

Content Bidbook

INTRODUCTION

- Personal thank you message by lead submitter

EXECUTIVE SUMMARY

- Why Flanders and the chosen City are your perfect match

LOCAL HOSTS

- Flanders, State of the Art
- Organising Committee
- Partners & Local Stakeholders
- Professional Conference Organiser
- Letters of Support from our local hosts

DESTINATION

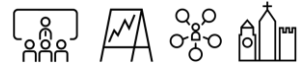
- Flanders
 - o A kind invitation to Create Tomorrows Heritage with us
 - o Choose Flanders for a successful conference
 - Find crucial expertise in your domain
 - Host your guests in a location as inspiring as your congress
 - Enjoy easy access for all of your guests
 - Offer your guests a world-class programme of activities
 - What's happening in Flanders during your conference
 - Sustainability, VISA regulations are fast and easy
 - o Letter of Support by the Minister
- Our City
 - o Why choosing for Flanders is choosing for a successful congress
 - o Getting around in our city
 - o How we create a unique and lasting experience
 - o What's on in... during your conference
 - o Letter of Support by the Mayor

CONFERENCE PROGRAMME

- Scientific & programme committee
- Programme overview
- Field Trips

YOUR CONFERENCE IN XXXX

- Main Conference Venue(s)
 - o General description & advantages for the congress
 - o Overview of rooms / spaces used for the congress
 - o Floor plans & capacities
 - o Images



- Accommodation: hotels, B&B, hostels
 - o Quality ratings, total capacity per type
 - o Room rates (or price ranges)
- Social events
 - o Get together Welcome Reception
 - o Dinner(s)
- Accompanying persons programme (if applicable)
- Pre- and Post-tours

FINANCIALS

- Budget
- Potential sponsoring partners
- Affordability for delegates

TIMELINE

- Preparation: planning & milestones

CONCLUSION

ANNEX:

- Proposals from venues & hotels