



## **ESPE Congress Checklist**

### **Requirements for Congress Chairman**

#### **1. The request should be accompanied by the following:**

- o Accessibility: nearest airport, access by busses, trains, highways.
- o Venue of the Congress and facilities available regarding congress sessions, poster exhibitions and industrial exhibitions etc.
- o There should be one main auditorium for an expected 200 – 400 participants, as well as locations for masterclass (50-100 participants) and 2 parallel workshops (20-30 pts). Eventually, rooms for annual meetings of joint societies (50-100 participants).
- o Accommodation: the organizer should provide a list of hotels in close proximity to the Congress Centre and ranging from budget hotels to four star hotels. Transportation from and to the hotels should be stated.
- o Organization: professional or local staff as per local organizer choice
- o Potential Government support or other financial supports, such as from other scientific societies or academic grants
- o Sponsorship from industry

#### **2. ESPE Congress Business Plan**

Congress Chairman will prepare a detailed business plan and will be responsible for the organization of the Congress. A Power-point slide show with the business plan must be presented first during the ESPE EB meeting by the candidate and secondarily to the GA.

The prospective congress venues need to conform to the minimal requirements and standards established by the Executive Committee.

##### **2.1 PROPOSED BUDGET (To be discussed with the executive board)**

- ESTIMATED INCOME (including the various supports mentioned)
  - o No. of Delegates expected and estimate of income from registration  
The registration fees will be decided by the ESPES Executive Board (EB) in agreement with the Congress Chairman. The registration fee for the participants includes:
    - Congress material in a bag
    - Access to all scientific sessions
    - Lunches and coffee
    - Welcome / President's reception
  - o Accompanying Persons budget, to cover expenses
  - o Currency must be in Euro
  - o Registration Income
    - Postgraduate pre-congress courses
    - Industrial exhibitions
    - Government support
    - Sponsorships
- ESTIMATED EXPENSES:
  - o Congress Centre cost , including
    - Multimedia & Computers support and technicians
  - o Printed Material
    - 1st Announcement
    - 2nd Announcement
    - Posters
    - Envelopes
    - Abstract Book
    - Pocket Program
    - Name Tags
    - Invitation Cards
  - o Catering
    - Lunches
    - Coffee during congress
    - Welcome Reception

- Business Meeting Lunches & Coffee
- o Organizing Staff
  - Professional Company
  - Local Staff
- o Annual Dinner
  - Location and price per person
  - Executive Board Members
  - Invited Guests
- o Hotel Accommodation
  - Nightly rate and number of nights for:
  - Invited Speakers
  - Executive Board Members
- o Transportation
  - Invited Guests and lecturers: airport, hotel...
- o Prizes for best lectures
- o Add 20 % for unexpected expenses

## **2.2 SCIENTIFIC PROGRAM**

The EB of ESPES will appoint a Chairman of the Scientific Program who will have the overall responsibility of the scientific program for the congress. The chairman of the scientific program is usually the H. Secretary of ESPES.

The Chairman of the Scientific Program, members of the Executive Board and the Congress Chairman will co-ordinate selection of abstracts, state of the art lectures, round tables and teaching courses/workshops.

A committee of Abstract reviewers and Chairmen of Sessions will be created by the Chairman of the Scientific Program, members of the Executive Board and the Congress Chairman.

## **2.3 LOGO OF ESPES**

If the ESPES Congress is being conducted jointly with an association or an international pediatric surgical organization, the Logo of ESPES

will always appear more prominently on all the advertisements and programs.

## **2.4 FINANCIAL COMMITMENT TO ESPES**

The ESPES Chairman Congress will agree to provide **12 to 15 %** of all incomes of the congress to the ESPES funds.

## **2.5 SPONSORSHIP**

Fundraising and Sponsorship for the ESPES Congress will be coordinated by the Congress Chairman and his/her team.

## **2.6 ACCOMMODATION**

The Congress Chairman is responsible for providing a list of accommodation. Besides the Hotel hosting the congress (when present), a variety of hotels ranging from two to four stars in close proximity to the Congress Centre should be proposed (promotional pricing should be discussed). ESPES **will not cover** any deficits and **will not be** interested in any profit resulting from accommodation.

## **2.7 ACCOMPANYING PERSONS PROGRAM**

The Congress Chairman is responsible for providing a decent accompanying persons program. This will include appropriate pricing. All expenses for accompanying persons should be covered by their registration fee. ESPES **will not have** responsibility for any deficit and **will not be** interested in any profit resulting from this program.

## **2.8 ESPES EXECUTIVE BOARD AND INVITED SPEAKERS**

The Chairman Congress will provide at least: the congress registration fee, 1 night complimentary hotel accommodation and tickets to the official congress social functions for the members of the ESPES Executive Board and for invited speakers.