

Call for hosting European Robotics Forum 2018 Deadline: 22 February 2017

1 INTRODUCTION

euRobotics aisbl is a Brussels based international non-profit association for all stakeholders in European robotics. One of the association's main missions is to collaborate with the European Commission (EC) to develop and implement a strategy and a roadmap for research, technological development and innovation in robotics, in view of the launch of the Horizon 2020 framework program. Towards this end, euRobotics aisbl was formed to engage from the private side in a contractual Public-Private Partnership with the European Union as the public side.

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 600 and 800 researchers, engineers, managers, and a growing number of entrepreneurs and business people from all over Europe come together to discuss topics and contents which has an immediate impact on the roadmapping 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 Tender

The overarching purpose of this call location 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 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.

2 APPLICATION FORM

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

Items	Answers	Obs.
2.1. Organisers		
<ul style="list-style-type: none"> Organising institution (local organiser) 		E.g. company, research institution, university etc.
<ul style="list-style-type: none"> Organisers names 		
<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	
<ul style="list-style-type: none"> Working relationships with relevant Exhibitors and Labs 		

<ul style="list-style-type: none"> • An event organising agency locally to act as the single point of contact for euRobotics with regard to the logistics and relations with the other suppliers. • Main responsibility of the agency: <ul style="list-style-type: none"> - Venue search (conference, reception, banquet) - Room set-up/ AV equipment offers - Online registration processing and follow-up and onsite registration desk - Invoicing of all services - Relations with all suppliers: venues, catering, photographers, video, hotels, entertainment etc. - Optional: PR and media relation for the Forum with the national media 	<p>I identified at least 2 local agencies that prepared an offer (attached). A presentation pitch is to be held in front of euRobotics representatives, who will decide on the hiring.</p> <p>Yes (tick the box) <input type="checkbox"/></p> <p>Agency 1: Name Agency 2: Name</p>	
2.2. Co-organisation commitment		
<ul style="list-style-type: none"> • I will work closely together with the staff of euRobotics aisbl during the preparation of the ERF2017. 	<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>	<p>Monthly reporting and/or interaction is expected, accelerating to weekly interactions in the last two months before the event.</p>
<ul style="list-style-type: none"> • euRobotics and the local organiser will sign a written agreement. 	<p>Yes (tick the box) <input type="checkbox"/></p>	
<ul style="list-style-type: none"> • An onsite event coordinator from your organisation should be available to keep contact with the euRobotics staff. • Main responsibilities of the local organiser: <ul style="list-style-type: none"> - Chair the Programme Committee and propose a programme theme, review the workshop proposals and select them; - Keep in contact with the local event organising agency for logistics; - Update the event website: www.eu-robotics.net/robotics_forum (euRobotics will grant you access to the website back-end); - Promote the event to the local robotics community to encourage registrations; - Sell exhibition and sponsoring packages to the local companies. 	<p>I will assign an Event Coordinator (senior staff) for ERF2017</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>	<p>Eligible costs: rental and material costs (audio-video), catering, PR consultancy, printing etc.</p>

<ul style="list-style-type: none"> Contribution of the local organiser* 	Yes (tick the box) <input type="checkbox"/>	Covering its own personnel costs for organising the ERF.
<ul style="list-style-type: none"> Registration 	Yes (tick the box) <input type="checkbox"/>	The event organising agency will provide registration services to process all registrations.
<ul style="list-style-type: none"> Branding: All materials will follow the branding guidelines provided by euRobotics here. 	Yes (tick the box) <input type="checkbox"/>	See branding guidelines
2.3. Contribution to the programme		
<ul style="list-style-type: none"> It is the organiser's privilege to suggest topics that help its visibility: What are your ideas for the ERF programme? (motto, special focus or topic, in relations to local activities in robotics) 		
<ul style="list-style-type: none"> Which contributions to the ERF programme do you envisage to come from your organization? (lab tours, special sessions, co-located events, etc.) 		The Forum is not yet "another robotics conference".
2.4. Timing		
<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. The community prefers three days in March. The community prefers the event to take place Wednesday-Friday. Dates coinciding with school/public holidays, trade fairs or other robotics events should be avoided.
<ul style="list-style-type: none"> Are there any potential partnerships that can be formed? 		Timeframes should be linked to sustainability.
2.5. Venue		
<ul style="list-style-type: none"> Supply name and address at least 2 venues, information about their size and technical equipment, and a web link for further information. These offers can be further improved together with 		The venue should lie in Europe. Being in the European Union or one of its associated member states is a plus.

<p>the selected event organising agency.</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 600-800) 	<p>A minimum of five meeting rooms are needed, since many workshop sessions take place in parallel (50-100 seats each)</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 3 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 20 exhibitors X 12 sqm stands is required.</p> <p>Yes (tick the box) <input type="checkbox"/></p> <p>I will organise the exhibition space sales (I will hire an exhibition manager).</p> <p>Yes (tick the box) <input type="checkbox"/></p>	<p>Please check the ERF2018 Logistics Requirements document for a detailed overview of the expected logistics.</p>
<ul style="list-style-type: none"> Banquet * Reception 	<p>I will organise a Reception complying with the conditions</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>A reception and a banquet for all participants will be organised on the first, respectively the second day of the event. The venues should be easy and fast to reach by public transport, taxi or on foot. The reception should be free of charge and the price per banquet menu/person should be affordable. Both venues should be different from the</p>

		conference venue.
<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 	Yes (tick the box) <input type="checkbox"/>	
2.6. Accessibility		
<ul style="list-style-type: none"> • How easy is it to reach the organising city and the meeting centre? 		
<ul style="list-style-type: none"> • Is your location accessible to people with mobility issues? 	Yes/ No	
<ul style="list-style-type: none"> • Does the meeting centre lie at a convenient distance from hotels? (on foot and/or public transportation) 	Yes/ No	A sufficient number of hotel rooms of different price and quality, including low-cost accommodation, should be available in the vicinity of the meeting place.
<ul style="list-style-type: none"> • At least a list of hotels close to the venue should be provided. 	Yes/ No	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.
2.7. Publicity		
<ul style="list-style-type: none"> • The event organising agency local or a Public Relations specialist is to be contracted to publicize ERF2018 to the local and international media 	Yes (tick the box) <input type="checkbox"/>	A public relations brief with requirements will be provided by euRobotics
2.8. Budget		
<ul style="list-style-type: none"> • Proposed budget for the event based on the ERF2018 Logistics Requirements document 	Yes (tick the box) <input type="checkbox"/>	Please give a financial offer with the major cost items (e.g. venue) and estimate of sources of income on a separate sheet. Please check the ERF2018 Logistics Requirements document to make your proposal as close to the euRobotics expectations as possible.
<ul style="list-style-type: none"> • Sponsorship** 		Please provide details of potential local

		sponsors.
<ul style="list-style-type: none"> What will be the cost of participation (daily delegate rate)? 		<p>Participation of a substantial number of Ph.D. students and young faculty staff is strongly desired and encouraged. Therefore, the registration fee should be kept as low as possible and cover the following costs of the local host:</p> <ul style="list-style-type: none"> rent for meeting rooms and required local services (Internet, cloak-room, audio-visual) coffee breaks and lunch breaks (on all three days)
<ul style="list-style-type: none"> Contract & Ticketing 	<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"> euRobotics is responsible for the structure and level of ticket prices. euRobotics will decide if and what services are being needed for ticketing.
<ul style="list-style-type: none"> Financial arrangements 	<p>The event organising agency will handle all the financial arrangements (invoices, relations with suppliers)</p> <p>Yes (tick the box) <input type="checkbox"/></p>	<ul style="list-style-type: none"> euRobotics receives invoices issued by the event organising agency with the free tickets booked by the euRobotics members (based on the codes and deadlines provided by euRobotics) and other type of free tickets. The event organising agency handles the payments of suppliers' invoices.
2.9. Validity		
<ul style="list-style-type: none"> In case your application for 2018 turns out to be unsuccessful, are you willing to host the ERF in 2019 instead? 	Yes/ No	Under similar conditions as in 2018

* We are looking for financially healthy local institutions to organise the ERF2018. Proof might be required.

**There must be an emphasis placed on the sustainability of organising such an event, since euRobotics allows very limited funds to support it.

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

DEADLINE FOR SUBMISSIONS: 22 February 2017 to erf@eu-robotics.net