

BID PROFORMA FOR EABCT-CONGRESSES

1. **HOST CITY:** _____

2. **MEETING FACILITIES** (if using more than one facility please complete this section for each one)

Name of Convention Centre:	
Address:	
Name of Manager:	
Telephone:	Fax:
Website:	Email:

DATES AVAILABLE IN SEPTEMBER:

FACILITIES AVAILABLE AT CONVENTION CENTRE

Brief Description of Facilities:

ROOMS	
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Lecture Theatres (tiered)	CAPACITY (i.e. 500)	COST*
Lecture Theatres (flat)	CAPACITY (i.e. 500)	COST
Meeting/Seminar Rooms	CAPACITY (i.e. 100)	COST
Exhibition Space	Square Metres	COST
Conference Office(s)		COST

*The Cost of hiring each individual room should be quoted at actual prices with an indication of any additional local taxes and service charges.

Can the convention centre be booked as a whole (rather than per room)? Yes/No

What is the total cost of exclusive use of convention centre:

per day	✖
4 days	✖
5 days	✖

AUDIO VISUAL EQUIPMENT			
Is all audio-visual equipment included in the cost of venue/room hire?			YES/NO
If no what is included and what is not included?			
EQUIPMENT	INCLUDED	NOT INCLUDED	COST OF HIRING
i.e. OHP	YES		NIL
Whiteboard			
OHP			
Slide projector			
VCR & Monitor			
LCD			
Laptop			
other			
Is an AVA technician included in the hire of the venue or does it cost extra?			
YES/NO			
If yes what is the cost per technician per day?			
✕			

CATERING FACILITIES
Please describe the on on-site catering facilities that are available for delegates:
Average cost of a cup of coffee available at convention centre ✕
Typical cost of lunch provided at convention centre (with description)
Cost ✕

TRANSPORTATION TO CONVENTION CENTRE

Please describe how a delegate would travel (bus, train, metro, taxi) from the City Centre to the Convention Centre and include distance, average time of travel and cost for each mode of travel.

RECENT SCIENTIFIC MEETINGS

Please provide details of any recent International Scientific meetings held in the Centre together with a contact name of the organiser who may be approached by EABCT:

European Association for
Behavioural and Cognitive Therapies

HOTEL CAPACITY IN HOST CITY				
Category	Number of Hotels	Number of Rooms	Number of Beds	Cost*

**				
*				

* Please quote range of cost for room only per night for single occupancy

[illegible]

* Please quote range of cost for room only per night for single occupancy

OTHER LOW BUDGET ACCOMMODATION
Please describe other opportunities for low budget accommodation:

4. **EATING OUT**

Please give a description of a typical 3 course evening meal in medium range restaurant and the price.

Cost: ₤

5. **INTERNATIONAL TRANSPORTATION**

BY AIR

Name of international Airport:

Distance from City Centre (Kilometres and time):

Cost of travel to City centre?

₤

Please list Scheduled International Destinations to and from airport below

Cost of travel from World Wide destinations (Return Economy class)			
From	Route Direct/via	Time	Cost
Paris			
Frankfurt			
Stockholm			
Rome			
London			
Amsterdam			
Madrid			
New York			
San Francisco			
Sydney			
Tokyo			

BY RAIL

Please detail main European Rail Links with average return cost to European cities
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BY SEA	
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Please detail main Sea Links with average return cost to other European Ports	
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6. SCIENTIFIC PROGRAMME

About how many Symposia, Workshops etc. will take place?

How will be the relation between paid workshops and free workshops/symposia?

SOCIAL PROGRAMME

OPENING RECEPTION

Possible options for venue for opening reception (please list)

Will there be a cost associated with the hire of any of these venues or will this be provided by the host city?

Other opportunities for the social programme will be considered with the successful host city.

7. GENERAL INFORMATION

CLIMATE

Please describe the climate in September

SAFETY ISSUES

Are there any safety issues that delegates should take into consideration i.e. crime, international issues, etc

8. LOCAL SUPPORT

ESTMATE OF LOCAL DELEGATES

Please estimate number of delegates from hosting country who are likely to attend

EABCT ASSOCIATION

What support would be available from national EABCT association(s) and other professional bodies

SUPPORT FROM CITY

What support would be available from the national and City Tourist Boards and from the Convention centre

PROFESSIONAL CONGRESS SUPPORT

EABCT will be tendering for Professional Congress Support once a decision has been made on the venue. Please list potential support organisations who EABCT might approach

9. Congress Fees

What will be the congress fees? (Please mind the actual limits for congress fees as decided by the General Meeting!)

Cost: x

Please return this form to:

EABCT Office
office@eabct.eu

and

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