



EMS Annual Meeting Venues Form for Venue Proposals

Please complete the form and submit to
EMS Executive Secretary
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 professional congress organizer 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:

Facilities: A description of the facilities should be provided with the proposal that includes details on the following:

- number of available lecture rooms (theatre style) including #seats in each room; number of available side meeting/working rooms;
- size of foyer (# of exhibition booths that can be accommodated);
- poster area (how many poster boards can be accommodated), options for registration desk and welcome area;
- floor plans;
- technical equipment available (laptops, audio), including facilities for online conference participation (hybrid meeting).

Sustainable meetings concept

Does the conference venue have a green meetings policy? If yes, please provide details.

Costs:

a) Estimated costs for rooms:

b) Estimated costs for technical equipment, staff (technicians), Wi-Fi, streaming equipment,..., not already included in the room hire:

III. Event dates

Proposed dates:

Is the venue preliminarily reserved for these dates?

IV. 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):

V. Additional information

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