



# EuCAP Copenhagen 2020

Proposal to the European Association on  
Antennas and Propagation





# EuCAP Copenhagen 2020

## Proposal to the European Association on Antennas and Propagation



---

**Proposal of 7<sup>th</sup> September 2016**


Wonderful Copenhagen prepared this proposal together with Professor Olav Breinbjerg, the Technical University of Denmark and with CAP Partner.

Photos are courtesy of Wonderful Copenhagen and Copenhagen Media Center.

# Table of Contents

listed in accordance to the EuCAP guidelines Part A, Chapter 4.

<b>1.0 Cover letter</b>	<b>6</b>
<b>2.1 Introduction, area and time</b>	<b>10</b>
<b>2.2.1 Conference main organiser institution and proposed conference Chair</b>	<b>14</b>
<b>2.2.2 Other associated or potential partners and institutions</b>	<b>15</b>
<b>2.2.3 Proposed Conference Organising Committee (COC)</b>	<b>17</b>
<b>2.2.4 Proposed Professional Conference and exhibit Organisers (PCO)</b>	<b>19</b>
<b>2.3.1 Comparison of potentially compliant conference venues in the area</b>	<b>22</b>
<b>2.3.2 Preferred location for the conference</b>	<b>24</b>
<b>2.3.3 Preferred venue and facilities for the conference</b>	<b>28</b>
<b>2.4 Accommodation for participants</b>	<b>48</b>
<b>2.5 Transportation and logistics</b>	<b>54</b>
<b>2.6 Social events, visits and excursions</b>	<b>62</b>
<b>2.7 EuCAP SW tools and data repository</b>	<b>71</b>



**2.8 Conference format, timeline and program**

**75**

**2.9 Exhibition and sponsors**

**79**

**2.10 Planning**

**83**

**2.11 Budget**

**87**

**2.12 Compliance matrix**

**91**

**2.13 Letters of support**

**93**

**Appendices**

**113**



European Association on Antennas and Propagation  
EuCAP Steering Committee

September 7, 2016

**Re.: EuCAP Copenhagen 2020**

Dear EuCAP Steering Committee,

It is our honour and pleasure to submit to you this proposal for hosting the 14<sup>th</sup> edition of Europe's largest and most successful antennas and propagation conference, EuCAP - European Conference on Antennas and Propagation, in Copenhagen in year 2020.

We are confident that EuCAP Copenhagen 2020 will be an excellent conference of high technical-scientific level and also a memorable cultural, social, and vocational event for all academic and industrial participants of all ages. The conference will be honouring the heritage of EuCAP while also introducing innovations to develop the future of EuCAP. A dedicated team, involving several professional partners, has worked diligently and with overwhelming support from regional stakeholders to produce the enclosed proposal which describes our visions, ideas, and plans for a EuCAP Copenhagen 2020. We hope very much that you will appreciate and enjoy the reading of this.

The raison d'être of a technical-scientific conference is to enable the interchange of recent research results between researchers at and across all career stages. We aim for a conference paper policy with short manuscripts and a one-step decision process to allow for a late submission deadline and thus for very recent results to be presented. Also, we consider new ways for oral and poster presentations to enhance the interaction among participants. Finally, we aim at making the conference particularly appealing to younger researchers by reducing as much as possible their costs and introducing a special event for them to meet each other and establish valuable contacts and networks.

The year 2020 is particularly appropriate for bringing EuCAP to Copenhagen. This will be the 200 years anniversary for Danish physicist Hans Christian Ørsted's discovery in 1820 that electricity and magnetism are not separate but connected phenomena – and thus the discovery of the electromagnetism that forms the basis for all antennas and propagation science and technology. The enthusiasm and support which we have received in developing this proposal, and which will also be of great benefit to EuCAP, is very much related to this timing of events.

It is important for us to emphasize that EuCAP Copenhagen 2020 will be well anchored with a substantial academic and industrial activity in antennas and propagation throughout the entire Greater Copenhagen in both Denmark and Sweden. Companies and universities on both sides of the Øresund strait have expressed their strong interest and support; and in organizing the conference there will be participants from several of these parties.

We have included two budgets. One, conservatively calculated, shows a clear positive balance, in which we believe the revenue might end up even more positive. In the second budget we have included extra initiatives to attract students and younger scientists and early career scientist. This approach would benefit the EurAAP by positioning EuCAP as a strong advocate for the support of the scientific growth layer and might further increase the impact and quality of the conference. Of course, the final budget will be made in close coordination with the EuCAP Steering Committee.

For the signing and management of an agreement with EurAAP, and for the communication relating to this proposal, the responsible person is

Professor Olav Breinbjerg, Ph.D.  
Department of Electrical Engineering  
Technical University of Denmark  
Ørsteds Plads, building 348  
DK 2800, Kgs. Lyngby, Denmark

Email: [ob@elektro.dtu.dk](mailto:ob@elektro.dtu.dk)  
Phone office: +45 4525 3814  
Phone mobile: +45 2082 2908

For the proposed Professional Conference Organiser, CAP PARTNER, the responsible person is

Project Manager Anne Dissing  
CAP PARTNER  
Nordre Fasanvej 113  
DK 2000, Frederiksberg, Denmark

Email: [ad@cap-partner.eu](mailto:ad@cap-partner.eu)  
Phone office: +45 7020 0305  
WWW: [www.cap-partner.eu](http://www.cap-partner.eu)

For the supporting organisation, Wonderful Copenhagen, the responsible person is

Project Manager Søren L. Simonsen  
Wonderful Copenhagen  
Nørregade 7B  
DK 1165, København K, Denmark

Email: [sls@woco.dk](mailto:sls@woco.dk)  
Phone office: +45 3355 7458  
WWW: [www.visitcopenhagen.com](http://www.visitcopenhagen.com)

These three persons are also the authors of the proposal.

We have read and understood the EuCAP Guidelines and we trust that you will find the enclosed proposal compliant and complete. We are of course fully ready to supply additional information and to meet with you to further discuss and elaborate our visions, ideas, and plans. Most of all, we hope that you will select our proposal for further consideration - in which case we will look very much forward to cooperating closely with the Steering Committee in realizing an excellent EuCAP Copenhagen 2020.

Sincerely

  
Olav Breinbjerg

Enclosures:

- EuCAP Copenhagen 2020 – Proposal Summary
- EuCAP Copenhagen 2020 – Full Proposal



## **EuCAP Copenhagen 2020**

### **Proposal Summary**

EuCAP Copenhagen 2020 will be an excellent 14th edition of Europe's largest and most successful antennas and propagation conference - it will have a high technical-scientific level for academic as well as industrial participants and it will be a memorable cultural, social, and vocational event for all. EuCAP Copenhagen 2020 will honour the heritage of previous EuCAPs while also being a gateway to the next decade for the antenna and propagation community.

EuCAP Copenhagen 2020 will cover both existing active fields and new emerging fields relevant to antennas and propagation science and technology. The conference will involve local and regional companies - including businesses not normally participating to EuCAP. It will attract the experienced engineers and researchers but also have the format, contents, and affordability that appeal to the young generation, and the paper policy will support that very recent results be presented.

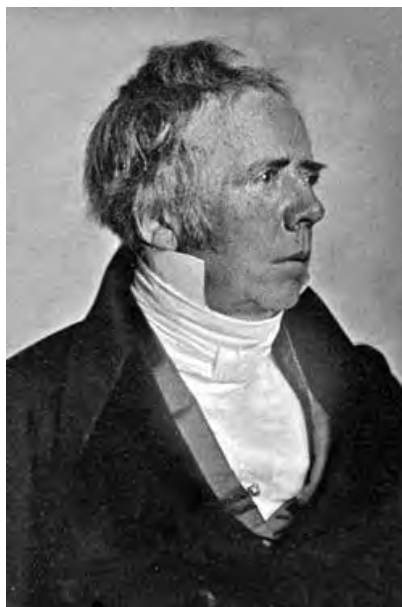
The Greater Copenhagen area – a metropolitan region that spans Eastern Denmark and Skåne in Southern Sweden – is home to substantial and vibrant activities in antennas and propagation with strong private-public partnerships between agencies, companies, and universities involving also significant international cooperation. There are strong academic and industrial activities from small-scale hearing aid antennas to large-scale radar antennas, from mobile phone communication to satellite communication, and from space-borne sensing of Earth to ground-based deep-space radio-astronomy. Also, 2020 will be the 200 years anniversary for Danish physicist Hans Christian Ørsted's 1820 discovery of electromagnetism – that forms the basis for all antennas and propagation science and technology. This revolutionary discovery took place in Copenhagen and will be widely celebrated in parallel with a EuCAP Copenhagen 2020.

Copenhagen is a superb conference location with Northern Europe's largest airport covering 150+ routes including all low-cost carriers, with ample accommodation possibilities from youth hostels to five stars hotels, with efficient and extensive local transportation by Metro and S-trains covering the short connections between airport, conference venue, and city centre, with food offerings from street-food vans to three Michelin stars restaurants, with a plethora of cultural events, and not least with the

---

clean environment and the informal and peaceful atmosphere. EuCAP Copenhagen 2020 will be an international conference with a distinct taste of Greater Copenhagen and Scandinavia.

The Conference venue will be the internationally renowned Bella Center which is easily accessible and offers excellent auditoriums, exhibition hall, foyer, and meeting/session rooms – in the light and open tradition of Scandinavian architecture and design. The professional conference organizer will be CAP Partner with 20+ employees and 10+ years of extensive expertise in arranging conferences in Denmark and abroad with 50-6000 participants. The organisation Wonderful Copenhagen is instrumental in coordinating the start-up phase, and the Technical University of Denmark will be the hosting institution. In cooperation with the Conference Organising Committee and the EuCAP Steering Committee, these partners will ensure a successful planning and execution of an excellent EuCAP Copenhagen 2020.



Hans Christian Ørsted 1777 – 1851

Discovered electromagnetism in 1820

Founder of the Technical University of Denmark 1829



## 2.1 Introduction, area and time




---

This Section introduces, and the following Sections detail, the visions, the ideas, and the plans for a EuCAP Copenhagen 2020. These are all in accordance with the Guidelines for the European Conference on Antennas and Propagation, Part A and Part B, 2016 (henceforth referred to as EuCAP Guidelines).

EuCAP Copenhagen 2020 will take place in Copenhagen, Denmark; it will be anchored with, and it will benefit from, the substantial academic and industrial activities in antennas and propagation throughout the entire Greater Copenhagen encompassing regions of Denmark as well as Sweden. The Technical University of Denmark will be the hosting institution for the conference which will be supported also by many regional partners including public institutions, private enterprises, and universities; please see below. These partners possess not only a very high practical and technical-scientific expertise in antennas and propagation - but also the experience and resources as well as dedication and diligence that are required in organising an excellent edition of EuCAP.

EuCAP Copenhagen 2020 will certainly adhere to the general mission of the conference to provide a forum for high-quality exchange and interaction between antennas and propagation experts from academia, industry, and organisations. It will honour the



heritage of EuCAP while also introduce several innovations to develop the future of EuCAP. In particular, we aim to

- Facilitate that very recent research results can be disseminated - through an appropriate submission policy
- Facilitate new forms of interaction and presentations - through use of new audio-visual technology
- Making the conference particularly appealing to younger researchers - through special vocational and social events, appropriate communication tools, as well as low participation costs
- Ensure an environmentally sustainable conference – through use of modern technology in all phases of its preparation and execution

EuCAP Copenhagen 2020 will greatly benefit from its coincidence with the 200 years anniversary for Danish physicist Hans Christian Ørsted's discovery of electromagnetism in 1820. Ørsted showed that an electrical current in a wire affects a nearby magnetic needle and thus demonstrated that electricity and magnetism, which had been known as separate phenomena since the times of Greek philosopher Thales of Miletus some 600 years B.C, are actually connected in the science of electromagnetism. Ørsted's discovery, published in the pamphlet *Experimenta Circa Effectum Conflictus Electrici in Acum Magneticam*, was soon followed by the discoveries of A. M. Ampère, J. P. Biot, and F. Savart. Furthermore, it inspired M. Faraday for the discovery of electromagnetic induction which eventually led to J.C. Maxwell's establishment of the complete laws of classical electromagnetism – the foundation for all antenna and propagation science and technology and thus for EuCAP itself. The enthusiasm which we have received from many regional partners in developing this proposal, an enthusiasm that will later manifest itself in actual support to the conference, is very much related to this timing of events. Hence, EuCAP Copenhagen 2020 is indeed a special opportunity.

The March-April 2020 calendar is shown below. Palm Sunday is April 5th and Easter Sunday is April 12th; this excludes the weeks numbered 15 and 16 which have otherwise been used for several EuCAPs. Daylight savings time begins on Sunday March 29th and this brings more light to the end of the day – which is welcome at Copenhagen's latitude.

Taking into account also the availability of the proposed conference venue, Bella Center, there are two possible weeks:

The first priority is **Sunday March 29<sup>th</sup> – Friday April 3<sup>rd</sup> 2020** while the back-up is **Sunday March 15<sup>th</sup> – Friday March 20<sup>th</sup> 2020**.

March 2020								April 2020							
No.	Su	Mo	Tu	We	Th	Fr	Sa	No.	Su	Mo	Tu	We	Th	Fr	Sa
10	1	2	3	4	5	6	7	14				1	2	3	4
11	8	9	10	11	12	13	14	15	5	6	7	8	9	10	11
12	15	16	17	18	19	20	21	16	12	13	14	15	16	17	18
13	22	23	24	25	26	27	28	17	19	20	21	22	23	24	25
14	29	30	31					18	26	27	28	29	30		

Copenhagen is an ideal location for hosting a conference and numerous larger conferences have been held here with great success; in 2015 Copenhagen was voted among the 10th most popular city by the ICCA – International Congress and Convention Association. In addition to being easy to reach from all parts of the world, the greater Copenhagen area offers numerous cultural and societal values as well as numerous practical advantages in terms of accommodation, transport, etc. as detailed below. We have selected the Bella Center as the conference venue because of its suitability in housing a conference of the size of EuCAP, including the significant industrial exhibition, its convenient location with respect to airport, accommodation, and city, and not least because of its strong expertise and track-record. Altogether, the Copenhagen location will ensure a conference at international level but also with a distinct local character – based on Copenhagen’s many cultural and societal values, the clean environment, the informal and peaceful atmosphere, the Danish design, the Nordic kitchen, the Scandinavian music scene, and much more.



---


## 2.2 Conference organiser, main institution, partners, COC members and PCO

---

### 2.2.1 Conference main organiser institution and proposed conference Chair

The Electromagnetic Systems (EMS) Group of the Department of Electrical Engineering at the Technical University of Denmark will have the leading role in the organization of the EuCAP Copenhagen 2020 with Head of the EMS Group, professor Olav Breinbjerg being conference Chair.

The EMS Group performs research and teaching in electromagnetic field theory, computational electromagnetics, antenna techniques and measurements, microwave circuit techniques and measurements, electromagnetic meta-materials, and sub-THz electronics and integrated circuit. The research ranges from curiosity-driven electromagnetic field theory over application-driven industry cooperation on microwave antennas and circuits, to ESA satellite-mission antenna technology. The EMS Group is engaged in several ESA- and EU-projects, it is a proud participant to the European School of Antennas, it hosts and operates the DTU-ESA Spherical Near-Field Antenna Test Facility, and it cooperates with world-class groups at DTU and abroad. For more



information, please consult the EMS home pages: <http://www.ems.elektro.dtu.dk/> and [http://www.ems.elektro.dtu.dk/research/dtu\\_esa\\_facility](http://www.ems.elektro.dtu.dk/research/dtu_esa_facility).

The EMS group comprises one professor, six associate professors, three research assistants or Post Docs, typically 10-12 Ph.D. students, as well as administrative and technical staff; also, typically 10-15 students are conducting B.Sc., M.Sc. projects or other individual student projects with the EMS group at any given time. Most of the personnel are directly engaged in antennas and propagation activities, and the EMS group has participated to all previous EuCAPs with typically 5-10 persons.


The commitment and the support of the Department of Electrical Engineering and of the Technical University of Denmark to the EMS group in relation to this proposal are expressed in the enclosed two Letters of Support from Head of Department, Kristian Stubkjær and University Rector Anders Bjarklev, respectively. Hence, the EMS is authorized to invest its economy, manpower, office, and time resources in organizing the EuCAP Copenhagen 2020.

### **2.2.2 Other associated or potential partners and institutions**

We have obtained an overwhelming support from both Danish and Swedish academia, industry, and public institutions throughout the Greater Copenhagen area; this is manifest in the many Letters of Support enclosed with the proposal. These supporting partners include both major and/or world-leading companies in their respective fields of business, and also several companies that have not previously participated to EuCAP. It is clear that a EuCAP Copenhagen 2020 will attract new participants and thus new valuable contributions and input to the antenna and propagation community.

Mrs. Ulla Tørnæs, The Minister for Higher Education and Science, has expressed personal support to EuCAP Copenhagen 2020 as it is in line with the world leading businesses and prominent research groups within engineering that are located in Denmark. Please see the enclosed Letter of Support.

The Department of Electrical and Information Technology, Lund University, Sweden has expressed its strong support for EuCAP Copenhagen 2020 and its willingness to



participate to the organization of this; please see the enclosed Letter of Support from Head of Department, Daniel Sjöberg. This will involve personnel from the Communications Engineering Group and the Electromagnetic Theory Group with whom DTU's Electromagnetic Systems Group has a close and strong relationship.

Several regional private companies, in both Denmark and Sweden, have each expressed their strong support for EuCAP Copenhagen 2020 as witnessed by the enclosed Letters of Support. Among these are companies that are well experienced with EuCAP as exhibitors and even sponsors, e.g. TICRA, but also companies that have not previously participated to EuCAP but now express their interest in participating to EuCAP in Copenhagen, e.g. TERMA.

The supporting companies span a wide range of applications: GN RESOUND, OTICON, and WIDEX are among the world's six major manufacturers of hearing aids, for which wireless communication is a strongly emerging field. TERMA, TRACKMAN, and WEIBEL are radar manufactures for aeronautic/maritime, sports, and ballistics applications, respectively. LITE-ON and SONY MOBILE are major companies in mobile and wireless communications. COBHAM is a world-leading manufacturer of maritime satellite communication and there is now a major interest in the up-coming Ka-band systems. SIGMA CONNECTIVITY is a design house for several wireless communication applications with a strong vision for the Internet-of-Things. TICRA is world-leading in design of satellite reflector antennas and development of software for this. Finally, we are very happy to have obtained the support of the CONFEDERATION OF DANISH INDUSTRY that represents a very large number of companies for whom a EuCAP Copenhagen 2020 will be of strong interest.

Some of the many supporting companies and institutions have already committed to contribute with man-power resources for the Conference Organizing Committee; see Section 2.2.3. We have not yet solicited any economic support in terms of exhibition- and sponsor-ships; this will be pursued by the COC and PCO at a later stage, but there is obviously a significant regional potential for economic support. As an example, TICRA has already at this early stage volunteered a Platinum sponsorship.

### 2.2.3 Proposed Conference Organising Committee (COC)


The Conference Organising Committee (COC), headed by the Conference Chair (CC), will have the overall responsibility for the conference and will, with support from the Professional Conference Organizer (PCO) and other contractors, prepare and perform all work necessary for the EuCAP Copenhagen 2020.

The COC will include the Chairs and the Liaisons for all of the functions/roles described in the EuCAP Guidelines, Part A, Section AI.3.1. For some of these functions it will be necessary that the Chair establishes a Committee, e.g. for the Technical Programme, while other functions can be handled personally, e.g. liaison to other professional organizations. Furthermore, some of these functions will involve work executed by the Chair personally, e.g. for Convened Sessions, while other functions involve more supervision of work executed by e.g. the PCO. Finally, while many functions are well defined and limited, there is obviously a need to have also COC members who are ready to “go above and beyond the call of duty” to ensure that not just most but all tasks are properly handled. Because of these significant differences between the different functions/roles of the COC, there is of course the need for different qualifications, and this will be duly addressed in the process of selecting the persons for the COC.

The Electromagnetic Systems Group of the Department of Electrical Engineering at the Technical University of Denmark will of course contribute with several experienced and dedicated persons for the COC:

Professor Olav Breinbjerg is proposed as Conference Chair. He is Head of Electromagnetic Systems Group, Head of the DTU-ESA Spherical Near-Field Antenna Test Facility, and a member of the Department Management Board. He has been Activity Leader in the EU NoE Antenna Center of Excellence (2004-2007), Project Leader for several ESA /ESTEC projects, member of Technical Programme Committees for several conferences including EuCAP (2013, 2014, and 2017). He is member of the Danish Academy of Technical Sciences, Chairman of the Danish National URSI Committee, a Delegate to the European Association on Antennas and Propagation, and a Board Member of the European School of Antennas.

Associate professor Michael Mattes is proposed as Conference Organizing Committee member. Michael recently joined DTU from EPFL where he was heavily involved in the organization and execution of the very successful EuCAP 2016. He thus possesses a very



strong and valuable experience in all aspects of EuCAP, and many lessons-learned have already been highly useful in the preparation of this proposal.

Associate professor Samel Arslanagic is proposed as Conference Organizing Committee member. Samel was on the Local Organizing Committee for the Metamaterials Conference 2014 in Copenhagen, and he has organized several special sessions at e.g. the IEEE International Symposium on Antennas and Propagation. Furthermore, he has an extensive international network within the metamaterials community.

Associate professor Oleksiy S. Kim is proposed as Conference Organizing Committee member. Oleksiy has significant project leader experience from ESA research and development projects, he has participated to numerous antennas and propagation conferences in all parts of the world, including several EuCAPs where he was awarded Best Measurement paper at EuCAP 2015.

Associate professor Vitaliy Zhurbenko is proposed as Conference Organizing Committee member. Vitaliy is a co-manager of the large Danish National Research Foundation Center for Hyperpolarization in Magnetic Resonance, he has participated to numerous microwave circuit technology conferences, and he has a significant international network in this field.

We have chosen, at this early stage, to not yet solicit COC participation from the supporting partners; this will be pursued if and when the proposal is accepted. However, from the many communications we have had with the supporting partners in relation to the Letters of Support, we are very confident that we shall be able to fill the COC functions/roles with highly experienced, highly enthusiastic, and highly dedicated persons.

## 2.2.4 Proposed Professional Conference and exhibit Organisers (PCO)

The selection of the proposed was made through a thorough selection process were three PCO were interviewed individually. Following the interviews, it was decided to choose CAP Partner as the proposed PCO.

### About CAP Partner

*“CAP Partner is a very professional partner who also managed to make the collaboration enjoyable. More than once I experienced considering something we should do, only to find that CAP Partner had already taken care of it. This gives you peace of mind both during the planning phase as well as during the event.”*

Anders Miki Bojesen, Professor, Department of Veterinary Disease Biology, Microbiology, University of Copenhagen, Denmark.

‘Making a difference’ has always been important and part of the company culture at CAP Partner.

We believe in a close collaboration and real partnership with our clients to obtain the best result for both parts, and this is one of the reasons that a number of our clients have chosen to use CAP Partner as their core PCO.

We therefore organise about 40% of our conferences outside Denmark.

We have a strong focus on economy and on maximising the outcome for the conference participants, sponsors, organisers and other stakeholders.

We are a team of 25 highly trained staff with extensive experience in conference planning and project management. But the fact that we are often not only coordinating a conference, but also involved in association development or other individual activities for the association, brings a number of additional skills to the staff team.



## **WHY CHOOSE CAP PARTNER?**

Because we....

- Are one of the biggest PCOs in Scandinavia
- Act as core PCO for a number of associations, and therefore app. 40 % of our conferences are organised outside Denmark
- Are a financially viable company
- Operate with transparent budgets: no commissions, no hidden costs
- Have a strong track record in fundraising for scientific conferences
- Have a dedicated sales team with focus on fundraising, exhibition and sponsorship sales
- Consistently deliver a high level of service, are always well prepared and understand the importance of smooth logistics
- Are experts in VAT procedures and VAT reimbursement for scientific conferences

## **CAP PARTNER IS CORE PCO FOR**

Danish Microbiological Society

The European Council of Enterostomal Therapy

The European Bone & Joint Infection Society

The European Wound Management Association

The European Tissue Repair Society

The Diabetic Foot Study Group

The International Lymphoedema Framework

Endoscopy Conference

## **CONTACT INFORMATION**

Teresa Krausmann, CEO CAP Partner – Tel.: 70200305 – Email: [tk@cap-partner.eu](mailto:tk@cap-partner.eu)

**For more information on CAP Partner, please consult [www.cap-partner.eu](http://www.cap-partner.eu)**



---

## 2.3 Conference area, venue and facilities

---

---

### 2.3.1 Comparison of potentially compliant conference venues in the area

Among the various conference venue possibilities in Copenhagen, we have identified two venues that could accommodate EuCAP Copenhagen 2020:


A. Bella Center Copenhagen

B. Tivoli Hotel & Congress Center

Copenhagen is a small and very compact capital, though the city has expanded during the last decade, and continues to do so. But travel time from one area to another is still short.

Tivoli Hotel & Congress Center is located in the area that Copenhageners consider 'city centre', whereas Bella Center is located in one of the new areas called 'Ørestaden' – travel time is 9 minutes to the 'city centre' with the Metro, running around the clock.

Both venues have on-site hotels and are located in areas that offer hotels in various categories: from youth hostels and budget hotels to 4 and 5 star hotels.



They can both deliver all services requested by EurAAP, as well as host the conference dinner during EuCAP Copenhagen 2020.

However, we suggest organising the conference dinner off-site to see more of Copenhagen.

When it comes to support from local institutions, this would be the same no matter which venue would be selected, since Copenhagen is such a small capital.

We have decided to present Bella Center as the most adapted venue for EuCAP Copenhagen 2020 for the following reasons:

- A. Bella Center offers a more flexible solution
- B. In Bella Center there is room for increase in delegate numbers (and exhibitors)
- C. Tivoli Hotel & Congress Center does not have enough space for exhibitors
- D. In Bella Center there is enough space for seated lunch if we decide to have that (for the moment we are considering which solution will be best, as the seated lunch is not necessarily the best option with regards to networking opportunities.)

Further details on Bella Center will be included in section 2.3.3



### **2.3.2 Preferred location for the conference**

With a metropolitan population of 1.9 million, Copenhagen is the largest city in Scandinavia. Though smaller than many other Northern European cities, the Danish capital has proven itself more than able to organise successful large-scale events in innovative and appealing settings.

Copenhagen's meetings industry has a well-earned reputation for quality and efficiency. It is the cultural capital of the North, with world-class museums, music venues, festivals and historical sites. This charming city of cobbled squares, canals and copper spires also boasts the best shopping and nightlife in Northern Europe.

In recent years, Copenhagen has earned quite a reputation as a gastronomic capital. The city boasts 20 Michelin stars, and the UK's Restaurant Magazine ranked Copenhagen restaurant, Noma, the World's Best in 2010, 2011, 2012 and 2014.

#### **Liveable**

Copenhagen is placed 4<sup>th</sup> (2016) out of 25 as the most liveable city in the ranking in the Mercer Quality of Living Index and has several times been ranked the "World's Most Liveable City".

Safety, tolerance, green initiatives, international connectivity, creative environment, a relaxed lifestyle, cycle culture, democratic design and the active use of city spaces are among the key reasons why Copenhagen has been called the world's best city according to British lifestyle magazine, Monocle.

#### **Knowledgeable**

Denmark has developed into one of the strongest clusters in life sciences in Europe. It is a dense cluster of universities, hospitals and companies within biotech, medtech and pharma, many of which are R&D-based.

A joint Danish-Swedish collaboration, Medicon Valley, is home to more than 60% of Scandinavia's pharmaceutical industry and Europe's fastest growing biotech cluster measured by products in development.



## **Safety**

Copenhagen is a very safe choice. The locals walk and cycle in the city around the clock, and Copenhagen has a welcoming and open atmosphere.

The Global Peace Index rates Denmark as no. 2 (2016) as the world's most peaceful countries and, once again in 2015, Transparency International named Denmark the world's least corrupt country.

## **Green**

Copenhagen's target is to be the world's first CO<sub>2</sub>-neutral capital by 2025 and is a global environmental leader.

Organising a sustainable event in Copenhagen is no great challenge. We have certified experience in hosting state-of-the-art events with a sustainable profile, and 71 % of the city's hotel rooms are eco-certified.

In 2012, Denmark hosted the Presidency of the European Union. More than 100 meetings were organised according to the sustainable event management system, ISO20121, making it the most sustainable EU Presidency ever.

## **Stable economy**

The Danish krone's exchange rate is stable as is tied to the EURO. Denmark has a stable economy and is one of only few countries to hold a prime AAA credit rating by both Moody's, S&P and Fitch.

---

## **Copenhagen Highlights**

### **Gastronomic Copenhagen**

Copenhagen and surroundings have a large variety of exciting restaurants, cafes and eateries.

In the last few years a mouthwatering array of inventive, modern and stylish new restaurants has opened in the city, transforming Copenhagen into a major gourmet destination. The highly respected Michelin Guide has rewarded Copenhagen with a total of 15 stars.

---

### **Tivoli**

Tivoli opened in 1843 and is still today Denmark's, and maybe the World's, greatest amusement park. The minute you pass through the turnstiles, you step into an enchanted world; the pantomime theatre being one of the first things to meet the eye. Thousands of flowers (each and every one of them real) and coloured lights provide a

---

### **The Little Mermaid**

The little Mermaid sitting at Langelinie in Copenhagen since 1913, is one of Denmark's biggest tourist attractions and the symbol of Copenhagen. Not very large, but hugely popular, she measures just 1.25 meter (approx. 4 feet) high. The Little Mermaid symbolizes the fairytale by Danish poet Hans Christian Andersen, which tells the story of a mermaid who fell in love with a prince from land, and often came up to the edge of the water to look for her love.

---

### **Amalienborg Palace and Garden**

Copenhagen is the seat of Europe's oldest monarchy and probably the most popular, too. Queen Margrethe II and her husband, Prince Henrik, conduct their royal affairs at Amalienborg Palace, next to Amaliev Park at the harbour's edge. When Her Majesty is in residence, the guard is changed at noon and the band of the Royal Life Guards marches through the city centre. Right by the Palace you will see the stunning Marble Church (Frederiks Church).

---

## Round Tower

Rundetaarn (The Round Tower) was built on the initiative of King Christian IV (1588-1648) with Hans Steenwinkel the Younger as the architect. The tower was to have 3 important facilities: an astronomical observatory, a student church and a university library. The spiral walk is unique in European architecture. The 209 m long spiral ramp winds itself 7 ½ times round the hollow core of the tower, forming the only connection between the individual parts of the building complex. From the platform, 34.8 m above the street, the visitor has a magnificent view of the old part of Copenhagen.

---

## Statens Museum for Kunst

Statens Museum for Kunst is the Danish National Gallery. It is Denmark's principal art museum and covers a wide aspect of art history. The collections date back to the 16th century when the Danish kings, like other European princes, established their own art collections. The highlights include the Dutch inspired 17th century, Danish 19th century, emphasizing the Danish golden age, as well as international and Danish art from the breakthrough of modern art to contemporary art. [www.smk.dk](http://www.smk.dk)

---

## Danish Museum of Art & Design

It is a contemporary museum for Danish and international crafts and design and is among the premier exhibition venues in Scandinavia. The museum is a centre of knowledge whose collections, archives, and library combine to make up the leading institution for research on design history in Denmark. [www.kunstindustrimuseum.dk](http://www.kunstindustrimuseum.dk)

---

## The National Museum

Denmark's primary museum of cultural history is housed in a beautiful 18th century in the centre of Copenhagen. The extensively renovated and extended museum is a vibrant cultural centre offering a broad spectrum of exhibitions and activities. The permanent collection portrays more than 10,000 years of history, providing insights to the world of the past and foreign cultures worldwide. [www.natmus.dk](http://www.natmus.dk)

---

## Rosenborg Palace

Queen Margrethe II's crown jewels – and the treasures amassed by her ancestors through 500 years – are on display in the palace vaults. Rosenborg Castle is a beautiful renaissance castle, first built as King Christian 4th's country house in 1607, and

---

nowadays a museum in the middle of the Renaissance park called Kongens Have – The King’s Garden – just a few streets away from Kongens Nytorv, the King’s New Square.

---

## **Nyhavn**

Running from Kongens Nytorv, a picturesque canal filled with moored sailing boats, runs down to the main harbour, dividing the two sides of Nyhavn. It's a popular meeting place, and perfect for enjoying a drink in one of the many open-air cafes, restaurants and bars. As soon as the sun is out in early spring, the Danes move the chairs and tables outside and from the first summer day the quay is crowded with people the wonderful atmosphere of the seaside location.

---

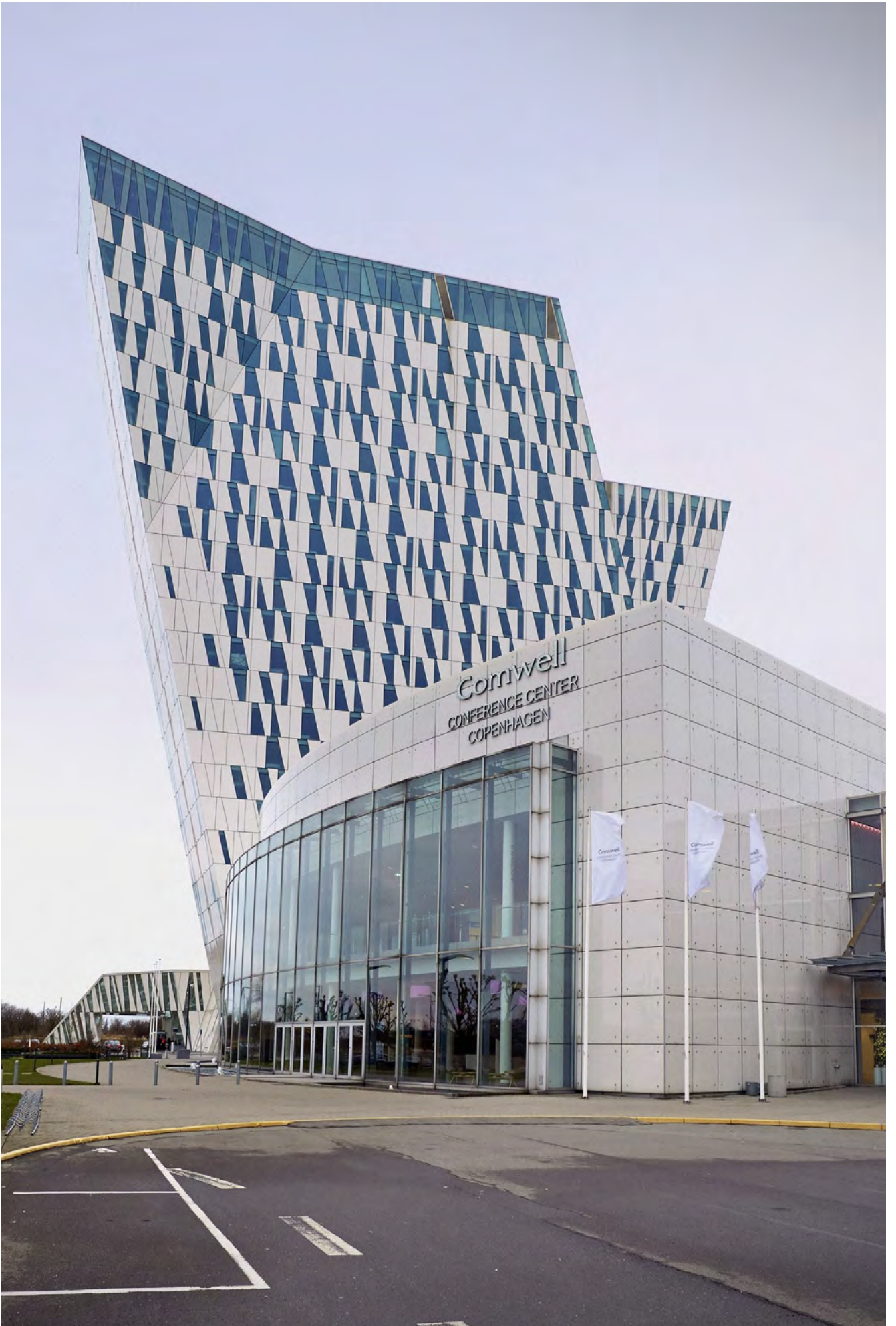
## **Opera, Theatre or Ballet**

The brand new Play House and the magnificent Opera as well as the two largest historical theatres in Copenhagen are available for receptions and special events as well as theatregoers. The Copenhagen Opera, one of the most modern opera buildings in the world, along with the famous Royal Theatre and Play House host an impressive international repertoire. [www.kgl-teater.dk](http://www.kgl-teater.dk)

### **2.3.3 Preferred venue and facilities for the conference**

With reference to section **2.3.1 Comparison of potentially compliant conference venues in the area** Bella Center has been identified as the most adapted venue for EuCAP Copenhagen 2020.

A full presentation of Bella Center and its facilities follows on the next page





# Bella Center Copenhagen



Bella Center Copenhagen (also entitled Comwell Conference Center Copenhagen) is the largest conference venue in Scandinavia with four-star AC Hotel Bella Sky Copenhagen directly connected to the center. Located close to the airport and only 9 minutes from the city center this unique facility is known to many as one of the most beautiful venues in Europe.

---

Bella Center is an ultra-modern, state-of-the-art venue, which stages meetings and conferences, congresses, exhibitions and events of all sizes. With a maximum capacity of 20,000 delegates, Bella Center is the largest conference venue in Scandinavia.

The center offers 121,800 fully air-conditioned square meters and more than 100 meeting rooms and auditoriums – including a Congress hall seating 4,300 persons. There is daylight in the major areas of the venue and all halls are conveniently located on one level. All meeting rooms and most areas has been renovated (2014/2015)

Sustainability is a natural part in all things that Bella Center does and the focus has become a core value for the business and has got a name: Responsible Hospitality.

---

## Dates for EuCAP 2020

Bella Center is pleased to learn that you consider Copenhagen for the EuCAP 2020 Congress. It would be a great honour if Bella Center should be chosen for this great and prestigious congress.

At present, we can offer availability on the following event dates (Sunday to Friday):

- **29 March – 3 April 2020 (1. priority)**
- **15 March – 20 March 2020 (2. priority)**



---

## A perfect location

Bella Center has a unique central location. Right in the middle of the blooming area of “Ørestad” surrounded by fantastic new architecture and modern designs by several upcoming and well-known architects.

Located less than five minutes from Copenhagen International Airport, and just a few Metro stops from the City Center, which is easily reached within 9 minutes. Right outside the doors of Bella Center you will find “Bella Center Station” making public transportation conveniently to use for all your delegates and visitors.

Bella Center has more than 3000 parking spaces right outside of the Congress Center and hotel.

Distances – minutes of travel	City Center Metro	City Center Taxi	Airport Metro and Train	Airport Taxi	Malmö Sweden
Bella Center	9	10-20	10	5	30

---

## Bella Center Surroundings

The surrounding area has plenty to offer the delegates:

- Neighbor upon Bella Center is as well a large recreational area of outstanding natural beauty perfect for a morning run.
- Behind the Center you will be able to do all your shopping in Denmark in Scandinavia’s largest shopping center – Fields
- Ørestad is a fast developing area and by 2025, more than 80.000 people will work in Ørestad and 20,000 will live in Ørestad.

---

## NEW Bellakvarter

Around Bella Center a diverse neighbourhood, where people will live, work and come to visit is being planned and build these years. The area has a new name: Bellakvarter. This is where housing, commerce, trade, conference and hotel facilities blend with start-ups, corporate headquarters, accessible residential and student accommodation and ingenious penthouse flats. Bellakvarter will not be a nondescript residential district, but a diverse place brimming with the same character present in the old Copenhagen neighbourhoods.



# Onsite Hotel

---

## **New Nordic Cool: AC Hotel Bella Sky Copenhagen**

The 4-star AC Hotel Bella Sky Copenhagen is a spectacular skyscraper and striking landmark of Copenhagen. The hotel opened in 2011 and is the largest hotel in Scandinavia with 812 rooms offering stunning contemporary Scandinavian architecture. The hotel consists of two 76.5 metres high towers and offers a truly international atmosphere.

---

## **No wet shoes**

AC Hotel Bella Sky Copenhagen is directly built into Bella Center and when holding your conference at Bella Center you do not need to get outside of the building if accommodation is booked at our onsite hotel. The hotel also offers 27 meeting rooms that can be allocated for your meeting.

---

## **Headquarter hotel**

AC Hotel Bella Sky Copenhagen is ideal as headquarter hotel for your conference. We are pleased to offer accommodation for both speakers, students and delegates.

---

## **After-work and VIP meetings**

AC Hotel Bella Sky Copenhagen has 5 restaurants and bars to meet all tastes. During the day **Lobby Bar** serves classic café dishes such as salads and sandwiches. **Library** is a place to relax and a good place to read newspapers or attend emails on laptop. Breakfast can be served in this restaurant on request.

**The Basalt** is suspended out over the Lobby Bar. Gastronomy is second-to-none and accompanied by an extensive wine list. **BM** is the hotels buffet restaurant where guest will get a healthy breakfast.

**Sky Bar** is located on the 23rd floor and commands fantastic views of Copenhagen's skyline. Bar lounge with à la carte club and a great place to relax after a day at the congress. On the 23<sup>rd</sup> floor you will also find 'Meeting in the SKY' meeting facilities that offers an amazing view over the city of Copenhagen.

---

## **Crowne Plaza Copenhagen Towers**

One metro stop from Bella Center, or 1.3 kilometres walk way you will find the Crowne Plaza Copenhagen Towers. A 4-star CSR certified hotel with 366 rooms.

# Floorplan

**BELLA · CENTER**  
COPENHAGEN  
EUCAP 2020  
REVDATE 2016.09.05 MACA

## GROUND FLOOR

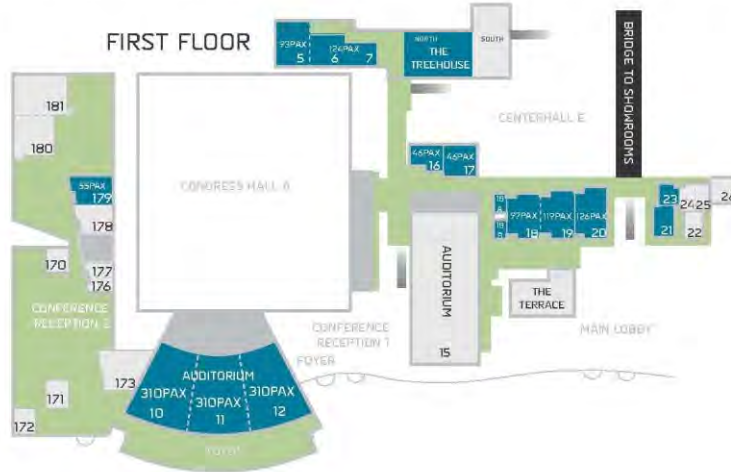
PUBLIC AREA	
CONGRESS FOYER	REGISTRATION
AUDITORIUM FOYER	WALK-THROUGH AND WELCOME RECEPTION
	POSTER EXHIBITION
CONGRESS HALL A1	EXHIBITION AND CATERING
MEETING ROOM 60+61	MISCELLANEOUS MEETING 1 (OF 6) + SHORT COURSE 6'
MEETING ROOM 62+63	MISCELLANEOUS MEETING 2 (OF 6) + SHORT COURSE 7'
MEETING ROOM 64+65	MISCELLANEOUS MEETING 3 (OF 6) + SHORT COURSE 8'
MEETING ROOM 66	MISCELLANEOUS MEETING 4 (OF 6) + SHORT COURSE 9'
MEETING ROOM 67	MISCELLANEOUS MEETING 5 (OF 6) + SHORT COURSE 10'
MEETING ROOM 68 VIP	MISCELLANEOUS MEETING 6 (OF 6)
MEETING ROOM 69+70	OFFICE FOR EXHIBITOR STAFF

## FIRST FLOOR

PUBLIC AREA	
AUDITORIUM 10-11-12	OPENING SESSION
AUDITORIUM 10-11	ANTENNA SEMI-PLenary SESSIONS,
AUDITORIUM 10	CLOSING CEREMONY
AUDITORIUM 11	ORAL SESSION 1
AUDITORIUM 12	ORAL SESSION 2
	SEMI-PLenary PROPAGATION AND
MEETING ROOM 5	MEASUREMENT SESSIONS, ORAL SESSION 3'
MEETING ROOM 6+7	ORAL SESSION 4 (OF 10) + SHORT COURSE 1'
MEETING ROOM 14	ORAL SESSION 5 (OF 10) + SHORT COURSE 2'
MEETING ROOM 17	ORAL SESSION 6 (OF 10) + SHORT COURSE 3'
MEETING ROOM 18	ORAL SESSION 7 (OF 10) + SHORT COURSE 4'
MEETING ROOM 18A	ORAL SESSION 8 (OF 10) + SHORT COURSE 5'
MEETING ROOM 18B	EUBAAP OFFICE
MEETING ROOM 19	EUCAP OFFICE
MEETING ROOM 20	ORAL SESSION 9 (OF 10)
MEETING ROOM 21	ORAL SESSION 10 (OF 10)
MEETING ROOM 23	EUBAAP BOARD, EUCAP
MEETING ROOM 179	STEERING BOARD MEETING,
	SPEAKER FREE
	EUBAAP DELEGATE ASSEMBLY,
	EUBAAP WORKING GROUP MEETINGS,
	ANTA EUROPE MEETING
THE TREEHOUSE NORTH	CATERING FOR SPONSORS

### WALKING DISTANCES:

- LONGEST WALKING DISTANCE: ROOM 65 TO ROOM 23. TIME: 2 MIN
- DISTANCE FROM EXHIBITION AREA TO ORAL SESSIONS 1 & 2 (AUD. 10 & 11) AND SEMI-PLenary SESSION (AUD. 12). TIME: 30 SECONDS



## GROUND FLOOR

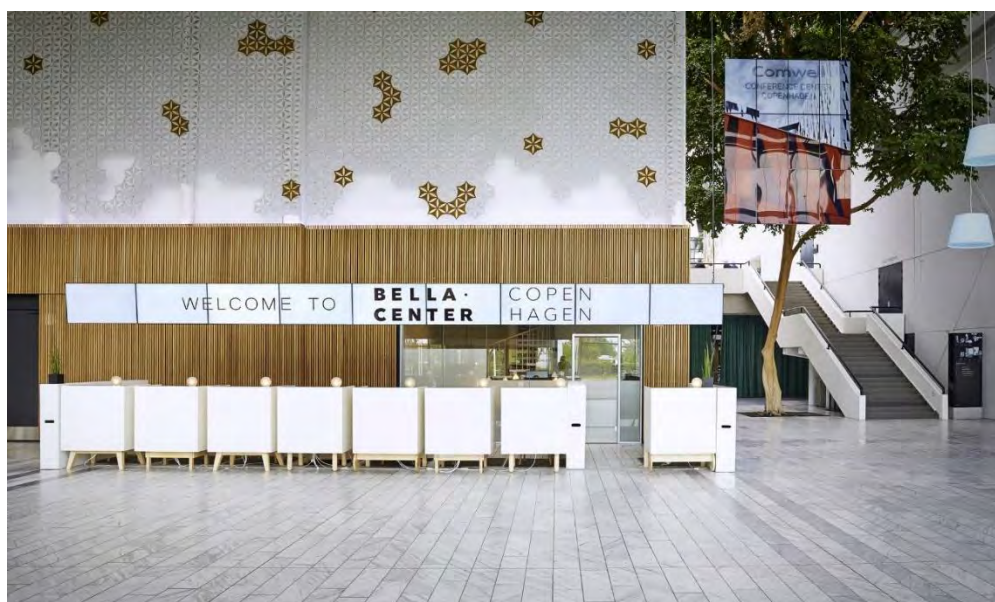


THIS FLOOR PLAN IS NOT TO SCALE. THEREFORE, DIMENSIONS MAY APPEAR INCONSISTENT WITH THOSE STATED FOR CERTAIN AREAS IN THE EVENT BUDGET. DENNE TEGNING ER IKKE MÅLFAST. DER KAN DERFOR FREMKOMME AFVIGELSER I FORHOLD TIL STØRRELSE AF AREALER OPLYST I ARRANGEMENTSBUDGETTET.

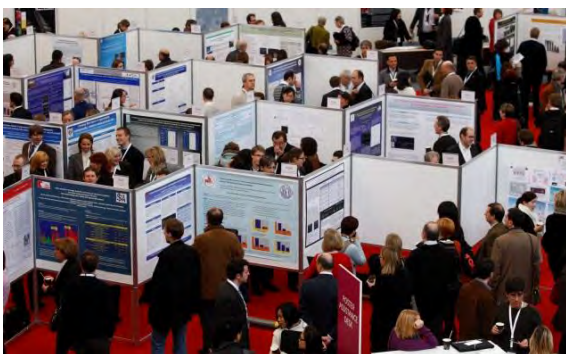
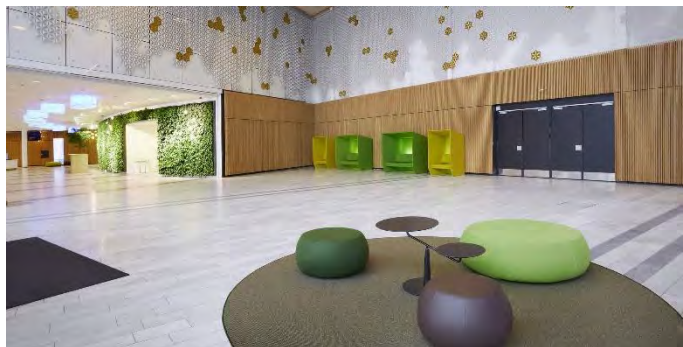
# Allocation for EuCAP Copenhagen 2020

*Please refer to the detailed capacity chart of Bella Center enclosed in the appendices*

Congress Foyer for Registration. Wardrobe and exhibitor lounge area behind the stairs to the right.



Auditorium Foyer for walk-through to hotel and possible area for Poster exhibition.



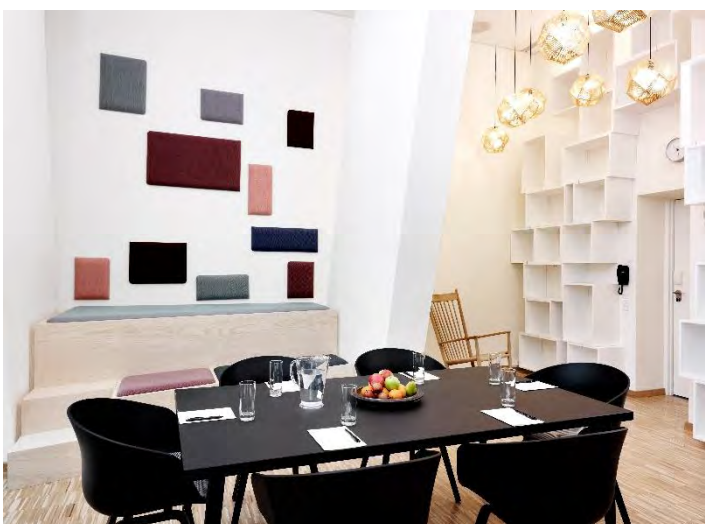
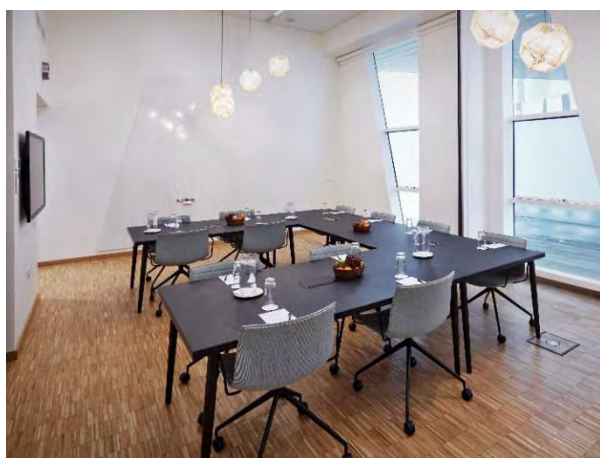
Hall A, Exhibition, catering



Auditorium 10-12, 930 persons in total, or can be divided into three auditoriums with 310 persons in each, or 620 persons for a session room.



Meeting rooms on 1<sup>st</sup> floor and on the hotel for various sessions, offices and Speaker prep  
Catering for sponsors in Threehouse (fixed restaurant seating)



# Full Service Provider

---

## One point of contact

Bella Center is a full service provider and according to your wishes, we deliver services such as:

- BC Security
- Registration staff and hostesses
- Cloakroom
- First Aid
- AV and IT, copy service and electrician
- Net café and press centre
- Lounge areas and catering
- Signage, banners and flags
- Carpeting and flowers

Our architects provide creative and technical assistance regarding design and special supplies free of charge

---

## Mandatory services

As organiser you are free to choose to work with any preferred supplier you might have. There are only a few services which are exclusively for Bella Center or Bella Center subsidiaries to supply due mainly to health and safety reasons:

- Security and cloakroom staff
- Electricity and plumbing
- Rigging of wires
- Telephone and IT supplies
- Catering
- Cleaning and removal of waste

---

## State of the art IT /WiFi

Bella Center offers IT solutions in world class.

- Projectors are offered free of charged in all permanent rooms on first floor and auditoriums.
- High-speed network covering all areas in Bella CenterCopenhagen and the AC Hotel Bella Sky Copenhagen.
- Free high speed WiFi for up to 2000 simultaneous users
- Redundant Internet bandwidth of 1/1 Gbit.
- Additional Internet bandwidth of 3 x 1/1 Gbit. (1 Gbit upload / 1 Gbit download) from 3 different ISP

- WIFI system upgraded to 802.11 AC Wave II-standard with a capacity of 35,000 simultaneous users.
- Ruckus Enterprise high performance equipment
- Fiber and copper infrastructure in all areas.
- More than 9,000 private networks can be established (Cabled).

We have successfully hosted a long list of international IT Events. DELL i.e. Microsoft IT Forum has held their annual event three years consecutively at Bella Center – with an increasing number of delegates.

---

### **It's all about food**

Bella Center has its own catering department and can assist you in all areas of delegate catering at the very highest international level. Let us know what you have in mind and we will be pleased to compose menus and refreshment breaks tailored to your specific needs.

Sample prices of items mentioned in your Request for Proposal are enclosed. Please refer to the event budget, section 'other event costs'.

We can open on-site restaurants and catering units for the congress in the rented area on request. All permanent outlets in Center Hall E and C were renovated January 2015.





## **World leading sustainable venue**

Bella Center hosted the world's first certified, sustainable, international political summit: The United Nations Climate Change Conference, COP 15, attracting over 30,000 people. Prior to the event Bella Center and a number of partners, including the Danish Government, worked intensely to ensure that the event was executed with the highest possible level of sustainability.

---

## **Green with envy**

- Bella Center has invested to reduce carbon emission by 19,3%.
- Bella Center can propose various solutions to clients based on the experience gained from COP15 and our constantly development in sustainable initiatives.
- Bella Center can propose audit to future clients.
- Bella Center has a proven track record for organic menus/food – also in large scale.
- Bella Center has phased out bottled water.
- Bella Center and Copenhagen has been exposed worldwide.
- Bella Center is partner in “Copenhagen Sustainable Meetings Protocol”

The effort at COP15 was awarded the prestigious IMEX GMIC ‘Green Meetings Gold Award’ and, today; Bella Center Copenhagen is one of the most sustainable venues in the world.

# Discounts/Special benefits for EuCAP

---

## Accommodation at BC owned hotels

- AC Bella Sky Hotel is offering 350 guest rooms for the EuCAP Congress and 100 rooms at Crowne Plaza Copenhagen Towers – all numbers are per peak-night. For rates see Bella Center Copenhagen event budget.

---

## Exclusive discounts offered for EuCAP Copenhagen 2020 (all 2016-prices)

- Exclusive fixed discount on rental of Hall and Meeting facilities (based on the current allocation): Discount offered: **EUR 57.947**
- Exhibition hall of 3500m2 is offered however you are only obliged to pay rent for minimum 1200 m2 gross for exhibition (incl. possible two build-up areas for sessions).
- 2 Smaller organizer offices offered complementary for 6 days. Equivalent to saving of: **EUR 4.929**
- 8% discount is offered on catering based on current estimated orders. Equivalent to an estimated saving of: **EUR 19.168**
- 2 complementary meeting rooms (based upon availability) for planning/pre-meetings including catering packages 8:00-17:00 (for 8 persons: Value approx.: **EUR 1.000** ex VAT
- 4 room nights at AC Bella Sky Hotel (upon availability) for site inspections. Equivalent to minimum **EUR 400**

---

### **Other complimentary services included:**

The following is included in the event budget (please also refer to 'What is included' in the Bella Center'

- Free shuttle bus from CPH International Airport to AC Bella Sky Hotel and Crowne Plaza Hotel Copenhagen for congress guests staying at the two hotels
- Projectors or plasma 16:9 screens (depending on room size) in all permanent meeting rooms in Bella Center and Bella Sky Hotel on first floor and auditoriums.
- First aid educated guard on-site during event
- Project Management – one point of contact for EuCAP
- Architect support - an architect will be assigned to your congress and can provide creative and technical assistance regarding design, signage layout and other special supplies purchased from Bella Center
- Daily cleaning of all rented area incl. restrooms, foyers, restaurants and all exhibitions stands etc. during event days. Cleaning of exhibition stands cover vacuum cleaning and removal of waste material from regular size bins.
- Complimentary WiFi in all areas, inclusive on IT-support, is offered free of charge in Bella Center during event days (8 hours per day). WiFi includes Bella Center fixed WiFi infrastructure and access points. Bandwidth and AP distribution is sized for regular internet use i.e email checking, browsing, etc.
- Free electronic boards *inside* main entrance as well as by all permanent meeting rooms on first floor (AC Bella Sky and Bella Center).

# Selected References

## **ESMO 2016**

7 – 11 October 2016, 18.000 delegates  
European Society for Medical Oncology

## **Women Deliver 2016, 5,000 delegates (high level)**

## **EHA 2016**

9 - 12 June, 10,000 delegates  
European Hematology Association

## **FENS 2016,**

2 – 6 July 2016, 8,000 delegates  
Federation of Neurological Societies

## **EADV 2015**

7 – 11 October 2015, up to 10,000. delegates  
24th EADV Congress

## **ECCMID 2015**

25 – 28 April 2015, 10,000 delegates  
25th European Congress of Clinical Microbiology and Infectious Diseases

## **EWEA Offshore 2015**

10-12 March 2015, 6600+ delegates

## **MASCC 2015**

25- 27 June 2015, 1,700 delegates  
Annual Meeting on supportive care in cancer

## **ECCA 2015**

12 - 14 May 2015, 1,000 participants.  
European Climate Change Adaptation Conference.

## **AquaConSoil 2015**

9 - 12 June 2015, 1,000 participants.  
International AquaConSoil Conference with focus on sustainable use and management of soil, sediment and water resources.

## **EAACI 2014**

7-11 June 2014, 8,000 delegates  
The European Academy of Allergy and Clinical Immunology

# Essentials

Situated 5 minutes from Copenhagen International Airport and 9 minutes from the city center.

On-site metro station and extensive parking facilities.

1,580 hotel rooms under joint management as part of the Bella Center Group: On-site 4-star AC Bella Hotel Copenhagen with 812 rooms and nearby Crowne Plaza Copenhagen Towers with 366 rooms. The group also runs 402 rooms at 5-star Marriott Hotel Copenhagen overlooking the canals of Copenhagen.

121,800 m2 fully air-conditioned with room for up to 20,000 delegates.

More than 100 meeting rooms and auditoriums at the venue

Unique high-speed communications network covering all of Bella Center Copenhagen and AC Bella Sky – free of charge

Excellent access – all halls on ground floor.

Daylight in most halls and meeting rooms, large live trees indoors and Japanese carp pond in auditorium foyer.

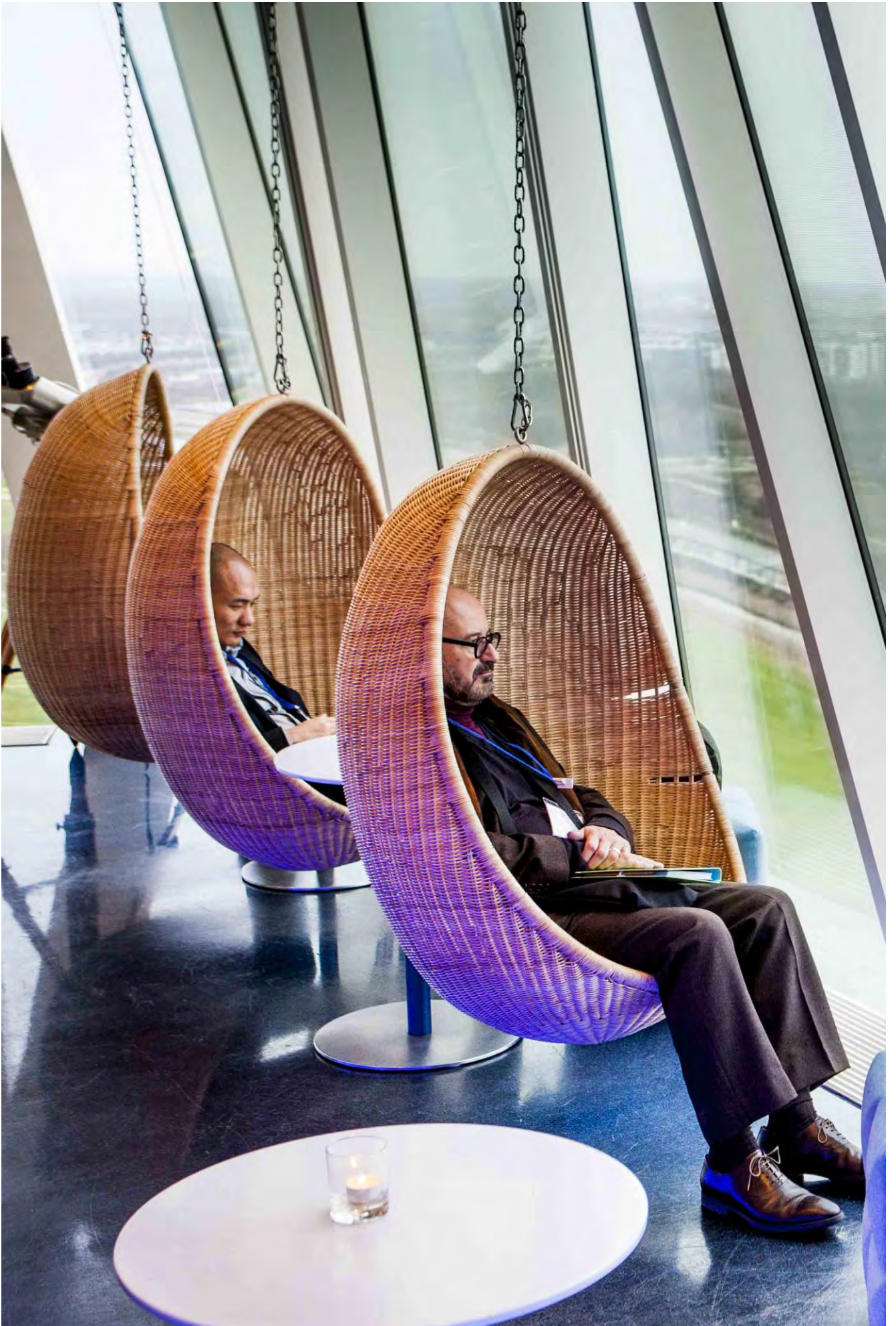
Immediate surroundings: Copenhagen International Golf Course (18-hole), park and recreational area, Bella Center Metro station and Northern Europe's largest Shopping Centre.

Full service provider: AV, IT, hostesses, security staff, stand construction, technical services, special designs, signage, furniture and catering can all be organized by Bella Center

A recommended venue: recent references include Microsoft, SAP, MTV, International Olympic Congress, United Nations, Rotary and a large number of medical congresses.

World leading sustainable venue that is Green Key Certified.

[www.bellacenter.com](http://www.bellacenter.com)



---

## 2.4 Accommodation for participants

---

In Copenhagen, we have all types of accommodation to fit all kinds of preferences, needs and budgets.

---

Copenhagen's hotel capacity has expanded by more than 50% in the last 10 years, which means the city now has around 21.000 rooms to meet every imaginable demand, pocket and taste.

Copenhagen offers a wide range of international hotel chains, such as Hilton, Marriott and Rezidor as well as a number of Danish, family-owned chains, featuring hotels in all categories. However, Copenhagen also offers a wide range of cheap, centrally located and top-modern hotels and youth hostels. With other words, we are able to find accommodation for all kinds of preferences and budgets.

### **EuCAP Copenhagen 2020**

We have made pre-bookings at a variety of hotels that suit the demands of EuCAP in both category and accessibility to the conference venue.

The selected hotels are located either in near proximity to the convention venue or in short distance to a Metro station. The time of transportation from the inner city to Bella Center with Metro is approximate 10 min.

---

## AC Hotel Bella Sky Hotel (4 star) (Convention hotel)

At the international design hotel, AC Hotel Bella Sky Copenhagen, you will experience Scandinavian quality, comfort and service in exclusive surroundings. The hotel opened in 2011 as Scandinavia's largest hotel with 23 floors, 812 rooms, three restaurants, two bars, and an aqua spa & fitness. AC Hotel Bella Sky Copenhagen has a unique architecture and

**Max capacity:** 812 rooms

**Distance to city centre:** 7 km

**Distance to airport:** 4 km

**Distance to conference venue:** 0 km

**Nearest Metro station:** Bella Center 200 meters

**Total estimated travel time to conference venue (on foot):**  
2 min

## Crowne Plaza (4 star)

This eco-sustainable hotel offers electric car and bicycle rentals, free airport transfers and spacious, designer rooms with flat-screen TVs. Copenhagen city and Tivoli Gardens are a 7-minute train ride away. Wi-Fi is free.

Danish design furniture by Paustian, modern bathrooms and tea/coffee facilities are standard at Crowne Plaza Copenhagen Towers. Each of the stylish, bright rooms includes air conditioning and satellite TV.

**Max capacity:** 366 rooms

**Distance to city centre:** 8 km

**Distance to airport:** 1 km

**Distance to conference venue:** 3,5 km

**Nearest Metro station:** Ørestad Station 150 meters

**Total estimated travel time to conference venue (using public transport):** 10 min

---

### Copenhagen Strand (3 star)

Hotel Copenhagen Strand located in one of the original warehouses on the Copenhagen harbour front. The historic buildings have been beautifully restored and the hotel's interior design welcomes visitors with a rustic style with a maritime touch, one that is highlighted by the splendid view of the harbour and the promenade. The hotel is situated just a stone's throw from Nyhavn and Amalienborg Palace. Copenhagen's vibrant shopping area, Strøget, is literally just around the corner.

**Max capacity:** 174 rooms

**Distance to city centre:** 0 km

**Distance to airport:** 10 km

**Distance to conference venue:** 7 km

**Nearest Metro station:** Kongens Nytorv 500 meters

**Total estimated travel time to conference venue (using public transport):** 20 min

### Cab Inn Metro (2 star)

CABINN Metro Hotel is one of Denmark's most modern hotels, designed by the American architect Daniel Libeskind. With its location in peaceful Ørestad, the hotel is just 5 minutes by train from Copenhagen Airport, 10 minutes by metro from central Copenhagen and a short walk from the Bella Center convention centre

**Max capacity:** 710 rooms

**Distance to city centre:** 7 km

**Distance to airport:** 5 km

**Distance to conference venue:** 1.5 km

**Nearest Metro station:** Ørestad Station 600 meters

**Total estimated travel time to conference venue (using public transport):** 10 min

---

## Wakeup Borgergade (2 star)

Wakeup Copenhagen on Borgergade is an excellent choice for anyone looking for inexpensive accommodation in the heart of Copenhagen. The hotel has 498 new hotel rooms, all equipped with flat-screen TV, desk, air conditioning and free Wi-Fi. Wakeup Copenhagen on Borgergade is located at the heart of Copenhagen and was designed by the famous Danish architect Kim Utzon.

**Max capacity:** 498 rooms

**Distance to city centre:** 0 km

**Distance to airport:** 10 km

**Distance to conference venue:** 8 km

**Nearest S-train station:** Kongens Nytorv 500 meters

**Total estimated travel time to conference venue (using public transport):** 20 min

## Danhostel Amager

Danhostel Copenhagen Amager is situated in a leafy suburb just 4km from the sights and restaurants of the city centre. Accommodation is provided in 2-6 bedded rooms and facilities include free Wi-Fi, Internet access, a meal service, TV room and a common room with an assortment of games.

**Max capacity:** 312 rooms

**Distance to city centre:** 7 km

**Distance to airport:** 6 km

**Distance to conference venue:** 1 km

**Nearest S-train station:** Bella Center 400 meters

**Total estimated travel time to conference venue (on foot):**  
5 min

# The Essentials

Total number of rooms in Greater Copenhagen: 21,177

Category	Number of rooms
5-star	1,418
4-star	8,874
3-star	5,183
2-star	3,627
1-star	182
Others	1,893
<b>Total</b>	<b>21,177</b>

The fixed link to Sweden nearby means that over 31,000 hotel rooms are available within a radius of no more than 1.5 hours' drive from Copenhagen

According to Hotels.com, Copenhagen is the most affordable hotel capital in Scandinavia (Survey comparing 2010 figures with 2009 figures)

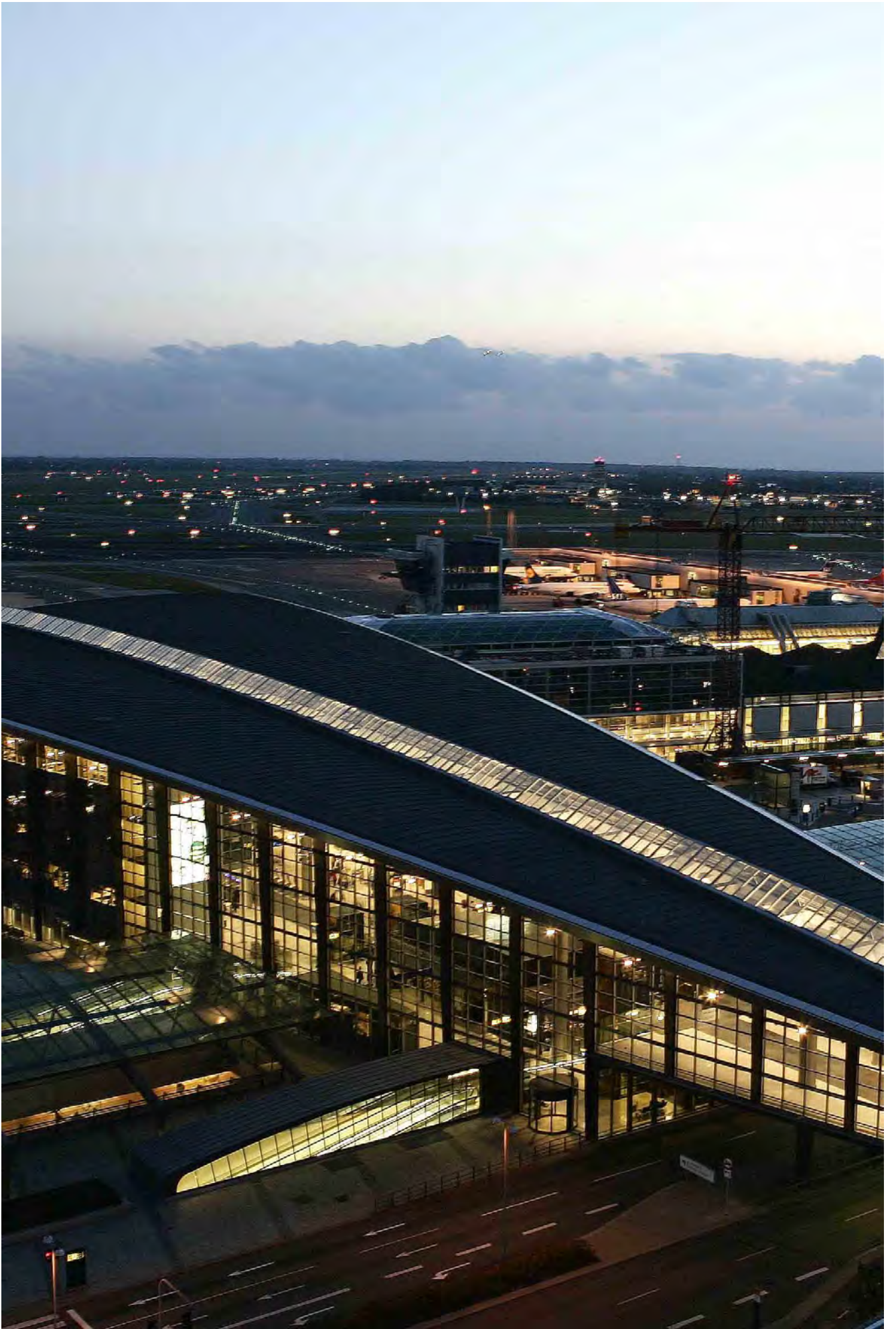
No less than 71 % of the city's hotel rooms are currently certified with an international eco-label

The majority of the city's hotels offer free wireless high speed Internet access, while Internet access can be purchased at the majority of other hotels

A great number of hotels offer allergy and/or disabled-friendly rooms

Apart from speaking Danish, hotel employees - and the locals in general - also speak good English. Most of them speak other languages too

Copenhagen also offers a wide range of budget accommodation, including B&Bs, hostels and low budget hotels



---

## 2.5 Transport and logistics

---

Copenhagen Airport is the main hub in Scandinavia and has easy access from all continents, and Copenhagen is an easily accessible and compact city in which most of the hotels, restaurants, venues, sights and shops are within walking distance of each other. The city offers a highly efficient public transport system, which connects Copenhagen Airport and the large venues in the city in few minutes.

---

### **Flying into Copenhagen**

Copenhagen Airport is the largest airport in Scandinavia, and with non-stop flights from 157 international destinations and more than 4,000 weekly departures, Copenhagen is easy to access from all continents.

In 2010, Copenhagen Airport opened a new terminal exclusively for low-cost carriers and today, 24.5% of the airlines operating in Copenhagen Airport are low-cost airlines.

Copenhagen Airport has its own public Metro and train station located above and under the main arrival area. The journey to the city centre takes only 13 minutes, and a full fare ticket only costs between EUR 3.50 – EUR 5.

# Frequency of Direct Flights to Copenhagen

City	Flight duration	Flights pr. week	City	Flight duration	Flights pr. week	City	Flight duration	Flights pr. week
Aalesund	01:35	6	Fort Lauderdale	10:05	3	Paris	01:55	82
Agadir	04:35	1	Funchal	05:00	2	Palma	03:02	19
Aberdeen	01:50	12	Gazipazza	03:50	1	Palanga	01:25	13
Alghero	02:40	1	Gdansk	00:55	25	Palma	03:00	4
Alicante	03:20	7	Geneve	02:00	28	Pisa	02:20	2
Almería	03:45	1	Göteborg	00:50	40	Poznan	01:05	16
Amsterdam	01:25	75	Gran Canaria	05:20	6	Prague	01:20	12
Alanya	03:40	1	Hamburg	00:51	36	Prishtina	02:45	1
Antalaya	03:35	2	Hannover	01:08	24	Puket	14:25	2
Athens	03:13	10	Haugesund	01:30	7	Pula	02:10	1
Baghdad	05:00	1	Helsinki	01:34	69	Reykjavik	03:11	30
Bangkok	10:30	9	Humberside	01:35	6	Riga	01:33	17
Barcelona	02:54	16	Hurghada	05:00	1	Rodes Island	03:40	1
Basel	01:45	5	Innsbruck	01:50	2	Rome	02:36	19
Beijing	08:55	7	Istanbul	03:10	31	Salzburg	01:35	4
Beirut	04:00	3	Kangerlussuaq	04:40	4	San Francisco	11:20	7
Belgrade	02:00	5	Kiruna	02:25	2	Sandefjord	01:10	19
Beograd	02:00	4	Izmir	03:30	2			
Bergen	01:24	42	Kragerup	00:50	28	Santorini	03:15	1
Berlin	01:00	52	Krakow	01:30	2	Sarajevo	03:25	2
Biarritz	02:45	1	Kristiansand	01:05	21	Sicily	02:08	2
Billund	00:50	30	Lahore	07:00	1	Singapore	12:40	5
Birmingham	02:00	12	Lanzarote		1	St. Petersburg	02:00	3
Bornholm	00:50	50	Larnarca	03:55	1	Shanghai	10:15	5
Bologna	02:00	12	Leeds	01:50	2	Split	02:13	4
Boston	07:55	1	Linköping	01:15	12	Stavanger	01:13	37
Bristol	02:03	3	Lisbon	03:43	11	Stockholm	01:11	127
Bremen	01:10	11	Ljubljana	01:50	2	Stuttgart	01:34	18
Brussels	01:33	53	London	01:50	149	Sønderborg	00:50	27
Bucharest	02:30	3	Los Angeles	07:20	4	Tallinn	01:30	19
Budapest	01:48	5	Luxembourg	01:51	19	Tel Aviv	04:25	5
Burgas	02:45	2	Macedonia	02:45	1	Tenerife	05:20	3
Cairo	04:30	4	Madeira	04:50	1	Tokyo	10:50	7
Casablanca	04:20	2	Madrid	03:18	10	Toronto	08:20	4
Chania	03:33	4	Malaga	03:43	19	Trondheim	01:34	25
Chicago	09:00	7	Malta	03:15	1	Vagar	02:30	14
Cologne/Bonn	01:30	3	Manchester	01:59	22	Venice	02:07	1
Dalaman	03:35	2	Marrakesh	04:30	3	Verona	02:05	1
Doha	05:50	11	Miami	09:55	3	Vienna	01:44	40
Dubai	06:20	8	Milan	02:05	31	Vilnius	01:30	19
Dublin	02:15	19	Monastir	03:20	1	Warsaw	01:20	39
Dusseldorf	01:20	48	Montenegro	02:45	1	Washington	08:50	6
Edinburgh	01:50	6	Moscow	02:24	19	Wroclaw	01:15	6
Eindhoven	01:25	4	Munich	01:37	47	Zagreb	02:00	5
Erbil	05:00	1	Newark	08:05	7	Zürich	01:47	34
Faro	03:50	1	New York	08:30	3	Årø	01:50	2
Faroe Islands	02:16	14	Newcastle	01:50	6	Ålborg	01:00	100
Florence	02:15	3	Nice	02:25	14	Århus	01:00	48
Frankfurt	01:34	61	Oslo	01:12	120			

Last updated 2016.  
Source: [www.cph.dk](http://www.cph.dk)

# Low cost airlines

Copenhagen Airport is the preferred low cost carrier airport in Scandinavia. Low cost traffic made up approximately 24.5% of scheduled services in 2013.

List of international destinations served by LCC from Copenhagen Airport in Q1 2014:


Airline	Destinations	Website
<b>EasyJet</b>	Basel, Berlin, Bristol, Edinburgh, Hamburg, London, Geneva, Lisbon, Manchester, Milano, Paris, Rome	<a href="http://www.easyjet.com">www.easyjet.com</a>
<b>Ryanair</b>	Alicante, Bologna, Brussels, Budapest, Cologne, Dublin, Edinburgh, Kaunas, London Luton, Madrid, Malaga, Milan Bergamo, Porto, Rome (CIA), Stockholm (NYO), Tenerife	<a href="https://www.ryanair.com/dk/da/">https://www.ryanair.com/dk/da/</a>
<b>Norwegian</b>	Agadir, Alicante, Amsterdam, Barcelona, Berlin, Bergen, Dubrovnik, Dublin, Dubai, Edinburgh, Fort Lauderdale-Florida, Algarve Faro, Grenoble, Geneva, Gran Canaria, Helsinki, Krakow, Gatwick, Las Palmas, Lisbon, Liverpool, Los Angeles, Madeira, Madrid, Malaga, Mallorca-Palma, New York, Nice, Paris Orly, Oslo, Prague, Riga, Marrakech, Rome, Salzburg, Stockholm, Tenerife, Trondheim	<a href="http://www.norwegian.no">www.norwegian.no</a>
<b>Pegasus</b>	Athen, Bagdad, Dubai, Istanbul, Antalya, Ankara, Tehran,	<a href="http://www.flypgs.com">www.flypgs.com</a>
<b>Vueling</b>	Alicante, Barcelona, Florence, Malaga	<a href="http://www.vueling.com">www.vueling.com</a>
<b>WOW Air</b>	Boston, Los Angeles, Montréal, New York, Reykjavik, San Francisco, Toronto, Washington	<a href="http://www.wowair.com">www.wowair.com</a>
<b>Aer Lingus</b>	Dublin	<a href="http://www.aerlingus.com">www.aerlingus.com</a>
<b>Transavia</b>	Eindhoven, München	<a href="http://www.transavia.com">www.transavia.com</a>
<b>Wizz Air</b>	Skopje, Sofia	<a href="https://wizzair.com/en-GB/FlightSearch">https://wizzair.com/en-GB/FlightSearch</a>

Source: Copenhagen Airport and Carriers websites

Last updated: January 2014



Made by Thomas VUC2005



## Getting Around

Thanks to its compact scale and extensive pavements, street crossings and pedestrian zones, Copenhagen is easy to explore by foot and is safe to walk around in day and night.

Copenhagen offers a well-functioning infrastructure with 400 kilometres of bicycle lanes and an extensive public transportation system that connects the various areas of the city centre as well as the suburbs.

Taxis are easy to hail on the street and most accept all major credit cards. All taxis are clearly licensed and operate at fixed mileage rates.

If you prefer to experience the city the Copenhagen way, it is easy to get a hold of a bike. Most bike shops and hotels offer bikes for rent, some hotels even lend bikes to their guests for free.

## Congress Travel Pass

For larger international congresses and events with a minimum of 1,000 delegates in Copenhagen, a discount of 70% is offered the delegates when purchasing the Congress Travel Pass.

In the current budget for EuCAP Copenhagen 2020, we have not budgeted for a congress travel pass. Nevertheless, it is our ambition to be able to provide it to the delegates, if the budget allows it, as public transportation is the most convenient solution and also in line with our sustainable approach.

The Congress Travel Pass covers unlimited travel on metro, train and bus for minimum 2 days.

- The ticket is purchased online and delivered to your mobile phone
- The ticket has a price of EUR 5 /day (min. purchase is 2 days)

Receive a 70% discount on public transportation with ATC



Unlimited Bus, Train and Metro for less than 5 Euros/day – including airport to city transportation

[Order Online](#)

*Note:* This offer is only valid for online ordering and requires a minimum of two days. Travel Passes are sold online and delivered as an SMS ticket on your mobile phone. You can buy your Travel Pass today and have it delivered on the day of your arrival.

## Copenhagen Metro

Copenhagen Metro connects Copenhagen Airport and Bella Center with Copenhagen city centre and runs 24/7.

Copenhagen Airport – City centre Approx. 13 minutes (direct line)

Copenhagen Airport – Bella Center Approx. 25 minutes (1 change)

Bella Center – City centre Approx. 8 minutes (direct line)

## Complimentary shuttle bus

Bella Center offers a complimentary shuttle bus connecting Copenhagen Airport with Crowne Plaza Copenhagen Towers and AC Hotel Bella Sky Copenhagen.

It runs twice an hour and is offered on a first come first serve basis for hotel and conference guests.

# The Essentials

---

Copenhagen Airport is the largest airport in Scandinavia and has been named the Best Airport in Northern Europe with the World's Best Security Processing (SkyTrax 2013 & 2014).

Copenhagen Airport continues to be in the top-three among the world's best at route development (World Routes Conference 2014).

There are non-stop-flights to Copenhagen Airport from 157 international destinations and a total of more than 4,000 weekly arrivals and departures.

67 airlines currently operate in Copenhagen Airport; 24.5% of these are low cost airlines.

All European mainland airports can be reached within 3.5 hours from Copenhagen Airport, while Europe's major cities are less than 2 hours away.

Copenhagen Airport is located 8 km from the city center and transfer time is only 13 minutes; the shortest travel time from any airport to a capital city centre in Europe.

A full-fare ticket from the airport to the city center costs only between €3.50 - €5.

Copenhagen's infrastructure was named 4<sup>th</sup> best in the world in 2012 (Mercer Quality of Living survey) and offers an extensive local train system that connects the city centre with its suburbs together with the Metro, multiple bus lines and the harbour busses.

Discounted travel passes are available for international conventions and events, and a common ticket system for all public transport makes it easy to travel on different forms of transport on the same ticket.

Copenhagen is well connected to other cities in Europe by road via the European highway network, bridges and by boat.

Copenhagen is around five hours by train from Hamburg or Stockholm, less than 12 hours from Amsterdam, Basel and Munich, and 24 hours from Rome.

Copenhagen's Metro runs 24/7 and was named The World's Best Metro at the Metro Rail Conference in both 2008 and 2010.

The Metro is expanding with 'Cityringen' which include 17 new stations in central Copenhagen. The new line is expected to open after 2018.

Copenhagen has 400 kilometres of biking lanes and 52% of the population commute by bike.



---

## 2.6 Social events, visits and excursions

---

We look forward to organising social events, visits and excursions during EuCAP Copenhagen 2020 in Copenhagen, and in our planning of these, we will have focus on creating networking opportunities.

Furthermore, we plan to make a special event for young researchers, either on Sunday or Monday, to improve their networking opportunities.

At the events we will showcase the ‘New Nordic cuisine’ which is quite literally about going back to the roots of Danish cooking. It is about getting out into the Danish landscape to forage for the best and most unusual ingredients. It is about experimenting and presenting exciting new ways of combining traditional ingredients. And of course, it is all about giving the best taste and dining experience possible.

Below please find ideas and suggestions for the various events, but please consider the fact that there may be additional possibilities in 2020. As indicated before, Copenhagen is expanding, and we regularly get new venues for social events in the city.

When we will make the final choices, we will make sure that it is a financially viable choice.



## **Welcome party**

We plan to organise the welcome party in Bella Center, in the exhibition area.

Drinks and snacks will be served from various spots in the area, allowing for conversation with exhibitors and co-delegates.

If EurAAP agrees, we can extend the reception format to a party with music.

## **Younger researchers event**

We envisage creating a dedicated Younger Researcher Event (either Sunday late afternoon and evening or Monday evening following the Welcome Reception); this will have a vocational content useful for career planning but also a social content with informal dinner and partying. This event will help establishing contacts and networks among younger researchers, in particular first-time participants to EuCAP, which will be valuable throughout the week of the EuCAP Copenhagen 2020 and also afterwards.

## **Exhibitor's reception**

The exhibitor's reception will be held in Bella Center, in close connection to - if not in - the exhibition area, with appropriate timing, not interfering with their other activities.

## **Sponsored coffee breaks and / or cocktails**

In the nature of things, possible sponsored coffee breaks will be held in Bella Center, and for the large majority in the exhibition area.

If we can get a sponsor for a special networking coffee break for example students, we may decide to organise the coffee break in another smaller area, with access only for them.

Sponsored cocktails can be organised in the vicinity of Bella Center: one option could be in the Sky Bar at the on-site hotel AC Bella Sky Hotel with a beautiful view of Copenhagen. It has an exclusive feel, and the food is delicious, simple yet sophisticated.

---

## **Conference dinner**

Below you will find a few suggestions that showcase what Copenhagen is known for: its cuisine, sustainability and various neighbourhoods, each having a special history and atmosphere.

### **Lokomotivværkstedet / The Train Workshop**

The 100 year old Lokomotivværksted is a former industrial hall which was originally used for maintenance of locomotives.

With windows reaching almost from the floor to the ceiling, and a roof constructed from wood and glass, the natural lighting from the eight metre-high ceiling emphasizes this venue's rustic appearance.

Lokomotivværkstedet also has a 4,000m<sup>2</sup> garden which could be a nice and relaxed setting for the start of the conference dinner, subject to weather conditions.

Lokomotivværkstedet has plenty of space, and it will be possible to organise the seating as wished, with a separate area / lounge for the welcome drink.


The caterers working at Lokomotivværkstedet all serve delicious food following the trends from the New Nordic cuisine.

Capacity at Lokomotivværkstedet: all delegates at EuCAP Copenhagen 2020.

The following suggestions are for parties up to 500 guests, and could also be considered if only some of the EuCAP participants attend the conference dinner, alternatively, the ideas could be used for additional social events – again for example for a students' event.

### **Freetown Christiania and The Grey Hall**

Christiania is a green and car-free neighbourhood in Copenhagen, best known for its autonomous inhabitants' different way of life. It was established in 1971 by a group of hippies who occupied some abandoned military barracks and developed their own set of society rules, completely independent of the Danish government. Christiania is a mix of homemade houses, workshops, art galleries, music venues, cheap and organic eateries, and beautiful nature. It is a society within a society.



Some of the delegates can join one of the fanciful walks in Christiania led by one of the inhabitants, which is indeed not like a normal guided tour, others can have a stroll in Christiania on their own

Afterwards they will go to The Grey Hall – a former equestrian hall - where dinner, simple yet nice food, made by one of the local eateries, will be served in a rustic, cosy and relaxed atmosphere at long tables and benches.

Estimated capacity at The Grey Hall: 500 seated guests.

### **The Meatpacking District and NOSE2TAIL**

As other edgy cities, Copenhagen has their ‘Meatpacking District’ boasting with galleries, small creative businesses, restaurants and bars. It has a rich and interesting history, and the conference dinner could start by introducing the delegates to that history in a fun and engaging way, in smaller groups.

A dinner will then be served at NOSE2TAIL, a trendy and edgy restaurant with two important principles: their ingredients all come from local, small farmers with an ecologic and sustainable approach. And - as the name NOSE2TAIL indicates - all parts of the animals are used to avoid food waste.

Capacity at NOSE2TAIL: 350 seated guests.

### **Refshaleøen and Aaman’s Kitchen**

Refshaleøen is an old industrial area that was once home to one of the world's largest shipyards, B&W. Now, Refshaleøen is home to creative office spaces, activity centres, loud music festivals and even some restaurants. Only about a 15-minute-bike ride away from city centre, this place is like a peaceful island in the middle of bustling Copenhagen.

The evening could start with the delegates’ visit of some of the numerous workshops and ateliers – the artists will be present to tell about their art and why they have chosen to have their atelier at Refshaleøen.

---

Dinner will be served in Aaman's Kitchen. Aaman's, a prestigious Copenhagen restaurant, has now opened a function room at Refshaleøen: in an old warehouse oozing a New Yorker atmosphere with high ceilings, open kitchen, and Danish design.

Capacity at Aamans Kitchen: 275 seated guests.

### **200 years anniversary of Hans Christian Ørsted's discovery of electromagnetism**

A EuCAP 2020 in Copenhagen would be a very relevant choice for celebrating the 200 years anniversary of Danish Hans Christian Ørsted's discovery of electromagnetism.

The anniversary will be a recurring theme in the conference communication, and we will have a mini exhibition about Hans Christian Ørsted at the Bella Center.

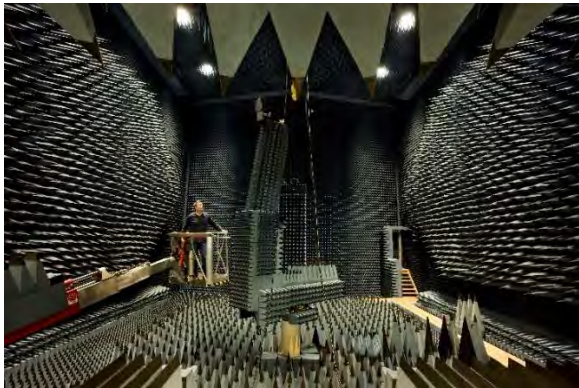
We are in contact with Danish Museum of Science & Technology that houses his office – maybe we can move his office to the Bella Center.

If this is not possible, we will still make an exhibition about him.

### **Local technical visits**

EuCAP Copenhagen 2020 will of course offer technical tours to the participants and these will have a distinct Greater Copenhagen regional character. Examples of tours under consideration are the following:

- The DTU-ESA Spherical Near-Field Antenna Test Facility at the Technical University of Denmark, Kgs. Lyngby, Denmark.
- The UNESCO World Heritage Grimeton Radio Station, Varberg, Sweden.
- European Spallation Source, Lund, Sweden
- Wind Turbine Farm. Vestas Wind Systems and Siemens Wind Power are both located in Denmark and global suppliers of wind turbines – including the world's largest 160+ m rotor and 8+ MW turbines.



Furthermore, in celebration of the 200 years anniversary of Hans Christian Ørsted's discovery of electromagnetism, we aim for a conference venue on-site exhibition or a tour dedicated to this topic.

## Tours, visits and excursions

Copenhagen has a great number of sights and attractions, new and old alike. In fact there are more than 50.000 things to see and do within 90 minutes drive in the Oresund Region, which includes the southern part of Sweden.

Below are four tour suggestions for the accompanying persons. For tour prices, please see the draft budget.

### City and Canal Tour (Half day)

The tour starts by coach passing by Tivoli and the Ny Carlsberg Glyptotek, continuing along the four artificial lakes, which once formed part of the city's defences. The trip continues to the Gefion Fountain, Kongens Nytorv and the old fish market where the delegates will change from coach to boat. A leisure cruise then takes the delegates through the harbour to the Little Mermaid and on to the picturesque canals of Christianshavn with its wealth of well-preserved old buildings including the Church of Our Saviour. The tour ends in the very heart of



Copenhagen – only a two minute-walk from Strøget.  
Duration: 3 hours.

### **Bike Safari (Half day)**

The best way to experience Copenhagen is by bike as the Danes do. A guided bike safari with a personal guide is a different and active way to experience the city's life and architecture. The tours' themes range from Historical Copenhagen, In H.C. Andersen's Footsteps, Danish Architecture Ride, Big City Organics to Photo and Quiz Safaris. Tours are 3 hours long and it is possible to supplement the experience with lunch in the green areas along the way. Duration: 3 hours.

### **Danish Design Tour (Half day)**

Acclaimed by the Wall Paper as being the city of Design, Copenhagen has a lot to show in terms of design. This walking tour will show the best of classic and contemporary Danish design, from teapots and chairs to hotels and supermarkets. The tour will take the participants to design shops and will show them the architectural development in the city of Copenhagen. Includes a cup of coffee. Duration: 3 hours.

### **Lund and Malmoe, Sweden (full day)**

This tour follows the coastline from Copenhagen to Elsinore, passing through fashionable resorts and beautiful residential areas. Crossing the narrow strait between Elsinore and Helsingborg, you will get a great opportunity for a fantastic view of Hamlet's Castle - Kronborg - from the sea.

The tour continues in Sweden with a drive through the city of Helsingborg, before continuing to Lund. Lund is a university city from the middle ages, founded in 1020 by the Danish King Canute the Great. The city was the religious, cultural and commercial centre of Scandinavia until the Reformation. After visiting the Cathedral which has a magnificent 14th century astronomical clock and



---

the tour end up at the famous University of Lund.  
Lunch en route - not included in the tour price.

After lunch the tour continues to Malmö, the third largest in the whole of Sweden. After a short sightseeing tour there will be time for shopping. The trip returns to Denmark on the magnificent bridge from Malmö to Copenhagen.





---

## 2.7 EuCAP SW tools and data repository

---

---

**We hereby confirm that:**

- Both the COC and CAP Partner (selected PCO) will use the EuCAP website frame
- Both the COC and CAP Partner will make the best use of the EuCAP data repository made available at no cost by EurAAP:
  - o The template for setting up the conference programme, the conference planning and budget, standard letters to participants, authors, invited speakers, session conveners and Chairs, exhibits...
  - o The past e-mailing list for all bodies (potential delegates, reviewers, exhibitors, sponsors, ...)
- Both the COC and CAP Partner will contribute to update of the data repository in cooperation with the EuCAP StC.
- Both the COC and CAP Partner will handle papers, including evaluation by reviewers and TPC and publication set-up will be based on the EDAS® conference management system. Previous conference organiser will make available the EDAS profile.



We understand that the request to use EuCAP's SW tools is flexible when it comes to handling of:

- Registration, online as well as onsite
- Administrative management.

In this case CAP Partner would prefer to work with the state-of-the-art registration system called M-anage, which we currently use.

This gives the conference delegates the following advantages:

- They can self-register
- They can change their reservations
- They can make group reservations by themselves
- Delegates that register on-site book their tickets and print their badges themselves
- Lost or forgotten badges are automatically invalidated as soon as new ones are printed.

### **Collection of fees**


Collection of fees occurs automatically in the registration system, when the participants pay via credit card. We also offer payment via bank transfer and set up a bank account for this purpose. When the participants choose bank transfer they automatically receive an invoice with bank details. For overdue payments, payment reminders are sent to the relevant participants.

The following features are included in the M-anage registration system:

- Individual payment options
- Online payment
- System validates every transaction
- Customers receive direct response about transaction
- Security of a trustworthy payment partner
- Integration of any payment service provider.

### **Statistical reporting and breakdowns**

The system can generate several types of statistics and reports automatically – e.g. country statistics, participants by job titles, participants by category and many other types of statistics. The system can also be adjusted to incorporate specific needs.



CAP Partner manages all tasks related to registration management operations: Database set-up, transaction processing, badge/tickets production, financial management, statistical reporting and on site operations.

We are familiar with processing all sorts of different registration forms for different participant categories such as participants, members, exhibitors, invited speakers press etc. - all with different registration possibilities and different fees.

We have taken good note of the fact that EurAAP prefers to have registration fees collected directly to a EurAAP account, but we would like to suggest another working procedure: That the registration fees are collected to a CAP Partner account, and that CAP Partner then transfer the collected fees from our payment service provider, this can be done at regular intervals, e.g. once a week.

This working procedure has the following advantages:

- CAP Partner is able to follow the registration payments closely, and send final confirmation letters when payment is received – and equally send payment reminders for overdue payments.
- CAP Partner can handle the administrative work when registrants make objections about their payment, which sometimes happen once they receive their bank statements and don't remember what the expense is for.
- In addition, CAP Partner can do the necessary to avoid fraud with stolen credit cards.

We can discuss this further, and agree on adequate legal documents and reporting as well.





## 2.8 Conference format, timeline and program



---

EuCAP Copenhagen 2020 will be compliant with the general EuCAP format, timeline, and program (according to EuCAP Guidelines) which have proven so successful on several previous occasions. Hence, it will be a four-and-a-half day conference, starting Monday morning with an Opening Ceremony and a Plenary Session with Keynote Speakers, continuing Monday noon to Friday morning with parallel convened and regular sessions (oral or poster) as well as additional Plenary Sessions with Invited Speakers, and ending with a Closing Ceremony on Friday early afternoon which will include the Awards Ceremony. Short courses will be held on the Sunday before the conference, and there will be the possibility for separate smaller meetings for EurAAP, EuCAP, and ESoA throughout the week.

EuCAP Copenhagen 2020 will include also the traditional events of Welcome Reception (on Monday evening at the conference venue), an Exhibitors' Party (on Tuesday evening at a location TBD), and the Conference Dinner (on Thursday evening in another location than the conference venue). Morning and afternoon coffee breaks as well as lunch will be


---

organized from Monday to Friday morning; for Friday noon we consider a lunch-box arrangement or, if possible, lunch together with the Closing Ceremony.

We envisage creating a dedicated Younger Researcher Event (either Sunday late afternoon and evening or Monday evening following the Welcome Reception); this will have a vocational content useful for career planning but also a social content with informal dinner and partying. This event will help establishing contacts and networks among younger researchers, in particular first-time participants to EuCAP, which will be valuable throughout the week of the EuCAP and also afterwards.

EuCAP Copenhagen 2020 will have a technical content compliant with the list of topics given in the EuCAP Guidelines, Part A, pp. 18-20 and not repeated here. However, some time will pass before the actual and final list needs to be settled, and the Conference Organising Committee will definitely have its eyes and ears open for emerging new topics of interest to the antennas and propagation community; also there are regional activities that could be particular relevant for the conference. Some examples are the following:

- **Optical Antenna Technology.** Much of the work in the optical regime on photonic crystal lasers and nanophotonic components bear significant resemblance to microwave antenna and circuit technology. In spite of the quantum-physics terminology used in the optics and physics community, most challenges are within classical electromagnetic field theory, and there is a huge potential in bridging microwaves and optics.
- **Remote Sensing Antennas and Propagation.** Earth observation using satellite-based radar and radiometer systems puts very stringent demands on the calibration and functionality of the antennas and very much high-level antenna research and development takes place in this field.
- **Small Satellite Antennas.** Small satellites constitute a strongly emerging field where the antenna technology is challenged by simultaneous demands for advanced functionalities and small volume; again, there is much high-level antenna research and development taking place.
- **Antennas for Health.** Health applications may very well be a top driver for antenna technology in the next decade. The Greater Copenhagen area is home to three of the world's six major hearing aid manufacturers and there is a huge



interest in wireless communication between external devices (mobile phone, computer, television, etc.) and hearing aids with very many challenges for the antennas inside the hearing aids inside the ear and for the propagation around the human head and body. And there are of course numerous other health-related wireless applications.

- History of electromagnetics, antennas and propagation. In a technical-scientific field with fast progress and in-flux of many younger people there is a continuing need for awareness of the history – to exploit past, but perhaps little known, achievements and avoid mere repetitions. At the 2016 IEEE International Symposium on Antennas and Propagation there were two sessions on history and milestones of antennas and propagation; these were very well attended, and similar events would be well suited also for EuCAP.

The Technical Programme Committee, headed by the Technical Programme Chair and including the Convened Sessions Chair and the Keynote Speakers and Invited Speakers Chair, will propose the technical programme, including the specific sessions, to be approved by the Conference Organizing Committee.

The raison d'être of a technical-scientific conference is to enable the interchange of recent research results between researchers at and across all career stages. We aim for a conference paper submission policy which ensures that very recent research results can be accommodated. This will include:

- A relatively late and fixed submission deadline that will not be postponed. In addition to allowing authors to submit very recent results it will enable reviewers to reserve a specific two-week period for reviews that will then not be inconveniently changed at the very last moment.
- A one-step decision process based on a 2-3 pages manuscript; there will be 2-3 reviewers per manuscript and a meta-review to make the decisions on acceptance/rejection and type of presentation.
- In order to ensure the fixed submission deadline, this will be emphasized in the Call for Paper; in addition, emails will go out to the participants of the 2018 and 2019 EuCAPs 12 weeks, 6 weeks and 2 weeks before the submission deadline.
- For participants from countries requiring a lengthy visa application process, there will be the opportunity for an early submission deadline and early decision

- 
- We will consider post-deadline submissions for a maximum of 10 post-deadline papers/presentations. These should be truly significant and very recent results of high importance to the antennas and propagation community – and they will be given prominent platforms at the conference.

At this point it is too early to give an accurate estimate for the fixed submission deadline of EuCAP Copenhagen 2020, which can also be facilitated by new technology, but we aim for a notably later date than usual for EuCAPs.

Previous EuCAPs have used well-established presentation formats such as oral presentations supported by slides and paper poster presentations. These formats will also have a significant role at EuCAP Copenhagen 2020. In addition, we will consider new presentation formats supported by new technology – inspired by other conferences that the PCO and the Conference Venue have been involved with. This could involve, apps and electronic posters, allowing animations in posters and that posters are available also after the poster session itself, market place presentations with multiple simultaneous oral presentations in the same large room streamed wirelessly to headsets, (ultra) short presentations to allow for more follow-up discussion and interaction. There are numerous possibilities and we believe it is important for EuCAP to experiment with and introduce new presentation formats to ensure a format that is always evolving with time and always appealing to new and younger participants.

In summary, the contents and format of the EuCAP Copenhagen 2020 will definitely rest well on the foundation of previous EuCAPs while also introducing new and local elements. The Conference Organizing Committee will work closely with the EuCAP Steering Committee in developing and finalizing a set-up which is fitting for a new decade of antennas and propagation science and technology.



---

## 2.9 Exhibition and sponsors

---


**Exhibition halls and facilities in the venue, including available area, layout, flexibility, types of booths, services, catering, booth rental prices and conditions for exhibitors.**

Bella Center Copenhagen offers flexible solutions for EuCAP Copenhagen 2020, this is also valid for the area chosen for the exhibition and catering. Please refer to layout page 35.

The booth rental will be managed by CAP Partner, with suggested pricing (2016 prices):

- Booth 9 m2 (space only): EUR 2.800
- Basic shell scheme package incl. 9 m2 space: EUR 3.400
- Booth 18 m2 (space only): EUR 5.600
- Basic shell scheme package incl. 18 m2 space: EUR 6.800

Larger booths are available on request.



Exhibitors can rent furniture, material etc. for the booths directly from Bella Center's exhibitors' services. Bella Center has a wide variety of stand equipment. CAP Partner will monitor the process.

### **Potential local exhibitors and sponsors**

At present we have identified a number a number of companies in the greater Copenhagen area that have activities/interests in antennas and propagation – including electromagnetics.

COC has informed relevant persons at the concerned companies about our bid for EuCAP Copenhagen 2020, and they all expressed their support.


Please refer to the letters of support we have received, starting from page 93

We have therefore strong reason to believe they will either be sponsors or exhibitors at the conference. In the draft budget, we have – however – limited the number of sponsors and exhibitors to an average level for EuCAP conferences to be on the safe side.

- Cobham Satcom
- GN Resound
- Lite-On Mobile Mechanical SBG
- Sigma
- Oticon
- Sony Mobile
- Terma A/S
- Ticra
- Trackman A/S

### **Other potential exhibitors**

Based on the previous EuCAP conferences, we will approach - among others - the following companies:



AIRBUS Defence & Space, Albatross Projects GmbH, Anritsu, Antenna Systems Solutions S.L., APPLE, ARTECH HOUSE, ASYSOL / TTI, Bluetest, Comtest Engineering, Custom Microwave Inc., E&C Anechoic Chambers NV, EMCoS, EMITE Ing, enprobe GmbH, ESI Group, ETS-Lindgren, IDS Ingegneria dei Sistemi S.p.A., Ingegneria Dei Sistemi, Keysight Technologies, Lake Shore Cryotronics, Mician GmbH, Mi-Technologies, MRC Gigacomp / Bluetest, National Instruments (AWR Group, NI), NSI, Optenni Ltd., Premix Oy, Printech Circuit Laboratories Ltd., Remcom, Rohde & Schwarz, Siradel, SWISSto12, Tech-X Corporation / Ltd, The Institution of Engineering and Technology (IET), Virginia Diodes Inc, WIPL-D.

In the coming years, COC and CAP Partner will work together to identify further companies to be added to the list.

See below for CAP Partner's general sponsorship and exhibition sales strategy.

### **Potential sponsors**

Based on the previous EuCAP conferences we will approach- among others - the following companies for sponsorship:

CST-Computer Simulation Technology AG, Microwave Vision Group (MVG), Schmid & Partner Engineering AG, Altair Engineering GmbH, ESA, Huber+Suhner, TICRA, ViaSat, Inc, ANSYS Switzerland GmbH, IMST GmbH, Mician, Telecom ParisTech.


As for the potential exhibitors, in the coming years, COC and CAP Partner will work together to identify further companies to be added to the list.

See below for CAP Partner's general sponsorship and exhibition sales strategy.

### **Potential activities that might be sponsored**

As a starting point, we plan to work with the usual sponsorship items for EuCAP conferences, such as platinum-, gold-, silver and bronze packages, as well as advertising, conference bags, lanyards, awards....

If the industry has particular wishes, we will consult StC to see if we can accommodate their needs – as long as it does not effect the scientific level and scientific content.



## **CAP Partner's general sponsorship and exhibition sales strategy**

Knowing that the income from industry is a key factor for the economy of most scientific congresses, CAP Partner has employed personnel who are experts in industry relations, understanding their needs, seeing the marketing potential in the conference and improving sales through this investment. Their main tasks are:

- In collaboration with COC, Research and identification of potential sponsors and exhibitors.
- Communication and negotiation with sponsors and exhibitors.
- Identification and sales of alternative sponsorships.
- Invoicing and follow up.
- Identification of alternative funding options and related actions.

CAP Partner sees sponsors and exhibitors as important stakeholders in the conference and not as suppliers of income only. Indeed this requires a balance treating the industry as a partner and on the other hand not allowing them to dictate structure and content. CAP Partner is acknowledged by both industry and academia for balancing this aspect.

---

## 2.10 Planning

---

### EuCAP Copenhagen 2020 preparation milestones [entity/person in charge]

Conference Proposal to EuCAP StC [ <i>Wonderful Copenhagen Convention Bureau on behalf of Olav Breinbjerg</i> ]	7 Sep 2016
Presentation of proposal to StC (at EuCAP n-3) [ <i>Olav Breinbjerg</i> ]	At a meeting taking place in the period 19-24 March 2017
Preliminary Budget accepted, end of consolidation phase [ <i>Olav Breinbjerg/ EurAAP Treasurer</i> ]	4 Sep 2017
Conference award and Appointment of Conference Chair [ <i>StC</i> ]	4 Sep 2017
Appointment of COC members [ <i>Olav Breinbjerg</i> ]	2 Oct 2017
Finalized Contract with CAP Partner [ <i>EurAAP Treasurer and Olav Breinbjerg</i> ]	2 Oct 2017

Open bank account [ <i>Olav Breinbjerg and CAP Partner</i> ]	9 Oct 2017
Firm booking of venue with required space [ <i>CAP Partner</i> ]	9 Oct 2017
Blocked hotel rooms [ <i>CAP Partner</i> ]	6 Nov 2017
EurAAP agreement with other sponsoring organizations [ <i>StC</i> ]	6 Nov 2017
StC & COC Meeting at selected venue	4 Dec 2017
Booking of outsourced services [ <i>CAP Partner</i> ]	4 Jan 2018
COC & CAP Partner first full meeting	5 Feb 2018
StC & COC Meeting at EuCAP	At a meeting taking place in the period 8-13 Apr 2018
First exhibition layout [ <i>COC</i> ]	27 June 2018
First drafts of call for Papers and Web-site presented to StC for review [ <i>Olav Breinbjerg</i> ]	4 Sep 2018
Draft sponsor and exhibitor's package ready [ <i>COC</i> ]	10 Oct 2018
Call for papers and promotional material ready including stand material for EuCAP [ <i>COC</i> ]	14 Nov 2018
StC & COC Meeting at EuCAP	During EuCAP 2019
EuCAP Copenhagen 2020 Announcement distributed	During EuCAP 2019
EuCAP Copenhagen 2020 Announcement and Call for Papers published and distributed [ <i>COC/CAP Partner</i> ]	Right after end of EuCAP 2019
EDAS website operational for paper submission and for review [ <i>COC</i> ]	Right after end of EuCAP 2019
Finalized sponsor and exhibitor package distributed [ <i>COC/CAP Partner</i> ]	Right after end of EuCAP 2019
Ongoing marketing [ <i>COC/CAP Partner</i> ]	Right after end of EuCAP 2019 and onwards
Invitation sent to potential reviewers and TPC members [ <i>COC</i> ]	7 May 2019
Deadline for proposals for convened sessions [ <i>COC</i> ]	5 Aug 2019
Keynote and Invited Speakers contacted [ <i>COC</i> ]	9 Sep 2019
2nd Announcement ready [ <i>CAP Partner</i> ]	29 Nov 2019
Deadline for Abstract submission	30 Nov 2019
Publicity material to trade magazines sent [ <i>COC</i> ]	13 Dec 2019
Deadline for Abstract review [ <i>Reviewers</i> ]	13 Dec 2019

Finalized Convened Sessions and Finalized Keynote and Invited Speakers Programme [ <i>COC</i> ]	16 Dec 2019
TPC meeting [ <i>COC</i> ]	20 Dec 2019
Notification of acceptance to authors [ <i>COC</i> ]	20 Dec 2019
Session chairs defined and layout detailed program with session titles, paper titles, etc ready [ <i>COC</i> ]	20 Dec 2019
List with delegates entitled for reduced registration agreed [ <i>COC/StC</i> ]	
Programme book printing and proceedings [ <i>CAP Partner</i> ]	27 Jan 2020
Deadline early bird registration [ <i>CAP Partner</i> ]	2 Feb 2020
Details of conference centre (audio-visual aids, boards, banners, etc) checked [ <i>CAP Partner</i> ]	19 Feb 2020
On-site Registration, Exhibition, workshops, IT facilities, press ready [ <i>CAP Partner</i> ]	29 March 2020
<b>EuCAP Copenhagen 2020</b>	<b>29 March - 3 Apr 2020</b>
Feedback/lessons learnt delivered to StC [ <i>Olav Breinbjerg</i> ]	29 May 2020
Finalize account [ <i>Olav Breinbjerg</i> ]	26 Jun 2020



## 2.11 Budget



---

### **Introduction to budgets**

On the following pages, you will find the budgets made for EuCAP Copenhagen 2020. As indicated in the cover letter, we have attached two budgets:

- One, conservatively calculated, that shows a clear positive balance, in which we believe the revenue might end up even more positive
- Another, where we have included extra initiatives to attract students and younger scientists and early career scientist. This approach would benefit the EurAAP by positioning EuCAP as a strong advocate for the support of the scientific growth layer and might further increase the impact and quality of the conference. Of course, the final budget will be made in close coordination with the EuCAP Steering Committee.



**Please note the following about the budgets:**

- Included in the proposals are the two budgets in consolidated versions.  
In the appendices are the extended budgets, showing more about what is calculated in the various items
- Denmark is known for a quite high VAT rate: 25%, but we also have some very advantages for scientific conferences:
  - The delegate conference fee is exempted from VAT
  - It is possible to reclaim VAT on the majority of budget expensesHence the budget is made exclusive of VAT
- As you will see, we have kept a conservative angle in the budget, keeping f.ex. sponsorship income on the same level as previous EuCAPs, but with the conversations we have had so far with local companies, we have strong reasons to believe we can include the income
- Furthermore, there are some items we can adjust on in the further planning process: f.ex. the number of staff that can be reduced some of the conference days, fee for sponsorship income depending on the kind of sponsorship etc.

## EuCAP Copenhagen 2020 Budget

Budget in euros (EUR), excl. VAT, based on 2016 prices (an annual increase of 2-5% to be expected)  
The local currency (DKK) is in fixed exchange rate with euros, since 1999.

**IF** the situation should change in the coming years, we will hedge against currency fluctuations

Event Name	EuCAP Copenhagen 2020
Dates	29 March - 3 April
Venue	Bella Center
Budget Responsible	CAP Partner
Local Organiser	Olav Breinbjerg
Estimated no. of paying participants	1.000
Expected no. of paying exhibitors	49
Expected no. of free exhibitors	4
Expected no. of sponsor-packages	12
Expected no. of kits	1.200

A. INCOME	Amount
1. REGISTRATION	522.560
2. EXHIBITION	138.380
3. SPONSORS	105.825
4. OTHER SPONSORS	35.000
5. AFTERNOON WORKSHOPS	0
6. SHORT-COURSES, TUTORIALS	25.000
7. LUNCHES	0
8. SOCIAL EVENTS	68.863
9. COMMISSIONS (from hotels sales)	7.047
<b>Totals</b>	<b>902.674</b>

B. COSTS	Amount
1. Conference venue Infrastructure	231.789
2. Conference&Exhibition Venue services	37.613
3. Conference Organizer	93.092
5. EuCAP Committees	16.100
6. Printed matters	26.900
7. Invited speakers/Courses	22.000
8. Conference Grants	2.800
9. Transport	4.758
10. Venue Catering	252.870
11. Social Events	137.489
12. Conference kit	14.400
13. Bank/CC Costs	9.138
14. Miscellaneous, contingencies	0
<b>Totals</b>	<b>848.950</b>

C. EXPECTED PROFIT	NET
Expected Balance	53.725

## EuCAP Copenhagen 2020 Budget

Budget in euros (EUR), excl. VAT, based on 2016 prices (an annual increase of 2-5% to be expected)  
 The local currency (DKK) is in fixed exchange rate with euros, since 1999.

**IF** the situation should change in the coming years, we will hedge against currency fluctuations

Event Name	EuCAP Copenhagen 2020
Dates	29 March - 3 April
Venue	Bella Center
Budget Responsible	CAP Partner
Local Organiser	Olav Breinbjerg
Estimated no. of paying participants	1.100
Expected no. of paying exhibitors	49
Expected no. of free exhibitors	4
Expected no. of sponsor-packages	12
Expected no. of kits	1.200

A. INCOME	Amount
1. REGISTRATION	504.160
2. EXHIBITION	138.380
3. SPONSORS	105.825
4. OTHER SPONSORS	35.000
5. AFTERNOON WORKSHOPS	0
6. SHORT-COURSES, TUTORIALS	25.000
7. LUNCHES	0
8. SOCIAL EVENTS	70.363
9. COMMISSIONS (from hotels sales)	7.047
<b>Totals</b>	<b>885.774</b>

B. COSTS	Amount
1. Conference venue Infrastructure	231.789
2. Conference&Exhibition Venue services	37.613
3. Conference Organizer	95.092
5. EuCAP Committees	16.100
6. Printed matters	26.900
7. Invited speakers/Courses	22.000
8. Conference Grants	5.300
9. Transport	4.758
10. Venue Catering	274.658
11. Social Events	146.679
12. Conference kit	14.400
13. Bank/CC Costs	8.862
14. Miscellaneous, contingencies	0
<b>Totals</b>	<b>884.152</b>

C. EXPECTED PROFIT	NET
Expected Balance	1.622



## 2.12 Compliance matrix



---

To the best of our understanding this proposal is fully compliant with the EuCAP guidelines.

However, by recommending Bella Center as the preferred venue for EuCAP Copenhagen 2020 it has to be accepted that all catering during the conference has to be supplied by Bella Center. Outside catering suppliers are not allowed to bring in any food or beverage. This has been a serious point of discussion among the members of the OC. However, with the high level of quality that Bella Center is capable of supplying, the OC has accepted the term from Bella Center. Also keeping all catering services in house the level of hygiene is also further secured.





## 2.13 Letters of support



It is with great satisfaction that we are able to demonstrate a large support for a potential EuCAP Copenhagen 2020. We hope that the letters combined with the bid leave no doubt of our strong commitment to making EuCAP Copenhagen 2020 a success should Copenhagen be chosen as host. On the following pages you will find letters of support from government, governmental institutions, organizations, academia and companies by the submission deadline:

- 
- Minister for Higher Education and Science
  - City of Copenhagen – The Lord Mayor
  - Wonderful Copenhagen
  - Confederation of Danish Industry
  - The Technical University of Denmark – The President
  - Lund University, Sweden
  - The Technical University of Denmark, The Department of Electrical Engineering
  - Cobham SATCOM
  - GN ReSound
  - Lite-On
  - Oticon
  - Sigma

- 
- Sony Mobile Communications
  - Terma
  - Ticra
  - Trackman



### To European Association on Antennas and Propagation

I was very pleased to learn that the Technical University of Denmark is proposing to host the European Conference on Antennas and Propagation – EuCAP Copenhagen 2020.

The conference is a significant event which attracts leading experts in antenna technology and propagation. The Danish Ministry of Higher Education and Science would be very pleased to welcome them to Copenhagen in 2020.

Denmark is a knowledge-based society with world leading businesses and prominent research groups within engineering, including antenna technology and propagation. In addition, hosting the EuCap Copenhagen 2020 is very much in line with the celebration of the 200<sup>th</sup> anniversary of Hans Christian Ørsted's discovery of electromagnetism right here in Copenhagen in 1820.

I am convinced that delegates from around the world will feel very comfortable in Copenhagen. The capital of Denmark is a vibrant and modern city which offers excellent facilities for conference delegates. Also, it is a beautiful city with historical environments and state-of-the-art facilities which is easily accessed from all over Europe.

I sincerely hope that the EuCAP Copenhagen 2020 proposal will be accepted, and I look forward to welcoming the event if possible.

Yours sincerely,

Ulla Tørnæs

5. September 2016

Ministry of Higher Education and  
Science

Børsgade 4

Post P.O. Box 2135  
1015 Copenhagen K  
Denmark

Phone +45 3392 9700

Fax +45 3332 3501

E-mail [ufm@ufm.dk](mailto:ufm@ufm.dk)

Website [www.ufm.dk/en](http://www.ufm.dk/en)

CVR no. 1680 5408

Ref. no. 16/038571-04



City of Copenhagen  
The Lord Mayor

The European Association on Antennas and Propagation

18-08-2016

**14th European Conference on Antennas and Propagation 2020**

Caseno.  
2015-0218992

Documentno.  
2015-0218992-25

Dear EuCAP Steering Committee

As Lord Mayor of Copenhagen, I am delighted to learn that Copenhagen is being considered as host of the prestigious European Conference on Antennas and Propagation 2020 and I hereby wish to assure you of my wholehearted support for this bid.

Hosting the European Conference on Antennas and Propagation 2020 in Copenhagen would without doubt boost awareness of, and contribute to, development in the field of Antennas and Propagation.

In choosing Copenhagen as your host city, we would welcome you to one of the most popular congress cities in the world. Congress guests in Copenhagen can enjoy the benefits of Scandinavian design, functionality and professionalism, as well as every conceivable variety of modern technology. The city offers state-of-the-art conference facilities and hotels as well as compactness, with the majority of hotels and attractions within walking distance of each other.

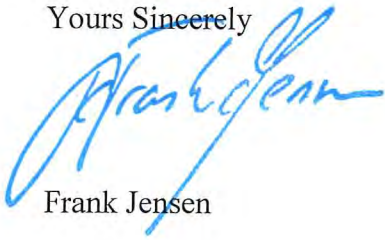
The capital of one of the oldest kingdoms in the world is easily accessible for your delegates. In Copenhagen, your delegates will be surrounded by the sea, and experience a flourishing cultural life, creative growth and a vibrant atmosphere in which they can meet the easy-going and open-minded Copenhageners.

Copenhagen's goal is to be the first carbon neutral capital in the world by 2025. The city of Copenhagen was awarded European Green Capital in 2014 and continues sharing our knowledge about green and sustainable solutions globally. Copenhagen is one of the best cities in the world for cyclists. Since 2005 one billion DKK have been invested in bike lanes and super cycle highways and 63% of all Copenhageners bike to school or work every day all year round, and the bike to car ratio is 4/1. The city is a very green and climate-conscious with an unprecedented network of bicycle paths; a world class public transport system; wind turbines just off its coast supplying a large proportion of the city's energy; and a harbor so clean that Copenhageners swim in it.

On behalf of the City of Copenhagen, I would most warmly welcome the European Association on Antennas and Propagation and its delegates to Copenhagen in 2020. And, as an expression of our hospitality, we would very much like to welcome you to Copenhagen City Hall for a complimentary reception.

Furthermore, I hope that all the delegates, while having an unforgettable convention experience, will also have the opportunity to enjoy Copenhagen, and take home with them many happy memories from our vibrant yet cosy metropolis.

Yours Sincerely



Frank Jensen

Welcoming EuCAP to Copenhagen in 2020

Dear EuCAP Steering Committee

On behalf of Wonderful Copenhagen and our industry partners, I hereby offer my **full support for Copenhagen's bid to host the EuCAP in 2020.**

As one of the most popular convention cities in the world, Copenhagen has considerable expertise and experience in hosting high profile events. Therefore, we are fully aware of the responsibility involved in hosting EUCAP.

Copenhagen is a safe, walkable and vibrant waterfront city where urban trends flourish alongside culture, traditions and history. Here, your delegates can enjoy the beautiful sights and attractions along with the benefits of Scandinavian cuisine, design, functionality, innovation and professionalism including every conceivable variety of modern technology.

Copenhagen also offers state-of-the-art venues and hotels, and we have an unparalleled track record in sustainable event management with 71% of all hotel rooms being eco-certified and the majority of our conference venues observing an environmentally friendly policy.

As a founding partner of BestCities Global Alliance, Wonderful Copenhagen is committed to delivering the highest service level and we offer an array of free-of-charge services to international convention planners. Among other things, this includes a wide spectrum of professional guidance and advice in planning your international conference.

We are also proud to be part of Greater Copenhagen, wherein businesses, public actors and other key players work together in launching strategic initiatives and investments to promote growth in Eastern Denmark and Southern Sweden.

Thus, we are pleased to act as the neutral liaison between you and our well-organized meeting industry, which is praised globally for its unique and professional teamwork. In Copenhagen, the entire city will be your host, providing the best possible framework for EUCAP.

With this declaration, I hereby wish to assure you that we will make every possible effort to meet your requirements and expectations, making EUCAP in Copenhagen an outstanding and memorable success.

We hope to welcome you in Copenhagen.

Yours sincerely,



Mikkel Aarø-Hansen  
CEO



Confederation of Danish Industry

European Association on Antennas and Propagation  
Att.: EuCAP Steering Committee

### **Letter of support for EuCap Copenhagen 2020**

The Confederation of Danish Industry (DI) supports the proposal for having the EuCAP conference held in Copenhagen in 2020 – the 200 year anniversary for Danish physicist **Hans Christian Ørsted's discovery of electromagnetism.**

There is a significant interest among our 10.000 member companies in the technological progress within the field of antennas. This especially goes for the developers and producers of hearing aids, radar antennas, mobile phone equipment suppliers and telecom operators that DI represents.

DI and several of our members have cooperated on many occasions with the Technical University of Denmark and have no doubt that a EuCap conference in Copenhagen will be in good hands with DTU as host.

Sincerely,

Adam Lebech, Director  
Danish ICT and Electronics Federation  
Confederation of Danish Industry (DI)

To whom it may concern

22 August 2016  
AOB/mtpi

**Proposal to host the EUCAP - European Conference on Antennas and Propagation in 2020**

I am writing in support of the bid to host the EUCAP - European Conference on Antennas and Propagation 2020 submitted by Prof. Olav Breinbjerg on behalf of the Center of Electrical Engineering, Technical University of Denmark, DTU, in cooperation with Wonderful Copenhagen.

Electromagnetics was discovered by Danish physicist H.C. Ørsted who is also founder of DTU; and today electromagnetics is the foundation for many technical scientific disciplines at DTU ranging from electrical energy over microwave technology to photonics.

Antennas and Propagation is a vibrant academic and industrial activity in the greater Copenhagen area; it is a central field of research and teaching at DTU and a core technology for several companies in e.g. hearing aid wireless communication, satellite antenna technology, ballistic and maritime radars, and maritime satellite communication.

DTU will be proud to be hosting institution for EUCAP – Europe's largest and most successful antennas and propagation conference – and expresses its strong support for this.

I believe that the skills and experience in the staff of the organisations who will be involved in the organisation of the European Conference on Antennas and Propagation 2020 will enable them to host this high profile international conference at DTU with great success.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Anders O. Bjarklev'.

Anders O. Bjarklev  
President



**LUND**  
UNIVERSITY

Department of Electrical and Information Technology  
*Daniel Sjöberg, Head of Department*

1(1)

August 30, 2016

European Association on Antennas and Propagation  
EuCAP Steering Committee

### **Letter of support for EuCAP 2020 in Copenhagen**

I was delighted to hear that Prof. Breinbjerg at the Technical University of Denmark (DTU) is planning to submit a proposal to arrange EuCAP 2020 in Copenhagen! Not only have I the strongest confidence in his ability to deliver a high quality scientific program, but also the city of Copenhagen is a beautiful venue for this meeting, easily accessible by air or train, and plenty of good accommodation.

From the point of view of Lund University in the southern part of Sweden, Copenhagen is practically next door, with train connections across the Øresund Bridge every 20 minutes. The integration process between Sweden and Denmark across the Øresund is manifested in the concept "Greater Copenhagen", which is used to promote the near region with 4 million inhabitants, and its knowledge-intensive research and business environment. I believe that a strong conference like EuCAP being arranged in Copenhagen is likely to attract interest from several Swedish companies, and our department will assist DTU in approaching some of our long term collaborators like Ericsson, Sony Mobile, Axis, Huawei, Saab etc for support.

In conclusion, I believe a EuCAP 2020 in Copenhagen is an excellent idea, which also has the cultural advantage of coinciding with the anniversary of Ørsted's discovery.

Best regards,

A handwritten signature in blue ink, appearing to read 'Daniel Sjöberg'.

Daniel Sjöberg  
Professor Electromagnetic Theory  
Head of Department EIT  
Lund University, Sweden

European Association on Antennas and Propagation  
EuCAP Steering Committee  
Attn.: Chairman Cyril Mangenot

12/8 2016  
KRS

**Letter of support for the “EuCAP COPENHAGEN 2020” proposal**

Dear Dr. Mangenot,

On behalf of the Department of Electrical Engineering, Technical University of Denmark, I confirm our full support to the proposal from Professor Olav Breinbjerg to host the EuCAP 2020 conference.

I can confirm that the department is prepared to commit the time and resources needed for the planning of this event, for the preparation of the conference program as well as for the conference itself.

I can add that Professor Olav Breinbjerg is known for his well-coordinated planning and successful execution of large projects. I am convinced that you will find his engagement in a “EuCAP Copenhagen 2020” of the very highest standards.

It can be added that a EuCAP conference in Copenhagen in the year where we can celebrate the 200 year anniversary for Ørsteds discovery of Electromagnetism would indeed be fantastic. It is also our experience that Copenhagen is well liked as a conference venue due to easy access and a friendly atmosphere.

We look forward to the decision of the EuCap Steering Committee.

Yours sincerely,



Kristian Stubkjaer  
Head of Department

For the attention of:

European Association on Antennas and  
Propagation, EuCAP Steering Committee

## LETTER OF SUPPORT – EuCAP Copenhagen 2020

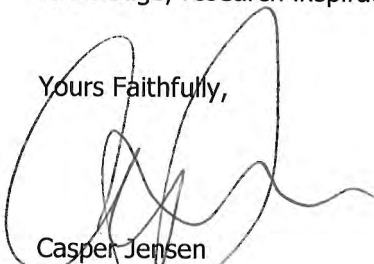
Cobham SATCOM is part of Cobham Plc, a 11,500 staff leading global technology and services innovator headquartered in the UK. The group is subdivided into 4 business sectors: Mission systems, Advanced Electronic Solutions, Aviation Services, and Communications and Connectivity (to which Cobham SATCOM belongs).

Cobham SATCOM has its headquarters in Copenhagen and combines the group's satellite communications businesses into one organization. It manufactures, sells and supports satellite and radio communication terminals and earth stations for land, maritime and airborne applications. Cobham SATCOM uses state-of-the-art technologies to design affordable, reliable and high performance systems for voice, data, and multimedia that enable communication in the most challenging and severe conditions.

With around 950 employees and extensive design, development and manufacturing facilities in Denmark, South Africa and the USA, Cobham SATCOM's products are marketed under the AVIATOR, EXPLORER, SAILOR and Sea Tel brands. Over 350 specialist engineers develop products for demanding professional customers at Cobham SATCOM, with over 50 engineers alone working with antenna design in all frequencies from 1-30GHz, often in close research cooperation with DTU, the Technical University of Denmark.

Antennas form a very important part of our products and it is vital for the company to have access to the latest industry research. Therefore, Cobham SATCOM looks forward to the EuCAP 2020 conference being held in Copenhagen, which we believe is an excellent opportunity to obtain new knowledge, research inspiration and novel antenna product concepts.

Yours Faithfully,



Casper Jensen

Senior Vice President  
Cobham SATCOM



Olav Breinbjerg  
Professor  
DTU Electrical Engineering  
Technical University of Denmark

**Letter of Support From GN Hearing**

August 25, 2016

Dear Sir,

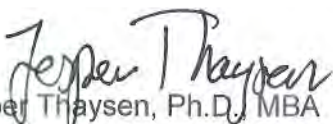
Innovation is about constant improvement of every component in our hearing aids. Thus, over the years GN Hearing have been represented at EuCap Antennas and propagation conferences in various locations in Europe.

GN Hearing is proud to be a vital part of the Danish hearing aid success story. Companies headquartered in the greater Copenhagen area in Denmark have captured around half of the global hearing aid market – partly due to strong R&D competences.


The EuCAP conference is considered one of Europe's largest and most successful antennas and propagation conferences. It has a high technical-scientific level for academic as well as industrial participants.

GN Hearing supports the idea of EuCAP Copenhagen 2020. At the EuCAP conference, GN Hearing has presented part of our long-time research in the area of antennas as well as contributing with articles. The results of these scientific discoveries will be a part of our future improvements in sound quality, range and other important features for our hearing aid users.

Yours sincerely,

A handwritten signature in black ink that reads "Jesper Thaysen".

Jesper Thaysen, Ph.D., MBA  
Director Radio Systems, GN Hearing

A handwritten signature in blue ink that reads "Lars Lindqvist".

Lars Lindqvist, Ph.D., MBA  
Head of R&D, GN Hearing

Lund 2016-08-25

To: European Association on  
Antennas and Propagation (EurAAP)  
EuCAP Steering Committee

## Letter of Support

To Whom It May Concern:

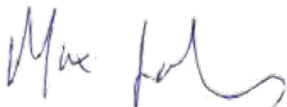
We have been informed by Prof. Olav Breinbjerg of DTU Copenhagen regarding his proposal to organize EuCAP 2020 in Copenhagen, and we would like to express our strong support for EuCAP to be held in the Öresund region.

Lite-On MM is very interested in the technical field of the conference. Our office in Lund, Sweden, is responsible for development of antennas, and new antenna concepts, for different applications and we also collaborate with Lund University in several research projects.

### **About Lite-On Mobile Mechanical SBG**

As a subsidiary of Lite-On Technology Corporation, Lite-On Mobile Mechanical SBG (previously Lite-On Mobile) is a global leader in mechanical solutions and services for the automotive, personal care, and communication device industries. Its service offering covers the whole product lifecycle from planning, conceptualization, and designing to tooling, manufacturing, assembly, and testing. Mobile Mechanical SBG's world-leading expertise lies in visual metals, plastics, and antennas, and their integrations. Lite-On MM currently employs about 7000 persons world-wide.

Yours sincerely,



Max Landaeus

Senior Manager, Antenna Innovation  
Lite-On Mobile Mechanics SBG  
Scheelevägen 15  
223 70 Lund  
Sweden

Tel: +46 708 106162

Oticon, Kongebakken, August 26th 2016

To

The European Association on Antennas and Propagation, EuCAP Steering Committee

Dear EuCAP Steering Committee,

At Oticon we are very excited about the Copenhagen proposal to host the 2020 European conference on antennas and propagation. What an excellent way to celebrate the discoveries Hans Christian Ørsted made exactly 200 years ago.

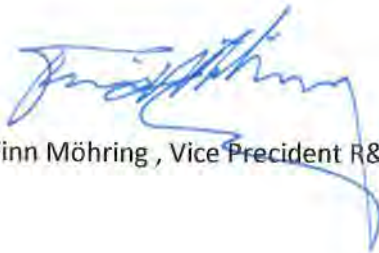
The headquarters of Oticon is located in Måløv on the outskirts of Copenhagen.

A part of our R&D team develops proprietary wireless systems to optimise body-centric wireless communication between hearing aids and accessories.

The implemented antennas need to be as compact and efficient as possible and therefore, we are constantly striving to improve. Currently, we are combining a short range system, benefitting from inductive coupling, with a long range system working at 2.4 GHz.

EuCAP in Copenhagen is an excellent opportunity for Oticon to promote our hearing aids, start new co-operations and attract new designers. Our engineers join the EUCAP every year to identify new innovations and keep track on state of the art technologies.

We are confident that the many companies in the region will be help to make EuCAP in Copenhagen a big success.



Finn Möhring, Vice President R&D

---

## Letter of Support

**Sigma Connectivity AB would like to express support for the proposal to place the 2020 EuCAP in Copenhagen. Having the EuCAP conference here will give a new boost for cooperation between emerging and established telecom companies and universities in the Öresund region, thus benefit from the knowledge of two globally recognized ICT regions.**

### **The Region**

The Öresund region has an impressive innovation track record and dynamic, growing ICT community which we believe would bring value to the conference.

The region is internationally regarded as a hotbed of creativity for ICT companies and act as the home to internationally known universities, research centers and global organizations. It offers an ideal place for the collaboration and cooperation in the Antenna and Propagation domain on global levels, and have a long history of being in the forefront of development when it comes to the latest technologies.

The region is one of the few places on a global scale where you can find an Industry network, universities and research centers that excel on all stages of the full value chain, from hardware, software and UX/UI. Together the region has proven ability to act as the home to several industry leaders such as Ericsson, Intel, Nokia, Sony Mobile, Qualcomm, Huawei, Apple, ARM, Ubisoft and Axing among others. Several global organization has recently realized the potential in the region and put their research and development of radio technology in Lund, a city well-known for historic technological breakthroughs. As late as 2015 Ericsson decided to put their development of new solutions for radio technology here and Huawei assigned their Lund office to work on their 5G research.

The regional industry has been working with one of the regions largest universities: University of Lund and through the Faculty of Engineering i.e. Ericsson's R & D department has conducted research in radio technology for many years. This research has for many years resulted in several joint R & D efforts, focused on developing new technologies or refining existing. The university in on the forefront when it comes to wireless connectivity today and we believe that they would bring knowledge, expertise and new research to the conference.

Aside the heavy industry presence the EU has also recognized the regions capabilities by placing the neutron and x-ray radiation facilities ESS and MAX IV in the region. These facilities will provide world-leading research which will lead to world-leading high-technological research.

## Who are we?

Sigma Connectivity AB is a design house with more than 275 unique minds, placed in the heart of the Öresund region just 60 kilometers from Copenhagen.

We specialize in the development of products for the mobile industry and “Internet of Things” ranging from mobile phones and wearables to solutions for smart homes, medical applications and automotive industry. We run one of the world’s few truly independent complete labs for these devices and can take an advanced product all the way from ideation to reality for our customers.

Wireless communication has been in our genes since our engineers started their journey. Regardless whether we are talking about local connectivity or cellular technologies we have teams working with conducted and radiated testing. We also see local connectivity interface such as Bluetooth, WLAN, GPS and NFC essential in the realization of the Internet of Things and we believe that a conference like the EuCAP would bring new capacity to the region.

We at Sigma Connectivity, together with the industry, academia and community stakeholder in the region, would be proud to see the EuCAP 2020 in Copenhagen. The conference would bring new light to the region, a chance for the global scene to access the unique community that we have built, as well as a long history of being in the forefront of development of radio technologies.

**Yours Sincerely,**



Björn Lundqvist  
COO  
Sigma Connectivity



Mikael Persson  
Head of RF & Antenna  
Sigma Connectivity

## Letter of Support

To Whom It May Concern:

We have been informed by Prof. Olav Breinbjerg of DTU Copenhagen regarding his proposal to organize EuCAP 2020 in Copenhagen. Sony Mobile would like to express our strong support for the prestigious conference to be held in the Öresund region. This is because Sony Mobile is interested in the technical field of the conference.

In particular, Sony Mobiler Lund office has several ongoing research and development activities in different areas of antennas and propagation. Many of the activities are in collaboration with partners in the region, e.g. Lund University.

Sony is a world leading company in music, gaming, electronics and entertainment, with over 120,000 employees world wide. Sony Mobile is one of the business units working on smartphones, communication and IoT, it has about 1200 employees in Sweden.

Your sincerely,



*Zhinong Ying*, Sony Distinguished Engineer  
Principal Engineer  
Network Technology Lab.,  
Research and Technology

**Sony Mobile Communications**  
**Mobilvägen**

**SE-22188, Lund, Sweden**

Tel: My Number +46 10 801 3703, Mobile +46 70 816 7858

[ying.zhinong@sonymobile.com](mailto:ying.zhinong@sonymobile.com)

[www.sonymobile.com](http://www.sonymobile.com)

26 August 2016

**TERMA**<sup>®</sup>

To:  
European Association on Antennas and Propagation  
EuCAP Steering Committee

Terma A/S  
Hovmarken 4  
8520 Lystrup  
Denmark  
T +45 8743 6000  
F +45 8743 6001  
terma.hq@terma.com  
www.terma.com

CVR/VAT No: 41 88 18 28  
Bankers: Danske Bank

### **"Endorsement of EuCAP Copenhagen 2020"**

Terma A/S is a global company with more than 1,200 employees and headquarters in Lystrup, Denmark. Terma has 60+ years' experience in the field of radars, and more than 2,500 radar systems in operation worldwide.

Terma strongly supports Copenhagen hosting the 14<sup>th</sup> edition of EuCAP in 2020. EuCAP is – both technically and commercially – a highly relevant conference to Terma.

The technical program, covering experimental studies as well as theory and simulations within antennas and propagation, is especially relevant for applications related to Terma's radar solutions.

Many of the companies at the EuCAP exhibition are suppliers to Terma. Hence, EuCAP Copenhagen 2020 will also offer a great opportunity for Terma to meet and discuss with key suppliers.

Terma has close collaboration with several Danish universities. This includes a strategic collaboration agreement with the Technical University of Denmark (DTU) with the aim of supporting the research environment at DTU as well as enable Terma to utilize relevant research studies and achievements more systematically. From this collaboration, we know DTU to be a very dedicated and professional research institution with a high academic level.

Finally, we would like to point out the great atmosphere, fantastic food and beautiful sights that make Copenhagen an excellent conference city.

Yours sincerely,



Martin Løkke Nielsen  
Vice President, Programs & Systems Management  
Technology and Innovation  
mln@terma.com

26.8.2016

Dear colleagues,

TICRA hereby wishes to express our strong support to the application to host the European Conference on Antennas and Propagation, EuCAP, in Copenhagen in 2020.

A EuCAP conference held in Copenhagen will set focus on the strong EM-community in the Øresund region to which TICRA belongs. As a result, the conference will enhance TICRA's visibility.

Since the formation of EuCAP in 2006, TICRA has been an active participant and strong supporter of the conference. Each year 5-8 TICRA-employees attend the conference. We submit and present technical conference papers on the recent advances in our research and development as well as host a booth in the exhibition area focusing on TICRA's commercial products. In recent years, we have also served on the EuCAP Technical Committee and as reviewers.

With an attendance of over 1000 delegates, EuCAP offers a unique possibility to meet face-to-face with our existing and potential customers and partners and to network with European and non-European researchers and companies. As a result, EuCAP is the most important marketing event in Europe for TICRA.

TICRA has been sponsoring most of the EuCAP conferences held so far – in 2014 even as one of the platinum sponsors. We foresee that TICRA will also be a platinum sponsor for a EuCAP held in Copenhagen.

We hereby offer our help also to serve in the Organizing Committee of EuCAP 2020 in Copenhagen.

On behalf of TICRA



Michael Lumholt  
Managing Director

TICRA  
*Pioneering Antennas*

Landemærket 29, 5  
DK-1119 Copenhagen K  
Denmark

Phone +45 3312 4572

Email [ticra@ticra.com](mailto:ticra@ticra.com)  
www [www.ticra.com](http://www.ticra.com)

Vat Reg. No. DK-1055 8697

TICRA Fond  
CVR Reg. No. 1055 8697

To whom it might concern

Re EuCAP Copenhagen 2020

TrackMan A/S is a Danish owned company founded in 2003 situated in Vedbæk 6.5 km north of DTU campus in Lyngby. TrackMan develops, produce and market worldwide radar products for sports applications. TrackMan has the leading position in the market for golf and baseball measurement technology, but also sports like cricket, tennis, shot put and hammer throw have started using TrackMan products.

With TrackMan's unique position close to DTU, we have had a lot of cooperation with DTU over the years, in particular in connection with MSc and PhD projects within the field of microwave technology, antennas and radar processing, since these are key areas for TrackMan to always stay at forefront. It is essential for TrackMan to always push the limits and make state-of-the-art products. Our cooperation with DTU and it's highly skilled employees is a very important part of this.

The technical programme of EuCAP, covering numerical and experimental studies within antennas and propagation and related fields, is highly relevant for Trackman's activities, and EuCAP has certainly become THE European forum for research and development in the field of antennas and propagation.

TrackMan strongly supports DTU's application to host EuCAP2020 in Copenhagen. It is an excellent idea and we are confident that DTU will organize a memorable conference of high technical standards.

30 August 2016



Fredrik Tuxen

CTO of TrackMan A/S

---

# Appendices

---

- Extended Draft Budgets
- EuCAP Copenhagen 2020 Hotel Allotment
- Bella Center Capacity Chart
- Bella Center Event Budget

## EuCAP Copenhagen 2020 Budget

Budget in euros (EUR), excl. VAT, based on 2016 prices (an annual increase of 2-5% to be expected)  
The local currency (DKK) is in fixed exchange rate with euros, since 1999.

**IF** the situation should change in the coming years, we will hedge against currency fluctuations

Event Name	EuCAP Copenhagen 2020
Dates	29 March - 3 April
Venue	Bella Center
Budget Responsible	CAP Partner
Local Organiser	Olav Breinbjerg
Estimated no. of paying participants	1.000
Expected no. of paying exhibitors	49
Expected no. of free exhibitors	4
Expected no. of sponsor-packages	12
Expected no. of kits	1.200

A. INCOME	Amount
1. REGISTRATION	522.560
2. EXHIBITION	138.380
3. SPONSORS	105.825
4. OTHER SPONSORS	35.000
5. AFTERNOON WORKSHOPS	0
6. SHORT-COURSES, TUTORIALS	25.000
7. LUNCHES	0
8. SOCIAL EVENTS	68.863
9. COMMISSIONS (from hotels sales)	7.047
<b>Totals</b>	<b>902.674</b>

B. COSTS	Amount
1. Conference venue Infrastructure	231.789
2. Conference&Exhibition Venue services	37.613
3. Conference Organizer	93.092
5. EuCAP Committees	16.100
6. Printed matters	26.900
7. Invited speakers/Courses	22.000
8. Conference Grants	2.800
9. Transport	4.758
10. Venue Catering	252.870
11. Social Events	137.489
12. Conference kit	14.400
13. Bank/CC Costs	9.138
14. Miscellaneous, contingencies	0
<b>Totals</b>	<b>848.950</b>

C. EXPECTED PROFIT	NET
Expected Balance	53.725

## INCOME

Event Name	EuCAP Copenhagen 2020
Dates	29 March - 3 April
Expected no. of paying participants	1.000
Expected no. of paying exhibitors	49
Expected no. of free exhibitors	4
Expected no. of sponsor-packages	12
Expected no. of kits	1.200

1. REGISTRATION	Unit cost	Unit type	# of units	Amount
Early member	600	Pax	347	208.200
Late member & onsite	690	Pax	59	40.710
Early non-member	680	Pax	182	123.760
Late non-member & onsite	770	Pax	77	59.290
Early student	300	Pax	210	63.000
Late student & onsite	370	Pax	20	7.400
Early retired	300	Pax	7	2.100
Late retired & onsite	370	Pax	5	1.850
Early 2 days registration	420	Pax	0	0
Late 2 days registration & onsite	490	Pax	0	0
Early exhibition visitor	80	Pax	22	1.760
Late exhibition visitor & onsite	90	Pax	11	990
Exhibitors stand personnel	225	Pax	60	13.500
Keynotes & and invited speakers	0	Pax	15	0
EuCAP sponsors, free delegates	0	Pax	19	0
EuCAP exhibitors, free delegates	0	Pax	49	0
Student helpers	0	Pax	7	0
Previous year A & P EurAPP awardees	0	Pax	2	0
Grant beneficiary	0	Pax	5	0
Representatives of entities having signed MoU with EurAPP	0	Pax	5	0
EurAPP free registrations	0	Pax	5	0
EuCAP COC free registrations	0	Pax	5	0
<b>Total registrations</b>			<b>1.112</b>	<b>522.560</b>
Guests		Pax	20	0
<b>Total Participants</b>			<b>1.132</b>	<b>522.560</b>

2. EXHIBITION	Unit cost	Unit type	# of units	Amount
Booths 9 m2 (space only)	2.800	Space	32	89.600
Shell scheme package incl 9 m2 space	3.400		10	34.000
Booths 18 m2 (space only)	5.600		7	39.200
Shell scheme package incl. 18 m2 space	6.800		0	0
Free Space	0	Space	4	0
PCO exhibition management 15%				-24.420
<b>Total Exhibition</b>			<b>53</b>	<b>138.380</b>

3. SPONSORS	Unit cost	Unit type	# of units	Amount
Platinum	15.000		2	30.000
Gold	10.000		5	50.000
Silver	7.500		4	30.000

Bronze	4,000			1	4,000
Lanyard	7,500			1	7,500
Logo on virtual meetings	9,000			1	0
Logo on Bags	3,000			1	3,000
Other	7,000			1	0
PCO sponsor management 15%					-18,675
<b>Total Sponsors</b>					<b>105,825</b>

<b>4. OTHER SPONSORS</b>	Unit cost	Unit type	# of units	Amount
Local Sponsorship	20,000		1	20,000
Extraordinary sponsorship from City	10,000		1	10,000
DTU inkind sponsorship	5,000		1	5,000
AMTA Sponsor for Technical Visit			1	0
<b>Total Sponsors</b>				<b>35,000</b>

<b>5. AFTERNOON WORKSHOPS</b>	Unit cost	Unit type	# of units	Amount
Room rental		Hour	2	0
<b>Total Workshops</b>				<b>0</b>

<b>6. SHORT-COURSES, TUTORIALS</b>	Unit cost	Unit type	# of units	Amount
Full day registration		Full-day		0
Half day registration	100	Half-day	250	25,000
<b>Total Short-Courses</b>				<b>25,000</b>

<b>7. LUNCHESES</b>	Unit cost	Unit type	# of units	Amount
Lunches		Lunches	0	0
<b>Total Short-Courses</b>				<b>0</b>

<b>8. SOCIAL EVENTS</b>	Unit cost	Unit type	# of units	Amount
Accompanying persons banquet	85	Person	20	1,700
Conference Dinner	75	Person	746	55,913
Thursday students event	45	Person	250	11,250
<b>Total Social Events</b>				<b>68,863</b>

<b>9. COMMISSIONS (Hotels...)</b>	Unit cost	Unit type	# of units	Amount	<i>If negotiated by the Conference Organizers</i>
PCO hotel room reservation handling 50%	14,094	Item	1	14,094	
<b>Total Commissions</b>				<b>7,047</b>	

<b>Total</b>					<b>902,674</b>
--------------	--	--	--	--	----------------

## COSTS

Event Name	EuCAP Copenhagen 2020
Dates	29 March - 3 April
Estimated no. of paying participants	1.000
Estimated no. of paying exhibitors	49
Estimated no. of free exhibitors	4
Estimated no. of sponsor-packages	12
Estimated number of kits	1.200

1. Conference venue Infrastructure	Unit cost	Unit type	# of units	Amount
Session Rooms	168.475		1	168.475
Setup on Sunday	Incl. in above.		1	0
Exhibition area	63.314		1	63.314
<b>Subtotal</b>				<b>231.789</b>

2. Conference&Exhibition Venue services	Unit cost	Unit type	# of units	Amount
WiFi	0		1	0
Poster Panels	61		76	4.611
AV Technical Equipment	4.527		1	4.527
Technical services	2.883		3	8.649
Speakers preview	2.661		1	2.661
Signage , banners, rolls-up, etc.	2.500		1	2.500
Registration area	0		1	0 <i>incl.</i>
Secretariat: printings, copies, etc.	200		1	200
Furniture/Decoration			1	0 <i>basic incl.</i>
Taxes Banners			1	0
Security	6.424		1	6.424
Logistics			1	0
First Aid			1	0 <i>incl.</i>
Exhibition: booths	600		10	6.000
Exhibition: spaces	incl. in above		1	0 <i>incl. in above</i>
Exhibition: furniture			1	0 <i>exhibitors pay directly to supplier</i>
Exhibition: DCC overhead			1	0
Exhibition: power			1	0 <i>exhibitors pay directly to supplier</i>
Manned cloak room	2.041		1	2.041
Contingency			0	0
<b>Subtotal</b>				<b>37.613</b>

3. Conference organizers	Unit cost	Unit type	# of units	Amount
General management & PCO administrative management	30.000		1	30.000
Staff onsite	1.350		2	2.700
Staff accommodation onsite	0		0	0
Volunteer staff	0		7	0
Travels and subsistence pre-Eucap	600		1	600
Travels to onsite	0		5	0
Abstract handling accepted	20		1.187	23.740
Abstract handling rejected	15		59	890
EDAS (used for abstracts first 100 papers)	5,40		100	540
EDAS (used for abstracts from 101 papers)	4,50		1.146	5.157
Registration management per registration	20		1.112	22.240

On-site hostesses	1.575		3	4.725
Website initial setup and modifications	2.500		1	2.500
<b>Subtotal</b>	<b>36.090</b>			<b>93.092</b>

4. EuCAP Committees	Unit cost	Unit type	# of units	Amount
Travel&Subsistance of StC (Europe)	700		9	6.300
Travel&Subsistance of StC (Overseas)	1.000		1	1.000
COC meeting expenses	5.000		1	5.000
Technical Programme Meeting	3.800		1	3.800
<b>Subtotal</b>				<b>16.100</b>

5. Printing and presentation services	Unit cost	Unit type	# of units	Amount
1st Announcement	2.000		1	2.000
2nd Announcement	3.000		1	3.000
Posters	1.000		1	1.000
Programme Book printing	7.000		1	7.000
Exhibitors/Sponsors Brochures	Incl. in CAP fee		1	0
Exhibitors/Sponsors Manual	Incl. in CAP fee		1	0
Promotion	500		1	500
Short courses printed material	500		1	500
Events printings and rooms' daily schedule	500		1	500
Official Photographs	800		3	2.400
Papers mobile APP	5.000		1	5.000
Website, Facebook and email	Incl. in CAP fee		1	0
Disbursements/Post/Fax/Tel/Copying	Incl. in CAP fee		1	0
New presentation formats & virtual meetings	5.000		1	5.000
Contingency				0
<b>Subtotal</b>				<b>26.900</b>

6. Invited speakers/Courses	Unit cost	Unit type	# of units	Amount
Travel/subsistance (European)	700		10	7.000
Travel/subsistance (overseas)	1.000		5	5.000
Short courses lecturers honoraria	1.000		10	10.000
Contingency				0
<b>Subtotal</b>				<b>22.000</b>

7. Conference Grants	Unit cost	Unit type	# of units	Amount
Grants	500		5	2.500
Bingo prizes	300		1	300
<b>Subtotal</b>				<b>2.800</b>

8. Transport	Unit cost	Unit type	# of units	Amount
Bus transport participants to Technical Tours	752		5	3.758
Misc. transport to venue	1.000		1	1.000
Conference Material (flags, banners, etc.)	incl. in above		1	0
<b>Subtotal</b>				<b>4.758</b>

9. Conference Catering	Unit cost	Unit type	# of units	Amount
Conference package (90%)	64		4.003	255.044
Coffee breaks Friday morning	13		800	10.440
Water for Chair (2 x session)	5		100	473

Staff lunches on Sunday	21		10	211
Recuperation of 25 % VAT on conference catering				-13.298
Contingency				0
<b>Subtotal</b>				<b>252.870</b>

11. Social Events	Unit cost	Unit type	# of units	Amount
Welcome Drink catering	24		1.001	24.349
Welcome Drink - Technical equipment	500		1	500
Welcome Drink entertainment	700		1	700
Younger researchers' event	60		250	15.000
Invited reception	10.000		1	10.000
Conference dinner - Entertainment	1.500		1	1.500
Conference dinner - Technical equipment	1.000		1	1.000
Conference dinner - Decoration	500		1	500
Conference dinner - Catering incl. rental	100		776	77.550
EurAPP Directors Dinner	110		13	1.430
Invited speakers lunch	0		0	0
Exhibitors reception	24		60	1.460
Technical tours	700		5	3.500
Contingency				0
<b>Subtotal</b>				<b>137.489</b>

12. Conference kit	Unit cost	Unit type	# of units	Amount
Bags	12		1.200	14.400
Badges, cards & holders	incl. in CAP reg. fee		1.200	0
USB stick			1.200	0
Copy USB			1.200	0
Gifts				0
<b>Subtotal</b>				<b>14.400</b>

*USB sticks do most probably not exist in 2020.*

13. Bank/CC Costs	Unit cost	Unit type	# of units	Amount
Legal and audit	Incl. in CAP fee		1	0
Wire transfer overhead	550		1	550
Credit card fee	7.838		1	7.838
CC overhead and accounting costs	Incl. in CAP fee		1	0
Onsite cash management and POS	Incl. in CAP fee		1	0
VAT and taxes management	Incl. in CAP fee		1	0
Insurances	750		1	750
Contingency				0
<b>Subtotal</b>				<b>9.138</b>

14. Miscellaneous, contingencies	Unit cost	Unit type	# of units	Amount
Unexpected expenses per pax				0
Contingency general				0
<b>Subtotal</b>				<b>0</b>

<b>Total</b>	<b>848.950</b>			
--------------	----------------	--	--	--

## EuCAP Copenhagen 2020 Budget

Budget in euros (EUR), excl. VAT, based on 2016 prices (an annual increase of 2-5% to be expected)  
 The local currency (DKK) is in fixed exchange rate with euros, since 1999.

**IF** the situation should change in the coming years, we will hedge against currency fluctuations

Event Name	EuCAP Copenhagen 2020
Dates	29 March - 3 April
Venue	Bella Center
Budget Responsible	CAP Partner
Local Organiser	Olav Breinbjerg
Estimated no. of paying participants	1.100
Expected no. of paying exhibitors	49
Expected no. of free exhibitors	4
Expected no. of sponsor-packages	12
Expected no. of kits	1.200

A. INCOME	Amount
1. REGISTRATION	504.160
2. EXHIBITION	138.380
3. SPONSORS	105.825
4. OTHER SPONSORS	35.000
5. AFTERNOON WORKSHOPS	0
6. SHORT-COURSES, TUTORIALS	25.000
7. LUNCHES	0
8. SOCIAL EVENTS	70.363
9. COMMISSIONS (from hotels sales)	7.047
<b>Totals</b>	<b>885.774</b>

B. COSTS	Amount
1. Conference venue Infrastructure	231.789
2. Conference&Exhibition Venue services	37.613
3. Conference Organizer	95.092
5. EuCAP Committees	16.100
6. Printed matters	26.900
7. Invited speakers/Courses	22.000
8. Conference Grants	5.300
9. Transport	4.758
10. Venue Catering	274.658
11. Social Events	146.679
12. Conference kit	14.400
13. Bank/CC Costs	8.862
14. Miscellaneous, contingencies	0
<b>Totals</b>	<b>884.152</b>

C. EXPECTED PROFIT	NET
Expected Balance	1.622

## INCOME

Event Name	EuCAP Copenhagen 2020
Dates	29 March - 3 April
Expected no. of paying participants	1.100
Expected no. of paying exhibitors	49
Expected no. of free exhibitors	4
Expected no. of sponsor-packages	12
Expected no. of kits	1.200

1. REGISTRATION	Unit cost	Unit type	# of units	Amount
Early member	600	Pax	347	208.200
Late member & onsite	690	Pax	59	40.710
Early non-member	680	Pax	182	123.760
Late non-member & onsite	770	Pax	77	59.290
Early student and younger researcher	150	Pax	280	42.000
Late student and younger researcher & onsite	200	Pax	50	10.000
Early retired	300	Pax	7	2.100
Late retired & onsite	370	Pax	5	1.850
Early 2 days registration	420	Pax	0	0
Late 2 days registration & onsite	490	Pax	0	0
Early exhibition visitor	80	Pax	22	1.760
Late exhibition visitor & onsite	90	Pax	11	990
Exhibitors stand personnel	225	Pax	60	13.500
Keynotes & and invited speakers	0	Pax	15	0
EuCAP sponsors, free delegates	0	Pax	19	0
EuCAP exhibitors, free delegates	0	Pax	49	0
Student helpers	0	Pax	7	0
Previous year A & P EurAPP awardees	0	Pax	2	0
Grant beneficiary	0	Pax	5	0
Representatives of entities having signed MoU with EurAPP	0	Pax	5	0
EurAPP free registrations	0	Pax	5	0
EuCAP COC free registrations	0	Pax	5	0
<b>Total registrations</b>			<b>1.212</b>	<b>504.160</b>
Guests		Pax	20	0
<b>Total Participants</b>			<b>1.232</b>	<b>504.160</b>

2. EXHIBITION	Unit cost	Unit type	# of units	Amount
Booths 9 m2 (space only)	2.800	Space	32	89.600
Shell scheme package incl 9 m2 space	3.400		10	34.000
Booths 18 m2 (space only)	5.600		7	39.200
Shell scheme package incl. 18 m2 space	6.800		0	0
Free Space	0	Space	4	0
PCO exhibition management 15%				-24.420
<b>Total Exhibition</b>			<b>53</b>	<b>138.380</b>

3. SPONSORS	Unit cost	Unit type	# of units	Amount
Platinum	15.000		2	30.000
Gold	10.000		5	50.000
Silver	7.500		4	30.000

## COSTS

Event Name	EuCAP Copenhagen 2020
Dates	29 March - 3 April
Estimated no. of paying participants	1.100
Estimated no. of paying exhibitors	49
Estimated no. of free exhibitors	4
Estimated no. of sponsor-packages	12
Estimated number of kits	1.200

1. Conference venue Infrastructure	Unit cost	Unit type	# of units	Amount
Session Rooms	168.475		1	168.475
Setup on Sunday	Incl. in above.		1	0
Exhibition area	63.314		1	63.314
<b>Subtotal</b>				<b>231.789</b>

2. Conference&Exhibition Venue services	Unit cost	Unit type	# of units	Amount
WIFI	0		1	0
Poster Panels	61		76	4.611
AV Technical Equipment	4.527		1	4.527
Technical services	2.883		3	8.649
Speakers preview	2.661		1	2.661
Signage , banners, rolls-up, etc.	2.500		1	2.500
Registration area	0		1	0 <i>incl.</i>
Secretariat: printings, copies, etc.	200		1	200
Furniture/Decoration			1	0 <i>basic incl.</i>
Taxes Banners			1	0
Security	6.424		1	6.424
Logistics			1	0
First Aid			1	0 <i>incl.</i>
Exhibition: booths	600		10	6.000
Exhibition: spaces	incl. in above		1	0 <i>incl. in above</i>
Exhibition: furniture			1	0 <i>exhibitors pay directly to supplier</i>
Exhibition: DCC overhead			1	0
Exhibition: power			1	0 <i>exhibitors pay directly to supplier</i>
Manned cloak room	2.041		1	2.041
Contingency				0
<b>Subtotal</b>				<b>37.613</b>

3. Conference organizers	Unit cost	Unit type	# of units	Amount
General management & PCO administrative management	30.000		1	30.000
Staff onsite	1.350		2	2.700
Staff accommodation onsite	0		0	0
Volunteer staff	0		7	0
Travels and subsistence pre-Eucap	600		1	600
Travels to onsite	0		5	0
Abstract handling accepted	20		1.187	23.740
Abstract handling rejected	15		59	890
EDAS (used for abstracts first 100 papers)	5,40		100	540
EDAS (used for abstracts from 101 papers)	4,50		1.146	5.157
Registration management per registration	20		1.212	24.240

On-site hostesses	1.575		3	4.725
Website initial setup and modifications	2.500		1	2.500
<b>Subtotal</b>	<b>36.090</b>			<b>95.092</b>

4. EuCAP Committees	Unit cost	Unit type	# of units	Amount
Travel&Subsistance of StC (Europe)	700		9	6.300
Travel&Subsistance of StC (Overseas)	1.000		1	1.000
COC meeting expenses	5.000		1	5.000
Technical Programme Meeting	3.800		1	3.800
<b>Subtotal</b>				<b>16.100</b>

5. Printing and presentation services	Unit cost	Unit type	# of units	Amount
1st Announcement	2.000		1	2.000
2nd Announcement	3.000		1	3.000
Posters	1.000		1	1.000
Programme Book printing	7.000		1	7.000
Exhibitors/Sponsors Brochures	Incl. in CAP fee		1	0
Exhibitors/Sponsors Manual	Incl. in CAP fee		1	0
Promotion	500		1	500
Short courses printed material	500		1	500
Events printings and rooms' daily schedule	500		1	500
Official Photographs	800		3	2.400
Papers mobile APP	5.000		1	5.000
Website, Facebook and email	Incl. in CAP fee		1	0
Disbursements/Post/Fax/Tel/Copying	Incl. in CAP fee		1	0
New presentation formats & virtual meetings	5.000		1	5.000
Contingency				0
<b>Subtotal</b>				<b>26.900</b>

6. Invited speakers/Courses	Unit cost	Unit type	# of units	Amount
Travel/subsistance (European)	700		10	7.000
Travel/subsistance (overseas)	1.000		5	5.000
Short courses lecturers honoraria	1.000		10	10.000
Contingency				0
<b>Subtotal</b>				<b>22.000</b>

7. Conference Grants	Unit cost	Unit type	# of units	Amount
Grants	500		3	1.500
Travel grants for young researchers	700		5	3.500
Bingo prizes	300		1	300
<b>Subtotal</b>				<b>5.300</b>

8. Transport	Unit cost	Unit type	# of units	Amount
Bus transport participants to Technical Tours	752		5	3.758
Misc. transport to venue	1.000		1	1.000
Conference Material (flags, banners, etc.)	incl. in above		1	0
<b>Subtotal</b>				<b>4.758</b>

9. Conference Catering	Unit cost	Unit type	# of units	Amount
Conference package (90%)	64		4.363	277.979
Coffee breaks Friday morning	13		800	10.440

Water for Chair (2 x session)	5		100	473
Staff lunches on Sunday	21		10	211
Recuperation of 25 % VAT on conference catering				-14.445
Contingency				0
<b>Subtotal</b>				<b>274.658</b>

11. Social Events	Unit cost	Unit type	# of units	Amount
Welcome Drink catering	24		1.091	26.539
Welcome Drink - Technical equipment	500		1	500
Welcome Drink entertainment	700		1	700
Younger researchers' event	60		250	15.000
Invited reception	10.000		1	10.000
Conference dinner - Entertainment	1.500		1	1.500
Conference dinner - Technical equipment	1.000		1	1.000
Conference dinner - Decoration	500		1	500
Conference dinner - Catering incl. rental	100		846	84.550
EurAPP Directors Dinner	110		13	1.430
Invited speakers lunch	0		0	0
Exhibitors reception	24		60	1.460
Technical tours	700		5	3.500
Contingency				0
<b>Subtotal</b>				<b>146.679</b>

12. Conference kit	Unit cost	Unit type	# of units	Amount
Bags	12		1.200	14.400
Badges, cards & holders	incl. in CAP reg. fee		1.200	0
USB stick			1.200	0
Copy USB			1.200	0
Gifts				0
<b>Subtotal</b>				<b>14.400</b>

*USB sticks do most probably not exist in 2020.*

13. Bank/CC Costs	Unit cost	Unit type	# of units	Amount
Legal and audit	Incl. in CAP fee		1	0
Wire transfer overhead	550		1	550
Credit card fee	7.562		1	7.562
CC overhead and accounting costs	Incl. in CAP fee		1	0
Onsite cash management and POS	Incl. in CAP fee		1	0
VAT and taxes management	Incl. in CAP fee		1	0
Insurances	750		1	750
Contingency				0
<b>Subtotal</b>				<b>8.862</b>

14. Miscellaneous, contingencies	Unit cost	Unit type	# of units	Amount
Unexpected expenses per pax				0
Contingency general				0
<b>Subtotal</b>				<b>0</b>

<b>Total</b>				<b>884.152</b>
--------------	--	--	--	----------------

Bronze	4,000		1	4,000
Lanyard	7,500		1	7,500
Logo on virtual meetings	9,000		1	0
Logo on Bags	3,000		1	3,000
Other	7,000		1	0
PCO sponsor management 15%				-18,675
<b>Total Sponsors</b>				<b>105,825</b>

4. OTHER SPONSORS	Unit cost	Unit type	# of units	Amount
Local Sponsorship	20,000		1	20,000
Extraordinary sponsorship from City	10,000		1	10,000
DTU inkind sponsorship	5,000		1	5,000
AMTA Sponsor for Technical Visit			1	0
<b>Total Sponsors</b>				<b>35,000</b>

5. AFTERNOON WORKSHOPS	Unit cost	Unit type	# of units	Amount
Room rental		Hour	2	0
<b>Total Workshops</b>				<b>0</b>

6. SHORT-COURSES, TUTORIALS	Unit cost	Unit type	# of units	Amount
Full day registration		Full-day		0
Half day registration	100	Half-day	250	25,000
<b>Total Short-Courses</b>				<b>25,000</b>

7. LUNCHESES	Unit cost	Unit type	# of units	Amount
Lunches		Lunches	0	0
<b>Total Short-Courses</b>				<b>0</b>

8. SOCIAL EVENTS	Unit cost	Unit type	# of units	Amount
Accompanying persons banquet	85	Person	20	1,700
Conference Dinner	75	Person	816	61,163
Thursday students event	30	Person	250	7,500
<b>Total Social Events</b>				<b>70,363</b>

9. COMMISSIONS (Hotels...)	Unit cost	Unit type	# of units	Amount	If negotiated by the Conference Organizers
PCO hotel room reservation handling 50%	14,094	Item	1	14,094	
<b>Total Commissions</b>				<b>7,047</b>	

<b>Total</b>					<b>885,774</b>
--------------	--	--	--	--	----------------

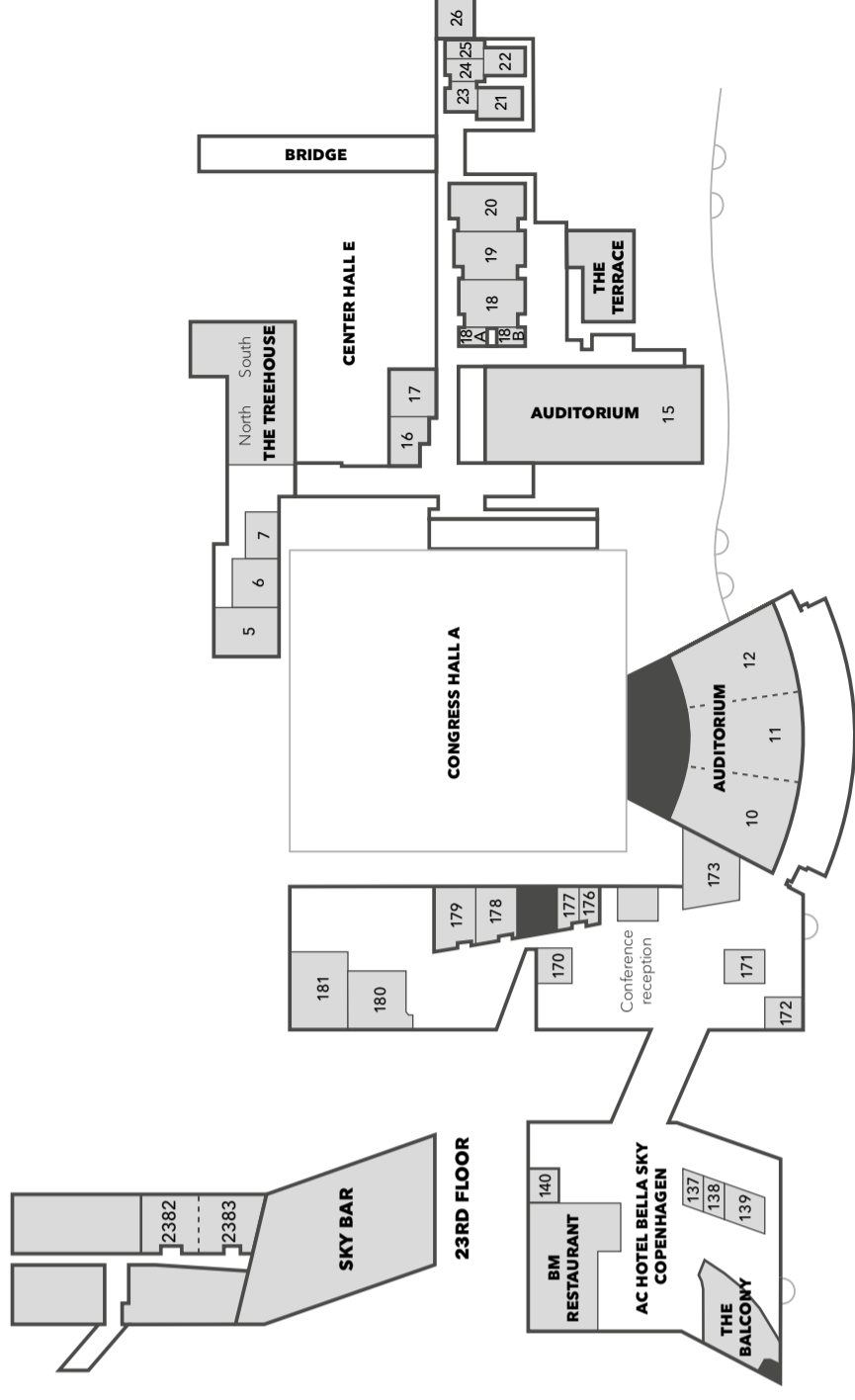
EuCAP Copenhagen 2020 hotel allotment						
Rates are valid for 2016 and based on today's conversion rate of 1 EUR =7.44 DKK with an expected increase of 3-5% p.a.						
Hotel	Category	Capacity (total no. of rooms)	No. of single rooms reserved for the conference	Price in EUR pr. night incl. breakfast, VAT, free WiFi and 10% commission	No. of double rooms (single use) reserved for the conference	Price in EUR pr. night incl. breakfast, VAT, free WiFi and 10% commission
<b>Arp-Hansen Hotel Group</b>						
Copenhagen Strand	3 star	174	20	141	55	168
Wakeup Copenhagen Borgergade	2 star	498			75	93
<b>CABINN Hotels</b>						
CABINN Metro	2 star	710	75	75.68		92
<b>Danhostel</b>						
Danhostel Copenhagen Amager	Hostel	156 (540 beds)				
<b>TOTAL</b>						
<b>GRAND TOTAL:</b>						

**BELLA CENTER**  
**COPENHAGEN**  
FLOOR PLAN &  
CAPACITY CHART

## MEETING FACILITIES 1<sup>ST</sup> FLOOR

LOCATION	No.	Max	DIMENSIONS & SIZE			SET-UP							
			L/W/H	m <sup>2</sup>	Incl. 4 in panel	Theatre	Classroom	U-shape	Square	Boardroom	Banquet Ø150/180	Cabaret Ø150/180	Restaurant
BCC	5	93	12/9/2.7	108		93	50	34	44		64	48	
BCC	6	65	9/9/2.7	81		65	30	24	32		48	36	
BCC	05-06	166	-/-/2.7	189		166	98		54		128	96	
BCC	7	39	9/6/2.7	65		39	20	18	24		32	30	
BCC	06-07	124	-/-/2.7	146		124	62		46		88	72	
BCC	05-07	232	-/-/2.7	254		232	124		254		168	138	
BCC	16	46	8.9/6.1/2.9	54		46	32	22	28		40	24	
BCC	17	46	9/9/2.9	81		46	46	26	36		48	36	
BCC	18A	8*	5/3.5/2.9	18								8	
BCC	18B	8*	5/3.5/2.9	18								8	
BCC	18	97	12/9/3.6	108		97	54	28	36		64	48	
BCC	19	119	13/9/3.6	117		119	56	34	40		64	48	
BCC	18-19	194	13/18/3.6	234		194	100	48	60		136	108	
BCC	20	126	14/9/3.7	126		126	66	34	40		64	48	
BCC	21	18	8.5/5.8/3.3	49								18	
BCC	22	14*	7/5/3.1	35								14	
BCC	23	12	5.5/5.2/2.5-2.9	25								12	
BCC	24	10*	7/4/2.5-2.9	28								10	
BCC	25	10*	7/4/2.7	28								10	
T1	137	9*	5.3/3.7/4.2	20								9	
T1	138	13*	5.3/3.7/4.2	20								13	
T1	137-138	13	5.6/7.5/4.2	42		(30)						13	
T1	139	13*	5.6/7.5/4.2	32								13	
T1	140 VIP	13*	5.8/6.4/4.2	37								13	
T2	170	8*	5.8/4.7/3.7	25								8	
T2	171 VIP	13*	5.8/7.3/3.7	42								13	
T2	172 VIP	13*	5.8/6.4/4.2	37								13	
T2	173	98	9/10.4/3.7	94		98	48	28	72		72	64	
T2	176	9*	6.7/3.7/3.7	23								9	
T2	177	9*	5.7/3.8/3.7	21								9	
T2	176-177	18	5.7/7.5/3.7	50		(38)		14	18			18	
T2	178	57	8.3/7.5/3.7	62		57	24	18	16		40	30	
T2	179	55	9.3/7.5/3.7	70		55	24	18	16		40	30	
T2	180 Ballroom	91	10.8/10.7/3.7	117		91	48	26	54		54	56	
T2	181 Ballroom	120	10.7/14.6/3.7	158		120	60	38	72		72	80	
T2	180-181 Ball.	250	14.6/21.6/3.7	325		288	160	62	198		198	160	

\*excl. panel  
(non standard set-up)



## MEETING FACILITIES 2<sup>3RD</sup> FLOOR

LOCATION	No.	Max	DIMENSIONS & SIZE		SET-UP
			L/W/H	m <sup>2</sup>	
T2	2382	12	7.3/5.8/7.2	42	Boardroom
T2	2383	12	5.8/5.8/7.2	34	12
T2	2382-2382	28	13/6/7.2	78	28

## RESTAURANTS

Loc.	Floor	Hall	Name	Function	Capacity (seated)*
T1	Ground	Lobby	Lobby Bar	Restaurant/Bar	61
T1	Ground		Library Restaurant	Restaurant/Bar	60
T1	1st		The Balcony Restaurant	Restaurant/Bar	75
T1	1st		BM Restaurant	Restaurant	240
T2	23rd		Sky Bar	Restaurant/Bar	40/88
BCC	Ground	Center Hall	The Gastro	Restaurant	138
BCC	Ground	C1	Orangu Lounge	Café	109
BCC	Ground	HB3/4	Café Torvet	Restaurant	120
BCC	1 <sup>st</sup>		The Treehouse	Restaurant	234
BCC	1 <sup>st</sup>		The Treehouse North	Restaurant	124
BCC	1 <sup>st</sup>		The Treehouse South	Restaurant	114

\*Based on standard set up.

## AUDITORIUMS 1<sup>ST</sup> FLOOR

LOCATION	No.	Max	DIMENSIONS & SIZE		SET-UP
			L/W/H	m <sup>2</sup>	
BCC	10	310	26/10-18/7.7	395	310 Theatre
BCC	11	310	26/10-18/7.7	395	310
BCC	12	310	26/10-18/7.7	395	310
BCC	10-11	620	26/10-36/7.7	790	620
BCC	11-12	620	26/10-36/7.7	790	620
BCC	10-12	930	26/10-54/7.7	1,185	930
BCC	15-1	362	40/18/9.5	720	1-362
BCC	15-2	582	40/18/9.5	720	363-582

# MEETING FACILITIES GROUND FLOOR

LOCATION		CAPACITY			DIMENSIONS & SIZE			SET-UP			
Loc.	No.	Max	L/W/H	m <sup>2</sup>	Theatre	Classroom	Banquet	Cabaret	U-Shape		
CONGRESS HALL A											
BCC	A1	2,295	56/36/2.5-9	2,000	2,295	1,035	1,088	840			
BCC	A2	1,146	37/27/2.5-9	1,000	1,146	420	800	408			
BCC	A3	560	19/27/2.5-9	500	560	180	360	234			
BCC	A2-A3	1,762	56/27/2.5-9	1,500	1,762	762	832	648			
BCC	A1-A3	4,326	56/63/2.5-9	3,500	4,326	1,835	2,800	1,608			

MEETING ROOMS IN HALL B										
BCC	B1 M1	218	17.9/18.1/3.3	292	218	138	216	150	60	
BCC	B1 M2	48	8.9/18.1/3.3	164	48	30	48	36	26	
BCC	B3 M1/2/3/4/5/6/7/8/9/10	65	9/9/3.2	81	65	30	48	36	26	
BCC	B3 M1-2/M3-4/M5-6/M7-8/M9-10	169	18/9/3.2	162	169	90	136	90	52	
BCC	B3 M1-4/M5-8	312	18/18/3.2	324	312	160	240	156	62	
BCC	B3 M5-10	546	27/18/3.2	486	546	280	284	264	90	
BCC	B4 M1/2/3/4/5/6/7/8/9/10	65	9/9/3.2	81	65	30	48	36	26	
BCC	B4 M1-2/M3-4/M5-6/M7-8/M9-10	169	18/9/3.2	162	169	90	136	90	52	
BCC	B4 M1-4/M5-8	312	18/18/3.2	324	312	160	240	156	62	
BCC	B4 M5-10	546	27/18/3.2	486	546	280	384	264	90	
BCC	B5 M1/M2/M3/M4	65	9/9/3.2	81	65	30	48	36	26	
BCC	B5 M1-2/M3-4	169	18/9/3.2	162	169	90	136	90	52	
BCC	B5 M1-4	312	18/18/3.2	324	312	160	240	156	62	

MEETING ROOMS IN HALL HB										
BCC	HB4 M1	150	15/12/3.3	180	150	84	128	84		
BCC	HB4 M2	190	15/12/3.3	180	190	98	128	84		
BCC	HB4 M1-M2	380	15/24/3.3	360	380	196	256	186		

MEETING ROOMS IN HALL C										
BCC	C1 M0	392	22.4/18/4.4	420	366	166	280	204		
BCC	C1 M1/M2/M3/M4/M5	420	26/18/4.4	468	420	188	280	228		
BCC	C4 M1	2,210	72/27.4/8.15	1,944	2,120	990	1,200	978		

MEETING ROOM IN HALL C5										
BCC	C5	2,700	80/40/6.35	3,200	2,700	1,320	1,776	1,404		

MEETING ROOM IN CENTER HALL E										
BCC	Focus	150		375						

MEETING ROOMS IN HALL H										
BCC	H M1	30	15/4/2.2	60	30					
BCC	H M2/M3	15	5/4/2.5	20	15					
BCC	H M4/M5/M6	312	18/18/4.6	324	312	140				
BCC	H M4-M5/M5-M6	725	-/4/4.6	684	725	340				
BCC	H M4-M6	1,100	-/4/4.6	1,026	1,100	540				

HALLS										
Loc.	No.	L/W/H (flexible)	m <sup>2</sup>							
CONGRESS HALL A										
BCC	A1	56/36/2.5-9	2,000							
BCC	A2	37/27/2.5-9	1,000							
BCC	A3	19/27/2.5-9	500							
BCC	A2-A3	56/27/2.5-9	1,500							
BCC	A1-A3	56/63/2.5-9	3,500							

HALL B										
BCC	B0 1	-/27/3.2	1,077							
BCC	B0 2	-/27/3.2	735							
BCC	B1	53.9/27/3.3	1,330							
BCC	Light arcade between B1-B2	36/9/9	594							
BCC	B2	54/27/2.5	1,624							
BCC	Light arcade between B2-B3	36/9/9	567							
BCC	B3	63/27/2.5-3.3	1,701							
BCC	Light arcade between B3-B4	36/9/9	567							
BCC	B4	63/27/2.5-3.3	1,701							
BCC	Light arcade between B4-B5	36/9/9	567							
BCC	B5	54/27/2.5	1,512							
BCC	Light arcade between B5-B6	36/9/9	594							
BCC	B6	63/27/2.5-3.3	1,110							
BCC	B0-B6	-/1/2.5-9	13,679							

HALL HB										
BCC	HB3		36/27/3.3	972						
BCC	HB4		32-36/27/3.3	927						

# HALLS

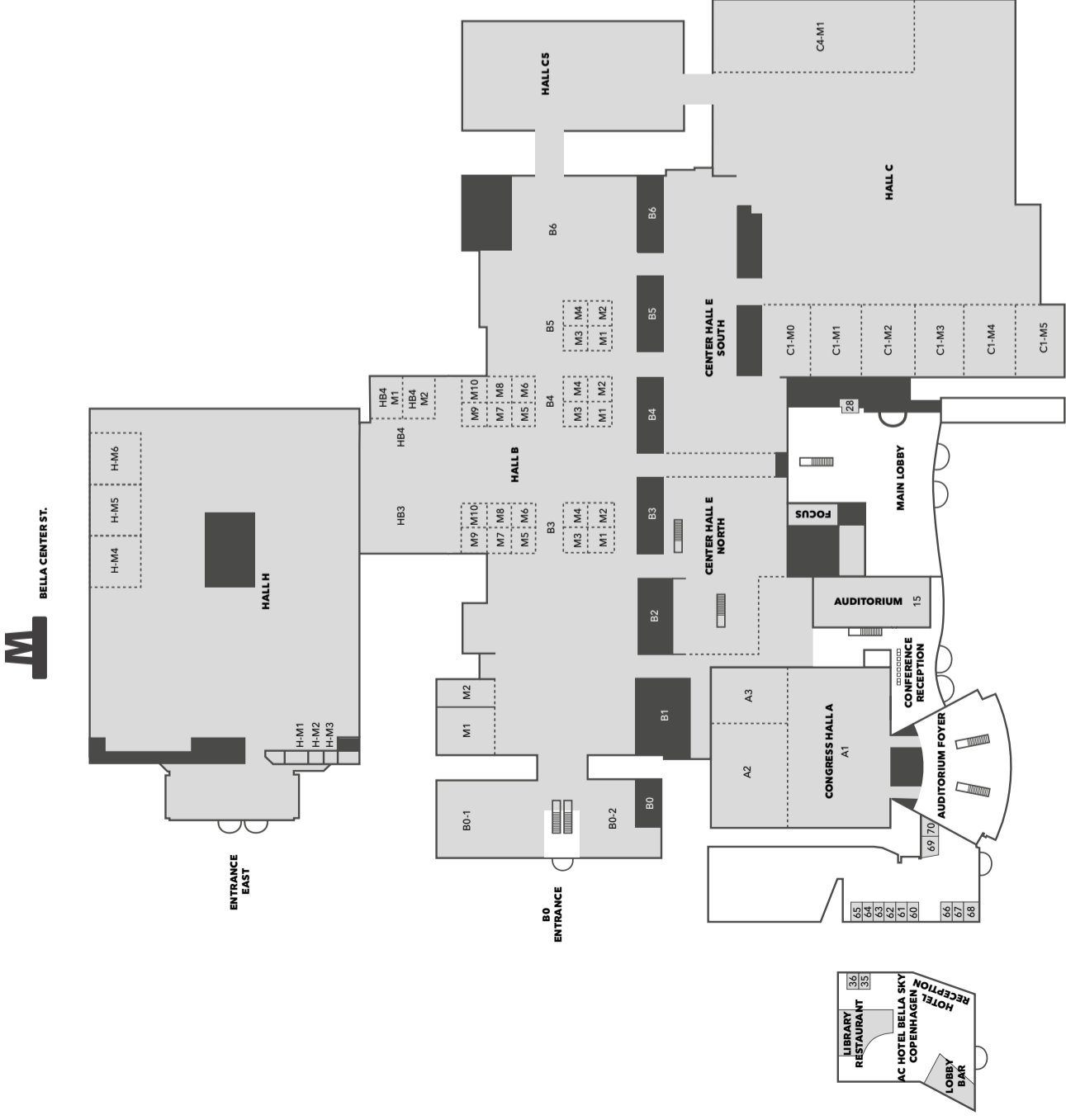
HALL C										
BCC	C1	108/26-27/4.3	2,916							
BCC	Light arcade between C1-C2	99/9/6.2	891							
BCC	C2	103/27/6.55	2,592							
BCC	Light arcade between C2-C3	99/9/7.7	891							
BCC	C3	108/27/8.05	2,916							
BCC	Light arcade between C3-C4	108/9/7.7	972							
BCC	C4	108/27/8.15	2,835							
BCC	C1-C4	-/4.4-8.25	14,013							

# FOYERS

CENTER HALL E										
BCC	E North	70/18-45/16-25	2,232							
BCC	E South	110/27-45/13-19	3,149							
BCC	E	180/18-45/13-25	5,381							

# FOYERS

EAST HALL H										
BCC	H	121/93/4.6	10,900							



# MEETING FACILITIES GROUND FLOOR

LOCATION		CAPACITY			DIMENSIONS & SIZE			SET-UP			
Loc.	No.	Max	L/W/H	m <sup>2</sup>	Theatre	Classroom	U-shape	Boardroom			
T1	35	9	5/3.7/4.2	19				9			
T1	36	9	5/3.7/4.2	19				9			
T1	35-36	10	5/7.5/4.2	38	(38)		10	10			
T2	60	9	5/3.7/4.2	19				9			
T2	61	9	5/3.7/4.2	19				9			
T2	60-61	10	5/7.5/4.2	38	(38)	8	10	10			
T2	62	9	5/3.7/4.2	19				9			
T2	63	9	5/3.7/4.2	19				9			
T2	62-63	10	5/7.5/4.2	37	(38)	8	10	10			
T2	64	9	5/3.7/4.2	19				9			
T2	65	9	5/3.7/4.2	18				9			
T2	64-65	10	5/7.5/4.2	37	(38)	8	10	10			
T2	66	9	5/3.7/4.2	19				9			
T2	67	9	5/3.7/4.2	19				9			
T2	66-67	10	5/7.5/4.2	37	(38)	8	10	10			
T2	69	14	5/2.9/4.2	15				6			
T2	70	12	5/5.4/4.2	26	(27)		14	8			
T2	69-70	42	10/5.1/4.2	26	(22)		12	8			
BCC	28	8	4.1/2.7/2.5	11	42	22	18	14			

(non standard set-up)

## Summary

# BELLA · CENTER COPEN HAGEN

Name of Event:	<b>EuCAP 2020</b>		
Expected number of participants	1000-1300		
Event date(s) offered at present:	<ul style="list-style-type: none"> <li>• 29 March - 3 April 2020 (Sun-Fri), alternatively</li> <li>• 15 - 20 March 2020 (Sun-Fri)</li> </ul>		
Sales contact details	Intl. Senior Sales Manager Maiken Schultz, mas@bellacenter.dk, +45 32472309		
Total hall rental	EUR	79.143,00	
Meeting facilities total	EUR	210.593,33	
Exclusive discount	EUR	(57.947,27)	
Total hall & meeting facilities rental	EUR	<b>231.789,06</b>	<i>based on current allocation and 29 March - 3 April 2020</i>
Total hall & meeting facilities rental	EUR	211.971,10	<i>based on current allocation and 15 March - 20 March 2020</i>
Special benefits offered for this event:			
Estimate Food & Beverage	EUR	220.432,00	incl. discount on current request
Estimate preliminary other costs	EUR	32.935,71	

All amounts are quoted in 2016 prices excl. 25% Danish VAT. Final settlement will be made in Euro (EUR) and adjusted to year of event.

### Hall and meeting facilities - what is included ?

- General heating / cooling and lighting
- General video surveillance and Security
- Daily cleaning of all rented areas incl. restrooms, foyers, restaurants, etc. during event days. Cleaning of exhibition stands cover vacuum cleaning and removal of waste material from regular size bins
- Standard furnishings (tables, chairs, lecterns) in permanent meeting rooms and auditorium. Separate offer will be calculated in use of halls (B3M1-B5M4, meeting rooms C1M0-5, Congress Hall A and HB4M1-2)
- Use and consumption of all permanent electric outlets in meeting rooms and auditoriums
- Meeting rooms rental include - if available - 1 flip chart / white board
- Rental of auditoriums and Congress Hall A includes carpet and lectern with microphone connected to the hall's permanent address system
- Projectors/50" Plasma Screen in all permanent meeting rooms in Bella Center/Comwell Conference Center Copenhagen/AC Hotel Bella Sky and in Auditorium 10, 11, 12 and 15
- 1 First aid responder during opening hours will be included at events with more than 800 delegates
- WiFi: Bella Center's existing WiFi is offered free of charge during event days. IT-support is included 8 hours per day. Bandwidth and distribution of access points are optimized for regular internet usage such as emails, browsing, etc.

By additional charges we can offer custom SSID, password protection etc.

### Bella Center Copenhagen is a full service provider, and can also provide the following services

- Gatekeeper(s) and control guards, cloakroom staff for manned cloakroom, hostesses
- Exhibition handling and technical service, Shell Scheme stands, furniture and other supplies for stands, poster walls
- Food and beverages (mandatory by Bella Center), decorations.
- AV, stage, technicians, wired internet, additional wifi access points, registration counters

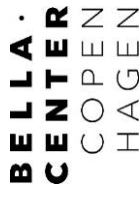
Preliminary room block at Hotels, via BC Hospitality Group (subject to separate hotel contracts)			
	total number of room nights	rate from incl. VAT	rate from excl. VAT
AC Hotel Bella Sky Copenhagen	1.525	EUR 188,51	EUR 150,81
Crowne Plaza Copenhagen Towers	500	EUR 188,51	EUR 150,81
Marriott Copenhagen	0		

The hotel prices are quoted per room per night and include free WiFi and breakfast buffet. Hotel rooms will be invoiced incl. Danish VAT, which may be re-claimed by corporates. The above prices are valid for 2016 and an increase of 3-5% per year must be expected

# Event budget

## EuCAP 2020

Event date: • 29 March - 3 April 2020 (Sun-Fri), alternatively  
 • 15 - 20 March 2020 (Sun-Fri)  
 At present we are pleased to suggest the following event date(s). Dates not binding until 15 September 2016  
 Offer valid until 15 September 2016  
 Number of delegates: 1000-1300  
 Revised date: 06.09.2016 / MAS  
 Event number (internal use): A-XXXXX  
 All amounts quoted are in 2016 prices, final settlement will be adjusted to year of event.



Halls	Function	Estimated net m <sup>2</sup>	Gross m <sup>2</sup>	Price per m <sup>2</sup>	Price per day	Days	Dates / period		EUR total	DKK total
							Move-in	Move-out		
Congress Foyer <b>Note 1+2)</b>	Registration (permanent desks) + wardrobe and exhibitor lounge area <b>Note 7)</b>	50	1.667	8,51	425,50	6	SUN-FRI		EUR 2.553,00	DKK 18.892,20
Auditorium Foyer <b>Note 1)</b>	Walk-through and Welcome Reception (75) double sided poster boards) <b>Note 5)</b>		1.202	8,51	10.229,02	1	SUN		EUR No rental charged when used for this purpose	
Congress Hall A	Exhibition <b>Note 3)</b> , Catering and area for build-up session rooms (2 x 30 m2 net) <b>Note 6)</b>	600	450	8,51	3.829,50	4	TUE-FRI		EUR 15.318,00	DKK 113.353,20
<b>Total hall rental</b>			3.500	8,51	10.212,00	6	MON-FRI		EUR 61.272,00	DKK 453.412,80
									EUR <b>79.143,00</b>	DKK <b>585.658,20</b>

Meeting facilities	Function	Gross m <sup>2</sup>	Set-up & max cap	set up for # persons	Price per day	Days	Dates / period		EUR total	DKK total
							move-in	move-out		
Auditorium 10-11-12	Opening session	1.185	Theatre 930		12.972,72	5	MON-FRI		EUR 64.863,60	DKK 479.990,64
Auditorium 10-11	Antenna Semi-plenary sessions, Closing Ceremony	790	Theatre 620		8.648,48	5	MON-FRI		Rental incl. in large plenary, only costs for running walls apply	
Auditorium 10	Oral Session 1	395	Theatre 310		4.324,24	5	MON-FRI		Rental incl. in large plenary, only costs for running walls apply	
Auditorium 11	Oral Session 2	395	Theatre 310		4.324,24	5	MON-FRI		Rental incl. in large plenary, only costs for running walls apply	
Auditorium 12	Semi-plenary propagation and measurement sessions, Oral Session 3	395	Theatre 310		4.324,24	5	MON-FRI		Rental incl. in large plenary, only costs for running walls apply	
Meeting room 5	Oral session 4 (of 10)+ short course 1	108	Theatre 93		1.729,73	6	SUN-FRI		EUR 10.378,38	DKK 76.800,01
Meeting room 6/7	Oral session 5 (of 10)+ short course 2	146	Theatre 124		2.270,27	6	SUN-FRI		EUR 13.621,62	DKK 100.799,99
Meeting room 16	Oral session 6 (of 10)+ short course 3	46	Theatre 46		1.945,95	6	SUN-FRI		EUR 11.675,70	DKK 86.400,18
Meeting room 17	Oral session 7 (of 10)+ short course 4	81	Theatre 46		1.945,95	6	SUN-FRI		EUR 11.675,70	DKK 86.400,18
Meeting room 18	Oral session 8 (of 10)+ short course 5	108	Theatre 97		2.486,49	6	SUN-FRI		EUR 14.918,94	DKK 110.400,16
Meeting room 18a	EurAAP office	18	Boardroom 8		410,81	6	SUN-FRI		Complementary for this purpose	
Meeting room 18b	EurAAP office	18	Boardroom 8		410,81	6	SUN-FRI		Complementary for this purpose	
Meeting room 19	Oral session 9 (of 10)	117	Theatre 119		2.486,49	5	MON-FRI		EUR 12.432,45	DKK 92.000,13
Meeting room 20	Oral session 10 (of 10)	126	Theatre 126		2.486,49	5	MON-FRI		EUR 12.432,45	DKK 92.000,13
Meeting room 21	EurAAP board, EuCAP steering board	49	Square 18		454,05	1	SUN-MON		EUR 454,05	DKK 3.359,97
Meeting room 23	Speaker prep	28	Boardroom 12		454,05	6	SUN-FRI		EUR 2.724,30	DKK 20.159,82
The Treehouse North	Catering for sponsors	222	<b>TBC</b>			0	MON-FRI		catering cash bar	
Meeting room 60+61	Miscellaneous meeting 1 (of 6) + short course 6	38		2 x boardroom of 9 persons	702,70	6	SUN-FRI		EUR 4.216,20	DKK 31.199,88
Meeting room 62+63	Miscellaneous meeting 2 (of 6), short course 7	37		2 x boardroom of 9 persons	702,70	6	SUN-FRI		EUR 4.216,20	DKK 31.199,88
Meeting room 64+65	Miscellaneous meeting 3 (of 6) + short course 8	37		2 x boardroom of 9 persons	702,70	6	SUN-FRI		EUR 4.216,20	DKK 31.199,88
Meeting room 66	Miscellaneous meeting 4 (of 6) + short course 9	19	Boardroom 9		410,81	6	SUN-FRI		EUR 2.464,86	DKK 18.239,96
Meeting room 67	Miscellaneous meeting 5 (of 6) + short course 10	19	Boardroom 9		410,81	6	SUN-FRI		EUR 2.464,86	DKK 18.239,96
Meeting room 68 VIP	Miscellaneous meeting 6 (of 6)	15	Boardroom 6		410,81	5	MON-FRI		EUR 2.054,05	DKK 15.199,97
Meeting room 69+70	Office for Exhibitor staff	51	Theatre 42		2.270,27	6	SUN-FRI		EUR 13.621,62	DKK 100.799,99

Meeting room 179	EUAPP delegate assembly, EUAPP working group meetings, AMITA Europe meeting	70 Theatre 55	1,945,95	4	MON-THU	EUR	7,783,80	DKK	57,600,12
<b>Meeting facilities total</b>						<b>EUR</b>	<b>210,593,33</b>	<b>DKK</b>	<b>1,558,390,64</b>
<b>29 March - 3 April 2020, dates in budget template</b>									
<b>Hall and meeting facilities total excl. 25 % Danish VAT</b>									
<b>Exclusive fixed discount, based on the above facilities, by signature of Leasing Agreement before 1 February 2017</b>									
<b>Hall and meeting facilities total excl. 25 % Danish VAT</b>									
<b>15 March - 20 March 2020</b>									
<b>Hall and meeting facilities total excl. 25 % Danish VAT</b>									
<b>Exclusive fixed discount, based on the 15 - 20 March 2020 dates are chosen, by confirmation latest December 1st 2016 and by signature of Leasing Agreement before 1 February 2017</b>									
<b>Hall and meeting facilities total excl. 25 % Danish VAT</b>									

**Please note:**

General) This event budget serves as preliminary reservation at Bella Center/Comwell Conference Center Copenhagen and if no special arrangement have been made, we reserve the right to reallocate the suggested layout.

Note 1) Area may be shared between parallel events, ie walk-through for hotel guests to other parts of BC and BC staff.

Note 2) Includes registration counters (the counters may be shared between parallel events)

Note 3) Estimated area for exhibition: 540 m2 net. Will be charged according to consumption (as net m2 used x 2 x no. of days x rental price per day) however minimum 540 m2 net

Note 4) During days of build-up & breakdown the venue has the right of disposal over areas where room rental does not apply.

Note 5) Poster exhibition is charged per gross m2 used. Estimated: 75 poster walls x 6 m2 = 450 m2 gross.

Note 6) Session rooms in Hall A: Rental charged at 2 x 30 m2 net. Will be charged according to consumption (as net m2 used x 2 x no. Of days x rental price per day), however minimum 60 m2 net will be charged for.

Note: cost for build-up of session rooms to be added

Note 7) Exhibitor area: Will be charged according to consumption (as net m2 used x 2 x no. of days x rental price per day) however minimum 50 m2 net. Build-up costs to be added

Note 8) If the venue receives other enquiries for areas held on option, we will contact the Organiser by e-mail for a decision within 24 hours. Six months prior to first event date all area on option will be released unless agreed upon and contracted

Note 9) Additional areas not included at present are subject to availability.

All amounts are quoted in 2016 prices excl. 25% Danish VAT. Final settlement will be made in Euro (EUR) and adjusted to year of event.

The Euro exchange rate in this budget:

1 Euro =

7,40 Danish Krone

Food & Beverages	Price per person	Days	Persons	Period	EUR total	DKK total
Congress package (catering only). Special discounted package for EUCAP	55,40	4	1000	MON-THU	EUR 221.600,00	DKK 1.639.840,00
AM or PM break (simple)	6,08				EUR -	DKK -
AM or PM break	11,35	1	500	FRI	EUR 5.675,00	DKK 41.995,00
AM or PM break	11,35	1	300	SUN	EUR 3.405,00	DKK 25.197,00
Full day refreshments	13,51				EUR -	DKK -
Lunch bag eg. Sandwich or pasta salad, power bar, fruit, water	17,84	1	500	FRI	EUR 8.920,00	DKK 66.008,00
Lunch buffet Chef's choice	27,30				EUR -	DKK -
Reception 4 bites and 1 hour open (soft) bar	24,33				EUR -	DKK -
<b>F&amp;B total excl. 25 % Danish VAT</b>					<b>EUR 239.600,00</b>	<b>DKK 1.773.040,00</b>
<b>Discount on catering based on above order</b>					<b>EUR (19.168,00)</b>	<b>DKK -141.843,20</b>
<b>F&amp;B total excl. 25 % Danish VAT</b>					<b>EUR 220.432,00</b>	<b>DKK 1.631.196,80</b>

Other event costs	Note	Price per unit, EURO	Units	EURO total	DKK total
<b>Exhibition</b>					
Shell scheme stands (content: see below)	Estimated	61,62	0	EUR -	DKK -
Exhibition Admin. and Technical Service	Mandatory (see below)	10,41	540	EUR 5.621,40	DKK 41.598,36
Budget for removal of waste material	Mandatory/Estimated	0,61	1.080	EUR 658,80	DKK 4.875,12
Budget for waste - container	Mandatory/Estimated	324,46	0	EUR -	DKK -
Poster walls	Shell scheme stand wall = doubled-sided	60,68	75	EUR 4.551,00	DKK 33.677,40
Partitioning off (between Centerhall North/Centerhall South)		22,30		EUR -	DKK -
Partitioning off to unused areas		30,54		EUR -	DKK -

Security / guards	Note	Price per unit, EURO	Units	EURO total	DKK total
Roaming guard (1 guard mandatory)	2 guards on event days	44,46	80	EUR 3.556,80	DKK 26.320,32
Guard by gate (1 guard is mandatory if exhibition)	Further info needed on get-in and get-out	58,51	50	EUR 2.925,50	DKK 21.648,70
	<i>10) Minimum 5 hours. Price for normal hours (weekdays 08:00-16:00) / outside normal hours</i>			EUR -	DKK -

Other	Note	Price per unit, EURO	Units	EURO total	DKK total
AV in Auditorium 10, 11 and 12	Standard AV packages: (see pdf for content)			EUR -	DKK -
Registration counters	Price depending on room	1.289,19	3	EUR 3.867,57	DKK 28.620,02
Carpet	First day Following days	775,68	12	EUR 9.308,16	DKK 68.880,38
Extra set-up for catering in Halls & Foyers (one set-up per room per day is included)	Price per LaChris counter	217,70		EUR -	DKK -
Manned cloakroom, Friday only	Price per m2	11,89		EUR -	DKK -
Passive use of allocated areas where room rental does not apply, to cover cleaning, lighting, heating etc.	Price per person:	2,84		EUR -	DKK -
Opening/closing of partition walls between Auditoriums 10, 11 and 12 throughout the day	Price per m2 per event day	0,54		EUR -	DKK -
	Price per operation per wall	101,35	4	EUR 405,40	DKK 2.999,96
<b>Other event costs total excl. 25 % Danish VAT</b>				<b>EUR 32.935,71</b>	<b>DKK 243.724,25</b>

**Shell scheme stands - what is included ?**

- Partition walls towards neighbouring stands, fascia boards, facing the gangways (excl. text), carpet and 1 spot per 3 m<sup>2</sup> (In Hall B standard ceiling spots are used).

**Exhibition Handling and Technical Service - what is included ?**

- This mandatory function includes all technical contact to the exhibitors, coordination with subcontractors, production of build-up plans, overall project control, contact with local authorities, and Exhibition Service Office. Bella Center will supply general information to the organiser for the Exhibitor Manual or Exhibitor web and supply technical guidelines for the exhibitors.

**Mandatory services to be supplied by Bella Center:**

- Gatekeeper(s) and control guards, electricity and plumbing, rigging of wires, telephony and IT supplies, cleaning and removal of waste, cloakroom staff for manned cloakroom, exhibition handling/technical service. Food and beverages to be supplied by Bella Center. Please see "Bella Center Technical info" - for list of guidelines, rules & regulations.
- If the Organiser chooses to use own AV supplier: the assistance of Bella Center AV technicians will be charged at EUR 65.54 per hour on weekdays 08:00 - 17:00 (Outside these hours, the rate is EUR 96.62 per hour).

Printed 06-09-2016/12:35

Kindly observe that below reflects the preliminary room blocks offered. Final agreement will be based on separate contracts for each brand

**HOTEL ROOMS**

First set of days suggested AC Hotel Bella Sky Copenhagen - Guest Rooms									
Weekday		SUN	MON	TUE	WED	THU			
Total number of room nights	Date	29.03	30.03	31.03	01.04	02.04			
1,525	Number of rooms requested	125	350	350	350	350			
	Number of rooms approved	125	350	350	350	350			
<b>Prices incl VAT:</b>									
Single/double room for single use		EUR 188,51							
Double room for double use		EUR 215,54							
<b>Prices excl VAT:</b>									
Single/double room for single use		EUR 150,81							
Double room for double use		EUR 172,43							



First set of days suggested Hotel Crowne Plaza Copenhagen Towers									
Weekday		SUN	MON	TUE	WED	THU			
Total number of room nights	Date	29.03	30.03	31.03	01.04	02.04			
500	Number of rooms requested	100	100	100	100	100			
	Number of rooms approved	100	100	100	100	100			
<b>Prices incl VAT:</b>									
Single/double room for single use		EUR 188,51							
Double room for double use		EUR 215,54							
<b>Prices excl VAT:</b>									
Single/double room for single use		EUR 150,81							
Double room for double use		EUR 172,43							



Second set of days suggested AC Hotel Bella Sky Copenhagen - Guest Rooms									
Weekday		SUN	MON	TUE	WED	THU			
Total number of room nights	Date	15.03	16.03	17.03	18.03	19.03			
1,525	Number of rooms requested	125	350	350	350	350			
	Number of rooms approved	125	350	350	350	350			
<b>Prices incl VAT:</b>									
Single/double room for single use		EUR 188,51							
Double room for double use		EUR 215,54							
<b>Prices excl VAT:</b>									
Single/double room for single use		EUR 150,81							
Double room for double use		EUR 172,43							



Second set of days suggested Hotel Crowne Plaza Copenhagen Towers									
Weekday		SUN	MON	TUE	WED	THU			
Total number of room nights	Date	15.03	16.03	17.03	18.03	19.03			
500	Number of rooms requested	100	100	100	100	100			
	Number of rooms approved	100	100	100	100	100			
<b>Prices incl VAT:</b>									
Single/double room for single use		EUR 188,51							
Double room for double use		EUR 215,54							
<b>Prices excl VAT:</b>									
Single/double room for single use		EUR 150,81							
Double room for double use		EUR 172,43							



The above prices are quoted per room per night and include free WiFi, breakfast buffet and 25% Danish VAT (Please note that no extra tax such as city tax applies)