

**Appliance information template regarding requirements for 14<sup>th</sup> Electronic Monitoring conference  
in Autumn 2026**

- 1) General info:
  - a) General organisational support to the event;
  - b) Number of participants: approx. 200-250 participants, including 6 persons from each exhibitor
  - c) The event is to take place in the Autumn of 2026
  - d) 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:
  - a) approx. 250-300 rooms (to also accommodate the exhibitor support staff)
  - b) 4 star hotel with a room rate of approximately € 150 incl breakfast & taxes.
  - c) 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.
  - d) Possibility of organising a shuttle between airport and hotel
  
- 3) Conference:
  - a) Plenary Room
    - i) 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.
    - ii) 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.
    - iii) Additional new technologies of communication (videoconference, skype etc), locally managed, will be welcome.
    - iv) Dedicated technicians should manage sound, imagery, Wi-Fi and technicians issues and stay during conference activities
    - v) In plenary room fixed microphones for 3-4 speakers. 1 microphone on the lectern. 2 roaming microphones for the questions session
  
  - b) WorkShops
    - i) Workshop rooms, 3 or 4 depending on the programme seating minimum 40 -50 persons in cabaret form.
    - ii) For 1-2 days depending on the programme.
    - iii) The plenary room can also be used for a workshop that requires translation;
    - iv) 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.
    - v) Additional new technologies of communication, locally managed, will be welcome.
    - vi) Dedicated technicians should manage sound, imagery, Wi-Fi and technicians issues and be contactable during workshop activities

- 4) Preparatory group
  - a) Secretarial office with telephone, internet, and a printer, seating 12 persons in U form,
  - b) Also to be used for meetings of the prep group.
  
- 5) Reception desk
  - a) A reception desk in the main area of the conference venue should be at our disposal
  - b) Possibility to store equipment of exhibitors prior to the conference and luggage of guests on last day of the conference
  
- 6) Exhibitors:
  - a) A main area at the conference venue which needs to be large enough to accommodate 5/6 exhibitor stands.
  - b) Additional tables and chairs are welcome.
  - c) Each stand area should have minimum 12m<sup>2</sup> with additional space for participants to walk and network.
  
- 7) Translation (if required):
  - a) Translation company to supply translation depending on the requirements from the prep group
  - b) The translation to the national language(s) should be organised and paid by applicant.
  - c) Translation equipment provided for 200/250 persons by the venue or supplied by a technical company
  
- 8) Catering for 200/250 persons:
  - a) Depending on the programme approx. 2 coffee breaks per day;
  - b) 3 buffet lunches for 200/250 persons at the conference venue. The lunch buffet includes international dishes, vegetarian dishes, and local culinary.
  - c) 1 dinner outside the conference venue
  - d) 1 dinner with table service at the conference venue;
  - e) 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:
  - a) Internet availability at the hotel/conference venue
  - b) Availability of technical assistance
  - c) Availability of temporary prep group member
  - d) Support from responsible authorities
  - e) Secretarial support before and at the conference
  - f) Local support with printing and copying
  - g) Providing presents for speakers
  - h) Possibility of having local entertainment / tour of the city
  - i) 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.**