

ESA Conference Bureau Request for Event Form

Completed by:

Date:

Name of Event:

Organiser and Directorate:

Estimated Dates:

Venue: Will it be at ESTEC?

If not, where?

Are there rooms already booked?

Which rooms?

Website: Will you need us to set up a dedicated website?

Participant Handling:

Low number expected:

High number expected:

Do you need us to manage the registration and prepare badges ?

Will the participants pay a fee?

What is the fee?

Abstract Handling:

Low number expected:

High number expected:

Do you need us to issue a call for abstracts?

Do you need us to manage the handling of abstracts?

Printed Materials (*indicate what is foreseen*):

programme booklet
abstract book
proceedings

Social Events (*indicate what is foreseen*):

Welcome Cocktail
Dinner
Tour

Other Services / Support:

Exhibition
Sponsors
Hotel block bookings
Transportation for participants
Invited Speakers with financial support
Conference Kit

Onsite support: Would you like our onsite support during the event?

Other Comments: Are there other items you would like us to support you on not listed above?