

## European Council for High Ability (ECHA) / International Conference Guidelines

The organiser will be responsible for the following activities of the Conference:

1. **Planning and communication:** planning of the tasks mentioned below and organisation of committee meetings
2. **Abstracts:** inform the participants about the standards; receive the abstracts via internet; collect delegate details.
3. **Producing the Conference printed material:** Conference programme book (can be printed or only electronic); First and Second Announcements; Conference logo and posters; Proceedings (can be printed or only electronic); Conference bags.
4. **Conference website:** designing the website; regular updating and maintenance of the website; data management.
5. **Marketing and PR:** obtain sponsors; prepare the information for sponsors; prepare and distribute publicity materials to previous Conference delegates; mailing of announcements; internet marketing; collection of mailing address lists, placing advertisements in relevant journals.
6. **Registration and customer service:** design the pre-registration form; receive and check participants' registrations; record the participant and registration fee information onto a database; handle any changes of participant information and cancellations; report regularly to the ECHA Vice-President; printing of the participants lists and name badges; sending of confirmation letters to the participants; administer Keynote & Invited speakers' accommodation expenses and arrangements; disseminating general information and answering enquires.
7. **Handling financial transactions:** maintain proper records of all financial transactions; receive and check the participants' fee payment transactions, clarify and resolve problematic payment transactions, refund participant fees in case of cancellation; payments to subcontractors.
8. **Other office work:** materials for the Conference bags; arrangement of a social programme, etc.
9. **Arrangements at the Conference venue:** activities in pre-Conference and on Conference days; Conference office, signs and information boards; staffing on-site for handling of registration and customer service, technicians and Conference room administration.
10. **Posters:** planning of the poster sessions together with ECHA; providing poster boards and arranging the poster sessions (can be e-posters as well); providing participant guidelines and customer service.
11. **Booking the Conference facilities:** negotiation about additional services with the University, if necessary; scheduling the programme into the sufficient number of rooms; catering services at the Conference – (coffee breaks, lunches, drinks; room for the speakers, computer room, etc.)

The Organiser of the Conference may hire a provider of local services for the following specific tasks of the Conference:

1. **Arranging accommodation**
2. **Social programme and accompanying persons' programme**, e.g., Welcome Drink Party, Conference Dinner, evening activities and daytime activities for accompanying persons' programme, pre-Conference and post-Conference social activities.

### **Conference budget construction**

According to the mutually agreed outline of the Conference budget the participant Conference fees will be set. There will be early registration and late registration prices, as well as special prices for students (including ECHA students).

### **Terms of payment**

The organiser of the Conference will collect the above mentioned registration fees.

### **Financing the Conference**

The Financing of the Conference is based on the following assumptions:

1. The income is based on the participants' fees and the funding of the addressed sponsors.
2. The risks will be totally borne by the organiser and ECHA will not share any responsibilities in case of loss. ECHA will receive a flat fee of 10.000 EUR providing that the conference finances show no deficit.

### **The duties of European Council for High Ability**

1. A formal letter of approval will be forwarded to the organiser upon selection. The Executive Committee's role is to provide the organiser with direction for the organisation and presentation of the conference, as well as guidance in such matters as financial planning, conference publications, timeframes, and selection of keynote speakers.
2. The European Council for High Ability (ECHA) will use its best efforts to both publicise the Conference and support its running.
3. ECHA will use its sources of contacts and databases of mailing addresses for the purpose of advertising the Conference.
4. ECHA Vice-President agrees to attend two preparatory meeting at the Conference Venue to help with the preparations for the Conference and the programme schedule. The costs of these meetings will be borne by the Conference organiser.
5. ECHA, with the help of General Committee, and in consultation with the local organising committee, will nominate the scrutineers to read the abstracts and papers of the participants within the agreed deadline. The organiser of the Conference will therefore provide the appointed scrutineers in reasonable time with the necessary materials in an electronic version (participants' abstracts). ECHA (mediated by the Vice-President) will help the organiser with the final selection of the oral presentations and posters at the Conference.
6. The President and Vice-President of ECHA will be in attendance at the pre-Conference and Conference. The Conference Fee, accommodation (for six nights) and travel costs will be borne by the Conference organiser.

### **Undertaking to Negotiate**

Both parties undertake to negotiate with each other and attempt to reach mutual understanding

- in case of any differences of opinion in the organisation of the Conference
- if the original information which forms the basis of this agreement is found to be no longer valid
- if any disagreements arise from the interpretation, application or fulfilment of the terms of this contract.

The Conference format has been designed by the [local organising committee] according both to the understanding of the usual setting of the previous ECHA International Conferences and with the respect of local conditions and Conference placement. The format was created in agreement with ECHA.

A final agreement will be made in two equal copies, one for each party, and it will be valid after signed by both parties. The agreement can be changed if both parties mutually agree upon it and change agreement in writing. Any disputes relating to the application of this contract shall be settled in accordance with Irish Law.