

FREQUENTLY ANSWERED QUESTIONS FOR HOSTING THE EUROVELO CONFERENCE 2020 (Final version)

European Cyclists' Federation (ECF)

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This document aims to collect the questions received from potential applicants to host the EuroVelo Conference 2020 and it is **available on the EuroVelo website** together with the EuroVelo Conference 2020 Bidding Manual and the budget template:

<http://www.eurovelo.org/home/eurovelo-and-cycle-tourism-conference/call-conference-2020/>

ECF will publish any question received (phone, email, etc.) in this document in order to guarantee that all applicants have access to the same information.

NO ANSWER REGARDING THE BIDDING PROCESS WILL BE PROVIDED AFTER JULY 2ND 2019. This is the last version of the FAQ document.

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FAQ

[Link to the bid manual](#)

1. GENERAL INFORMATION AND DEADLINES

1.1. Is the deadline for submitting the bid proposal July 8th, 2019 (noon)?

Yes, as mentioned in the [bid manual](#) (see 3.6) your bid has to be supplied **digitally** to the ECF contact person (see 3.7) by **July 8th 2019 noon**. Two printed bid documents have to be sent to the ECF contact person by post no later than July 15th, 2019.

1.2. Would it be possible to host the EuroVelo Conference in UK if Brexit finally takes place in any form?

Yes, the EuroVelo Conference can take place in any part of Europe connected to the EuroVelo network. For more information please see [2.2.1.](#)

1.3. To whom should address the letters of support?

Letters of support can be sent to the contact person. [Please see 3.7.](#) or be included in your proposal (annexes).

1.4. Is it possible to know about other competitors who are working on the application?

We have a policy of not disclosure about (potential) applicants.

1.5. Would it be positive to include a letter of Support from our General Direction in the bid proposal? Maybe any other supporting documents?

The [Bid Manual](#) refers to the 'political support' (page 11), and also the support from 'partners' and National EuroVelo Coordination Centres and Coordinators (NECC/Cs) (page 12). Furthermore, you can find more information about how to integrate letters of support in your bid proposal in the [FAQ 1.3.](#)

2. LOGISTICS, CONTENT, PROGRAMME AND COMMUNICATIONS



2.1. Any recommendation about speakers and content? Could ECF help on the content side of the Conference?

ECF team will be happy to provide of support (proposing topics, sessions and speakers). Please see [1.2.1.](#)

2.2. Is there a maximum number of speakers?

A similar number of speakers than in [previous editions](#) would be a good approach.

2.3. Would you recommend a full day 9:00 – 18:00 more theoretical and a second day more practical? Will ECF help on content and communication (e.g. international promotion)

Please see [1.4.2.](#) in order to have an idea of the proposed programme. Of course, ECF is pleased to support (see answer 3 above) and will support the international promotion of the Conference (mailings, social media, articles, etc.)

2.4. In the bid manual you say the host destination will have to create a conference website, would it be possible to create a subsite on the Eurovelo.com domain?

We are open to different approaches, but its own URL would be a requirement. Furthermore, in most of the cases the Conference website includes registration and abstracts modules that PCOs usually offer as part of their services (ECF/EuroVelo websites do not support such modules).

2.5. What is your experience regarding sponsors of the conference? Are they new at each destination or are there any that will follow to the next destination/conference? Will you be able to assist in finding or recommend any potential sponsors?

ECF can support providing of contacts and/or recommendations. However, the search for sponsors is a responsibility of the host. Finally, although there are European/international sponsors, national and local sponsors could play an important role, and we highly encourage to involve them.

2.6. How many days should the exhibition last? Should it be open just during the Conference day or can the exhibition area stay open for two days?

The exhibition area should be open at least during the conference day(s)

2.7. Is it possible to know how many exhibitors have participated in the previous editions? This is to have an idea of the exhibition dimension.



10 Exhibitors and sponsors participated at last Conference's edition.

3. BUDGET (COSTS AND INCOME)

3.1. Is the budget template fixed or can be updated (adding lines, deleting lines)? What is an appropriate budget (e.g. costs)?

In order to submit a successful bid document, applicants must submit a budget proposal to host the EuroVelo Conference 2020. The partners can add lines in order to include extra services (e.g. tickets for VIPs, pre-conference events, etc.)

Regarding the appropriate budget to host the EuroVelo Conference 2020, please see [1.3.2](#) in order to find an income estimation. The costs should be at least around that amount.

Furthermore, the applicant must take full financial responsibility and guarantees for hosting the EuroVelo Conference 2020.

3.2. Does the host have to cover the costs for speakers, journalists, VIPs, etc. (travel, accommodation, etc.) to attend the Conference?

The host can add a budget line in order to cover the costs of general speakers (plenary), journalists and VIPs to attend the Conference (fee, entrance ticket, travel and accommodation).

3.3. At previous EuroVelo Conferences (Limburg 2018), the Annual National EuroVelo Coordination Centres and Coordinators meeting took place the day before the Conference. Should this event prior the Conference be included in the budget?

As part of the cooperation/involvement of our National EuroVelo Coordinators in your country at the EuroVelo Conference, we encourage the host city/region to include a budget line for hosting the Annual National EuroVelo Coordination Centres and Coordinators meeting (venue and catering for a max. of 50 participants, full day meeting) the day before the Conference.

This meeting prior the Conference is an opportunity for the hosts to receive the visit of EuroVelo Coordinators and experts from all over the continent who will be also willing to attend the Conference and stay longer.

3.4. The bid document mention 'site visits' under sections 3.4. and 3.5. What is the difference?



As part of the **selection process** (see bid manual 3.4) max. 3 ECF staff members will visit the short-listed candidates to host the EuroVelo Conference 2020. The applicant should cover the travel and accommodation costs. All costs of bidding will be borne by the bidding cities/regions.

Furthermore, if your city/region **is selected to host the EuroVelo Conference 2020**, you should include in the Conference budget travel and accommodation costs for 3 ECF staff members for up to **2 site visits prior the Conference** (see 3.5).

3.5. Are “ECF Free Tickets” the same than then ones mentioned in the “Budget_bid_Example.xlsx)?

The budget should refer to the free tickets available for ECF (e.g. 22 National EuroVelo Coordination Centres and Coordinators, 7 members of EuroVelo Council, ECF staff and special guests (Members of European Parliament, VIP speakers, etc.)

3.6. What are the total costs of organizing the EuroVelo Conference (beside the ECF fee)?

Please see answer number 3.1. above.

3.7. Should the participants fee include the accommodation?

No. The participants fee includes full access to the Conference, lunch, coffee breaks, social events, site visits, welcome bag, etc. (please see [1.4.2.](#))

3.8. Delegate fee – is this a fixed amount or would it be possible to increase it?

This amount can be flexible. However, it is important to keep a balance between the necessary income and the price (a fee too high could attract less people). Price for value is key. For more information please see [1.4.2.](#)

3.9. What is included in the delegate fee (are excursions included)? In addition, could you provide us with delegate fees for the recent years?

Please see answer 3.8. above.

3.10. ECF fee has risen from 5,000 to 15,000 Euro. Is the EuroVelo Conference fee (15,000 Euro) negotiable? Does the increased fee involve any extra services from ECF?

The Conference fee (15,000 Euro) is not negotiable. As you might be aware, last edition was the first one under this model (bidding process) and we shared the risk with the host by reducing the fee to 5,000 Euro. However, based on the positive result



from last EuroVelo Conference, the fee is back to its original amount: 15,000 Euro (the level for this size of event).

3.11. What is “start-up project cost”?

Start-up project cost refers to the kickoff once selected: putting together a team, etc.

3.12. Technical visits: should they be included in the budget? Are they usually included in the registration fee or free for EV participants? Or should we propose a participation fee?

Technical visits and social programme should be free and included in the budget (as a cost). Of course, the costs can be covered by the delegates fees and other sources of income (fee, sponsors, subsidy...). Please see 1.4.2.

3.13. Bike rental: same as above. We could offer special rates for EV participants: is this ok? In average, how many participants will need this service?

Same than above. Bicycles for delegates should be free and included in the budget (as a cost). Of course, the costs can be covered by the delegates fees and other sources of income (fee, sponsors, subsidy...). Please see 2.2.3.

3.14. Fee/Honorarium for speakers: Can you inform us on the fee usually offered by ECF?

This is something that might change depending on the country, the speaker, etc. Maybe including a budget line for this as an overall budget available should be enough.

3.15. Is the €120 fee for delegates a flat rate? If not, is possible to know those of the previous editions?

Please see FAQ (3.8.)

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