

PROPOSERS FOR THE NEXT SIETAR EUROPA CONGRESS SHOULD PROVIDE THE FOLLOWING INFORMATION:

Heading	Details	Comment	Length
Justification	Who is presenting the proposal and why should SIETAR Europa select your proposal?		One Page
Preferred Dates	Taking account of local holidays, local events, exam times at University, weather, similar international events and others		One Page
Proposed City/Town	<ul style="list-style-type: none"> Population History 		
Proposed City/Town	<ul style="list-style-type: none"> Cultural appeal Touristic appeal 		One Page
Proposed City/Town	<ul style="list-style-type: none"> International accessibility: air routes, rail routes, etc. To include information on SUSTAINABILITY of transport to/from Congress. <i>SIETAR aims to maximise available delegate travel by means other than flying.</i> Local accessibility: distance journey from airport/rail station to key hotels and venues, distance between hotels – venues, information on walking or shuttle bus options, public transport and taxi information and options. Include comments on local transport sustainability. 	Provide the most detailed information possible in an understandable format.	One Page
Support Locally (Non-SIETAR)	<ul style="list-style-type: none"> Support from University? Support from local authorities? Support from local sponsors? Local Congress organising companies in case needed? 		
Venue(s)	<ul style="list-style-type: none"> Sustainability initiatives by the venue Location / prices Capacity and size of plenary room Number of breakout rooms, broken down by size. Space for exhibitions, networking, posters, etc. Space for catering. Food/coffee outlets available onsite Plans showing relative layout of all areas; information on walking times. Year venue built and dates when last modernized or extended. WiFi infrastructure Simultaneous interpretation infrastructure built in. 	Provide a max. 2 pages summary per venue, plus pictures and brochure	

	<ul style="list-style-type: none"> • In-house facilities to receive shipments of congress materials • Solo use of venue or multiple clients at same time. • List of hotels nearby including their category, capacity, accessibility to the venue 		
Country Regulations	<ul style="list-style-type: none"> • Visa policy • Information on taxes / VAT regulation that may affect the Congress 		One Page
Local Support	<ul style="list-style-type: none"> • Local team willing to give support to the Congress preparation? (provide list of names & possible roles) 		One Page
Financial Overview	<ul style="list-style-type: none"> • Breakdown of fixed costs and variable costs • Anticipated income given various registration fees and number of attendees from 150 to 400 in steps of 50 		Use Excel

Prepared by Manuel Garcia Ochando/Joe Kearns (January 2015) and adjusted by the Board January 2026