

## EMS Annual Meeting Questionnaire

**Information on location, proposed venue and national support for the EMS Annual Meeting requested by the EMS Council:**

### I. Geographic location – important criteria

- a) Is the town well connected in terms of transport to/from major cities in Europe (by train, air etc.)?
- b) Size of town:
- c) number of hotel/guest-house accommodation available in 2/3-star category:
- d) number of youth hostels (# beds):
- e) Are local transport facilities between hotels and conference venue required; if yes, please give the appr. travel time:

yes

no


### II. Support of the National Meteorological Hydrological Service (NMHS)

In the odd years the EMS Annual Meeting is “traditionally” organised in collaboration with the European Conference on Applications of Meteorology (ECAM) with the ECAM-Programme being developed under the leadership of the national hydro-meteorological service. Also in the even years, when the EMS Annual Meeting is organised together with the European Conference on Applied Climatology (ECAC), under the leadership of the European Climate Support Network (ECSN), collaboration with the local NMHS is desired.

- a) Is the proposal supported by the NMHS?

yes

no

- b) Will the NMHS support the conference financially?

yes

no

### III. Preference for ECAM or ECAC partnership

Preference for

<input type="radio"/>	ECAM event
<input type="radio"/>	ECAC event
<input type="radio"/>	no preference

#### IV. Meeting venue and basic requirements

A full description of the venue should be provided with the proposal and invitation.

- a) Description of the venue included?  yes  
 no

**Potential hosts should take into consideration the following background information:**

1. The EMS Council is keen to meet at inexpensive venues such as university campuses in order to minimise financial risks; whilst this may not always be possible the most economic options should be pursued.
2. It is expected that the meeting will run from Monday morning (the opening session) until Friday lunch time and the venue should be able to accommodate approximately 550 participants.

In proposing a venue the following should be taken into consideration.

- lecture theatre (300 – 400 people) for an opening session on Monday morning, possibly also for a second plenary session in the middle of the week (1/2 day)
- four lecture rooms from Monday lunchtime until Friday lunchtime suitable for 150/100/100/100 participants respectively
- one or two splinter meeting rooms (50 – 80)
- all lecture and splinter meeting rooms should be equipped with a computer, beamer and an audio system (hand and tie microphones)
- Wifi available in the entire area if possible
- poster area, centrally located
- exhibition area (for approximately 15 booths of 6 m<sup>2</sup>), centrally located, possibly together with poster and catering area

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

- b) Financial estimate provided?  yes  
 no

If yes, estimated costs for rooms and technical equipment and staff:

#### V. Time period

The “traditional” period for the EMS Annual Meeting is September, with preference for early in the month.

<b>Planned Dates</b>	<input type="text"/>
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