

**ENOTHE Annual Meeting
Host Protocol Guide**

v2.0 (2019)

ENOTHE

European Network
of Occupational Therapy
in Higher Education



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Introduction

Dear Host,

Thank you for your interest in Hosting an ENOTHE Annual Meeting.

The ENOTHE Annual Meeting Host Protocol Guide provides general information, procedures and expectations that are required in order to host a successful three day event.

The ENOTHE Annual Meeting (ENOTHE AM) is an event which provides a fantastic opportunity to share work, seek collaborations, raise programme profiles and for students a brilliant opportunity as a stepping stone towards scientific conferences. This is, therefore an event for lecturers, academics, researchers and students to fully participate.

For your information, delegates, who need supporting invitation letters for visas can approach the ENOTHE office in the first instance. Those letters will be prepared by the ENOTHE office, but often the Host institute needs to send the letters as well.

The ENOTHE AM must be an accessible event and with this specific requirement regarding physical and sensory impairments must be taken into account at all times and locations.

Please remember that this is just another support for reference and that you can rely on the ENOTHE Office and ENOTHE Board reference member for your annual meeting.

For further queries please contact the ENOTHE Office at info@enothe.eu

AM Programme, Registration, Website page and Social Media management

It is ENOTHE responsibility to develop the AM programme based on review results of the abstract submissions.

The programme includes all presentations formats, Keynote presentations, coffee breaks, lunches and social events.

It is ENOTHE responsibility to collect all registrations for the AM to guarantee attendance organization and good functioning of all delegate related issues, including budget management.

It is ENOTHE responsibility to manage the AM website page at the ENOTHE website as well as the social media (within Facebook and twitter) content related to the AM. Some of the content of these digital platforms are based on the Host provided information. The Host may and is encouraged to share on the same social media the posts created by ENOTHE related to the AM.

Key Note Speakers

ENOTHE AM has approximately 5 Keynote Speakers and 1 Keynote for the Hanneke van Bruggen Lecture.

Of the 5 Keynote Speakers it is expected for the host to explore and invite, in close collaboration with ENOTHE, one local reference speaker for the Opening Ceremony, as well as other suitable OT reference speaker to present a keynote presentation, according to the AM theme. The other Keynote speakers are invited by the ENOTHE Board.

The Keynote for the Hanneke van Bruggen Lecture is a result of ENOTHE members nominations, which are managed by ENOTHE.

Meeting Rooms

The average number of expected participant at ENOTHE AM is of about 250-350 persons.

It is the Host responsibility to ensure meeting room reservation for oral presentations, workshops and poster presentations. A meeting room (Auditorium) with the capacity of all ENOTHE AM attendance is mandatory to ensure for example, full Keynote presentations attendance.

The poster presentation location is desired to be near an area that delegates are able to pass by whenever coffee breaks and lunches are due. The Host must ensure the poster management (put up and take down, each day and also to check with programme if the assigned posters are displayed).

Also a specific location for market places should be assigned near an area that delegates are able to pass by whenever coffee breaks and lunches are due.

All meeting rooms should be equipped with all technical equipment /material (flipcharts, markers, etc) necessary for presentations, as well as suitable furniture.

ENOTHE encourages the Host to reach for sponsorship for the Meeting Rooms.

It is the Host responsibility to make sure everything is in place, to monitor and to deal with any issues arising within the programme requirements.

Equipment/Materials

The Host is responsible for providing the equipment and materials for proper, desirable and fluent functioning of the whole ENOTHE Annual Meeting event.

The following equipment /materials should be available at the annual meeting location:

- Beamers (in all rooms that will accommodate any kind of presentation),
- laptops,
- microphones,
- head phones,
- overhead projectors,
- flip charts
- markers
- wireless internet connection (in all rooms that will accommodate any kind of presentation)
- printer
- USB pen drives

Presenters may have specific requirements regarding equipment/material. The ENOTHE Office will forward them as soon as they are received, to the Host.

Also Market Places have general and specific requirements regarding equipment/material. Please look under Market Places section for further information.

Market Places

The Host is responsible for providing the equipment and materials for proper and desirable display of Market Places.

The ENOTHE office is responsible for collecting applications for Market Places. This is done directly from the submitter to the ENOTHE Office. The application form retrieves information regarding subject, responsible person and equipment /material necessary for the market place. As soon as application deadline is reached, the ENOTHE office will share the compiled list of applications and specific requirements with the Host.

Market Places must have their own designed location within the annual meeting location (preferably one that is within or close to the coffee break area). Generally market places will need the following equipment /materials requirements:

- Tables
- Poster boards
- Wireless internet connection
- Electrical outlets
- Pen and paper

Volunteers / Personnel

It is desirable and of the Host responsibility to provide volunteers for the management for the meeting rooms (related to all presentation formats and market places). Usually volunteers are students from the Host OT University. All volunteers will have their registration fee, coffee breaks, lunches and social events attendance paid for. There is a maximum of 20 volunteer students for the maximum number of expected delegates (350).

If necessary, it is the Host responsibility to make arrangements so that needs that involve either IT and/or Facility personnel are successfully met.

If hiring is needed, the Host must provide ENOTHE with a detailed budget for this purpose.

Check-In - Registration

ENOTHE AM check-in – registration should be located at the AM venue and must be available on the afternoon (during 2h) of the day prior to the first day of the AM and on the first day of the AM, 1H before the beginning of the programme activities.

The ENOTHE Office is responsible for compiling the registration list for check-in. This list will be provided the day prior to check-in – registration opening.

Volunteers will help carry out check-in - registration in close collaboration with the ENOTHE office the conference.

It is during check-in – registration that the delegate bags and badges are delivered to the AM delegates.

Identification Badges

The ENOTHE Office is responsible for the identification badges.

Each identification badge must include the delegate name, institution, country and the ENOTHE logo. This information is retrieved from the delegate registration form which is managed by the ENOTHE office.

The identification badges are to be distributed upon the registration period at the ENOTHE Annual Meeting.

Delegate Bags

The Host is responsible for providing delegate bags for all ENOTHE Annual Meeting delegates.

ENOTHE encourages the Host to reach for sponsorship for the delegate bags and its content.

The delegate bag content must include:

- Pen and paper;
- Map of the Annual Meeting location;
- Tourist information (ex. Map of the city, main attractions, public transportations, etc);
- Flyer for the next ENOTHE Annual Meeting (the ENOTHE Office will be responsible for providing this piece of content to the Host).

The delegate bags, with the required content, are to be distributed upon registration period at the ENOTHE Annual Meeting, by the Host organizing team /volunteers.

Social Events

ENOTHE AM has two main social events: the Welcome /Drinks Reception and the Social Dinner. These two events are open to all AM delegates.

It is the Host responsibility to ensure all necessary (ex: location, contacts, communication, budget, monitoring, etc) for these two social events. ENOTHE must be always informed of all information exchange. Also, promotion information should be provided to ENOTHE to be shared on the AM's ENOTHE webpage.

Please remember, that the location of these two events must be easy to reach to ensure full delegate participation as these events are key moments of the AM.

The Welcome / Drinks Reception is a social event held at the end of the first day of the AM. It is expected that drinks and small appetizers are served. Entertainment may also be provided for this moment.

The Social Dinner is a social event held at the end of the second day of the AM. A seated dinner is expected.

Catering specifications may be found under Catering section on this booklet.

Entertainment specifications may be found under the Entertainment section on this booklet.

Catering

The Host is responsible for making contact, organizing and coordinating the catering for the whole ENOTHE Annual Meeting event.

All interaction / communication with the catering supplier is from the Host responsibility, although the ENOTHE office must be updated at all times.

ENOTHE encourages the Host to look for sponsorship for the different catering events: coffee breaks, lunches, welcome /drinks reception and social dinner.

In case that the Host does not achieve sponsorship for the catering events, ENOTHE will fund them. Below you will find the specific details for each catering event, including the maximum cost limit (including tax) regarding the ENOTHE funding.

Coffee Breaks	Max. 5 € per person
Lunches	Max. 20 € per person
Welcome / Drinks Reception	Max. 6 € per person
Social Dinner	Max. 40 € per person

Note that during presentations, either in meeting rooms and auditorium, there must be water availability.

The Host country diet /culture and how it differs from other countries must be taken under consideration at all times.

Please note that health specific dietary requirements must be taken under consideration in all catering events. The Host should advise ENOTHE on the availability of this specific dietary requirements. ENOTHE will gather information on this aspect within the delegate self-filled registration form.

Entertainment

Entertainment is a desirable and pleasurable aspect to have in mind but not mandatory. The specific events that is desirable to have entertainment are the Welcome / Drinks Reception and Social Dinner.

The Host is responsible for making contact, organizing and coordinating the entertainment. All interaction / communication with the entertainment provider is from the Host responsibility, although the ENOTHE office must be updated at all times.

ENOTHE encourages the Host to look for sponsorship for the different entertainment moments.

In case that the Host does not achieve sponsorship for the different entertainment moments, ENOTHE will fund them. The maximum cost limit (including tax) regarding the ENOTHE funding for the all entertainment moments is of 2000€.

The characteristics of the entertainment moments are of the Host selection, which in turn should be aware of the international audience of the ENOTHE annual meeting.

ENOTHE would like to share with you that there has been Hosts who arranged entertainment for other moments within the Annual Meeting such as opening and/or closing ceremony and lunches. This does not change the established ENOTHE funding amount.

Accommodation

It is the Host responsibility to send to the ENOTHE office, as soon as possible, a list composed of all nearby hotels, Hostels or stay-over availability in relation to the Annual Meeting location, so that it is published on the ENOTHE website and social media as part of the specific Annual Meeting information package.

Annual Meeting member and student delegates are responsible for arranging their own accommodation unless the Host has specific "Campus" accommodation available. Annual Meeting member and student delegates are responsible for paying for their own accommodation.

The ENOTHE office should be advised by the Host on a suitable Hotel for its Board and invited guests (speakers, etc.)- for an overall number of people you may count 20-25 (subject to confirmation).

The ENOTHE office is responsible for arranging reservation, arrival/departure dates and payment, regarding these specific rooms, directly with the Hotel.

Signs, Maps and Local Information

It is the Host responsibility to provide signs and maps, with the official AM picture for reference, of the AM diverse locations/areas.

Examples of needed signs and maps:

- Check-in – Registration
 - Meeting Rooms identification
 - Lunch location
 - Welcome / Drinks Reception location
 - Social Dinner location
 - Auditorium
 - Info Point
 - Map of the AM location (to be kept near the check-in – registration area)
 - Tourist map
 - Taxi number
 - Etc.
-

Transport

In case the accommodation or social events location are far from the AM venue, it is the Host responsibility to arrange specific transport or to inform on public transport needs.

This information must be included under the signs, maps and Local information specifications.

(Often sponsored by the city council)

Promotion/ PR

It is the Host responsibility to feed the ENOTHE office with promotion updates in order for these to be shared on ENOTHE social media.

It is desirable to appoint one or two persons to take photos or video record, during the AM.

It is desirable that the Host will liaise with their own institution marketing / promotion department or other they consider suitable for the AM promotion (please refer to your institution protocol for receiving considerate persons).

The Host should explore social media coverage from local Press, or National journal of OT or TV in order to promote the AM.

Printing

It is the Host responsibility to provide a printer for the ENOTHE office usage during the AM. This printer will be used for regular printing sizes of unforeseen situations.

Apart from this printing needs for the ENOTHE office, the host should have printed a large format size of the AM detailed programme that will be provided by the ENOTHE office.

The ENOTHE office will bring to the AM, already printed the delegate badges, the documents for the ENOTHE General Assembly (ex. voting cards, nomination forms, etc) and OT-Europe brochures.

Presents

All Keynote speakers, as well as volunteers (students, teachers) should be recognised also with a small present for their performance at the ENOTHE AM.

It is the Host responsibility to provide these presents, decided together with ENOTHE, based on the following information:

Keynote Speaker	Budget, including tax: 15-20€
Volunteers	Flowers + Tea towels (ENOTHE office provided)

The Keynote Speaker is to receive his/her present at the end of their presentation. The volunteers are to receive their present at the ending ceremony.

If the Host wants to provide presents to any other reference AM participant, this must be shared with ENOTHE for funding decision.

It is not wished that all AM paying delegates receive a present and ENOTHE will not pay for it. This specific situation is only possible if the Host achieves sponsorship for it – ENOTHE must be informed in case this happens.

Technical exhibition

Exhibition places (m2/day) could be available and can be rented by firms (ex: publishers, technical equipment, etc).

This is to be decide by Host and ENOTHE office in close collaboration.

Finance and Budgets

The ENOTHE office and Board will work closely with the host to formalise and set a budget outline.

The ENOTHE office is responsible for managing and paying deposit fees to secure venues and services, invoices arising from event and registration payments.

Tours

If it is of the Host preference to provide / articulate a 1-day or half-day trip, of what could be of interest to delegates in the surroundings of the AM, the Host must provide all information about tours.

The responsibility of these tours are entirely of the Host.

All payments regarding Tours provided /suggested by the Host are to be articulated directly between the interested delegate and the Host or whoever they indicate, except ENOTHE.

ENOTHE may provide help with collecting the delegate's interest, through publishing these tours on the AM ENOTHE webpage referring the direct contact of the host for any kind of communication.

Certificates

The ENOTHE Office is responsible for the production of the Annual Meeting certificates.

Delegate certificates will only be produced on request within a one month period after the ENOTHE Annual Meeting.

The Host and the Host Organizing Team will receive a certificate from ENOTHE.

Evaluation

The ENOTHE office is responsible for the evaluation of the Annual Meeting.

This comprises an online questionnaire, sent to all Annual Meeting delegates, which will focus on several aspects that provide an overview of the participant's satisfaction and comments.

This evaluation questionnaire will be sent one week after the end of the annual meeting and will close one month after sending. The results will be shared with Host.

Timescales for preparation and planning

In order to contextualize in time all actions referred in this booklet a separate calendar is created for your specific AM. This will be provided as soon as you formalise your intent of hosting an ENOTHE AM.