

## Requirements for the hotels / conference centres (ESHEP)

The following gives background information on the requirements for the hotel and conference facilities. In general, we would prefer places that are not too distant from a significant airport, say around 1.5 hours by bus. However, we can make exceptions to this if there are particularly interesting places that are a bit more remote (e.g. big cost advantage, e.g. particularly beautiful area).

We would not recommend giving all of these details to the hotels initially since it might put them off and/or limit our scope for negotiations at a later stage. What we want at this stage is to identify a number of suitable hotels / conference centres that would be able to meet our needs, and get initial price indications as a basis for negotiation.

For your reference (**not to be given to the hotels!**), we think a target price for accommodation plus meals should be about CHF 100 per person per night sharing a twin room. (The price per person in single rooms may be a bit higher.) Note that we sometimes manage to negotiate a very significant reduction compared to the initial price indications. In recent schools we have charged a fee of about CHF 1800, but that has to cover also airport transfers, excursions, social events, etc. On the other hand, we do have some flexibility to use the sponsorship to compensate for higher hotel costs and to even out fluctuations between cheaper and more expensive countries.

### Requirements

Booking for **13 nights** with (preferably) arrival on a Wednesday and departure on a Tuesday. For example, we could plan for arrival on 1, 8, 15 or 22 October 2025. The advantage of starting on a Wednesday is that the staff (organizers and discussion leaders who stay for the full duration of the School) only have to spend 2 weekends away from home.

Approximately **50 twin (two-bed) rooms**, accommodating 100 students.

In addition, about **12-15 single rooms** for lecturers, discussion leaders and members of the organizing committee (exact number of rooms fluctuates from day to day).

The **conference facilities** (large auditorium, six rooms for discussion sessions, room for small school office) should normally be in, or within easy walking distance of, the hotel. Sometimes we have to be creative in finding enough rooms for the discussion sessions and the secretariat. For example, we can use a bar or a games room for one of the discussion groups assuming we have exclusive use of the hotel (which we prefer).

Note that we do not want a luxury hotel. It can even be a bit “rustic” provided it is comfortable and clean, with decent food, and with the required conference facilities, etc. In fact, some of the best venues have been quite “simple”. It is nice if the hotel is representative of the host country, rather than being an anonymous international one.

We strongly prefer places that are not in a major city – we encourage the students and staff to stay together in their free time. Our experience is that, in a large town, the students tend to stick together with people that they already know when they go out in the evenings (bars, etc.), rather than mixing and making new friends.

Price indications to include:

- Accommodation in twin and single rooms (see above).
- Breakfast, lunch and evening meal from dinner on the first day until breakfast on the last day, i.e. 13 breakfasts, 12 lunches and 13 dinners (but see note below about meals taken outside of hotel on excursion days). Soft drinks should be included with lunches and dinners; also a glass of wine or a beer may be included for dinner.
- Morning and afternoon breaks (coffee/tea/etc. plus some snacks), except on the excursion days.
- Water fountain or equivalent (in case tap water is not drinkable).
- Depending on the social programme, some (typically between 2 and 4) meals may be taken outside of the hotel (cost of such meals to be deducted).
- Unlimited, free Internet access for all participants, with adequate (minimum 100 Mbps, preferably more) bandwidth and allowing up to about 250 simultaneous connections (laptops, smart-phones, etc.).
- Large auditorium (up to at least 110 people). (Note that we can be flexible on the seating arrangements; we don't insist on having tables for the participants, just chairs.)
- Six smaller meeting rooms for discussion sessions (could include auditorium if necessary) – capacity 20 people per room. Note that we only need the discussion rooms for about 2 hours per day in the late afternoons / early evenings. They are not needed on the three days when we have half or full-day excursions or on the arrival and departure days.
- One room for school office with Internet access and place for 4-5 people to sit.
- Place for coffee breaks.
- Place for poster session (sometimes this is in the auditorium, depending on the layout of the establishment). The posters have to remain on display until the end of the School.
- Prices fully inclusive of all taxes (VAT and any other taxes) and service costs if applicable (we don't expect participants to pay tips to the hotel staff).
- We will need either from the hotel, or from somewhere else, audio-visual equipment for the auditorium: video projector (plus spare in case it breaks down), PC (with remote for changing the slides), sound system, lapel microphone for lecturer(wireless) and two other microphones (preferably wireless), laser pointer, blackboard and chalk or whiteboard with pens. For the discussion rooms we just need a flip chart and pens and a circle of chairs.

Note that we will want to organize some evening events, including:

- Welcome drink on the first evening (on 1st day of classes, not the arrival day).
- Some refreshments, e.g. beers and soft drinks, during the poster session.
- Banquet (maybe a bit more elaborate and some more/better drinks) and party on the final evening.

Note that the participants will pay in cash or by credit/debit card when they want additional drinks or services. In particular, we recommend there should be no charges on the twin rooms of the students for telephone, mini-bar, laundry, drinks, etc. Normally

a pay bar should be available from which the participants can purchase drinks (beer, wine, soft drinks, coffee, etc.). If the hotel insists on accepting orders charged to the rooms, we make it very explicit that it is their problem in case of difficulties collecting the money from the participants.

In venues that allow it, we would prefer semi-exclusive use of the hotel since this provides the best environment for interactions between the participants. Hence a place with accommodation and facilities matched to the number of school participants is an advantage. This is not a strict rule, and sharing with some additional guests can be OK. However, in this case we would like to have some space reserved for our group, e.g. a dedicated part of the restaurant.

Note that we will need to make arrangements for bulk photocopying, either by installing a (rented) machine for the duration of the School or using an external print shop. Either way, we need a fall-back solution in case the machine breaks down. The copying has to be done on a short timescale, including weekends, since the lecturers usually give us their presentations at the last minute and we want to give hand-outs before each lecture, for the students who do not have an electronic tablet or similar device to take notes on.