



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

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

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GUIDELINES FOR THE ORGANISATION OF THE EUROPEAN CONGRESS OF PSYCHOLOGY ECP

1. BACKGROUND

The European Federation of Psychologists' Association EFPA AISBL

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 students. 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 the European Congress of Psychology (ECP) is held under EFPA's auspices every two years. Since the first congress in Amsterdam in 1989 the ECP has grown in standing. 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, journalists, 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 in scope or participation. In line with EFPA's view of psychology as a global science and profession, and its wish 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 cooperation 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.
 - 2.1.3 Promote the open exchange of psychological knowledge, and the dissemination of psychological expertise to the benefit of humankind and the citizens of Europe.
 - 2.1.4 Stimulate communication and contact between researchers, practitioners and educators in all areas of psychology from Europe and across the world.
 - 2.1.5 Encourage collaborative research and the development of cross-national and cross-cultural programmes and projects.
 - 2.1.6 Involve and support the work of EFPA's Working Groups, Ad Hoc Working Groups and EU funded and other projects.
 - 2.1.7 Enable early career psychologists and students to meet and exchange with experienced researchers, practitioners and educators.
 - 2.1.8 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.

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 or university premises), including congress venue 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 venue. The cost-effectiveness of the location and venue for the viability of the congress shall be explicitly considered in the document. It is recommended that congress organisers explore and address in the bid document 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 travellers from elsewhere in Europe, cultural benefits, sustainability (for example close to travel hubs; congress site, 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 (specifically the use of e-posters and not hard copy is a requirement). Digital and hybrid forms of attendance may be considered however if this is included then the added cost of provision and possible implications for onsite registrations shall be carefully assessed.

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 consideration of whether access to some materials for a time subsequent to the congress is being considered, if this is to be part of the plan the cost implications and also possible implications for onsite registrations shall be carefully assessed.

2.6.6 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.

2.6.7 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.

2.6.8 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.

2.6.9 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.

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

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

2.6.12 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.

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 venue.

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 has been reached, a contractual agreement 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.

2.13 The contractual agreement provides that the congress will be organised in accordance with these Guidelines, a copy of which will be annexed to the contractual agreement.

2.14 Once the contractual agreement is signed the Full Member will then set up a Local Organising Committee (LOC) and a Scientific Committee (SC), in the form and with the responsibilities as described below.

3. ORGANISING THE CONGRESS

EFPA's ECP contact points and liaison arrangements

3.1 EFPA may nominate a Board of Directors liaison officer to liaise together with EFPA Executive Director and Office Manager, with the LOC.

3.1.1 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.

3.1.2 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.

3.1.3 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) and overall management of the congress

3.2 The following points set out the relevant matters concerning the formation and activities of the LOC.

Forming the LOC

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

3.3.1 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.

3.3.2 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. It is suggested that the committee is large enough to include necessary functions and expertise but not so large that functionality is undermined, somewhere around five (5) to eight (8) members is likely to work effectively.

3.3.3 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.

Responsibilities of the LOC

3.4 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.

3.4.1 The LOC should be aware of the need for a long period of preparation if the congress is going to be a success. It is essential to develop a clear plan with timescales. Local arrangements and circumstances will mean that timing of some items may need to vary.

3.4.2 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, local transport if applicable, refreshments if applicable, social programme, and any accompanying persons programme.

3.4.3 The LOC shall set up arrangements to comply with the General Data Protection Regulation (GDPR) in such a way that the local organiser and / or the PCO are the Data Controllers and Data Processors. EFPA does not accept responsibility for these roles. An appropriate privacy policy must be available as part of the congress systems. To help subsequent organisers it is recommended that consent to processing data includes consent to passing mailing information to the organisers of the next ECP.

3.4.4 The LOC shall ensure there is a comprehensive sales and marketing programme beginning from the end of the preceding congress, to include:

3.4.4.1. Regularly attending EFPA Council meetings in person (where such meetings are in person) to build connections with other Full Members.

3.4.4.2. Taking up availability of marketing opportunities at relevant international congresses generally to include IUPsyS and IAAP, as explained further below.

3.4.4.3. 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.

3.4.5 The LOC is recommended to use a range of marketing channels including email, EFPA's work platform, and social media.

3.4.6 The LOC shall liaise with EFPA as necessary and as requested by the BoD or Executive Director.

3.4.7 The LOC shall report to the EFPA Executive Director and BoD via the HO as necessary if key issues arise and routinely 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.

3.4.8 The LOC shall especially prepare full report on progress including budget for the EFPA site visit, prepared and submitted to EFPA Head Office at least 2 weeks before the visit.

3.4.9 The LOC shall 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 perceptions of the quality and utility of the submitted papers and posters, as well as the overall delegate experience. It is recommended that some qualitative input is also sought to supplement the quantitative responses.

3.4.10 The delegate feedback questionnaire must be sent for completion on-line immediately after the closing ceremony of the congress, to gain maximum responses, and there should be sufficient follow-up of non-replies.

3.4.11 The LOC shall prepare a full scientific, operational and financial final report evaluating the Congress (see content recommendations in Appendix 2). The LOC shall 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.

3.4.12 The LOC shall remit monies due within 2 months after the congress.

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

The Scientific Committee (SC) and development of the scientific programme

3.5 The following points are relevant concerning the formation and activities of the Scientific Committee:

Forming the SC

3.6 The Congress Organiser will appoint a Scientific Committee (SC).

3.6.1 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. It is suggested that the committee is not so small that members are overburdened nor so large that functionality is undermined, somewhere around ten (10) to twelve (12) members is likely to work effectively.

3.6.2 The SC shall have an appropriate level of European and international membership in order to provide Europe wide and some international connections beyond Europe to support the local organisers in setting up the scientific content of the ECP.

3.6.3 There shall be one integrated SC with members from the national association / local academic partners; spaces for members selected from among nominations by EFPA Full Members; and one or at most two international members (recommended to be drawn from nominees by the International Union of Psychological Science being the international organisation focused on psychological science).

3.6.4 Inviting the chair of the scientific committee of the preceding ECP(s) to join the SC may be helpful.

3.6.5 It is recommended that where there are more nominations than places, selection is on merit from among expressions of interest.

Responsibilities of the SC

3.7 The following points are relevant concerning the activities of the Scientific Committee:

3.7.1 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.

3.7.2 The SC shall determine in conjunction with the LOC and in consultation with EFPA the main focus of the congress (theme and tracks) with a consideration of the current trends and issues, as well as new advances in psychology, it is recommended these are data driven based on past submissions while taking into account the need to foster new areas.

3.7.3 The SC shall determine the categories of programme items (e-poster sessions, keynote addresses and invited speakers, main stage policy related events, symposia (including any invited symposia), panels, forums, professional development workshops etc.)

3.7.4 In consultation with the LOC and with EFPA, the SC shall propose a choice of keynotes. Keynotes shall 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. The SC and LOC should ensure numbers of keynotes are limited in consideration of cost and the overall balance of the programme. Around eight (8) keynotes are recommended. One keynote must be the Aristotle prize winner (see Awards section below). International keynotes should not predominate, it is suggested that no more than two (2) of the overall number of keynotes should be from outside Europe.

3.7.5 Keynotes in the European policy area or from policy partners of EFPA must be agreed by and jointly invited with EFPA.

3.7.6 In consultation with the LOC, and in consultation with EFPA, the SC shall propose around three (3) main stage type panel events which have a primary EFPA Purpose of Contributing to society in terms of advocacy / policymaking, reflecting the priorities of EFPA in this area.

3.7.7 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. Reviewers could be members of SC and /or other suitable reviewers chosen by the SC.

3.7.8 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.

3.7.9 The SC shall 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.

3.7.10 The SC shall ensure that the type and form of the congress programme ensures sustainability. The programme shall be online / in the congress app. From the outset of the call for submissions an e-poster system shall be used in place of any hard copy.

3.7.11 The SC is recommended to nominate and brief session chairs.

3.7.12 The SC shall manage the arrangements for the Student Research Prize (Bachelors and Masters) that is handed on from organiser to organiser.

3.7.13 The SC is recommended to make arrangements for and promote well in advance a journal special issue for presenters to publish the work they have presented at the congress, unless otherwise agreed using EFPA's journal the European Journal of Psychology Open for the purpose.

Practical infrastructure and key steps for delivering the ECP

3.8 The LOC shall ensure that the practical infrastructure is in place to deliver the congress. Depending on the local arrangements, many of these items are often within the remit of the PCO. Various aspects related to promotion need to be scheduled well in advance. Key points are:

3.8.1 The LOC shall ensure 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 alongside that of the organising Full Member.

3.8.2 As soon as possible after the contract has been signed the Local Organising Committee shall 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). If EFPA has pre-registered the domain name this will be handed over and recharged to the LOC by EFPA Head Office.

3.8.3 The LOC shall establish a programme for the congress.

3.8.4 The launch of the ECP shall be at the closing ceremony of the previous ECP. Liaising with the previous LOC and EFPA is required in order to achieve this.

3.8.5 Announcements of the ECP are recommended via the EFPA website, adverts (free of charge) in EFPA journals European Psychologist and European Journal of Psychology Open, and appropriate local journals.

3.8.6 The overall timetable for the congress shall be established and agreed with EFPA. This will include issuing a First Call for Submissions, closing dates for submissions, presenter registration deadline, and other registration deadlines according to the fee structure, and other key dates.

3.8.7 In person promotion at other large European regional and national congresses, and relevant international congresses, shall be planned. 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, which means the ECP supplies a stand for those organisations and has the opportunity to have a stand at those international events for promotion, more information can be obtained from EFPA HO.

3.8.8 Regular attendance in person at the EFPA Council meetings to both promote and report on the congress is required.

3.8.9 The LOC shall set up and develop 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. The website must be ready and go live at the conclusion of the previous ECP (not before).

3.8.10 It is recommended that sponsorship is sought in order to assist with the financial costs of the congress and assist with publicity and promotion. A sponsorship package should be developed and marketed. Without being unduly restrictive, it is recommended that careful consideration is given to what sponsorship is accepted in order to avoid reputational risks.

3.8.11 Exhibition space shall be arranged to an adequate standard and marketed.

3.8.12 Budgetary matters shall be attended to, including registration fee structure and way to handle delegates' evidence 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), this must be available at the opening of the registration period.

3.8.13 Accommodation at a variety of standards and prices for delegates to book shall be listed on the registration website. It is suggested that where available low-cost student / hostel type accommodation is included.

3.8.14 Travel guidance shall be made available, with, as noted in relation to the website, the most sustainable options in the primary position. By way of example, main line train travel would be listed before air travel, and local travel to the venue such as scheduled local busses or chartered busses would be listed before taxis.

3.8.15 The requirements of EFPA including provisions of rooms (see Budget Section below) shall be put in place and agreed with EFPA.

The wider congress programme including the social programme

3.9 The LOC shall establish an event and social programme for the congress. Relevant points include:

3.9.1 The Opening Ceremony of the Congress is a requirement. The LOC has considerable latitude in how this is done. Suggestions include a welcome by the Chair of the LOC, an opening speech by the EFPA President, a welcome by a civic dignitary (city Mayor or similar), and a cultural element. A reception with drinks and some food is customarily provided so is recommended. Pre-registration by delegates is a suggestion that can help with gauging numbers and preventing waste.

3.9.2 A Closing Ceremony for the Congress is a requirement. This shall include presentation of the EFPA Awards, this requires liaison with the EFPA Head Office. Recommendations include a speech by the Chair of the SC summarising the congress programme (this is customary), a closing speech by the EFPA Executive Director, and a video montage or photographs of the experiences over the time of the congress. It shall include at the end an opportunity for the next ECP to present and promote the next congress.

3.9.3 A Congress social event shall be offered on one evening of the congress. It is recommended this is designed to be as inclusive as possible of all delegates and that additional cost is kept to a level that supports this inclusive aim.

3.9.4 Tourism (pre- and post-conference city tours, organised trips to other locations, cultural visits, etc.) are suggested to augment the delegate experience and benefit the host country in terms of tourism.

3.9.5 A programme for accompanying persons is a suggestion especially if the congress is being held in a family friendly location.

3.9.6 Scientific and professional visits either programmed on sign up during the congress, or as pre congress visits, such as to research departments, local psychology services etc., are suggested.

3.9.7 Logistical support shall be given and plans considered for ad hoc meetings and receptions etc by EFPA and EFPA's strategic partners such as IUPsyS, IAAP, and project groups such as the International Project on Competence in Psychology. Such meetings act as a draw to the congress for the persons involved.

4. BUDGET AND EFPA REQUIREMENTS

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 must 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 shall 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 as presenters 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, Chair of the EuroPsy European Awarding Committee, and up to 15 other delegates including from partner organisations nominated by EFPA, shall be granted free access to the Congress and all social events related to it.

4.7 A clear deadline to register after abstract acceptance is essential and registration must be paid in order to have acceptance confirmed. There must be no publication of abstracts or inclusion in the programme unless and until registration is paid.

4.8 It is recommended that numbers for the student rate are limited in availability both for financial reasons and for the overall congress experience. No more than 30% is recommended but the LOC and PCO should determine what fits their circumstances. The limited availability shall be made clear on the website.

Reduced fees for low-income economies

4.9 Reduced fees for low-income economies shall 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

4.10 It should be noted that the LOC is also recommended to raise sponsorship funds for aspects of the ECP. As noted above, without being unduly restrictive, it is recommended that careful consideration is given to what sponsorship is accepted in order to avoid reputational risks.

4.11 Any applications for sponsorship /funding from European or international bodies shall 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. Sponsorship /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

4.12 In addition to the usual provision of exhibition space for external organisations, from which the Congress can expect to receive payment, the Congress organisers shall provide, free of charge, an exhibition booth for EFPA, for the future organisers of the European Congress of Psychology, and for the other collaborating Congress organisers IUPsyS and IAAP.

4.12.1 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.

4.12.2 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.

4.12.3 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.

4.13 Rooms shall 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 that is ideally co-located with the exhibition space.

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

EFPA Awards

4.15 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.

4.16 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 shall 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 shall be allowed within the Closing Ceremony for the awards to be presented, with sufficient time for short speeches of presentation and opportunity for photographs.

4.17 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 shall be made for this within the allocation for keynotes, and this shall be funded in the same way as other keynotes by the congress organiser.

4.18 The Student Research Prize (Bachelors and Masters) first established by ECP2023 is a prize that shall be administered by the congress organiser and handed on from congress to congress.

EFPA General Assembly

4.19 EFPA customarily hosts its biennial in person General Assembly around the congress. The assistance of the LOC and PCO in particular is essential for this to work smoothly for all parties, and to ensure the General Assembly fits seamlessly with the congress and acts to bond EFPA FMs and delegates with the event overall.

4.19.1 A suitable room shall be made available for the General Assembly to include necessary technical equipment and support, in accordance with the needs put forward by EFPA. It will be an advantage and so is recommended that this is included free of charge for example if the venue as a whole is already hired on the day of the Opening Ceremony of the congress.

4.19.2 If the EFPA General Assembly is to be situated within the days of the congress programme EFPA will discuss this with the LOC at the outset of the two-year period prior to the Congress and the LOC shall then make the room and technical facilities available free of charge as part of the congress programming.

4.19.3 Any catering and other incidental costs are entirely at EFPA's discretion and expense.

Monitoring

4.20 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 2.

6. GENERAL

Working language

6.1 The working language of the ECP shall 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 It is suggested that the LOC 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 website at <https://www.efpa.eu/>

APPENDICES ON THE FOLLOWING PAGES

7. APPENDICES

Appendix 1 - Sample Draft Budget

EXPENDITURE	Cost	N° of Items	1000 Participants	1500 Participants	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							

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EXPENDITURE	Cost	N° of Items	1000 Participants	1500 Participants	2000 Participants	2500 Participants	3000 Participants
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 Sufficient accommodation to enable the keynote speech to take place (complimentary)							
4.3 Conference social event (complimentary)							
5. PROMOTIONS / MARKETING							
5.1 Any production costs of final Programme / Book of Abstracts / Delegates list (recommended to be included in Congress App)							
5.2 Tickets for functions (recommended to be phone based)							
5.3 Directional Signage – Venue (recommended to be on screens)							
5.4 Exhibition materials for promoting the ECP							

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EXPENDITURE	Cost	N° of Items	1000 Participants	1500 Participants	2000 Participants	2500 Participants	3000 Participants
5.5 Photography							
5.6 Video production costs							
6. ORGANISATION / EQUIPMENT							
6.1 ICT, website							
6.2 Courier / Freight / Postage							
6.3 Stationery / printing (if any)							
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 Insurance/professional indemnity							
8.2 Credit Card / Banking Fees							
8.3 Legal / Accounting / Audit Fees							
8.4 Costs of EFPA site visit							
8.6 Other expenses							
SUBTOTAL							

EXPENDITURE	Cost	N° of Items	1000 Participants	1500 Participants	2000 Participants	2500 Participants	3000 Participants
Contingency reserve							
Tax on revenue							
TOTAL EXPENDITURE							

REVENUE	Cost	N° of Items	1000 Participants	1500 Participants	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							

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REVENUE	Cost	N° of Items	1000 Participants	1500 Participants	2000 Participants	2500 Participants	3000 Participants
Low-income economy - Late fee							
Virtual registration fee if(exceptionally) being offered							
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							

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REVENUE	Cost	N° of Items	1000 Participants	1500 Participants	2000 Participants	2500 Participants	3000 Participants
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 - How to evaluate and report on the Congress

Recommended areas of evaluation and report

- a. Overall adequacy / quality of the congress venue and facilities.
- b. Numbers of presentation by categories, such as main stage events, 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, social and reception, accommodation, and other dimensions used in the quantitative evaluation form. Thematic analysis of any qualitative feedback questions asked.
- i. Quality of events such as social event, 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 and on social media.
- l. Financial outturn against budget.

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