

ENOTHE

European Network
of Occupational Therapy
in Higher Education



PROTOCOL ANNUAL MEETING ENOTHE

**ENOTHE Office
2021, 2022 or 2023**

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Preparation organizing committee

Badges – the office

Certificates – the office

Clinical Visits – could be arranged (depends on the member interest)

Conference bags

Try to get a sponsor for the conference bags

The bags should for example contain the following items:

- Programme
- Participant list
- Pen and paper (sponsored)
- Map of the place (if not included in the programme)
- Tourist information (like map of the city, public transport)

Cost estimate : see budget below

Coffee breaks

Different options:

- Look for a sponsor - Max. 5 Euro per person

Closing Reception - Dinner

Different options:

- o Look for a sponsor
- o Dinner at the school
- Be aware of e.g vegetarians

- Max. 30-40 Euro per person
- Think of music, dance and performances -

Equipment/Materials

List of equipment available at the location can be made by the organizing committee

- E.g. beamers, laptops, microphones, head phones, overhead projectors, flip charts.
- Possibilities for download of presentations from e.g. USB and then available on line
- Beamers should be available during all workshops and presentations.
- A list of equipment that is requested by the project groups and speakers is made by the ENOTHE Office and send to the organizing committee

Evaluation

- ENOTHE office will make evaluation on line

Hotel Reservation

A hotel list should be composed and sent to the ENOTHE office as soon as possible; in principal members and students are arranging their own accommodation unless the host institution has specific 'Campus' accommodation.

The ENOTHE office should be advised by the host institution on a suitable Hotel for project groups and invited guests. The ENOTHE office will arrange reservation, arrival and departure dates directly with the Hotel. This will be:

- o Board of ENOTHE
 - o Speakers
 - o Guests
 - o members of the ENOTHE office.
- => You can count on 20-25 people.

For students an opportunity should be sought to stay at student accommodation. There could be several possibilities, but it shouldn't be expensive:

- Youth Hotel
- Hostel
- Ask students from the organizing university if the students who participate in the meeting can stay there for these days.
- Etc.

Lunches

- vegetarians!
- Price per person Max.15-20 €

Personnel

If necessary:

- Technical person
- Facility persons

Presents

- Presents for all speakers should be decided together with the ENOTHE office
- Presents for all volunteers (students, teachers)- should be decided together with the ENOTHE office
- Small present for everybody (if possible – and sponsored) should be decided together with the ENOTHE office

Promotion/ PR

The organising committee should invite the Press, or National journal of OT or TV. It is also wise to appoint one or two persons to make pictures or a video

Registration forms

These lists will be used at the registration. Students of the hosting university will help carry out registration in close collaboration with the ENOTHE office the conference.

The registration lists are made by the ENOTHE Office.

Meeting room reservation

Expected participants: 350 - 400

Reservations for

- workshops
- plenary sessions

Make rooms ready:

- Technical equipment
- Chairs
- Tables

Shipping & printing at location

Find out what can be printed at the location of the Annual Meeting. What is not possible, needs to be printed at the ENOTHE Office and shipped to the hosting school.

- List of items that need to be printed:
 - o Programmes (in colour!)
- List of things that need to be shipped
 - o Badges with printed badge cards (and empty badges/badge cards)
 - o Certificates printed (and empty certificates)
 - o Voting cards & Nomination Forms (for the general assembly)
 - o Flyers/brochures you want to hand out there
 - o Brochures ENOTHE
 - o All published books and CD-roms/DVDs of ENOTHE (one example of each)

Signs

Signs for registration desk/area is made by the host, for example:

- Where you can register
- Distribution of badges
- Participating list for workshops
- Info point
- Room numbers, etc.

You can use the logo of ENOTHE for this

Social Evening

A social evening is organised for all the participants of the ENOTHE meeting (including students) with food, drinks and music.

Speakers

Key speakers will be invited on behalf of the board by the ENOTHE Board and office, Local speakers for the opening will be invited by the organising committee in close collaboration with the ENOTHE Board and office

Specific Support

Guests with special needs. Make sure that the conference place is accessible for persons with special needs. Participants, who come from non-EU countries needs support with invitation letters or letters for visa. Those letters will be prepared by the ENOTHE office, but often the host institute needs to send the letters as well. Also cheap accommodation is often needed for persons who come from countries with currency transfer problems.

Sponsoring

- Make an application to the national office related the European Year
- Call and write firms (rehabilitation, or banks)*
- Make a map of the exhibition hall

* Sponsor suggestions

Organisations which have been sponsoring in the past:

Air-plane companies

Banks

Publishers

City council

Tourist Office

McDonald's

Coca-cola

Heineken

Ministry of health

Ministry of Education

Vodafone/ mobile phone

Occupational Therapy associations

Commercial companies with materials for Occupational Therapy

What can be sponsored:

Coffee brakes

Lunches

Dinners

Rent of the Lecture hall

The music

The Programmes

Bags

Pens

Small present

Students project/ workshops

The theme should comply with the theme of the conference and preferable with the theme of the European Year. The student presentations are included in the main programme

The students at the host institution are responsible for the organisation of the student forum in close collaboration with local lecturers.

Technical exhibition

Exhibition places (m2/day) could be available and can be rented by firms – this is to be decide by Host and ENOTHE office.

Tours

After the ENOTHE meeting it is common to offer the possibility of joining a 1-day trip or 2-day trip on the Sunday/ Monday. Find out what could be interesting in your surroundings.
Preferred is that there are two 1-day trips offered and one 2-day trip.

Transport

In case the accommodation is far from the conference place, public transport needs to be informed or specific transport needs to be organised.

Also transport for the social evening needs to be arranged. (Often sponsored by the city council)

EXAMPLE of CALCULATION FOR ANNUAL MEETING

ENOTHE Cost calculation	
Incomes	
Incomes teachers – Fee 2018 300 for 3 days	
Incomes students – Fee 2018 200 for 2 days (including youth hostel)	
Sub Total	
Sponsorships	€
Sponsorship: Associations and Donors (sponsor of pens, papers)	€
TOTAL	€
Costs	
Accommodation staff and students at the hosting institution	
Administrative costs hosting institution	
Locations	
Cost for use of (multimedia) equipments	
Sound and lights technicians	
Coffee & Tea Thurs (2), Fri (2) Sat (1)	
Lunch (3 times)	
Thursday evening (Reception for Teachers)	
Friday Social Evening (Dinner)	
Music Opening (Thursday)	
Music Social Evening	
Music Closing (Saturday)	
Saturday buffet	
T shirts student helpers	
Gifts to speakers & participants	
Key note Speakers (10% of budget for accommodation, flights etc)	
Total	€

Registration and payment are made to the ENOTHE office.