

Call for hosting

European Robotics Forum 2025

Deadline: Friday 26 May 2023

1 INTRODUCTION

euRobotics aisbl is a Brussels based international non-profit association for all stakeholders in European robotics. With about 250 member organisations, euRobotics is a strong representative of the European Robotics Community.

1.1 Project Goals and Objectives

After its start in San Sebastian in 2010, this annual event has quickly become the most influential meeting of the European robotics community.

Between 800 and 1000 researchers, engineers, managers, and a growing number of entrepreneurs and business people from all over Europe come together to discuss topics and contents which have an immediate impact on the road mapping process for robotics in Europe. Since 2014, ERF has also hosted a very successful robotics exhibition that has been growing ever since.

1.2 Purpose of this Invitation to Host

The overarching purpose of this call for hosting is to identify interested parties who are willing to co-organise with euRobotics aisbl, the European Robotics Forum. We are therefore searching for committed organisers who can create a dynamic mixture of workshops, exhibition, plenary program with inspiring speakers and social events to bring together the European Robotics community. We encourage all potential organisers to think creatively about their solutions to communicating the positive impact of robotics to the public.

1.3 The role of the local host

The local host is the responsible institution for setting up and running the ERF in the respective year. The event will put the host at the centre of the most influential robotics meeting in Europe. The local host receives very good visibility across Europe and beyond and has the opportunity to highlight robotics research and development in their country and region. The responsibilities of the local organiser include:

- Working together with the Program Committee established by euRobotics, the euRobotics office and the communication contacts within euRobotics cooperate closely with the event organising agency for logistics;
- Promote the event to the local robotics community to encourage registrations;

More details can be found in the model contract which is part of this call and provided as a separate document also on the call page https://www.eu-robotics.net/robotics_forum/call-for-hosting-erf2024/index.html

The local host is expected to closely cooperate with an external event organising agency or an inhouse department specialised in event coordination. The tasks of that agency include

- Contact with the venues that are selected based on suggestions by the local organiser (conference, reception, banquet)
- Room set-up/ AV equipment offers
- Online registration processing and follow-up and onsite registration desk
- Invoicing of all services, handing of sponsor and exhibitor invoices
- Relations with all suppliers: venues, catering, photographers, video, hotels, entertainment etc.
- Selling exhibition and sponsoring packages to local and international companies, projects, etc.
- PR and media relation for the Forum with national and international media

2 APPLICATION FORM

Applications should include the following information to be used for the evaluation:

Items	Answers	Comment
2.1. Organisers		
<ul style="list-style-type: none"> Organising institution (local organiser, euRobotics member) 		E.g. company, research institution, university etc.
<ul style="list-style-type: none"> Organisers names 		The persons mainly in charge including their contact details
<ul style="list-style-type: none"> Involvement in robotics and science communication 		
<ul style="list-style-type: none"> The organisation hosted conferences, workshop or large events before 	Yes/ No. If yes, please list these events	
<p>An event organising agency to act as the single point of contact for euRobotics about the logistics and relations with the other suppliers needs to be involved.</p>	<p>I will work together with a professional event agency</p> <p>Yes (tick the box) <input type="checkbox"/></p>	
2.2. Co-organisation commitment		
<ul style="list-style-type: none"> I will work closely together with the staff of euRobotics during the preparation towards ERF2025. 	<p>The proposal acknowledges that I commit to this cooperative style of organising the event.</p> <p>Yes (tick the box) <input type="checkbox"/></p>	Monthly reporting and/or interaction is expected, accelerating to weekly interactions in the last two months before the event.
<ul style="list-style-type: none"> euRobotics and the local organiser will sign a written agreement (a model contract is provided with this call). 	<p>I agree to sign a contract with euRobotics for the purpose of the event organisation</p> <p>Yes (tick the box) <input type="checkbox"/></p>	
<ul style="list-style-type: none"> A named person from your organisation should be available to keep contact with the euRobotics staff. 	<p>I will nominate a contact person (senior staff) for the overall organisation of ERF2025</p> <p>Yes (tick the box) <input type="checkbox"/></p> <p>I will nominate a contact person (senior staff) to join the program committee</p> <p>Yes (tick the box) <input type="checkbox"/></p>	

	<p>I will provide euRobotics with contract agreements, written offers and invoices when needed</p> <p>Yes (tick the box) <input type="checkbox"/></p>	
<ul style="list-style-type: none"> Registration 	<p>Yes (tick the box) <input type="checkbox"/></p>	<p>The event organising agency will provide registration services to process all registrations.</p>
<h3>2.3. Contribution to the programme</h3>		
<ul style="list-style-type: none"> It is the organiser's privilege to suggest topics that help its visibility: What are your ideas to improve the ERF programme? (motto, special focus or topic, in relations to local activities in robotics) 		<p>Please note that some of your suggested ideas need approval of our BoD</p>
<ul style="list-style-type: none"> Which contributions to the ERF programme do you envisage to come from your organisation? (lab tours, special sessions, co-located events, etc.) 		<p>The Forum is not yet “another robotics conference”.</p>
<ul style="list-style-type: none"> Are there any potential partnerships, e.g. with local authorities or businesses that can be formed? 		<p>e.g. sponsoring receptions, the banquet, ...</p>
<h3>2.4. Timing</h3>		
<ul style="list-style-type: none"> Which dates do you suggest for the ERF to take place and why? 		<ul style="list-style-type: none"> The event lasts for three days, with the co-located Members’ General Assembly on the day before. For ERF2025, the preferred dates are in week 12 in 2025 (Monday 17th till Saturday 22nd March) , starting the Forum on Tuesday or Wednesday with the GA the day before. Dates coinciding with school/public holidays, major trade fairs or other robotics events should be avoided.
<ul style="list-style-type: none"> As ERF2025 local organiser I will organise a site visit for the euRobotics BoD, prior to the event 	<p>Yes (tick the box) <input type="checkbox"/></p>	<ul style="list-style-type: none"> 2 day event including visit to the venue and banquet /reception location Meeting Room for BoD
<h3>2.5. Venue</h3>		

<ul style="list-style-type: none"> Supply name and address of ideally 2 possible venues, information about their size and technical equipment, and a web link for further information. These offers can be further improved together with the event organising agency. 		<p>The venue should be located in Europe. Being in the European Union or one of its associated member states is a plus.</p> <p>An appealing environment (restaurants, cafes, points of touristic, economic, scientific interest), is a major added value</p>
<ul style="list-style-type: none"> Room set-up (The expected number of participants is 900 – 1500) 	<p>A minimum of 6 meeting rooms is needed, since many workshop sessions take place in parallel . 4 rooms should be able to host up to 100 seats and 2 rooms up to 300. Additional smaller rooms are helpful.</p> <p>Yes (tick the box) <input type="checkbox"/></p> <p>One room must be big enough to host all participants, for plenary meetings.</p> <p>Yes (tick the box) <input type="checkbox"/></p> <p>Many participants will want to have lots of small meetings, so having a buffer of 4 smaller meeting rooms is a must.</p> <p>Yes (tick the box) <input type="checkbox"/></p> <p>An exhibition area inside the venue, able to host at least 30 exhibitors X 12 sqm stands is required.</p> <p>Yes (tick the box) <input type="checkbox"/></p> <p>I will organise the exhibition and sponsored space sales</p> <p>Yes (tick the box) <input type="checkbox"/></p>	<p>Please check the ERF2025 Requirements document for a detailed overview of the expected logistics.</p>
<ul style="list-style-type: none"> Banquet, Reception 	<p>I will organise a Welcome Reception complying with the conditions</p> <p>Yes (tick the box) <input type="checkbox"/></p> <p>I will organise a Reception after the General Assembly</p>	<p>A reception and a banquet for all participants will be organised respectively on the first and second day of the event.</p> <p>The venues should be easy and fast to reach by public transport, taxi or on foot.</p>

	<p>Yes (tick the box) <input type="checkbox"/></p> <p>Suggested venue(s):</p> <p>I will organise a Banquet complying with the conditions</p> <p>Yes (tick the box) <input type="checkbox"/></p> <p>Suggested venue(s):</p>	<p>The reception should be free of charge and the price per banquet menu/ person should be affordable.</p> <p>The banquet location should be different from the event location. There is a strong preference that the Welcome reception will also be held in a different location. In the past, there were sponsored receptions, e.g. in a town hall, this could be considered when talking to local supporters</p>
<ul style="list-style-type: none"> • Good free internet connection, is available, as well as the infrastructure to facilitate other technical equipment should be available in each room 	<p>Yes (tick the box) <input type="checkbox"/></p>	<p>For specs see ERF requirements doc.</p>
2.6 Online attendance ERF		
<ul style="list-style-type: none"> • In these dynamic world hybrid sessions, virtual elements and/or streaming of sessions will be made available by the local organiser, 	<p>Yes (tick the box) <input type="checkbox"/></p>	
<ul style="list-style-type: none"> • Infrastructure, technical equipment and staff should be made available to support the hybrid format of ERF2025 	<p>Yes (tick the box) <input type="checkbox"/></p>	<p>For specs see ERF model hybrid document</p>
2.6. Accessibility		
<ul style="list-style-type: none"> • How easy is it to reach the venue by Train / air and car? 		
<ul style="list-style-type: none"> • Is your location accessible to people with mobility issues? 	<p>Yes/ No</p>	
<ul style="list-style-type: none"> • Does the meeting centre lie at a convenient distance from hotels? (on foot and/or public transportation) • At least a list of hotels close to the venue should be provided 	<p>Yes/ No</p>	<p>Enough hotel rooms of different price and quality, including low-cost accommodation for students, should be available in the vicinity of the meeting place.</p> <p>Being able to make a partnership with hotels to get discounted rooms for attendees and complimentary rooms for the organisers would be an important plus.</p>
2.7. Publicity		
<ul style="list-style-type: none"> • The Local host will ensure together with the event organising agency or a Public 	<p>Yes (tick the box) <input type="checkbox"/></p>	<p>The local host will be involved early to get insights in the organisation of previous events.</p>

Relations specialist to promote ERF2024 to the local and international media		
<ul style="list-style-type: none"> Branding: All materials will follow the branding guidelines provided by euRobotics that are in place at the time of the forum and the preparation phase. 	Yes (tick the box) <input type="checkbox"/>	See branding guidelines
2.8. Budget		
<ul style="list-style-type: none"> Proposed budget for the event based on the ERF2025 Requirements document 	Yes (tick the box) <input type="checkbox"/>	Please give a financial overview with the major cost items (such as venue and catering,) and estimate of sources of income on a separate sheet. Please check the ERF2025 Requirements document to make your proposal as close to the euRobotics expectations as possible.
<ul style="list-style-type: none"> Sponsorship and exhibition 		Please provide details of potential local sponsors.
<ul style="list-style-type: none"> What will be the cost of participation (daily delegate rate)? The ticket pricing will be finally agreed with euRobotics At application stage, a rough estimate is enough, details can be fixed later on also based on experience with the previous ERFs, considering also Early Bird and Member rates, etc. 		The costs per participant should be kept as low as possible while ensuring a good quality and cover the venue rental and required local services, including e.g. Internet, cloak-room, audio-visual, coffee breaks and lunch breaks (on all three days). A fee scheme should follow the previous editions. Please note that euRobotics members receive several free tickets according to their membership fees, see also the model contract.
2.9. Validity		
<ul style="list-style-type: none"> In case your application for 2025 turns out to be unsuccessful, are you willing to host the ERF in 2026 instead? 	Yes/ No	Under similar conditions as in 2025

We strongly recommend that after the first submission of your application, a conference call with the euRobotics secretariat is organised to discuss it in detail.

DEADLINE FOR SUBMISSIONS: Friday 26 May 2023 to erf@eu-robotics.net