

EAAE seminars: Guidelines on action – Roadmap with the best practices

Version 2, December 14th, 2016

Experience in the past of seminar organisers and the Secretariat of the EAAE have been put together in this document. It is a 'living document' that will be further improved in the future. If you have any questions, please contact the Secretariat eaae@wur.nl

LOC – Local Organising Committee / PC = Program Committee

Time point (to be finalized by)	Action	Comments	Responsible
At least 1 year before date seminar	Start preparation for an EAAE seminar	<ul style="list-style-type: none"> Bring together LOC, include EAAE Liaison Officer if appropriate See website EAAE for important downloads on format proposal, different guidelines, seminar contract, list seminars etc. Set up PC Inform the EAAE secretariat 	Chair LOC
At least 1 year before date seminar	Write seminar proposal and announcement with call for papers	<ul style="list-style-type: none"> Use format proposal EAAE seminar (on the website) Seek endorsement EAAE Board (can take 3 weeks up to 2 months) Contract between LOC and EAAE is signed Seminar gets a number and is communicated to EAAE members after endorsement Invite key note speakers (if any) Publication of seminar on EAAE website 	LOC and PC EAAE secretariat
9 months before date seminar	Have website online	<ul style="list-style-type: none"> Use EAAE logo (available with secretariat) Consider software to handle the uploading and reviewing of abstracts and papers, like conftool. Organise on line payment by credit card or at least provide good bank account details, including IBAN number 	LOC
2-3 weeks after Seminar endorsement	Provision of 'preliminary' EAAE membership list	<ul style="list-style-type: none"> 	EAAE secretariat
	Identification of lists of potential attendants	<ul style="list-style-type: none"> e.g national agecon association, etc. 	LOC
8 months before the seminar (4 months before paper/poster submission deadline)	Announcement of seminar details and call for papers (+ flyer)	<ul style="list-style-type: none"> Announcement on seminar website. Send out flyer (email/mail) Send information to the EAAE secretariat for the Newsflash 	LOC
		<ul style="list-style-type: none"> Newsflash with seminar information 	EAAE secretariat
4 months before the seminar	Notification of paper/poster acceptance	<ul style="list-style-type: none"> Provide deadline registration Provide deadline for final paper (at least 2 weeks before seminar) 	PC

Time point (to be finalized by)	Action	Comments	Responsible
		<ul style="list-style-type: none"> • Provide instructions for paper lay out to be used on AgEconSearch (format on EAAE website) 	
3 months before the seminar	Invitation of observers etc.	<ul style="list-style-type: none"> • Delegates from Ministry, Farmers Organisations, Academy of Science, journalist etc. (if applicable) 	LOC
After closing date of registration of the seminar	Provision of the updated EAAE membership list	<ul style="list-style-type: none"> • 	EAAE secretariat
1 month before the seminar	Final registration – full papers submitted	<ul style="list-style-type: none"> • Check if participants have paid the seminar • Check if participants are EAAE members (need to be a member before the seminar) • Upload the papers on AgEconSearch 	LOC
2 weeks before the seminar	Collection of 'appropriate' registration fees	<ul style="list-style-type: none"> • Final check on payments of seminar • Final check on valid EAAE membership • Final check on availability papers in requested format (if not, take person out of program)	LOC
	Final Programme – upload the final versions of papers on the seminar website	<ul style="list-style-type: none"> • Upload the final programme on the website • Include the papers (if useful) • Provide link with AgEconSearch to download papers 	LOC
1 week before the seminar	Provision of the list of participants	<ul style="list-style-type: none"> • The list of the participants e-mail addresses has to be sent to the EAAE Secretariat for the online survey. If not the secretariat will request a list. 	LOC
On-site registration Seminar date	Final check of registration fees and EAAE membership (for attendants paying on-site)	<ul style="list-style-type: none"> • 	LOC
	Issue and distribution of 'certificate of attendance'	<ul style="list-style-type: none"> • A template is available on the EAAE website 	LOC
Final day of the seminar	Online seminar survey	<ul style="list-style-type: none"> • The Board will send the survey to the participants. 	EAAE Board
	Announce policy on publication of papers in books or special issue	<ul style="list-style-type: none"> • Best practice is to state a date for the best and most relevant papers to be sent in for review to be included in a book or special issues. It is a bad idea to include everything and in the version as it was handed in for seminar 	LOC
1 week after the seminar	Provision of the list of participants	<ul style="list-style-type: none"> • Provide Name, Organisation, email address, country, EAAE membership check, payments received (payment on-site) in an Excel to be sent to the EAAE secretariat 	LOC
1 month after the seminar	Send survey outcome	<ul style="list-style-type: none"> • All responses are combined in 1 document for the LOC 	EAAE Board
	Processing of survey outcome	<ul style="list-style-type: none"> • 	LOC
	Send Final report on the seminar to the	<ul style="list-style-type: none"> • Use download Format Final report at EAAE 	LOC

Time point (to be finalized by)	Action	Comments	Responsible
	EAAE secretariat	website	
	Transfer of EAAE membership on-site payments to the account of the EAAE	<ul style="list-style-type: none"> If any fees from new members have to be collected at on-site registration for the seminar by the local organisers, the total amount of fee money collected has to be transferred to the account of the EAAE. The secretariat of the EAAE needs to be informed <i>before</i> the LOC transfers the money to the EAAE. 	LOC
3 months after the seminar of later	Where applicable: publication of papers/proceedings in book or special issue of a journal	<ul style="list-style-type: none"> 	PC