

18th EASE General Assembly and Conference 2025

Requirements and bidding guidance

EASE Secretary
secretary@ease.org.uk

Contents

- 1. Introduction3
- 2. Making your proposal3
- 3. Budget.....4
- 4. Country/city considerations.....4
- 5. Competing events.....5
- 6. Currency5
- 7. Language5
- 8. Climate6
- 9. Tourism/recreation6
- 10. Restaurants/bars/nightlife6
- 11. Programme example7
- 12. Rooms required8
- 13. IT Support.....10
- 14. Catering10
- 15. Social programme.....11
- 16. Accommodation, transport and location.....12
- 17. Accommodation for EASE Council, Speakers etc13
- 18. Administrative support13
- 19. Speaker invitations13
- 20. Delegate registration14
- 21. Promotion14
- 22. Local PR.....14
- 23. Sponsorship.....14
- 24. Banners14
- 25. Delegate bag and gift.....15
- 26. Housekeeping15
- 27. Access and security15
- 28. Environmental considerations15
- 29. Contact us.....16
- Bidding checklist.....17

1. Introduction

EASE is planning to organise a hybrid conference in 2025. We propose holding the conference from Wednesday to Friday.

Potential dates are 14-16 May; 21-23 May or 4-6 June 2025 but this is subject to negotiation. The format, programme and timetable will be similar to that used in recent conferences (Valencia 2022 and Istanbul 2023). The decision on where to hold the conference is based on a number of factors, beyond just price and accessibility, and this guidance helps you to address all the issues you need to consider.

The main conference runs from Wednesday afternoon until Friday late afternoon. We generally expect approximately 100 in-person delegates and a similar number online. On the fringes of the conference, we usually hold various administrative meetings and our Annual General Meeting.

We have a loyal membership, a proportion of which are regular conference attendees. However, we expect our local hosts to promote the conference widely in their regional networks to encourage a good number of new to EASE delegates to attend. Knowledge of and access to a cohort of potential new delegates would be ideal.

2. Making your proposal



The information in this document describes our requirements and gives you a framework for formatting your response. A quick check table is included at the end of the document to help you ensure you answer all the necessary points.

If you do not have all the information you need, you can submit an outline bid promoting your destination without committing to an actual venue in the first instance. You will be able to discuss your proposal with EASE before you submit it if required.

If you do have a venue in mind, perhaps a university, then please include what synergies could be expected from working with such an institution.

3. Budget

Please show your budget in GBP£ Sterling. Show clearly what are firm costs and what are estimates. We understand that it may not be possible to fix rates so far in advance, so indicate clearly if your costs are based on today's rates, which may change over time. Be sure to show any VAT clearly, and note if rates vary.



4. Country/city considerations

EASE members are drawn from countries all over the world. However, we are seeking bids from destinations within easy reach for most based in Europe, but also accessible to those travelling from further afield.

In our deliberations we consider the political and economic stability of the country to ensure the conference can be held safely without any undue risk for our organisers or delegates. We consider if there are any ethnic or cultural issues that might affect delegates, such as dress code or alcohol consumption.

Countries in the Schengen area allow for free movement of people without the need for visas, so are attractive choices. We will also need to consider how easy it will be for those delegates travelling from outside Europe to gain visas easily.

The 2023 Conference was held in Istanbul and the 2022 Conference was held in Valencia. We are unlikely to return to destinations near these two cities in 2025 as we believe it is important to rotate the destination to ensure fair access to all.



5. Competing events

We plan to hold the conference in either May or June. We consider what other events might be happening in the destination at the same time or close to our conference date, for instance city festivals or large sporting events, and if these are likely to compete for hotel/flight capacity.



6. Currency

Please state what currency is used locally and whether it is easy to withdraw cash from £ and € accounts in the local currency within the destination. Are major credit cards, Visa, Mastercard and American Express readily accepted in hotels, bars etc?



7. Language

The science community uses English as its language of choice, and the conference will be conducted in English. Is English widely spoken in the destination, for instance in hotels, bars and shops?



8. Climate



The conference will be in May or June. What is the weather likely to be at this time? Give an indication of the temperature and the likelihood of rain.

9. Tourism/recreation

Some delegates like to extend their stay before or after the conference or potentially bring family with them who would follow a tourist programme during the conference days. Does the destination have a variety of tourism offers at a reasonable price or cultural visits which could be free, such as museums or churches? Some people enjoy an early morning run, or a stroll after dinner. Does the destination offer a pleasant city environment?



10. Restaurants/bars/nightlife



Is there a lively restaurant/bar culture in the destination to provide a pleasant ambience and convenience for delegates wishing to eat out or seek entertainment throughout the conference period?

Provide a guide price for an evening meal at a local restaurant.

11. Programme example

Our conference usually attracts circa 100 in-person delegates to the main conference, with a similar amount joining online. The administrative meetings (Council, Editorial Advisory Board etc) have approximately 10-15 attendees.

Coffee breaks and lunch are provided for all delegates on Thursday and Friday. Those attending the administrative meetings on Wednesday are usually provided with a buffet lunch and drinks as appropriate.

The following three-day programme example offers a guide to our requirements based on the experience of past conferences. New initiatives and ideas are welcome from the proposer.

1. Tuesday
 - a. Afternoon set up of conference rooms, secretary's area, registration desk and poster exhibition
 - b. Technical rehearsal with IT provider
2. Wednesday
 - a. Council meeting, 9.30am-12.30pm
 - b. Editorial Advisory Board meeting, 1.30pm-2.45pm
 - c. Registration open from 2pm
 - d. Poster viewing/visit sponsors (throughout the day and ongoing)
 - e. AGM 3pm-4pm
 - f. Ice-breaking activity such as EASE Forum Live/speed dating
 - g. Conference programme: welcome and opening keynote 5pm-6pm
 - h. Welcome reception 6pm-7pm
3. Thursday
 - a. Registration open from 8.30am
 - b. Networking opportunities throughout the day, meet the Council
 - c. Conference programme: single sessions, hybrid 9.30am-5pm
 - d. Poster viewing and visit sponsors (ongoing)
 - e. Conference dinner in the evening (usually at a local restaurant)
4. Friday
 - a. Networking opportunities throughout the day, meet the Council
 - b. Conference programme: single sessions, hybrid 9.30am-4pm
 - c. Poster viewing, short presentations and awards
 - d. Closing remarks.

12. Rooms required

The venue should have adequate heating/air conditioning/ventilation appropriate to the climate throughout, with regularly serviced toilets in the vicinity.

Access is required throughout the conference period to enable set-up/breakdown each day. Please indicate if this comes at an extra cost, particularly out of hours. The venue should be secure with no access permitted to non-conference delegates, unless agreed otherwise.

Reliable and easy to access internet and mobile phone signal, suitable for the number of intended delegates, are imperative.

1. Tuesday-Friday
 - a. Room for secretary
 - b. Exhibition space for sponsors booths and the poster exhibition to be displayed (ideally combined with breaks space)
 - c. Location for breaks (morning, afternoon and lunch) (ideally combined with exhibition space/sponsors booths)
 - d. Location for registration (ideally near Conference Hall entrance)
2. Wednesday
 - a. Room for administrative meetings (c.15 people)
 - b. Lecture theatre for AGM/Conference sessions (c.100)
 - c. Hybrid functionality
3. Thursday
 - a. Lecture theatre for Conference sessions (c.100)
 - b. Hybrid functionality
4. Friday
 - a. Lecture theatre for Conference sessions (c.100)
 - b. Hybrid functionality



1. Workshop/meeting rooms
 - a. WiFi internet access
 - b. Hybrid capability
 - c. Microphones for speakers (if needed because of room size)
 - d. Water for all

2. Lecture theatre
 - a. WiFi internet access
 - b. Hybrid capability
 - c. Static microphones at lectern and panellists' table
 - d. Roaming microphones for questions from audience
 - e. Water for speakers

3. Secretary's room
 - a. WiFi internet access
 - b. Two desks (minimum)
 - c. Access to Printing/copying facilities

4. Exhibition space
 - a. Exhibition stands for posters
 - b. Tables for sister organisation literature and EASE resources display
 - c. Sponsors booths/exhibition (min. 6ft table/2 chairs/power supply)



13. IT Support

The Conference is held in a hybrid format. This means that those in the Conference Hall and those on Zoom have the same content, and the same opportunities to ask questions, comment and hear the answers.

All sessions have a mix of in-person and online speakers. We also intend to have an in-person moderator for each session. The IT support team needs to do the following:

- Set up all the necessary equipment and participate in a technical rehearsal on Tuesday afternoon.
- Integrate the in-person programme with that of Zoom
- Focus cameras on the lectern speaker, those at the top table and the audience appropriately
- Run advert breaks in between sessions
- Support speakers to load their slide decks at the lectern laptop
- Record the proceedings.



A full specification can be made available.

14. Catering

We are keen to reduce food miles by supporting local food suppliers. It will be necessary to accommodate various special dietary needs, eg vegan, gluten free etc. Plenty of vegetarian options are required. Provide some sample menus with costs and confirm you can accommodate any special needs of attendees.

It is nice to have the coffee/tea breaks in the same area as the poster exhibition and the sponsors booths. Easy access to some outside space, like a garden is welcome.

Buffet style lunch allows delegates to pick and choose what they eat. It is nice to include some traditionally local cuisine. Café tables are suitable but it is nice to have some tables with seating in the same vicinity as an alternative.



Wednesday

- a. Light lunch for Council and organisers (c.20 people, sandwiches, drinks)
- b. Tea break (c.100 people hot drinks, water, cakes/biscuits)
- c. Reception (c.100 alcoholic and soft drinks, canapes)



Thursday

- a. Mid-morning drinks and snacks for all participants (c.100 people)
- b. Buffet lunch for all participants (c.100 people)
- c. Mid-afternoon drinks and snacks for all participants (c.100 people)
- d. Conference dinner at external venue, optional (c.75 people)

Friday

- a. Arrival drinks and snacks for all participants (c.100 people)
- b. Mid-morning drinks and snacks for all participants (c.100 people)
- c. Buffet lunch for all participants (c.100 people)
- d. Mid-afternoon drinks and snacks for all participants (c.100 people)

15. Social programme

Welcome Reception on Wednesday evening for all participants (c.100 people). Drinks of wine, beer and soft drinks and finger food snacks. This can be held at the conference venue or nearby if there is an appropriate venue (including outside if weather clement). Provide sample menu and costs.



We like to invite a local dignitary, e.g. a mayor or university rector, to give a welcome speech at the Reception (c. 5 mins). We also award the Poster Prizes at this time. Please suggest potential speakers.

Conference Dinner. This is optional for participants. We anticipate c.75% take-up. It should be a sit-down dinner to include wine in an attractive venue. The budget is c. £35-£40 pp. Provide some sample menus with costs. Local entertainment can also be considered.



16. Accommodation, transport and location

Delegates book their own accommodation. The destination should have a range of suitable accommodation, including hotels, guest-houses, bed and breakfast and potentially hostel/university halls type rooms, within easy commuting distance. We consider this to be a maximum of 10-15 minutes walking, or with regular, reliable, public transport.



Conference supplied transport, eg buses, can be arranged but offer a level of complexity and cost which would be better avoided if possible.

The city/venue should be well connected with easy flights/trains/transport links from major destinations, preferably with some low-cost carriers operating. The conference will end on Friday evening offering the chance for delegates to stay on for the weekend.



Delegates book their own flights or other methods of travel. The venue should be within easy reach of the major transport hubs, so that transfer times from airports/stations etc are minimised.

It is nice if the city/venue has some touristic or cultural offers to encourage those delegates who may wish to extend their stay before or after the conference.



17. Accommodation for EASE Council, Speakers etc



Members of EASE Council, and those responsible for the organisation of the Conference are accommodated in one hotel near to the conference venue. This is usually approximately 20 single rooms with en-suite facilities and breakfast included. This is paid for by EASE centrally.

This hotel should have reliable wi-fi and strong mobile phone signal.

Venues with onsite accommodation are particularly attractive if rooms are at a reasonable rate. Budget <£100 per person per night.

18. Administrative support

Local organisers should be available during the event to deal with enquiries and problems and to support the EASE secretary with registration. If the local language is other than English, it is important to have a local organiser to help with translation for issues arising e.g. over catering, housekeeping, IT etc.

19. Speaker invitations

EASE will be responsible for inviting all the speakers and session moderators. The local organisers are expected to help with local dignitaries who may be appropriate speakers or guests at the opening and closing ceremonies, welcome reception or conference dinner.

20. Delegate registration

EASE will manage all the delegate registrations from their UK base via an online booking system on the EASE website. Payments will be made in GBP Sterling to our UK Bank Account. Registration usually opens between January and March in the year of the conference. We offer a member and non-member rate, with discounts for those from low-income countries and students.



21. Promotion

EASE will publicise and promote the conference for a number of months before the conference. Local organizers are expected to promote the conference locally and EASE will provide suitable digital content to support these activities.



22. Local PR

Local organisers are expected to identify opportunities for local PR, before, during and after the event. EASE will identify various members who would be available for interviews, eg with local radio or print media.

23. Sponsorship

We welcome conference sponsorship, and this can be discussed and agreed between local organiser and EASE. We create a prospectus after we have agreed upon all the details. We are always open to new ideas or proposals. Sponsors will be promoted through all EASE communication channels before, during and after the Conference.

24. Banners

We have several EASE banners which we use at the conference. Some are free standing exhibition stands which are suitable for indoor locations eg at the registration desk and in the main foyer. Others require tying and are more suitable for outdoor locations, eg on railings near the front entrance or over the main entrance. The local organiser is expected to help identify suitable locations for these banners and secure any permissions needed to display them.

25. Delegate bag and gift

In recent years we have avoided providing any physical delegate items, in our bid to offer a sustainable conference with no waste. Prizes of trees for our virtual forest have been awarded. We have also planted a number of trees in the name of the conference.

26. Housekeeping

We will require a certain amount of housekeeping each day. Please include provision for bins to be emptied, water jugs and glasses cleared and replenished and toilets cleaned and restocked.



27. Access and security

The conference will be held during the working week, so consideration needs to be given to how we will access the building and operate alongside other venue users. What are the security arrangements? Will someone be available to unlock the venue and lock up again – especially early in the morning or late in the evening. Does this carry a cost premium?

28. Environmental considerations

We are increasingly concerned about minimising the carbon footprint of our activities and that includes the conference. Does the venue have a proactive environmental policy? Does it have a range of initiatives to combat the effects of global warming, eg effective recycling, minimising single use plastic?



29. Contact us

Please send your proposal to the Secretary via e-mail, details below. This will then be evaluated by a subgroup of Council, who will make a recommendation to the full Council before they make a final decision. We anticipate announcing the winning bid at the EASE AGM in June 2024.

EASE Secretary
The Brambles, Ryton Road
Dymock, Gloucestershire
GL18 2DG, UK

Tel: +44 (0)7721 521927
secretary@ease.org.uk

For contact information about our President, members of Council or the Programme Committee, please refer to the EASE Website. www.ease.org.uk.

The European Association of Science Editors is a Company Limited by Guarantee. It is registered in England and Wales and the Company Number is 4049507. It is not registered for VAT.

Bidding checklist

When submitting your bid, please ensure you have considered and addressed the following points.

Details of bidding organisation

- Name, address, status, contact information for lead contact

Budget

- Costs in GBP, any estimate clearly identified
- VAT shown separately
- Payment terms e.g. deposits required, invoice due dates, currency accepted

Destination

- Country/city considerations, language, culture, currency, climate, tourism/recreation, competing events
- Range of accommodation within walking distance/easy public transport
- Ease of access and travel, to/from and within the destination

Venue

- Suitable hall/rooms/exhibition space
- High speed internet access and wifi
- Availability of technical equipment, cameras, microphones, etc to support hybrid conference
- Maximise sustainability throughout the conference, including services provided by external suppliers
- Housekeeping, access and security

Catering

- Cater for special diets
- Use of low-miles food/drink, and local specialities
- Suitable furniture/crockery/cutlery/service
- Suitable location for evening reception and conference dinner nearby

Administrative support

- Local team to support EASE team with set up, technical rehearsals, registration and housekeeping

Sponsorship

- Local team to support EASE team regarding sponsorship

Marketing and promotion

- Local team to promote conference in the region to encourage in-person participation
- Identify local dignitary to host welcome reception and give short address
- Support EASE team to attract local press and PR

New ideas and innovations

Please include any new ideas you would like to introduce or innovations that would benefit the conference.

Please submit your bid to the EASE Council, c/o Mary Hodgson
secretary@ease.org.uk