

Call for Hosts European Robotics Week (ERW)2024

Introduction

euRobotics 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. The European Robotics Week was conceived by the desire of the European Robotics community to bring robotics research and development closer to the public. Every year, the ERW offers one week of various robotics related activities across Europe for the general public, highlighting the growing importance of robotics in a wide variety of application areas and the growing importance of skills in science, technology, engineering and maths (STEM). ERW has attracted a huge number of people since its first edition back in 2011. In these 12 years the European Robotics Week has attracted more than 460000 participants!

Purpose of this Call for hosting

The purpose of this call is to identify euRobotics members who are willing to co-organise with euRobotics, the Central event, in direct response to the educational focus of the European Robotics Week. The Central Event of ERW2024 will act as the hub for all other events. The association is searching for committed organisers who can create a dynamic mixture of local events and workshops (delivered by scientists, labs, teachers, schools, robotics engineers, robot makers etc.), that allow euRobotics to engage effectively with the European public. We encourage all potential organisers to involve regionally relevant industries with a focus on robotics and think creatively about solutions to communicating the positive impact of robotics to the general public. ERW Central event should take place over 2-3 days during the ERW 2024, 15-24 November 2024.

Expression of interest

Parties that are interested in organising the European Robotics Week 2024 are invited to express their interest by filling in the form and providing us with the requested information based on the elements that can be found below and in the attached detailed information:

- **Introduction:** Provide a description of the key aspects of your interest highlighting the specific characteristics and unique strength. Include proposed dates for the ERW Central event and a possible theme for the ERW.
- **Organisation:** Introduce your local organising committee. Include information on support for the organisation of ERW from stakeholders from industry, research, government and other relationships such as Science parks, Interactive museums, etc.
- **Venue:** Provide information on the preferred venue for the Central event, including information on rooms, seating, exhibiting, catering, etc. Incorporate information on audio visual equipment in the venue, WIFI and options for remote attendance.
- **Program:** Outline your ideas, vision and possible theme for the ERW Central Event and other related activities (e.g. lab tours, special sessions, co-located events, etc.) you would like to organise during this week.

- **Exhibitors and Sponsors:** Outline your ideas on sponsorship opportunities, possible regionally relevant parties that would like to sponsor/ exhibit during ERW.
- **Travel and Stay:** Indicate why your city or region is so suitable to organise the ERW and emphasise accessibility, transport and accommodation density.
- **Budget & Funding:** a balanced budget is a must for every activity. Outline your expected expenses and revenues. Include information on possible sponsors/ exhibitors), support by (local) government, etc.

Timeline/ Process

<input type="checkbox"/>	Sending in first expression for interest to host ERW2024 via form	before 1 January 2024
<input type="checkbox"/>	Possibility to schedule meeting with euRobotics with questions regarding ERW 2024	10 January - 20 January 2024
<input type="checkbox"/>	Deadline submitting requested information to host ERW2024	1 February 2024
<input type="checkbox"/>	Call with euRobotics office (discuss received information) 2024	2 February - 12 February
<input type="checkbox"/>	Online presentation by interested parties ERW2024 for euRobotics	
<input type="checkbox"/>	Board of Directors (BoD) followed by Decision next organiser ERW2024	23 February 2024
<input type="checkbox"/>	Communication final decision to interested parties ERW2024	26 till 28 February
<input checked="" type="checkbox"/>	Public announcement final ERF destinations 2025 and 2026	13 till 15 March 2024