

GUIDELINES FOR ORGANISERS OF EUCEN EVENTS



1 Hosting an event:

- An event may be a conference, seminar, study visit, workshop or any other meeting held under the auspices of EUCEN.
- All member organisations are welcome to apply to host a small EUCEN event.
- Only Full Member Universities of EUCEN who have been members for at least 3 years and have participated in a minimum of 2 EUCEN conferences can apply to organise a EUCEN European Conference. Once the Steering Committee of EUCEN accepts a request to host a EUCEN Conference, at least one representative of that Full Member University must participate in the next conferences until their own event takes place.

2 Key requirements of a conference host/local organiser:

- Any host of a EUCEN event must have shown a commitment to University Continuing Education, Lifelong Learning and EUCEN.
- The proposal to host an event must demonstrate quality in organisation, information, programme, content, style and presentation.

3 Organisation:

- There must be sufficient assistants (i.e. staff and/or students) to show people around during the conference.
- The host should organise one press conference or at least a press release.
- There should be information about a range of hotels – different stars and different prices must be offered within easy reach of the conference venue.
- Photocopying facilities must be available throughout the event.
- An adequate number of break-out rooms must be available. When workshops have to be organised, rooms with flexible seating arrangements are necessary in order to allow workshop leaders re-organise the set up of the room, if necessary.
- Rooms must be well-lit, well-ventilated and with good acoustics.
- The local organisers must ensure that the buildings that are used for EUCEN conferences/events are able to allow access to any person with reduced mobility.
- There must be a data projector for Power Point presentations in each room. The organisers must inform EUCEN well in advance in the event that there is not a PC/laptop available in each room.
- It is desirable that the building where the event takes place has free wi-fi connection for all the participants. Also, at least 3 PCs with internet connection must be available for participants to check their emails during the length of the event.
- There must be space available in a prominent area (normally the common area where the coffee breaks take place) for poster exhibits or other static displays and a table for dissemination brochures from any registered participant wishing to leave materials there. All participants must be given the opportunity to display their posters (size A1) and dissemination materials free of charge.
- Pre- and post-conference activities may be organised by EUCEN.
- The EUCEN office will provide appropriate materials and use its available mailing lists and other publicity resources for marketing purposes.

4 Information:

- Information must be clear, explicit and comprehensive including everything that the participants need to know. The programme will be scrutinised by an external reviewer who has not visited the host country and who can judge if more details are required.
- For longer events (e.g. conferences) where a web page is set up, the web site must be easy to access, well structured, with an on-line registration form, and must easily allow printing of and/or downloading

of pages. A detailed map in English must always be available, showing clearly the names /numbers of the buildings where the event takes place, the names of the recommended hotels and any other details the local organisers consider important to include. The local organisers will follow the recommendations given by EUCEN when building the website.

- For smaller events where there is no website, a registration form should be sent in electronic format by e-mail.
- All registration forms received by the host university should be acknowledged within 3 days.
- Clear travel instructions with a telephone contact must be provided for conference delegates.
- On all documents (announcements, call for papers, registration forms, programmes, etc) the name and logo of EUCEN should be clearly displayed (together with the name of the host organisation).
- The badge of each delegate should show the name and logo of EUCEN and display the delegate's name in a large font, also their Institution and the usually accepted abbreviation for their country.
- Web sites should remain open for at least 6 months after the end of the event. Before the web site is deleted, a back up copy must be sent to the Executive Office of EUCEN for transfer of files.

5 Programme:

- The outline programme must be available on the web 6 months in advance and constantly updated – the final programme should be on the web site 3 months in advance.
- The host is responsible for printing and mailing the Conference programme and application forms. The first detailed announcement should be available at the previous conference and mailed immediately afterwards. The second announcement should be posted 12 weeks before the Conference starts.
- Conference Proceedings must be available quickly – no later than 2 months after the event for both the conference and EUCEN websites. Conference participants must receive notification of its availability as soon as it is ready.
- Participants must be able to participate actively, with plenty of opportunities for discussion and debate.
- The Conference dinner is normally on the second night and the cost to participants should be included in the conference fee.
- EUCEN conferences always include a General Assembly – details for scheduling the Assembly should be agreed with the EUCEN Steering Committee.

6 Content:

- The content should be reflective, provocative and relevant.
- The content must be targeted at experts, reflecting the nature of EUCEN conference participants.
- The Steering Committee of EUCEN will provide guidance to the local organisers and subsequent approval regarding the proposed theme and content of the conference to ensure it matches EUCEN's expectations and also current European ULLL issues. It will nominate one of its members to represent it as the contact re scientific matters.
- The Steering Committee of EUCEN must ensure that the final scientific programme closely follows the theme of the event i.e. has been designed to cover the issues highlighted in the event title.

7 Presentations:

- These should be lively, short (max 30 mins), stimulating and provocative.
- EUCEN cannot accept presentations that are purely dissemination of a project. When a presentation is related to a project, EUCEN will expect to hear a critical presentation of the project and not to extend the presentation for more than 15 minutes. The presenter must be prepared to lead a short debate with the attendants to that slot for a minimum of 15 minutes at the end of his/her presentation.
- Transparencies must be professional and readable.
- There must be technical staff available throughout the event to help with electronic/IT needs.
- Local organisers must inform the workshop presenters and chairs of the following requirements:
 - a. Workshop presenters must submit to EUCEN and the local organisers a list of key questions and key issues related to their presentation. The list will be passed to the Chair of the session for guidance.

- b. When selecting Workshop chairs, they must be informed of and must agree to provide a short summary of the session, at the closing or wrap up session (i.e. the last day of the conference), typically consisting of maximum 3 slides presentation and 10 minutes duration.
- c. If conference proceedings are to be published, Workshop presenters must submit a full paper by the given deadline, if they wish their PAPER to be included in the proceedings.

8 Conference budget:

- The organization of the Conference will be the subject of a contract between EUCEN and the host/local organiser.
- EUCEN Steering Committee must approve the conference budget (i.e. income and expenditure) at least 6 months before the event takes place.
- The local organisers must supply the Executive Secretary of EUCEN with a final statement of the conference accounts no later than 30 days after the conference takes place. This statement will be passed to the SC of EUCEN for their information.
- The local organisers cannot choose meal options that make the registration fee unreasonably expensive. The maximum budget for the Conference Dinner that will be accepted by the Steering Committee of EUCEN will be 60€ per head. Any cost exceeding that amount will not be accepted as part of the budget and, therefore, the Steering Committee will not accept an increased registration fee in order to cover an excessive cost of a conference dinner.
- Price per participant must be as low as possible, with a maximum of €400.
- There must be a discount of 10% for EUCEN members.
- Organisers can also offer a discount for early registration.
- The fixed overhead for EUCEN will be 6000€ where the EUCEN-member registration fee is €350 or less, and 8000€ where the registration fee is over €350. For events with a fixed number of participants the overhead shall be agreed by the host university and the Steering Committee for each event. EUCEN will not cover any deficit. The host university and the Steering Committee shall agree the registration fee. The overhead money will be payable to EUCEN within 6 weeks after the event.
- In conferences, when the local organiser requests EUCEN to undertake the registration and payment processes, the local organisers must pay EUCEN an extra administration fee of 12€ per registration received, with a minimum fee of 1000€, that will be added to the overhead detailed above.
- Organisers are encouraged to find sponsors (e.g. the sponsorship might be “in kind”).
- Unless there are special circumstances, speakers who present project results or disseminate project findings should use their own and/or project funds to finance this; they should not be financed from the conference budget.
- The budget must include 2 free conference places – one for the EUCEN President and one for the Secretary General. Both the President and the Secretary General will cover their costs of travel and accommodation.
- The budget must include at least 3 places at a “meals only” rate for staff of EUCEN – one for EUCEN Executive Secretary (conferences coordinator), one for the Personal Assistant and one for the Financial Administrator.
- The budget must include the travel and subsistence for EUCEN’s Conferences Coordinator (i.e. the Executive Secretary of EUCEN) to visit the host/local organiser once in advance to plan the event, e.g. supervising and agreeing the location / rooms and giving advice and support regarding the logistics.
- The local organisers must ensure that the buildings/rooms used for the EUCEN conference comply with local health and safety regulations.

9 After the Conference:

- Where Conference Proceedings are to be published, the host University will prepare the Proceedings and a first draft should, if possible, be sent to the EUCEN contact two months after the conference. The final version of the Proceedings should be available (either in printed form or on the Web) from the host University for the participants three months after the event at the latest. Publication of the Proceedings should not be delayed if a small percentage of the papers have not been provided by speakers.

- The local organisers must make sure they collect and keep all the files from presenters (i.e. abstracts, presentations, additional documents, full papers and any other document provided by the presenters). All these files must be converted into pdf files, put in a CD or memory stick and be given to EUCEN's Conference Coordinator by the end of the conference. The local organisers are expected to name files in a coherent way to facilitate EUCEN the task to match files to slots and/or presenters.
- If the Conference Proceedings are printed, the cover design should follow the style established by the EUCEN Steering Committee. The logo of EUCEN must always be on the cover and, if possible, in the header or footer of each page.

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