REQUIREMENTS FOR

SWIM SAFE EUROPE ANNUAL CONFERENCE

| 1.5 days |

Event Name: Swim Safe Europe 2025 Annual Conference
Dates: Friday 28- Saturday 29 November 2025
Format: 2-Day Hybrid Event
Location: To Be Confirmed
Expected number of participants: 150-300

Onsite versus online and hybrid education:

- A minimum number of 65 on-site participants staying at the official hotel should be reached before the conference takes place onsite. The moment in time to decide whether a conference can take place onsite will be determined in cooperation with the local organizer. Participants should only start to book flights once the minimum number of participants has been reached. This information will be fully described in the Bulletin, including the timeline to share this data.

- In case of 35 online participants, European Aquatics ("EA") will offer streaming, and the conference will be hybrid. The cost of professional streaming will be covered by EA (based on an open calculation with the local organizer ("LOC")). If the number of online participants is lower than 35, there will be no streaming, and the conference will be conducted only onsite.

- If onsite participation is less than 65, the conference will be held online only. In this case there is no need for a local organizer.

- For onsite participants not staying in the official hotel, LOC will receive EUR 50 from EA. These participants will not count towards the 65 minimum.

Requirements

General	
	• The local organizer is responsible for making the arrangements with the hotel(s) and venue(s).
	• The participants staying in the official hotel will pay for the accommodation and transport directly to the organizer. This amount is to cover the cost of the organizer for transportation, the accommodation, and use of facilities (including breaks).
	• The cost of fee and travel expenses of the speakers and other EA representatives will be covered by EA.
	• All participants will also pay a registration fee directly to EA.
	• EA will distribute EUR 50 to the local organizer for each onsite participant not making use of the official hotel.

Venue requirements	
	• Registration and exhibitors' area (expect between 10-20 exhibitors at conference)
	• Air-Conditioned Primary conference room to seat up to 200.250 people. (Banquet/ Theatre/ Classroom?)
	• AV & IT set-up to include microphones with support onsite as needed.
	• Free, fast (and secure) Wi-Fi network access interface
	• Room suitable for recording conference sessions.
	• Projectors screens with HDMI connections, screen for presentation with sufficient dimensions to work also with Apple computers.
	• 2-3 air-conditioned breakout rooms with seating for up to 100 (can be variable). Exact number of rooms to be confirmed 1 month in advance.
	• Set-up on Thursday 27 November is required for conference organizers and exhibitors (confirm available time for set-up).
	• Sufficient parking free of charge for EA representatives and lecturers delegates traveling by car.
	• Within accessible distance of airport, with public and private transfer options.
	• Papers and pencils
	• AC Power extensions

Accommodation	
	• 4-star Hotel
	• Located maximum 30 minutes' drive from an international airport
	• Shuttle services Airport-Hotel-Airport for all attendees, EA representatives and lecturers
	• Full board basis
	• Dietary requirements catered also for vegan, vegetarian, gluten free, dairy free, halal
	• Free WI-FI
	• Up to 4 speakers x 2 nights (full board in single room)
	• Up to 6 EA representatives x 2/3 nights (full board in single room)
	• Up to 100 full board pax in single or double/twin rooms for participants attending the conference x 1/2 nights (rule of thumb: 20% single rooms; 80% double/twin rooms)
	• Up to 60 rooms in total

Catering	
	• Water and mints provided and replenished during lunch break.
	• Tea/ coffee and pastries/ scones/ fruit on Friday arrival and Saturday morning.
	• Three additional refreshment breaks: on Friday afternoon and Saturday (mid-morning and afternoon)
	• Hot lunch and dessert, on Saturday, with two sittings to manage capacity (rotation of delegates) if needed.
	• Dietary requirements catered for (vegan, vegetarian, gluten free, dairy free, halal)
	• Optional Gala Dinner & Awards Ceremony on Friday evening.

Streaming	• Streaming production 2 cameras with basic graphics
	• Possibility of split screen: one camera following speaker and other depicting the slides/videos/multimedia content presented by speaker
	• Sufficient WI-FI quality for high level streaming
	• Microphone and loudspeakers that the sound in the Conference Room and on streaming will be loud and clear enough.
	• Recording of the conference to be shared real-time on e-learning platform
	• Streaming cost covered by EA based on approved budget
Registration fee and accommodation costs of Technical Officials	• Registration fees paid to EA and package to local organizers by the federations of the participants attending the conference onsite. Individual participants can pay directly.
	• Registration fees paid to EA for the participants attending the conference online and those not staying in the official accommodation.
	• Cost of accommodation package to be approved by European Aquatics based on full budget.
	• Registration fees to be set by EA.
Registration fees	• Two-day rate - €145
	Two day rate with half board option (incl. dinner)
	• Friday only rate - €95(incl. dinner)
	• Saturday only rate - €95
EA staff / TC onsite	• Up to 3 EA representatives onsite
	• To provide administrative and logistic support
	• To serve as moderator

Proposed timetable:

Day 1 – 28 november (3.5h PM)

- 13:00–14:00: Registration & Welcome Coffee
- 14:00–14:30: Opening Ceremony
- 14:30–15:00: Keynote
- 15:00–16:00: Session 1 (Plenary or Breakout)
- 16:00–16:15: Coffee Break
- 16:15–17:15: Parallel Sessions / Panels
- 17:15–18:00: Ambassador Panel
- 19:30: Gala Dinner & Awards Ceremony

Day 2 – 29 november (3.5h AM + 3.5h PM)

- 09:00–10:00: Registration & Coffee
- 10:00–11:30: Research and Federation Joint Sessions
- 11:30–11:45: Coffee Break
- 11:45–12:45: Policy Roundtable
- 12:45–14:00: Lunch
- 14:00–15:15: Sponsors & Innovation Showcase
- 15:15–16:00: Cross-Sport Collaboration Workshop
- 16:00–16:45: Closing Panel & Outlook
- 16:45–17:00: Farewell Coffee