

ECSS organization - General Guidelines

The **European Informatics Leaders Summit (ECSS)** is Informatics Europe (IE) flagship event. Unlike a traditional scientific conference, ECSS focuses on the strategic and managerial challenges facing Informatics institutions today, providing a unique arena for reflection, exchange, and collective action at institutional and policy levels. ECSS.

ECSS is a core element of IE's annual program and can be **co-organized and hosted by one of its member institutions.**

1- Organizational/Logistic Requirements

1.1. Infrastructure available for the conference:

- A large room (up to 150 people) for plenary sessions (opening, main theme and IE session).
- Two classroom-type rooms per day, with movable chairs and rooms, so as to arrange a workshop / participatory feeling. Capacity for 50 to 100 people each.
- Up to four smaller rooms (for 20-40 people) in case of parallel sessions, or collocated meetings.
- All rooms with overhead projector and microphone/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 Board meeting (~20 people) on the Sunday before ECSS, ideally, at the hotel where BoD is lodging.
- Coordination with local National Associations for joint sessions and social events.

1.2 Welcome Reception, Dinner, Catering

- Coffee breaks: Monday afternoon, Tuesday morning and afternoon, Wednesday morning. Wednesday afternoon, only if the program requires it.
- 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 accommodated at all events (a question should be added to the registration form).

2- Conference Chairs and Management

For the conference management, it will be appointed:

- Local Conference Chair(s)**, co-chairing with Informatics Europe current President. They coordinate the overall program and keep IE Executive Committee and Board up to date with the organization progress.
- Two **session chairs** for the **Leaders and Keynote sessions**, of which one from IE Board and the second one appointed by the local organizer, ideally local, but not necessarily. Working Group (WG) are typically chaired by members of the IE WG. Local support is welcomed and to be coordinated directly with the WG. IE sessions, including the General Assembly, are chaired by IE president. Session chairs define the title and structure of their program slot, 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** overseeing all the local organization, logistics and fully available on short notice when a problem arises or logistics need to be addressed.
- The local Conference Chair(s) and Organization Committee Manager will work closely with the Informatics Europe Executive Director and office staff on the conference planning and management (including finances). Regular synchronization points will be jointly agreed.
- 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.).
- IE Office updates the **ECSS webpage** with content from session chairs and local organizational team, as per an agreed plan. IE community **announcements** are also handled by the IE Office; local organizers broadly promote the event at the national level.

3- Conference Budget, Financial Management

- The local Conference Chair(s)/Conference Manager should propose a budget for the conference by early April (date to be agreed during the first meeting with IE Ex. Director), considering all the events planned and an average of 100 participants.
- The budget should include all expenses necessary for the summit organization, sponsorships available, and income from registrations.
- Registration fees should remain at the same level, or below, previous years. Registration fee scheme is to be agreed with IE Ex. Director, to accommodate special session needs.
- Financial model: profit or loss shared 50/50 between IE and the host institution.
- The local organizing institution will manage the registrations, receiving all the income and paying all the expenses locally, minimizing therefore international payments/transfers. A one-time full transfer will be made to Informatics Europe, after accounting is concluded, with share of profit (if available).