# Expression of Interest for hosting the Greek ACM-W Chapter’s **2nd Summit on Gender Equality in Computing** (GEC 2020)

Please send the completed form to [info@acmw-gr.acm.org](mailto:info@acmw-gr.acm.org) by **March 16, 2020.**

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| 1 | The Event Host |
|  | Institution and Department Please provide the name and address of your institution and department.  ... |
|  | Contact details Please provide the names and contact emails of the individuals who will be responsible for organizing the event at your institution.  … |

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| 2 | The Venue | |
|  | Proposed **Date for the** event The preferred date for the event is a Friday (suggested dates are: **05.06.20, 12.06.20, 03.07.20, 10.07.20**).  ... | |
|  | Event **venue**Please indicate possible venues for the event, with links to online maps and website, if applicable. ... | |
|  | **Plenary sessions (i.e. for keynotes or round table sessions)** Please indicate the availability and costs of suitable lecture halls for plenary sessions (these should have a minimum capacity of 150 seats and appropriate A/V equipment).  ... | |
|  | **Break-out rooms** Please indicate the availability and costs of 1-2 break-out rooms (with a capacity of ~10-20 persons each and appropriate A/V equipment).  ... | |
|  | Poster Session and/or **Career Fair**  Please indicate the availability and the cost of a suitable hall to hold a poster session (for ~50 posters and space for standing banners and/or poster boards), and/or a Career Fair (with a minimum of ~7 tables).  ... | |
|  | I**nternet access** Please indicate whether free Wi-Fi will be available.  ... | |
|  | **Disabled access** Please outline the disabled access / facilities available at the venue. | |

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| 3 | Participation and Attendance |
|  | **Student participation and help** Please provide an estimated number of (local) students that will be recruited to assist with the event and an estimated number of students that will attend the event.  ... |
|  | Student residences and budget accommodation Please indicate whether student residences are available and whether they are affordable.  ... |

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| 4 | Fundraising |
|  | **Sponsors – external** Please indicate if there are opportunities for external sponsors or other sources of funding (both institutional and corporate). Please provide details, if available.  ... |

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| 5 | Further information |
|  | **Further relevant information** Please summarise briefly any other relevant information you would like to communicate to the Greek ACM-W Chapter’s Events Steering Committee.  ... |