

## **Proactive involvement of local organisers**

### **Summary of the Agreement for hosting the EAAP Annual Meeting**

1. The location and the date of the conference should be fixed at least two years in advance
2. The local organizers must create a local organizing and local scientific committees to support the annual meeting
3. The location and the date must be selected by the local organizing committee and discussed and agreed with the EAAP Secretariat
4. Service EAAP Srl is the operative business company of EAAP and will be utilised, on behalf of EAAP, for all business activities relative to the organization of the annual meeting
5. The local organizers are invited to select a professional PCO for offering the necessary quality and quantity of services to participants
6. The registrations are managed by the local organizers
7. The local organizers will use the EAAP Online Management system for Evaluation and Gathering of Abstracts (OMEGA) for the collection of abstracts
8. The Programme Book and the Book of Abstracts are published by EAAP
9. The App and the Website of the conference are produced and managed by EAAP
10. The conference budget is managed by the local organizers
11. There is a fixed amount to be paid to Service EAAP. This sum is fixed, regardless of the number of participants and regardless of the budget. The sum is the same every year, only increased for the annual inflation rate
12. In case there is a surplus after the final accounts of the annual meeting are closed, 50% of that surplus will be paid to Service EAAP Srl, and it will be invested in scholarships for the following annual meetings.
13. The law jurisdiction for this agreement must stay in Rome
14. All the income from sponsors will go to support the annual meeting budget. The sponsors policy and management must be coordinated between EAAP and the local organizers. EAAP has already a list of sponsors offering support every year or nearly
15. EAAP established the Industry Club whose members have 30% discount on any sponsoring activities costs
16. 60 free registrations are offered to EAAP for invited speakers, presidents of commissions, council members etc. additionally there will be other 5 free registrations for the EAAP staff
17. The EAAP Secretariat must work locally for about seven days in concomitance with annual meeting and therefore a large room and facilities should be provided by the local organizers

18. The local organizers should provide facilities, following the EAAP Secretariat requests, to support meetings of the Council, Scientific Committee and other kind of meetings

### **Requirements to organize an Annual Meeting**

1. The country proposing the conference must be an EAAP member country and the proposal must come from the organization or entity representing the country within EAAP
2. Facilities. The proposed conference site must:
  - a. be located in a city that is easy to reach by international flight connections, appealing enough to attract participants beyond the scientific conference
  - b. be large enough to host in total up to 2000 participants
  - c. have at least 12 parallel session rooms having capacity from 80 persons to 1000 participants in a theatre set-up. For references to accept the standards of the proposed conference site, the last two meeting years will be used
  - d. have a large room (or rooms) to host at least 700 posters in two different timings, that is 350 rooms per session. Prepare the appropriate boards to host the posters
  - e. have a sponsoring area for hosting at least 12 booths
  - f. facilitate catering services to offer coffee-breaks and lunches in the area where the posters and the sponsors' booths are
  - g. have a large registration desk to welcome up to 2000 participants
  - h. have meeting rooms for the meetings of the Council, Scientific Committee and other type of meetings
  - i. have two other rooms, one for the EAAP staff and one for the President and Secretary General
  - j. offer free Wi-Fi to all participants and handle the uploading of presentations and disseminating them in the sessions rooms
  - k. have enough technical personnel to render efficient the "electronic activities" such as Wi-Fi availability, power point presentations, microphones in the sessions rooms, etc.
3. Local network
  - a. There will be a local organizing committee that will support the organization of the conference. This committee will be in constant contact with the EAAP Secretariat
  - b. There will be a local scientific committee that will suggest sessions for the conference, which will have to be presented at the Study Commission

meetings in the annual meeting of the previous year and approved by the Scientific Committee

- c. The local organizers will arrange a group of voluntaries to help participants during the sessions days

4. Economic resources

- a. The local organizing committee will manage the budget and should have the expertise to handle it
- b. The local organizing committee should be able to support possible loss due to the organization of the conference