



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

1. BACKGROUND

The European Federation of Psychologists' Association EFPA

1.1. EFPA is the umbrella organization in Europe for national psychologists' associations. Founded in 1981 EFPA has a long tradition of developing psychology (by enhancing scientific and professional standards), contributing to society (by using psychological knowledge and competences in support in particular of the UN sustainable development goals) and serving psychologists (by advancing, promoting and protecting the profession of psychologists at the national and European levels).

1.2. EFPA has a network of some 300,000 psychologists (professional practitioner psychologists and researchers) through its Full Members and many stakeholders including Associate Member organisations that represent aspects of psychology at the European level, including European teaching and student organisations. EFPA is often a partner in European Commission funded research and development projects. EFPA sets a European standard of education, professional training and competence in psychology, EuroPsy.

The European Congress of Psychology

1.3. 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 European Congress of Psychology (ECP) every two years. 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.

1.4. 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.

1.5. The ECP is organized by a Full Member 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 Full Member can host a congress, but countries not having previously organised an ECP will be particularly encouraged to submit a proposal.

1.6. 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](#).

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

2. CHOOSING THE CONGRESS ORGANISER

Goals of European Congresses of Psychology

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

2.1.1. Aid EFPA in fulfilling its Purpose.

2.1.2. 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.

2.1.3. Stimulate communication and contact between researchers, practitioners and educators in all areas of psychology from Europe and across the world.

2.1.4. 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, Ad Hoc Working Groups and EU funded and other projects.

2.1.5. Enable early career psychologists and students to meet and exchange with experienced researchers, practitioners and educators.

2.1.6. Disseminate and foster awareness and understanding of recent developments in psychology among the media and European policy makers.

Process for submitting a proposal for the ECP

2.2. Proposals are welcome from any EFPA Full Member. The Board of Directors (BoD) of EFPA will call for proposals to host the ECP generally four (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 Full Member of EFPA to the Board of Directors of EFPA and submitted to the EFPA Executive Director at the Head Office (HO) according to the deadlines issued by HO.

Notification of intention to bid

2.3. A notification of intention to bid in the form of a formal letter should be sent addressed to the President and Executive Director of EFPA four (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 (city and congress centre).

Bid proposal

2.4. Following acceptance of the notification of intention to bid by EFPA, a bid proposal should be submitted to the BoD according to the deadlines issued by HO. The bid proposal will be reviewed by the Board of Directors and, if approved, be presented to the General Assembly of EFPA for a decision on acceptance. If more than one Full Member submits an acceptable proposal, the General Assembly will make a choice, bearing in mind the criteria stated in these guidelines.

2.5. If no acceptable proposal is submitted, the General Assembly delegates to the Board of Directors the task of seeking a host Full Member and requesting a proposal from that Full Member, which the Board of Directors may approve after consulting the Council, or may refer to the General Assembly for a decision.

2.6. The bid proposal shall include:

2.6.1. A description of the proposed location (city and congress centre), including congress centre and its location within the city, available facilities, number and size of rooms available to the congress etc., and accommodation facilities, e.g. number and price, range and distance from the congress centre. (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.).

2.6.2. The rationale for holding the ECP at the particular location, including academic partnerships, information on ease of access for international travellers, cultural benefits, sustainability (for example close to travel hubs; congress centre, accommodation and main cultural sights all being in walking distance) etc..

2.6.3. Special attention to the sustainable selection and use of all resources in the application, concept and management of the congress. This applies to travel with a preference that rail travel is practicable, accommodation, conference venue, social events, selection and service of food and beverages including free tap water, no single use plastics and minimisation of use of any plastics, and delivery of the scientific programme including specifically the use of e-posters and not hard copy is a requirement. Digital and hybrid forms of attendance or access to materials for a time subsequent to the congress may be considered.

2.6.4. A general outline of the scientific and professional programme, including proposals for categories of programme items, flagship main stage events linked to policy objectives and for the particular interest of policymakers, suggestions for satellite meetings, 'cultural' events, social programme, and programme for accompanying persons, etc..

2.6.5. A statement on the way in which students will be involved in the ECP, e.g. a student stream running throughout the congress; as volunteer stewards.

2.6.6. A strategy for engagement with associations in various fields of psychology, especially the other Full Members of EFPA, the European psychology associations that are EFPA's Associate Members, the international organisations IAAP and IUPsyS.

2.6.7. 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 must also be included.

2.6.8. A statement concerning what will be done to assist the participation of delegates from low income economies (see Budget Section) such as reduced registration fees, provision of low-cost accommodation, applications for specific additional funding etc.. A lower rate is also expected for delegates that are members of EFPA's Full Members (upon the delegate supplying proof of such membership). A further lower rate is expected for those individuals that volunteer with EFPA on a Working Group, Ad Hoc Working Group, EuroPsy Committee, or otherwise (upon confirmation of status from EFPA) and are accepted by the Scientific Committee as presenters of their work for EFPA at the Congress.

2.6.9. The names of scientific organisations, universities, and other organisations from the country, who will support the congress.

2.6.10. An outline of how the congress will support the Purpose of EFPA.

2.6.11. 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.

Use of an external professional congress organising (PCO) firm

2.7. 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.

Personal and organisational risk

2.8. 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 organiser will hold EFPA harmless against any claims of third parties in this respect.

2.9. Before signing any contract, congress organisers should consider their personal and organisational liability and the need to ensure an appropriate legal entity, normally the Full Member 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.

Selection procedure

2.10. The decisions of the Board of Directors (BoD) and the General Assembly will be influenced by:

- 2.10.1 the overall quality and detail of the proposal
- 2.10.2 innovative proposals for the scientific and professional programme
- 2.10.3 satisfactory facilities for holding the congress
- 2.10.4 availability and affordability of adequate infrastructure, i.e. transportation, accommodation etc.
- 2.10.5 sustainable selection and use of resources of any kind

- 2.10.6 level of support offered by scientific foundations, universities, philanthropic entities, national governmental bodies, local organisations and other bodies
- 2.10.7 staffing levels and experience of the organisers
- 2.10.8 level of local interest, historical, cultural etc. and proximity (walking distance) in relation to the Congress centre
- 2.10.9 geographical placement in Europe in consideration of previous ECPs, and where relevant previous or upcoming international congresses.

Outcome and contracting process

- 2.11 The selection of the proposal to organise the ECP by the BoD and the General Assembly will be communicated by letter to the Full Member by EFPA. If necessary, the BoD may request clarifications and amendments to the bid proposal, which should be submitted to the BoD within the timetable the BoD stipulates.
- 2.12 Once a proposal to the satisfaction of the BoD and agreement has been reached, a contract setting out the commitment of both parties will be signed by the President or Executive Director on behalf of EFPA, and by the appropriate officer of the Full Member, in conjunction with the relevant academic or other organisations supporting the event if necessary. The Full Member will then set up a Local Organising Committee (LOC) and a Scientific Committee (SC), with responsibilities as described below.

3. ORGANISING THE CONGRESS

EFPA's ECP contact points

3.1 EFPA will nominate a liaison officer to liaise together with EFPA Executive Director and Office Manager, with the LOC. EFPA BoD liaison, Executive Director and Office Manager (or other representatives as decided by EFPA, but not to exceed three in total) will make a site visit approximately one year prior to the congress. All costs of the site visit are borne by the local organisers of the congress. EFPA at its discretion may combine the site visit with a meeting of its BoD, at its own cost, which will allow more members of the BoD to experience the congress location first hand. The LOC should prepare a comprehensive report against these congress guidelines, to include budget, and submit the same to EFPA Head Office at least 2 weeks before the site visit.

The Local Organising Committee (LOC)

3.2 The Congress organiser will appoint a Local Organising Committee (LOC). The following points should be taken into consideration concerning the formation and activities of the LOC:

3.2.1 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

3.2.2 the LOC shall comprise key functional personnel of the local organiser, the PCO, and if appropriate representatives of local partner academic and any other partner institutions

3.2.3 the LOC shall have a clear internal structure with clearly defined individual roles and responsibilities

3.2.4 the LOC has full responsibility and final say 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

3.2.5 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

3.2.6 the LOC shall ensure there is a comprehensive sales and marketing programme beginning from the end of the preceding congress, to include regularly attending EFPA Council meetings in person (where such meetings are in person) to build connections with other Full Members, taking up availability of marketing opportunities at international congresses to include IUPsyS and IAAP, and taking advantage where possible of offers from other Full Members to market at individual country conferences and events for example during the EFPA European Semesters. A range of marketing channels should be used including email, EFPA's work platform, and social media

3.2.7 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

3.2.8 the LOC shall liaise with EFPA as necessary and as requested by the BoD or Executive Director

3.2.9 the LOC shall report to the EFPA Executive Director and BoD via the HO at least every 6 months during the first 3 years and every 3 months during the year prior to the congress, including on request making presentations to meetings of EFPA's Council

3.2.10 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)

3.2.11 the LOC shall make checklists and any other documents concerning the congress available to EFPA for use by future congresses.

The Scientific Committee (SC)

3.3 The Congress Organiser will appoint a Scientific Committee (SC). The following points should be taken into consideration concerning the formation and activities of the Scientific Committee:

3.3.1 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

3.3.2 the SC shall reflect in its membership the diversity of EFPA in terms of geographical distribution, fields of scholarly interest within psychology, individual difference including but not limited to gender, age and career stage, and other criteria as deemed appropriate

3.3.3 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

3.3.4 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; and in consultation with the LOC, choice of keynotes to reflect the theme and focus, be balanced in terms of individual difference to include but not limited to gender, and be drawn in the main from across the European region (not to exclude international keynotes but ensuring they do not predominate) and ensuring numbers of keynotes are limited in consideration of cost and the overall balance of the programme. One keynote must be the Aristotle prize winner (see Awards section below)

3.3.5 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

3.3.6 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

3.3.7 the SC will make arrangements for publication of the book of abstracts of the congress, in liaison with EFPA, unless otherwise agreed using EFPA's journal the European Journal of Psychology Open for the purpose

3.3.8 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

3.3.9 the SC will manage the arrangements for the Undergraduate Research Prize that is handed on from organiser to organiser.

Delivering the ECP

Development of the congress

3.4 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.

3.4.1 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).

3.4.2 Establishing a programme for the congress, including:

3.4.2.1 categories of programme items ((e-)poster sessions, keynote addresses and invited speakers, main stage policy related events, symposia (including invited symposia), panels, forums, professional development workshops etc.)

3.4.2.2 suggestions for satellite meetings (preconference workshop etc.)

3.4.2.3 cultural events (pre- and post-conference tours, theatre visits, etc.)

3.4.2.4 social programmes (opening ceremony, conference social event etc.) and programme for accompanying persons.

3.4.3 Announcing the ECP via the EFPA website and other like outlets, EFPA journals European Psychologist and European Journal of Psychology Open and other appropriate journals, and issuing a First Call for Papers.

3.4.4 Planning in person promotion at other large European regional and national congresses, and international congresses (for the International Congress of Psychology ICP organised by the International Union of Psychological Science IUPsyS, and International Congress of Applied Psychology ICAP organised by the International Association of Applied Psychology EFPA has a reciprocal arrangement for promotional stands, more information can be obtained from EFPA HO).

3.4.5 Regularly attending in person the EFPA Council meetings to both promote and report on the congress.

3.4.6 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 and cultural programme, to have questions answered promptly and efficiently. Sustainable options for travel should be given greater prominence than those that are less sustainable, for example highlighting rail travel in and out of the country; local bus or metro services from an airport.

3.4.7 Creating a database of participants, keynote speakers etc..

3.4.8 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.

3.4.9 Sponsorship and Exhibition.

3.4.10 Ensuring that it is clear to the public that the Congress is a Congress organised under the auspices of EFPA and use the logo of EFPA.

3.4.11 Scholarships.

3.4.12 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. An easy self service way to handle complimentary registrations should be provided (e.g. with the use of a code).

3.4.13 Accommodation.

3.4.14 Travel.

3.4.15 Requirements of EFPA including provisions of rooms (see Budget Section below).

3.4.16 Structure for contact and communication for liaison between various organisational groups.

Indicative timings

3.5 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.

4. BUDGET

Financial arrangements with EFPA

4.1 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 organise the ECP. The latest conditions are:

4.1.1 EFPA will get a fixed share of 7.5% of the total of the registration fees; and

4.1.2 if the statement of profit and loss shows that:

4.1.2.1 there has been an overall net loss in the congress, the ECP organisers will bear the loss

4.1.2.2 there has been an overall net profit up to 100.000€ the ECP will pay to EFPA 25% of the profit

4.1.2.3 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€.

4.2 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.

4.3 The costs of the congress that are included in the budget and outturn must be only the direct costs of delivering the congress. Full Members bid to organise the ECP in order to benefit in non-financial ways from hosting such an event, and should not therefore seek to recover internal costs in doing so. The costs to be included in the budget must be agreed with EFPA when the budget is prepared, EFPA will have the final say on whether a cost type is acceptable for inclusion when the outturn profit or loss is calculated.

Registration pricing

4.4 With regard to the pricing structure for congress fees there should be clear differentiation for delegates who are members of EFPA Full Members; all volunteers on EFPA Working Groups /Ad Hoc Working Groups and Committees accepted as presenters; students; and with regard to time of registration (early-bird, on-time, and late etc.); various groups of

participants including from low-income countries; and if applicable virtual attendances or after congress access to materials (see sample of a draft budget in Appendix 1).

4.5 For clarity, the EFPA volunteers rate applies only to volunteers who are named in a submission to the Congress and whose submission has been accepted by the scientific committee, and whose submission is of the work of their Working Group, Ad Hoc Working Group, or Committee. EFPA shall be the sole and final arbiter of whether the presentation constitutes EFPA work.

4.6 Members of the EFPA Board of Directors, Executive Director and staff, and up to 15 other delegates from partner organisations nominated by EFPA, shall be granted free access to the Congress and all social events related to it.

Reduced fees for low-income economies

4.7 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.

Raising funds and sponsorship

4.8 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-profile 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.

4.9 Applications for funding from European or international bodies should be prepared by the LOC in conjunction with the EFPA Executive Director, 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.

Exhibition space, rooms and office equipment for EFPA-related activities

4.10 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, for the future organisers of the European Congress of Psychology, and for other collaborating Congress organisers. Such provision of exhibition facilities must be sufficient to provide a fully functioning facility including and not limited to furniture (seats and counter), power source, IT connectivity, screens and secure storage space. 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.

4.11 Rooms should also be made available, free of charge, for EFPA-related activities, such as BoD meeting, Working Group and Ad Hoc Working Group meetings, as well as a separate room throughout the congress for the EFPA Board of Directors and Executive Director.

4.12 A facility onsite with usual office equipment (printing, copying etc) should be made available free of charge to EFPA.

EFPA Awards

4.13 EFPA has a suite of awards, the awarding of which is managed by the HO. EFPA completed a review of its awards and the financing of them in 2022, as a result of which the cost of all the individual award winners' arrangements to receive the awards at the ECPs no longer falls on the local organiser as part of the costs of the ECP.

4.14 The arrangements to recognise the award winners and present the awards will vary depending on the award, circumstances of the award winner and take-up of other benefits of an award. The local organiser should liaise with EFPA in order to ascertain which award winners will be present to collect their award at the ECP in the relevant year. Time should be allowed within the Closing Ceremony for the awards to be presented, with sufficient time for short speeches of presentation and opportunity for photographs.

4.15 The Aristotle Prize will be awarded in an area of work that reflects the particular Congress theme in the relevant year, and the Aristotle Prize Lecture will be delivered during the European Congress of Psychology. Provision should be made for this within the allocation for keynotes, and this should be funded in the same way as other keynotes by the congress organiser.

4.16 The Undergraduate Research Prize first established by ECP2023 is a prize administered by the congress organiser and handed on from congress to congress.

Monitoring

4.17 The LOC is required to submit regular financial reports to the EFPA Executive Director and BoD and to revise their budget over time as necessary, and in consultation with the Executive Director and BoD as necessary.

5. REPORTING

5.1. 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 EFPA Executive Director within 2 months after the congress.

5.2. Guidance is contained in Appendix 3.

6. GENERAL

Working language

6.1. 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.

6.2. 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.

Further information

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

APPENDICES ON THE FOLLOWING PAGES

7. APPENDICES

Appendix 1 - Sample Draft Budget

EXPENDITURE	Cost	N° of Items	2000 Participants	2500 Participants	3000 Participants
1. VENUE HIRE					
1.1 Conference Rooms					
2. EQUIPMENT / STAGING / TECHNICAL					
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					
2.5 Conference App					
2.6 Translation services if relevant					
2.7 Hybrid / post congress access if relevant					
3. CATERING AND ENTERTAINMENT					
3.1 Opening ceremony					
3.1.1. 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					
4. KEYNOTE SPEAKERS/PROGRAMME					
4.1 Keynote rail fares or airfares(overseas) travel					
4.2 Accommodation (complimentary)					
4.3 Conference social event (complimentary)					

5. PROMOTIONS / MARKETING					
5.1 Final Programme / Book of Abstracts / Delegates list (if not included in Congress App)					
5.2 Tickets for functions					
5.3 Directional Signage - Venue					
5.4 Exhibition materials for promoting the ECP					
5.5 Video production costs					
6. ORGANISATION / EQUIPMENT					
6.1 ICT, website					
6.2 Courier / Freight / Postage					
6.3 Stationery					
6.4 Photocopying					
6.5 Congress stewards (usually students)					
7. External PROFESSIONAL CONGRESS ORGANISER (PCO) FEE					
7.1 PCO Fee					
7.1.1 Base Fee					
7.1.2 Per Delegate Fee					
8. MISCELLANEOUS					
8.1 Photography					
8.2 Insurance/professional indemnity					
8.3 Credit Card / Banking Fees					
8.4 Legal / Accounting / Audit Fees					
8.5 Costs of EFPA site visit					
8.6 Other expenses					
SUBTOTAL					
Contingency reserve					
Tax on revenue					
TOTAL EXPENDITURE					

REVENUE	Cost	N° of Items	2000 Participants	2500 Participants	3000 Participants
9. Registrations					
Regular - Early Fee					
Regular - Standard Fee					
Regular - Late fee					
Full Member - Early fee					
Full Member - Standard fee					
Full Member - Late fee					
EFPA Volunteer presenter – Early fee					
EFPA Volunteer presenter – Standard fee					
EFPA Volunteer presenter – 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) if (exceptionally) day passes being offered					
Accompanying person fee					
Subtotal					
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					

Subtotal					
Less: complimentary registrations and social events					
Less: EFPA share of registration fees					
TOTAL REVENUE					
SURPLUS / (DEFICIT)					
Less: EFPA share if surplus					
SURPLUS / (DEFICIT) to organiser					

Appendix 2 - Sample Timeline

Full Members 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
- if notification of intention to bid approved by EFPA Board of Directors, bid proposal sent to EFPA
- if bid proposal approved by Board of Directors, bid proposal put before General Assembly generally 4 years prior to proposed ECP
- decision re bid proposal sent to applying Full Member
- 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. meetings etc.) and build into budget if not already done so
- Liaise with EFPA as required re providing support for arranging the General Assembly (venue, onsite logistics etc) (costs of the GA are borne by EFPA)
- prepare applications to funding agencies (in liaison with EFPA for European / international agencies)
- revise/update budget and send to Executive Director / BoD
- register website, develop logo, prepare marketing materials
- prepare to advertise at next ECP (and other venues such as ICP, ICAP, key national conferences of other Full Members) e.g.
 - book stall at upcoming congress
 - prepare advertising posters
 - prepare preliminary announcement and general advertising materials
 - prepare informative power point presentation, video materials

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 BoD on progress and updated budget

- attend ECP for marketing and present at handover ceremony at the close of the ECP
- presentation as required to EFPA General Assembly, EFPA Council meetings (in person depending on the organisation of the meetings)
- finalising arrangements with venue, availability of accommodation etc.

Year X minus 1 year:

- full report on progress including budget at EFPA site visit, prepared and submitted to EFPA Head Office at least 2 weeks before the visit
- presentation at EFPA Council meetings as agreed with EFPA BoD
- 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, including receptions etc hosted by EFPA strategic partners
- deadline abstracts submissions
- review abstract proposals
- decisions on main stage events, keynotes and invited addresses etc.
- decisions 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, ensure no publication of abstracts or inclusion in the programme unless and until registration is paid
- notify successful applicants of scholarship awards

Year X (ECP year):

- progress report to EFPA BoD
- presentation at EFPA Council meetings as agreed with EFPA BoD
- continue as required to support EFPA HO in arranging the General Assembly (venue, onsite logistics etc)
- group or individual poster or paper presentations; nominate and inform session chairs
- 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) on Website
- announcement of launch of congress app
- publication of final announcement
- on site: Late Registration start day before start of ECP
- evaluation questionnaire sent for completion on-line immediately after the closing ceremony of the congress, sufficient follow up to gain maximum responses
- final report including final accounts, data for congress evaluation, including results of participants' evaluation, to EFPA Executive Director BoD within 2 months.
- pay EFPA share of revenues and profit, within 2 months

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 Executive Director / BoD within two months of the closing date of the Congress. The EFPA BoD will make the report available to the organisers of the next and subsequent ECPs.

Areas of evaluation and report

- 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 Full 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.