

The Procedure for Deciding the Country of CEFood Congress Organisation

INTRODUCTION

The **Central European Congress on Food (CEFood)** is held once every two years (2002 in Ljubljana, Slovenia; 2004 in Budapest, Hungary; 2006 in Sofia, Bulgaria; 2008 in Cavtat, Croatia; 2010 in Bratislava, Slovakia). The next CEFood Congress organiser has been agreed: 2012 Serbia.

CEFood has been established as an outstanding congress that deals with all the burning issues of Food, Technology, Nutrition and Health professions with evidence based discussions.

The CEFood Congress is organised under the umbrella of the **European Federation of Food Science and Technology (EFFoST)**, as agreed by the previous CEFood Congress organisers. For this purpose the Task Team, TT CEFood Congresses, has been established within EFFoST. The president of EFFoST is by function a member of the TT CEFood Congresses. EFFoST will also nominate an external communicator to TT CEFood Congresses.

CONGRESS ORGANISATION

All countries belonging to the Central European Initiative¹ and other (neighbouring) countries are eligible to apply.

The applicant organisation, which would like to be considered as a host of the CEFood Congress, has to complete and submit an **Expression of Interest** (please see **Annex I**), two to four years before the Congress year. The dead line for the document submission is the 1st of May, two years before the Congress year.

Decision making:

- All TT CEFood Congress members must submit by e-mail their vote and comments by a time set by the TT CEFood Congress Chair. When several TT members originate from the same country, they have a single consolidated vote, so that only one vote per country is to be submitted.
- A majority of 50% plus one (1) vote is necessary for the proposal to pass.
- In case two or more countries have applied for hosting the same CEFood Congress, the country that has not organised a CEFood Congress before will have the priority.

A report on the selected country, with explanation, will be send by the TT CEFood Chair to the EFFoST Office Manager in order to be included in the agenda of the next EFFoST Executive Committee Meeting.

CEFood Congresses will take place in the month of May, unless there are exceptional reasons to deviate from this month.

The CEFood Congress will be organised by the elected organisation, with input from a Scientific Committee. The composition of this committee will be determined by the elected organisation, but will include at least two representatives of the TT CEFood Congresses/EFFoST.

The organiser of the selected country should provide, in a due time, additional information (please see **Annex II**) on the Congress organization. This information will provide EFFoST sponsorship of the event with the right to use the EFFoST logo, in conjugation with the IUFOST logo, on the congressional materials.

The elected organiser of the selected country **must** confirm its willingness to organise the Congress at the latest 18 months before the Congress.

Please note: EFFoST has no financial involvement and has no intention to alter the CE ethos of the event. The CEFood Congress organiser can apply to other relevant institutions for congress (co)sponsorship, provided there is no conflict with the objectives and ethos of EFFoST.

Updated on June 28, 2011

¹ For the list of the Central European Initiative countries please refer to <http://www.ceinet.org/content/member-states>

Expression of Interest

Please include our institution/organisation as a potential CEFood Conference organiser in:

2014 2016 Other (Please provide the year _____)

Institution/organisation: _____

Contact: _____ Title: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

For further information please write to: info@effost.org

The financial arrangements for the congress activities are the responsibility of the Local Organising Committee (LOC), thus the financial risk of the congress is taken by the LOC or the host institution/organisation.

The CEFood organiser may contact Elsevier with regards to covering the financial risk and other cooperation and EFFoST may be consulted to this end, if needed.

The CEFood organiser can obtain further assistance from the Task Team CEFood Congresses.

Enclosed:
Proposal description

Name and Signature:

Date (dd/mm/yyyy):

Please mail your response to:

EFFoST Secretariat
Attn. Wilma Methorst
TT CEFood Congresses
Bomenweg 2 / P.O. Box 8129
6703 HD Wageningen
The Netherlands

The Expression of Interest should include the following information (on the separate page) and should adhere to the guidelines listed below. Bids should not exceed 10 pages.

Table of Contents of Proposal

No	Content	Description
1.	Host Organisation and the Organising Committee	This section includes the name(s) and the description of the host organisation(s). It is advisable to describe other related organisations that support the congress. The name of the Chairperson of the organising committee, his/her relation to the host organisation(s) and the composition of the local organising committee (LOC) must be included.
2.	The Status of Food Science and Related Subjects in the Host Country	This section describes as background information the professional organisation(s), leading institutions, specialist, industries related to the Food Sector, etc. of the host country.
3.	Prior Congresses	This section gives the list of previously organized meeting(s). Please provide the following information on the previous events: Event title; date and venue; printed congress materials (Book of Abstracts; Proceedings).
4.	What Reduction Fees will be offered to members of EFFoST?	
5.	Miscellaneous	In a covering letter please indicate what special factors you feel that the members of the EFFoST TT CEFood Congresses should take into consideration in reaching a decision.

Please e-mail your bid to: info@effost.org



Application Form for CEFood Congress Sponsorship by EFFoST

The application for sponsorship should include the following information.
(This will help with publicity through, for example, the internet and member society magazines.)

Name and the address of the organiser	
Tel & fax numbers and e-mail address of the organiser	
Date and venue	
Web-site	
Names of members of Local Organising Committee	
Names of members of Scientific Committee	
Expected number of participants	
What reduction in fees will be offered to the members of EFFoST?	
Will Proceedings be published?	
Who will make practical arrangements – the convenor or a contractor?	
Will the event be connected to other events such as exhibitions? Which?	
Are the topics also covered by other events within 6 months before or after?	
If yes, have you considered merging the events?	
Have you applied elsewhere for (co)sponsorship? If yes, from whom?	

When completed, this form should be returned to:

EFFoST Secretariat
 Attn. Wilma Methorst
 TT CEFood Congresses
 Bomenweg 2 / P.O. Box 8129
 6703 HD Wageningen
 The Netherlands
 E-mail: info@effost.org