



EMS Annual Meetings

Venues

Form for Proposals

Please complete the pdf-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*, both attached as Annex I and II. They can also be downloaded at <http://www.emetsoc.org/meetings-events/ems-annual-meetings/future-venues/> and <http://www.emetsoc.org/meetings-events/ems-annual-meetings/future-venues/sustainablemeetings/>.

Please consult these before compiling this form.

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), ..., not included in the room hire, and Wi-Fi:
- c) Proposed dates:
- d) Is the venue preliminarily reserved for these dates?
- e) Does the conference venue have a green meetings policy?

Annex I: EMS Annual Meeting venues - Guidelines for proposals

The EMS Annual Meetings have been organised as bottom-up, call-for-papers conference since 2004. For more detailed information on past EMS Annual Meetings please consult <http://www.emetsoc.org/meetings-events/ems-annual-meetings> where links to the respective conference sites of recent meetings with more information on venues and the programme.

I. General Information

1. Submission of Proposals, decision process, timeline

Proposals for venues can be submitted by [EMS Member Societies](#).

Proposals are evaluated by the EMS Committee on Meetings. The final selection is the task of the EMS Council.

Proposals are welcome at any time, but due to the timeline for the selection process the decision may take some time. Ideally a venue proposal for a specific year should be submitted at least two to three years in advance of the planned conference. Please consult <http://www.emetsoc.org/meetings-events/ems-annual-meetings/> for already determined venues/years

Society name, postal address, contact person(s) incl. e-mail and telephone number are required.

2. Budget

The EMS Council is keen to select inexpensive venues such as university campuses to minimise financial risks; whilst this may not always be possible economic options should be pursued.

Estimated costs for rooms, for technical equipment, staff (technicians), additional cost not included in the room hire (such as cleaning, electricity or security) and Wi-Fi.

3. Conference organisation

The EMS Annual Meetings are organised by the Professional Congress Organiser (PCO) [Copernicus GmbH](#).

4. Support of NMHS

The involvement of the National Meteorological and Hydrological Service in the country of the proposed venue is important for the success of the meeting, thus the support and involvement of the NMHS should be sought in preparation of the proposal.

5. Sustainability

Between 500 and 800 participants each year attend the EMS Annual Meeting & partner conferences. Though small by comparison, the travel across Europe, the amount of paper and waste produced as a result is considerable and the EMS is looking at the different aspects and impacts of its own meetings. Thus relevant criteria for the selection of venues include that the venue has a sustainable-meeting policy in place (energy consumption, water and waste management, catering) and the availability of near-by accommodation and easy access by

public transport. More information is available at <http://www.emetsoc.org/meetings-events/ems-annual-meetings/future-venues/sustainablemeetings/>

II. Meeting venue and basic requirements

6. Number of participants

The number of participants has been increasing over the years, but estimates for future meetings are naturally endowed with large uncertainties. The number of recent years are: 2010: **600** | 2011: **700** | 2012: **450** | 2013: **650** | 2014: **600** | 2015: **500** | 2016: **600** | 2017: **800**.

However, the number of people at the venue at any one time is usually not above 60% of the total number.

7. Conference period

It is expected that the meeting will run from Monday morning (the opening session) until Friday lunch time or afternoon. In addition two or three meetings/workshops are normally arranged on the Sunday prior to the conference.

8. Number and size of lecture theatres/rooms

The meeting typically runs with five parallel sessions (this depends on the number of abstract submitted). Thus the following number of rooms are required:

- lecture theatre (300 – 400 people) – used for opening session on Monday morning and any other plenary sessions during the week [dependent on the availability of rooms for parallel sessions, this theatre may also be used for the largest sessions during the remainder of the week]
- 5 lecture rooms from Monday lunchtime until Friday lunchtime (or afternoon) suitable for 200/150/150/150/100 participants (theatre style) respectively
- one side meeting room (40 people, U-shape with tables – or – 100 theatre style) for side meetings
- one room that can be used as working space for participants, with tables and chairs for 20 to 30 people
- two to three rooms on Sunday prior to the conference that can serve to host the EMS Council and General Assembly (50 people, U-shape) and training workshops that are organised in connection with the conference (30 participants, rows of tables and chairs)
- small room for storage of conference material/material for exhibitors

9. Technical equipment

- All lecture and side meeting rooms should be equipped with a beamer, screen and an audio system (hand and tie microphones, if necessary).
- Screen size must be suitable for the respective lecture room (i.e. slides must be well readable from the back of the room)
- In addition the five lecture rooms need to be equipped with a laptop/computer.

The proposal must detail which technical equipment is already included in the room hire; a compilation of additional costs for equipment not included is also necessary (this may be staff hours for technicians, costs for portable micros, costs for a separate stage for speakers, ...)

10. Foyer

A centrally located foyer that is large enough to host an exhibition of 5 to 10 booths (3mx2m), together with the catering area, with good light conditions, and space for the registration desks towards the entrance area.

11. Poster area

Space for a poster area of around 150 doubled-sided poster boards, located adjacent or together with the exhibition and catering area. The area must have good light conditions. Poster boards should be distributed as to provide enough space for people to stand in front and others who wander the aisles at the same time (at least 3 meters between rows of poster boards). The proposal should, if possible, include estimates for the costs of for poster boards and five exhibition booth.

12. Wi-Fi must be provided and be available in the entire area.

13. Dates: Preferred period: second week of September

14. Access to venue

The venue should either be centrally located in town, or not far from it with easy access to the location, i.e. well-frequented public transport lines that serve the area all day round; travel times longer than 20 minutes from the city centre will not be acceptable.

Financial estimates should be provided and should include detailed prices for the rooms, foyers, technical equipment, Wi-Fi, technicians and staff (including costs such as cleaning, electrical power, extra rental for any build-up period, if applicable).

A full description of the venue, including location and access to the venue, should be provided with the proposal and invitation.

Annex II: EMS sustainable meetings policy

Guidelines for a sustainable organisation of meetings

I. Green meetings

Between 400 and 700 participants each year attend the EMS Annual Meeting & partner conferences. Though small by comparison, the travel across Europe, the amount of paper and waste produced as a result is considerable. The EMS agreed the following guidelines to express its commitment to conduct its conferences in a way that reduces greenhouse emissions as well as other waste and pollutants and minimises the use of resources. These guidelines are also provided to collaborating Professional Congress Organisers, EMS Societies submitting venue proposals, managements of potential venues, contractors, coordinators, committees and all EMS meeting participants. They will be continually evaluated as technologies and mitigation options continue to develop.

A sustainable-meeting policy covers a variety of areas and includes actions as well as recommendations for collaborating organisations and participants. . The spectrum of areas to be considered reaches from travel activities (with their impact on the climate), to consumption of resources of energy, water, paper etc. to considerations about reduction and minimisation of waste. Also the procurement of products and services in a sustainable way is an essential aspect.

II. Actions and Recommendations

1. Mobility and carbon footprint

Personal travel of attendees likely is the largest contribution to the carbon footprint of the conference.

- Meeting participants are encouraged to travel by train and avoid air travel whenever possible.
- Carbon-offset for participants' travel to the conference is offered.

2. Venue and accommodation

- Criteria for selection of venues include that the venue has a sustainable-meeting policy in place (energy consumption, water and waste management, catering).
- Criteria for selection of venues include the availability of near-by accommodation and easy access by public transport.

3. Organisation and Arrangement of services

- Printed material is kept to a minimum, recycled material used when possible.
- The future provision of USB-sticks and a programme book will be re-considered, as the mobile app of the entire programme provides an alternative.

- Badge and lanyard recycling will be offered, receptacles provided in convenient locations.
- Banners and place cards are produced from recyclable material.
- Exhibitors and other organisations are encouraged to reduce printed material.

4. Catering

- For all goods produced for the meeting the most environmentally-appropriate, locally produced option available at reasonable prices is to be used.
- Plastic cutlery, cups, plates, stir-sticks etc for coffee breaks and meals should not be used; the preference is for china & other re-usable material, at least recyclable material should be used, and a recycling system be in place.
- Local tap water should be used instead of bottled water (with reusable/recyclable cups).
- When appropriate left-over food is provided to local food banks.

5. Communication

- Participants are informed in advance on the aims to minimise impact, through the website and conference material.
- Feedback surveys include the option to leave comments on environmentally-friendly practices at the conference and to make suggestions.
- The principles are communicated to all local assistants and service providers.