**European Society for Biomaterials**

**Bid to Host Annual Conference 2027**

**Deadline Jan 31st 2022**

**1.0 Conference Chair**

Name/Institute

**1.1 Conference Co-Chair (if any)**

Name/Institute

**1.2 Local Organising Committee (add rows if necessary)**

|  |  |  |
| --- | --- | --- |
| **Name of Researcher** | **Institution/s** | **Research Centre/s** |
|  |  |  |
|  |  |  |

**1.3 National Organising Committee (add rows if necessary)**

|  |  |  |
| --- | --- | --- |
| **Name of Researcher** | **Institution/s** | **Research Centre/s** |
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**2.0 Proposed Conference Location:** **Country and Place –**

Describe the city for its attraction for delegates (500words). Insert links if necessary.

**2.1 Accommodation in XXXXX:**

Give examples of rates of 3\* hotel, 4\* hotel, 5\* hotels and budget options in Euro per person/night. incl B & B. sharing in private room rates. Also indicate the distance from the venue.

**2.2 Travel to and from City**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location****(sample cities)** | **Round Flight Duration** | **Scheduled Flight Cost**  | **Budget Airline**  | **Scheduled Airline** | **Budget Airline** | **Direct/Indirect Flight** |
| **Ankara** |  |  |  |  |  |  |
| **London** |  |  |  |  |  |  |
| **Porto** |  |  |  |  |  |  |
| **Rome** |  |  |  |  |  |  |
| **Tampere** |  |  |  |  |  |  |
| **Dublin** |  |  |  |  |  |  |

**3.0 Conference Venue/s:**

Describe location of venue in relation to city centre

**3.1 Dates Proposed:**

**-Please ensure that the dates proposed do not coincide with any other major mtgs—e.g. TERMIS-World Congress etc. Note also the number of days current ESB Conference is held. ESB meeting are held in the month of September**

**4.0 Conference Facilities: (500 words)**

*Describe the facilities available---a provision of a room that holds >1000 delegates is essential in planning. In addition, plan for at least five parallel sessions. The conference venue should have free wifi facilities for delegates. An exhibit hall and poster exhibition venue (300-400 total posters) is critical. Posters can be exhibited on a day to day (or throughout the conference space permitting) at the discretion of the organiser.*

**5.0 Strategic Importance of Conference for the Country**

**Why should the conference be held in your country? (250 words)**

**How many ESB/WBC were held in your country in the last 20 years?**

**6.0 Academic Value of the Conference**

**What is the scientific focus of the conference? (100 words)**

**7.0 Impact**

**How do you plan to use this meeting to influence your stakeholders?**

**Industry (200 words)**

**Policy makers/Funders (200 words)**

**8.0 Matching Funding (any possibility of Govt/local or institutional funding)**

**9.0 How would incorporate or ensure EDI (Equality Diversity and Inclusiveness) principles in the programming of the conference? (200 words)**

**10.0 A draft budget to be provided as per the template in Appendix. (A detailed budget maybe requested)**

**11.0 Activities for Accompanying Persons**

(add appendix)

Appendix

**ESB xxxx City - Draft Budget Sample 1,000 delegates**

**EXPENDITURE Total Cost**

**1 Venue and Technical Requirements** €

**2. Catering** €

**2. Printing/Promotion** €

**3. Programme elements (keynotes)** €

**4. Social Events (assume 90% uptake)** €

**5. Delegate Requirements** €

**6. Administration** €

**7. Miscellaneous** €

**EXPENDITURE TOTAL €**

**INCOME**

**1. ESB Members Registration Fees - 200 full rate early (€XXX )** €

**2. Non Member Registration Fees - 200 full rate late** **(€XXX)** €

**3. Student Registration Fees/Developing Country - discounted rate** **(€xxx)** €

**4. 15 free registrations (host committee, speakers)** € 0.00

**5. Government Funding** €

**6. Sponsorship/Exhibition income** €

**INCOME TOTAL €**

**PROFIT** **€**

**What is the plan if there is profit?**

**Notes:**

1. Please check the delegate registration fees of previous ESB conferences.
2. Delegate registration is inclusive of lunch, coffee breaks and Opening Ceremony.
3. Costs given inclusive of VAT.
4. Note that the cost of George Winter Prize Lecture, Jean LeRay Prize Lecture., International Scientist Award (years after World Conference: 2017, 2020 etc, these lectures double) will be covered by ESB
5. ESB will need a room for council meetings (20 people). This needs to be included in the budget.
6. **Programme: Four Days of Programming-**

**Sunday:** Arrival, Welcome Reception. YSF and other workshops in the afternoon

**Monday:** Full conference programme, ‘Chairpersons Dinner’.

**Tuesday:** Full conference programme

**Wednesday:** Full conference programme, ‘Gala Dinner’.

**Thursday**: Half day conference programme

* The conference programme and budgets need to be designed to provide a high-quality scientific programme and overall experience for participants, but also to encourage maximum participation and provide value for delegates.

**Appendix**

**SAMPLE TOUR PROGRAMME**

**Letters of Support**

**(Institution/Other Relevant Parties-E.g. Mayor, Government, Industry Groups, Tourism Bureau)**

**No limitations on pages for this section**