ECSS General Organizational Guidelines

The number of ECSS attendees is typically around 100 and varies depending on the year and on the venue.

1- Organizational/Logistic Requirements

1.1. Infrastructure available for the conference:

- ❏ A large room (up to 150 people) for plenary sessions, to be used also for Leaders WS.
- ❏ A second plenary room for up to 60 people, to be used for parallel sessions (e.g. ECR WS on Monday).
- ❏ Up to two smaller break-out rooms (for 20-40 people) in case of need in a given session.
- ❏ All rooms with overhead projector and microphones/sound system.
- ❏ All rooms with Internet access and power connection for a high number of users.
- ❏ A technician available for technical issues during the whole conference.
- ❏ An organizers' room with a printer available (for printing badges, payment receipts, boarding passes, etc.), or a person available to do those tasks.
- ❏ A small space for exhibition within or close to the coffee break area.
- ❏ A photographer on site to take photos of the sessions and special events (e.g. Award Ceremony, elections, etc.).
- ❏ A meeting room for the Informatics Europe (IE) Board meeting (~20 people) on Sunday (day before the summit opening). Ideally at the hotel where BoD is lodging.
- ❏ A meeting room for the IE Executive Committee meeting (~6 people) on Thursday (day after the conference). Ideally at the hotel where BoD is lodging
- ❏ Coordination with local National Associations for joint sessions and social events.
- ❏ Online registration system and fees management (credit card & invoice payment options).

1.2 Welcome Reception, Dinner, Catering

- ❏ Coffee breaks: Monday afternoon, Tuesday morning and afternoon, Wednesday morning.
- ❏ Lunches all three days.
- ❏ Welcome reception on the first day, with space for early career researchers to exhibit their posters and network with ECSS participants.
- ❏ Conference dinner on the second day (Tuesday evening), not necessarily on site, but in a nice place in the city.
- ❏ Special dietary requirements (vegetarian, dairy free, etc.) need to be catered in all events (a question need to be added on the registration form).

2- Conference Chairs and Management

For the conference management it will be appointed:

❏ A **local General Chair** (s), co-chairing the conference with IE current President and jointly responsible for its planning and execution.
The GC will be the primary responsible for local tasks such as proposing the budget, finding sponsors, negotiating venue space and other needed facilities, as well as for monthly status updates to the IE Board.
The GC solicits the participation of attendees, especially the local colleagues, and collaborate with the IE Office for the dissemination and promotion of the event.
❏ **Session chairs**, collaboratively selected by the GC and IE Board. For each session, typically one chair is from IE Board and another one appointed by the local organizer, ideally local, but not necessarily. Session chairs define the title and structure of their session, identify and invite speakers and moderate the session during ECSS. They coordinate with speakers so IE office receives their short biography and presentation summary within agreed times.
❏ A local **Organization Committee Manager** who will oversee all the local organization and be fully available on short notice when a problem arises or logistics need to be addressed.
❏ The local Conference Chairs and Organization Committee Manager will work closely with the IE office staff on the conference planning and management (including finances).
❏ A **local Organization Committee**, which typically includes an **events management company** and/or some administrative personnel and PhD students (including on-site support during the event for registrations, materials distributions, information, solving general problems of the participants, etc.). Involving someone from the Marketing and Communications team is useful to support with event dissemination and promotion.

3- Conference Budget, Financial Management

❏ The local Conference Chair(s)/Conference Manager should propose a budget for the conference considering all the events planned and 100 participants. The budget will be reviewed / agreed on during the first meeting with IE Ex. Director.
❏ The budget should include all expenses necessary for the conference organization, sponsorships available, and income from registrations (registration fees should be estimated approximately at the same level, or below, previous years'; final registration fee scheme will be agreed with IE Ex. Director).
❏ Financial model: profit or loss shared 50/50 between IE and the host institution.
❏ The local organizing institution will manage the registrations through an on-line registration system, receiving all the income and paying all the expenses locally, minimizing therefore international payments/transfers. A one-time full transfer will be made to IE, after accounting is concluded, with share of profit (if available).