Checklist **Recommendations to organize an ELMI meeting**

**Proposed location:** Click here to enter proposed location

**Proposed date:** Click here to enter proposed date

[ ]  **Default** ELMI date in **May** [ ]  **Alternative date** (April or June)

 [ ]  no overlap with Easter, Focus on Microscopy and other Microscopy meetings

 (Manufacturers will need at least one week between two microscopy meetings for

 transport and installation!)

[ ]  No overlap with Pentecost (Whit Monday etc.)

**Program:**

[ ]  Core Facility meeting scheduled on the first day
from Click here to enter start time until Click here to enter end time

 [ ]  industry vs. academics football;
distance between venue and football stadium Click here to enter text.

Start of the ELMI meeting

 [ ]  Tuesday after CF meeting [ ]  Wednesday morning

 [ ]  other: Click here to enter text.

[ ]  Conference programme print including abstracts, list of attendees and practical

 details (e.g. details of transport, evening events)

**Scientific sessions** on:

 [ ]  Wednesday, approx. length: Click here to enter length

 [ ]  Thursday, approx. length: Click here to enter length

 [ ]  Friday, approx. length: Click here to enter length

 Size of the auditorium: Click here to enter capacity

**Poster session(s)**:

Poster sessions are an essential feature of ELMI. At least one session must be run in an evening. Posters sessions should not clash with exhibition or workshop times. Beer/wine/soft drinks should be built in to the costs.

 [ ]  Wednesday, approx. length: Click here to enter length

 [ ]  Thursday, approx. length: Click here to enter length

 [ ]  Friday, approx. length: Click here to enter length

 [ ]  Is the venue in close proximity to meeting/exhibition: Click here to describe

 [ ]  Drinks provided during poster session: Click here to enter details

 [ ]  Snacks provided during poster session

**Organization Team:**

 Who are the main organizers: Click here to enter organizer names

 [ ]  The meeting will be supported by a microscopy society: Click here to enter society

 [ ]  The national BioImaging community is involved: Click here to enter community

 Scientific committee to select speaker consists of:

Click here to enter names, otherwise describe how selection of members is planned

**Registration fee and company contribution:**

ELMI is for both academics and microscopy companies, as such they are treated equal when registering individuals. Workshops should be priced accordingly to cover most conference costs aside from accommodation, food, events and minimize delegate registration fee.

[ ]  group registration and payment is available for workshop organizing companies.

[ ]  registration fee for academic and industrial participants is equal:

[ ]  discount for a limited number of people for companies organizing workshops

[ ]  Companies can sponsor e.g. events like dinners, special lectures etc.

Expected registration fees: Click here to enter expected registration fees
(The registration fee depends on local conditions, but organizers should take care to

keep the fee reasonably low compared to the last meetings.)

**Company workshops:**

Company workshops are an essential element to ELMI. At least 15 rooms should be provided along with exhibition space used by non-workshop companies. Workshop companies may also exhibit if essential.

Workshops should be run in parallel over at least 2 days with 5 to 6 sessions in total.

Workshops need to be set up in advance of the start date, and therefor access is ideally needed near the end of the previous week. Weekend set-up is not ideal, but may also be required.

Rooms must permit instruments to be used with low risk biological samples.

Exhibition booths are generally larger than a single table top as again companies will bring instruments and may also want to hold small workshop around their space. Sturdy tables and chairs for company reps and delegates if running a workshop must be provided.

 [ ]  The workshops are in close proximity/adjacent/same building as conference room.

[ ]  Workshops and exhibition in close proximity to space of coffee breaks etc.

Length of planned workshops (minutes): Click here to enter text.

 [ ]  Wednesday, number of workshops: Click here to enter text.

 [ ]  Thursday, number of workshops: Click here to enter text.

available rooms for company workshops

 [ ]  booths in exhibition area, number and size of each booth: Click here to enter text.

 [ ]  Rooms up to 20 m2, number: Click here to enter text.

 [ ]  Rooms up to 40 m2, number: Click here to enter text.

 [ ]  Rooms up to 60 m2, number: Click here to enter text.

 [ ]  Rooms up to 80 m2, number: Click here to enter text.

 [ ]  Rooms above 80 m2, number: Click here to enter text.

 [ ]  Air conditioning installed in all workshop rooms

 [ ]  Workshops and exhibition accessible throughout all conference opening to closing

 times

 [ ]  electricity - sufficient number of sockets and 400 V sockets in each room

 [ ]  Air conditioning installed in all exhibition rooms Click here to enter text.

 [ ]  Storage space available Click here to enter text.

 Delivery possible from

 [ ]  Thursday (prev. week) [ ]  Friday (prev. week) [ ]  Saturday [ ]  Sunday [ ]  Monday
 Click here to enter text.

Installation possible from

 [ ]  Thursday (prev. week) [ ]  Friday (prev. week) [ ]  Saturday [ ]  Sunday [ ]  Monday
 Click here to enter text.

 [ ]  easy access for 120x80 cm palettes from delivery to workshop rooms (wide doors,

 elevators …): Click here to enter text.

[ ]  rooms can be dimmed (curtains, roller shutters…) Click here to enter text.

[ ]  projector and screen available in workshop rooms Click here to enter text.

[ ]  Tables and appropriate number of chairs available in all workshop rooms:
 Click here to enter text.

[ ]  Workshop - online sign up will be possible ahead of conference.

Accommodation:

[ ]  Accommodation available at conference venue

Accommodation location and type: Click here to enter text.

Number of available rooms:

single occupancy: Enter No. of single rooms

double occupancy rooms: Enter No. of double rooms

[ ]  Breakfast included

Alternative accommodation options and distance from venue:

Click here to describe alternative accommodation options

Transport to and fro venue: Click here to enter text.

Will a shuttle bus be provided to and fro airport/rail station – free or with incurred
 extra cost? Click here to enter text.

Proximity to airport/rail: Click here to enter text.

[ ]  All lunches catered: Click here to enter text.

[ ]  All evenings full catered: Click here to enter text.

[ ]  Evening events planned, catered and travel included in delegate/conference fees:
 Click here to enter text.