

Annex 1 – Detailed information interest to host ERW2024

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 ERW2024
Organisation	
Information about local organiser	Information about company, research institution, university etc. who is interested in organising ERW and 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 over 2-3 days during the ERW 2024 preferably between 15-24 November 2024. The central event is typically during the first days, e.g. on Friday 15h Nov 2024 and/or over the weekend to attract a wider public, families and children.
Organising partners	Summary of collaborating partners when organising ERW2024. Mention their specific role and what they will bring to ERW2024
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.
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.

Hybrid/ Remote Solution	Please provide information on possibilities for hybrid attendance of the Central event and other local activities
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 organisation? (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 (or are already confirmed) and their 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 ERW2024 or have already confirmed.
Media and Marketing	
Media and communications landscape in hosting city / country	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 – Responsibilities of the Coordinator (euRobotics) and Local Organiser

Model agreement regarding the ERW organisation

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 organised).
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 of the 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 organisation
 - 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 organising 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 organised)
 - 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 organised) 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.

Annex 3 – 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 organised)	
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
Stand, large			
Stand, simple			
Exhibitors			
Sponsorship (sponsors, estimate)	Units	Unit Prize	Total
Platinum			
Gold			
Silver			
Bronze			
Sponsorship			
TOTAL Estimated income			