

Guidelines for proposals to host the annual meeting of the European Thyroid Association - CONCEPT

Proposals from members to host the annual meeting of the European Thyroid Association should include the following information:

1. A brief description of the status of thyroidology in the host country

Information concerning the size and expected support from local societies should be given.

2. A brief description of the proposed host city

The description should include size and population, previous experience with handling conventions, access for international travellers (e.g. airlines servicing the city, distance of airport from city) and relative expense compared to other major international capitals.

3. Name and description of the specific convention site proposed

Details should be given as to the number and size of meeting rooms available, the facilities for luncheons, mid-morning and mid-afternoon breaks, banquets and other receptions, the space for exhibits and posters, the audio-visual services and equipment available. Pictures of the various rooms would be welcome. The experience of the designated site in running major international meetings should be outlined.

4. Description of the hotel accommodation in or adjoining the convention site

Expected prices and number of rooms should be listed. There should be a range of accommodations to accommodate those who wish to conserve resources and those with less budgetary limitation. The number of rooms that can be made available and the willingness of the various hotels to allocate and reserve a block of rooms for the congress should be determined.

5. Designation and description of the Local Organizing Committee (LOC)

This committee will oversee the organizational aspects of arranging for and conducting the meeting. Information should be given outlining the interest of the future LOC members in thyroidology and their experience in conducting similar meetings in the past. The application file may include letters of support from national societies as well as from other local authorities that wish to support the meeting.

There should also be a description of a committee for accompanying guests.

6. Social programme

Social events which can be made available for the registrants should be listed, as well as their approximate cost and the number of guests that can be accommodated. Items which make the proposed locale unusually attractive should be described.

7. Mailing and printings

There should be a description of how the Local Organizing Committee proposes to organize the printing of programmes, abstracts, announcements, etc.

8. Financial arrangements

The proposed financial arrangements for the Congress should be described in detail. The description should include the amount and source of funds which will be available to aid the Executive Committee of the ETA in establishing the scientific programme and to allow the Local Organizing Committee to begin activities before registration fees are received. The expected registration fee for the Congress should be given with information as to what it will include. The allocation to be made to ETA of the registration fee should be stated. Plans for coverage of possible financial losses should be given. The budget would include the financial support of two meetings of the ETA Executive Committee (restricted to hotel accommodation and meeting room; travel expenses are covered by the ETA treasurer). In addition, 10% of all registration fees should be transferred to ETA.

In short the financial policy is as follows:

1. It is the primarily responsibility of the LOC.
2. 10% of registration fees devolve to the European Thyroid Association.
3. Currently, an interest-free loan is given to enable setting up the meeting.
4. If a profit is made it should be shared as follows:
 - Less than €50,000 profit*
 - 75% to organizers, 25% to ETA
 - €50,000 - €100,000 profit*
 - first €50,000 – 75% to organizers, 25% to ETA;
 - second €50,000 – 65% organizers, 35% to ETA:
 - More than €100,000 profit*
 - first €50,000 – 75% to organizers, 25% to ETA
 - second €50,000 – 65% to organizers, 35% to ETA
 - balance – 55% to organizers, 45% to ETA
5. In the development of industrial partners for symposia
 1. There could be names attached to individual symposia: this is being made possible by educational grants.
 2. There should be no influence on the symposium by the industrial partners in terms of subject or speaker.
6. The LOC should sign an agreement clarifying the arrangements, particularly financial, with the Secretary Treasurer of ETA.

9. Developing a policy for managing satellite symposia

Companies wishing to run a satellite symposium should pay the Local Organizing Committee in order for it to be entitled an official satellite symposium of the ETA meeting. The satellite symposium should not cover areas already covered extensively in the main meeting. The timing of the satellite symposium should at no time overlap with that of the main meeting. The programme should be approved by the Executive Committee of the ETA. A condition of registration at the satellite meetings is that the delegates register at the main meeting too.

10. Development of a policy for corporate members of the ETA

Corporate membership should be given priority in a) offering the opportunity to sponsor a particular symposium in the main meeting by an unrestricted educational grant, and b) selection of the location for their booth at the exhibition attached to the main meeting. Corporate members should also be given the opportunity to organise a satellite symposium.

The expenses involved in these activities should be paid directly to the LOC; these expenses are separate from the corporate membership fee, which is being paid directly to the ETA treasurer.