**Application form to host EORS Annual Meeting**

Dear applicant,

EORS highly appreciates your dedication to host a future Annual Meeting and recognizes this major commitment to the society as already the application demands significant time and thought. The society lives through these meetings and your effort.

As applicant you acknowledge the Standard Operating Procedures for hosting EORS Annual Meetings available as a separate document. This short application form improves the objectiveness and transparency of the selection procedure by the EORS Executive Committee.

**Year of Meeting applied for: \_\_\_\_\_\_\_**

Next to your preferred choice (e.g. 2021), would you also be willing to host the EORS conference in another year? Please indicate alternative years here**:**

**1.1. Conference Chair**

Name/Institute

**1.2. Conference Co-Chair or General Secretary (if applicable)**

Name/Institute

**2. Previous experience with hosting meetings or serving on organisation committees.**

**3.** **Local (National) Organising Committee Members already involved** (if applicable)

|  |  |  |
| --- | --- | --- |
| Committee Member | Affiliation  | Email |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Location**

State the city and describe briefly (300 words or less) why it would be an attractive location to host the EORS Annual Meeting from a professional and touristic (cultural) point of view. (web-links are welcome).

**4.1. Conference facilities**

Please describe briefly (300 words or less) the (optional) venue(s), considering e.g. the points below:

* Capacity of the venue regarding rooms, poster and exhibition space (see meeting SOP)
* Position of venue relative to city centre
* Distance (walking?) between venue and major hotels
* Can EORS get exclusive use of the conference venue?
* Does the conference venue have free WiFi?
* If available, provide a floor plan or a web link of the venue(s)

**4.2. Travel logistics**

Please describe briefly (300 words or less) the travel infrastructure considering the points below(web-links).

* Which major airports are in close proximity (distance to venue)?
* How can they be reached by (public) transport (e.g. travel duration, frequency, cost)?
* Describe the (direct) international connections (destinations, frequency)

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**4.3. Accommodation**

Please describe accommodation options for different categories and budgets to be listed as official conference hotels. e.g. considering the template below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | (Hotel) Name | Avg. rates\*/night | distance from venue | free WiFi? | No. of rooms |
| student accomodation |  |  € | km |  |  |
| 3\* hotel |  | € | km |  |  |
| 4\* hotel |  | € | km |  |  |
| 5\* hotel |  | € | km |  |  |

*\* incl. breakfast*

**5. What are optional dates?** (preferably September/October, Wed-Fri, see meeting SOP)

**6. Scientific Program**

Please describe briefly your ideas about the main theme(s), and e.g. how to implement the multi- and cross-disciplinary nature of the EORS meetings or e.g. unique program features.

**7. Supporting bodies**

Please provide names of supporting bodies such as institutions, local partners (e.g. chamber of commerce, tourism bureau) or other national organisations, and, if available, Letters of Support.

**8. Foreign Visitors**

For non-EU hosts only: Are there any visa regulations to be considered?

**9. Additional Information** (that you believe the Society should be aware of; briefly)