

ENOTHE Annual Meeting Host Protocol Guide

V4.0 (2024)

ENOTHE

European Network
of Occupational Therapy
in Higher Education



Index

Introduction.....	3
Budget.....	4
Venue (including venue support Personnel)	5
Marketing and Communication	6
Volunteers and Organising Team	6
Equipment/Materials	6
AM Registration and Programme.....	7
Identification Badges	8
Delegate Bags.....	8
Key Note Speakers	8
Social Events	8
Catering	9
Entertainment.....	10
Social Responsibility	10
Tokens of appreciation	10
Accommodation.....	10
Tours	10
Certificates	11
Evaluation	11

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 3 day in-person Annual Meeting (AM) event in October to meet the international calendar of all ENOTHE members and ensure maximum success.

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 in the first preparatory meeting.

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

Budget

Below you will be able to find the outline of the **maximum budget funded by ENOTHE** for the Annual Meeting. ENOTHE will work closely with the host so that the max limits of the presented budget are not surpassed.

ENOTHE is responsible for managing and paying deposit fees and invoices arising from event and registration payments in regards to what is funded by ENOTHE and its max limits.

Find below the Max budget (including tax) funded by ENOTHE by each topic.

Along this booklet you will be able to find a detailed description of each of these topics.

The average number of expected participants at ENOTHE AM has been of about 300-375 persons.

Topic	Max budget funded by ENOTHE
Venue (including personnel IT, housekeeping, security and equipment/materials)	21000€
Marketing and Communication (social media, conference programme, flyers and updates)	ENOTHE responsibility
Student Volunteers and Organising Team	10 persons maximum conference's registration fee will be sponsored by ENOTHE
AM Registration and Programme	ENOTHE responsibility
Identification Badges	ENOTHE responsibility
Delegate Bags	Host responsibility. Not funded by ENOTHE
Keynote Speakers, including registration fee, accommodation, and travel (3 days, 2 nights)	ENOTHE responsibility
Catering (coffee break, lunch, reception and social dinner, no alcohol is allowed in this budget, it can be sold on site) Catering preferable at the place of the conference, location rental fee is included in the catering per person overall fee.	71€ per person overall fee

Entertainment (includes music and sound equipment for the social dinner)	1000€
Tokens of appreciation (keynote speakers, host, volunteers)	ENOTHE responsibility
Approximated total for the AM (calculated for 300 persons)	SHOULD NOT EXCEED 54000 € (ANY EXCESS TO THESE AMOUNTS SHOULD BE COVERED BY THE HOST. ENOTHE will not pay extra costs beyond this budget)

Venue (including venue support Personnel)

It is the Host responsibility to ensure a venue for the AM, which would include meeting rooms for oral presentations, workshops, poster presentations and marketplaces. **It is preferred that the host use the institution campus venue.** In the event of that not being possible, host need to reach sponsorship to cover the extra expenses of the venue that are not included in the budget proposed. The host needs the approval of ENOTHE before booking a venue that is not the host intuition campus. 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

The venue must include a keynote room with the capacity of all ENOTHE AM attendance.

All meeting rooms should be equipped with all technical equipment /material (flipcharts, markers, etc.) necessary for presentations, as well as suitable furniture. If material or equipment needs to be transport to the venue, the cost of this transport is included in the venue budget, if exceeds the budget cost, the host should seek sponsorship. 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, headphones, flip charts, markers, suitable wireless internet (WI-FI) connection throughout all event rooms and social gathering places.

It is the Host responsibility to plan if IT support and/or Facility personnel are needed. The for IT support/facility personnel is included in the venue budget, if exceeds the budget cost, the host should seek sponsorship.

A check-in/registration and marketplace areas are needed. 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 poster presentation location must be equipped with posterboards, and it is desired to be near an area that delegates are able to pass by whenever coffee breaks and lunches are due. 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.

Marketing and Communication

It is ENOTHE responsibility to create the AM brand image and to manage the AM website page at the ENOTHE website as well as the social media (Facebook/Twitter/Instagram/LinkedIn) content related to the AM. Some of the content of these digital platforms are based on the Host provided information.

It is the Host responsibility to feed the ENOTHE office with promotion updates in order for these to be shared on ENOTHE social media. The Host may and is encouraged to share on the same social media the posts created by ENOTHE related to the AM (identifying/tagging ENOTHE in the posts), respecting ENOTHE brand image.

It is desirable that the Host liaise with their own institution marketing / promotion department they consider suitable for the AM promotion (please refer to your institution protocol and check the possibility of having photos or video record sponsored by the host institutions. There is no budget for this purpose). The Host should explore social media coverage from local Press, or National journal of OT or TV in order to promote the AM.

Volunteers and Organising Team

The host will organize **a maximum total of 10 persons**, including student Volunteers and Organising team (teachers or other staff) **will have their registration fee sponsored by ENOTHE**. This list of persons must be shared with ENOTHE prior to the event. This group will assist in the meeting rooms, market places, AM locations, poster area, check-in area.

A preparatory meeting between the ENOTHE coordinator and the group, together with the Host contact person will take place prior to the event start.

Market Places

The ENOTHE office is responsible for collecting applications for Market Places. This is done directly from the submitter, through online form within a designated period. 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 (usually two weeks prior to the event date), the ENOTHE office will share the compiled list of applications and specific requirements with the Host.

Free Market Places are available for ENOTHE members that have registered for the AM.

Paid Market Places are also possible for non-ENOTHE members. **The Host may contact country/local Occupational Therapy related companies/associations/etc that might have interest in having a Market Place at the ENOTHE AM.** In this case ENOTHE will provide the Host with a template formal letter. Fees for these Market Places are decided by the ENOTHE Board. These companies/associations/etc should contact ENOTHE directly through info@enothe.eu.

The Host is responsible for providing a designed location and the equipment for proper and desirable display of Market Places. Generally, market places will need the following equipment /materials requirements: Tables, Poster boards, Wireless internet connection, Electrical outlets and Pen and paper. Eventual costs, included in the venue budget.

AM Registration and Programme

It is ENOTHE responsibility to collect all registrations for the AM 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 (confirmed with complete registration), Keynote presentations, coffee breaks, lunches, and social events.

It is the Host responsibility to monitor and to deal with any issues arising within the programme requirements (e.g., number of rooms based on the programme)

Presentation Formats

The following presentation formats are possible for the Annual Meeting, although subject to annual decision, by the ENOTHE Board: Oral Presentation, Workshop (hands-on approach), Master Class, Meet-Up, Poster. All presentations topics must be related to the themes of the AM and with Occupational Therapy education.

Identification Badges

The ENOTHE Office is responsible for the identification badges.

Each identification badge will include the delegate's 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.

Delegate Bags

The Host has the option to provide delegate bags + content or other souvenirs for all ENOTHE Annual Meeting delegates. This cost is outside the AM budget and therefore not covered by ENOTHE. The delegate bags/other souvenirs are to be distributed upon check-in period at the ENOTHE Annual Meeting, by the Host organising team /student volunteers with the collaboration of the ENOTHE office.

Key Note Speakers

ENOTHE AM has 3/4 Keynote speakers: 1 Keynote selected by ENOTHE, 1 Keynote selected by the Host (should be an expert in Occupational Therapy Education from the host country) and discussed in close collaboration with ENOTHE, 1 Keynote selected by SPOTEurope and 1 Hanneke van Bruggen Lecture keynote (which can coincide with the ENOTHE selected keynote) being the result of ENOTHE members' nominations, which are managed by ENOTHE.

Social Events

All ENOTHE Annual meeting social events are open to all AM delegates. ENOTHE AM has two main social events: the Welcome Reception and the Social Dinner.

Please remember, that the location of these events, if not at the AM location, 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 (non-alcoholic) and small appetizers are served.
- The Social Dinner is a social event held at the end of the second day of the AM. A seated dinner is expected.

All these social events, and the cost associated with eventual rental of locations, are to be within the presented ENOTHE budget in this booklet.

Catering

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

All interaction / communication with the catering supplier is from the Host responsibility, although ENOTHE 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 according to the provided detailed budget below and the earlier already described. Below you will find the specific details for each catering event, including the **maximum cost limit (including tax) regarding the ENOTHE funding.**

Coffee Breaks (5)	Max. for all coffee breaks: 6 € per person	Welcome Reception	Max. 4 € per person
Lunches (2) + Farewell Lunch (1)	Max. for all lunches: 21 € per person	Social Dinner (no-alcohol beverages included)	Max. 40 € per person This is a total budget, including eventual location rental fee.
Total per person for all meals	71€		

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 and will inform the host of the results.

Entertainment

Entertainment is a desirable but not mandatory. The specific event that is desirable to have entertainment is the Social Dinner. **The Host is responsible for organising the entertainment within the approved budget by ENOTHE, a maximum of 1000€.**

Social Responsibility

ENOTHE takes sustainability and social responsibility into account in all of its actions. **The surplus of packed meals should be donated to a local association identified by the Host.**

Tokens of appreciation

All Keynote speakers, as well as the volunteers' team should be recognised with a small token of appreciation for their collaboration at the ENOTHE AM. **ENOTHE is responsible for arranging and providing the tokens of appreciation.**

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.

Accommodation

It is the Host responsibility to send to the ENOTHE office, as soon as possible, a list composed of all nearby Hotels near the venue to be published on the ENOTHE website and social media. Cost vs quality vs distance from the AM location should be considered.

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 is 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 publish may these tours on the AM ENOTHE webpage referring the direct contact of the host for any kind of related communication.

Certificates

The ENOTHE Office is responsible for the production and sending digital Annual Meeting certificates to all delegates after the event. **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 right after the end of the annual meeting and will close one month after sent.