

**POLICIES AND GUIDELINES FOR
EUROPEAN CONGRESSES OF EPILEPTOLOGY**

January , 2013

1. Introduction

The Commission on European Affairs (CEA) is the ILAE Regional Commission by which the European Congresses on Epileptology (ECEs) are organised for the purpose of international exchange of clinical and scientific information on epilepsy. The CEA is responsible for representing the interests of the International League Against Epilepsy (ILAE). The choice of venues and all financial arrangements are worked out by the CEA-Chair, Secretary and Treasurer, with the support of the International Director of Meetings (IDM). The decision where the ECE will convene is taken by the entire CEA after a thorough consultation of the IDM, and rigorous discussion, by a secret vote. CEA-members with a conflict of interest, like members of chapters applying to host the ECE, do not participate in the discussion and have to refrain from the voting.

The CEA takes specific care, that these congresses stimulate all areas of epileptological research and comprehensive patient care across Europe. The CEA provide educational courses at the ECE particularly where it is felt that progress is most urgently needed. Running a European congress also helps to sustain regional development of epileptology. To be eligible for hosting the congress, the ILAE must be represented by a national chapter in the bidding country. CEA also intend that congresses be organised with quality of presentation and cost-effectiveness in mind. The previous (4/2000) guidelines have been updated to promote such quality in planning, structuring and evaluating the ECE scientific program.

Successful ECEs are only possible with the help of local effort. A nucleus of local organisers who are executives of the ILAE host chapter provide the necessary base to make such events a reality. Although every congress varies in content, the organisational steps are largely the same. This document has been prepared to delineate these. The relevant policies governing their implementation have been put in place to ensure that they conform to the highest standards of the ILAE.

There are 7 potential sources of income to cover the costs:

1. Registrations fees for Conference and educational courses
2. Advertisements
3. Rental of exhibition space
4. Satellite symposia
5. Sponsorship
6. Local Government and other agencies
7. Donations

ILAE will take the financial responsibility for the congress, which will be run operationally by the IDM and the CEA in partnership with the local chapter.

2. Responsibilities of the CEA Chair

1. The CEA Chair will send, with secretarial assistance from the IDM, a notice at latest 4 years in advance to all European chapters informing them that selection the hosting country for the ECE. will be made.
2. Chapters who wish to submit a bid must do so by expressing their interest in writing to the CEA chair by a pre-set date.
3. A questionnaire will be sent by the IDM to each of the interested chapters for completion, which must be accompanied by detailed information about the host organisation.
4. A shortlist of suitable venues will be made by the CEA, taking into consideration regional balance and economic issues.
5. The IDM will make a site visit to possible venues in countries selected by the CEA as the best candidates.

A detailed report of the site visits and assessments will be presented to the CEA by the IDM. The positive and negative features of each potential venue will be discussed at the CEA meeting, following the final assessments of possible venues, after which a decision will be taken, to identify a first and second choice. The CEA chair will ask the host chapter to appoint the Scientific Advisory Committee (SAC) chair and local co-chair of the international organising committee (IOC). The chair of the CEA will act as co-chair of the IOC.

3. Responsibilities the Commission on European Affairs (CEA)

- Delegates the day-to-day organisation of the congress to the IOC
- Approves the budget including registration fees following ILAE guidelines
- Decides about abstract publications and proceedings
- Approves recommendations by the IOC regarding time-table for announcements, preliminary program distribution, requests and deadlines for scientific material
- Supervises and evaluates the quality of the scientific agenda

4. The International Organising and Scientific Committee (IOC) consist of:

- A member of the local chapter and the chair of the CEA will co-chair the IOC.
- The secretary of the CEA
- The treasurer of the CEA
- One European member of the ILAE Executive Committee
- Two local members selected by the host chapter
- The local co-chair of the IOC from the preceding ECE
- The local co-chair of the IOC from the next ECE

The **IOC is responsible** for the efficient development of the program and for congress arrangements. It

- identifies the meeting dates in consultation with the IDM,
- determines overall program format, including ceremonies
- recommends registration fees
- makes a selection of main topics
- appoints together with the host chapter the chairman and membership of the **Scientific Advisory Committee (SAC)**
- selects main topic chairs who will be members of the SAC
- assists in press and publicity efforts

5. Responsibilities of the SAC:

1. Each **main topic chair**, in consultation with the chair, is responsible for the format of the Plenary Sessions allocated to their topic and for the invitation of the speakers. Each invited speaker will be offered free registration, 3 nights accommodation and travel costs (economy fare) if they have not obtained alternative sponsorship. Invited speakers should be outstanding in their scientific, didactic and professional competence. Chairs of sessions will also have their registration fee waived.
2. The SAC, after evaluating the applications for scientific contributions in the form of platform and poster presentations, arranges subtopics and timetables to put together an attractive programme and avoids conflicts of interests. Parallel sessions should be planned so that they cater for different audiences. The SAC will select papers to be rejected. They will group the remaining papers for platform presentation in complementary clusters. They also will arrange the order of poster presentations.
3. The SAC is also responsible for all educational activities in connection with European Congresses together with their certification. These educational activities are considered an integral part of the Congress.
4. Satellite meetings should be held at times when there are no specific congress activities or business meetings of the CEA. Sponsors will be encouraged to choose topics for satellites in consultation with the SAC. Each programme, including speakers, has to have specific approval from the SAC. Less than half of the time allocated to the satellite should be devoted specifically to the sponsor's products.
6. The SAC (together with the IDM) is responsible for contracting satellite meetings and their allocation of space and time.
7. Preparation of the book of abstracts, including electronic abstract book, encompassing also invited lecturers, is the responsibility of the SAC in co-operation with the IDM.

6. International Director of Meetings (IDM)

The IDM acts as the congress secretariat. The secretariat reports to the IOC and the CEA.

The IDM:

- is responsible for negotiating with potential sponsors in accordance with ILAE guidelines.
- attends to all practical and administrative work in connection with the preparation and management of the congress.
- participates in preparatory meetings with responsibility for the minutes.
- advises on the selection of the conference site.
- negotiates and makes arrangements with the conference site together with hotels to assure adequate and suitable accommodation for participants.
- arranges various price categories of accommodation in association with a local destination management company if required.
- is responsible for all written material, e.g. announcements, programmes, newsletters, etc. and communicates with printers regarding these items.
- prepares and update the ECE announcements and the ECE website ", "Call for abstracts", "Preliminary programme", "Final programme", "List of participants" etc. and disseminates these items in liaison with the IOC.
- assists in collecting abstracts, dissemination to the SAC, collection of the ratings, and preparation of the details for the final decision by the SAC.
- deals with the correspondence with participants, speakers and chairpersons.
- assists in preparation of the budget.
- advises and assists in regard to contract with foundations, private funding resources, or applications for financial support.
- prepares registration forms and is responsible for the register of participants.
- organises the social programme in collaboration with the LAC.
- purchases, prepares and distributes conference materials, e.g. badges, files, conference portfolios, list of participants, advertisements, etc.
- corresponds with and registers participants and accompanying guests.
- co-ordinates hotel reservations, deposits, receipts etc.

- provides secretariat and information office at symposium site from beginning of registration period until closing session.
- reports all commission items in expenditure as possible income sources.
- is responsible for minutes of all meetings and their distribution to all committee members.
- is responsible for all official committee mailings involving members, i.e. programme development, minutes etc.
- arranges for travel assistance during the congress (optional).
- provides audio-visual equipment, poster facilities and technical assistance.
- provides simultaneous translation equipment and interpreters (if needed).
- manages conference funds, collection of fees and deposits, accounting and booking in accordance with guidelines.
- provides periodic financial reports including detail of income and expenditure.
- provides dossier at the close of the congress including a copy of all funds and material used and a mailing list of participants.
- arranges for all decorations, posters etc.
- maintains close liaison with the chairs of the CEA, IOC and SAC and reports on a regular basis.
- provides a final financial reports including all detail of income and expenditure to all members of the CEA.
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7. Financial matters

The ILAE will take financial responsibility for the congress.

Any ECE surplus funds will be divided as follows:

1. 50% to CEA
2. 25% to ILAE
3. Up to \$50,000 to the host chapter (assuming a surplus above \$200,000).

Any remaining amount is split 50:50 between CEA and ILAE.

The funds will be held in the ILAE account. The CEA surplus will be kept at the CEA account at the ILAE financial office. The ILAE may or may not authorise some or all of the remaining 25% to support European activities.