

## GUIDELINES FOR EPHAR MEETINGS

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### 1. ORGANIZATION

#### 1.1 Host Society

EPHAR meetings are held every four years in a European Country. The Council will choose the Host Society on the basis of bids proposed at the meeting. The Executive may wish to visit the proposed sites in advance of the meeting and give recommendations to Council.

The organisation of the meeting is a shared responsibility of the host Society and EPHAR.

#### 1.2 Local Organizing Committee

The Local Organizing Committee (LOC) is selected by the host Society and approved by the EPHAR Executive Committee. The chairman of the LOC will be invited to meetings of the Executive Committee and will report progress to EPHAR Council meetings.

#### 1.3 Professional Congress Organizers

If the host society employs a Professional Congress Organiser (PCO) it is the responsibility of the LOC to supervise the PCO.

#### 1.4 Distribution of Tasks

The LOC is responsible for the realisation of the EPHAR meeting locally. This includes the following tasks:

- Announcement of the meeting in printed and/or electronic form
- Selection of oral presentations and their scientific organisation
- Technical organisation
- Organisation of poster sessions

- Organisation of the trade exhibition
- Sponsoring
- On-site registration
- Accommodation
- Transportation
- Catering
- Organise a session for the public understanding of science
- Co-ordination and facilitation of Workshops and Satellite Meetings

EPHAR will provide help with a database of addresses of societies and possible sponsors and exhibitors. EPHAR will co-operate with the LOC to raise funds at the European and International level.

## 2) SCIENTIFIC PROGRAMME

### 2.1 The Scientific Advisory Committee (SAC)

All member societies of EPHAR will be asked for suggestions for symposia and a member to whom EPHAR can refer. It is not expected that the SAC will meet, except electronically, and the LOC and Executive will take advice from the SAC in regard to the programme.

## 3) FINANCIAL MATTERS

### 3.1 Start-up loan

EPHAR will provide the host Society with a start-up loan, if required, to be repaid within 1 year after the end of the meeting.

### 3.2 Budget

The budget for the meeting is the responsibility of the host society. EPHAR may ask the LOC to send a copy of the budget to EPHAR Treasurer.

### 3.3 Registration Fees

Registration fees are determined by the LOC in collaboration with the Executive. Fees for early, mid term and late registration will be set, with correspondingly lower fees for student registrations.

### 3.4 Final Account

A final account for the meeting will be sent by the LOC to the EPHAR Treasurer not later than 18 months after the end of the meeting.



### 3.5 Financial Agreement

By agreement between the LOC and EPHAR distribution of any profit arising from a meeting will be by negotiation after the conclusion of the meeting.

#### 4) MEETING PREPARATION AND TIME TABLE

Once the venue of the next meeting is decided there should be a preliminary announcement on the EPHAR web page. Two years before the meeting the SAC should be asked for Symposia suggestions. Call for abstracts and pre-registration should be 9 months before the meeting, with a deadline for abstracts 5 months before the meeting.

#### 5) ABSTRACT BOOK

The EPHAR Executive together with the LOC will negotiate with the publishers of the official journal of EPHAR for the publication of a supplement containing all approved abstracts to be available for inclusion in registrants' congress bags.