Subject: Letter of Interest to Organize [name conference, date conference]

Dear Directorate and Science and Infrastructure Board,

On behalf of the Eindhoven University of Technology and the Convention Bureau Brainport Eindhoven, we extend our warm invitation to the distinguished participants of [name conference] to the dynamic city of Eindhoven in the Netherlands. We are eager to host this prestigious event, which brings together leading experts and visionaries in the field of [subject].

A brief description of the organization and its motivation for hosting the Conference

Eindhoven, renowned as the heart of the Brainport region, is a prime location to convene [name conference]. With its strong emphasis on technological advancements and innovation, Eindhoven has emerged as a hub for cutting-edge research and development. The city is home to the prestigious Eindhoven University of Technology, recognized globally for its expertise in engineering and sustainable energy solutions.

Eindhoven's commitment to sustainability aligns perfectly with the goals and values of the [name conference]. The city has actively embraced [add why this conference perfectly fits our region's topics].

Furthermore, Eindhoven offers a vibrant ecosystem that encourages collaboration and fosters groundbreaking ideas. The city's thriving network of research institutes, high-tech industries, and start-ups provides an ideal platform for knowledge exchange and industry partnerships. Participants of [name conference] will have the opportunity to engage with leading researchers, entrepreneurs, and policymakers, propelling the global [XYZ] agenda forward.

By choosing Eindhoven as the host city for the [name conference], we guarantee an exceptional experience for all participants. The Eindhoven University of Technology and the Convention Bureau Brainport Eindhoven are dedicated to providing comprehensive support and organizing a successful event. We will ensure access to state-of-the-art venues, world-class facilities, and a diverse range of cultural and social activities to enrich the congress experience.

We are confident that Eindhoven's dynamic atmosphere, innovative spirit, and collaborative mindset will provide an ideal backdrop for [name conference]. We eagerly anticipate the opportunity to welcome you to Eindhoven in 2025.

Of course, it would be useful to write more here about the topic / relevant projects / research from TU / industry, the region, possibly international collaboration, etc.

A number of photos could also be included.

Proposed Location and Venue:

We propose hosting the [name conference] in the heart of Eindhoven, a city renowned for its technological advancements and vibrant innovation ecosystem. Our chosen venue is [name Conference Center / hotel] , a state-of-the-art facility that symbolizes Eindhoven's commitment to innovation and sustainability. This landmark venue offers ample space for presentations, workshops, and exhibitions, as well as cutting-edge audiovisual capabilities to enhance the participant experience.

Eindhoven's central location in Europe, excellent transportation links, and renowned hospitality industry make it an ideal choice for hosting an international congress. Participants will have the opportunity to explore Eindhoven's thriving innovation district, visit renowned research facilities such as the Eindhoven University of Technology, and engage with the innovative projects on [XYZ].

add pictures of the venue et cetera

Write here an additional section about the organization's experience and capabilities in mobilizing support, both financially and institutionally, for successfully hosting the congress.

Here we can refer to the many conferences organized by TU/e, the importance of the university in this regard, and the financial backing.