

Central Events and Conferencing Office
Conference Support Briefing Form

Please provide the most up to date/relevant information to help us make your conference a success. This form will assist in the creation of the Request for Proposal and ascertaining what support CECO will provide.

All events are subject to Stellenbosch Municipal By-laws. Please refer to the website for event application documents and timelines

[Link to Stellenbosch Municipality website](#)

1. Type of Conference

Virtual Hybrid In person

2. Venue

2.1 Do you have a venue in mind?

2.2. If yes, please indicate here:

SU venues External venues

2.3 Please indicate what capacity should be accommodated for the following:

- Plenary session
- Opening ceremony
- Keynote address
- Breakaway rooms (indicate amount of rooms and capacity)
- Closing event
- Poster exhibition (estimated total posters)
- Exhibitor booths
- Sponsor booths

2.4 Do you require the following at the venue

- Registration
- Catering service area and kitchen
- Information desk
- Production office

3. Conference details

- Name of conference
- Host association
- Host Institution/other body

4. Conference dates and times

Please indicate the preferred dates and times(if known) for the following:

- Registration
- Conference days
- Technical tours
- Leisure tours
- Opening ceremony
- Closing event

5. Local Organising Committee Primary Contact

- Name
- Email
- Phone
- Academic faculty & department/unit

6. Please provide a brief overview of the conference

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7. Please indicate the previous platforms:

Website URL

Facebook

Twitter

Other

5. Total delegate numbers

Paying delegates

Non-paying delegates

LOC/IOC

6. Proposed registration fees

What currencies will fees be paid in

For in person conference model:

Full rate

Early Bird full rate

Student rate

Early bird student rate

Post doc rate

Early bird post doc rate

Company/reduced rate

Day rate/session rate

If a hybrid/virtual model is being considered please indicate:

In person fee

Virtual fee

Day rate/session rate

7. CECO services

Please indicate which services you would like to request from CECO

Bid support

Funding

Budget modelling

PCO appointment

Flow through funding

Act as legal entity on LOC's behalf

8. Any other information

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