



GUIDELINES on ORGANISATION of EuSEM CONGRESSES

prepared by

HELEN ASKITOPOULOU

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ANNEX I

Congress Budget Evaluation (from 3 financial offers)

A. ESTIMATED FIXED EXPENSES

	OFFER 1	OFFER 2	OFFER 3
1. <u>SECRETARIAT SERVICES</u>	<u>?? % INCOME</u>	<u>€ ????</u>	<u>€ ????</u>
1.1 Secretariat services			
1.2 Abstract handling services			
1.3 Sponsoring			
1.4 Tourist services			
2. <u>PRINTINGS</u>	<u>????</u>	<u>€ ????</u>	<u>????</u>
2.1 Stationary			
• Letterheads: A4, 2colors X 1.000 copies	• ???	• ???	• ???
• Small Envelopes: 11x23cm, 2colors X 2.000 copies	• ???	• ???	• ???
• Large Envelopes: 2colors for the First announcement	• ???	• ???	• ???
• & Preliminary program	• ???	• ???	• ???
2.2 Preliminary announcement (as a postcard)			
• 2 pages, 17X24cm, 4colors X 5.000 copies	• ???	• ???	• ???
2.3 First announcement:			
• A4 12 pages (4colors) X 6.000 copies	• ???	• ???	• ???
2.4 Preliminary Program:			
• A4 16 pages (4colors) X 6.000 copies	• ???	• ???	• ???
2.5 Final Program:			
• A4, 24 pages (4colors) X 1.000 copies			

<p>2.6 Abstract book/CD:</p> <ul style="list-style-type: none"> • 190 inside pages 1 color & cover pages (4 colors) X 1.000 copies 	<ul style="list-style-type: none"> • ??? • ??? 	<ul style="list-style-type: none"> • ??? • ??? 	<ul style="list-style-type: none"> • ??? • ???
<p>2.7 Exhibition Plan with general information:</p> <ul style="list-style-type: none"> • A4, 2 pages,1 color X 200 copies <p>2.8 Registration / Reservation Form:</p> <ul style="list-style-type: none"> • A4, 1 color X 6.000 copies <p>2.9 Abstract form</p> <ul style="list-style-type: none"> • A4, 1 color X 6.000 copies <p>2.10 Posters</p> <ul style="list-style-type: none"> • 35x50 cm, 4 colors X 1.000 copies <p>2.11 Certificates of Attendance:</p> <ul style="list-style-type: none"> • 2colors X 1.000 copies • 2colors X 300 copies for the Pre-Congress Workshop <p>2.12 Invitations:</p> <ul style="list-style-type: none"> • 1st Type X 1.000 copies • 2nd Type X 200 copies • 3rd Type X 500 copies <p>2.13 Badges</p> <ul style="list-style-type: none"> • for the Congress X 1.000 copies • for the Pre-congress workshop X 300 copies 	<ul style="list-style-type: none"> • ??? • ??? • ??? • ??? • ??? • ??? • ??? • ??? 	<ul style="list-style-type: none"> • ??? • ??? • ??? • ??? • ??? • ??? • ??? • ??? 	<ul style="list-style-type: none"> • ??? • ??? • ??? • ??? • ??? • ??? • ??? • ???
<p>3. MAILING – PACKING</p> <p>First announcement & Preliminary Programme (6.000 copies each time):</p> <p>3.1 USA 1.500</p> <p>3.2 Europe 2.500</p> <p>3.3 Greece 2.000</p> <p>3.4 Packing for the First announcement and the Preliminary Program</p>	<p><u>????</u></p> <ul style="list-style-type: none"> • ??? • ??? • ??? • ??? 	<p><u>????</u></p> <ul style="list-style-type: none"> • ??? • ??? • ??? • ??? 	<p><u>????</u></p> <ul style="list-style-type: none"> • ??? • ??? • ??? • ???

<p>4. <u>MEETING VENUE</u></p> <p>4.1 1 Meeting Hall</p> <ul style="list-style-type: none"> • for up to 1.000 seats for 4 days <p>4.2 3 parallel rooms</p> <ul style="list-style-type: none"> • of 300 seats approximately each for 4 days <p>4.3 1 room</p> <ul style="list-style-type: none"> • of 250 seats for 1 day (pre-congress) <p>4.4 Exhibition area</p> <ul style="list-style-type: none"> • for 20 stands of 8m² each <p>4.5 Poster area</p> <ul style="list-style-type: none"> • for 100 posters (50 panels) 	<p>€ ????</p>	<p>€ ????</p>	<p>€ ????</p>
<p>5. <u>PUBLIC ADDRESS AND MICROPHONE SYSTEMS</u></p> <p>Audiovisual equipment for all meeting rooms:</p> <ul style="list-style-type: none"> • Double projection • PC data video projector 	<p>€ ????</p>	<p>€ ????</p>	<p>€ ????</p>
<p>6. <u>TECHNICAL EQUIPMENT & / PC</u></p>	<p>€ ????</p>	<p>€ ????</p>	<p>€ ????</p>
<p>7. <u>INVITED SPEAKERS (70 INVITED & 30 ACCOMPANYING)</u></p> <p>7.1 Air tickets only for 50 invited</p> <ul style="list-style-type: none"> • 35 Round trip Air ticket in Economy class from Europe • 15 Round trip Air ticket in Economy class from USA • 20 Round trip Air ticket in Economy class from Greece <p>7.2 Hotel Accommodation (50 double & 20 single rooms)</p> <ul style="list-style-type: none"> • 70 rooms for 4 nights at the Congress Venue <p>7.3 Transfers from/to the airport to/from the hotel</p> <ul style="list-style-type: none"> • for 70 persons <p>7.4 Opening Ceremony & Welcome Reception</p> <ul style="list-style-type: none"> • at the Venetian castle of Heraklion for 120 persons • music – cultural event <p>7.5 Faculty Dinner</p> <ul style="list-style-type: none"> • for 120 persons 	<p>????</p> <ul style="list-style-type: none"> • ??? • ??? • ??? • ??? • ??? 	<p>????</p> <ul style="list-style-type: none"> • ??? • ??? • ??? • ??? • ??? 	<p>????</p> <ul style="list-style-type: none"> • ??? • ??? • ??? • ??? • ???

7.6 Gala Dinner <ul style="list-style-type: none"> for 120 persons 	• ???	• ???	• ???
7.7 Coffee Breaks <ul style="list-style-type: none"> 5 Coffee breaks with Cookies for 70 persons 	• ???	• ???	• ???
7.8 Light Lunch <ul style="list-style-type: none"> Coffee break with sandwich for 70 persons (3) 	• ???	• ???	• ???
7.9 Gifts <ul style="list-style-type: none"> Gifts for 70 persons 	• ???	• ???	• ???
7.10 Congress material <ul style="list-style-type: none"> For 70 persons 	• ???	• ???	• ??
8. CONSTRUCTIONS	<u>€ ????</u>	<u>€ ????</u>	<u>€ ????</u>
8.1 Installation of Vertical Panels for 100 posters			
8.2 Registration and Secretariat Desk for 8 persons			
9. CONGRESS PROMOTION	<u>????</u>	<u>????</u>	<u>????</u>
9.1 Creation of Congress website	• ???	• ???	• ???
9.2 On-line registration form	• ???	• ???	• ???
9.3 On-line abstract submission (programming of form & database)	• ???	• ???	• ???
9.4 Meetings & travelling local organising committee			
9.5 Congress posters display at Hospitals in Athens and province	• ???	• ???	• ???
9.6 Package mailing of posters <ul style="list-style-type: none"> to 40 European & 10 USA destinations (50 posters each) 	• ???	• ???	• ???
9.7 Costs local congress organisers <ul style="list-style-type: none"> 1 secretary 4 Student helpers 	• ???	• ???	• ???
9.8 Participation to 2 European Congresses for Congress promotion <ul style="list-style-type: none"> 1 person from the Secretariat 	• ???	• ???	• ???
9.9 Press Conference <ul style="list-style-type: none"> a week prior to the Congress 	• ???	• ???	• ???

10. VARIOUS	<u>????</u>	<u>????</u>	<u>????</u>
10.1 Photocopies	• ???	• ???	• ???
10.2 Banners in the Congress Venue	• ???	• ???	• ???
10.3 Flower decoration	• ???	• ???	• ???
• Panel, Registration Desk			
10.4 Door control			
• for 4 Meeting Rooms for 4 days	• ???	• ???	• ???
10.5 Signalling of the Congress venue			
10.6 Awards	• ???	• ???	• ???
• 2 awards of 300 € each	• ???	• ???	• ???
10.7 Photographer & Photos	• ???	• ???	• ???
TOTAL EXPENSES =	<u>???????</u> €	<u>???????</u> €	<u>???????</u> €

B. ESTIMATED INCOME

	OFFER 1	OFFER 2	OFFER 3
1. REGISTRATION FEES	<u>????</u>	<u>????</u>	<u>????</u>
1.1 EuSEM Members	(600)	(600)	(600)
• Early registration 400 €			
• Late registration 450 €			
1.2 Non EuSEM Members			
• Early registration 450 €			
• Late registration 500 €			
1.3 Residents/Trainees/Students/Nurses/Paramedics			
• Early registration 250 €			
• Late registration 300 €			
1.4 Accompanying persons			
• Early registration 100 €			
• Late registration 100 €			
1.5 Pre-Congress Workshop			
• Early registration 250 €			
• Late registration 300 €			

<p>1.6 Registration fees for participants include:</p> <ul style="list-style-type: none"> • Congress material • Attendance to all sessions & exhibition • 5 Coffee breaks with cookies • 3 Lunch breaks • Opening Ceremony & Welcome Reception at the Venetian castle of Heraklion <p>1.7 Registration fees for accompanying persons include:</p> <ul style="list-style-type: none"> • Opening Ceremony & Welcome Reception at the Venetian castle of Heraklion • Half day sightseeing 	?	?	?
<p>2. <u>EXHIBITION</u></p> <p>2.1 500 € per m²</p>	????	????	????
<p>3. <u>SATELLITE SYMPOSIA WORKSHOPS</u></p> <p>3.1 2 Symposia X 9.000 € each</p>	????	????	????
<p>4. <u>ADVERTISEMENTS</u></p> <p>4.1 Back Cover page – 3.000 €</p> <p>4.2 Inside Cover page – 2.500 €</p> <p>4.3 Inside page – 1.800 €</p>	????	????	????
<p>5. <u>LEAFLET INSERTION</u></p> <p>5.1 Leaflet insertion 1.500 €</p>	????	????	????
<p>6. <u>SPONSORSHIP</u></p>	????	????	????
<p><i>TOTAL INCOME =</i></p>	????? €	????? €	????? €
<p>BALANCE =</p>€€€

ESTIMATED COST PER PARTICIPANT

	OFFER 1	OFFER 2	OFFER 3
1. <u>400 PARTICIPANTS</u>	?	?	?
2. <u>500 PARTICIPANTS</u>	?	?	?
3. <u>600 PARTICIPANTS</u>	?	?	?
4. <u>700 PARTICIPANTS</u>	?	?	?
5. <u>800 PARTICIPANTS</u>	?	?	?