

## **EBN Annual Congress**

### **Terms of reference**

#### **Definition**

- **The EBN annual Congress** is the main corporate event for the EU|BIC community. It gives the opportunity to stimulate discussions on future incubation innovation trends, to facilitate networking and matchmaking, to showcase achievements and success stories, to share tools and concepts, to get exposed to relevant innovation stakeholders. The EBN annual congress should welcome investors, corporate, companies, policymakers and any other relevant actors within the global innovation ecosystem.
  - It is also possible to host congress jointly with another relevant event, gathering the same type of audience as mentioned above.
- **EBN is the primary organiser** of the EBN Annual Congress 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 Congress, 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. 400, **the city should have a significant number of 3 or 4-star hotels** with sufficient capacity to accommodate the delegates and ideally located in the same area. **The Congress 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 300 – 500 people. Several smaller meeting rooms should also be available** for staging separate workshops (approx. 5 rooms of 100m<sup>2</sup>). There should be **an open area** for exhibition networking, together with the possibility of having coffee breaks at intervals, and also a meeting and discussion zone for the delegates to conduct match-making & face-to-face meetings. Finally, the lunches should be made available in the conference centre in a safe and flexible manner, depending on the sanitary situation.

- The congress should be organised following **principles of sustainability** and should be structured around **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 be developed following the **4 EU|BICs community mission statements** (regional economic development; quality business support; access to finance; scaling European innovation). A good balance between policy, debate and practice and between local and pan-European speakers should be envisaged. Speakers should also respect the principle of gender balance and their view should be in line with the morality and values the EU|BIC community upholds.

### Financing of the Congress

- **The co-organiser** undertakes to co-fund the Congress 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 income generated by **registration fees** for the congress are distributed as follows:
  - **EBN will reimburse** 75% of the income generated by registration fees to the co-organiser and keep for the secretariat the remaining 25%.
  - **EBN will reimburse** the co-organiser 100% of the income generated by registration fees for the life partners accompanying guests at the official Congress dinner.
- The co-organiser – commits to raising resources for Congress generated **by sponsors/partners**. These resources should be applied to the costs for the organisation of Congress. The potential remaining profit will remain with the co-organiser.
- The EBN Secretariat will pursue additional resources for congress through **sponsorship & partnerships**. Both parties commit to coordinating their efforts in a transparent fashion.

### Article 6 – Congress Schedule

- Congress should take place in the second half of June. Another timeframe (as of the 20<sup>th</sup> of May until the first week of July) could be also exceptionally considered.
- Congress could take place:
  - Either on a Tuesday PM – Wednesday all day, dinner happening on Tuesday evening and closing cocktail taking place on Wednesday afternoon.
  - Or on a Wednesday PM – Thursday all day, dinner happening Wednesday evening and closing cocktail taking place Thursday afternoon.

## **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 Congress 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 Congress to decision-makers both at the regional and national level

### **For more information please contact:**

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