



**Bid requirements
for EAPD 2024 Biennial Congress**

2017

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Section 1. Preamble concerning the biennial Congress:

The biennial Congress is the main scientific meeting of the EAPD. All scientific content and discourse at the Congress (presentations, posters, podiums discussions, etc.) should be supported, where feasible, by evidence-based information and recognised standards of good clinical practice. The official language of the Congress is English.

Section 2. Venue and Dates of a Congress:

Every country in the European region that wishes to host and organise a Congress should submit to the Future Congresses and Seminars Committee (FCSC) via its Councillor, a complete folder, DVD or other electronic information device giving all the relevant information regarding the organisation and details of the future congress including the following:

- 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 hotels and of a convention centre, which will accommodate the Congress and the participants;
- The approximate number of participants that it is estimated will attend the Congress;
- Events and social programmes for delegates and accompanying persons;
- Proposed dates for the Congress - preferably a weekend in June, unless otherwise decided by the Board and Council after relevant proposal of change directed to it by the hosting country;
- The approximate registration fees.

Section 3. General Conditions of a Congress:

The biennial Congress of EAPD is organised in a host country by the Chair of the Local Organising Committee but some special points have to be kept in mind:

- The Congress belongs to EAPD and the President of the Congress is always the President of EAPD;
- The Chair of the Local Organising Committee of the Congress organises the Congress in the host country in cooperation with the Board of EAPD and the Editor of the European Archives of Paediatric Dentistry. The Chair of the Local Organising Committee of Congress liaises closely with the Board of EAPD in relation to the scientific content of the Congress;
- Pre- and Post-Congress symposia that are organised by the local organisers should not exceed two days in duration. The total extent of the scientific programme of the Congress should not be less than or exceed three days, including a weekend day, ending in the early afternoon of Saturday or Sunday;
- A "Congress logo" referring to the particular place where the Congress is held may 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 programme;

- It is not allowed to advertise on any official documents of the Congress, postgraduate programmes, places or actions, related to the organiser;
- All EAPD members must have an equal opportunity to enter and participate in the Congress. The local organising committee gives a statement with the bid that there will be free and unimpeded access to the host country and congress by all members of EAPD;
- There shall not be any restriction, discrimination or discomfort directed to any EAPD members or other delegates attending the EAPD's Congresses;
- The registration fee should be kept as low and reasonable as possible, and be consistent with the fees of other Congresses of the same size and style held in the same country, by other international organisations.

The registration fees should be for five categories: (1) active/associate member, (2) non-member, (3) student member/retired member, (4) accompanying person, (5) exhibitor/sponsor staff member.

- Registration for the first three categories of delegates {(1) active/associate member, (2) non-member, (3) student member/retired member} should include the following:
 - Full attendance at the main programmes of the Congress;
 - A welcome cocktail and all coffee breaks;
 - Lunches and dinners/social functions/banquets may be optional to be included in the Registration Fee or not.
- Registration for the other two categories of delegates {(4) accompanying persons and (5) exhibitor/sponsor staff members} should include the following:
 - Admission to a welcome reception;
 - Lunches and coffee breaks for exhibitor/sponsor staff members may be charged at a fee arranged between local organisers and exhibitor/sponsor companies.

Procedure for application to host a Congress

Following an announcement/call by the Board of EAPD on the website and by email message to Council members for submission of bids to host a future Congress, **any local organisation of EAPD willing to organise a Congress in their country should apply through its Councillor to the Future Congresses and Seminars Committee (FCSC) of the EAPD.** The application should be submitted by the deadline stated on notice posted to Council members and on EAPD website - before the next Council meeting expressing the intention of the group to organise the Congress, along with as much information as possible regarding the appropriateness of the place, prior experience, and facilities available to insure the organisation of a successful Congress. On receipt of the bid the FCSC will evaluate the applications and submit its recommendation to the Board. Part of the evaluating process the FCSC will set an electronic meeting with the bidding committee to go over the bidding. **Applications to host the EAPD Congress in 2024 should be sent to the Chair of the FCSC Prof. Norbert Kramer (Norbert.Kraemer@dentist.med.uni-giessen.de) by March 10th 2020.**

Congresses of EAPD shall be awarded to local organisations via their elected representatives (Councillors) – the Councillor will usually be nominated and elected as Chair of the Local Organising Committee of Congress. The Councillor of the host country and local organisers are entitled to propose another active member of EAPD in good standing as Chair of the Local Organising Committee of Congress.

Evaluation of the application to host a Congress

The FCSC will review each application concerning the following aspects: host city and venue, hotels, proposed dates of the Congress, travel information, Chair of the local organising committee, professional organising company, potential topics, estimated financial budget (including the proposed registration fees), and statement from the chair and secretary of the local EAPD organisation to organise the Congress. If necessary, site visits to the venue of a potential future Congress may be arranged by the local organising committee who will cover the expenses of a member of EAPD Board to visit the site and evaluate the facilities and its overall appropriateness.

The FCSC will ask the Councillor of the local EAPD organisation to present their bid (maximum 20 minute presentation) to host a future Congress and answer questions from members of the Committee. Based on the written application, on the presentation and on the response to questions from FCSC, the FCSC will summarise the bids and make a recommendation to the Board about the different aspects of every bid. The EAPD Board will evaluate the proposal from the FCSC and make a recommendation to the EAPD Council, which will decide and give final approval at the next Council Meeting.

The Chair of the local organising committee of Congress, the EAPD President and EAPD Past-President shall sign an “agreement document” directly after the Council Meeting at which the decision to host a future congress was approved. The agreement will include a commitment from the Chair of the local organising committee of Congress:

- To fulfil all requirements to host a Congress;
- To pay all expenses required by local organisers of a Congress;
- To send reports to the EAPD Board or a designated EAPD Committee at least 60 days prior to each biannual EAPD Board meeting;
- To send a financial report to the EAPD Board or a designated EAPD Committee and to the EAPD treasurer and EAPD President within 3 months following a Congress;
- To cooperate with relevant committees and with the Board of EAPD.

Section 4. Notice of a Congress:

Announcements concerning the biennial Congress will be posted on the EAPD website and in the European Archives of Paediatric Dentistry, and Council members will be informed at Council meetings.

Section 5. Chair of a Congress and Chair of the Local Organising Committee of Congress:

Every Congress is a meeting of EAPD members and the President of EAPD is the Chair of the Congress. The Chair of the Local Organising Committee will be an Active member of the EAPD in good standing who has been proposed by the Local Organising committee.

Section 6. Themes of a Congress:

The Board of EAPD has the obligation, in collaboration with the Local Organising Committee of Congress, to select the themes and topics of the Scientific Programme of the Congress. The main themes (usually 3 themes) of the Congress will be those proposed by the Board of EAPD in collaboration with the Chair of the Local Organising Committee of Congress. Themes and topics should have been decided at the latest by one year before a Congress and approved at Board and Council meetings one year before the preceding Congress.

The main themes of the Congress should consider those broad areas of Paediatric Dentistry which are contemporary, attractive and are related to an advanced scientific topic. The selection of themes should take into consideration the themes of previous Congresses as well as the future trends and direction of the specialty of Paediatric Dentistry. By tradition, it is a courtesy for the President, President-elect, and past-President to each chair one of the symposia on the three main themes of the Congress.

Section 7. Scientific Programme of a Congress:

The EAPD Board in collaboration with the EAPD Scientific Programme Committee will liaise closely with the Local Organising Committee of Congress concerning the scientific programme of the Congress. The day-to-day organisation of the scientific programme is in the hands of the Local Organising Committee of Congress. Correspondence related to a Congress shall be carried out by the Chair of the Local Organising Committee of Congress.

The Congress may start with pre-congress courses in the Congress centre or at another venue such as at a local university. Each of the 3 days of the Congress commences with a Symposium on one of the three themes selected by the Board in collaboration with the Local Organising Committee of Congress. There are usually 3 speakers at each symposium with the EAPD President-Elect, President and Past-President each chairing one of the symposia.

The names of invited speakers shall be decided by the Board of EAPD following discussion with the Chair of the Local Organising Committee of Congress. The official invitation to the invited speakers is sent jointly by the President of EAPD and the Chair of the Local Organising Committee of Congress. A member of the Local Organising Committee of Congress will discuss the format and the topics of each Symposium/Panel directly with the speakers.

Regular reports of progress and related organisational matters concerning the Congress shall be sent electronically by the Chair of the Local Organising Committee of Congress to the EAPD Board or a designated EAPD Committee at least 60 days prior to each biannual Board

meeting. The EAPD Board or a designated EAPD Committee will evaluate the report at least 30 days prior the next Board meeting.

Section 8. Financial matters of a Congress:

Funds to cover the organisational expenses of the Congress should be raised by the host country. The local organising committee of Congress must prepare a budget plan which includes the following:

- **Revenue** (Registration fees, pre-congress symposia, sponsorship, exhibition);
- **Fixed Expenditure** (venue hire, costs of the invited speakers, printing, marketing & promotions, pre-conference administration, insurance, organising company, others);
- **Variable Expenditure** (Catering, social events, local committee expenses, free registrations, other expenses, 3% inflation per year until Congress).
- **Budget planning and updates are required annually** beginning 4 years before the date of the proposed Congress. Details of income and expenditure estimates need to be provided to the Chair of the FCSC. He/she evaluates the budget and give his/her report to the Board.

After signing a financial agreement form with the EAPD Board, the Local Organising Committee of Congress will receive a payment, usually in 2 instalments, to facilitate payment of fees to book a venue for the Congress and other necessary expenses. The level of this aid is fixed in the agreement form and will be returned to EAPD with the final financial report of the Congress. The Congress also will pay a levy to the EAPD. The details of the calculations of this levy are described in detailed in the financial agreement form.

A detailed report of the registrations made at the Congress must be prepared by the Local Organising Committee of Congress - this report should include the following: total number of registrations, registrations by category of membership and payment, registrations by country. The final financial report of the Congress including all aspects of the budget must be sent by the Chair of the Local Organising Committee of Congress to the EAPD Board or a designated EAPD Committee, the EAPD Treasurer and the EAPD President within 3 months, at the latest, of completion of the Congress.

Section 9. Publicity and Deadlines of a Congress:

Announcement of a Congress

- First announcement: Two (2) years in advance of Congress (at the closing ceremony of the last biennial Congress)
- To all EAPD Councillors at Council meeting 2 years in advance of next biennial Congress

- Congress Programme in electronic form: minimum of twelve (12) months in advance of Congress to all EAPD members via Website and in European Archives of Paediatric Dentistry

Contents of the Congress programme: Welcome address by President and Chair of the Local Organising Committee of Congress, schedule of events, announcement of main themes, names of invited speakers at each of 3 main symposia and chairpersons of each symposium, information on Congress centre and facilities. The Congress programme may be sent electronically by the Local Organising Committee of Congress to the Secretary of EAPD Board who shall ask the Web Editor to send electronically to members of EAPD, to dental schools in Europe, to other academies, societies and associations of paediatric dentistry internationally.

- The website of the local organisers of the Congress should be linked to the EAPD Website for one year before the Congress.

Timing of Abstracts for a Congress

- All abstracts shall be submitted electronically through the EAPD Congress website according to the strict criteria that shall be outlined. On receipt of the abstracts by the stated deadline, they will be sent to members of the EAPD Scientific Committee, of Congress who will organise refereeing of submitted abstracts and there will be a close liaison with the Local Organising Committee of Congress.
- The deadline for receipt of submitted abstracts will be four (4) months in advance of the Congress.
- The outcomes of acceptance/rejection of abstracts will be electronically transmitted to the submitting (presenting) author before the deadline for early bird registration for the Congress.
- The EAPD Scientific Committee of Congress in collaboration with the Local Organising Committee of Congress will prepare a programme of poster / oral sessions.
- The submitting (presenting) author of each accepted abstract will be informed by the EAPD Scientific Committee of Congress in collaboration with the Local Organising Committee of Congress of the type, date, time and venue of their presentation at least 1 month before the Congress.

Opening Ceremony of a Congress

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 programme or at the end of the first day of the Congress.

The Agenda of the Opening Ceremony should include:

- Welcome of delegates and any official or honoured guests by the Chair of the Local Organising Committee of Congress;
- Calling of the President of EAPD by the Chair of the Local Organising Committee of Congress;

- Introduction by the President of EAPD and welcoming address;
- Opening of Congress by the President of EAPD;
- Introduction by the Chair of the Local Organising Committee of Congress of following entertainment, if any;
- Entertainment, if any;
- Invitation to refreshments by the Chair of the Local Organising Committee of Congress, where appropriate.

Closing ceremony of a Congress

- Opening remarks and thanks by the Chair of the Local Organising Committee of Congress to the delegates.
 - ✓ Introduction and thanks to the members of the Local Organising Committee of Congress;
 - ✓ Calling of the President of EAPD.
- Closing remarks by the President of EAPD
 - ✓ Introduction and thanks to the EAPD Scientific Committee of Congress;
 - ✓ Review of Congress, appraisal and thanks to the Chair and the members of the Local Organising Committee of Congress;
 - ✓ EAPD President introduces and welcomes incoming President;
 - ✓ Awarding of certificate or plate to the outgoing President of EAPD, given by the EAPD Secretary;
 - ✓ Installation of incoming president as the new President of EAPD.
- Remarks by the new President of EAPD
 - ✓ Proposed course of the EAPD for the next 2 years;
 - ✓ Priorities and pending tasks;
 - ✓ Announcement about the next Congress by Chairperson of Local Organising Committee of the next Congress;
 - ✓ Invitation to the next Congress.
- Closure of the Congress by the outgoing President of EAPD.