

Annex 1 – Detailed information interest to host ERW2025

Introduction	
General introduction	Provide a description of the key aspects of your interest highlighting the specific characteristics and unique strength. Answer the question why the proposed hosting city and the local Organisers are the best option for ERW2025
Organization	
Information about local Organiser	Information about company, research institution, university etc. that is interested in organizing ERW and highlight their relation with euRobotics.
Selected dates for ERF	Propose possible dates for the ERW and particularly the Central event. ERW Central event should take place in the 2 nd or 3 rd week of November for maximum 2-3 days. Please note that the event can include a weekend to attract a wider public, families, children and seniors.
Organizing partners	Summary of collaborating partners when organizing ERW2025. Mention their specific role and what they will bring to ERW2025
Field of expertise	
Involvement in robotics and science community	On a local, regional and national level.
Ecosystem	Description of available Industry, RTO's, start-up's in the hosting Region/City
Venues	
Proposed venues for ERW	Supply name, address and general information of ideally 2 possible venues and a web link for further information. An appealing environment is a major added value. Photos of the venue are a plus. Make sure the location is centrally located and easy to reach for audience.
Rooms / Infrastructure ERW	Mention the available rooms in the suggested venue(s), their size and the available infrastructure in the rooms and the general spaces. Include a Floorplan of the exhibition/sponsor space.
Catering	Provide information on the preferred catering party for ERW(reception after Central event)
Technical Requirements	
Technical infrastructure at suggested venue	Include information on available equipment per room(Sound, Light, Projection) and available technical staff/suppliers.
WIFI	Provide technical specs on the WIFI coverage and security of the WIFI.

Program	
Theme	If you are working with a theme, please mention it and explain the reasons for choosing this theme and the relation with ERW
Draft Program	Outline your ideas and vision for the overall program. Which contributions to the ERW programme do you envisage to come from your organization? (lab tours, special sessions, co-located events, etc.)
Speakers / Invited guests	Share ideas on speakers or special guests from a regional/national/ international level that you would like to invite to ERW and their possible contribution to the program.
Exhibitors and Sponsors	
Sponsor options	Share your ideas on sponsor opportunities
Commitments sponsors and exhibitors	Mention those sponsors and exhibitors that already expressed interest in ERW2025 or have already confirmed.
Media and Marketing	
Media and communications landscape	On a city level, regional, national level and if available international level.
Media channels	Available (social)media channels which can be used to promote ERW(LinkedIn, websites, Facebook, Instagram, Twitter, newsletters, etc.)
Travel and Stay	
Hosting city / Hosting Region	General Information on the hosting city/region
Travel	Provide information about accessibility of the hosting city by air / train / car and information on how to get around in the hosting city.
Budget & Funding	
Budget	Financial overview with the major cost items (such as venue and catering) and estimate of sources of income on the separate sheet below.
Sponsors and exhibitor	Overview of possible(confirmed) sponsors and exhibitors including amount.
Funding	Overview of possible (confirmed) via government, city, bureau of tourism, etc.

Annex 2 – Budget (please use the format provided)

Total expenses, estimate	
Venue(s): rooms and facilities	
Foods and beverage	
Other costs	
Total income, estimate	
Exhibition	
Sponsorship	
Balance (income - expenses)	

Estimated costs (Breakdown)

Rooms and facilities	Total cost
Rooms	
Technical equipment	
Exhibition (if organized)	
Sub-total: Rooms and facilities	
Catering, dinner, transport	Total cost
Food and beverages	
Transport	
Sub-total: Catering and transport	
All other costs: please include ALL other costs here (e.g. speakers, PR/ advertising, print, design, ticketing, exhibition etc.)	Total cost
Sub-total: All other costs	
TOTAL Estimated costs	

Estimated income (Breakdown)

Exhibitors (if organised)	Units	Unit Price	Total cost
Stand, large			
Stand, simple			
Exhibitors			
Sponsorship (sponsors, estimate)	Units	Unit Price	Total cost
Sponsors			
TOTAL Estimated costs			