

## **EBN Annual TechCamp**

### **Terms of reference**

#### **Definition**

- **The EBN annual TechCamp** main meeting for the EU|BIC community to discuss proven work methodologies for innovation support. It gives the opportunity to the EU|BIC community to stimulate networking, showcase achievements, share tools and concepts, and expose them to third parties. It is both an intra-network animation object and an extra-network promotional tool.
- - It is also possible to host TechCamp jointly with another relevant event, gathering the same type of audience as mentioned above.
- **EBN is the primary organiser** of the EBN Annual TechCamp and is responsible for its general management and supervision, its promotion, and for its content coherence and consistency with past and future editions as well as to the interests of the EU|BIC community.
  - **The selected applicant** to this call for candidatures is defined as **the host and co-organiser** of the EBN annual TechCamp, and therefore the main EBN partner.

#### **General Guidelines**

- The host city selected for staging the event should be European and attractive from an economic, cultural, or symbolic point of view.
- **This city must also be easily accessible to participants** commuting from different countries. In other words, an international airport or easy, rapid access to an airport is essential to avoid long hours of travel.
- Since the expected number of delegates is approx. 70, **the location should have** sufficient capacity to accommodate all delegates in the same area. **The TechCamp Centre should be located in the vicinity of the hotels or within the main hotel area**, to reduce transfers as much as possible. If shuttles services are required, the costs will be borne by the **co-organiser**.
- **The conference centre should be equipped with a room for plenary meetings capable of seating up to 70 people. Several smaller meeting rooms are a must** for staging separate workshops. There should be **an open area** for networking, together with the possibility of having coffee breaks at intervals. Finally, the lunches should be made available in the conference centre in a safe and flexible manner, depending on the sanitary situation.

- The TechCamp should be organised following **principles of sustainability** and should be structured around **1 to 1.5 days for the main public conference**. It is suggested to foresee no early starts in the morning and to finish the overall conference around 16h30/17h in the afternoon, to facilitate travel in and out of the hosting city. The programme should focus on **innovation incubation trends** and debate the practices and methodologies in Business innovation support. Speakers should be local and pan-European. Speakers should also respect the principle of gender balance and their views should be in line with the morality and values the EUJIBIC community upholds.

### **Financing of the TechCamp**

- **The co-organiser** undertakes to co-fund the TechCamp activities and to seek for local funding to **cover specific**.
- Costs could be co-financed through sponsorship fundraising at both local and international levels. In its proposal, the co-organiser undertakes to cover these items. If it appears that a task or responsibility has not been identified in the breakdown of tasks, it will be mentioned in the minutes of a work meeting, and co-signed by the two parties.
- The co-organiser – commits to raising resources for TechCamp generated **by sponsors/partners**. These resources should be applied to the costs for the organisation of TechCamp. The potential remaining profit will remain with the co-organiser.
- The EBN Secretariat will pursue additional resources for TechCamp through **sponsorship & partnerships**. Both parties commit to coordinating their efforts in a transparent fashion.

### **Article 6 – TechCamp Schedule**

- TechCamp should take place in October or November. Another timeframe could be also exceptionally considered.
- TechCamp should take place on Tuesday, Wednesday, and or Thursday.

### **Selection Criteria**

- The proposals will be evaluated according to the following selection criteria<sup>1</sup>:
  - Strategic geographical location for the EBN network
  - Geographical accessibility for delegates and speakers
  - Adequacy and quality of the TechCamp Centre facilities
  - Robustness of the financial package
  - Engagement and availability of the local partnering team
  - Degree of innovation and differentiation of the proposed concept and programme
  - Contribution to the exposure of the TechCamp to decision-makers both at the regional and national level

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<sup>1</sup> In no particular order

**For more information please contact:**

Laura Lecci – EBN CEO and Joao Carvalho EBN Communications and Events Officer

EBN – European Business and Innovation Centre Network

Avenue de Tervuren 168, B – 1150 Brussels

Phone: +32 2 761 10 88

Email: [laura.lecci@ebn.eu](mailto:laura.lecci@ebn.eu) and [joao.carvalho@ebn.eu](mailto:joao.carvalho@ebn.eu)