



European Congress of
Aviation and Space Medicine
Bucharest RO, September 2014

Premises

- **Timing:** 5-7 September 2014
- **Location:** Bucharest, RO
- **Duration:** 3 days (Friday to Sunday- *according to the brief. Recommendation for Thursday – Saturday scheduling.*)
- **Participants:** up to 150pers.
- **Profile:** Gender: 60% male / 40% female
Age: 40 – 60 y.o.
- **Sponsors & partners:** **To Be Discussed**

Premises

- **Timetable:**

Friday

(Thursday)

- 09:00 – 12:00 arrival and registration
- 13:00 – 14:00 Lunch
- 14:00 – 17:30 Sessions 1 (coffee break 15:30 – 16:00)
- 19:30 - Welcome cocktail and dinner

Saturday

(Friday)

- 09:00 – 12:30 Sessions 2 (15 min coffee break at 10:30)
- 12:30 – 14:00 Lunch
- 14:00 – 17:30 Sessions 3 (15 min coffee break at 15:30)
- 19:30 – Official dinner

Sunday

(Saturday)

- 09:00 – 12:30 Sessions 4 (15 min coffee break at 10:30)
- 12:30 – 14:00 – Lunch & Departure

Premises

- According to the brief, costs will be evaluated for the following:
 - 1) List of hotels for individual check-in – *this option involves higher rates due to uncertainty of final check-ins and a short margin to negotiate costs for conference rooms, lunch & dinner services. Moreover implies probability of delays due to distance between the hotel and the congress location.*
 - 2) Congress location and logistics
(Hotels' Conference Rooms & specialized Conference Centers)
 - 3) Official Dinner (restaurant in Bucharest)
 - 4) Entertainment
- *Recommendation: Check-in to be settled for the same hotel where congress, lunch and Welcome Cocktail will be held.*

Informative steps

- Communication with members consists in the following (w/o being limited to and according to usual approach):
 1. Invitation letter (including accommodation options, registration form and term of transmission to the Organizer);
 2. Confirmation letter for registration + electronic Congress Guide;
 3. Printed Congress Guide – to be placed in each hotel room / Reception;
 4. “Thank you” letter – to be sent via e-mail in max 5 days after the Congress.
- *Recommendation: at least a dedicated section on an official site with relevant information and documents to be downloaded. Will ease the communication with participants. Also, is a common procedure for such events.*

Congress Guide

- Based on registration, each participant will receive a set of relevant information for their trip to Bucharest. Content:

(1) Via e-mail (before arrival):

- ✓ Short description of Bucharest
- ✓ Contact details for preliminary formalities and during Congress
- ✓ Details regarding place(s) of accommodation
- ✓ Location of the Congress and additional activities (Welcome cocktail, Official Dinner)
- ✓ Timetable for the 3 days
- ✓ Arrival & Departure details

(2) Printed materials (in hotel room or Reception):

- ✓ Short description of Bucharest, general information about Romania (currency, taxi etc)
- ✓ Places to visit (map of the Old city included)
- ✓ Emergency phone number
- ✓ Contact details during Congress
- ✓ Details regarding place(s) of accommodation
- ✓ Location of the Congress and additional activities (Welcome cocktail, Official Dinner)
- ✓ Timetable for the 3 days
- ✓ Departure details (own transportation or by a designated Taxi company)

Arrival & Departure details

- **Timing:** Thursday / Friday by noon (on personal scheduling)
- **Arrival:**
 - (1) Welcome desk situated to the Arrivals Terminal (OTP).
Representative to guide for taxi and supplementary support.
or
 - (2) No involvement on this regard from the Organizer.
Previous documentation with info to be sent to each participant.
- **Departure:** Each participant on own expense. For facile transportation TBD partnership with a taxi company based on departure requests. This is a more elegant mean of solving transportation. Involves no cost from the Organizer. Ensure prompt service and safety for the guests.

Accommodation

Check-in

- Based on negotiated budgets, participants will be informed about accommodation options.



Accommodation

Welcome cocktail & Dinner

- Timing: 1st day of the event_Friday / **Thursday**
- Duration: 19:30 – 23:30
- Location: *Recommended the hotel/Conference Center where Congress is held due to timing, fatigue, probable delays.*
- Content: Festive welcoming
Artistic moment
Swedish buffet

Accommodation

Official Dinner

- Timing: Saturday night (Friday night as per proposed timing of Congress)
- Duration: 19:30 – 01:00
- Location: restaurant in Bucharest (Romanian menu)
- Content: Festive welcoming
Artistic moment (e.g. Jukebox Band, traditional dance group)
MC & DJ for ambient music
Buffet / fixed menu
- Proposed locations:

Location	Details
Hanul Berarilor	www.hanuberarilor.ro
Hanul lui Manuc	www.hanulluimanuc.ro
McMonis	www.mcmonis.ro
Caru cu Bere	www.carucubere.ro
Thalia Victoriei	www.restaurantthalia.ro

Congress sessions

- Needed locations:
 - 1 room = Main Congress Room
 - 1 room = Workshops (30 pers)
- According to the brief, the following options are to be analyzed:
 - (1) Congress and workshops to be held in one of the proposed hotels;
 - (2) Congress and workshops to be held in a separate location (Conference Center)
 - (3) Congress and workshops to be held at the University of Medicine and Pharmacy



Congress sessions

- **Timetable:**

Friday - 14:00 – 17:30 Sessions 1 (15 min coffee break at 15:30)
(Thursday)

Saturday - 09:00 – 12:30 Sessions 2 (15 min coffee break at 10:30)
(Friday) - 12:30 – 14:00 Lunch
- 14:00 – 17:30 Sessions 3 (15 min coffee break at 15:30)

Sunday - 09:00 – 12:30 Sessions 4 (15 min coffee break at 10:30)
(Saturday)



Materials

1. LAYOUT & DTP

- No graphic standards. Logos available. Proposals needed.

2. PRINTED MATERIALS

- Welcome package (Congress Guide):
 - Format A4, 4 sheets (8 pages)
 - Envelops A4 (printed)
 - Bucharest map
- Files (A4), 200 pcs, one side printed
- Summary notebook, A4, 40 pgs, 200 pcs
- Diplomas (A4), 150 pcs
- Welcome Cocktail & Official Dinner invitation Format DL, 150 pcs
- Welcome Cocktail & Official Dinner confirmation Format DL, 150 pcs

Materials

3. SIGNALING ITEMS

- Roll-ups (6 pcs)
- Spider / meshes according to chosen location
- Posters 100 x 70 cm
- Speaker's Desk branding
- Info desk (Arrivals Terminal at OTP)
- Desk name tags for main speakers

4. OTHERS

- Badges 200 pcs
- Mini site dedicated to the event (description, schedule, registration, any other details)
- Memory sticks for docs to be offered to each participant: 200 pcs
- (Pens, markers)

Human resources needed

HELPERS:

- Arrival: 2 persons (alternative shifts depending on arrivals calendar)
- 1st day Congress Registration: 2 - 4 persons (depending on the participants number)
- 2nd day Congress Sessions: 2 persons
- Welcome cocktail: 2 persons (depending on the participants number)
- Official dinner: 2 - 3 persons (depending on the participants number)
- 3rd Day Congress Session: 1 – 2 pers (depending on the participants number)

PHOTOGRAPHER:

- 1st and 2nd day of the event (photos, final slideshow)

Estimated budget

- Details are included in the excel document / sheet "Other Costs".
- Considering the above mentioned materials and resources, the estimated budget is **12.327 Euro + VAT**.
- Includes agency fee: 1.500 Euro + VAT.
- This is the maximum price estimated, according to the final needs, budget may be adjusted. TBD further details based on logistical needs.



Locations_Hotels Check-in

LOCATION	VAR 1 Individual Accomodation (Eur w/o VAT 9%)		VAR 1 Group Accomodation (Eur w/o VAT 9%)	
	SGL	DBL	SGL	DBL
Hilton	156	164	90	97
Radisson Blu	103	114	103	114
Howard Johnson	91	106	91	106
Novotel *	85	92	85	92

- Costs in Euro without VAT.

Locations_Hotels_Congress

Official Dinner (Bucharest Restaurant)

LOCATION	VAR 2 Conf & Workshop rooms; coffee breaks, lunch; Welcome Cocktail	Total supplementary costs (Congress Logistics)	Cost for Official Dinner (45 Euro + VAT/pers)	GRAND TOTAL (without accomodation that will be on participants expence)
Hilton	<u>19058</u>	2787	6750	28595
Radisson Blu	<u>20053</u>	588	6750	27391
Howard Johnson	<u>17475</u>	531	6750	24756
Novotel *	<u>16855</u>	1020	6750	24625

- Costs in Euro without VAT.
- Quotations received in LEI were converted in Euro with a currency of 1 Euro = 4.4 lei. Prices may vary due to conversion values.
- For Official Dinner – maximal cost without entertainment. When reservations, sum may significantly be reduced depending on chosen location and total number of persons.

Budget overview

LOCATION	BUDGET 1 (without accomodati on that will be on participants expeuce)	Other costs	TOTAL (without entertainm ent. See designated sheet)	OBSERVATIONS
Hilton	28595	12327	40922	Official Dinner in Bucharest Restaurant
Radisson Blu	27391	12327	39717	Official Dinner in Bucharest Restaurant
Howard Johnson	24756	12327	37083	Official Dinner in Bucharest Restaurant
Novotel	24625	12327	36952	Official Dinner in Bucharest Restaurant

OBSERVATIONS:

Prices are in Euro without VAT. Quotations received in LEI were converted in Euro with a currency of 1 Euro = 4.4 lei. Prices may vary due to conversion values.

VAT for accomodation services is 9%.

Novotel Conference Rooms



Locations_Hotels Check-in & Congress in Conference Centers

LOCATION	Individual Accomodation (Eur w/o VAT)		Group Accomodation (Eur w/o VAT)		VAR 1 Congress & Workshop rooms; coffee breaks, lunch	VAR 2 Congress & Workshop rooms; coffee breaks, lunch; Welcome Cocktail	VAR 3 Congress & Workshop rooms; coffee breaks, lunch; Welcome Cocktail; Official Dinner (Willbrook)	VAR 4 Congress & Workshop rooms; coffee breaks, lunch; Welcome Cocktail; Official Dinner (Bucharest Restaurant)
	SGL	DBL	SGL	DBL				
Willbrook					20170	28370*	37970*	37370**
Ramada Parc 3*			50	60				
Ramada Parc 4*			63	72				
Pullman	53	62	53	62				
Crown Plaza	95	110	63	74				

*coffee breaks, lunch, Welcome Cocktail/Official Dinner - Catering supplier as per location partnership. Can not choose a different supplier.

** Cost estimate for Official Dinner in a Bucharest Restaurant without entertainment.

- Costs in Euro without VAT.
- Quotations received in LEI were converted in Euro with a currency of 1 Euro = 4.4 lei. Prices may vary due to conversion values.
- For Official Dinner in Bucharest restaurant – maximal cost of 45 Euro/pers. When reservations, sum may significantly be reduced depending on chosen location and total number of persons.

University of Medicine and Pharmacy

Aula	Work shop room	Projector	Laptops	Sound system	Notepads &pens	Tech team	Cleaning team	Coffee breaks	Lunch	Water	Total without Official Dinner
2500	900	100	2 provided by me	200	375	450	450	6000	9000	150	20125



Entertainment

Artists	Event		Budget (artists)	Budget (sound & light system)	Grand total	Details
	Welcome Cocktail	Official dinner				
Jukebox Band			4500	incl	4500	Covers; 2 sessions x 45' each, full sound and light system
Orchestra			2860	500	3360	15 pers + conductor
Amadeus			2400	400	2800	30 min show
Amadeus			2600	400	3000	2 sessions x 30' each
Vlad Mirita & piano			2400	400	2800	30' min show
Vlad Mirita & Iordache Basalic & piano			2790	400	3190	30' min show
Cappriccio			700	400	1100	45' min show / 2 sessions x 30' each
Nico			1950	500	2450	45' show
Loredana Ciubotaru			520	500	1020	45' show

OBSERVATIONS:

The sound and light system cost may vary due to the location.

Costs without VAT

Proposed congress fee

Total cost of Congress	36392
Cost /person	242,6113333
Total cost of Dinner	15698
Dinner/person	104,6545455
Accompanying person	224,6545455

Proposed C. Fee up to 1st of July	250
Proposed C. Fee after 1st of July	300
Proposed C&D Fee up to 1st of July	300
Proposed C&D Fee after 1st of July	350
Accompanying Person +Dinner	225
Accompanying Person (Trip+W. C.)	125



Thank you!

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