**Appliance information template regarding requirements for 14th Electronic Monitoring conference in Autumn 2026**

1. General info:
	1. General organisational support to the event;
	2. Number of participants: approx. 200-250 participants, including 6 persons from each exhibitor
	3. The event is to take place in the Autumn of 2026
	4. It would be preferred to have the participants and exhibitors stay at the conference venue to avoid transportation costs and time loss or else a conference venue with a sperate hotel which is in walking distance of the conference venue.
2. Hotel:
	1. approx. 250-300 rooms (to also accommodate the exhibitor support staff)
	2. 4 star hotel with a room rate of approximately € 150 incl breakfast & taxes.
	3. The hotel should be easy to reach from the airport and at a range of maximum 45min from airport by public transportation or car or taxi.
	4. Possibility of organising a shuttle between airport and hotel
3. Conference:
	1. Plenary Room
		1. 1 main plenary room, seating 200 - 250 persons in theatre style with, if needed, enough space in the back of the room for 1/2 translation booths depending on the number of languages.
		2. The plenary room should have Wi-Fi at the disposal of the participants; minimum one beamer; minimum one screen, a pointer/clicker and a lectern.
		3. Additional new technologies of communication (videoconference, skype etc), locally managed, will be welcome.
		4. Dedicated technicians should manage sound, imagery, Wi-Fi and technicians issues and stay during conference activities
		5. In plenary room fixed microphones for 3-4 speakers. 1 microphone on the lectern. 2 roaming microphones for the questions session
	2. WorkShops
		1. Workshop rooms, 3 or 4 depending on the programme seating minimum 40 -50 persons in cabaret form.
		2. For 1-2 days depending on the programme.
		3. The plenary room can also be used for a workshop that requires translation;
		4. All workshop rooms should have Wi-Fi at the disposal of the participants; one beamer; one screen, a pointer/clicker and a flip-over or whiteboard.
		5. Additional new technologies of communication, locally managed, will be welcome.
		6. Dedicated technicians should manage sound, imagery, Wi-Fi and technicians issues and be contactable during workshop activities
4. Preparatory group
	1. Secretarial office with telephone, internet, and a printer, seating 12 persons in U form,
	2. Also to be used for meetings of the prepgroup.
5. Reception desk
	1. A reception desk in the main area of the conference venue should be at our disposal
	2. Possibility to store equipment of exhibitors prior to the conference and luggage of guests on last day of the conference
6. Exhibitors:
	1. A main area at the conference venue which needs to be large enough to accommodate 5/6 exhibitor stands.
	2. Additional tables and chairs are welcome.
	3. Each stand area should have minimum 12m2 with additional space for participants to walk and network.
7. Translation (if required):
	1. Translation company to supply translation depending on the requirements from the prepgroup
	2. The translation to the national language(s) should be organised and paid by applicant.
	3. Translation equipment provided for 200/250 persons by the venue or supplied by a technical company
8. Catering for 200/250 persons:
	1. Depending on the programme approx. 2 coffee breaks per day;
	2. 3 buffet lunches for 200/250 persons at the conference venue. The lunch buffet includes international dishes, vegetarian dishes, and local culinary.
	3. 1 dinner outside the conference venue
	4. 1 dinner with table service at the conference venue;
	5. For all catering, additional gluten and/or lactose free and vegan diets plates (venue will be informed before the event of the dietary requirements).
9. Other:
	1. Internet availability at the hotel/conference venue
	2. Availability of technical assistance
	3. Availability of temporary prep group member
	4. Support from responsible authorities
	5. Secretarial support before and at the conference
	6. Local support with printing and copying
	7. Providing presents for speakers
	8. Possibility of having local entertainment / tour of the city
	9. Possibility of having a press conference organised by the applicant and with presence of local authorities

**Please use the application information form EM2026 to comment on each specific requirement.**