

# Call for organisers for ERF 2014

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Brussels, 23 June 2013

## 1 Objective

This is the "Call for Organisers" for the European Robotics Forum 2014, next year's version of the ERF event that has run this year in Lyon, from March 19 to 21, 2013 (<<http://www.eurobotics2013.com/>>). Previous ERFs were organized in San Sebastian (2010), Västerås (2011) and Odense (2012).

This call solicits suggestions from members of euRobotics AISBL. **Each suggestion should be submitted by at least two members, preferably combining industry and research.** The responsibilities between the proposing members should be clearly defined.

## 2 Criteria

The following list of evaluation criteria can guide you in the preparation of your application.

### 2.1 Accessibility/location

- the organising location (city) and the meeting centre are easy to reach by public transportation (air plane, train);
- the meeting centre lies at a convenient distance from hotels, by foot and/or public transport.

### 2.2 Venue and accommodation

- The venue lies in Europe, being in the European Union or one of its associated member states is a plus.
- The expected number of participants is 300 - 400.
- The event lasts for three days.
- Five meeting rooms are needed, since many workshop sessions take place in parallel. One room is big enough to host all participants, for plenary meetings; for the other rooms 50-100 seats will do.
- Many participants will want to have lots of small meetings, so having a buffer of small meeting rooms is a plus.
- Good (free) internet connection, projector and screen, flipchart, etc., are available in each room.
- Sufficient hotels of different price and quality are in the vicinity of the meeting place, including low-cost accommodation. Being able to provide a list of hotel prices is a plus.
- An appealing environment (restaurants, cafes, points of touristic, economic, scientific interest, ..., ) is a plus.

### 2.3 Co-organization commitment and contribution to the programme

- You will work closely together with the Board of euRobotics AISBL during the preparation of the ERF 2014. Monthly reporting and/or interaction is expected, accelerating to weekly interactions in the last two months before the event.
- The nature of our forum, i.e., open discussions, community-driven workshops, and strengthening industry-academia collaboration, has to be preserved. The forum is not yet another robotics conference, therefore, the euRobotics AISBL Board decides on the final programme.

## 2.4 Exhibition

- Having an exhibition is a plus. The exhibition may focus on regional strengths. It is not expected to cover European activities.

## 2.5 Price for participation

The ERF is a non-profit event. Therefore, the registration fee should be minimal and only cover the following costs of the hosting organisation:

- rent for meeting rooms and required local services (Internet, cloak room,...)
- coffee breaks (on all three days)
- possibly also lunch breaks
- at least one dinner (banquet) on the second day for all participants.
- The registration fee may be higher for late or on-site registrations.
- Single day registrations are not required.
- Registration fee should be payable with major credit cards.

## 2.6 Electronic Registration for euRobotics Members

- Since members of euRobotics AISBL get a free ticket, electronic registration needs to be synchronized with the Secretary-General of euRobotics AISBL, by using a single system, preferably as provided by euRobotics AISBL.

## 2.7 Dates of the ERF 2014

- Preferably three days in between March and April.
- Dates coinciding with school/public holidays, trade fairs or other robotics events should be avoided.

## 2.8 Extra

- Should your application for 2014 be unsuccessful, are you willing to host the meeting in 2015 instead (under similar conditions as in 2014)?
- Has your organisation hosted conferences or workshop before?

# 3 Deadlines

Organisations interested in hosting ERF 2014 must submit an application electronically to the euRobotics AISBL secretariat, by 15 September 2013.

The euRobotics Boards will announce the result by 10 October, 2013.

Contracts with hotels, caterers, meeting rooms etc. should be finalised by 15 November 2013.

Announcements and Registration should start on 15 November 2013.

In case you need further information, please contact Members of the euRobotics AISBL Board, or our Secretary-General, Uwe Haass.

Best regards,

Herman Bruyninckx  
Vice-President Research

Rainer Bischoff  
Vice-President Industry