

## Questionnaire for bidders for a EMS conference (EMC)

- Bidding Society
  - describe previous similar activities to the congress you already operated
  - provide CV of the proposed head of the local organizing committee, especially pointing to experience in previous organization tasks.
  - Provide at least a provisional organizing committee, well-balanced between life sciences and physics/instrumentation.
  - If possible, give a preliminary overview of session topics you consider important.
- General site specifications
  - Propose dates for the congress, where you can be sure to have the congress venue available; also make sure it does not conflict with other big congresses on microscopy. Hint: so far, the period from late August – mid September turned out to be most promising to reach as many attendees as possible.
  - How many delegates can the site host?
  - How many lecture halls are simultaneously available?
  - How many seats are available per lecture hall?
  - How many persons fit in the largest lecture hall, suitable for plenary talks?
  - Are the lecture halls close to poster and exhibition area, also close to catering / coffee?
  - How is every lecture theatre equipped? (microphones/headsets, wireless?, beamers or large monitor screens (resolution?), laser pointers; at extra cost or included?)
  - Try to find out about hidden extra costs. You may be offered the building for nothing, but every laser pointer costs a fortune to rent...
  - Will there be sufficient supply of coffee / drinks / snacks throughout the congress? (Included or at what prices?)
  - Do you plan to provide full board (coffee breaks, lunch) for the delegates? If not: are there sufficient restaurants etc. close to the congress site to feed all delegates during lunch break?
  - Will there be wireless LAN available, with sufficient capacity for 2000 delegates?
  - Can you provide sufficient tables with chairs close to the lecture halls for delegates to retreat with colleagues for scientific discussions? Will there be wall plugs for computers?
- Posters
  - How many posters can be presented simultaneously? Account for a minimum of 8 m<sup>2</sup> per poster, possibly more.
  - What would the standard poster size be?
  - Are the poster areas close to both exhibition and lecture halls?
  - Is the lighting of poster areas sufficient?
  - Is the poster area sufficiently air conditioned (no large glass fronts – problem in summer!)?
  - If electronic posters are planned: make sure they do not suffer from direct daylight or sunlight (large windows close-by).
  - Can all posters be left hanging during the full duration?
- Exhibition specifications
  - How large is the net exhibition area, i.e. NOT counting the space required for security lanes, walkways between the booths etc.
  - Is the exhibition area contiguous, or split into several areas (if applicable: how many, which sizes, how far apart?)
  - Is the exhibition area sufficiently air conditioned (no large glass fronts – problem in summer!)? Can sunshine disturb exhibitors, rendering computer monitors illegible, causing high heat loads in summer?
  - Are the floors of the exhibition area reachable with heavy loads, what is the permitted net load per square meter?
  - Can supply with electricity (10-30 kW for ca. 10 booths, 120 booths with 1-5 kW), pressurized air, cooling water, liquid nitrogen be guaranteed?
  - Are there storage capacities for packing of exhibits for the duration of the congress?
  - How many days prior to the congress can the exhibition start (at full amenities such as air conditioning, heating, all supplies, technical help)? Exhibitors need an absolute minimum of two days, better 3-4 days.
  - When has the exhibition area be cleared after the congress? 1-2 days is usually enough.
  - How good is the exhibition accessible for lorries etc. (during arrival / departure of companies). Are there sufficient parking spaces for loading / unloading of lorries?

- Accessibility
  - Will there be a congress ticket for local public transportation included in the registration? (if not: how much would a week pass cost?)
  - How can the conference site be reached from European countries?
    - Air: number of daily inbound connections, is an airport on site or close by? (if applicable: how does one get from the airport to the remote conference site?)
    - Train: how good is the site linked to train traffic?
    - Car: how good is the site reachable by car? (highways etc.?)
  - How far is the congress site from the majority of hotels / the airport / the train station?
  - Are parking places available at the site? How many? Costs?
- Accommodation
  - How many hotel beds can be provided in the hosting city (within a 20 km radius and directly within city limits)?
  - How many beds per quality classification ("Stars" ★★★★★)
  - What is the average prize range for hotels during events (congresses, exhibitions, etc), NOT during low seasons, per quality class ("Stars" ★★★★★)?
  - Can you provide low budget accommodation for students (e.g. in dormitories, how many beds, price?)
  - Can the organizers reserve a contingency for delegates? How large? Prize on average?
- Finances
  - What will the congress site cost (TOTAL cost, including all furnishing, facilities, personnell needed to operate the congress (security, helpers, technical staff)
  - Which legal entities do you expect to contribute to the congress (sponsoring) – how much do you estimate?
  - What would a preliminary budget look like for
    - 1000 participants
    - 1500 participants
    - 1800 participants
    - 2000 participants
  - How would you deal with a case of "force majeure"? (Insurance)
  - What would be the suggested registration fees for
    - Students
    - EMS members
    - non-EMS members
    - exhibitors
    - guests
    - day tickets
  - Will a welcome reception be included in the prizes given?
  - Will a congress dinner be included in the prizes given?
  - Is there a suitable location for a congress dinner? How many persons can be hosted? What would be a prize estimation?
  - Will a goodbye reception be included in the prizes given?
  - Will there be travel grants for students? How many? How high?
- Recommendations
  - Include recommendations from
    - your university
    - the city hosting the congress
    - the science minister etc. in charge (ideally)
    - your national microscopy society
- Organization
  - name a preliminary local organizing committee
  - name a preliminary international advisory board
  - describe each committee member's function (chair, co-chair, etc.)
  - make sure the committee is well-balanced between life science and physics/materials sciences
- Preliminary program structure
  - propose a preliminary program structure
    - "hot topics"
    - number of proposed plenary talks
    - number of parallel sessions
    - number of poster sessions

- duration of poster sessions (week / day)
  - allow for special events, awarding, Assemblies of societies, possibly workshops etc.
- Professional Congress Organizer (PCO)
  - Select a PCO before the application and ask for a bid which takes most (or all) of the points in this list into account. Changing the PCO after the bid was successful (or attempting to find one only then) is probably difficult and will almost certain lead to complications. Ideally, the areas covered by the PCO include
    - the congress itself
    - a travel agency
    - hotel room management
    - registration and accounting
    - publishing (of programs and/or proceedings, also electronic proceedings, fully citeable)
    - get (and present) recommendations for the PCO from former events of same size and quality
- Security
  - what provisions are intended for security of
    - attendees
    - building
    - exhibition (incl. guards of goods in exhibition, i.e. over night)
- At your convenience
  - Provide information on
    - the university
    - the hosting city and its surroundings, historic information, tourist attractions, microscopy related attractions, ...
    - things to do and visit during and after the congress