Application procedures and Minimum Standards for hosting EUSPR conferences

The European Society for Prevention Research holds its annual conferences in European cities that wish to host a conference dedicated to prevention science.

The local conference host is an entity or a consortium of entities (such as, but not limited to an NGOs, a university, a foundation or a public body/authority) who signs as local counterpart for the EUSPR conference organisation ("Conference Host").

These standards outline the conditions, infrastructure, capacities and commitments that are important for the EUSPR to have in place in order to successfully organise its conferences ("Minimum Standards").

For this purpose, the Conference Host confirms that they are able to fulfil (and find funding for) the following minimum requirements, including a pre-conference workshop day (around 3-4 parallel workshops) and two or three conference days.

Application procedure

Potential Conference Hosts are invited to send a motivation letter to office@euspr.org describing why they wish to organise an EUSPR conference, and what might be the facilitators and barriers for the conference organisation, under the following considerations:

Selection criteria

- The hosting city must be located in Europe
    - Preferred are locations in EU countries or in countries covered by EU neighbourhood policies, within the framework of EU funding regulations.
- The conference location should have easy travel access from primarily European countries.
    - In order to reduce environmental impact, having easy access by train is an additional asset.
- Proximity to transport hubs with good connectivity, and transportation options to and from the airport.
- Conference venue with easy access by public transport **and** by foot from most hotels.
- Availability of High-speed internet and Wi-Fi access
- Sufficient hotel accommodations in various price ranges to accommodate conference attendees. Hotels should be close to the conference venue or easily accessible via transportation.
- Support from Local Government: Cooperation and support from local authorities, including permits and assistance with logistics.

Timeline

- The application process for Conference Hosts is open for any future conference, but closes at least 18 months before the next conference takes place, i.e., in March of the preceding year, assuming the earliest month of the conference to take place is September.
- Within three months of the closing of the application period, the EUSPR board shall review the fulfilment of the Minimum Standards and classify the applications timely received. It

decides on the final Conference Host and jointly agrees with them on the exact conference dates.

- At the latest 12 months prior to the conference, the MoU has to be signed and the conference venue to be announced by the EUSPR president at the preceding EUSPR conference and members meeting.
- 10 months prior to conference date, Conference Host provides detailed information regarding the venue and suggests input for the conference theme.
- 10 months prior to conference date: detailed Activity Plan filled in (Conference Host).
- 8 months prior to conference date: the conference theme added to webpage (EUSPR)
- 7 months prior to conference date: Call for abstracts and plenary speakers' proposal
- 6 months prior to conference date: Information on accommodation, travel's guidance and location is prepared by the Conference Host and ready to be sent out (Conference Host).

Minimum Standards

Conference content

- The EUSPR's scientific committee is responsible for the scientific content of the programme, and will choose the respective key note speakers. The EUSPR will also cover the travel and accommodation expenses of the keynote speakers invited by the EMCDDA.
- The Conference Host is invited to give input for the conference theme, in order to possibly align it with current local or national needs, public debates or policy priorities.
- The local Conference Host is highly encouraged to propose one additional local or national key note speaker who might particularly address the above issues of national/local interest. The Conference Host will cover their travel and accomodation expenses.

Venue

The Conference Host proposes and assures funding of a venue and/or hotel (in case they are not the same) with the following specifications:

- The venue has to be easily accessible by public transport **and** by foot
- High-speed internet and Wi-Fi access
- Modern and well-maintained facilities, including audiovisual equipment.
- The venue has to be an entirely non-smoking environment
- 1 main room for about 150 people for plenary sessions
- At least 4 smaller rooms for parallel sessions
- A room for the opening event for about 140 people. This can be at another location chosen by the local partner.
- If there is not one conference centre with several rooms available, consider offering conference rooms in other locations, also in hotels, university or government buildings, as long as they are close/accessible to the venue.

Pre-conference

- Provide at least 4 rooms for different workshops for the pre-conference
- In case it is not possible to hold all workshops in the same venue, explore alternative venues nearby. They should be located in comfortable walking distance to each other.
- The Conference Host is highly encouraged to offer and fund one or two pre-conference workshops with a topic that can be of interest to local/national conference attendees.
- The Conference Host shall also participate in the scientific committee.
- Local researchers should also be invited to participate in these committees and also in plenary sessions.

Food and Catering

The EUSPR conferences have always been held with considerably lower fees in comparison to other conferences. This has benefitted colleagues from lower-income countries and was only possible because additional support for the catering costs could be found.

The EUSPR therefore prefers to engage with potential Conference Host who have the capability to attract sponsoring for the catering costs or who otherwise can substantially contribute to cover this cost item of EUSPR conferences. The tasks include specifically to …

- Find sponsors for snacks, entertainment and drinks for the welcome reception
- Find enough financial funding for lunch (2-3) and coffee breaks (4-6).
- Find ways to provide also coffee-breaks for the preconference workshops.

Atmospherics

The conference venue needs to fulfil the following criteria:

- Capacity to offer promotional events, walks and materials about the city (e.g., free tours, a guide/documents about the host city)
- Offer detailed guidance about how to get from the airport to the venue (6 months ahead)
- At close walking distance (max 20 minutes) to the emblematic areas of the city,
- Allowing for walking around, finding restaurants and other venues of recreation, culture and socialisation
- Allowing conference participants to experience the unique flair of the host city (as opposed to being secluded in a remote conference centre)

Logistics and official support

The EUSPR deals with the general logistics of the conference, covers the cost of the conference management programme, takes care of the registration procedure, invites the keynote speakers it funds and organising their travel. Above all, the EUSPR sets up the scientific programme of the conference (including abstract revision by the Conference's Scientific Committee).

The Conference Host should have

- Experience with organising large scale events or conferences.
- Attended at least once an EUSPR conference in order to have some understanding of the conference climate and EUSPR values
- Capacity to explore and negotiate with the local government whether they can support travel and accommodation of the keynote speakers.
- Sufficient local technical staff, students, volunteers, to collaborate both in the arrangements and in the conference itself. They ideally also give guidance within the conference venue and in the surroundings.
- a team or partner with a) people competent in communications, b) people competent in large event organisation, and c) people who understand science-based prevention.
- Capacity to provide poster sessions. This is not mandatory, but even though posters will probably be displayed on Slack, it could be useful to know whether there are pre-installed screens or stands for poster sessions.

Communication strategy

EUSPR deals with the general communication related to the conference in social media and via e-mail distribution. The EUSPR will also provide the Conference website and the registration page

The Conference Host should have

- Capacity of developing a local and international communication plan with a timeline (milestones).
- Capacity of developing the visual of the conference theme, conference programme booklet and conference logo

Compliance with Code of Ethics.

The Conference Host complies with and will cause its employees and subcontractors working on its behalf in performance of this MOU to comply with, the relevant provisions of the EUSPR's Code of Ethics, namely the section on Transparency, when obtaining funds.