# 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 by **March 16, 2020.**

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| 1 | The Event Host |
|  | Institution and DepartmentPlease provide the name and address of your institution and department.... |
|  | Contact detailsPlease 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 accommodationPlease 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. ... |