| **Appliance information form****regarding requirements for****14th Electronic Monitoring conference in Autumn 2026** |
| --- |
| Applicant (Country and Institution applying : |  | Contact (email, phone number, address, name) |  |
| Person of contact: |  | Contact (email, phone number, address, name) |  |
| Question A) Could you please briefly explain what your motivation is to apply? Question B) Could you please explain what you feel could be the added value in your proposal? Question C) Thank you for completing the table and please provide us with any remarks or suggestions you may have: |

| Requirement code | Item | Sub-Item | Y/N/R(Yes-No-Request additional information) | Additional information needed (explain). | Suggestions welcome (explain) |
| --- | --- | --- | --- | --- | --- |
| 1. General info:
 | a) | / |  |  |  |
|  | b) | / |  |  |  |
|  | c) | / |  |  |  |
|  | d) | / |  |  |  |
| 1. Hotel
 | a) | / |  |  |  |
|  | b) | / |  |  |  |
|  | c) | / |  |  |  |
|  | d) | / |  |  |  |
| 3) Conference | a) Plenary room | I |  |  |  |
|  |  | ii |  |  |  |
|  |  | iii |  |  |  |
|  |  | iv |  |  |  |
|   |  | v |  |  |  |
|  | B) Workshops | i |  |  |  |
|  |  | ii |  |  |  |
|  |  | iii |  |  |  |
|  |  | iv |  |  |  |
|  |  | v |  |  |  |
|  |  | vi |  |  |  |
| 4) Preparatory group | a) | / |  |  |  |
|  | b) | / |  |  |  |
| 5) Reception desk | a) | / |  |  |  |
|  | b) | / |  |  |  |
| 6) Exhibitors | a) | / |  |  |  |
|  | b) | / |  |  |  |
|  | c) | / |  |  |  |
|  | d) | / |  |  |  |
| 7) Translations (if required) | a) | / |  |  |  |
|  | b) | / |  |  |  |
| 8) Catering for 200/250 persons | a) | / |  |  |  |
|  | b) | / |  |  |  |
|  | c) | / |  |  |  |
|  | d) | / |  |  |  |
|  | e) | / |  |  |  |
| 9) Other | a) | / |  |  |  |
|  | b) | / |  |  |  |
|  | c) | / |  |  |  |
|  | d) | / |  |  |  |
|  | e) | / |  |  |  |
|  | f) | / |  |  |  |
|  | g) |  |  |  |  |
|  | h) |  |  |  |  |
|  | i) |  |  |  |  |

**Please use the attached preliminary expenditure overview template to specify the preliminary costs.**

**On behalf of the CEP expert group on Electronic Monitoring, thank you for your answers!**