**Template for a General Meeting bid**

Please provide the following information as part of your application

**1. The local team**

*Name the members of the local team, their connection to the EASP and to the city in question. Provide all contact information: email, phone number, fax, address.*

**2. City**

*General details about the city such as location, distances to other cities, population, social life and historic/cultural monuments for social program/sightseeing, etc.*

**3. Transportation**

*Air connections, distances from airport to city, transportation alternatives by train, car, bus.*

**4. Accommodation**

*Number of hotel beds in reach of the venue across different hotel standards (2-5 stars). Price ranges across different standards. A map detailing hotels within reach of the venue can be included.*

**5. Venue**

*A detailed account of the venue:*

* *Location and transportation*
* *Capacity (number of rooms, seats in each room). A map detailing the layout of the venue is mandatory.*
* *Technical services included in rent (AV equipment, technicians, computers, internet access, microphones, etc.)*
* *Catering services*
* *Rental costs for each room*
* *Availability at different dates*

**6. Alternatives for the conference dinner**

**7. Detailed budget**

*Use the excel template provided to present your budget*