



INSME
International Network for SMEs

Call for Co-hosting and Co-organisation of the INSME Association 2007 Annual Meeting 2nd General Assembly Meeting

Mid 2007

Guidelines

1. STRUCTURE OF THE ANNUAL MEETING

The co-host¹ is expected to assist the INSME Secretariat in organising a three day event to be held indicatively no later than May 31, 2007 with the following structure:

Day 1: Meeting of the INSME Association Board and General Assembly
(for INSME Association Members Only)

- 3rd Meeting of the INSME Board *(15 people maximum)*
- 2nd Meeting of the INSME Association General Assembly *(approximately 130 participants)*
- Two Coffee Breaks, one in the morning and one in the afternoon *(approximately 130 participants)*
- Buffet Lunch *(approximately 130 participants)*

Gala Dinner

(open to all – INSME Members and non-Members, approximately 250 participants)

- Formal dinner in elegant setting with table service or buffet

Day 2: International Conference on a theme related to SME innovation to be selected
(open to all interested registered delegates – INSME Members and non-Members, approximately 200-250 participants)

- Conference with two Morning Sessions and two Afternoon Sessions
- Two Coffee Breaks (one in the morning, one in the afternoon)
- Lunch

¹ Member and Non-Member organisations are welcome to submit proposals, although preference will be given to applications from **Full Members** in the case of indecision between bids of equivalent appeal.

Dinner or Networking Cocktail

(open to all – INSME Members and non-Members, approximately 200 – 250 participants)

- Informal dinner or cocktail

Day 3: Site Visits

(open to all – INSME Members and non-Members, approximately 100 – 150 participants)

- Visits taken to the region's relevant innovation intermediaries and service centres/networks
- Lunch provided during the day's tour

2. LOGISTICAL ASPECTS

- a) The location for the event must be easily accessible to participants from all over the world, therefore it must have an international airport or easy, rapid access to an airport.
- b) The city should have one or more 2, 3 or 4 star **hotels** that are close to the chosen meeting hall. A suggested list should be provided by the co-organiser to the INSME Secretariat with details of the costs. Negotiation, by the co-host, of preferential room and airline rates for INSME delegates is appreciated and will be viewed upon as favorable in the selection among the applicants.
- c) The chosen **meeting hall for day 1** should be capable of seating up to a maximum of 130 people with seating at a U shaped table. The room should be equipped with internet connection and a space that provides the possibility to serve coffee at intervals. Lunch should either be made available in the conference center itself or it should be in walking distance.
- d) The chosen **meeting hall for day 2** should be capable of seating up to a maximum of 250 people, with auditorium seating, a pedestal and large screen at the front of the room. The room should be equipped with internet connection, there should be an area that provides the possibility to serve coffee at intervals, a 'discussion zone' which delegates can use for meetings and a space which provides the possibility to display various brochures and documentation, including the set up of information booths. Lunch should either be made available in the conference center itself or it should be in walking distance.
- e) The proposed city should have relevant **innovation intermediaries and service centres/networks** in the surrounding area. The centres chosen for the **Site Visits** should not be more than 1 hour bus ride from the city and should be capable of hosting up to 130 visitors at any one time, or have the possibility to have two unique visits organised so as to ensure that all interested parties have the possibility to participate. Tours of the sites should be taken and presentations of their activities made in English. The chosen centres should also have the possibility for lunch to be provided either in or near the site.
- f) The applicant is invited to propose the **theme for the international conference** to be held on day 2 of the event taking into consideration that INSME deals with innovation and SME related issues.

3. FINANCIAL ASPECTS

It is appreciated if the co-organiser also undertakes to find local **funding or co-funding**, also through the involvement of international, public and private local sponsors, to cover certain expenses, such as:

- » the costs associated with the use of the conference rooms on day 1 and day 2 (including technical equipment and assistance for internet connection);
- » the catering: 3 lunches, 4 coffee breaks and 2 dinners (please refer to point 1 for details);
- » the transfers by coach required between the different venues relating to the programme for the site visits on day 3;
- » the local printing of the programme, the invitations to the dinners, the participants lists and the speakers' presentations.

4. COMMUNICATION AND PROMOTIONAL ASPECTS

Support should be provided in the promotion of the event locally, such activities include:

- » Assurance of involvement of the **media** for promotion of the event prior, during and after the conference;
- » Promotion of the Annual Meeting **online and off-line** also providing information for the content feed of the website to be dedicated to the event for information and registration;
- » Preparation and diffusion of a **Press Communiqué** in both English and the local language.

5. OTHER ASPECTS

Additional information of interest:

- » The above mentioned items are by no means exhaustive and may be added to at the discretion of the host with the aim of improving the collective enjoyment of the delegates to the meeting;
- » The co-host is requested to provide support to the meeting participants in their application for **entry visas** into the host country;
- » It would be favorable if the co-host provide an area for the exposition of stands and promotion booths near to the meeting hall;
- » The co-host is also expected to be able to conduct the organisation of the event using **English as the working language**, particularly in exchanges with the INSME Secretariat;
- » Please note that **no interpretation** service is required, it is optional, the official working language of the INSME Annual Meeting will be English;
- » In-kind **Full Membership will be granted** to the Co-host for 2007, if requested;
- » Proposals must be submitted to the INSME Secretariat by e-mail or fax by the **15th of July**;
- » The **INSME Board** will be in responsible for selecting among the candidates. Human and financial restrictions that the Secretariat may face as a result of the location proposed will also be taken into account;
- » A decision will be taken and communicated to INSME Members and Candidates for co-hosting the meeting indicatively by **mid-September, 2006**.

CONTACT DETAILS

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