



Interim Symposia of the EAPD

Requirements for the bid

2013

Table of Contents

1. Basic Requirements:	3
2. Requirements of the venue	3
3. Requirements in the bid document	4
4. Interim Seminar: Expenses	4
a. Hosting Country pays:.....	4
b. EAPD pays:	5

Interim Symposia of the EAPD: Requirements for the bid

1. Basic Requirements:

- Character of the meeting: It must be an independent EAPD meeting and not a small part of a big local event.
- The announcement for the bid have to be published one week after the last meeting (Congress or interim seminar of the EAPD) on the website of the EAPD
- Deadline for the bid is at least 6 months in front of the council meeting. The secretary of the EAPD needs to make a summary of the bid applications in an electronic form. Then she/he sends the bid to all councillors and board members to make their decision by voting the applicants on the basis of a questionnaire.
- All the bid documents will be initially scrutinised by the Board and a final report would be drawn by the past president. This report will form part of the bid documents that will be sent to the Council members as part of their consideration of the submitted bids.
- If necessary site visits to the place of the future Interim Seminar shall be arranged by the organizer who will cover the expenses of at least one member of the EAPD Board , to visit the site and evaluate the facilities and its overall appropriateness. Her/his report is part of the bid documents and must be available one month in front of the council meeting.
- The decision by the council meeting should be done at least four years ahead of the meeting.
- The topic of the Interim Seminar should be selected at least two years in front of the meeting. The board of the EAPD get a proposal from the Clinical Affairs Committee 3 months in front of the board meeting where decision has to be made. The local organisers have also the right to propose a topic that will be considered by the Board for the final decision.
- The EAPD Board will select the experts to be invited to attend the workshops. The rest of the delegates will attend the parallel lectures/presentations

2. Requirements of the venue

- 1 main conference hall for 250-350 people
- 3 separate seminar rooms for the workshops (30 - 50 people each room)
- 2 seminar rooms for the board meeting and the committees (10 people)
- Exhibition area for sponsors (esp. for our Platinum and Gold Sponsors)

All rooms must be equipped as written in the bylaws (chapter III, section 9)

3. Requirements in the bid document

- A continuous contact person of the local organizing committee (Chairman of the organizing committee) is necessary and an event manager is recommended for the communication between the board, the sponsors and the local organizers.
- The bid should be made through the Councillor of the organizing country. She/he presents the bid in the Council meeting.
- Budget Preparation: the following items must be calculated:
Revenue: Registration fee (what is included for the fee), contributions from related organizations, societies or government, Sponsorship, Exhibition and others
Fixed Expenditure: venue costs, audio visual costs, speakers costs, expenditure for the EAPD, printing, marketing & promotion, insurance and others
Additional Expenditure: Catering, social events, local committee expenses, free registrations, other expenses, 3% inflation per year until congress
- Hotel accommodation: the appointed travel agency or the event manager should be able to advise and book a suitable range of accommodation.
- Application for the continuous education credits from a European Organizations

4. Interim Seminar: Expenses

a. Hosting Country pays:

1. Invited Speakers and 3 moderators from CAC
 - Registration including social events.
 - Economic return travel.
 - 3 nights economic accommodation.
2. Board members (5 people)
 - Registration fee including all social events.
 - Economic accommodation for 3 nights and economic flights
 - For the Editor and Web Editor only full registration including social events

3. Platinum Sponsors
 - Registration package including social events for 2 people from each Platinum sponsor but excluding travel and accommodation.
 - Provide Trade Stand for each Sponsor
 - There are 2 platinum sponsoring companies at present (P&G and GABA/Colgate)
4. Reduced registration fees for Council members, experts and student members subject to local organising committee decision
5. Financial report of the Interim Seminar must be sent to EAPD Board within 3 months of hosting Interim Seminar
6. If profit is made then the Host country must pay 33% of the profit to EAPD.

b. EAPD pays:

1. Payment of €15k to Hosting Country 12 -18 months before Interim Seminar
2. Editor, and Web Editor (2 people)
 - Economic return travel.
 - 4 nights economic accommodation.
3. Board Members (5 people)
 - Accommodation for 1-2 additional nights