



EUROPEAN CYCLISTS' FEDERATION



FREQUENTLY ANSWERED QUESTIONS FOR HOSTING THE EUROVELO CONFERENCE 2020

European Cyclists' Federation (ECF)

29th April 2019



FREQUENTLY ANSWERED QUESTIONS FOR HOSTING THE EUROVELO CONFERENCE 2020

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.

NEXT UPDATE: 31st May 2019

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FAQ

[Link to the bid manual](#)

GENERAL INFORMATION AND DEADLINES

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.

2. Would 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](#).

LOGISTICS, CONTENT AND PROGRAMME

3. 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](#).

4. Is there a maximum number of speakers?

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

5. 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.)



BUDGET (COSTS AND INCOME)

6. 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.

7. 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).

8. 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.

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

As part of the **selection process** (see 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](#)).

10. 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.)

11. What is the total costs of organizing the EuroVelo Conference (beside the ECF fee)?

Please see answer number 6 above.

12. 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.](#))

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