Please complete this in full and return to the ISME Event Coordinator

Ms Sabine van Wegen

E: [events@isme-microbes.org](mailto:events@isme-microbes.org)

PO BOX 50, 6700 AB Wageningen, the Netherlands T: +31 (0)317 473466

|  |  |
| --- | --- |
| 1. **Proposed Chair details** | |
| Name: |  |
| Address: |  |
| Tel: |  |
| E-Mail: |  |
| Previous Conference organisation experience: |  |
| 1. **Co-chair details** | |
| Name: |  |
| Address: |  |
| Tel: |  |
| E-Mail: |  |
| Previous Conference organisation experience: |  |

|  |  |
| --- | --- |
| 1. **Proposed Symposium Details** 2. **(and venue contact details)** | |
| Venue: |  |
| Venue Website: |  |
| Estimated Rental Charge for the entire period (in Euro): |  |
| Available Rooms: | Please attach floor plans and estimated capacities |
| Available Dates: |  |
| Venue Address: |  |
| Contact Person Name: |  |
| Address: |  |
| Tel: |  |
| E-Mail: |  |

|  |  |
| --- | --- |
| **Has the national tourism bureau or similar been approached for support?** | |
| YES/NO? |  |
| If Yes, please summarise discussion  (Attach if necessary) |  |

|  |  |
| --- | --- |
| **Please give an indication of the International access to the region.** | |
| Closest International Airport: |  |
| Distance to the convention facilities from airport |  |
| Comments on International travel to the region: |  |

|  |  |
| --- | --- |
| **What are the average weather conditions of the region in August?** | |
| Temperature and Rainfall average for the month: |  |

|  |  |  |
| --- | --- | --- |
| **Please give an indication of the number of Hotels and Accommodation in the region (within 15 minute travel time).** | | |
|  | **Number of Hotels** | **Approximate Room rates** |
| 5 Star Hotels |  |  |
| 4 Star Hotels |  |  |
| 3 Star Hotels |  |  |
| Apartment Style |  |  |
| Budget/Backpackers |  |  |

|  |
| --- |
| **What is the factor that sets your destination aside from all the others considering our criteria *(*i.e. the symposium facilities and the available dates, international access to the region and the accommodation facilities, interest of the region and the typical weather conditions, and calibre and experience of the proposed Organizing Committee)*?*** |
|  |

**Organizing Committee**

|  |
| --- |
| Please list the names and affiliations to confirm that all have agreed to serve |

|  |  |
| --- | --- |
| **Submitted by:** | Printed Name and Signature |
| **Date:** |  |