



# EMS Annual Meeting Venues Form for Venue Proposals

Please complete the form and submit to  
EMS Executive Secretary  
[ems-sec@emetsoc.org](mailto:ems-sec@emetsoc.org)

**Preface:** Summary information on the EMS Annual Meetings and basic requirements is provided in the *Guidelines*, as well as the *recommendations of the EMS Sustainable Meetings Policy*. Please consult these before compiling this form.

- [Guidelines and Sustainable Meetings Policy](#)
- [Information on earlier meetings or meetings currently in preparation](#)

**If you require assistance in compiling a proposal or communicating with potential venues Copernicus GmbH, the PCO with whom EMS collaborates, will be happy to support you. Please contact the EMS Secretariat.**

Information on location, proposed venue and national support for the EMS Annual Meeting requested by the EMS Council:

## I. Name and contact details of proposing EMS Member Society:

Society

Postal address

Contact person

E-mail

Telephone number

## II. Conference venue: facilities and costs

### Proposed venue:

Postal address:

Main contact person:

include e-mail and telephone number:

A description of the facilities should be provided with the proposal: floor plans, # seats in rooms (theatre style), size of foyer (# of exhibition booths that can be accommodated) and poster area (how many poster boards can be accommodated), options for registration desk and welcome area.

- a) Estimated costs for rooms:
- b) Estimated costs for technical equipment, staff (technicians), Wi-Fi, ..., not already included in the room hire:
- c) Proposed dates:
- d) Is the venue preliminarily reserved for these dates?
- e) Does the conference venue have a green meetings policy?

## III. Geographic location and transport

- a) Is the town well connected in terms of transport to/from major cities in Europe (by train, air etc.)  
Provide details:

b) Location of suggested conference venue: central? / walking distance to major hotels / are local transport facilities between hotels and conference venue required? (if yes, please indicate the approximate travel time):

c) number of hotel/guest-house accommodation available in 2/3-star category:

d) number of youth hostels (# beds):

#### **IV. Additional information**

1. Is the proposal supported by the National Meteorological Hydrological Service (NMHS)?
  
2. Will the NMHS support the conference financially?