First Round Application Questionnaire for ESOF2026

Deadline: 31 October 2023, 23:59 CET
Application to be sent to: esof@euroscience.org

Eligibility guidelines

- All questions must be completed in the Calibri 11-pitch font.
- All answers provided as well as the annexes must be in English.
- The answers to questions 1 to 8 combined must not exceed a limit of 10 pages.
- The application questionnaire must be submitted as two files (one in editable format and another in PDF format). Both files must be identical in content.
- The annexes listed are mandatory and must be included in both files. Nevertheless, the applicants may submit additional annexes (e.g., letters of support) as they see fit, but the annexes must not exceed a limit of 10 pages.
- The applicants may design the presentation of their application, including a possible cover page, as they wish, but the order of questions answered must remain the same as indicated in the questionnaire.
- All applications must include proof of payment of the 500 € application fee. The fee must be received by EuroScience before the first application deadline (31 October 2023).

All guidelines mentioned above, including the deadline, must be respected strictly. Applications violating one or more of the guidelines or submitted after the deadline will be considered ineligible.

In addition to the formal eligibility guidelines, the application should outline clearly how the applicant intends to integrate for ESOF2026 the key criteria for ESOF, as set out in the call for bids.

Please ensure that your application is clear and concise, and that it answers all of the questions included in the questionnaire. As this is only the first round of applications, please keep in mind that there will be room for further development of the proposal in greater detail later in the process.
1. **Profile of your institution**

Please introduce your institution, describe its role in the local, national and European scientific landscape as well as its track record in hosting international events.

2. **Motivation and Goals**

Please describe the motivation behind the application for hosting ESOF2026, and outline how and by whom the application itself has been prepared, and what are the major reasons for applying to become the host organiser for ESOF2026. The answer to this question may focus on:

- Why your institution wishes to take part in the competition for host organiser of ESOF2026
- What your institution wishes to achieve through ESOF2026

3. **Structure and programme of ESOF2026**

Please describe briefly your vision of an ESOF2026 organised by your institution. Inspirations as well as best practice from past ESOF editions can be found in the ESOF toolkit. The answers to this question may focus on:

- What will be the thematic focus of your ESOF2026
- How will the interaction of science and society and science and policy be integrated in the programme?
- What will be the envisaged duration of the event, the number of sessions and the number of participants
- How the social and networking programme will be designed
- What methods you will employ to ensure a truly interactive forum
- How you will make ESOF2026 as accessible, inclusive and sustainable as possible
- What will be possible satellite events to ESOF2026

4. **Impact and Legacy**

Please describe the desired long-term impact of ESOF2026 on your institution, as well as on the local, national and European scientific landscape, on science in general and on the relation of science with society. The answers should be coherently linked with the previous sections, notably in terms of motivation, key goals, and the proposed structure and programme. The answers to this question may focus on:

- What will be the added value for European science and science in general if you organise ESOF2026
- What legacy you foresee five years after you organise ESOF2026
- Which concrete outcomes (declarations, guidelines, projects etc.) you are planning for ESOF2026
5. Stakeholder involvement

Please outline clearly the involvement of relevant science stakeholders, including the general public, in all stages of the ESOF2026 process. The answers should be coherently linked with the previous sections, in particular with the programme, impact and legacy.

6. Management

Please describe the governance, decision-making and implementation structures of the proposed organisation of ESOF2026. We recommend including diagrams and similar visual aids where relevant. The answers to this question may focus on:

- Who will be the champion for ESOF2026
- What will be the governance, decision-making and implementation structures for ESOF2026
- What advisory structures will be put in place
- How the programme will be built and the sessions selected?

7. Infrastructure

Please describe your institution’s capacity to host the ESOF2026 event in terms of infrastructure (venue(s), accommodation, transportation). You should make clear how this infrastructure will be used to support ESOF2026 as an international event.

8. Budget indications

Please indicate an initial estimated budget for the organisation of ESOF2026. The budget must be consistent with the proposed programme and other activities linked to the preparation, implementation, and follow-up of ESOF. The budget should also include the application costs as well as the trademark licence fee for the ESOF trademark. Please also indicate possible sources of funding.

Annexes (maximum 10 pages)

In addition to the answers to this questionnaire, the application must contain the following annexes:

**Annex 1:** A scan of the legal terms and conditions signed by an authorised representative of the applicant institution.

**Annex 2:** Proof of bank transfer of the application fee of 500 € to the EuroScience bank account (details provided below).

**Note:** additional annexes are optional and can be added, but the total size of all annexes is limited to a maximum of 10 pages (including Annex 1 and Annex 2).
EuroScience Bank Details

Please indicate in the remit of the application fee the following information: First round application ESOF2026 [Applicant institution name and city]. The details for the bank transfer are the following:

**Account Holder:** EuroScience

**Name and address of the Bank:** Credit Mutuel  
CCM Nancy Trois Maisons  
21 Rue de la Citadelle  
54000 Nancy/France

**IBAN**  
FR76 1027 8040 2100 0207 5930 161

**BIC/SWIFT**  
CMCIFR2A