



Eurostars events support request form

(27.11.2007 version)

An absolute minimum 45-day lead time is necessary to assist with your request. Your request will be acknowledged within 24 hours on working days.

We will get in touch with you for further information within 10 working days.

1. General event information

Name of the Event

Full name:

Acronym:

Dates

- From:/...../..... (DD/MM/YY)
- To:/...../..... (DD/MM/YY)

Internet site:

Location of the event

Country:

City:

Building:

Type of event

Technological area:

Is this a

- Eurostars-only event? Yes/No *(please circle)*
- Project brokerage event? Yes/No *(please circle)*

Who is the organiser?

(Co)Participants (Other organisations involved):

- EUREKA Office(s):
- EUREKA Cluster(s):
- EUREKA Umbrella(s).....
- Other(s):



Facts and Figures

Event edition number:

Periodicity: One-off / Annual / Biennial / Triennial /

Type of public: Professional / general public / Invitee-only /

Visibility:

- Local event Yes/No
- International event Yes/No
 - N° of countries:

Event size (sqm):

Event structure:

- Exhibition Yes/No
 - N° of exhibitors:
 - N° of expected visitors:
- Conference(s) Yes/No
 - N° of speakers:
 - Keynote speakers:
 -
 -
 -
 - N° of participants:
- Other:

Is the entrance free of charge? Yes/No



2. Eurostars event information

EUREKA/Eurostars national office involvement

Highlighted areas reserved for completion by EUREKA national office ONLY

How is the EUREKA/Eurostars national office contributing to this event (*tick the appropriate box(es)*):

- Organisers
- Logistics
- Stand personnel
- Speakers

Format (*Tick the appropriate box(es)*):

- Roundtable/forum
- Brokerage/networking
- Meeting
- Training/workshop
- Booth at exhibition
- Presentation/speech
- Other:
-
-

Number of expected visitors to the stand, if applicable:

- >500
- 100-500
- <100

History

- Has EUREKA/Eurostars been involved in this event before? Yes / No
- How many times?
- Early editions (year(s)):
-

Involvement details (Give a short comment):

.....

.....

.....

.....

.....



Support requested

Type of support

A - Before the event

- Stand setup Yes/No
 - EUREKA / Eurostars / Both
- Documentation Yes/No
 - Brochures quantity:
- Promotional material Yes/No
 - Promotional items quantity:
- Press:
- Brokerage event preparation Yes/No
- Other:

B - During the event

- Do you require:
 - Speaker(s)
 - Press
 - Brokerage event coordination

2. REQUEST general information

Contact information at organisation/institution regarding request:

Name:

Company:

Telephone:

E-mail:

Other information:

.....

.....

.....

.....

.....

.....

.....

.....

Name + Signature

Date