



# GUIDELINES FOR THE ORGANISATION OF THE EUROPEAN CONGRESS OF PSYCHOLOGY ECP

Under the auspices of EFPA (European Federation of Psychologists' Associations)

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## *Guidelines for the Organisation of the European Congress of Psychology*

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## ***Guidelines for the Organisation of the European Congress of Psychology***

### **A. BACKGROUND**

#### **The European Federation of Psychologists' Association EFPA**

The European Federation of Psychologists' Associations (EFPA) was founded in 1981. With 38 national member associations (2020) with a combined membership of over 350,000 associated psychologists, it represents the discipline and profession of psychology in all its forms at the European level. EFPA aims to promote the development and application of psychology in Europe and beyond, through research, education and professional practice.

In support of this EFPA organises the bi-annual European Congress of Psychology (ECP). Since the first congress in Amsterdam in 1989 the ECP has grown in magnitude and reputation. By now it is known all over the world as the place where European psychology presents itself and where psychologists from Europe and from other continents can meet and share knowledge. Comprehending all areas of psychology and covering the whole of Europe, the ECP provides participants – whether psychologists, students, educators, policy makers and others with an interest in psychology – with a unique opportunity to inform themselves about the state of the art in psychology as a science and a profession.

The ECP is not restricted to Europe, either in scope or in participation. In line with EFPA's view of psychology as a global science and profession, and its aim to promote international knowledge-sharing and collaboration, it explicitly welcomes participants from other parts of the world.

The ECP is organized by a national member association of EFPA under the auspices of and in collaboration with EFPA. It is held in another European country every two years. There are no restrictions on the number of times a member country can host a congress, but countries not having previously organised an ECP will be particularly encouraged to submit a proposal.

For more information on EFPA's mission and organisation please see its website <http://www.efpa.eu>.

## **B. THE CONGRESS (ECP)**

### **1. Goals of European Congresses of Psychology**

The European Congress of Psychology (ECP) is intended to:

- a. Aid EFPA in meeting its objectives.
- b. Promote the development of psychology as a science and profession, the open exchange of psychological knowledge, and the dissemination of psychological expertise to the benefit of humankind and the citizens of Europe.
- c. Stimulate communication and contact between researchers, practitioners and educators in all areas of psychology from Europe and across the world.
- d. Encourage collaborative research and the development of cross-national and cross-cultural programmes and projects, involving and supporting the work of EFPA's working groups and EU funded and other projects.
- e. Enable early career psychologists and students to meet and exchange with senior researchers, practitioners and educators.
- f. Disseminate and foster awareness and understanding of recent developments in psychology among the media and policy makers.

The ECP organisers must ensure that participation is free from discrimination of any kind, in accordance with the principles of the Freedoms and Responsibilities of Scientists of the International Science Council.

### **2. Process for submitting a proposal for the ECP**

Proposals are welcome from any EFPA Member Association. The Executive Council of EFPA will call for proposals to host the ECP not less than 4 years in advance of the date when it will take place. The notification of intention to bid, and bid proposal to host the European Congress of Psychology should be presented by a Member Association of EFPA to the Executive Council of EFPA and submitted to the EFPA Head Office (HO) according to the deadlines issued by HO.

#### **a. Notification of intention to bid**

A notification of intention to bid in the form of a formal letter should be sent to the President of EFPA 4 years prior to the year in which the ECP will be held according to the deadlines issued by HO. The letter should set out which body is interested in organising the ECP, and the proposed location.

#### **b. Bid proposal**

A bid proposal should be submitted to the EC at least 4 years prior to the year in which the ECP will be held according to the deadlines issued by HO. The bid proposal will be reviewed by the Executive Council and, if approved, be presented to the General Assembly of EFPA. If more than one Member Association submits an acceptable proposal, the General Assembly will make a choice, bearing in mind the criteria stated in these guidelines. If no acceptable proposal is submitted, the General Assembly delegates to the Executive Council the task of seeking a host national organisation and developing a proposal.

The bid proposal shall include:

- 1) A description of the proposed venue, including congress location, available facilities, number and size of rooms available to the congress etc., and accommodation facilities, e.g. number and price, range and distance from congress' location. (It is recommended that congress organisers explore the possibilities of collaboration with one or more universities to reduce costs of overheads in term of room hire, technical equipment and facilities, staff etc.).
- 2) The rationale for holding the ECP at the particular location, including information on ease of access for international travellers, cultural benefits etc..
- 3) Special attention to the sustainable selection and use of all resources in the application, concept and management of the congress. This applies to travel, accommodation, conference venue, social events, selection and service of food and beverages, digital and hybrid forms of attendance, and delivery of the scientific programme including specifically the use of e-posters and not hard copy.
- 4) A general outline of the scientific and professional programme, including proposals for categories of programme items, suggestions for satellite meetings, 'cultural' events, social programme, and programme for accompanying persons, etc..
- 5) A statement on the way in which students will be involved in the ECP, e.g. as assistants.
- 6) A strategy for engagement with associations in various fields of psychology, especially the other Member Associations of EFPA, European sectorial associations particularly those linked to EFPA, the international organisations IAAP and IUPsyS.
- 7) A draft budget (see Appendix 1) including anticipated number of participants, level and range of registration fees for various groups of participants, other sources of income (including expected applications to funding bodies locally, nationally, and internationally) and expected expenditures. Acceptance of EFPA's conditions regarding the sharing of revenues as well as conditions related to profit/loss should also be included.
- 8) A statement concerning what will be done to assist the participation of delegates from low income economies (see Budget Section III) such as reduced registration fees, provision of low-cost accommodation, applications for specific additional funding etc..
- 9) A plan outlining the timetable and stages in preparation of the congress (see Appendix 2).
- 10) The names of scientific organisations, universities, and other organisations from the country, who will support the congress.
- 11) An outline of how the congress will support the aims of EFPA.
- 12) A specific statement that the host organisation will ensure that participation is free from discrimination of any kind. in accordance with the principles of the Freedoms and Responsibilities of Scientists of the International Science Council.

**c. Use of an external professional congress organising (PCO) firm**

The assistance of a professional congress-organising (PCO) company is usually necessary to the prospective local organiser in submitting a proposal and in organising the congress. For this reason, ample time should be taken to explore available firms and to ask for detailed information about services and costs, as these can vary considerably. The extent and cost of such assistance should be outlined clearly in the budget submitted. It should also be noted that such cooperation is entirely at the risk of the organisers and that any contract entered into with a professional congress organiser will be between the local organiser and the company alone. No part of the contract signed between EFPA and the local organiser can include any such organisation.

**d. Personal and organisational risk**

The congress organiser has the ultimate responsibility for all administrative, business and scientific decisions concerning the Congress as well as for compliance with all relevant applicable legislation. The congress organizer will hold EFPA harmless against any claims of third parties in this respect.

Before signing any contract, congress organisers should consider their personal and organisational liability and the need to ensure an appropriate legal entity, normally the Member Association concerned, handles the congress organisation to avoid unnecessary risks. Appropriate professional advice should be sought by the local organisers to manage all types of risk, and this includes the contractual and financial relationships when using an external congress organising company. Insurances may be an option.

**3. Selection procedure**

If more than one application to organise an ECP is received, the decisions of the Executive Council (EC) and the General Assembly will be influenced by:

- a. the overall quality and detail of the proposal
- b. innovative proposals for the scientific and professional programme
- c. satisfactory facilities for holding the congress
- d. availability of adequate infrastructure, i.e. transportation, accommodation etc.
- e. sustainable selection and use of resources of any kind.
- f. level of support offered by scientific foundations, universities, philanthropic entities, national governmental bodies, local organisations and other bodies
- g. staffing levels and experience of the organisers
- h. level of local interest, historical, cultural etc.
- i. geographical placement in Europe in consideration of earlier/previous ECPs.

The selection of the proposal to organise the ECP by the EC (or in the event of competing bids the General Assembly) will be communicated by letter to the Member Association signed by the President of EFPA. If necessary, the EC may request clarifications and amendments to the bid proposal, which should be submitted to the EC within the timetable the EC stipulates.

Once a proposal to the satisfaction of the EC and agreement has been reached, a contract setting out the commitment of both parties will be signed by the President on behalf of EFPA, and by the appropriate officer of the Member Association, in conjunction with the relevant academic or other organisations supporting the event, if necessary. The Member Association will then set up a Local Organising Committee (LOC) and a Scientific Committee (SC), with responsibilities as described below.

#### **4. General Organisation**

##### **a. EFPA**

EFPA will nominate a liaison officer (or committee if necessary) to liaise with the LOC. EFPA EC and the director of EFPA, and again EFPA Treasurer and Director, will make site visits starting 1 year prior to the congress. The costs of the site visits are borne by the local organisers of the congress.

##### **b. The Local Organising Committee (LOC)**

The Congress organizer will appoint a Local Organising Committee (LOC).

The following points should be taken into consideration concerning the formation and activities of the LOC:

- 1) the Chair of the LOC should ideally be an experienced organiser of scientific / professional development events with appropriate decision-making authority within the local organising association
- 2) the LOC shall comprise key functional personnel of the local organiser and if appropriate representatives of local partner academic and any other partner institutions
- 3) the LOC shall have a clear internal structure with clearly defined individual roles and responsibilities
- 4) the LOC has full responsibility for organising all aspects of the ECP including overall theme and approach to the Congress, quality standards, delegate experience, management of any PCO, sustainability in resourcing, risk and financial matters
- 5) the LOC shall make sure of the availability of a fast, user-friendly, responsive, internet-based submission and review process, linked with a registration system that also allows booking of other items such as accommodation, refreshments if applicable, social programme, accompanying persons programme
- 6) the LOC shall take notice of the accumulated know-how resulting from earlier conferences, as embodied by checklists and recommendations, and may bring into its meetings the organisers of the most recent and also next ECP, for continuity

- 7) the LOC shall liaise with EFPA as necessary and as requested by the EC
- 8) the LOC shall report to the EFPA EC via the HO at least every 6 months during the first 3 years and every 3 months during the year prior to the congress
- 9) the LOC shall provide EFPA with a full financial and operational report and remit monies due within 2 months after the congress (see Appendix 3)
- 10) the LOC shall make checklists and any other documents concerning the congress available to EFPA for use by future congresses.

**c. Scientific Committee (SC)**

The Congress Organizer will appoint a Scientific Committee (SC).

The following points should be taken into consideration concerning the formation and activities of the Scientific Committee:

- 1) the SC has the responsibility for managing the scientific programme, including call for submissions, and decision making on selection of submitted abstracts and presenters subject to the LOC's approval for the financial and other resources required
- 2) the SC shall appoint a member to liaise with EFPA's Board of Scientific Affairs
- 3) the SC shall reflect in its membership the diversity of EFPA in terms of geographical distribution, fields of scholarly interest within psychology, and other criteria as deemed appropriate
- 4) the SC shall have an appropriate level of international membership in order to provide international connections beyond Europe to support the local organisers in setting up the scientific content of the ECP
- 5) the SC shall determine in conjunction with the LOC the main focus of the congress with a consideration of the current trends and issues, as well as new advances in psychology
- 6) the SC shall ensure the overall quality (language adequacy, methods, organisation, type of study, academic rigour etc.) of all submissions by seeing that they are blind reviewed by at least two reviewers using a standardised rating system
- 7) the SC shall encourage wide participation from European psychologists from different domains and different regions, and endeavour to encourage posters and other modes of presentation to maximise participation and collaboration
- 8) The SC will ensure that the type and form of the congress programme ensures sustainability with, in particular, use from the outset of the call for submissions of an e-poster system in place of any hard copy, and that participation in whole or in part is also possible virtually.



## 5. Organising an ECP

### a. Development of the congress

Following the initial set up of the structure for organising the ECP the LOC needs to continue to plan the congress. The following is a (not exhaustive) list of some items to be considered.

- 1) As soon as possible after the contract has been signed the Local Organising Committee should establish a website giving the venue and dates of the congress. The domain name www.ECPxxxx.eu should be registered (where xxxx = the year when the congress will take place).
- 2) Establishing a programme for the congress, including:
  - categories of programme items (poster sessions, keynote addresses and invited speakers, symposia (including invited symposia), panels, forums, professional development workshops etc.)
  - suggestions for satellite meetings (preconference workshop etc.)
  - cultural events (pre- and post-conference tours, theatre visits, etc.)
  - social programmes (opening ceremony, conference social event etc.) and programme for accompanying persons.
- 3) Announcing the ECP via the EFPA website and other like outlets, 'The European Psychologist' and other such journals, and issuing a First Call for Papers.
- 4) Planning promotion at other large European regional and national congresses, and international congresses (for ICAP and ICP EFPA has a reciprocal arrangement, more information can be obtained from EFPA HO).
- 5) Setting up and developing a website of a sufficiently high standard to allow (amongst other things) information concerning all aspects of the congress to be easily accessible and clearly understood, enable participants to register for the congress (and to choose appropriate registration fee), to check progress of their application to present a paper/poster/symposium etc., to book accommodation, to book refreshments as appropriate, to book items from the social programme, to have questions answered promptly and efficiently.
- 6) Creating a database of participants, keynote speakers etc..
- 7) Setting up a process for dealing with the submission of papers/posters/symposia, selection of papers etc. Reviewers could be members of SC and /or other suitable reviewers chosen by the SC.
- 8) Sponsorship and Exhibition.
- 9) Ensuring that it is clear to the public that the Congress is a Congress organized under the auspices of EFPA and use the logo of EFPA.
- 10) Scholarships.

- 11) Budgetary matters, including registration fee structure and way to handle delegates' evidences of status for concessionary fees (see Appendix 1), handling the budget and all things financial. Budgetary matters should be reviewed regularly.
- 12) Accommodation.
- 13) Travel.
- 14) Requirements of EFPA including provisions of rooms (see Budget Section III below).
- 15) Structure for contact and communication for liaison between various organisational groups.

In Appendix 2 a guide to the timing of events is given. This should only be taken as an example and not as a definitive list of tasks to be undertaken or as a hard and fast rule with regard to the timing of events.

## **C. BUDGET**

### **1. Financial arrangements with EFPA**

Although the ECP does not primarily aim to be a profit-making exercise, it is an indispensable source of income for EFPA. An ECP, therefore, has to be organised in such a way as to maximise the likelihood of a reasonable profit, consistent with the overall objectives of the event. However a loss cannot be ruled out. For this reason, EFPA maintains conditions regarding the sharing of revenues as well as conditions related to profit/loss with the local organisers that has to be officially committed to before formal permission to organise an ECP can be given. The conditions will be specified before each new call to organize the ECP. The latest conditions are:

- a. EFPA will get a fixed share of 7.5% of the total of the registration fees; and
- b. if the statement of profit and loss shows that:
  - 1) there has been an overall net loss in the congress, the ECP organizers will bear the loss
  - 2) there has been an overall net profit up to 100.000€ the ECP will pay to EFPA 25% of the profit
  - 3) there has been an overall net profit more than 100.000€ the ECP will pay to EFPA 40% of the profit that exceeds 100.000€.

Such an arrangement is made to ensure the organisers have an advantage, but that EFPA will also receive a share of any financial gains made through the congress.

### **2. Registration pricing**

With regard to the pricing structure for congress fees there should be clear differentiation for delegates who are members of EFPA Member Associations, students including EFPSA members, and with regard to time of registration (early-bird, on-time, and late etc.), various groups of participants including from low-income countries, and virtual attendances (see sample of a draft budget in Appendix 1).

Members of the EFPA Executive Council and staff shall be granted free access to the Congress and all social events related to it.

### **3. Reduced fees for low-income economies**

Reduced fees for low-income economies should be based on the World Bank definitions, classifications and data as included in tables for the fiscal year in which the registration fees are published [https://datahelpdesk.worldbank.org/knowledgebase/articles/906519#Low\\_income](https://datahelpdesk.worldbank.org/knowledgebase/articles/906519#Low_income) .

### **4. Raising funds and sponsorship**

It should be noted that the LOC is also required to raise funds for aspects of the ECP. Funds may be required to enhance the quality and visibility of the congress via high-profiled contributors. Funding will also assist the attendance of delegates especially early career from low-income economies at both pre-conference workshops and the congress, funds are required primarily to support travel and accommodation.

Applications for funding from European or international bodies should be prepared by the LOC in conjunction with the EFPA EC, who will then submit the applications on behalf of the organisers and EFPA. Funding from local sources is at the discretion of and should be sought by the LOC.

### **5. Exhibition space and rooms for EFPA-related activities**

In addition to the usual provision of exhibition space for external organisations, from which the Congress can expect to receive payment, the Congress organisers will provide, free of charge, an exhibition booth for EFPA and future organisers of the European Congress of Psychology, and for other collaborating Congress organisers. EFPA has made a specific arrangement with IAAP (International Association of Applied Psychology) and IUPsyS (International Union of Psychological Science) , whereby each organisation provides one free booth at its Congresses for each of the other organisations. This means that each European Congress of Psychology will make available at least four free booths, one for EFPA, one for the organisers of the next ECP, one for IAAP and one for IUPsyS.

Rooms should also be made available, free of charge, for EFPA-related activities, such as EC, working group and project group meetings, an awards event, as well as a separate room for the EFPA Executive Council and Director.

### **6. Award winners (transitional arrangement)**

EFPA is in the process of reviewing its awards and the financing of them. To date, the cost of the award winners' arrangements to receive the awards at the ECPs has fallen on the local organiser as part of the costs of the ECP and this has included registrations, travel and accommodation for each award recipient. EFPA is moving towards having awards endowed, so the costs of the award winners come from the award itself.

In the event this process is not completed by the time of the next ECP, the costs of the award winners will continue to form part of the ECP budget and fall on the local organiser.

## **7. Monitoring**

The LOC is required to submit regular financial reports to the EC and to revise their budget over time as necessary, and in consultation with the EC.

## **D. REPORTING**

Following the end of the ECP the Chair of the Local Organising Committee must present a report and final accounts including having remitted monies due, to the EC within 2 months after the congress. Guidance is contained in Appendix 3.

## **E. GENERAL**

### **1. Working language**

The working language of the ECP is to be English and all abstracts, submissions, posters, papers and symposia etc. are to be presented as such in both written and oral communications.

The LOC is encouraged to consider simultaneous translation of certain parts of the programme where this will increase the diversity of delegates able to attend and is appropriate for the location of the Congress.

### **2. EFPA Awards**

EFPA has a suite of awards, the awarding of which is managed by the HO. The ECP is a good opportunity to recognise the award winners and present the awards. The local organiser should liaise with EFPA in order to include an appropriate event within the ECP for this to take place.

The local organiser is expected to provide a room for an awards presentation during the Congress, and some modest contribution to making it a special event.

### **3. Further information**

In the case of needing further information or help please contact the EFPA Head Office whose name and contact details can be found on the EFPA web site at <http://www.efpa.eu/contact>

APPENDICES ON THE FOLLOWING PAGES

## F. APPENDICES

### 1. Appendix 1 - Sample Draft Budget

| EXPENDITURE  | Cost | N° of Items | 2000 Participants | 2500 Participants | 3000 Participants |
|--|------|-------------|-------------------|-------------------|-------------------|
| <b>1. VENUE HIRE</b>   |      |             |                   |                   |                   |
| 1.1 Conference Rooms   |      |             |                   |                   |                   |
| <b>2. EQUIPMENT / STAGING</b>                                  |      |             |                   |                   |                   |
| 2.1 Audio Visual Equipment                                     |      |             |                   |                   |                   |
| 2.2 Technical Support  |      |             |                   |                   |                   |
| 2.3 Furniture / walls / exhibition / 'shell scheme' or similar |      |             |                   |                   |                   |
| 2.4 e-Poster software and equipment                            |      |             |                   |                   |                   |
| <b>3. CATERING AND ENTERTAINMENT</b>                           |      |             |                   |                   |                   |
| 3.1 Welcome Reception  |      |             |                   |                   |                   |
| 3.2 Conference social event                                    |      |             |                   |                   |                   |
| 3.2.1 Conference social event entertainment                    |      |             |                   |                   |                   |
| 3.3 Coffee Breaks / Lunches If relevant                        |      |             |                   |                   |                   |
| 3.4 Farewell Reception If relevant                             |      |             |                   |                   |                   |
| 3.5 Accompanying Persons programme                             |      |             |                   |                   |                   |
| 3.6 Opening ceremony   |      |             |                   |                   |                   |
| 3.7 Awards presentation  |      |             |                   |                   |                   |
| <b>4. KEYNOTE SPEAKERS/PROGRAMME</b>                           |      |             |                   |                   |                   |
| 4.1 Keynote airfares (overseas) travel                         |      |             |                   |                   |                   |
| 4.2 Accommodation (complimentary)                              |      |             |                   |                   |                   |
| 4.3 Conference social event (complimentary)                    |      |             |                   |                   |                   |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>5. PROMOTIONS / MARKETING</b>                             |  |  |  |  |  |
| 5.1 Final Programme / Abstracts / Delegates list             |  |  |  |  |  |
| 5.2 Tickets for functions                                    |  |  |  |  |  |
| 5.3 Directional Signage - Venue                              |  |  |  |  |  |
| 5.4 Exhibitions for promoting the ECP                        |  |  |  |  |  |
| <b>6. ADMIN / SECRETARIAT</b>                                |  |  |  |  |  |
| 6.1 Telephone / Data   |  |  |  |  |  |
| 6.2 Courier / Freight  |  |  |  |  |  |
| 6.3 Stationery   |  |  |  |  |  |
| 6.4 Photocopying   |  |  |  |  |  |
| 6.5 Postage  |  |  |  |  |  |
| 6.6 Personnel/assistants                                     |  |  |  |  |  |
| <b>7. External PROFESSIONAL CONGRESS ORGANISER (PCO) FEE</b> |  |  |  |  |  |
| 7.1 PCO Fee  |  |  |  |  |  |
| 7.1.1 Base Fee   |  |  |  |  |  |
| 7.1.2 Per Delegate Fee                                       |  |  |  |  |  |
| <b>8. MISCELLANEOUS</b>                                      |  |  |  |  |  |
| 8.1 Photography  |  |  |  |  |  |
| 8.2 Insurance/professional indemnity                         |  |  |  |  |  |
| 8.3 Credit Card / Banking Fees                               |  |  |  |  |  |
| 8.4 Legal / Accounting / Audit Fees                          |  |  |  |  |  |
| 8.5 Other expenses   |  |  |  |  |  |
|  |  |  |  |  |  |
| <b>SUBTOTAL</b>  |  |  |  |  |  |
| <b>Contingency reserve</b>                                   |  |  |  |  |  |
| <b>Tax on revenue</b>  |  |  |  |  |  |
| <b>TOTAL EXPENDITURE</b>                                     |  |  |  |  |  |

| REVENUE  | Cost | N° of Items | 2000 Participants | 2500 Participants | 3000 Participants |
|--|------|-------------|-------------------|-------------------|-------------------|
| <b>9. Registrations</b>  |      |             |                   |                   |                   |
| Regular - Early Fee  |      |             |                   |                   |                   |
| Regular - Standard Fee   |      |             |                   |                   |                   |
| Regular - Late fee   |      |             |                   |                   |                   |
| Member Association - Early fee   |      |             |                   |                   |                   |
| Member Association - Standard fee  |      |             |                   |                   |                   |
| Member Association - Late fee  |      |             |                   |                   |                   |
| Student - Early fee  |      |             |                   |                   |                   |
| Student - Standard fee   |      |             |                   |                   |                   |
| Student - Late fee   |      |             |                   |                   |                   |
| Low-income economy - Early fee   |      |             |                   |                   |                   |
| Low-income economy - Standard fee  |      |             |                   |                   |                   |
| Low-income economy - Late fee  |      |             |                   |                   |                   |
| Virtual registration fee   |      |             |                   |                   |                   |
| Day registration fee (average of all day rates)<br>if (exceptionally) day passes being offered |      |             |                   |                   |                   |
| Accompanying person fee  |      |             |                   |                   |                   |
| <b>Subtotal</b>  |      |             |                   |                   |                   |
| 10. Universities / Commercial Sponsorship  |      |             |                   |                   |                   |
| 11. Govt/National Sponsorship and Grants   |      |             |                   |                   |                   |
| 11.1 Local grants  |      |             |                   |                   |                   |
| 11.2 Foundation grants   |      |             |                   |                   |                   |
| 12. Exhibition   |      |             |                   |                   |                   |
| 13. Conference social event  |      |             |                   |                   |                   |
| 14. Input Credits on expenditure   |      |             |                   |                   |                   |
|  |      |             |                   |                   |                   |
| <b>TOTAL REVENUE</b>   |      |             |                   |                   |                   |
|  |      |             |                   |                   |                   |
| <b>SURPLUS / (DEFICIT)</b>   |      |             |                   |                   |                   |

## 2. Appendix 2 - Sample Timeline

Member Associations considering organising an ECP should be aware of the need for a long period of preparation if the congress is going to be a success. The example given below is only meant as a rough guide. Local arrangements and circumstances will mean that the inclusion of some planning aspects and the timing of some items may need to vary.

*LOC= Local Organising Committee*

*SC= Scientific Committee*

### Year X minus 4.5 years:

- notification of intention to bid
- bid proposal sent to EFPA
- if competitive, formal proposal put before GA at ECP 4 years prior to proposed ECP
- decision re proposal transmitted to applying Member Association
- contract between EFPA and Local Organiser signed

### Year X minus 3 years:

- establish LOC
- creation of SC
- Liaise with EFPA re specific requirements (e.g. GA, Pre-conference, meetings etc.) and build into budget if not already done so
- prepare applications to funding agencies (in liaison with EFPA for European / international agencies)
- revise/update budget and send to EC
- register website, develop logo, prepare marketing materials
- prepare to advertise at next ECP (and other venues) e.g.
  - book stall at upcoming congress
  - prepare advertising posters
  - prepare preliminary announcement and general advertising materials
  - prepare informative power point presentation

### Year X minus 2 years

- plan any pre- or post-conference tours, social programme etc.
- website goes live with basic details especially timeline for submissions and contact information
- publication of first announcement
- prepare report for EC on progress and updated budget
- presentation to General Assembly at upcoming ECP
- finalising arrangements with venue, availability of accommodation etc.



**Year X minus 1 year:**

- full report on progress at EC meeting
- creation second announcement (including registration process)
- mailing second announcement
- social programme details formalised including Pre- and Post-tours
- Opening ceremony, congress social event, closing ceremony and other key events planned
- deadline abstracts submissions
- review abstract proposals
- decision on symposia, panels and the proportions of paper and poster presentations.
- send decision re submission proposals to participants with deadline to register to have acceptance confirmed
- notify successful applicants of scholarship awards

**Year X (ECP year):**

- group or individual poster or paper presentations; nominate and inform convener-discussants
- continue / finalise pre-conference workshop arrangements
- finalise EFPA requirements re meeting rooms etc.
- deadline early registration
- middle registration period
- preliminary programme (with room-location of sessions) and put abstracts on Website
- publication of final announcement
- on site: Late Registration start day before start of ECP
- evaluation questionnaire posted on-line immediately post congress, sufficient follow up to gain maximum responses
- final report including final accounts, data for congress evaluation, including results of participants' evaluation, to EFPA EC within 2 months.
- pay EFPA share of revenues and profit, within 2 months

### 3. Appendix 3 - How to evaluate and report on the Congress

The LOC should put in place a tool for delegate feedback. It is recommended that an online evaluation system using standard quantitative criteria should be used to assess the quality of the submitted papers and posters, as well as the overall delegate experience.

The LOC should prepare a final report evaluating the Congress. The LOC submit the final report to the EFPA EC within two months of the closing date of the Congress. The EFPA EC will make the report available to the organisers of the next and subsequent ECPs.

#### Areas of evaluation

- a. Overall adequacy / quality of the congress site and facilities.
- b. Numbers of presentation by categories, such as keynotes, symposia, round table discussions, paper and posters, etc.
- c. Numbers of presentations by main topic areas in the accepted submissions.
- d. Number of submissions and the ratio of acceptance, with a comparison to previous congresses.
- e. Representation of different European (and international) countries in submissions/acceptances.
- f. Number of delegates by registration categories, with and without presentations, and with a comparison to previous congresses.
- g. Numbers of delegates by EFPA member countries with a comparison to previous congresses.
- h. Delegate experience evaluations of the congress in specific areas including the degree of satisfaction from presentations, facilities, accommodation, and other dimensions used in the quantitative evaluation form.
- i. Quality and experience of events such as social and reception, opening and closing ceremonies.
- j. Exhibition and sponsorship achieved and feedback from exhibitors / sponsors.
- k. Media and communications including with delegates and broader publicity for the Congress with national and international media.
- l. Financial outturn against budget.