**Proposal for the 2026 or 2027**

**Annual Conference**

The Associate and Affiliate Members of EFI meet on annual basis at the Annual Conferences. EFI Annual Conferences gather over 140 active representatives of the member organisations, and consequently form an active hub of interaction in international forest research.

The ordinary session of the Conference is held annually for 3 days, including one day for Conference decision-making session, one day for a scientific seminar and a one-day field trip. The language of the Conference is English. Information about previous Annual Conferences and their venues is available at <https://www.efi.int/membership/ac>.

# **Host and co-organisers**

Please indicate here the names of the Host Organisation (main organiser, EFI Associate or Affiliate member) and possible co-organisers, with contact information (address, telephone, email) of the contact person in each organisation. In addition, please add the basic task distribution of each organisation.

Main organiser (EFI Associate or Affiliate member) (address, telephone, email):

Tasks:

Co-organisers (email, telephone):

Tasks:

1. **Conference dates**

The EFI Annual conference should take place during September or October and, following a discussion with the Host organisation, the exact dates are decided afterwards by the Board so that they fit into the EFI annual calendar. Please indicate if you apply for 2026 or 2027, or if either one of the years would be fine and include the proposed dates for the event.

(3 days, including one Conference day, one Seminar day, and a one-day field trip.)

***Note!*** *The host needs to reserve a small meeting room that can be used 2 days prior to the Conference for meetings of the EFI Scientific Advisory Board (SAB), EFI Board (8 persons + 6 from the Secretariat) or possibly for other internal meetings one or two days prior to the Conference. In addition, one room for approximately 40 persons is required for possible joint sessions prior to the Conference. While EFI will cover the basic costs for these meetings (travels and accommodation for the SAB/Board members, lunches for the SAB/Board and staff representatives),* *the host of the Conference will make the practical arrangements, including good quality internet connection for* *on-line participation, meeting rooms, and finding preliminary accommodation options for the participants. Furthermore, it should be noted that some smaller meeting rooms could be required on the seminar day for some parallel sessions.*

1. **Costs**

*The costs of the organization of the EFI Annual Conference are shared between EFI and the hosting organization(s). EFI will collect a fee from the participants that is used for covering part of the catering costs. The host is required to cover the expenses related to the venue of the conference (for two days), including technical support, necessary technical equipment, a good internet connection for on-line meetings and livestreaming of the Scientific Seminar. In addition, hosts will cover the costs of the Gala dinner (approx. 120 persons). The local hosts are responsible for covering all the costs related to the field trip.*

EFI covers the costs for all keynote speakers participating in the Annual Conference and Scientific Seminar. Please confirm in the table below the costs you as the Host, together with your possible co-organisers/sponsors, will cover. The participants cover their own travel and accommodation costs. Please indicate/tell more about your plans for sponsorships.

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| **Cost item** | **Organization(s) Responsible for the cost** |
| Venue (including technical arrangements etc.) |  |
| Field trip (including meals) |  |
| Gala Dinner (on the first day, approx. 120 persons) |  |
| Any other support that can be offered |  |

**4. European Forest City**

With the aim to increase awareness amongst the general public and decision makers about Europe’s forests in our increasingly urbanized society, EFI grants the title of ‘[European Forest City](https://efi.int/explore/city)’ to the city where the EFI Annual Conference is hosted.

The title is given annually and lasts for one year (e.g. European Forest City 2023). **During this year, the city can utilize the title in its promotional materials and communications.** EFI provides a special logo for this use. The local host is responsible for coordinating the co-operation with the city officials during the time that the city is holding the title of ‘European Forest City’. A ceremony to hand over the European Forest City certificate needs to be organised in the beginning of the year and an official representative of the city needs to provide a welcoming speech at the Annual Conference. A letter of support from the city can also be included in the application.

Please describe in half a page (provide relevant annexes and links) how the city proposes to contribute to organising EFI Annual Conference and plans to support forests, forestry and forest-based solutions (e.g., urban forests, wood construction, green infrastructures etc.) or forest research and education related questions (e.g., presence of Forestry Higher Education) or how the city is special in terms of its forests, forestry, and forest sector or forest research.

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**5. Travel**

How do the participants reach the venue and/or hotel upon their arrival and what are the best ways to travel to the conference location? Is the venue easily accessible? Please provide at least two options on how to arrive from the airport/train station to the hotel.

**6. Accommodation**

a) Please list the suggested arrangements for accommodation. The accommodation should be in close proximity of the meeting venue. Is transportation to the meeting venue needed or is the venue within walking distance? Please note that most participants would like to stay in single rooms.

b) Please list the prices for single/double room:

**7. Scientific Seminar**

A Scientific Seminar is arranged in the context of the Annual Conference. The topic of the Seminar must have relevance at the pan-European level and address a topic relevant within the EFI Strategy framework. The Seminar is open to everyone, not only to the member organisation representatives.

As the host, you can suggest 2-3 topics related to our themes as basis for discussion with the EFI Secretariat. Seminar programme will be then developed jointly with the EFI Secretariat, starting one year before the event. A field trip is recommended to support the topic of the Seminar (*see section 8 below*).

**8. Field trip**

***The field trip is******fully organised by the host and the host covers all the costs related to the field trip***. Please describe the aim(s) and tentative programme of the one-day-field trip:

**9. Suggested venue, name, and address**

# Please describe the venue including how many people does the meeting rooms seat, number of meeting rooms, how far is the accommodation of the participants, is transportation needed, are there ways to reduce environmental impact of the event (e.g., venue is easily accessible, accommodation is in proximity of the venue, locally produced food is served, reducing biowaste, EFI aims at being plastics free, etc.)

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1. What are the available equipment and facilities? (Please tick as appropriate)

a data projector and computer for it

sound system (if videos are shown)

a technician

several easily accessible points for charging electric devices (laptops, phones, tablets)

good quality live streaming possibility

video conferencing

microphones (for moderator, speaker, panel and 1–2 wireless for the audience)

taking photocopies/printing

good quality internet connection for the organisers and participants, including Wifi

Poster board(s) for exhibition and/or seminar

1. What will be the arrangements for the lunches and coffees served during the Conference and the Seminar? (incl. distance from Conference/Seminar venue).

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