

ESWI Conference 2020 - Briefing

The European Scientific Working group on Influenza, ESWI, is a network of independent influenza experts and organizations of public health officials, healthcare professionals, at-risk patients and the elderly. Together, we aim to reduce the burden of influenza in Europe. ESWI organizes a big influenza conference for up to 700 participants every three years. The next conference is scheduled for September 2020.

The conference starts on Sunday afternoon and ends Wednesday afternoon.

We are looking for:

- A conference venue with the following rooms. Please note that the plenary room and break out rooms should all be available at the same time for parallel sessions:
 - One plenary room for up to 700 participants
 - Two break out room for up to 300 participants
 - Poster area for up to 250 posters
 - Three hospitality suites for sponsors (= meeting rooms for up to 20 participants)
 - Two meeting facilities rooms for up to 50 participants
 - One meeting room for the ESWI president and managing director for up to 20 participants
 - One ESWI office room for ESWI staff for up to 15 participants
 - One meeting room for post-production video crew
 - One ESWI secretariat/Conference desk
 - Registration desk (4 stations)
 - Exhibition booth area: room for 6 booths of 3 meters deep and 6 meters wide
- Audiovisual and technical services for all sessions (for the majority of the day three parallel sessions at the same time), including twitter wall, live streaming of several sessions, strong WIFI (to use mobile event app) ...
- Catering:
 - Welcome reception/dinner on Sunday evening
 - Morning and afternoon coffees on Monday and Tuesday
 - Morning coffee on Wednesday
 - Lunchboxes on Monday and Tuesday (that participants can take into conference room for lunch symposia)
 - Lunch buffet on Wednesday
 - Evening social event for Young Scientists (max 100 participants) for Monday evening
 - Evening social event with dinner on Tuesday evening
- Accommodation for participants at or near conference venue and alternative hotels

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...scientists fighting influenza

- Branding of the conference venue
 - branded walls and banners in conference rooms
 - branded entrance of hotel
 - branded registration desk
 - branded hotel keys
 - ...
- Printing of materials:
 - program book
 - abstract book
 - badges
 - conference bags
 - lanyards
 - invitations for social events
 - ...
- Airport transfers for participants on arrival and departure day
- Travel assistance for participants (preferred airlines, negotiated rates)
- Visa assistance for participants
- Hostess services during the conference (registrations, general assistance....)

For more information, please contact Dagmar de Graef, dagmar@semiotics.be

ESWI MANAGEMENT

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