



CANDIDATURE FILE

1. Company Name: _____	
2. Legal form: _____	
3. Name of manager: _____	
4. Address: _____	
Post Code: _____	City: _____
Phone: _____	Fax: _____
Email: _____	URL: _____
R.C./HR: _____	VAT N°: _____
5. Since when is the company active as a P.C.O ?: _____	
6. How many international congresses have you organised? _____	
a) in Belgium: _____	b) abroad: _____

TO BE COMPLETED FOR EACH CONGRESS*

(PLEASE COPY THIS FORM)

1. Title of the congress:

2. Date(s) and venue:

3. Number of participants:

Belgians:

Non-Belgians:

4. Services provided by your company for this event (check applicable categories):

a) before the congress:

- Planning and budgeting proposals
- Organisation of marketing and publicity for the event: preparation, (printing) distribution (hard-copy mailings or mass e-mailings) of announcements; website, ...
- Selection of venue for event: proposals, site inspections, reservations and follow-up
- Hotel room accommodation : proposals, reservations and bookings
- Transport: booking of flights & other transport
- Sponsoring: sponsor recruitment (organisation and mailing of sponsor brochure including follow-up and contracts)
- Organisation of technical fair and booth sales; sale of advertising space in printed matters
- Organisation of tours & social programme
- Provision and coordination of technical equipment needed: audiovisual, simultaneous translation, sound & vision, signposting...
- Organisation of all catering needed
- Abstract management & scientific secretariat
- Administrative secretariat (registrations, financial management)
- Preparation and coordination of handouts (congress programme brochure, abstract book, ...)
- Preparation of participants badges & wallets
- Personnel selection (hostesses, desk personnel, guides...)

b) during the congress:

- Overall on-site coordination and full congress secretariat
- Payments and word processing
- Welcome and registration desk
- Management of accompanying persons programme, pre and post congress tours
- Management of fair. Surface in Sq.m.

c) after the congress:

- Preparation of financial report
- Administrative follow-up and thank-you letters
- Preparation of congress proceedings, publication and distribution

* Congress can also be Conference, Symposium, Seminar, Workshop

5. Comments / Remarks:

A large, empty rectangular box with a thin black border, intended for providing comments or remarks. It occupies the right half of the page.