

Guidelines to organize a Thematic ECHA Conference

The organiser will be responsible for the following activities of the Thematic ECHA 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 material:** Conference logo, First and Second Announcements; Conference programme and abstracts (either in printed form or electronically or both); Conference bags (+ as potential addition: a proceedings book either in electronic or in printed form or both).
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 ECHA members and previous International ECHA Conference delegates; mailing of announcements; internet marketing; collection of mailing address lists, (+ as a potential addition: placing advertisements in relevant journals).
6. **Registration and customer service:** design the 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 Secretariat; printing of the participants lists and name badges; sending of confirmation letters to the participants; administer 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 potential social programmes, 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 (if posters are planned at the conference):** planning the poster sessions; providing poster boards (or equipment for e-posters) and arranging the poster sessions; providing participant guidelines and customer service.
11. **Booking the Conference facilities:** negotiation about additional services with the host of the facilities, 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 (if any), e.g., Welcome Drink Party, Conference Dinner, evening activities and daytime activities for accompanying persons' programme (if any), pre-Conference and post-Conference social activities (if any).

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.

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:

The income is based on the participants' fees and the funding of the addressed sponsors.

ECHA will receive a flat fee of 3.000,00 EUR (from which 50%, 1500 EUR has to be paid before the conference starts). ECHA will receive 3.000,00 from the conference organisers unless the conference has a deficit.

In case of deficits, the following is applicable

- In case of a balance of 300,00 or less (including a negative balance) the local organising institute pays ECHA 300,00.
- In case of a surplus between 300 and 3000, the local organizing institute pays ECHA the full surplus, as this is under the 3000 that is due.
- In case of a surplus of 3.000 or more , the local organizing institute pays ECHA 3.000.

The duties of the European Council for High Ability

1. The European Council for High Ability (ECHA) will use its best efforts to both publicise the Conference and support its running.

2. ECHA will use its sources of contacts and databases of mailing addresses for the purpose of advertising the Conference.

3. ECHA Secretariat (or one of the other ECHA executive committee members) agrees to attend one preparatory meeting at the Conference Venue to help with the preparations for the Conference and the programme schedule. The costs of this meeting will be borne by the Conference organisers.

4. ECHA, with the help of General Committee, and in consultation with the local organising committee, will help to 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). Conference key note speakers must be approved in advance by ECHA.

5. The President and Secretary of ECHA will be in attendance at the Conference. The Conference Fee, accommodation (for four 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 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.