

## Requirements for the bidding for ENTER2020 and ENTER2021 eTourism Conferences

Deadline for proposals: **15 September 2018 (extendable to 31 October 2018 for ENTER2021)**

ENTER eTourism Conference is an annual event of the **International Federation for Information Technology and Travel & Tourism (IFITT)**

### ***ENTER Requirements***

ENTER is THE tourism and technology annual event that offers a worldwide and unique forum for attendees from academia, industry, government, and other organizations to actively exchange, share, and challenge state-of-the-art research and industrial case studies on the application of information and communication technologies to travel and tourism (eTourism). ENTER offers three tracks, namely **Research, Destinations** and **Industry**, which are designed in a way that enables maximum exchange of information and interaction.

IFITT awards the rights of implementing the ENTER eTourism Conference to a Host Organization who is responsible for the organization and hosting of the conference.

<u>DATES:</u>	ENTER eTourism Conference takes place normally at the end of January. The conference is held in three days (Wednesday, Thursday and Friday). A PhD workshop and a local eTourism day happen on Tuesday – prior to the main conference.
<u>LOCATION:</u>	Conference Centre / Conference Hotel / Educational establishment
<u>PARTICIPATION:</u>	About 300/400 attendees: 60% academics and 40% tourism industry and destinations' representatives.
<u>CONFERENCE FEES:</u>	Subject to negotiation, no major changes from previous years are foreseen.

### ***IFITT responsibilities***

- identifies a Host organization and monitors preparation stages
- creates scientific content of the program
- promotes the event on the international scale
- provides scientific secretariat
- provides invitations and briefings with conference speakers
- prepares calls for papers for the Research, Industry and Destination tracks and the PhD workshop
- selects through peer-review process academic papers and publishes them in the ENTER proceedings, published by Springer
- selects the destination & industry speakers for the event
- communicates extensively the event through all its communication channels

### ***Host Organization gains***

- reputation and exposure as a cutting edge destination
- expertise on eTourism from global experts
- revenue share from the registration fees



International Federation for Information and Travel & Tourism  
E-Mail: [ifitt@ifitt.org](mailto:ifitt@ifitt.org), <http://www.ifitt.org>

- delegate fees from local national day
- revenue share from the sponsorship income
- exhibition income
- IFITT Membership for two years subsequent to the conference
- listing on IFITT website as IFITT sponsor
- additionally, its local tourism experts get the chance to benchmark their practices with their international counterparts

### ***Host Organization responsibilities***

- nominates a project manager that will be the contact person for the organization committee
- identifies and books the conference venue
- establishes a comprehensive and dedicated responsive website to promote ENTER2020 (on [www.enter2020.org](http://www.enter2020.org)) and/or ENTER2021 (on [www.enter2021.org](http://www.enter2021.org)). This includes also showing in due time the program of the conference with the localization of the various presentations in the different rooms (that might be done also through a mobile app)
- contributes to promote the event using the hashtag #ENTER2020 and/or #ENTER2021
- writes and distributes a set of press releases
  - Announcing the selection of the destination (end of January)
  - Presenting the details of the event including the call for speakers and Industry track (April)
  - Announcing the event for the industry participants (October)
  - Inviting the press during the event
  - Presenting the results of the event
- promotes IFITT to the local academic community and local industry, and helps IFITT increase awareness and memberships at the host destination
- manages online registration of delegates, which should include
  - full major credit card processing
  - attendee list (global & per session)
  - badges
  - social activities
- accommodation: host organization may like to establish preferential rates at a range of accommodation establishments in the area
- prints and publishes on the website the final conference program
- prepares delegate bags
- provides good quality free Wi-Fi connection to the attendees
- organizes two evening social events
  - welcome reception on Wednesday
  - and a gala dinner / party on Thursday night
- prepares coffee breaks and lunches, which are included in the price of the registration
- provides office for the IFITT-ENTER committee equipped with internet access, phone and printer
- provides IFITT with two free exhibition spaces (one for IFITT and one for an IFITT partner)
- organizes the national day in collaboration with IFITT
- ensures the organization of a sustainable conference by



- contacting an association for distributing all food left-overs to charities
- ensuring that the catering provides water distributors, to reduce plastic waste

**Host Organization payments**

- provides a suitable conference venue with one large room for about 350 people + four parallel-sessions rooms for up to 100 people. All rooms must be fully equipped with audio, video projection, and high speed internet connection for the speakers
- shares revenue with IFITT from delegates registrations and from the contribution of sponsors
- pays the publisher towards the cost of the Proceedings and their transportation. Payable to Springer in November prior to conference
- provides IFITT with up to 75 free registrations and up to 60 room nights
- covers travel costs for two ENTER/IFITT board members for a site inspection before the conference
- pays IFITT a fee of 3000 EURO as a contribution for marketing, organizational and program matters

In order to bid, please, send a document in a digital format (word/pdf) to **ifitt@ifitt.org** (attention Lis Tussyadiah, IFITT President). The document should indicate:

- motivation of your institution to host ENTER conference
- indicate bidding target for “ENTER2020 only” or “ENTER2021 only” or “either ENTER2020 or ENTER2021”
- proposed hosting time period
- presentation of the institution, conference rooms and catering facilities
- presentation of the destination (including transportation, accommodation and touristic attractions)
- details for welcome reception and conference dinner
- local organizing committee (consisting of industry and academic members)
- a list of 10+ potential companies/speakers, linked to the eTourism domain, with their data (name, phone, email, company name).

