

Name of event:

Date:

Email address of contact person:

Telephone number of contact person:

Project Management

Basic Project Management Package (can be booked for in-person and digital events)

- Support of overall event conception
- Planning of the event
- Participation in meetings

☐ Please include in your quote

EUR 2,000

Premium Project Management Package (can be booked for in-person, hybrid, and digital events)

See basic project management package plus the following services:

- Search for a venue and support in the selection of suitable venues for your event taking into account safety requirements
- Execution and coordination of the necessary procedures within KIT (in cooperation with Legal Affairs; Financial Management; Purchasing, Sales, and Materials Management; Data Protection Commissioner; Innovation and Relations Management; Room Booking, etc.)
- Agreement with/coordination of service providers
- Necessary purchasing procedures
- Budgeting/support in setting up a cost calculation

In addition for digital and hybrid events:

- Organization of a virtual conference via Zoom or another provider
- Advising speakers in technical implementation

☐ Please include in your quote

EUR 3,500

For the technical support of digital/hybrid events, we offer a Technical Support Package (see page 4).

Project Management for a Recurring Event (within six months)

- For the first event: Basic or premium project management package (see above)

☐ Please include in your quote

EUR 2,000

Visitors and Speakers Management

Registration of Participants (KIT is the organizer of a free of charge event)

- Setup of an online registration system for the program items (up to twenty) of the congress
- Check of compliance with GDPR
- Generation of the links for the event website
- Processing and administration of incoming registrations and other inquiries
- Setup of an event portal for insight into the lists of registrations

☐ Please include in your quote

EUR 750

We would be pleased to submit an individual offer for a highly complex registration. In case of several correction loops, we reserve the right to adapt our quote.

Professional Congress Organizer (PCO) Service Portfolio



Registration of Participants (KIT is the organizer of a fee-based event)

In addition to the registration of participants for cost-free events package:

- Check of correct taxation
- Setup of the invoice blank
- Invoicing (payment by credit card)

☐ Please include in your quote

cost-free

In case of several correction loops, we reserve the right to charge our additional expenditure.

We would be pleased to submit an individual offer for a highly complex registration of fee-based events.

Management of Abstracts

- Supply of online tools for the submission of abstracts
- Online administration of the abstracts and online review by the scientific committee
- Information of the authors about the acceptance/rejection of the abstracts and the type of presentation (presentation/poster) via the online system

☐ Please include in your quote

EUR 750

Hotel Accommodation and Travel Services for the Participants

- Pre-reservation of hotel rooms
- Organization of transfers/shuttle services/public transit to the venue

☐ Please include in your quote

EUR 500

Hotel Accommodation and Travel Services for the Speakers, VIPs

- Supporting invited speakers and VIPs in planning their travels and booking hotel accommodations

☐ Please include in your quote

EUR 150 per person

Catering and Framework Program

Basic Catering Package (coffee breaks and lunch)

- Requesting catering quotes and support in the selection of caterers
- Coordination of the corresponding service providers, briefing of staff, table decoration (flowers, menu cards, etc.)

☐ Please include in your quote

EUR 500

Welcome Reception

- Search for and presentation of suitable venues
- Requesting quotes and support in the selection of venues
- Coordination of the corresponding service providers, briefing of staff, table decoration (flowers, menu cards, etc.)

☐ Please include in your quote

EUR 1,000

Conference Dinner

- Search for and presentation of suitable venues
- Requesting catering quotes and support in the selection of caterers
- Coordination of the corresponding service providers, briefing of staff
- Overall organization of the evening (technical equipment, contracting of artists, organization of transfers to and from the venue, decorations, such as flowers, menu cards, etc.)
- Accounting

☐ Please include in your quote

EUR 2,000

External Supporting Program

Setup of a concept for excursions, guided tours, visits, cultural programs, programs for accompanying persons, conception of alternative events, if applicable:

- ☒ Search for and presentation of suitable venues
- ☒ Overall organization of the supporting program
- ☒ Coordination of the technical equipment and decorations
- ☒ Contracting of artists
- ☒ Organization of transfers to and from the venue
- ☒ Accounting

☐ Please include in your quote

Costs as agreed

Exhibition and Fair Services

Industry Exhibition/Participation in Trade Fairs

- ☒ Complete technical organization of the exhibition/participation in the fair (registration, layout, cooperation with internal service institutions and external partners)
- ☒ Supervision of assembly/disassembly work
- ☒ Development of stand packages (for industry exhibitions), execution of internal procedures for contracting (report of third-party funding acquired) with the Legal Affairs Business Unit and of invoicing with the Financial Management Business Unit

☐ Please include in your quote (up to 10 exhibitors/sponsors)

EUR 2,500

☐ Please include in your quote (5 additional exhibitors/sponsors each)

EUR 500

Poster Session

- ☒ Complete technical execution (layout, coordination of technical partners, equipment, confirmations of stands)
- ☒ Supervision of assembly/disassembly

☐ Please include in your quote

EUR 1,500

Marketing

Marketing

- ☒ Ordering and coordination of key visual, trailer, and other graphics
- ☒ Support in the design of advertising materials and giveaways together with partners, coordination of mailings and flyers and

☐ Please include in your quote

EUR 2,000

Conference Website/App

- ☒ Setup/installation of the conference website with existing systems
- ☒ Publishing of the program on the website
- ☒ Information on speakers and other program contents
- ☒ Download of conference materials
- ☒ Inclusion of a link for registration
- ☒ Setup/installation of the app with existing systems, including cooperation with external service provider for the basic installation of the app

Content must be made available by the organizer.

☐ Please include in your quote

EUR 2,500

Maintaining (the Data of) an Existing Conference Website or App

- ☒ Updating of content (program, integration of links and geodata, etc.)

☐ Please include in your quote

EUR 79 per hour

On-Site-Services

Organization of Technical Services/Logistics

- ☒ Technical coordination and supervision of the conference/fair based on the technical equipment at the venue
- ☒ Coordination of logistics services at the venue
- ☐ **Please include in your quote** **EUR 1,500**

Setup of the Conference Office

- ☒ Setup of a counter at the venue according to the size of the congress
- ☒ Coordination of the staff
- ☐ **Please include in your quote** **EUR 500**

Support Services at the Conference Office/Venue

- ☒ Distribution of conference material to the participants
- ☒ Distribution of name badges
- ☒ Registration of participants
- ☒ Guest services
- ☐ **Please include in your quote** **EUR 79 per hour and person**

Technical Support

Technical Support of Virtual Events

- ☒ Setup and support of breakout rooms and other group rooms for e.g. poster sessions
- ☒ Technical support during the event
- ☒ Support of the dissemination and archiving of contents (livestreams, recordings)
- ☒ Presentation of pre-produced contents

Together with the Basic or Premium Project Management Packages:

- ☐ **Please include in your quote** **EUR 79 per hour**

Without booking the project management package, for events of up to 2 hours at the maximum and up to 1 hour briefing:

- ☐ **Please include in your quote** **EUR 500**

Note

Send the completed document to event@kit.edu. Then, you will receive a quote with the required expenditure being estimated in the form of hourly rates. The real expenditure will be invoiced after the event.

If lump sums are charged for certain services and the actual expenditure deviates strongly from the booked service, we reserve the right to adapt the prices in agreement with you. Additional services can be booked as agreed.

Please note that costs of external services are not included in the packages listed.

Costs of the distribution of conference material, printing, and other services will be passed on to you.

We would be pleased to support your communication with other Business Units of KIT offering the following services, for instance:

- ☒ Public relations and social media contributions
- ☒ Support of science communication/open science:
Publication of proceedings via the KITopen repository and KIT Scientific Publishing (individual quote possible)

We are unable to provide tax advice or individual legal recommendations and refer you to RECHT, FIMA, or BUHA for this.

For more information on the PCO services and contact data, click <https://www.cse.kit.edu/english/pco.php>
We look forward to cooperating with you!