



Bidding Criteria for EAAE Congress in 2020

Introduction

The Board of the EAAE is inviting bids to organise the EAAE Congress in 2020. The congress will be the follow up to congresses in Copenhagen (2005), Gent (2008), Zurich (2011), Ljubljana (2014), and Parma (2017), and should be organised in more or less the same format, including length and time of year. Innovative ideas for the administration of the Congress are welcome and are taken into account in the bidding process (see below).

The Board organises the congress as a division of work between the Local Organising Committee (that we would like to establish with this bid), the Program Committee and the Board of the EAAE itself. A formal contract will be concluded between the Board and the successful bidder setting out the respective obligations and responsibilities, but the main points are highlighted below.

The Local Organising Committee (LOC) will be responsible to set up the arrangements for the congress venue, catering, hotel reservations etc. It is advised to make use of a professional conference organiser (in-house or outsourced), that it has to select. The LOC is also responsible for the marketing of the congress, for paper handling and registrations. Paper handling should be supported by an up to date electronic platform that provides the Program Committee [PC] with review possibilities. Papers should be uploaded to AgEcon Search before the congress. The LOC has to propose to the PC a scheme with time slots and rooms for the sessions of the congress. The LOC is encouraged to organise side activities, both scientific and social. The LOC has the full financial responsibility of the congress (bearing risks and financial results) and the task to find sponsors to realise an attractive fee for the participants. The EAAE has decided that the Congress will make a financial contribution to the Association in recognition of the Association's involvement in the event: for the coming Congress the agreed amount is minimum €15,000.

The Program Committee will be appointed by the Board at a later stage. It will be responsible for the scientific aspects of the congress, including decisions on themes and invited speakers, call for papers, reviewing and selecting papers and grouping them into coherent sessions. A representative of the LOC will be a member of the PC.

The EAAE Board will monitor the progress of the congress organisation and take final decisions on the title of the congress and the composition of the PC. It will advise the LOC and PC on other aspects of organising the congress and promote cooperation between the LOC and PC by inviting a representative of the LOC and the chair of the PC to its Board meetings (about three times a year).

Below we list three bidding criteria on which the Board will evaluate the proposals, with weights between brackets. **Bids should be sent to the EAAE Secretariat by December 2, 2016.**

Overall costs to participants (40%)

The overall costs for attending a congress is a sensitive issue and very much determines the number of participants in a congress. Those costs result from the following components:



- Congress Fee

The level of the congress fee is determined by

- the costs of renting the congress site (e.g. university resources free of charge or for a low fee versus commercially rented facilities);
- the costs for a Professional Congress Organiser (if hired);
- other costs, e.g. catering service and special events (e.g. Welcome Reception, Farewell Dinner)
- funding through sponsorship;
- the EAAE service charge
- the number of participants that can be attracted to the conference.

The latter is very much influenced by the overall costs of the congress and the attractiveness of the program as well as of the congress venue. Information should be provided in the bid proposal on the above mentioned influencing factors. Information is also requested regarding the services offered to participants (e.g. coffee breaks, lunches, reception, access to internet) included in the fee. **A budget template is provided on the EAAE website** which bidders should complete and return with their submission.

In assessing the proposed budget, the Board will take into account the level of the proposed fee, the robustness of the budget calculations and the sponsorship strategy proposed. If it is planned to offer a reduced fee to some participants (e.g. PhD students, participants from developing countries) this should be stated.

Given these interrelationships a final estimation of the congress fee can be difficult. The LOC should make every effort to keep the cost of the congress affordable to attract the maximum possible number of participants. However, a realistic target for the fee should be made. The Board will treat this as the maximum congress fee unless special factors intervene which justify a revision before the congress takes place. In these circumstances the Board and the LOC will enter into discussions to approve any revision to this maximum fee.

- Prices for hotel accommodation as well as prices and availability of alternative types of accommodation (youth hostel, student rooms or camping).

Information should be provided regarding

- the price range (in today's prices) for a typical three star hotel;
- budget options (e.g. youth hostel) and prices for low budget visitors.
- Costs of travel to and from the Congress site, and accessibility of this site

Information on how cheaply the congress site can be reached by plane, train and car for members of the association is requested. Ideally, the host city should be easily accessible by air from all international cities. It would be beneficial if the host city were also served by budget airlines.

Expertise and involvement of the Local Organising Committee (30%)

The organisation of an EAAE congress is a challenging but at the same time a very rewarding task for an organisation. Thus, the following issues are felt to be important:

- Experience in organising large events. An indication to which extent the local organising committee has experiences in the organisation of large (scientific) events should be provided.
- Access to information technology in advertising, registration, submission and publication Information on how the local organising committee foresees to use the internet in the organisation of the congress; specifically how the local organising committee intends to advertise the congress, arrange registration procedures, hotel booking, submission and reviewing of papers and posters, providing access to accepted papers and posters.



- Activity in the EAAE

It is seen as an advantage to organise the EAAE congress in a country whose members play an active role in EAAE activities, like organisation of seminars or contribution in other ways to the Association or the *European Review of Agricultural Economics*, and to have a local organising committee with active EAAE members. Thus, information on the situation in the respective country bidding for hosting the congress should be provided.

Attractiveness of the region/location, of the congress site and the social program (30%)

- Attractiveness of the region/location

The attractiveness of the city/region can be an additional motivation for potential participants to take part in the congress. Thus, an indication regarding the attractiveness of the congress city/region for participants should be provided. The attractiveness also depends on the number and range of accommodation available in the direct environment of the congress site as well as how easily the congress city can be reached from various places in Europe by plane, train and car.

- Geographical issues

The Board is conscious of the need for appropriate geographical balance across Europe in the location of the Congress over time and of the need to encourage the development of the Association in countries which have not previously organised a Congress. This is not an over-riding factor in the evaluation but it will carry some weight. An indication of how the proposed Congress location would relate to these criteria should be provided.

- Attractiveness of the congress site

The attractiveness of the congress site will have an impact on the overall ex-post evaluation of the congress by participants. Thus, information should be provided on e.g. the number and size of rooms available, presentation facilities/technology (possibility to use video links), access to technology (e.g. internet access) for participants outside the presentation rooms; available areas for posters, informal gatherings as well as catering. Easy public transport from different parts of the city to the congress venue further improves the attractiveness of the congress site.

- Attractiveness of the social program

The scientific program will primarily be the responsibility of the Program Committee while the Local Organising Committee determines all other activities. The Board welcomes innovation in the organisation of the Congress which facilitates interaction and a more vibrant scientific exchange. Bidders are invited to outline any ideas or suggestions they might have in this direction. An indication of planned activities and their costs such as pre- and/or post-congress tours, partners and/or children program, excursion, and other events (reception, banquet) should be provided.

Deadlines

Submissions consisting of a Congress bid book and the associated completed budget template should be sent to the Secretary-General of the Association by post or email by **December 2, 2016**. A decision will be taken by spring 2017 and will be announced at the Congress in Parma, August 29-September 1, 2017.

Laan van Stalduinen

Secretary-General EAAE

European Association of Agricultural Economists

Email: eaae.lei@wur.nl