

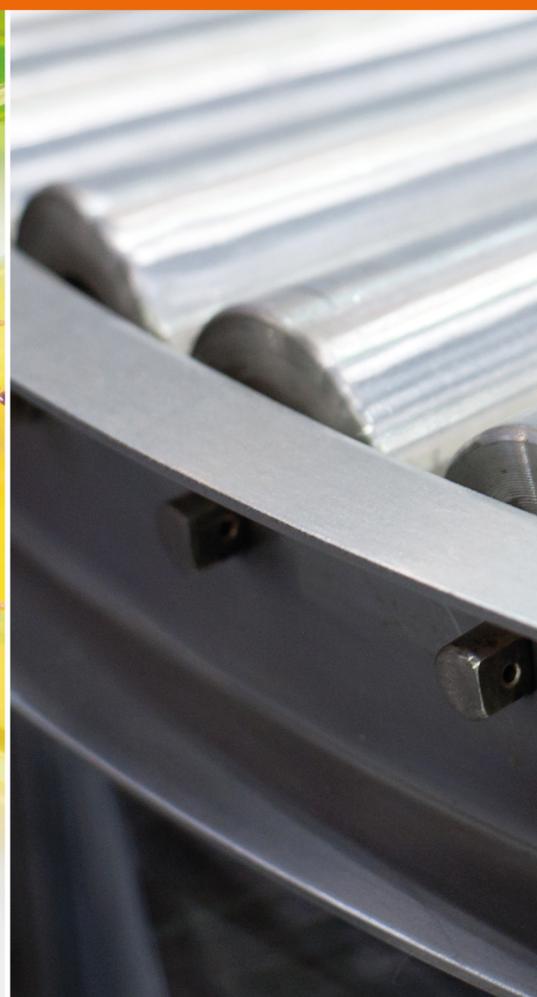


The European Federation of Food Science and Technology



*Request for proposal*

EFFoST International Conference



**35<sup>th</sup> EFFoST  
International Conference 2021**

# Request for Proposal

## 35<sup>th</sup> EFFoST International Conference 2021

The European Federation of Food Science and Technology

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## Summary

The European Federation of Food Science and Technology (EFFoST) is pleased to open a call for proposals to host the 35<sup>th</sup> EFFoST International Conference to be held in 2021.

The bid process consists of two rounds. The first round requires interested [European members of EFFoST](#) to submit an Expression of Interest to [info@effost.org](mailto:info@effost.org) by **5 July 2019**. By **26 July**, the organisations of the shortlisted top three proposals will be invited to submit a full proposal by **20 September 2019**. In both rounds information will be required by the prospective Local Organizing Committee (LOC), representing one or more Food Science and Technology related Scientific Institutions of their country. Candidate LOCs will be informed of the EFFoST Board's decision at the 33<sup>rd</sup> EFFoST International Conference in Rotterdam on 14 November 2019.

This document provides detailed information and the requirements to submit a proposal.

Please find below an overview of the time line of the EFFoST Conference bid procedure, including important dates and deadlines.

Activity description	Time line
Post Call for Expression of Interest on website and mail an invitation to bid, to societies and institutes in food science and technology and to Convention Bureaux and Congress centres	3 June 2019
Collect Expression of Interest	5 July 2019
Short list top 3 proposals	22 July 2019
Invitation to submit full proposal	26 July 2019
Collect full proposals	20 September 2019
Interview of bid and site visits	October 2019
Inform Board of findings	30 October 2019
Select host and location for 35 <sup>th</sup> EFFoST International Conference 2020	EFFoST Board Meeting at 33 <sup>rd</sup> EFFoST Conference, 14 November 2019
EFFoST signs MoU with conference host	January 2020
PCO signs contracts with conference venue and social event venues	January 2020
Official public announcement of conference host and local at the 34 <sup>th</sup> EFFoST conference	November 2020

### *Bid submission*

Written submissions should be sent to:  
European Federation of Food Science and Technology  
Att. Dr. Jeroen Knol  
Via email: [info@effost.org](mailto:info@effost.org)

Requests for further information or clarification of the requirements may be directed to the Managing Director of EFFoST, Dr. Jeroen Knol at [j.knol@effost.org](mailto:j.knol@effost.org)

Please note that we reserve the right to advise, at our discretion, all parties submitting a bid book, of further information/clarification of tender requirements resulting from any inquiry.

## 1. Introducing EFFoST

The European Federation of Food Science and Technology (EFFoST) facilitates knowledge and technology exchange among food professionals. EFFoST creates opportunities for food scientist, engineers, technologists, policymakers and businesses in food and food-related areas to connect and collaborate with the objective to enhance the uptake of new technologies and developments. By supporting the advancement of food science and technology, EFFoST aims to accelerate the production of sustainable and healthy *food for all in a changing world*.

More than 130 societies, institutes and universities all over Europe are affiliated to the non-profit organisation EFFoST. We are Europe's largest food science expert base and stakeholder group. EFFoST is the European group of the International Union of Food Science & Technology (IUFoST), which in turn is a full member of the International Council for Science (ICSU).

Our federation supports the further development of the field of food science and technology. There is a lot of expertise in microbiology, chemistry, physics, engineering and other food related disciplines. With joined forces these disciplines can create more innovation, especially in cooperation with food producers. Our activities include science and technology communication as well as dissemination of information and technology transfers. EFFoST puts additional emphasis on the involvement of SMEs and on fostering the next generation of food scientists and professionals. We also offer our knowledge and independent advice to the European Commission, so it can develop an effective strategic research agenda.

**Our mission** - Food for all in a changing world

**Our vision** - The growing world population, the changing climate, the reducing biodiversity and geopolitical and social tensions put pressure on the availability of agricultural resources and their safe transformation in food for all. Hence, food and nutritional security and sustainable food systems are key topics for the coming decennia. All creativity, knowledge, entrepreneurial spirit and sustainable innovation pathways should be mobilised to guarantee availability and access to food for the coming generations.

**Our aims:**

- Provide a sound and independent European platform for all food professionals (students, researchers, entrepreneurs, policy makers, consumers) for the enhancement of food science and technology.
- Interact and form alliances with all related disciplines and bodies in food and associated sectors to efficiently speed up the needed changes
- Address the needs of professionals, such as job opportunities for young scientists, innovation pathways for SMEs, and transparent and clear expert knowledge for consumers.
- To create a European network for knowledge transfer and revealing the rich and diverse European food culture and the contribution to global value chains.

**Governance**

EFFoST's activities are run through a non-profit foundation, which was established in June 1999 under the laws of the Netherlands. The foundation is governed by the Board. The Board consists of the President, President-Elect, General Secretary, Treasurer and Past-President and has received delegated powers from the General Assembly.

For more information visit the EFFoST website at [www.fffost.org](http://www.fffost.org).

## 2. Introducing the EFFoST International Conference

The EFFoST International Conference is an important scientific event that brings together researchers, scientists, technologists, engineers, policy makers, professionals and students from multidisciplinary food related fields. Our conferences inspire a cross pollination of new knowledge, ideas and applications. Additionally, it promotes networking and collaboration and it enhances academia and industry synergism in the quest for sustainable food innovations for the global economy and society. Every year the EFFoST conference is well attended due to its full programme that covers a broad subject matter.

Conference objectives:

- To examine topics of international importance in the field of food science and technology
- To provide a forum for the presentation of new research findings and to foster interaction between academia and government and private sectors
- To provide an environment for persons with international interests in food science and technology that will: foster a better understanding of issues that are important to various nations of the world, facilitate the development of professional relationships and the exchange of ideas, and stimulate international cooperation in important new endeavours.

This 2,5-day event attracts at least 500 participants, coming from Europe (79%) and internationally (21%). See Annex I, for more information about the EFFOST conference delegates in 2017 and 2018. The programme consists of plenary and parallel sessions, and on the exhibit floor posters and table tops can be found. For more information on this year's EFFoST conference visit [www.effostconference.com](http://www.effostconference.com).

### 2.1 EFFoST Conference Management

To ensure that the organization of the EFFoST conference is managed efficiently the following roles have been defined with corresponding responsibilities. For a more detailed overview of the responsibilities of each role, see Annex II.

#### 2.1.1 Local Organising Committee (LOC)

The Local Organising Committee is responsible for developing a well-balanced, high-quality scientific programme to be presented at the conference. The conference is a unique opportunity for the LOC to showcase their institution's expertise and the developments in food science and technology in their region. The LOC consists of a Conference Chair and a number of active members. Their activities include the preparation of the programme, the abstract submission and review process, which in turn will determine the sessions and the oral and poster presentations. The scientific and educational programme will strongly determine the success of the conference; therefore a Memorandum of Understanding/contract will be signed between EFFoST and the LOC to confirm their commitment.

#### 2.1.2 Scientific Committee (SC)

The Scientific Committee reviews abstract submissions according to the provided review criteria, process and timeline. In addition, the SC can also suggest topics and invited speakers. The members of the Scientific Committee are appointed by the LOC.

#### 2.1.3 Professional conference organizer (PCO) - Elsevier

EFFoST has contracted Elsevier as Professional Conference Organiser (PCO) who assists the organisation of the EFFoST International Conference by focusing on logistical issues. The PCO is responsible for activities, such as delegate registration, abstract handling, third party contracting,

marketing, and communicating with delegates, abstract submitters and reviewers, sponsor handling and on other practical issues.

#### 2.1.4 EFFoST

EFFoST focusses on maintaining a high scientific standard and ensuring the continuation, further development and success of the EFFoST conference in the future. The EFFoST conference creates momentum that fuels the federation throughout the year, therefore at the conference EFFoST focusses on creating opportunities to connect members and delegates. Throughout the process of organising the conference event, from the bid to the evaluation survey, the EFFoST Board and Office ensures that all activities are in line with EFFoST mission and goals.

The LOC is supported by the EFFoST Office and members of the “EFFoST Conference Organisation working group” appointed by the “Science Dissemination and Communication” Standing Committee, that is a repository of knowledge and experience from past conferences. EFFoST connects the LOC to relevant EFFoST members, committees and networks, enabling them to develop a high-quality scientific programme.

To ensure that objectives and targets are met, EFFoST is involved in the planning and management of the conference with the PCO. Furthermore, the Office monitors the proper and consistent use of the EFFoST brand and safeguards its reputation and longevity.

#### 2.1.5 Conference Organising Committee (COC)

Representatives from EFFoST, the LOC and the PCO form the Conference Organising Committee (COC). In monthly meetings, current developments are discussed and opportunities to support and advise the other COC members are identified.

The COC consists of:

- EFFoST: Jeroen Knol, Managing director and Linda Scholten, membership engagement and communications officer
- Local organizing committee: Chairperson and co-chair
- Elsevier Conference Organiser (PCO): Richard Hart, conference organizer; Sophie Hayward, communications officer, Chloe Partridge, sponsorship and sales officer, and a staff member of Elsevier for registrations and abstract handling

## 2.2 Recent and future conferences

EFFoST first started organising conferences to bring together experts in the field of food science and technology in 1986. In 2014, parallel sessions were introduced to the conference programme. We continue to find ways to improve the programme and the event as a whole with the help of the LOCs. For more detailed information of the programme, theme and topics of the past five conferences, visit the [EFFoST website](#).

Date	City	Country	Attendance
November 2019	Rotterdam	Netherlands	600 expected
6-8 November 2018	Nantes	France	550
13-16 November 2017	Sitges	Spain	569
28-30 November 2016	Vienna	Austria	376
10-12 November 2015	Athens	Greece	580
25-28 November 2014	Uppsala	Sweden	370
12-15 November 2013	Bologna	Italy	313
20-23 November 2012	Montpellier	France	353
9-11 November 2011	Berlin	Germany	305
10-12 November 2010	Dublin	Ireland	290
11-13 November 2009	Budapest	Hungary	267

4-9 November 2008	Ljubljana	Slovenia	483
14-16 November 2007	Lisbon	Portugal	813
7-9 November 2006	The Hague	The Netherlands	98
25-28 October 2005	Valencia	Spain	350
27-29 October 2004	Warsaw	Poland	81
9-11 April 2003	Copenhagen	Denmark	400

### 3. Bid procedure

The EFFoST International Conference bid procedure consists of two rounds. In the first round, applicants must complete the Expression of Interest form and submit it to [info@effost.org](mailto:info@effost.org). Those selected for the second round, will be invited to submit a more detailed application (full proposal) based on the information in this document.

The full proposal consists of two parts. Part I focusses on the scientific programme and Part II focusses on the location, conference venue options and social events. Both Parts I and II should be completed by the potential chair of the Local Organising Committee (LOC). It is advised to contact your local Convention/City Marketing Bureau and/or conference venue for the information required in Part II.

Applicants must be aware that Part I and Part II of the conference bid will be assessed separately. The selection of the EFFoST International conference 2021, will first and foremost be based on the quality and strength of the scientific application from the LOC, followed by the application of the destination.

#### 3.1 Overview of the bid procedure

There are a number of steps in the bid procedure and each step has to be met in full for the proposal to be considered.

The bid procedure for the EFFoST International Conference is as followed:

1. **Expression of Interest (Eoi)** – An expression of interest must be completed using the EFFoST Eoi form, see Annex III. The Eoi will provide a brief overview of the scientific programme, the city and the potential venue location(s). This submission should not exceed the information requested on the form and should include a floor plan of the conference venue with the room capacities.
2. **Selection of short-listed application** - EFFoST will evaluate the submitted applications. All bidding parties will be informed whether they are shortlisted and invited to submit a full proposal application.
3. **Full Proposal (FP)** – The preparation of the full proposal is by invitation only. Guidelines for the FP are included in this document. EFFoST will evaluate and score the submitted FPs based on a selection matrix. EFFoST will consider the following:
  - Part I - Quality of the scientific programme, the institution’s reputation, the calibre and experience of the proposed LOC.
  - Part II - The candidate conference venue(s) facilities and the available dates, International access to the city and the accommodation facilities
4. **Site Visits** – a representative of EFFoST and the Professional Conference Organiser (PCO) will visit the cities and venues of the 2 or 3 highest ranking proposals. A report of the site visit will be prepared by the site visit attendees. The bidding city would be expected to sponsor this site visit.
5. **Selection** – The full proposals together with the site visit reports will be submitted to the EFFoST Conference Organisation working group for evaluation and submit recommendations to the EFFoST Board. The EFFoST Board will reach a decision during the Board Meeting that will be held

during the 33<sup>rd</sup> EFFoST International Conference. Shortly after, the selected LOC will be informed of the decision to host the 35<sup>th</sup> EFFoST International Conference. All other applicants will also be informed of the decision.

6. **Announcement** – The public announcement of the host and destination will take place at the EFFoST International Conference in 2020.

*See Summary for an overview of the deadlines and other important dates.*

### 3.2 Application and selection of the Local Conference Committee (LOC)

The LOC is selected based on their ability to develop a well-balanced, high-quality scientific programme. When submitting the EoI, the LOC is encouraged to set the conference theme and topics that reflect the major goals of the scientific programme.

In the full proposal, the bid chair must provide information to prove that the following criteria are met:

- strong reputation of University or Research Centre in the field of Food Science and Technology
- excellent scientific reputation of chairs, co-chairs and members of LOC
- ability to develop an engaging programme
- an extensive scientific network to be able to invite keynote speakers
- capability to attract a significant number of conference delegates
- an extensive professional network with connections to industry to attract additional sponsorship
- attractiveness as a host country for the conference delegates
- overall ability to stage the event

The candidate must have a track record of organizing successful conferences. The LOC's activities include identifying and inviting keynote speakers and the abstract submission and review process, which in turn will determine the sessions and the oral and poster presentations. For a complete overview of the roles and responsibilities of the LOC, please refer to Annex II.

On a more practical note, a letter of support needs to be provided that is signed by an authorised representative of the applicant's organization.

**Criteria to Bid** - Conference bids are only accepted from senior scientists in the field of food science and technology, who have attended at least one EFFoST conference in the past 3 years. This scientist must be employed by a research institute or university in Europe\* and a member of EFFoST. To ensure that the EFFoST conference is hosted throughout Europe, only applications will be considered from countries where the EFFoST conference has not been held for the past 5 years.

\* A University or College in the following countries: Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel (COST Cooperating State), Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, , Malta, Moldova, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, Vatican City.

### 3.3 Application and selection of the destination

The selection of a possible destination is based on the following requirements:

**Congress Centre:** the facilities should comfortably accommodate the expected number of delegates and have an exhibition floor that can accommodate the expected number of poster boards and exhibitors, and also facilitate the networking among the conference delegates.

**Congress Centre – quote:** The quote provide by the Congress Centre must include the cost of the venue and all required facilities in as much detail as possible. Quotes must be provided in Euros and all tax charges must be specified.

**Accommodation** – The city should have sufficient number of rooms, in different hotel categories and at different room rates, to accommodate the (budget) requirement of early career to senior professionals.

**Transportation** – It is essential that the destination is easily accessible for delegates travelling by plane or public transport. The congress centre should also have adequate public transport connections.

**Subvention** – EFFoST appreciates any support the city can provide to the conference, either financial or in kind.

## 4. Conference Specifications

### 4.1 Conference structure

Each year the programme of the EFFoST International Conference consists of a number of reoccurring components, namely:

- Conference opening: The Conference chair and co-chair and the President of EFFoST open the conference. Additionally, a high-ranking official from a relevant Government institution officiates the formal opening of the conference.
- 4 - 5 plenary sessions: Each plenary session is dedicated to a specific food-related topic. The leading experts are invited as keynote speakers to share the latest trends and developments.
- 3 – 5 parallel sessions: Over the course of the conference there will be 5 time slots for parallel sessions. The topics of the parallel sessions are strongly determined by the submitted abstracts.
- Poster exhibition: EFFoST often has a large number of poster presentations that are usually exhibited in a maximum of two separate poster sessions. The coffee breaks, lunches and the welcome reception should provide able opportunity to view the posters.
- Social events: welcome reception, pub quiz, and conference dinner.
- Awards ceremony and Conference closing
- Pre- and post-conference events: Standing committee meeting and working group meeting, Young EFFoST network meeting and other EU project meeting, shorts courses, scientific and technical visits to relevant academic, government, and industry institutions.
- Exhibition floor: Poster exhibition, table tops and shell schemes for commercial exhibitors, and 50m<sup>2</sup> for EFFoST (EU Collaboration Corner and Student of the Year posters).

### 4.2 Conference programme

An overview of the standard conference programme can be found below. The Local Organising Committee can make adjustments to the conference programme.

#### Monday

09:00 – 18:00	Conference set up
09:00 – 18:00	Pre-conference day meetings: Conference Organising Committee, EFFoST Board, Standing Committees, Working groups, Young EFFoST

#### Tuesday

08:30 – 10:30	Opening and Plenary session 1
10:30 – 11:00	Coffee break and Poster session A
11:00 – 13:00	Parallel sessions
13:00 – 14:00	Lunch and Poster session A
14:00 – 16:00	Parallel sessions
16:00 – 16:30	Coffee break and Poster session A

16:30 – 18:30	Plenary session 2
19:00 – 20:00	Welcome reception and Pub Quiz

### Wednesday

08:30 – 10:30	Plenary session 3
10:30 – 11:00	Coffee break and Poster session B
11:00 – 13:00	Parallel sessions
13:00 – 14:00	Lunch and Poster session B
14:00 – 16:00	Parallel sessions
16:00 – 16:30	Coffee break and Poster session B
16:30 – 18:30	Plenary session 4
19:00 – 20:00	Conference dinner

### Thursday

08:30 – 10:30	Parallel sessions
10:30 – 11:00	Coffee break and Poster session B
11:00 – 13:00	Plenary session 5
13:00 – 14:00	Awards and Closing

## 4.3 Conference timing

### 4.3.1 Frequency

The EFFoST International Conference is being held every year.

### 4.3.2 Period

The EFFoST International Conference is usually organized in early November. When selecting the EFFoST Conference dates, the dates of competing congress, courses and events are taken into consideration. In addition, the availability of the congress centre responding to this call are also an important consideration. Therefore, the conference can be considered to be held in the period between 26 October and 20 November 2021.

### 4.3.3 Duration

The actual duration of the EFFoST International Conference is two and a half days. The conference programme usually starts on Tuesday morning and runs till approximately 14:00 on Thursday afternoon.

Prior to the start of the conference, one additional day is foreseen to set-up the exhibition space. Here a number of table-tops and shell schemes will be set-up for sponsors and exhibitors, as well as poster boards to enable the academic delegates to showcase their work. Meetings of the EFFoST Board, Standing Committees and Working groups may also be held on the day before the conference.

Often other organisations and projects plan their meetings close to the EFFoST conference dates to optimize traveling times of their partners who will also attend the conference. Therefore, EFFoST may consider including these pre- and post-conference sessions and meetings to its schedule.

### 4.3.4 Important dates

- Conference location announcement: 1 year ahead
- Call for abstracts: 9 months ahead
- Abstract submission deadline: 7 months ahead
- Final programme: 2 months ahead

Unless otherwise agreed between EFFoST and the Local Organising committee

## 4.4 Other specifications

Official Language of the EFFoST International Conference: English

## 5. Conference venue requirements

The facilities at the conference venue should comfortably accommodate the expected number of participants and have an exhibition floor that can accommodate the expected number of poster boards and exhibitors, and also facilitate the networking among the conference delegates.

The quote provided by the Congress Centre must include the cost of the venue and all required facilities in as much detail as possible. This would include information of standard technical equipment, poster boards, possible insurance costs and coverage, cost of personnel and their different qualifications, meals, security, cleaning, other legal requirements or binding agreements of exclusivity between the congress centre and suppliers must be provided in full. Quotes must be provided in Euros and all tax charges must be specified.

### 5.1 Spatial requirements

- Plenary hall: 500 – 600 seats in theatre style
- 3-4 additional rooms: 100 – 150 seats in theatre or cabaret style, this will depend on the number of parallel sessions
- Exhibition area, space for:
  - Scientific poster exhibition 2 sessions 100-120 poster boards each
  - 8- 10 table tops and shell schemes for commercial exhibitors
  - 50m<sup>2</sup> dedicated to EFFoST for EU Collaboration Corner and Student of the Year posters
  - Catering
  - Registration tables may also be included here
- 2 meeting rooms: 10-12 seats, also available the day prior to the official opening of the Conference
- Speaker-ready room
- Registration area
- Catering area located in or by the exhibition area, with sufficient space for approximately 400 standing meals and 100 seated meals
- Air conditioning and heating if the location and season necessitate

Please provide a floor plan with the auditoria, additional rooms, exhibition area and other facilities, specifying the capacity, size and equipment.

### 5.2 Technical requirements

Technical requirements per hall and room:

- Public address system
- Comprehensive projection facilities
- Min of 2 question and answer floor microphones
- 1 laser pointer
- Audio-visual technicians

#### **Other facilities:**

- Wi-Fi in all common areas
- Photocopying, telephone, facsimile
- Medical assistance
- Closed circuit television throughout the conference area, in case some sessions need to be held in to room due to larger audience
- Bank services

### 5.3 Catering

Meals and drinks are provided to the conference delegates as part of their registration fee. Therefore, the conference venue should provide the information regarding the different drink and meal packages they offer. If the conference venue does not have in-house catering, please provide this information from the three preferred catering agencies.

**Meals** – Lunch is provided on the two full days of the conference, usually Tuesday and Wednesday, for all conference delegates (approx. 500). A standing lunch is preferred that delegates can also attend the poster sessions.

**Coffee-breaks** – on the first two full days of the conference there will be two coffee breaks, in the morning and in the afternoon. On the last day, there will only be a morning coffee break.

**Drinks** – water will be provided in all conference rooms and halls throughout the conference.

**Welcome reception** – EFFoST may consider having the welcome reception at the conference venue. This would comprise of drinks and finger food. Participation is estimated to be 400 – 500 people.

**Other food and beverage requests** – additional coffee-break and lunch may be required for pre and post conference events and meetings

## 6. Destination requirements

Conference delegates do not only come from Europe, but from around the world to attend EFFoST conferences. In addition, the EFFoST conference attracts students and early careers as well as senior professionals. This informs the requirements for the availability of accommodation, transportation and subvention in the city. The following information should be provided by the local Convention or City Marketing Bureau.

### 6.1 Transportation

The cost and time of travel is an important factor when delegates decided to visit any conference, therefore it is essential that the destination is easily accessible for delegates travelling by plane or train. Full details of air connections to main European cities, direct destinations, air fares and flight frequency are to be specified

The city should have adequate public transport infrastructure, especially between the airport, city centre and the conference venue. The conference venue should easily accessibly with public transport, as this is preferred to organising shuttle services for our delegates.

### 6.2 Accommodation

A list with the total number of rooms available in the city per hotel category and average room rates per hotel category are to be provided by the local Convention Bureau. A city map indicating the location of the hotels and the conference venue, plus all available methods of public transportation, must also be provided. In general, the longest distance between a hotel and the conference venue should not exceed a 30-minute journey.

We do not require accommodation agencies to facilitate room bookings. It is not necessary to pre-book rooms at this point of the bid procedure.

### 6.3 Social events

Alongside our scientific programme, EFFoST also organizes a number of social events for conference delegates, such as during the welcome reception and conference dinner. This is an excellent opportunity for the city to show case their historic sights or new developments. Please provide suggestions for the conference dinner for 250 – 300 people and a welcome reception for all delegates.

Should ground transportation be need for any of the social event venues, please provide detailed information of shuttle services costs and parking facilities.

#### 6.4 Subvention

The EFFoST International Conference is expected to attract at least 500 delegates travelling from all over the world. This will give the city an economic boost as most delegates are likely to have the following expenses, 3 nights' accommodation, meals, transport and miscellaneous. Therefore, EFFoST would appreciate any additional support that cities can provide to the conference and their delegates.

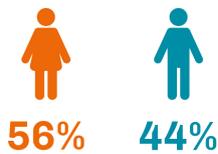
# ANNEX I – Statistics of the EFFoST conference delegates

## Statistics (2017-2018)

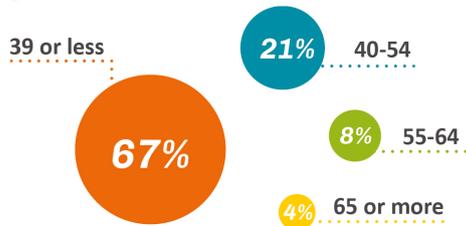
Average number of delegates

**539**

Gender



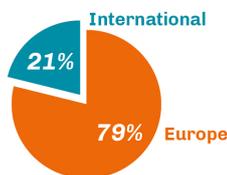
Age



Function



Origin of Delegates



Delegates from countries including Algeria, Australia, Benin, Brazil, Canada, Chile, China, India, Iran (Islamic Republic of), Israel, Japan, Republic of Korea, Lebanon, Mauritius, Mexico, New Zealand, Nigeria, Pakistan, Singapore, South Africa, Taiwan, Thailand, Tunisia, United States and Uruguay.



**87%**

of the delegates said that there were **good opportunities to network with other researchers or presenters**

**78%**

of the delegates are **very satisfied with the conference overall**

**76%**

of the delegates said that there were **good opportunities to meet the exhibitors or vendors**

## ANNEX II – Roles and responsibilities

### 1. Local Organising Committee (LOC)

#### Financial management

- Identify subvention opportunities
- Keep to budget, e.g. invited speaker
- Post conference reporting

#### Logistics

- Propose/Advise conference venue(s) - PCO will select conference venue in consultation with LOC and EFFoST
- Propose/Advise on social event venues, such as welcome reception and conference dinner
- Propose/Advise on entertainment
- Assist scheduling of session rooms
- Support local arrangements for the program

#### Scientific programme

- Develop conference programme in consultation with SC-D&C
- Select conference theme and topics in consultation with SC-D&C
- Develop plenary and parallel sessions
- Identify keynote and invited speakers
- Invite keynote and invited speaker to participate.
- Extend new invites if there are any gaps in the program.
- Provide PCO with contact details of invited speakers
- Establish a Scientific Committee
- Plan call for papers, provide text, instructions for abstract submitters, and deadlines to PCO
- Contact for submission-related inquiries
- Develop abstract review criteria and process in consultation with SC-D&C
- Provide list of abstract reviewers and deadlines to PCO
- Select oral presenters from submitted abstracts
- Develop sessions (length and timing) and nominate session chairs
- Select poster presenters from submitted abstracts
- Identify which poster presentations could be bumped up to oral presentations if needed
- Provide a list of rejected abstract submissions to PCO
- Deal with any scientific/programme issues such as speaker replacements in case of withdrawals
- Facilitate conference publications
- Secure the presence of a high-ranking official from a relevant Government institution to officiate the formal opening of the conference
- Invitation to national societies
- Ensure milestones and deadlines and maintained

#### Abstract management

- Provide instructions for abstract submitters to PCO
- Provide instructions for abstract review for scientific committee

#### Sponsorship and Exhibitor management

- Identify potential local and international sponsors
- Discuss tailored sponsorship packages (benefits and exposure) with Organizing Committee

## Communications and Marketing

- Provide information for the conference website and first announcement mailings. The text should include:
  - o Theme and topics
  - o Aim and scope
  - o Overview of the programme and sessions
  - o Target audience and the benefit to attend
  - o Call for papers
- Provide additional communication material to EFFoST e.g. description of special sessions and pre, post and side events
- Announce the local and theme of the EFFoST 2021 conference at the EFFoST International Conference 2020
- Provide programme updates to Organising Committee for further communication
- Provide mailing lists of people potentially interested in the conference to PCO
- Distribute and share promotional material/messages in professional network
- Raise local awareness of the event to all relevant stakeholders
- Write welcome letter for the programme booklet

## Onsite management at the conference

- Officiate opening and closing of the conference together with the EFFoST Board
- Welcome the high-ranking governmental officials invited to officiate the formal opening of the conference
- Welcome keynote and invited speakers
- Replace any absent speaker and reorganize time-slots if needed
- Ensure session chairs are briefed and keep to the scheduled programme
- Provide 10 students-volunteers who will support registration activities and the sessions

## 2. Scientific Committee

- Review abstract submissions according to review criteria, process and timeline specified by the LOC.
- Suggest topics and speakers

## 3. Professional conference organizer (PCO)

### Financial management

- Budget development and financial control
- Handling invoices and payments
- Contracting conference and social venues, and other third parties
- Interim and final financial reports
- Subvention management: subsidies and financial guarantees
- Tax positioning
- Insurance
- Final audit

### Logistics

- Time planning and management, keeping of deadlines
- Monthly updates to EFFoST and LOC
- Conference and social event venues: quotations and contracting
- Catering and other third parties: quotations and contracting
- Audio and visual support: quotations and contracting
- Accommodation: organize block booking and release excess rooms

- Plan conference space, including room set-up and exhibition floor planning in consultation with LOC and EFFoST
- Shipment of promotional materials to conference venue

#### Scientific programme

- Invited speakers: Send practical information regarding presentation, location, travel policy and reimbursement of costs according to EFFoST policies
- Collect and publish programme and speakers bios, photos, etc on the website
- Coordination of speaker-ready-room onsite

#### Abstract management

- Receive submitted abstracts through conference website
- Communicate with submitting authors about process
- Ensure reviewers have access to abstracts online
- Send instructions of review process developed by LOC to Scientific Committee
- Ensure that review is completed within given time frame
- Inform abstract submitters of decision: oral presentation, poster presentation, or rejection
- Provide instruction regarding presentation and poster production
- Ensure (poster)presenters have registered to be included in programme booklet

#### Delegate registration

- Online conference delegate registration
- Communication practical issues
- Invitation letters for entry visa application
- Handling of invoicing, payments and cancellations
- Provide delegates lists to EFFoST
- Produce certificates of participation
- Produce name badges
- Onsite registration

#### Sponsorship and Exhibition Management

- Sponsor acquisition, contracting and follow up
- Prepare sponsorship package in consultation with EFFoST. Tailor package to sponsor
- Exhibitor acquisition, contracting, follow up, logistics shell scheme/table top
- Oversee booth construction, exhibition material/equipment
- Manage time and floor planning

#### Communication and marketing

- Publicity: website, mailings, press releases, social media
- Develop promotional material according to EFFoST style guide
- Print and mail EFFoST conference posters and flyers to EFFoST and LOC
- Website: develop, maintain, update. Include information on conference theme, programme, location, committees, etc
- Mailing lists: collect mailing lists from LOC, EFFoST and from Elsevier publishing (in compliance with GDPR)
- Mailings: send updates of conference to mailing lists
- Conference programme book: coordinate information collection and print
- Conference bags: order bags, insert sponsor flyers and distribute at conference
- Social media: post updates of conference, e.g early bird, invited speakers and sessions
- Report on marketing analysis
- Conference app

- Evaluation survey tailored to EFFoST conference
- Send thank you letter when appropriate
- Liaise with third parties e.g. printing, software and shipping companies

#### Onsite management

- Onsite coordination (present at least one day before conference)
- Manning of registration desk
- Registration of delegates
- Set up rooms and signage
- Main contact point for practical questions from conference delegates and exhibitors
- Main contact point for oral and poster presenters
- Coordination of speaker-ready-room on-site
- Brief onsite volunteers

#### Post conference

- Finalizing payments
- Prepare final financial report
- Send out evaluation to delegate
- Send out thank you letters

## 4. EFFoST

#### Financial management

- Approve budget
- Set registration fee at an appropriate level: covering costs and accessible for as many people as possible
- Deciding the conference location based on costs

#### Logistics

- Determine conference location with LOC and PCO
- Determine social event venue with LOC and PCO
- Determine catering with LOC and PCO
- Plan conference space, including room set-up and exhibition floor in consultation with LOC and PCO
- Organise Student of the Year, Science to Society and Lifetime achievement awards
- Facilitate meetings: EFFoST Board, standing committees, working groups, General Assembly etc
- Coordination EU Collaboration Corner for EU projects and European Societies

#### Scientific Programme

- EFFoST Office will connect the LOC with the EFFoST Standing Committee 'Dissemination and Communication' (SC-D&C)
- SC-D&C will advise the LOC on the Scientific programme
- SC-D&C will provide knowledge and experience of past EFFoST conferences to LOC

#### Abstract management

- No role

#### Delegate registration

- Determine reduced fees for special delegates, in consultation with LOC and PCO

#### Sponsorship and Exhibition Management

- Create sponsor packages in collaboration with the PCO

- Maintain an overview of the acquisition of (potential) sponsors
- Approve tailored sponsorship packages ensuring that amount of exposure provide to the sponsor is in line with their sponsorship contribution

#### Communications and Marketing

- Create style guide for EFFoST conference
- Guard the use of the EFFoST brand in marketing activities and promotional materials
- Approve all communication materials developed by the PCO for the EFFoST conference prior to distribution
- Collaborate with PCO communications department to strengthen reach and output
- Scale up communications efforts to promote event within the Federation, capturing momentum to strengthen and expand Federation
- Creating additional content for EFFoST: interviewing speakers, promoting special sessions etc

#### Onsite Management

- Opening and closing ceremony (EFFoST Board members)
- Present Student of the Year, Science to Society and Lifetime achievement awards
- Contact for the members of the EFFoST Board, Standing Committees, Working Groups, General Assembly and providing support for their meetings
- Contact for the nominees of the Student of the Year
- Facilitate the popular vote for the Student of the Year on the exhibition floor
- Document the event through e.g photography, interviews, social media posts
- Advise the PCO
- Contact for delegates for all questions about EFFoST

#### Post-Conference

- Make conference materials available to conference delegates
- Analyse evaluation survey to improve next conference
- Capture momentum to strengthen and expand the Federation

### 5. Conference organizing committee (COC)

- Monthly catch-up to provide information of developments and milestones achieved

## ANNEX III - Expression of Interest

### 35th EFFoST International Conference 2021

Please provide the following information in a short and concise format. A more comprehensive overview of this information is required in the second round of the bid process. Send the information to Jeroen Knol at [info@effost.org](mailto:info@effost.org)

#### Part I – Scientific programme

##### Hosting Organisation details

Name:

Organisation type: (university or research institute)

Department: (if applicable)

Address:

Telephone:

Website:

History and composition: *(include number of industry, academics, students and researchers employed or member of the organisation, 100 words max)*

Indicate scientific quality:

##### Chair details

Name:

E-mail:

Telephone number:

Employer:

Previous conference organization experience: *(include topics, highlights and number of days, sessions, participants for each event)*

##### Co-chair details

Name

E-mail

Telephone number:

Employer:

Previous conference organization experience: *(include topics, highlights and number of days, sessions, participants for each event)*

##### Local Organising Committee

Please provide the following information for each committee member that has committed to serve on the Local Organising Committee.

Name:

Affiliation:

Email:

##### Proposed theme and topics

Please provide a short introduction of the scientific programme

Conference theme:

Conference topics: (max 6)

Special sessions: (min 3)

Keynote speakers: (min 3)

Other highlights: (max 100 words)

**Motivation**

Please provide information on how scientific quality, expertise, experience and calibre of your organisation will contribute to the success of the EFFoST International Conference (*approx 300 words*).

## Part II – Location and facilities

Please contact your national tourist board, destination (city) marketing organisation and/or convention bureau as they can be a great source of information and support for your proposal.

**Proposed Conference venue**

Venue name

Venue address:

Venue website

Space availability: (*see space requirements in Chapter 5*)

Available dates: (*3 days in the period 25 October – 20 November 2019*)

**Venue contact person**

Name:

Email address:

Tel:

**National support**

Has the national tourist board, destination (city) marketing organisation and/or convention bureau offered any support to bring the EFFoST Conference to their city?

Financial support: (*such as amount per delegate*)

In-kind support: (*such as covering costs of welcome reception, conference venue, travel passes for delegates, city information*)

**International accessibility**

Please provide information on the accessibility of the city and the conference venue.

Closest International airport(s):

Distance from airport to the convention venue: (*also include public transport options*)

Comments on traveling to/in the location:

**Hotels and Accommodation**

Please indicate the number and type of accommodation with 15 minutes travel of the conference venue.

Type of Accommodation	Number of rooms	Average room rates	Walking distance (min)
5 Star hotels			
4 Star hotels			
3 Star hotels			
Apartment style			
Budget/backpackers			

**Motivation**

Please provide information on how your location is unique considering the criteria mentioned above compared to other destinations and how this will contribute to the success of the EFFoST International Conference (*approx 300 words*).

**Submitted by authorised person**

Printed Name:

Signature:

Date: