

ESA Conference Bureau Request for Support Form

Completed by: Date:

Organiser: Directorate:

General Questions:

Name of Event

Estimated Dates:

Will it be at ESTEC? If not at ESTEC, where?

Are there rooms already booked? Which rooms?

Systems Support:

Will you need a dedicated website?

Do you need us to manage the registration of participants and prepare badges?

Estimated number of participants?

Will you issue a call for abstracts?

Do you need us to manage the handling of abstracts, and the abstract review?

Estimated number of abstracts?

Which of the following do you foresee: ☐ Programme Booklet

☐ Abstract Book

☐ Proceedings

Parallel Activities:

Which of the following do you foresee: ☐ Welcome Cocktail

☐ Conference Dinner

☐ Excursion

**Other
Comments:**

Please print this form to a PDF and return it to the ECB by email.

You will be contacted by a member of the ECB team to set up an initial planning meeting in due course.