

Annex 3 – Responsibilities of the Coordinator (euRobotics) and Local Organiser Model agreement regarding the ERW organization

A. Main responsibilities of the Coordinator

1. Overall coordination

- 1.1 Decides together with the Local Organiser on regular conference calls and physical meetings in preparation for the event.
- 1.2 Facilitates overall coordination and internal communication.

2. Programme

- 2.1 Contributes to the creation and management of the event programme and communicates with speakers.
- 2.2 Invites European personalities and VIPs to the opening ceremony.
- 2.3 Manages the opening ceremony programme, including the planning and hiring of the master of ceremony (this should be an integral part of the event budget).

3. Sponsoring & exhibition

- 3.1 Decides together with the Local Organiser on sponsorship packs (benefits, rates, exposure etc.).
- 3.2 Invites euRobotics members to sponsor.
- 3.3 Collects the billing information, sponsorship and exhibition fees from euRobotics members and follows up on payments.

NB: Sponsoring fees collected by euRobotics will be used to support primarily panEuropean ERW activities such as national coordinators meeting, school trips for children from disadvantaged regions to the Central event outside of the central event budget.

- 3.5 Approves the floor plan of the exhibition (if organized).

4. Communication

- 4.1 Develops the ERW sub-site on the www.eu-robotics.net website.
- 4.2 Reviews and agrees with the Local Organiser upon all communication materials designed by the Local Organiser.
- 4.3 Produces press releases in English and distributes them to the Coordinator's European media contacts.
- 4.4 Manages the promotion s event to the euRobotics National Coordinators community by means of mass mailing and social media promotion.
- 4.5 Oversees the production of the print and digital materials in English, including the event brochure, sponsorship brochure, photo-video materials, video interviews. Please note that all graphic design and photo/video services and communication costs by the official suppliers of euRobotics must be an integral part of the final event budget.

5. Finance

- 5.1 Reviews and agrees on the event budget drafted by the Local Organiser (see Annex 2).
- 5.2 Requests changes and approves the proposed budget.

B. Main responsibilities of the Local Organiser:

6. Overall organization

- 6.1 Rents and pays for all event venues.
- 6.2 Manages all relationships with the venues regarding all the necessary logistics (rooms, signage, furniture, audio-visual, screens and displays, outdoor branding, exhibition booth set-up, catering etc.) according to the action plan agreed between the Local Organiser and the Coordinator, before, during and after the event, and for unforeseen requests subject to agreement.
- 6.3 Appoints the required subcontractors/event staff in agreement with the Coordinator.
- 6.4 Together with the venue, is responsible for on-site management of the event (including access to the venue outside regular working hours for the organizing team).

7. Programme

- 7.1 Coordinates with local personalities and VIPs attending the opening ceremony, in agreement with the Coordinator.

8. Sponsorship and exhibition (if organized)

- 8.1 Ensures that venues provide professional exhibition management (contracts, invoicing, storage, set-up, dismantling etc.), if foreseen in the event programme.
- 8.2 Advertises the exhibition space and sponsoring packages to local companies.
- 8.3 Invoices and collects all materials from local sponsors (and exhibitors).
- 8.4 Follows up with local sponsors and exhibitors (non-euRobotics members) for sponsorship (and exhibition fee) payments.
- 8.5 Manages the logistics of the exhibition (if organized) prior and during the event (answering questions, ordering additional materials, preparation of the floor plan etc.).

9. Venues and suppliers

- 9.1 Proposes local suppliers, with quotes, to the Coordinator: venues for social events, lab visits, hotels, printing companies, catering, audio-visual etc.
- 9.2 Oversees all the logistics (room set-up, audio-visual, materials) of the opening ceremony and workshops (if needed) to ensure the appropriate, smooth running and follow up of the event.

10. Communication

- 10.1 Contributes to the updating of the www.eu-robotics.net/robotics_week/.
- 10.2 Manages relations with local media and European media (if available).
- 10.3 Produces all event materials in the local language (and translates them into English), distributing press releases to the local and European media.

11. Finance & Liability

- 11.1 Provides a summary financial statement and results to be presented during the event wrap-up meeting immediately after the event.
- 11.2 Provides the complete final set of expenses and income before 31 January 2025, together with the corresponding invoices.
- 11.3 After having settled all associated and agreed payments and debts, the surplus is equally split between the Local Organiser and the Coordinator, Should the result lead to a negative balance (including cancellation not covered by insurance), 50% of the remaining costs should be paid by the Coordinator and 50% by the Local Organiser.

12. Attendees

- 12.1 Answers questions from attendees and supplies them with information about accommodation, travel, and transport.

12.2 Attracts attendees from local/regional companies, universities, public authorities to join.