



**Bid requirements
for EAPD Biennial Congress**

2014

Table of Contents

Section 1. Venue and Dates of the Congress	3
Section 2. General Conditions	3
Procedure for application	4
Evaluation of the application	5
Requirements and criteria	5
The minimum spaces required for a Congress to take place are:	5
The minimum required facilities for a Congress to take place are:	5
Section 3. Notice.....	5
Section 4. Attendance.....	5
Section 5. Attendance of Non-Members.....	5
Section 6. Chairman of the Congress and Chairman of the Local Organizing Committee	6
Section 7. Themes of the Congress.....	6
Section 8. Scientific Program.....	6
Section 9. Financial matters	7
Section 10. Publicity and Deadlines.....	7
Timing of Abstracts and Final Program.....	8
Opening Ceremony	8
The Agenda of the Opening Ceremony should include:	9
Closing ceremony.....	9

BIENNIAL CONGRESS

Section 1. Venue and Dates of the Congress

Every European Country willing to host and organize a Congress should submit to the Council via it's Councillor or a representative of a Local Organization, a complete folder and a DVD giving all the relevant information regarding the Organization and details of the future congress such as:

- A proposed city within the Country where the Congress will take place
- Direct or indirect access by air from all European countries
- Names, facilities and prices of the Hotels, which will accommodate the Congress and the participants.
- The approximate expecting number of participants that will attend the Congress.
- Events and social programs for members and accompanying participants.
- Proposed dates for the Congress (preferably the two (2) weekends of June, unless otherwise decided by the Council after relevant proposal of change directed to it by the hosting country)
- The approximate registration fees.

Section 2. General Conditions

The biennial Congress of EAPD is organized in a host country by the Chairman of the Local Organizing Committee), but some special points have to be kept in mind:

- The Congress belongs to EAPD and President of the Congress is always the President of EAPD
- The Co-President of the Congress is the Chairman of the Local Organizing Committee who organizes the Congress in the host country.
- The members of the Conference Committee of EAPD are the President (chair), the Immediate Past President, the President Elect, the Secretary, the Treasurer, Member of EAPD Scientific Committee and the Editor of EAPD Journal. The Chairman of the Local Organizing Committee liaises closely with the Conference Committee of EAPD in relation to the scientific content of the Congress.
- Any Pre and Post Congress symposia are organized by the local organizer and should not exceed two days in duration. The total extent of the scientific program of the Congress should not be less or exceed three days, including a weekend, ending Sunday at noontime.
- A <<Congress logo>> referring to the particular place where the Congress is held can be used in addition to the EAPD logo, if desired, provided that the EAPD logo is given

more prominence when they are used on the papers, posters and cover pages of the program.

- It is not allowed to advertise on any official documents of the Congress, postgraduate programs, places or actions, related to the organizer.
- All EAPD members must have an equal opportunity to enter and participate in the Congress.
- There shall not be any restriction, discrimination or discomfort directed to any of the EAPD members attending the Academy's Congresses.
- The registration fee should be kept as low and reasonable as it can be, and consistent with the fees of other Congresses of the same size and style held in the same country, by other international organizations.
- The registration fee should be for four categories: active/associate member, non-member, student member/retired members and accompanying persons and should include:
 - Registration to the main program of the Congress
 - Full attendance
 - A welcome cocktail and all coffee breaks
 - Lunches and banquet may be optional to be included in the Fee or not.

Procedure for application

Any local organization willing to organize a Congress should apply through its Councillor to the Secretary of the Executive Board, who in turn, will forward the application to the Council. Congress of EAPD shall be awarded to a local organization via their elected representative (Councillor) who will be nominated and elected as Chairman of the Local Organizing Committee. The councillor of the host country and local organizers are entitled to propose another member of EAPD as Chairman of the Local Organizing Committee

The application shall be submitted at least six (6) months before the next Council meeting expressing the intention of the group to organize the Congress, along with as much information as possible regarding the appropriateness of the place, the prior experience, and facilities available to ensure the organization of a successful Congress.

The Council of EAPD decides and selects the sites for the future Congresses four (4) years ahead of the next Congress. It has become a custom that the Congresses are organized to the North and to the South of Europe (also East and West) alternatively every other year as far as possible, but based upon suitable site suggestions.

Evaluation of the application

The Executive Board receives all the applications (Folders) from the Secretary and taking seriously into account the proposed registration fees and all the required standards set forth for each Congress, makes a recommendation to the Council, which decides and forwards the decision for final approval to the General Assembly.

Site visits to the place of the future congress shall be arranged by the organizer who will cover the expenses of at least one member of the Board, to visit the site and evaluate the facilities and its overall appropriateness.

Requirements and criteria

The minimum spaces required for a Congress to take place are:

- Two (2) main scientific rooms of at least 400 seated people for the oral sessions.
- Two (2) additional rooms of at least 100-150 seated people for the poster sessions.
- One (1) main Hall for a Trade Exhibition to take place.
- One (1) small room for the EAPD Executive's office.
- One (1) Board room to accommodate 30 people for the Board and Council meeting.

The minimum required facilities for a Congress to take place are:

- Air –conditioning of the rooms especially when the Congress is in the South of Europe.
- All rooms for the oral sessions should be equipped with:
 - Computers (eg lap tops) with projectors Video-data facilities
 - Optical-acoustic devices
 - Microphone (5) facilities

Section 3. Notice

Written notice of the biennial session shall be given to each member, either personally, by mail, or by other means of written communication. All such notices shall be given to each member not less than sixty (60) days prior to each biennial session and shall specify the place, the date and the hour of the meeting.

Section 4. Attendance

Attendance at the biennial session shall be limited to members in good standing, applicants and approved non-members.

Section 5. Attendance of Non-Members

Persons who are non-members may attend the Biennial Congress if their presence would be deemed to contribute to the objectives of the Academy.

Section 6. Chairman of the Congress and Chairman of the Local Organizing Committee

Every Congress is a meeting of EAPD members and the President of EAPD is the Chairman of the Congress.

The Chairman of the Local Organizing Committee will be an Active, Associate or Honorary member of the Academy in good standing who has been proposed by the Local Organizing committee and has been elected as Co-President by the General Assembly.

Section 7. Themes of the Congress

The main theme(s) of the Congress will be those proposed by the Conference Committee of EAPD in collaboration with the Chairman of the Local Organizing Committee who is also entitled to propose and add more themes as needed.

The main theme(s) of the Congress should consider those broad areas of Paediatric Dentistry, which are contemporary, attractive, are related to an advanced scientific topic and might be those based on the topics of the panel discussions (symposia) which are fully sponsored. The final decision and selection of themes should take into consideration the themes of previous Congresses as well as the future trends and direction of our specialty.

By tradition, it is a courtesy for the President, President-elect, and past-President to be invited to each chair one of the symposia on the three main themes of the Congress.

The Conference committee has the obligation in collaboration with the local Organizing Committee, to select the themes and topics of the Scientific Program of the Congress.

Themes and topics should have been decided three years before a Congress and approved at the Interim Council meeting before the preceding Congress.

Section 8. Scientific Program

The EAPD Conference Committee in collaboration with the Local Organizing Committee is responsible for the scientific quality and quantity of the program.

The day-to-day organization of the scientific program is in the hands of the Local Organizing Committee.

All official and formal correspondence related to Congresses shall be carried out and signed by the Chairman of the Local Organizing Committee (Co-President) on papers, with the official letterhead and logo of the Academy and the Congress.

The names of invited speakers shall be decided by the EAPD Conference Committee following discussion with the Chairman of the Local Organizing Committee, on the basis of local funding.

The official invitation to the invited speakers is sent by the Chairman of the Local Organizing Committee (Co-President).

A member of the Local Organizing Committee will discuss the format and the topics of each Symposium/Panel directly with the speakers.

A yearly report of the progress and the related organizational matters of the congress shall be in given in writing and verbally presented (if possible) by the Chairman of the Local Organizing Committee at each Council Meeting.

Section 9. Financial matters

Funds to cover the organizational expenses of the Congress should be raised by the host country. The amount of 15 € for each registration (including students) shall be given as contribution to the Academy's budget aimed to compensate for organizational expenses and future prizes for young Paediatric Dentists. This payment shall be made after a Congress has been completed.

A detailed report of the registrations made at the Congress should be presented at a meeting of the Council after the Congress has been completed. This report should include the following: total number of registrations, registrations by category of membership and registrations by country.

The President, President-elect and Immediate Past-President shall be appointed as coordinators/Chairpersons of the three main Symposia and their expenses of participation in the congress shall be fully covered by the Local Organizing Committee. The expenses of the Secretary, Treasurer and Editor of the EAPD Journal shall also be covered by the Local Organizing Committee.

Section 10. Publicity and Deadlines

- First announcement: minimum one (1) year in advance
- To all EAPD members (via Webpage and Newsletter)
- To all members of national Paediatric Societies (via Councillors)
- Available at the IAPD congress (during interim year)
- Preliminary Program in leaflet and in poster: minimum nine (9) months in advance.
- Contents of the Preliminary program: Welcome address by President and Co-President, Schedule of all events, Announcement of main themes and panel discussions together with the Invited Speakers (photo/CV) and Chairpersons, Information on congress centre and facilities and Registration form.

The preliminary Program should be send:

- To all people that requested it
- To all Dental Schools in Europe

- To Academies, Associations and Societies of Paediatric Dentistry internationally
- Announcement in the EAPD Journal and on the EAPD Website, for two years before the Congress
- The web site of the local organizers of the Congress should be linked to the EAPD Web site
- Announcement in local dental journals (via Councillors)
- Announcement to all known Societies or Academy's of Paediatric Dentistry outside Europe.

Timing of Abstracts and Final Program

- All abstracts will be reviewed by three nominated members of the EAPD Conference Committee. The EAPD Conference Committee will organize refereeing of submitted abstracts and there will be a close liaison with the Local Organizing Committee. .
- The EAPD Conference committee is responsible for developing the scientific program in collaboration with the Chairman of the Local Organizing Committee.
- Deadline for receipt of submitted abstracts will be six - (6) months in advance of Congress.
- Acknowledgement of abstract's receipt within fifteen (15) days after the deadline.
- Sending the abstracts to the referees giving them one (1) month time to reply. During this period the Local Organizing Committee makes up provisional program of poster/oral sessions.
- Sending the answers of acceptance/rejection of abstracts and when they will be presented.

If possible four (4) months in advance.

- Decision on final program.
- Decision on Chairpersons.
- Letter to Chairpersons to get their confirmation of acceptance.

Opening Ceremony

The opening ceremony is essential for every Congress and it is preferable to have it together with the Welcome reception at the beginning of the scientific program or at the end of the first day of the Congress.

The Agenda of the Opening Ceremony should include:

- Welcome of the participants and guests by the Chairman of the Local Organizing Committee (Co-President of Congress)
- Calling of the President of EAPD by the Chairman of the Local Organizing Committee
- Introduction by the President of EAPD and Welcoming address
- Call of Nations
- Introduction by the Chairman of the Organizing Committee of following entertainment if any
- Entertainment if any
- Introduction of the official or Honoured Guest who will open the Congress
- Opening of Congress by the honoured guest or by the President of EAPD
- Invitation to refreshments by the Chairman of the Organizing Committee, where appropriate

The opening ceremony should be kept short and no longer than two hours maximum.

Closing ceremony

- Opening remarks and thanks by the Chairman of the Organizing Committee to the participants.
- Introduction and thanks to the members of the Organizing Committee
- Calling of the President of EAPD.
- Closing remarks by the President of EAPD
- Introduction and thanks to the Scientific Committee
- Review of Congress and appraisal of thanks to the Chairman and the members of the Organizing Committee
- Outgoing President introduces and welcomes incoming President
- Awarding of certificate or plate to the outgoing President of EAPD, given by the Secretary.
- Installation of the new President
- Remarks by the new President of EAPD
- Course of the Academy for the next 2 years

- Priorities and pending tasks
- Announcement about the next Congress
- Invitation to the next Congress
- Closure of the Congress by the outgoing President of EAPD.