



BUSINESS RULES FOR CENTRES WISHING TO HOST AN ETA ANNUAL MEETING

A) GENERAL RULES

- Centres (ETA Member) wishing to host an annual meeting (AM) of the ETA should submit a budget / logistics proposal to the ETA Executive Committee (EC) at least three years in advance of the foreseen AM
- The foreseen congress venue will be inspected by the Treasurer of the ETA and the congress manager of the ETA Standing Office
- Subsequent to approval of the congress venue by the ETA EC, the Chairperson of the Local Organizing Committee will present a bid proposal at the General Assembly of the ETA at least two years prior to the foreseen AM
- A ballot will follow during the GA officially acknowledging the nomination of the AM organizing center
- When technically feasible, it is recommended to alternate the ETA AM congress venue to promote involvement of members from all parts of Europe

B) LOGISTICAL AND TECHNICAL REQUIREMENTS FOR THE CONGRESS VENUE OF THE ETA ANNUAL MEETING

The chosen congress venue for the ETA annual meeting should satisfy the following requirements:

1. Availability at the chosen venue for four days (Saturday-Tuesday) in September of the appropriate year. One additional day (Friday) is required prior to the meeting for set-up of the registration area, poster boards and in the near future poster terminals and exhibition hall.
2. A plenary hall with a capacity of 600-700 persons and a second lecture hall with a capacity of 200-250 persons (Saturday through Tuesday)
3. Two smaller rooms for Meet the Expert Sessions with a capacity of around 100 persons each (Sunday and Monday). The above mentioned plenary hall and second lecture hall will also be used for MTE Sessions.
4. An ETA Board room (set-up: board room style for max. 15 persons).
5. A speakers' preview room with around four computers/working stations, which is networked to the conference halls.
6. Registration area of approximately 20 m² (around 6 counters) plus back office space.
7. Storage space prior to the congress for congress bag packing and congress materials storage
8. Exhibition space for around 20 exhibitors (booth size between 4-30 m² each / 180 net square meters) plus catering space, which must be in the same area as the exhibition.

9. Sufficient space for 300-350 posters to be displayed is required. Poster boards should be 2m high by 1m wide if possible and will be used double sided. However, in the near future poster boards may be replaced by electronic posters improving poster discussion and markedly reducing space requirement.
10. One meeting room for various unofficial meetings, for around 30 persons

C) TECHNICAL EQUIPMENT REQUIRED IN LECTURE HALLS

Plenary hall and Lecture hall

- Screen
- Beamer
- 1 table for 2 Chair persons
- 1 micro for chairmen table
- 1 preview monitor for chairmen
- 1 lectern for speaker
- 1 laser pointer incl. remote control
- 1 laptop/or monitor on lectern for the presentation plus mouse!
- 1 clip microphone for speaker
- 4-6 microphones in the hall, for questions from the audience (number of mikes depends on hall size and number of corridors in the hall)
- Technical assistance in the hall for sound, presentation and light

Meet the Expert Session halls

- Screen
- Beamer
- 1 lectern
- 1 laptop/or monitor on lectern for the presentation
- 1 clip micro for speaker (necessity of sound system depends on room size)
- Technical assistance

Media Check

- 4 PCs or laptops
- 1 software server, 1 software for addition of presentations: integrated presentation system, which automatically handles all the congress reports by LAN or Wireless-LAN connection to the computers in the lecture halls. Transfer of PowerPoint presentation directly to the computer on the lectern
- 2 technical assistants

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