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Guidelines for EAHIL Conferences/Workshops

Organizing an EAHIL Conference/Workshop begins by forming two working groups that are responsible for the whole Conference: the International Programme Committee (IPC) and the Local Organizing Committee (LOC).

1. IPC & Responsibilities of IPC

Overview of Responsibilities

IPC has responsibility of the scientific programme. Tasks of the IPC include e.g. choosing the conference/Workshop overall scientific theme, choosing the sub themes of the scientific programme, organizing the call for papers, evaluating the abstracts, contacting the accepted authors for confirmation of participation (in the future hopefully with the help of EAHIL abstract submission system), formulating the Instructions for Authors, choosing the Chairs for each session, choosing Plenary Speakers and setting up a timetable for the Scientific Programme.

Members of the IPC

IPC should always contain some experienced EAHIL IPC members, including at least one past Conference holder, plus some less-experienced EAHIL members, and of course at least one member of the Local Organizing Committee. Care should be taken not to choose just well-known names, who might not be able to do anything but give their name to the IPC. It is also recommended that an EAHIL Executive Board member, not necessarily the same one every year, should be elected to every IPC in order to act as a liaison between the Board and the Conference Organiser, in effect answering all questions relating to EAHIL matters. In addition, it is advised that the Conference organizer for the next Workshop/Conference is invited to be a member. In this way the experience of organizing EAHIL events will continue to develop for the future. The EAHIL President has a standing invitation to the IPC meetings.

Timetable for submitting papers

The IPC should decide on a timetable regarding the submission of abstracts and the final submission of the full text papers etc. The IPC meeting to decide on the final Scientific Programme and the acceptance of oral or poster presentations, should be held at least six months before the Conference.

Abstract Submission System

Arne Jakobsson and Morten Pedersen have developed an EAHIL Abstract Submission System for the submission, evaluation and acceptance of Conference papers. For more details: Arne Jakobsson p.a.jakobsson@ub.uio.no

Plenary Speakers (PS)

It is usual to invite at least one Plenary Speaker from the host country. Other Plenary Speakers are usually invited in accordance with the Conference/Workshop themes. In fact they could be well known EAHIL members, specialists in their fields. Some Conference organizers (CO) go for big names outside EAHIL but these can be costly as they often require free accommodation and also travel costs. Some CO's have opted to choose the best abstracts at the IPC meeting and ask them to be Plenary Speakers. This approach has proved successful and gives excellent opportunities to our own EAHIL member specialists. The IPC should decide on the selection/invitation of Keynote and/or Plenary Speakers.

Continuing Education Courses (CEC) and Course Leaders (CL)

The CECs should be kept at a minimum cost. CECs are offered to participants on top of the participant fee, cost of accommodation and air travel, and if they are offered for a reasonable fee then many EAHIL members can take advantage of these. If they are very expensive the CO may have to cancel the CECs because of lack of interest. Again there is not always the need to have big names in medical librarianship because many EAHIL members are indeed specialists and very active in teaching programs covering a wide range of state-of-the-art technology. Finally the CECs should always be self-sufficient, meaning that the money raised by fees for the courses should cover the costs of holding the CECs and never make a loss. The EAHIL Board is developing a policy for the CE and professional development, the Board member with the responsibility for Education and Professional Development should be involved in planning the CEC programme. A subgroup of the IPC can be formed to plan the CEC programme. CEC working group should work in close cooperation with the LOC.

Prizes for Scientific Presentations

The Best Oral Presentation Overall and the Best Poster Presentation Overall will be awarded. In order to encourage less-experienced EAHIL members to submit papers, it is advisable to award a prize also for best First-Timer Oral and Poster presenters. This will avoid having the same very experienced presenters winning all the prizes every time! Make sure that on the abstract submission form these categories appear as a box to tick, so that it is easy thereafter to make lists of the participants who qualify for these prizes! The winner presenting authors of each

category will get free registration either to the next EAHIL Conference or Workshop, by their choice.

Committee for Conference Evaluation (CCE)

It is recommended that a Conference/Workshop Evaluation Committee for Oral and Poster Presentations prizes is led by a member of the IPC. Standard presentation evaluation forms can be found at http://www.eahil.net/conferences_picks.htm

2. LOC & Responsibilities of the LOC

Overview of Responsibilities

LOC has the responsibility of all the practical arrangements related to the Conference (e.g. Conference venue, sponsors and exhibitors, social programme, Conference web pages etc.). LOC also has also responsibility of the Conference budget.

Members of the LOC

Each Conference depends on its LOC for its success. The LOC must consist of a dedicated team and comprising at least these branches:

- Facilities at the venue including an Administration Office at the Conference responsible for equipment in every room and testing facilities for all abstracts, poster sessions, photocopying facilities and also including additional basic responsibilities e.g. adequate toilet facilities and cleaned regularly, water, etc;
- Social Programme (transport, tours, location of Gala Dinner, liaison with all restaurants for social programme, dietary requirements etc.);
- Exhibitors & sponsors (liaison, contracts for stands and sponsors, allocation of stands, payment, arrival and return of exhibition material);
- Web Page Designer & Manager;
- PR, Marketing & Communication This team's tasks can be for example:
 - Marketing the conference/workshop (e.g. by e-mails, articles in professional journals, press releases, brochures, posters, personal contacts)

- Writing the conference/workshop blog
 - Making sure that the EAHIL Echo team has computers and printers to work with.
 - Organizing photographing of the conference/workshop.
- Accommodation (usually a travel agency but hotels must be vetted first by the LOC);
 - IT Team This is usually 2 people who take care of all the presentations, making sure that each parallel session room has all the presentations on the computer before the sessions begin; offer a facility to presenters to test their presentations beforehand; ascertaining that copies of each presentation, including plenary speakers, opening ceremony speakers etc are in their hands before the Conference commences.

In addition the LOC should have a team for the Information Desk during the Conference to deal with problems arising. Each person at the information desk should speak at least English. The organizing of a Conference is a large undertaking and a solid working team makes all the difference. It is a great opportunity to train younger members of your library in Conference management techniques.

Hiring a Professional Conference Office

A professional Conference office can be hired to do some tasks mentioned above. Define distribution of work between LOC & Conference organizer clearly and detailed in the contract. If the Conference office is responsible for the Conference/Workshop web pages, make sure it has adequate IT-skills and software. Also make sure that the Conference office has enough personnel to manage all of the tasks mentioned in the contract, with adequate work quality. Specify how the call for bids, making contracts and checking of the billing is organized when the Conference office orders services from third parties (e.g. printing of the abstract and programme book etc.). A Conference organizer's representative should attend LOC meetings.

Working in the LOC

It is imperative to make sure that there is a good flow of information within the LOC, so that each team can work efficiently between LOC meetings. For example a wiki for the LOC team is an efficient tool for sharing information and cooperating.

Timing Aspects

- Timing of the Conference/Workshop - June and September have been popular dates for EAHIL events, but this can vary according to the host country's decision and university terms (N.B. not yet synchronized in Europe) and the dates of ICML;
- The Conference/Workshop Website should be up and running at least 15-18 months before the event, and a link to/from the EAHIL website at www.eahil.net should be established;
- Timetable of the Conference/Workshop depends on many things. It is advisable to set the timing of the Opening and Closing ceremonies to maximize numbers at both;
- Early Bird Registration It is usual to offer a reduced participation fee - Early Bird Registration - usually 50 euros less than the official registration fee with a closing date of 3-4 months before the Conference/Workshop begins. Our experience is that 75% of participants register as early birds.

Social Programme

The following social events are usually organized:

- First-Timers Event

There have been positive experiences in arranging a special event for EAHIL Conference/Workshop first-timers right before the opening of the Conference. In this way all new participants are given a chance to meet others who also are coming for the first time.

- Opening Ceremony at the Conference venue;
- Gala Dinner.

Also other social events, e.g. library visits and concerts can be arranged. Pre- and post Conference tours can also be offered (usually for a separate fee) to the Conference/Workshop guests.

Attendance Certificates

It is customary to give every participant an attendance certificate inside their conference bag. Attendance certificates for CE-courses are given after each course.

Emergencies

Be prepared for emergencies; have contact details available e.g. for a medical doctor and the local police station (theft and loss etc.)

Collecting Feedback

Consider collecting feedback after the Conference, e.g. via an electronic questionnaire on the Conference web page. The questionnaire should cover different aspects of the Conference, from the Social and Scientific Programme to the arrangements at the Conference venue. Make sure that also exhibitors and sponsors are aware of the questionnaire, and that the questionnaire contains questions relevant also to them.

Archiving & Documenting

Keep archiving and documenting in mind during the whole process of arranging a Conference/Workshop. After the Conference/Workshop the website will be moved/copied to the EAHIL server. A copy of programme and abstract book will be sent to EAHIL archives. Rest of the relevant documents is archived by the LOC.

3. Financial Aspects

Conference/Workshop fees

Fees should be discussed and agreed with the EAHIL Board before announcement. In general, Workshop fees are 250-300 euros and Conference fees are 300-400 euros. This of course can vary according to the location. Consideration should be given, when making the budget for the Conference, that there will be sponsorship, either through the exhibitor booths or through event sponsorship or both so the fee for the Conference should be adjusted correctly.

Fee to EAHIL

The Fee to EAHIL is 30 euros per participant. The sum may be adjusted and will be agreed upon by the EAHIL Board and Organizers in the overall agreement between parties. The fee concerns participants, exhibitors, guest speakers, course leaders, all scholarship holders, and people receiving free registrations given by the Conference Organisers. The Local Organising Committee is not counted in this equation. The disbursement is made after the Conference/Workshop. COs will liaise with the EAHIL Treasurer in order to reach the final decision of the amount paid to EAHIL.

Free Registrations

Free Registration must be established within the Local Organising Committee. Every CO gives one or two free registrations to certain people. These can be dignitaries, Plenary Speakers, Course Leaders etc. Whoever they are still counted as participants and the CO must pay the 30 euros EAHIL tax for each person.

Scholarships

Scholarships are awarded by EAHIL for every Conference and Workshop. These scholarships are offered by the EAHIL Executive Board and are selected by formal application. Conference Organizers (CO) will receive the list of scholarship winners from the EAHIL President before the early bird registration begins. CO's will liaise with the EAHIL Treasurer. The scholarships are disbursed to the winners and they can use it for the registration, CE-courses or accommodation.

MLA/NLM

MLA has had for many years a reciprocal arrangement with EAHIL, whereby the EAHIL representative to MLA and the MLA representative to EAHIL both get free Conference/Workshop registrations. The EAHIL Board offers this free registration fee.

Accompanying Person's (AP) Registration Fee

The accompanying person's registration fee should be about 60 % of the participants' fee. This fee covers usually the Gala Dinner, the opening ceremony and the usual afternoon tours.

Financial reimbursement for Plenary Speakers (PS) and Course Leaders (CL)

There are several options open to the Conference Organizer regarding payment of registration fees, reimbursement of airfares and accommodation (1-2 nights) for PS and CL. The CO must consider very carefully the whole budget of the Conference before offering many free registrations and/or accommodation and/or air fares. Nowadays most institutes will not pay for librarians coming to Conferences unless they a) have an oral paper or poster presentation b) have a role on the EAHIL Boards or Council c) are doing something else official at the Conference. Therefore many PS or CL coming to the Conference may be paid by their institute anyway. Especially at a Workshop reimbursement for PS and CL can end up being 30% of the Conference costs forcing the registration fee to be unusually high and in fact making all other participants pay for these concessions. Maybe a suggestion would be to reimburse either registration or accommodation or travel but never all. It is not necessary to reimburse all PS

and CL to the same extent; for several CL who are EAHIL members it is enough to reimburse the extra costs for 1-2 nights hotel accommodation.

Exhibitors & Sponsors

Exhibitors and sponsors are important for the Conference/Workshop: they are a good source of income, and the information about their products and services supplements the Conference overall offering. Most companies dealing with medical library information are willing to become exhibitors and also to sponsor an event or a part of the cost of an event. It is best for each Conference Organiser to have also special sponsorship packages over and above set prices for exhibition booths. (See previous Conference/Workshops webpages for examples of sponsorship and exhibitor packages www.eahil.net/conferences_eahil.htm.)

It is advisable for the Local Organizing Committee to select one or two people whose sole responsibility will be to deal with the exhibitors. Also, a Conference office can be hired to deal with exhibitors and sponsors. Exhibitors are a lot of work, with their contracts, communication regarding their stands, accommodation time, when they can start and finish their exhibiting, organizing product presentation slots, organizing the delivery and return of their promotional material before and after the Conference. Please note that some exhibitors have a long time relationship with EAHIL and are already frequent sponsors. Contact the EAHIL President/Supervisor of the Secretariat on details.

Most exhibitors and sponsors will also request a product presentation and these should be offered free of charge. There are several ways of doing this: by offering a special product presentation slot as a parallel session and using all rooms and therefore 8 exhibitors can give their talks for 30 mins each or 12 for 20 mins each; by only offering the major sponsors a product presentation. Usually the main sponsors are allowed to have a product presentation in a Plenary sponsor session. Exhibitors vary radically in what they want on account of their sponsorship and the CO must make sure that everyone is treated fairly. Exhibitors expect the Conference tea breaks to be in the exhibition area and it is advisable whenever possible, to hold them there.

Every exhibitor and sponsor wants their leaflets/brochures to go in the Conference bag and it is advisable to state from the beginning that a) only sponsors will have this privilege or b) the exhibitor who is sponsoring the Conference bags. The CO can then suggest to other sponsors that they can donate pens or notepads or other items for the bags.

Exhibitors and sponsors frequently ask for the Conference participants' e-mail addresses in order to send them advertisements. Therefore it is good to ask in the registration form the participant's permission for that.

Annex 1- Exhibitors Contracts

? EAHIL Conference

Registration for Exhibitors and Sponsors - Name of Exhibitor (STAND?)

Tick all boxes that apply.

- We wish to exhibit at the ? EAHIL Conference, for a fee of ? Euros The final balance must be paid by the ?
- We wish to have an Internet connection. Electrical connection with 4 plugs is provided in every booth
- We shall have 1, 2 or 3 firm representatives on our stand
- We wish to sponsor an event or events, as indicated on the attached. The sponsorship amount is due by ?
- We are unable to send a representative, but would like to have materials displayed during the exhibition and participate in the Vendors session for a fee of € . Vendors are solely responsible for shipping materials to the conference in time. Payment is required by ?
- We wish to have 1 (2) book display cabinets

Company Name _____

Address_____

Representative (person(s) exhibiting)

(Contact Person (if different))

Phone

Fax

E-mail

Please return a signed copy of this contract to:

Name

Tel

FAX

Address

Mobile:

E-mail

Exhibitors Contract

We are delighted to allocate you Stand No. ?

The exhibition will be held from _____ at _____ and will finish on _____ at _____. The exhibition area will open on _____ at _____. All stands should be completed by _____ evening. Access will be available from _____ at _____. See official programme at <http://www.>

Please return your contract as soon as possible. If signed contract is not received your booth will not be held. Two exhibitors from each company will be given free registration. *Additional representatives must pay regular conference registration fees.* The Conference Local Organizing Committee reserves the right to decline any application for exhibitor space.

Exhibit Installation and Removal

Exhibitors may begin setting up on _____ after 12 noon. All materials should be sent well in advance by courier service to _____ to the address above – for the attention of _____ normal post can not always be relied upon. Packing materials must be removed from the sight of participants before _____. ?.

All materials used in the exhibit area or any other room in the hotel must be non-flammable. Electrical wiring and equipment installation must conform to appropriate regulations and local codes. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.

Exhibitors may begin to dismantle, pack or remove exhibits from the Exhibition Hall after _____ p.m. on _____. ?.

Exhibition Space

We will provide:

- One plug of 220 Volts plus an extension cable with 4 sockets
- 1 large table and 1 small table
- 2-4 Chairs
- Internet Access
- A book display cabinet if requested

Exhibitors will receive free three lunch tickets for _____. Coffee breaks are also free of charge. Gala Tickets for exhibitors are available from the Information Desk at a price of €35 euros a ticket.

- No exhibit may protrude into the aisle/walkways, nor block the view of another exhibit space.
- Allocation and location of exhibit space is determined solely at the discretion of the Conference Coordinating Committee.
- Subletting of exhibit space is prohibited.

- Exhibit areas are for display purposes only.
- Exhibitors must display their badges at all times (provided at the time of registration).
- No social functions may be held without the prior approval of the Conference Local Organizing Committee.
- No music may be played in the exhibit area.
- Exhibitors must provide, upon request, proof of insurance to cover any damage and loss of exhibit materials.

Liabilities

The Medical Library of the _____ is not responsible to vendors for losses, damages or claims from any cause whatsoever that may arise from the exhibitor's participation in this conference. Exhibitors assume liability for losses, damages, and claims of injury or damage to displays, equipment, and other property brought to the premises of the _____ and shall indemnify and hold harmless the conference organizers from any such losses, damages, and claims.

Failure to abide by this contract may result in the forfeiture of fees and exhibit space.

FORCE MAJEURE

Should the Exhibition be cancelled, curtailed or adversely affected by any cause not within the reasonable control of the Organiser including, but not limited to, war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, Act of God, or non-availability of the premises for any reason, the Organiser shall be under no obligation to refund all or part of the sums paid by the Exhibitor in respect of its participation in the Exhibition. The Organiser shall be under no liability to the Exhibitor or any other person in respect of any actions, proceedings, claims, demands, losses (including consequential losses) costs or expenses whatsoever, which may be brought against or suffered or incurred by the Exhibitor.

Cancellations

If the cancellation takes place four months plus before the event, the 50% reservation fee is non-refundable.
If the cancellation happens two-three months before the event, 75% of the agreed price is payable by the Exhibitor.
When the cancellation takes place six weeks and less before the event, the agreed price is payable in full by the Exhibitor. The Exhibitor is responsible for any extra costs which the organiser may incur through the fitting out of the stand space which is not being used.
In the event of the Exhibitor becoming bankrupt or going into liquidation or being under any appointment of a receiver, the Organiser reserves the right to cancel any display space allocation without being under any liability to refund or abate any charges paid or due herein

I/we agree to the terms of this contract.

Date _____

Signed _____ (Print name)

Vendor/Company

Thank you for your participation in the ? EAHIL conference. We look forward to working with you to make this a conference to remember.

Annex 2 – Sponsors Packages (There can be up to three packages if you want)

INTRODUCTION

We are expecting between ? international medical librarians at this conference. We offer you an exceptional opportunity of making new contacts in these countries as well as renewing your contacts in Western Europe. There are ample opportunities for Company sponsorship at this conference. Listed below are the events and items that we offer for sponsorship and further below are exact details of all the events. Allocation of events to sponsors will be on a first-come, first served, basis, and until the contract of sponsorship is signed, nothing will be finalized. The Gala Dinner could be sponsored by 2 or 3 different companies

Items for Sponsorship

Item	Cost per unit	Total
Conference Bags		
Abstract Book		

Event	Date	Time	Cost
Welcome Reception			
First Timers Reception			
Conference Cocktail buffet			
Gala Dinner & Dance			
Coffee breaks			
Buffet Lunches			

? Sponsorship: Euro 6,000 – 10,000???

For sponsorship of a conference event or item between 6,000 and 10,000 euros the following benefits will be given: One exhibition booth of approx ? m2

- Priority in allocation of exhibition space
- Sponsor supplied banner (size: 3 x 1 meters) displayed in Conference Site
- One full page advertisement in the final program
- One full page advertisement in the abstracts volume
- Company name and logo on conference web page and link to company World Wide Web Site
- Two conference registrations
- Two tickets for all lunches and social events
- Two extra tickets for the tour of your choice

? Sponsorship: Euro 4.000 – 6,000 ???

For sponsorship of a conference event or item between Euro 4000 - 6000 the following benefits will be given:

- One exhibition booth of approx ? m2
- Priority in allocation of exhibition space
- Sponsor supplied banner (size: 2 x 1 meters) displayed in Conference Site
- One half page advertisement in the final program
- Company name and logo on conference web page
- One registration including one ticket to the Conference Gala Party
- One extra ticket for the tour of your choice