Application for co-organizing the

2025 EASN International Conference

# A logo with blue and yellow letters Description automatically generated

The form should be filled in and mailed to info@easnconference.eu

by 20/06/2024.

# Overview

The EASN Association is a leading society of the European Academia active in Aviation & Space Research. The Conference is the Association’s annual forum where the Aviation & Space Academia, Research Community and Industry meet and share the sector’s latest advancements, innovations and research results.

If your organization is interested in hosting the 2025 EASN International Conference, please read and complete this form and return it to EASN-TIS. Forms should be submitted by 20/06/2024.

*NOTE: The recommended title of the conference is:* ***"Innovation in Aviation & Space towards sustainability today & tomorrow"****. Prospective organizers are kindly invited to suggest their own title.*

## The responsibilities and support expected by the local host are outlined below:

* Provide an outline of the expenses related to the implementation of the event and commit to the provided estimates within a 10% deviation.
* Provide a contact person for communication with EASN.
* Make the necessary arrangements and bookings for venues, equipment, halls, meeting rooms and space for exhibition.
* Make the necessary arrangements and bookings for audio and video facilities (projectors, screens etc) and other services required for the venue (setup, cleaning, etc).
* Receive, store and make available as required, material from participants and co-organizer related to the event (bags, leaflets, banners etc).
* Suggest hotels and other accommodation options (delegates shall book their own hotels.)
* Make the necessary arrangements and bookings for catering services and local social events agreed.
* Provide for a registration desk with basic equipment (e.g. printer, stationery etc) and support in terms of human resources during the venue setup, registration and implementation.
* Arrange for on-site Wi-Fi access for participants
* Make the necessary arrangements and bookings for tours to local institutions
* Promote the event locally and ensure the local participants and sponsors as per application.
* Propose members for the local scientific committee
* Invite local dignitaries and officials

# Application

The information and estimates provided in the application shall be used as base values to be included in a contract, signed by the local co-organizer and EASN. The current application form will be included as annex to the contract.

| Contact information | |
| --- | --- |
| **Name and surname of applicant** |  |
| **Institute** |  |
| **Email** |  |

| Information on the proposing entity | |
| --- | --- |
| **Available infrastructures (auditoriums, meeting rooms, sponsors areas, audio-video facilities etc). If available, please provide a floor plan** |  |
| **Relevant experience (Conferences, Workshops and similar events previously organized)** |  |

| Proposed date(s) | |
| --- | --- |
| **Please propose possible dates within October 2025 during which you would be able to host the conference. For each of the proposed dates, provide any pros and cons (e.g. other events which may affect either positively or negatively the conference). The final date shall be set in coordination with EASN.**  Suggestion: Check calendar of events taking place near your proposed dates. | |
| **Preferred Dates** |  |
| **Alternative Dates 1** |  |
| **Alternative Dates 2** |  |

| Budgetary issues | |
| --- | --- |
| **Please provide an estimate of the costs related to the implementation of a 3-days or 4-days event with at least 7 parallel sessions and >500 participants** | |
| **Venue:** |  |
| **Catering:** |  |
| **Social event:** |  |
| **Transportation (if required):** |  |
| **Other costs (please explain and justify):** |  |
| **Additional costs per participant (over 500):** |  |

| Accessibility and accommodation | |
| --- | --- |
| **Nearest airports and distance from venue:** |  |
| **Nearest international railway stations and distance from venue:** |  |
| **Hotel availability in close proximity to the venue and typical prices** |  |
| **Prices of hotels in city centre, typical prices and access to the venue** |  |

| Participation | |
| --- | --- |
| **Anticipated Attendance:** Please provide a realistic number of local participants you would be able to attract. |  |

| Funding | |
| --- | --- |
| **Possible funding sources:** Please provide a realistic picture of potential sponsorships that you would be able to acquire. |  |

| Further Information | |
| --- | --- |
| **Other organizations and entities you can involve in supporting the event** |  |
| **Any other information to support your application** |  |