

Introduction.....	3
Writing an expression of interest (bid) to organize an EAHIL event	3
Organizing an EAHIL Conference/Workshop begins by forming two working groups that are responsible for the whole Conference: the International Programme Committee (IPC) and the Local Organizing Committee (LOC).....	3
1. IPC & Responsibilities of IPC.....	3
<i>Overview of Responsibilities.....</i>	<i>3</i>
<i>Structured abstracts</i>	<i>4</i>
<i>Grading</i>	<i>4</i>
<i>Members of the IPC</i>	<i>5</i>
<i>Timetable for submitting papers</i>	<i>5</i>
<i>Abstract Submission System.....</i>	<i>5</i>
<i>Keynote/Plenary Speakers (PS).....</i>	<i>5</i>
<i>Continuing Education Courses (CEC) and Course Leaders (CL)</i>	<i>6</i>
<i>Prizes for Scientific Presentations</i>	<i>6</i>
<i>Committee for Conference Evaluation (CCE)</i>	<i>6</i>
2. LOC & Responsibilities of the LOC	7
<i>Overview of Responsibilities.....</i>	<i>7</i>
<i>EAHIL fee-waivers for LOC members at prior EAHIL events</i>	<i>7</i>
<i>Members of the LOC</i>	<i>8</i>
<i>Hiring a Professional Conference Office.....</i>	<i>8</i>
<i>Working in the LOC.....</i>	<i>9</i>
<i>Timing Aspects.....</i>	<i>9</i>
<i>Social Programme.....</i>	<i>9</i>
<i>Attendance Certificates.....</i>	<i>9</i>
<i>Emergencies</i>	<i>10</i>
<i>Collecting Feedback</i>	<i>10</i>
<i>Archiving & Documenting</i>	<i>10</i>
3. Financial Aspects.....	10
<i>Set up costs</i>	<i>10</i>
<i>Conference/Workshop fees.....</i>	<i>10</i>
<i>Levy to EAHIL</i>	<i>10</i>
<i>Free Registrations.....</i>	<i>11</i>
<i>Scholarships.....</i>	<i>11</i>
<i>MLA/NLM.....</i>	<i>11</i>
<i>Accompanying Person’s (AP) Registration Fee</i>	<i>11</i>
<i>Financial reimbursement for Plenary Speakers (PS) and Course Leaders (CL).....</i>	<i>11</i>
<i>Exhibitors & Sponsors</i>	<i>12</i>
4. Version history.....	12

Annexe 1: Exhibitors Contracts 14
Annexe 2: Sponsors Packages 16
Annexe 3: EAHIL Conference / Workshop participant Evaluation questionnaire template 17
Annexe 4: Continuing Education Courses Evaluation questionnaire template 19
Annexe 5: Expression of Interest to Host an EAHIL Conference or Workshop template 20

Introduction

Every year an EAHIL event is organized, alternating between Conference (even years) and Workshop (odd years). The difference between the two events has been the size, in that the number of participants, parallel sessions and presentations has been smaller for a Workshop. The Workshops has thus been a possibility for those not experienced in organizing an international event to do so on a smaller scale. In recent years (2013 in Stockholm and 2015 in Edinburgh) Workshops have been organized more in a manner of “unconferences”, with (mainly) interactive sessions where participants have been asked to prepare in advance, and contribute actively during workshop sessions led by a facilitator, and often applying a select discussion method/technique. It is the belief of the EAHIL Board that a more interactive Workshop attracts a somewhat different target group than the Conferences, making it the wish of the Board that an EAHIL Workshop is distinguished from the more traditional layout of a Conference by adding interactive sessions/elements to the program, either in part or for the whole event.

Writing an expression of interest (bid) to organize an EAHIL event

Those interested in organizing an EAHIL event (Conference/Workshop) are encouraged to contact the EAHIL President/Board members as well as talk to organizers of previous events to gather information to be able to prepare a bid. Bids can be put to the EAHIL Board at any time, please see the EAHIL web site for information on upcoming events already decided on. Bids should preferably be expressed using the Expression of interest template (Annex 5), and a representative from the bidding organization should also be available for joining the EAHIL Board meeting held during the annual EAHIL event, for a discussion about the bid.

Organizing an EAHIL Conference/Workshop begins by forming two working groups that are responsible for the whole Conference: the International Programme Committee (IPC) and the Local Organizing Committee (LOC).

The appointing of the IPC and LOC.

When writing an expression of interest to organize an EAHIL event, the Chairs of the IPC and LOC should already be appointed, preferably also with additional committed LOC members. When the bid has been accepted by the Board it is the responsibility of the representatives from the organization behind the successful bid (usually the two Chairs) to appoint the members of the two Committees. For detailed instructions regarding the members and responsibilities of the Committees see below.

1. IPC & Responsibilities of IPC

Overview of Responsibilities

The IPC is responsible for the scientific program. Tasks of the IPC include e.g. choosing the Conference/Workshop overall scientific theme, choosing the sub themes of the scientific program, organizing the call for papers, evaluating the abstracts, contacting the accepted authors for confirmation of participation, formulating the Instructions for Authors, choosing the Chairs for each

session, choosing Plenary Speakers and setting up a timetable for the Scientific Program.

It is of vital importance that the IPC Chair collaborates closely with the LOC Chair, to ensure that the proposed budget accommodates the expenses that might be needed for invited speakers etc. This could be done by allocating a specified expense budget for the IPC to use for invited speakers etc.

Structured abstracts

The conference organizers should provide templates for structured abstracts, compulsory for all authors. Those not complying with the instructions regarding structured abstracts run the risk of rejection, or being asked to resubmit using the template. Structured abstracts makes the work of the IPC more efficient, providing easier comparison of abstracts. The conference organizers could offer one or more different structures, to be applied according to paper type, e.g.: Introduction, Questions/Objectives, Methods, Results, Discussion *or* PICO (population, intervention/exposure, comparison, and outcome) *or* SPICE (setting, perspective, intervention, comparison, evaluation).

Abstract authors should be advised, in the call for papers, to ask for language assistance from native speakers or colleagues with good English skills, before submitting the abstract.

It can be a good idea for the IPC to offer some kind of abstract mentoring to ensure a high quality of submitted abstracts.

Grading

The grading should be done using the grades 1-5 for each of four criteria:

- Relevance to conference theme
- Clarity, coherence and organization of writing
- Academic merit including quality of research method, analysis or results and review of existing literature
- Originality and innovation of the work

Total grading would then fall between 4 and 20. The IPC Chair should also decide to eliminate papers scored under a fixed grade, according to the amount of abstracts received.

The IPC members could also be given the opportunity to choose between: accept, reject or borderline.

The grading should preferably be blind, ensuring a neutral evaluation of all abstracts. One could also discuss the necessity of all IPC members evaluating all abstracts. The distribution of a limited number of abstracts to two or three IPC members has proved successful with other conference organizers. In this case the IPC members should be given the opportunity to leave comments on the evaluation form, and the review process could be double blind except for the IPC Chair.

After the completion of the abstract grading process, at the customary IPC meeting held approximately 6 months before the conference/workshop, the names of abstract authors should be made known to all IPC members to facilitate the discussion and to enable a final selection allowing good distribution

of countries and first-timer or young presenters, and also language difficulties, in the final program.

It is important to the entire EAHIL membership to ensure that the quality of the contributions are on a high level, to maintain the interest of both members and non-members of attending EAHIL events. This can prove a delicate task, since you also want to comply with the need for an accepted paper or poster for members to get funding to attend.

Members of the IPC

The IPC should always contain some experienced EAHIL IPC members, including at least one past Conference organizer, plus some less-experienced EAHIL members, and the Chair of the Local Organizing Committee. Care should be taken not to choose just well-known names, who might not be able to do anything but give their name to the IPC. It is also recommended that an EAHIL Executive Board member, not necessarily the same one every year, should be elected to every IPC in order to act as a liaison between the Board and the Conference Organizer, in effect answering all questions relating to EAHIL matters. In addition, it is advised that the organizer of the next Workshop or Conference is invited to be a member, as well as the organizer of the event the year before, taking into account the proposed differences between the two events. In this way the experience of organizing EAHIL events will continue to develop for the future. The EAHIL President has a standing invitation to the IPC meetings.

Timetable for submitting papers

The IPC should decide on a timetable regarding the submission of abstracts and the final submission of the full text papers etc. The IPC meeting to decide on the final Scientific Programme and the acceptance of oral or poster presentations, should be held at least six months before the Conference.

Abstract Submission System

It is the aim of EAHIL to provide an up to date membership database, which could also be used as a system for abstract submission and evaluation, although it is up to the IPC to choose an alternative system if available. EAHIL is also looking into the possibility of offering a system licensed by EAHIL that can be used by event organizers.

Keynote/Plenary Speakers (PS)

It is usual to invite at least one Plenary Speaker from the host country. Other Plenary Speakers are usually invited in accordance with the Conference/Workshop themes. In fact they could be well known EAHIL members, specialists in their fields. Some Conference organizers (CO) go for big names outside EAHIL but these can be costly as they often require free accommodation and also travel costs. Some CO's have opted to choose the best abstracts at the IPC meeting and ask them to be Plenary Speakers. This approach has proved successful and gives excellent opportunities to our own EAHIL member specialists. The IPC should decide on the selection/invitation of Keynote and/or Plenary Speakers.

Continuing Education Courses (CEC) and Course Leaders (CL)

The CECs should be kept at a minimum cost. CECs are offered to participants on top of the participant fee, cost of accommodation and air travel, and if they are offered for a reasonable fee then many EAHIL members can take advantage of these. If they are very expensive the CO may have to cancel the CECs because of lack of interest. Again there is not always the need to have big names in medical librarianship because many EAHIL members are indeed specialists and very active in teaching programs covering a wide range of state-of-the-art technology. Finally the CECs should always aim to cover their own costs. In some cases the EAHIL Board might decide to finance/sponsor a CEC. The EAHIL Board is developing a policy for the CE and professional development, the Board member with the responsibility for Education and Professional Development should be involved in planning the CEC program. A subgroup of the IPC can be formed to plan the CEC program. CEC working group should work in close cooperation with the LOC.

Prizes for Scientific Presentations

The Best Oral Presentation Overall and the Best Poster Presentation Overall will be awarded. In order to encourage less-experienced EAHIL members to submit papers, it is advisable to award a prize also for best First-Timer Oral and Poster presenters. This will avoid having the same very experienced presenters winning all the prizes every time. Make sure that on the [abstract submission form](#) these categories appear as a box to tick, so that it is easy thereafter to make lists of the participants who qualify for these prizes. The winner/presenting author of each category will get free registration either to the next EAHIL Conference or Workshop, by their choice.

For oral presentations, it is the speaker who is awarded the prize, even if they are not the lead author. Where more than one author is speaking, there is still only one prize. Following the award, the speaker may allocate the free registration to another of the authors if they cannot use it. For multiple speakers, they will need to decide who gets the free registration prize.

For poster presentations, it is the first author who is awarded the prize. If the first author is not in attendance at the conference, the second author could be the recipient. Again, they may allocate the free registration to another of the authors if they cannot use it.

The evaluation scores should be ranked regardless of first-timer status. If a first-timer has the highest overall score, then they will be awarded the overall prize, and the first-timer with the next highest score will receive the first-timer prize.

If an author is leading on more than one item (paper and/or poster) only one item may be awarded a prize.

Using a presenter as evaluator of presentations/posters should be avoided, but if an evaluator is also a presenter, they are not eligible for a prize.

Committee for Conference Evaluation (CCE)

It is recommended that a Conference/Workshop Evaluation Committee for Oral and Poster

Presentations prizes is led by a member of the IPC. It is important to organize the evaluation procedure and committee well in advance of the event, enlisting an adequate number of members and allocating sessions for them to be able to prepare for the task. Members of the evaluation committee could be the IPC members, council or Board members, or any experienced and interested conference delegate. Care should be taken to avoid bias when allocating sessions to evaluators, so that you don't evaluate a colleague, or even someone from your own country. It should be avoided to use presenters as evaluators. Standard presentation evaluation forms can be found at http://www.eahil.net/conferences_picks.htm

2. LOC & Responsibilities of the LOC

Overview of Responsibilities

LOC has the responsibility of all practical arrangements related to the Conference (e.g. Conference venue, sponsors and exhibitors, social program, Conference web pages etc.). LOC also has also responsibility of the Conference budget, in close collaboration with the Chair of the IPC regarding expenses for the scientific program, e.g. invited speakers etc.

EAHIL fee-waivers for LOC members at prior EAHIL events

It is often the case that some LOC members have never attended an EAHIL event. Attendance at prior EAHIL events allows LOC members to observe and experience first-hand the innumerable details involved in a complex event. Also, it is important that LOC members are introduced to the friendly and collegiate atmosphere of EAHIL events.

It is expected that LOC Chairs will be funded by their institutions to attend at least one EAHIL event prior to the one the Chair is organizing. Other LOC members may not have this level of institutional support, so to facilitate attendance of other LOC members, the EAHIL Board will cover the costs of two registration fees.

This fee-waiver is distinct from any waivers for LOC members attending their own event (including the EAHIL levy for event delegates): it is applicable to events in the two years before the LOC members' own event.

The decision of which members receive the fee-waivers is up to the LOC, and should be communicated to the President. Priority must be given to members who do not have experience of EAHIL events or cannot get funding to attend prior EAHIL events. The two fee-waivers may be used either one or two years in advance of the LOC members' own conference/workshop.

Workshops and conferences often have different structures, so organizers of workshops are encouraged to attend a prior workshop, and organizers of conferences are encouraged to attend a prior conference.

It is also possible to build costs of attending prior events into the event budget. In exceptional circumstances, LOC members may apply to the Board for reimbursement of conference travel costs (but not the registration fee) in accordance with EAHIL Policy Statement 1 on Travel Expenses.

Members of the LOC

The members of the LOC are typically comprised of several staff members from the organization responsible for the bid, with additional members from other libraries in the region. It is up to the LOC Chair to appoint the necessary number of members

Each Conference depends on its LOC for its success. The LOC must consist of a dedicated team and comprising at least these branches:

- Facilities at the venue including an Administration Office at the Conference responsible for equipment in every room and testing facilities for all abstracts, poster sessions, photocopying facilities and also including additional basic responsibilities e.g. adequate toilet facilities and cleaned regularly, water, etc;
- Social Program (transport, tours, location of Gala Dinner, liaison with all restaurants for social program, dietary requirements etc.);
- Exhibitors & sponsors (liaison, contracts for stands and sponsors, allocation of stands, payment, arrival and return of exhibition material);
- Web Page Designer & Manager;
- PR, Marketing & Communication This team's tasks can be for example:
 - Marketing the conference/workshop (e.g. by e-mails, articles in professional journals, press releases, brochures, posters, personal contacts, social media)
 - Writing the conference/workshop blog and other social media, eg. Twitter and Facebook accounts
 - Organizing photographing of the conference/workshop. To be able to work efficiently with documenting the event, a photographer might be hired, and a workspace assigned for this task. The photographer could be a (co-opted) member of the LOC
- Accommodation (usually a travel agency but hotels must be vetted first by the LOC);
- IT Team This is usually 2 people who take care of all the presentations, making sure that each parallel session room has all the presentations on the computer before the sessions begin; offer a facility to presenters to test their presentations beforehand; ascertaining that copies of each presentation, including plenary speakers, opening ceremony speakers etc. are in their hands before the Conference commences.

In addition the LOC should have a team for the Information Desk during the Conference to deal with problems arising. Each person at the information desk should speak at least English. The organizing of a Conference is a large undertaking and a solid working team makes all the difference. It is a great opportunity to train younger members of your library in Conference management techniques.

Hiring a Professional Conference Office

A professional Conference office can be hired to manage some of the tasks mentioned above. Define distribution of work between LOC & Conference organizer clearly and detailed in the contract. If the Conference office is responsible for the Conference/Workshop web pages, make sure it has adequate IT-skills and software. Also make sure that the Conference office has enough personnel to manage all of the tasks mentioned in the contract, with adequate work quality. Specify how the call for bids, making contracts and checking of the billing is organized when the Conference office orders services from third parties (e.g. printing of the abstract and program book etc.). A Conference organizer's

representative should attend LOC meetings.

Working in the LOC

It is imperative to make sure that there is a good flow of information within the LOC, as well as with the IPC Chair, so that each team can work efficiently between LOC meetings. For example a wiki for the LOC team is an efficient tool for sharing information and cooperating.

Timing Aspects

- Timing of the Conference/Workshop – June and September have been popular dates for EAHIL events, but this can vary according to the host country's decision and university terms (N.B. not yet synchronized in Europe) and the dates of ICML, and/or other events of interest to EAHIL members;
- The Conference/Workshop Website should be up and running at least 15-18 months before the event, and a link to/from the EAHIL website at www.eahil.net should be established (this is an example of set up costs that comes in advance of any income from the event);
- Timetable of the Conference/Workshop depends on many things. It is advisable to set the timing of the Opening and Closing ceremonies/General assembly to maximize numbers at both. In the program you need to allocate slots for Council meeting, meeting time for Special interest groups, and it's also good if there can be allocated time for other meetings, like JEAHIL Board, and the IPC of upcoming events;
- Early Bird Registration It is usual to offer a reduced participation fee – Early Bird Registration – usually 50 euros less than the official registration fee with a closing date of 3-4 months before the Conference/Workshop begins. Our experience is that 75% of participants register as early birds.

Social Programme

The following social events are usually organized:

- **First-Timers Event.** There have been positive experiences in arranging a special event for EAHIL Conference/Workshop first-timers right before the opening of the Conference. In this way all new participants are given a chance to meet others who are also coming for the first time, as well as members of the Executive Board and Council. It is up to the LOC to decide on the activity for the First-Timers event, which could range from a cultural expericen to drinks and/or a meal.
- **Welcome reception**
- **Opening Ceremony at the Conference venue**
- **Gala Dinner**
- **Closing ceremony, including welcoming participants to next years event**
- **Library visits etc.**

Also other social events, e.g. library visits and concerts can be arranged. Pre- and post-Conference tours can also be offered (usually for a separate fee) to the Conference/Workshop guests.

Attendance Certificates

It is customary to give every participant an attendance certificate inside their conference bag. Attendance certificates for CE-courses are given after each course.

Emergencies

Be prepared for emergencies; have contact details available e.g. for a medical doctor and the local police station (theft and loss etc.).

Collecting Feedback

Collecting and using feedback from previous conferences is vital in enhancing the overall quality of the EAHIL conferences and workshops.

The LOC should collect feedback after the Conference, e.g. via an electronic questionnaire on the Conference web page. The questionnaire should cover different aspects of the conference, from the Social and Scientific Programme to the arrangements at the Conference venue. Make sure that also exhibitors and sponsors are aware of the questionnaire, and that the questionnaire contains questions relevant also to them.

The feedback should be distributed to the EAHIL Board, as well as to LOCs planning upcoming EAHIL events, upon request.

In Annex 3 and 4 you will find examples of feedback questions.

Archiving & Documenting

Keep archiving and documenting in mind during the whole process of arranging a Conference/Workshop. After the Conference/Workshop the website will be moved/copied to the EAHIL server. A copy of program and abstract book will be sent to EAHIL archives. The remaining relevant documents are archived by the LOC.

3. Financial Aspects

Set up costs

Conference/workshop organizers need to take into account the set up costs, and how to cover them. E.g. there can be costs for booking the venue, for setting up a website and for hosting the IPC meeting a year or more in advance of the income from the event.

Conference/Workshop fees

Fees should be discussed and agreed with the EAHIL Board before announcement. In general, Workshop fees are 250-300 euros and Conference fees are 300-400 euros. This of course can vary according to the location. Consideration should be given, when making the budget for the Conference, that there will be sponsorship, either through the exhibitor booths or through event sponsorship or both so the fee for the Conference should be adjusted correctly.

Levy to EAHIL

The levy to EAHIL is 30 euros per participant. The sum may be adjusted and will be agreed upon by the EAHIL Board and Organizers in the overall agreement between parties. The levy concerns participants, exhibitors, guest speakers, course leaders, all scholarship holders, and people receiving free

registrations given by the Conference Organizers. The Local Organizing Committee is not counted in this equation. The disbursement is made after the Conference/Workshop. COs will liaise with the EAHIL Treasurer in order to reach the final decision of the amount paid to EAHIL.

Free Registrations

Free Registration must be established within the Local Organizing Committee. Every CO gives one or two free registrations to certain people. These can be dignitaries, Plenary Speakers, Course Leaders etc. They are still counted as participants and the CO must pay the 30 euros EAHIL levy for each person.

Scholarships

Scholarships are awarded by EAHIL for every Conference and Workshop. These scholarships are offered by the EAHIL Executive Board and are selected by formal application. Conference Organizers (CO) will receive the list of scholarship winners from the EAHIL President before the early bird registration begins. CO's will liaise with the EAHIL Treasurer. The scholarships are disbursed to the winners and they can use it for the registration, CE-courses or accommodation.

MLA/NLM

MLA has had for many years a reciprocal arrangement with EAHIL, whereby the EAHIL representative to MLA and the MLA representative to EAHIL both get free Conference/Workshop registrations. The EAHIL Board offers this free registration fee.

Accompanying Person's (AP) Registration Fee

The accompanying person's registration fee should be about 60 % of the participants' fee. This fee covers usually the Gala Dinner, the opening ceremony and the usual afternoon tours.

Financial reimbursement for Plenary Speakers (PS) and Course Leaders (CL)

As stated above it is of vital importance that the IPC Chair and the LOC Chair collaborate on the budgetary implications of the scientific program. There are several options open to the Conference Organizer regarding payment of registration fees, reimbursement of airfares and accommodation (1-2 nights) for PS and CL. The CO must consider very carefully the whole budget of the Conference before offering many free registrations and/or accommodation and/or air fares. Nowadays most institutes will not pay for librarians coming to Conferences unless they a) have an oral paper or poster presentation b) have a role on the EAHIL Boards or Council c) are doing something else official at the Conference. Therefore many PS or CL coming to the Conference may be paid by their institute anyway. Especially at a Workshop reimbursement for PS and CL can end up being 30% of the Conference costs forcing the registration fee to be unusually high and in fact making all other participants pay for these concessions. Maybe a suggestion would be to reimburse either registration **or** accommodation **or** travel but never **all**. It is not necessary to reimburse all PS and CL to the same extent; for several CL who are EAHIL members it is enough to reimburse the extra costs for 1-2 night hotel accommodation.

Exhibitors & Sponsors

Exhibitors and sponsors are important for the Conference/Workshop: they are a good source of income, and the information about their products and services supplements the Conference overall offering. Most companies dealing with medical library information are willing to become exhibitors and also to sponsor an event or a part of the cost of an event. It is best for each Conference Organizer to have also special sponsorship packages over and above set prices for exhibition booths. (See previous Conference/Workshops webpages for examples of sponsorship and exhibitor packages www.eahil.net/conferences_eahil.htm.)

It is advisable for the Local Organizing Committee to select one or two people whose sole responsibility will be to deal with the exhibitors. Also, a Conference office can be hired to deal with exhibitors and sponsors. Exhibitors are a lot of work, with their contracts, communication regarding their stands, accommodation time, when they can start and finish their exhibiting, organizing product presentation slots, organizing the delivery and return of their promotional material before and after the Conference. Working with exhibitors and sponsors are often “country specific” regarding contact persons, invoicing etc. and the LOC must address the local needs and what is customary in their context. Please note that some exhibitors have a long time relationship with EAHIL and are already frequent sponsors. Contact the EAHIL President/Supervisor of the Secretariat on details.

Most exhibitors and sponsors will also request a product presentation and these should be offered free of charge. There are several ways of doing this: by offering a special product presentation slot as a parallel session and using all rooms and therefore 8 exhibitors can give their talks for 30 minutes each or 12 for 20 minutes each; by only offering the major sponsors a product presentation. Usually the main sponsors are allowed to have a product presentation in a plenary sponsor session. Exhibitors vary radically in what they want on account of their sponsorship and the CO must make sure that everyone is treated fairly. Exhibitors expect the Conference coffee/tea breaks to be in the exhibition area and it is advisable whenever possible, to hold them there.

Every exhibitor and sponsor wants their leaflets/brochures to go in the Conference bag and it is advisable to state from the beginning that a) only sponsors will have this privilege or b) the exhibitor who is sponsoring the Conference bags. The CO can then suggest to other sponsors that they can donate pens or notepads or other items for the bags.

Exhibitors and sponsors frequently ask for the Conference participants' e-mail addresses in order to send them advertisements. Therefore it is good to ask in the registration form the participant's permission for that.

Please see Annex 1 and 2 regarding sponsor and exhibitor contracts.

4. Version history

Updated by the LOC of 11th European Conference of Medical and Health Libraries 23rd - 28th of June

2008, Helsinki, Finland (17.2.2009)

Updated by the EAHIL Board (Grading, Abstract submission system, Collecting feedback) in July 2011.

Updated by the EAHIL Executive Board XXX.

Annexe 1: Exhibitors Contracts

The information below should be considered as suggestions for items to be added to exhibitor contracts for an EAHIL Conference/Workshop. The items should be adapted to fit local, as well as exhibitor/sponsor needs.

- Company X would like to exhibit at the EAHIL Conference/Workshop, for a fee of ?? Euros.
- Company name, address and contact details of representative (person/s exhibiting, and contact person if different)
- The final balance must be paid by the YYMMDD.
- The exhibitor requests the following technology
 - o Internet connection
 - o Electrical connection (number of plugs)
 - o Furniture (table, chairs, book display cabinets, other)
 - o other
- We shall have ? firm representatives on our stand
- We are unable to send a representative, but would like to have materials displayed during the exhibition and participate in the Vendors session for a fee of ?? Euros. Vendors are solely responsible for shipping materials to the conference in time. Payment is required by ?

On exhibitors Contract

- We are delighted to allocate you stand no ?
- The exhibition will be held from ?. The exhibition area will open on at and will finish on ? at ?. All stands should be completed by ? evening. Access will be available from ? at ? . See official program at [url]
- Please return your contract as soon as possible. If signed contract is not received your booth will not be held.
- ? number of exhibitors from each company will be given free registration. Additional representatives must pay regular conference registration fees.
- The Conference Local Organization Committee reserves the right to decline any application for exhibitor space.
- Exhibit installation and removal. Exhibitors may begin setting up on ? after 12 noon. All materials should be sent well in advance to the address ?. Packing materials must be removed from the sight of participants before ?. All materials used in the exhibit area or any other room of the conference venue must be non-flammable. Electrical wiring and equipment installation must conform to appropriate regulations and local codes. Material not conforming to such regulations will be removed immediately at the exhibitor's expense. Exhibitors may begin to dismantle, pack or remove exhibits from the Exhibition Hall after ? on ?.
- Exhibition space: we will provide (e.g.)
 - o One plug of 220 Volts plus an extension cable with 4 sockets
 - o One large table and one small table
 - o 2-4 chairs
 - o Internet access
 - o A book display cabinet if requested
- Exhibitors will receive free lunch tickets for ??. Coffee breaks are also free of charge. Gala Dinner tickets for exhibitors are available from the Information Desk at a price of ? Euros per ticket.
- No exhibit may protrude into the aisle/walkways, nor block the view of another exhibit space
- Allocation and location of exhibit space is determined solely at the discretion of the Conference Local Organizing Committee.
- Subletting of exhibit space is prohibited

- Exhibit areas are for display purposes only
- Exhibitor must display their badges at all times (provided at the time of registration)
- No social functions may be held without the prior approval of the Conference Local Organizing Committee
- No music may be played in the exhibit area
- Exhibitors must provide, upon request, proof of insurance to cover any damage and loss of exhibit materials

Liabilities

The Local Organizing Committee/name of library or university organizing the event is not responsible to vendors for losses, damages or claims from any cause whatsoever that may arise from the exhibitor's participation in this conference. Exhibitors assume liability for losses, damages, and claims of injury or damage to displays, equipment, and other property brought to the premises of the ? and shall indemnify and hold harmless the conference organizers from any such losses, damages, and claims.

Failure to abide by this contract may result in the forfeiture of fees and exhibit space.

FORCE MAJEURE

Should the Exhibition be cancelled, curtailed or adversely affected by any cause not within the reasonable control of the Organizer including, but not limited to, war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, Act of God, or non-availability of the premises for any reason, the Organizer shall be under no obligation to refund all or part of the sums paid by the Exhibitor in respect of its participation in the Exhibition. The Organizer shall be under no liability to the Exhibitor or any other person in respect of any actions, proceedings, claims, demands, losses (including consequential losses) costs or expenses whatsoever, which may be brought against or suffered or incurred by the Exhibitor.

Cancellations

If the cancellation takes place four months plus before the event, the 50 % reservation fee is non-refundable.

If the cancellation happens **two-three months** before the event, 75 % of the agreed price is payable by the Exhibitor. When the cancellation takes place **six weeks and less** before the event, the agreed price is payable in full by the Exhibitor. The Exhibitor is responsible for any extra costs which the organizer may incur through the fitting out of the stand space which is not being used.

In the event of the Exhibitor becoming bankrupt or going into liquidation or being under any appointment of a receiver, the Organizer reserves the right to cancel any display space allocation without being under any liability to refund or abate any charges paid or due herein

Annexe 2: Sponsors Packages

The information below should be considered as suggestions for items to be added to sponsor contracts for an EAHIL Conference/Workshop. The items should be adapted to fit local, as well as exhibitor/sponsor needs.

INTRODUCTION

We are expecting between ? - ? international medical librarians at this conference. We offer you an exceptional opportunity of making new contacts in these countries as well as renewing your contacts in Western Europe. There are ample opportunities for Company sponsorship at this conference. Listed below are the events and items that we offer for sponsorship and further below are exact details of all the events. Allocation of events to sponsors will be on a first-come, first served, basis, and until the contract of sponsorship is signed, nothing will be finalized. The Gala Dinner could be sponsored by 2 or 3 different companies.

Items for Sponsorship

- Conference bags (cost per unit)
- Abstract book (cost per unit)
- Events
 - Welcome reception (date, time, cost)
 - First timers reception (date, time, costs)
 - Gala dinner (date, time, costs)
 - Coffee breaks (date, time, costs)
 - (Buffet) Lunches (date, time, costs)

Sponsorship (examples of sponsorship packages)

For sponsorship of a conference event or item between 6,000 and 10,000 euros the following benefits will be given:

- One exhibition booth of approximately ? m2
- Priority in allocation of exhibition space
- Sponsor supplied banner (size: 3 x 1 meters) displayed in Conference Site
- One full page advertisement in the final program
- One full page advertisement in the abstracts volume
- Company name and logo on conference web page and link to company World Wide Web Site
- Two conference registrations
- Two tickets for all lunches and social events
- Two extra tickets for the tour of your choice

For sponsorship of a conference event or item between Euro 4000 - 6000 the following benefits will be given:

- One exhibition booth of approximately ? m2
- Priority in allocation of exhibition space
- Sponsor supplied banner (size: 2 x 1 meters) displayed in Conference Site
- One half page advertisement in the final program
- Company name and logo on conference web page
- One registration including one ticket to the Conference Gala Party
- One extra ticket for the **tour** of your choice

Annexe 3: EAHIL Conference / Workshop participant Evaluation questionnaire template

These are questions that were used, with adaptations, for events from 2014-2016. The surveys were hosted within Google forms (see online template at <https://docs.google.com/forms/d/e/1FAIpQLScm1VRHV0wztsmc9ZpDZvB51qmOpdMdbokuks008zgh7p7tqw/view/form>). The feedback form will need to be adapted to reflect features of the event. Consistency of questions allows analysis of feedback trends of time, but it is not a requirement to use this template. The Google platform makes sharing the template between event organisers easy, but it is not a requirement to use this platform.

Conference / Workshop participant evaluation questionnaire

Many thanks for your feedback and comments on your experience of the [type of event]
We welcome you to be honest with criticism: that way we can learn and pass on the learning to future event organisers.

1. How did you participate in the Conference? (Please select all options that apply to you)
Delegate
Exhibitor or Sponsor
Oral/Poster presenter
First-time attendee at an EAHIL event
Keynote speaker

Conference organisation - please rate your experience

[Answers in this section are Likert scales 1=Poor 5=Excellent]

2. Online registration and payment processes
3. Practical information (maps, schedule, timings)
4. Venue rooms and facilities
5. Ease in getting to, and going between, venues
6. Value for money (delegate/exhibitor/sponsor fees)
7. Catering during Conference days - lunches and coffees
8. Welcome reception
9. Conference Dinner
10. Sufficient opportunities to meet with exhibitors and sponsors, or if you were an exhibitor, sufficient opportunities to meet delegates
11. Accompanying persons' arrangements and supporting information
12. Tour visits: arrangements and supporting information
13. Please put any additional feedback about the organisation here:
[long answer text]

Conference theme, session topics, and session contents

[Answers in this section are Likert scale 1= Not at all ; 5= Yes, very much]

14. Were the Conference theme, session topics, and session contents relevant to your continuing professional development?
15. Was the balance between keynotes, plenaries and parallel sessions satisfactory?
16. Did the keynote plenaries give wider context to make the themes of the Conference more meaningful?
17. Have your learning goals been met?
18. Did you learn about ideas or techniques that you plan to try in practice when you get home?
19. Did you meet other participants (delegates or exhibitors) whom you plan to contact to follow up on ideas, projects or products?

20. Please put any additional feedback about the Conference theme, keynotes, session topics, or contents here:
[long answer text]

Future conferences and workshops

21. Are you likely to recommend future EAHIL events to colleagues?
[Likert scale 1= Not at all ; 5= Yes, very much]
22. Has your experience made you interested in attending future EAHIL events?
[Likert scale 1= Not at all ; 5= Yes, very much]
23. Please tell us what topics would you like to see covered at future events - add as many topics as you like.
[long answer text]
24. Please please put any additional comments about future events here:
[long answer text]

Annexe 4: Continuing Education Courses Evaluation questionnaire template

These are questions that were used in 2016. The surveys were hosted within Google forms (see online template at https://docs.google.com/forms/d/e/1FAIpQLSer9rgHvsJXuPtMAeKpO1xbO3hDgYXGtqTPeREbKiRrKvM_9A/viewform). The feedback form will need to be adapted as needed to list the CECs. Consistency of questions allows analysis of feedback trends of time, but it is not a requirement to use this template. The Google platform makes sharing the template between event organisers easy, but it is not a requirement to use this platform.

Continuing Education Courses Evaluation

Thank you for completing this evaluation form. It will help us to improve course provision!

If you attended more than one course, please fill in a separate form for each course.

1. Which of the following courses did you attend?
[selection list of CEC titles – select one only]
2. In which country are you working?
[short answer text]
3. Were you a first time attendee of an EAHIL event?
[yes/no]
4. What is your age group?
[select one only]
25 or under
26-45
46 or over
5. What are your main reasons for taking the CE course?
[select all that apply]
Improving myself for my current career
Preparing to change career or working area / department
Personal development
Pass on the acquired knowledge to my local colleagues
Other – please specify [short answer text]
6. Your experience of the course
Please indicate how much you agree or disagree with each of the following statements, according to the scale of 1 to 5, (1)Strongly Disagree, (2)Disagree, (3)Neutral, (4)Agree, (5)Strongly Agree.
 - 6.1 The goals of the training were clearly defined
 - 6.2. Organization and teaching methods used are relevant and effective
 - 6.3. The training experience will be useful in my work
 - 6.4. My training expectations/needs were met
 - 6.5. It would be very helpful if you provide comments if you rated anything "(1)Strongly Disagree" or "(2)Disagree":
[long answer text]
7. How do you think the course could be improved?
[long answer text]
8. What other suggestions or comments would you like to make about this or future courses?
[long answer text]
9. Finally, please indicate your overall satisfaction with this course
[Likert scale 1=Very unsatisfied; 5=Very satisfied]

Annexe 5: Expression of Interest to Host an EAHIL Conference or Workshop template

City & Country of Proposed Venue:

Proposed Conference/Workshop Dates:

Description of the Host City and Host Institution (location, population, climate, etc. tourist attractions):

Web link for further detail:

PROPOSED CONFERENCE VENUE

Venue Name:

Address:

Phone: _____ Fax: _____

Email: _____

Website:

Description:

Detail locations of where lunches/dinners would be served?

ALTERNATIVE LOCATIONS (for Conference or for related events e.g. for Workshops/Conference Dinner/Opening Reception. Please indicate which)

AVAILABILITY OF HOTELS

Name of Hotel	No of Stars	Distance from Conference Venue	Single Room Rates (Euros/Local currency)
---------------	-------------	-----------------------------------	--

TRANSPORTATION

Nearest International Airport:

Detail transportation from Airport to Conference Venue¹

Detail transportation availability within the host city

MEMBERS OF LOCAL ORGANISING COMMITTEE²

Name	Email	Organisation	Previous Attendance at <u>EAHIL</u> Conferences	Involvement in Organisation of <u>ANY</u> previous Conference ³
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	

PROPOSED CHAIR OF INTERNATIONAL PROGRAMME COMMITTEE

Please list any national, professional, regional or local organisations who you anticipate will support the conference

¹ Give alternatives where possible. Please indicate in brackets current fares/tariffs.

² List at least 5 AGREED members. Please place asterisk against proposed Chair (or current lead coordinator)

³ Give brief details

LIKELY NUMBER OF PARTICIPANTS

REGISTRATION FEE

What is the proposed registration fee?

What will this include?

UNIQUE SELLING POINT(S) (What could you offer to make your bid particularly attractive to attendees?)

ADDITIONAL INFORMATION

Please feel free to attach information related to the following:

- Proposed Budget (See Appendix)
- availability of Conference venue and hotel rooms
- details of support including financial, from academic, local or public service organisations and from commercial sponsors (if available)

Appendix - Budget Template

For indicative purposes only we have included a budget template from a successful conference host. Completion of such a template is **not mandatory**. However applicants should be aware that such a detailed level of thinking will *likely reflect well in the overall quality of their expression of interest*.

	No/%	Item Cost	No. of delegates 200	No. of delegates 350	No. of delegates 500
INCOME					
Registration Income					
Early Bird					
Member					
Standard					

	Member					
	Student					
	Day registration					
	Speaker/committee					
	Registration Sub Total					
Sponsorship	Anticipated					
	Sponsorship Sub Total					
Other income	Additional dinner tickets					
	Additional welcome reception tickets					
	Total Other Income					
	TOTAL INCOME					
	TOTAL INCOME NETT					
	EXPENDITURE					
Secretarial	Postage					
	Telephone					
	Photocopying					
	Courier/Freight					
	Stationery					
	Web hosting					
Print Production	Logo					
	Registration					

	Registration brochure					
	Sponsorship Proposal					
	Delegate list					
	Handbook/Program					
Promotion	Advertising					
Program	Keynote					
	Speaker gifts					
Staging	AV tech and equipment					
	Wifi					
	Computer and equipment					
	Signage					
	Entertainment					
	Venue hire					
	Contingency					
Catering	Welcome reception					
	Day 1					
	Day 2					
	Day 3					
	Conference Dinner					
	Closing Reception					
Delegate expense	Satchels					
	Namebadge, holders and lanyards					

TOTAL EXPENDITURE					
Total Profit (Income - Expenses)					