

Facilities

Rooms	Capacity persons	Capacity m ²	Facilities
mandatory			
plenary room + Track 1	300		PC, sound System, screen, video projector
Track 2	80-100		PC, sound System, screen, video projector
Track 3	80-100		PC, sound System, screen, video projector
Track 4 - x	80-100		PC, sound System, screen, video projector
Registration		120	lockable, LAN, conference bags, back office
Storage room		20	close to registration desk
Coffee breaks		200 - 300	WiFi
Information desk			WiFi
Meeting room	15		room for board, close to conference location, WiFi
optional			
Track 5 - x	80-100		PC, sound System, screen, video projector
Workshop 1 - x	20-40		Screen, video projector
Speakers corner			desks for preparation, WiFi

Staff

Tasks	numbers	description of work
mandatory		
Technique	1 local expert 1 helping expert	building up the technical requirements for the sessions, the registration/back office and the information desk
Registration back office	3 assistants	Helping at the registration and in the back office while the opening hours of registration desk
Information desk	1 - 2 assistant(s)	one person familiar with local conditions and AAATE conference/association tasks
Session guides	1 assistant/session	Preparation of room, access control, support of lecturers, ...
optional		
others	2 assistents	special needs guides

Technology & Equipment

#	Name	Description	Location
mandatory			
3-4	PC,	for presentations	Tracks
1	PC	for presentations	Plenary room
2	PC + screen		Registration
1	PC + screen		Back office
1	PC + screen		Information
1	Laser printer		Registration, Information, Back office
1	Badge printer		
1	Printer		
1	Scanner/copy machine		Conference location
250	bags		
1	registration desk	5 m, well equipped*	Registration
1	information desk	3 m	Information
2	desks + chairs		Back office
300	lanyards		
300	Writing pads		
300	Biros		
optional			
x	induction loop		Tracks, Plenary room, registration, info desk
3	tables + chairs	for preparation of authors	Speakers corner

* detailed description on request

Information

venue - conference location

Venue - city

travel information (by plane, by train, by car)

public transport (local)

hotel information

medical information

information about accessibility

important phone-numbers (taxi, emergency, ...)

tourist information

Social Events

Name	Description	Location
Welcome Cocktail / Reception	Snack & drinks	Conference location
(Gala) Dinner	Seated, served or buffet	max. 30 min from conference location, 1 room for 200
Board dinner	Seated & served	Max. 30 min from conference location, restaurant
Coffee breaks	coffee, drinks, snacks	Conference location

Date	Costs
day before	host
after 2nd conference day	host
after 1st conference day	AAATE
morning & afternoon, 5 breaks	host