

**ENOTHE Annual Meeting
Host Protocol Guide**

V3.0 (2021)

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, expectations and examples of what is 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 also 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.

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.

The ENOTHE AM must be an accessible event: physical and sensory impairments must be taken into account at all times and locations.

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.

Please remember that this document is a support to the main reference which is the contact and agreement with the appointed ENOTHE Office and ENOTHE Board congress team for your annual meeting

Main contact of reference: ENOTHE Office at info@enothe.eu

1. Venue

The average number of expected participants at ENOTHE AM has been of about 250-350 persons.

It is the Host responsibility to ensure a venue for the AM, which would include meeting rooms for oral presentations, workshops, poster presentations and market places.

A meeting room (Auditorium) with the capacity of all ENOTHE AM attendance is mandatory to ensure that Keynote presentations have full 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.

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

It is preferred for the venue to use the the host institution campus, if possible. In the event of that not being possible, host should look for a suitable location and ENOTHE encourages you to reach for sponsorship (e.g. by your city office) in this case. If sponsorship is not achieved, budget must be discussed with ENOTHE.

In case that the AM venue is far from the accommodation or social events location, it is the Host responsibility to arrange specific transport or to inform on public transport needs. This information must be made available at the venue. (Often sponsored by the city council).

2. Marketing and Communication

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.

It is ENOTHE responsibility to manage the AM website page at the ENOTHE website as well as the social media (Facebook/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, respecting the created brand image.

3. 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.

Volunteer ratio is maximum of 20 volunteer students for the maximum number of expected delegates (350).

All volunteers will have their registration fee, coffee breaks, lunches and social events attendance paid for.

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.

4. 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,
- flip charts
- markers
- suitable wireless internet connection (in all rooms that will accommodate any kind of presentation)
- printer: 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).

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

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

5. Check-In Area

ENOTHE AM check-in area 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.

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

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

6. Market Places

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).

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 the market place topic, 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.

Generally market places will need the following equipment /materials requirements: Tables, Poster boards, Wireless internet connection, Electrical outlets and Pen and paper.

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

7. AM Registration and Programme

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

It is ENOTHE responsibility to develop the AM programme based on the review results of the abstract submissions. The programme includes all accepted presentations formats, Keynote presentations, coffee breaks, lunches and social events.

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.

8. Identification Badges

The ENOTHE Office is responsible for the identification badges.

Each identification badge will include the delegate name, institution, country, the ENOTHE logo and a QR code to the AM programme. 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.

9. 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 check-in period at the ENOTHE Annual Meeting, by the Host organising team /volunteers with the collaboration of the ENOTHE office.

10. 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,
- a suitable OT reference speaker to present a keynote presentation, according to the AM theme.

The other 2 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.

11.Social Events

ENOTHE AM has two main social events: the Welcome 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 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 Reception is a social event held at the end of the first day of the AM.

It is expected that beverages 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, for both social events, may be found under Catering section of this booklet.

Entertainment specifications, for both social events, may be found under the Entertainment section on this booklet.

12. 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 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	Welcome Reception	Max. 6 € per person
Lunches	Max. 20 € 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 through the delegate self-filled registration form.

13. 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 Reception and Social Dinner.

The Host is responsible for making contact, organising 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 (e.g. opening and closing ceremony and social evening) 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.

14. Tokens of appreciation

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

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

Keynote Speaker	Budget, including tax: 15-20€
Volunteers	Flowers

The Keynote Speaker is to receive their token of appreciation at the end of the presentation.

The volunteers are to receive their token of appreciation at the ending ceremony.

If the Host wants to provide tokens of appreciation 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 token of appreciation 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.

15. Accommodation

Delegates:

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

Board, office and guests:

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.

16. 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 related communication.

17. Certificates

The ENOTHE Office is responsible for the production of the digital Annual Meeting certificates. Delegate certificates (presentation and/or 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.

18. 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 right after the end of the annual meeting and will close one month after sent. The results will be shared with Host.

19. Finance and Budgets

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

The ENOTHE office is responsible for managing and paying deposit fees and invoices arising from event and registration payments.

All topics of this booklet that might be subject to be budgeted must be presented a budget line.

Appendix 1 provides several examples of AM support and sponsorship, regarding the topics that might be subject to be budgeted, that can help you guide your AM finance reasoning.

Appendix 1 **Support and sponsorship – examples**

Venue for the 3-day event

- @University – free/no charge for use of a large room/ lecture theatre so that all participants can attend (capacity size 200 – 400) and free use of several smaller teaching rooms (capacity size 20 – 40<)
- @Outside University venue – cost of rooms paid for by ENOTHE therefore the best possible deal to be negotiated by the host organising team

IT/Media equipment /technicians support for the whole event:

- @University – then free use of IT/Media equipment. University provide support technicians of the day free /ENOTHE pay for time of the technicians
- @Outside University venue – negotiate good deals for all IT/Media equipment and technical support

Security /Housekeeping support during the 3-day event:

- @University - this would be provided free /or paid for by ENOTHE
- @Outside University venue – included in the rental fee of the venue. Negotiated good deals by Host organising team

Venue for Thursday evening 'Welcome reception' for participants

- @City/ Municipal /venue in the local town – room provided curtesy of the local Mayor. Drinks, curtesy of the Mayor
- @University– welcome drinks funded by the University or drinks funded by ENOTHE
- @Outside University venue - welcome drinks funded by the ENOTHE – good deal negotiated by Host organising team

Venue for the Friday evening Social/Gala Dinner

- @Local town venue (large enough for all participants of the event) - Must include an entertainment (disco and dance) area. Food either buffet or a sit-down meal/walk about meal - paid for by ENOTHE. Venue and meal organising host to negotiate a good deal

Farewell event Saturday 15.30/16.00:

- @University – for all participants – can be sponsored by the University or paid for by ENOTHE
- @Outside University venue - negotiate a good deal

Food for the 3-day event:

3 days lunches and coffee/tea break refreshments (mid-morning and mid-afternoon) for 3 days for all participants.

- @University - coffee-breaks have been funded/sponsored by University. Otherwise, host organising team negotiate good deal with University catering services. Dependent upon price buffet /or packed lunches/ or use of dining room with all meals paid for by ENOTHE
- @Outside University venue - host organising team to negotiate good deal

Opening /closing event /entertainment:

Some universities have worked closely with their music departments to provide this or engaged local choirs /local community groups/engaged musicians. Must be either free or negotiate a good deal.

Delegate Bags and content:

Delegate bags with University name (promotion/marketing) provided by the University. Paper, pen, small gift, tourist information map and outline of basic programme sponsored by University or City/Municipal.

Poster Boards for Poster presentations:

University sponsored if possible. If not host organising team to negotiate a good deal with a company

If venue is outside the university, then host organising team to negotiate a good deal.

Photography and Marketing Video before and during the 3-day event:

Supported and sponsored by the University Marketing department. If not possible, host organising team to negotiate a good deal with a company.

Travel to and from the 3-day event:

This is only considered if the main venue is outside of the main town and difficult to get to and requires an extra bus journey.

If on a City bus route then extra buses have been put on to take participants to and from the main town to the venue in the mornings and at the end of each day of the event – Thursday, Friday and Saturday free of charge.

If main 3-day event venue is within the town then all participants are expected to walk/ or arrange their own transport.

University donation/sponsorship:

Some universities take the decision to provide financial support – recent example €6000 which is used to against any of the above activities.

Host organising staff and students:

ENOTHE provide 20-25 free places for the host organising team and volunteer students to attend the whole event.

There is no payment for working hours before, during and after the event from ENOTHE.