

# Guidelines on the organization of ECCE General Meetings

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The following guidelines are an aid to the ECCE Members that intend to host and ECCE General Meeting. The purpose of these guidelines is to facilitate the host in the organization of such events and under no circumstances they are binding for them. However, the ECCE Executive Board highly recommends that these guidelines are taken into account by the hosts. ECCE Members may submit their proposal which will be discussed by the ExBo and after consultation between the ECCE ExBo and the host the necessary adjustments will be made.

## Dates

The ECCE General Meetings take place in spring and autumn (usually May and October) on a Friday and a Saturday. The ECCE Executive Board (ExBo) meeting takes place on a Thursday afternoon just before the ECCE General Meeting. The precise dates are suggested by the host organization and confirmed by the ECCE ExBo.

## Workshop – Conference

Since a few years ago, it has been established that together with the ECCE General Meeting another event is organized. It could be a workshop, a seminar, or a Conference. The organization of such an event depends on the host. In some cases the event e.g. International Conference or other big event was pre-decided by the host organization and the dates of the ECCE General Meeting were chosen so that they are adjacent to this event. So, the main event was a Conference and the ECCE General Meeting was attached to it and formed part of the bigger event. In other cases the ECCE General Meeting is the first and main event and a smaller scale event is organized to compliment the General Meeting such as a smaller Conference or Workshop of half day duration. In the second case such an event could be organized on Friday morning (3-4 hours duration maximum).

**The Workshop – Conference is not obligatory and can be omitted.**

## Attendance

ECCE ExBo meeting: 10 - 12 persons

ECCE General Meeting: average 50-60 persons

Accompanying persons: average 10-20 persons

## Venue

The Meetings take place either in a Hotel or at the premises of the host organization if there is appropriate room for such an event. It depends on the host organization.

**The venue does not have to be luxurious. What is required is seating for approximately 60 persons, a laptop and audiovisual equipment (projector, microphone).**

## Accommodation

The host organization arranges the hotel where participants should book their rooms with a special price. **The delegates are in charge of reserving their room and of paying for their accommodation. (No cost involved for host organization).** If the General Meeting takes place in a hotel it is advisable that the same hotel is booked for the delegates' accommodation. Otherwise, if the meeting takes place in another location, a hotel in close proximity (walking distance) is preferable.

Price range for a single or double room: 100 – 150 Euros per night.

## Meals

Thursday: ExBo members and their accompanying persons are offered dinner after the ExBo meeting (10-15 persons).

Friday: Coffee breaks and lunch for delegates (50 persons). Gala dinner for all delegates and accompanying persons (60-70 persons).

Saturday: Coffee break and lunch for delegates and accompanying persons (60-70 persons).

**The dinner for the ExBo Members on Thursday evening and the lunch on Saturday can be omitted and delegates can make their own arrangements. The Gala dinner on Friday evening can be a modest dinner without any element of luxury. It is up to the host to decide if they can offer these meals.**

## Excursions – tours

On Friday morning a special excursion or tour is organized for the accompanying persons. This tour is usually at an extra cost for the accompanying persons and is optional. The lunch for the accompanying persons is also organized and included in the fee or alternatively if the time schedule permits the accompanying persons can have lunch together with the delegates.

On Saturday afternoon a tour for everyone (delegates and accompanying persons) is organized.

**The excursion / tour on Saturday afternoon can be omitted. It is up to the host to decide if they can offer the tour.**

## Participation fees for delegates and accompanying persons

- ExBo Members free of charge
- 1<sup>st</sup> delegate from each ECCE Member organization or Invited organization free of charge
- Additional delegates **pay** participation fee
- Accompanying persons **pay** participation fee

**Participation fee recommended to be 120 Euros.**

For accompanying persons the fee includes the lunches, the participation to the Friday Gala dinner and the Saturday afternoon tour. The excursion or tour that may be organized on Friday morning is at extra charge for the accompanying persons (not always, it depends on the organizer and the tour).

**If lunches are not provided by the host organization, the participation fee for accompanying persons may be revised.**

## Draft Agenda

Date	Time	Activity	Information
<b>THURSDAY</b>			
	14:00 – 19:00	ExBo Meeting	Room for 10 persons (maybe a couple more in special circumstances)
	20:00	ExBo dinner	Host may be asked to arrange the dinner. The cost can be covered by ECCE if the host cannot afford it.
<b>FRIDAY</b>			
	09:00 – 14:00	<i>Accompanying persons program organized by host</i>	<i>Accompanying persons pay extra for participating in the program</i>
	08:30 – 17:00	General Meeting	Room must be provided. Usually about 50-60 persons

		Lunch and coffee breaks must be provided	Lunch and coffee breaks covered by the host
	17:00 – 19:00	ExBo meeting (if needed)	Room must be provided
	20:30 – 23:00	Gala dinner	All participants + accompanying persons. Cost covered by the host
<b>SATURDAY</b>			
	09:00 – 13:30	General Meeting	
		Coffee break must be provided	All participants + accompanying persons
		Lunch and tour	Depends on the host

**The organization of the General Meeting doesn't have to be luxurious. A modest hotel and environment for our General Meeting to take place is the basic requirement.**

**ECCE Executive Board  
5<sup>th</sup> February 2019**