

EUSPR Conference (and Pre-conference Workshop) Co-organiser Expectations

This document briefly outlines some of the items that potential conference co-organiser may wish to consider before making a proposal. These are based on our experiences of convening past conferences and is not exhaustive.

The expectations for the co-organiser would be to:

1. Participate in Conference Committee teleconferences in the year prior to the event
2. Secure conference and workshop venue(s) hire (preferably the same venue).
 - a) Identify and book the conference and workshop venue(s)
 - b) Ideally, contribute to the cost of venue hire (e.g. through local grant or other contribution)
 - c) Assist the EUSPR administrator in populating the conference costing spreadsheet for approval by the Board
 - d) Liaise with the venue regarding organising the conference and workshops (eg room hire, room setup, IT requirements, etc)
3. Identify and organise catering (including the selection of outside caterers if required)
4. Identify a hotel for the EUSPR Board, plenary speakers and workshop conveners. (4*, conveniently placed for the venue).
5. Be able to promote the conference at the regional and national levels (and not just with respect to substance use prevention).
6. Provide information for the EUSPR website on travel, restaurants, hotels, and if necessary liaise with local providers on behalf of the Society (e.g. list of: 3/4 local restaurants, list of local hotels, identify a venue for a social dinner, and other leisure activities)
7. *Where possible:*
 - a. Secure the participation of local 'dignitaries' (e.g. a politician or Executive) and important organisations (whether through sponsorship, or non-monetary support such as prizes or an opening address or promotion in organisational literature)
 - b. Identify potential sources of conference funding/sponsorship. EUSPR Board members would collaborate with you on applying for competitive funding, or provide all necessary supporting documents for sponsorship.
 - c. Provide local admin support at the event (including liaising with the venue. Note that on site admin support is usually costed as part of the overall EUSPR budget)
 - d. Arrange local printing and delivery of the conference booklet and arrange the conference packs
 - e. Negotiate discounted rooms for delegates at a conveniently located hotel (preferably the same hotel as the Board, speakers and conveners will stay at)

EUSPR would:

- Organise the scientific programme (although you would be co-opted onto the conference committee if you were co-organising with us, and therefore will contribute to the programme content)
- Invite speakers and arrange their travel
- Administer abstract submissions, registrations and payments
- Pay conference costs not covered by grants, sponsorships, and payments in kind.

Further information on these expectations:

1. Secure conference and workshop venue(s) hire (preferably the same venue).

Ideally city centre with good transport links from the conference hotel and the airport.

Conference:

- Main hall: up to 200 delegates, lecture theatre style (IT requirements: Projector, laptop, screen, and a sound system with microphones)
- Two or (ideally) three additional parallel session/ meeting rooms: minimum of 50 delegates in each room, lecture theatre style (IT requirements: Projector, laptop, screen)
- Reception area: Space to display registration forms, name badges, conference bags, other printed publicity, sponsor stands, and space for delegates while they are waiting to register.
- Lunch area - for upto 200 delegates
- Coffee break area (could be the same as the lunch area) - for upto 200 delegates
- Poster area: location for around 60 posters to be displayed throughout the conference or at a minimum as part of the dedicated parallel session (could be in an existing area, eg the lunch area). Plus arrange a means to display the posters (eg hire poster display stands)

Workshops:

- Ideally three meeting rooms, minimum of two: 50 delegates in each room, lecture theatre style, these can be the same as the parallel session rooms. (IT requirements: Projector, laptop, screen).

Where possible:

- Cloak room: Or any secure area where delegates can leave their coats and luggage.
- Wifi: Preferably available throughout the venue, or at a minimum in the main hall.
- Option to combine the poster session with a drinks reception, either in the same area or one within walking distance