

## **Higher involvement of the EAAP Secretariat**

### **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 organization must create a local organizing and a local scientific committee to provide support to the annual meeting
3. The location and the date must be selected by EAAP and discussed and agreed with the local organizing committee
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 registrations are managed by Service EAAP Srl
6. EAAP is in charge to select a professional PCO for offering the necessary quality and quantity of services to participants
7. The Programme book and the Book of Abstracts are published by EAAP
8. The EAAP Online Management system for Evaluation and Gathering of Abstracts (OMEGA) will be used for the collection of abstracts and for publishing the Book of Abstracts and the Programme Booklet
9. The App and the Website of the conference are produced and managed by EAAP
10. The main conference budget is managed by EAAP, the budget regarding the social events and technical tours is managed by the Local Organizing Committee
11. The law jurisdiction for this agreement must stay in Rome
12. 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. The local organizing committee will look for local (national) sponsors and supporters to fund the social events. The other sponsors, contracted by EAAP, will fund the general budget of the meeting
13. EAAP established the Industry Club that will have 30% discount on any sponsoring activities costs
14. 60 free registrations are offered to EAAP for invited speakers, presidents of commissions, council members etc. Additionally there will be other 3 free registrations for the EAAP organization staff
15. The EAAP Secretariat must work locally for about seven days in concomitance with annual meeting and therefore a large room and facilities should be available in the conference centre
16. The conference site should have facilities 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
  - 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 three other rooms, one for the EAAP staff, one for the President and Secretary General and one for the local organizing committee
  - 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. EAAP will manage the budget of the general meeting through registration fees and international sponsors
- b. Local organizing meeting will manage the budget for social events (national dinner, gala dinner, technical tours, accompanying persons) through local funders, local sponsors and specific fees for the social events