

This document is based on the previous ERFs experience and should help to identify suitable venues and to give a realistic overview of the organisational effort. It's a guide to define a proper budget at a later stage with the help of the event agency.

Item	Description	Capacity	Quantity	Days	Comments
<i>Conference Rooms (Venue 1)</i>					
Plenary room	Plenary Theatre style	1000 attendees	1	Up to all 3 days, at least. opening on first day	for Opening Ceremony and potential plenary sessions
Workshop rooms (6 rooms)	Theatre style	50-200 attendees	6	3	6 rooms of different sizes with a total capacity of at least 800
euRobotics Office		15 people	1	4	Also day before forum (typically also day of the GA)
Small meeting room (3 rooms)		30 people	3	4	3 small meeting rooms for side meetings
<i>Food and Beverages</i>					
Coffee break			2 per day	3	
Lunch break (warm, cold)			1 per day	3	
Water	Provided on speakers' desks in each room, each session			3	
<i>Technical Equipment + furniture + services</i>					
Wireless microphone				3	Depends on room size
Gooseneck microphone				3	Depends on rooms size

Main video projector (beamer)			1 per room	3	For the plenary, maybe more
Screens				3	TBD how many
Wifi connection	Stable and free, good bandwidth needed			4	
Monitor screen for speakers (on the ground)				3	in the plenary room
Technical assistants	Help with projection, audio and possibly streaming, if there is an agreement to broadcast some sessions.			3	Typically students from local university
Sound system (mixer and speakers)			1/ room	3	At least in the plenary room (also in larger workshop rooms, if needed)
Lighting (basic)				3	
Stage				3	In plenary room
Laptop with Microsoft PowerPoint	To speed up the change of presenters			3	TBD how many. Typically 1 per room

Lectern			1	3	In plenary
Table for speakers (covered with cloth?)			1 per room	3	Banner printed on the table or lectern in plenary room
Chairs for speakers' desk				3	Depending on room size
Flipchart facilities (classic, electronic, or via an app such as MIRO)	Preference could be electronic version			3	To be checked with each WS organiser, at least 1 per room as standard
Cleaning the whole venue				3	

Insurance					
<i>On-site Office for local host, event agency and euRobotics staff</i>					
Wifi connection				4	As from day of the GA or even day before
Printing facilities			1	4	
<i>Exhibition</i>					
Tables (40 stands minimum)			1 minimum /stand	3	
Chairs			2 per stand	3	
Lighting (basic)				3	
Wifi connection				3	
Electric plugs				3	
Extension cords				3	TBD by exhibitors
Storage space prior to the event					TBD how much time in advance
Exhibition management (contracts, additional furniture & AV rental by sponsors, manual, visits)					Incl. build day before the event
Set-up and dismantling					
Cleaning					
Security					
<i>Small meeting rooms</i>					
Projection screen				3	
Projector				3	
Flipchart or electronic means				3	

<i>Halls + registration desk + Outside area</i>					
Projection screen			TBD	3	
Business corner - for pax. to discuss, print etc.			TBD		
Signage (including hall names display)				3	
Tables with cloth - registration area			4	3	
Chairs				3	
Wardrobe	A place to store the bags of pax & staff to handle it			3	
Big canvas with sponsors logos on the building			1	3	to be adapted to local circumstances
<i>Reception (Venue 2)</i>					
Room	Cocktail style set-up	800	1	1	
Cocktail tables with cloth					TBD exact number
Special lights					Optional
Screen				1	TBD depending on room
Sound system			1	1	
Hand microphone			2	1	
Stage			1	1	
Catering stations (multiple islands)			800	1	drinks & finger food
Entertainment				1	
Wardrobe				1	
Bus transport					TBD
<i>Banquet - seated dinner (Venue 3)</i>					
Room	Seated dinner set-up, stage visible from any seat	min. 600	1	1	
Tables with cloth			Min. 60	1	
Chairs with cloth			Min. 600	1	
Decorations on tables					

Screens					TBD depending on room size
Sound system			1	1	Due to problems with the audio in the past, a very good sound is required so that activities on stage can be EASILY understood from any table
Special lights			1	1	

Plasma screens on the ground for speakers			1 - 2	1	
Headset microphone			1	1	
Hand microphone			5	1	
Stage			1	1	Visible from all tables
Catering	Seated dinner, no buffet		600	1	Welcome drink, 3 courses & drinks
Entertainment	Local touch appreciated			1	
Wardrobe				1	
Bus transport					TBD, depending on distances between venues
<i>General Assembly</i>					
Plenary room		300 attendees	1	1	
AV & catering requirements					TBD