INTAKE FORM FOR A NEW EVENT

Compiled by:

Date:

1 EVENT REQUIREMENTS

1.1 EVENT DETAILS

- Event name:
- Type of event:
  - In person only
  - Hybrid
- Dates of the event:
- Estimated timings:
- Estimated number of participants (min – max):
- Organiser:
- Organisation:
  - ESA
  - UKSA
  - Harwell Campus   Organisation name:
- Please briefly describe the nature and purpose of the event:

1.2 SOCIAL ACTIVITIES

- Please select the social activities you are interested in:
  - Welcome Coffee
  - AM Coffee break
  - Lunch
  - PM Coffee break
  - Drink reception
- Are you planning to organise a social event off site?   Y   N
  - If yes, will you require our support with the organisation of it?   Y   N

1.3 ROOM SET-UP

- Magali Vaissiere Conference set up required (you can select more than one):
  - Theatre style (max 300 participants)
  - U-Shape (max 60 participants)
  - Classroom (max 72 participants)
  - Boardroom (max 56 participants)
  - Cabaret style (max 72 participants)
- Do you need additional meetings rooms?   Y   N

1.4 HYBRID EVENT SET- UP

- In case of a hybrid event, please indicate your requirements:
  - Webex link needed   Y   N
  - Teams link needed   Y   N
  - Parallel sessions   Y   N
  - On-line recording needed   Y   N

1.5 TRANSPORTATION

- Participants transportation needed   Y   N
  - If yes, please indicate the destinations (restaurant, ECSAT, Hotel):

1.6 EXTRA MATERIAL

- Would you like gadgets for your event?   Y   N

1.7 NETWORKING

- Do you plan to set up a poster session?   Y   N
  - If yes, how many:
- Do you plan to set up exhibitions?   Y   N
  - If yes, how many:

1.8 INVITED PARTICIPANTS/SPEAKERS

- Do you plan to have invited speakers or participants   Y   N
  - If yes, how many (min – max):
  - If yes, will they be needing reimbursing/travel support?   Y   N

1.9 SUSTAINABILITY

- Do you want to certify your event as sustainable (ISO 20121)?   Y   N

1.10 OTHER

- Please indicate if you require our support for any other activities not listed above:

1.11 ORGANISING COMMITTEE

Please indicate below the main organisers and collaborators involved in the event and their main responsibilities in this project:

Name, Surname	Organisation	Role in this event	Email contact

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2 ONLINE SERVICES

2.1 REGISTRATION PORTAL
- Would you like us to set-up an on-line registration portal?   Y   N
  - If yes, will you like to include a registration fee?   Y   N

2.2 WEBSITE
- Would you like us to create a website for your event?   Y   N
  - If yes, will you need a custom domain?   Y   N
- Do you have graphic material for your event?   Y   N
  - If no, would you like us to provide graphics?   Y   N
- Event Programme/agenda: would you like to publish it on the website?   Y   N

2.3 SCIENTIFIC PROGRAMME MANAGEMENT
- Abstract management needed   Y   N
  - If yes, expected number of abstracts:

3 COMMUNICATION
- Do you have a prepared announcement to be sent to potential participants?   Y   N
- Would you like to send a welcome letter before the event?   Y   N
- Would you like to receive the final lists of participants following the event?   Y   N

4 DATA MANAGEMENT

4.1 COOKIES & RETENTION PERIOD
- Please note that on the website developed to present the event we only use technical cookies. The data policy is displayed on the website and in the web application to support registrations and abstract management.
- Data gathered during the event are kept for 3 years after the end of the event. If you want to extend such period, please indicate it specifically.
- As data processors, we are not able to directly reach participants for future events. However, if the organiser, as data owner, wants to keep participants data for future events, we must ask participants their willingness to be contacted again in the future. Please indicate whether you would be interested in asking participants to be informed on future events organised by ESA other events partners (in this case their contact will be kept in our office).

5 BOOKING PROCEDURE
Thank you for filling out our intake form. Please send it to ecsat.mvcc.ecb@esa.int - you will be contacted by one of our team members to discuss further details.