a conference venue

- Plenary sessions (opening, keynotes and closing): auditorium for minimum 500-550 persons, or having the facilities to organise plenary sessions for 500-550 conference delegates (either real life in nearby institutes or locations, or by streaming presentations to different rooms/locations).
- Minimum 18 rooms for minimum 30-40 persons, preferably up to 20.
- Reception space for up to 500 participants on the first evening
- Registration area on the venue with storage space and a desk for the EAPRIL Office.
- Catering facilities for a minimum of 500-550 persons,(see also catering requirements)

In the city:

- A venue for the Conference Dinner (approx. for 250-280 persons)
- Venues for other social events (e.g. Conference Reception, possibly social activity – pre-conference drinks in a local pub, ...)

5. Technical equipment requirements

- One computer in each session room for presenters to use for their presentation

- Standard audio-visual equipment (AV) in all session rooms: overhead projector, projection screen, white/blackboard or flipcharts (if required/optional choice provided to presenters), microphone system (if needed, optional, if asked by presenters), data projector & PC
- Free wireless internet connection for all participants in the conference venue

6. Catering requirements

- Lunch for at least 500-550 participants for 3 days
- Two coffee-tea-refreshment breaks a day for at least 500-550 participants (3 or 4 days)
- Conference reception with finger food and drinks (buffet) on Wednesday evening: approximately 75% of all conference delegates attends the opening reception (i.e. +- 550 delegates)
- Conference dinner on Thursday evening: approximately 50% of all conference participants attends the conference dinner (i.e. +- 250-280 delegates)

7. Requirements for hotel facilities

- Hotels of different price categories
- Total hotel room capacity in the city up to 550 rooms
- Distance between conference venue and hotels is limited so that delegates can walk to the venue (preferably). If public transport is needed, the distance cannot be longer than 15 minutes by taxi/bus/tram/metro.

8. Requirements for international transport and local transport

- One or more international airports close to the city
- Regular and direct connections with all main airports in Europe
- Good connections between the various hotels, the city centre and the conference venue by public transport

Submitting a bid?

If you are interested in hosting the 2018 EAPRIL Conference, or in the upcoming years, and if you can meet the aforementioned criteria and/or expectations, do not hesitate to send a bid to the EAPRIL office. This bid should contain details on all the criteria listed above. Please use the check-list at the end of this document (see next page) to make sure your bid contains all the details EAPRIL needs to make an informed decision on your bid.

Deadlines for bids

Please send your bid to info@eapril.org. Would you happen to have any questions or concerns whether your bid would be possibly taken into consideration, please do not hesitate to contact us.

Checklist - Information to be included in the Bid for hosting the EAPRIL Conference

Local support

- Names plus details and motivation of the bid committee / local organising committee (max. of 5 members)
- Other support letters, e.g. from the university/institute, and/or city.

Destination information

- Information on the city and region (general touristic information)

Conference rooms

- Information on the halls/rooms in the conference venue (seating capacity and set-up for theatre(s), auditoria, classrooms)
- Information on the technical facilities of the conference venue (AV equipment, support, WIFI,...)
- Information on the available exhibition space (e.g. suggested location, number of square meters, ...)
- Information on the available catering areas
- Information on the services offered by the university (technical assistance, student support, ...)

Accommodation

- Key figures on the number of bedrooms available in the conference city per hotel category (1–5*, guesthouses etc)
- Information on the distance between hotel and conference venue (specified in minutes and mode of transport)
- If you wish to suggest a hotel booking agency (optional), information about the hotel booking agent likely to be used for the EAPRIL conference, including references is needed. *(Note that EAPRIL does not always work with a local hotel booking agency as our delegates are free to book hotel rooms according to their wishes. However, it would be nice if reduced hotel registration fees could be organised)*

Traveling

- International accessibility of the conference city (e.g. number of international flights, links to international hubs, train links etc.)
- Information on national transport systems
- Information on local transport systems and accessibility of the conference venue by public transport

Social / conference activity



- Suggestions for the School Visits (i.e. 7-8 schools of different levels (primary, secondary and professional education) with special features or features that are typical for the hosting country.
- Suggestions for the EAPRIL Opening Reception (venue, programme)
- Suggestions for the EAPRIL Conference Diner (venue, programme, entertainment)
- Other ideas (sightseeing...)

Finances

- A detailed budget proposal for catering (lunch and coffee breaks), conference dinner, conference reception,... *In general, as the EAPRIL Conference is organized in school buildings of the hosting institute, the rooms, computers in session rooms, and the use of inbuilt AV equipment and AV technical assistance are included in the hosting agreement and are proposed to be free of charge or rent. In return, EAPRIL is happy to negotiate special prices for staff and students from the local organising institute. In general, this budget is open for negotiation afterwards, so that a more updated budget can be agreed upon.*