

# Guideline to organise an EAAE seminar

Version 1, January 1<sup>st</sup>, 2017

## 1. Submission of a proposal

It is our experience that most EAAE seminars that receive good evaluations succeed in doing one or more of the following:

- *Combine theory and application.* Seminars that consider only applications or a specific topic without providing a theoretical (more general) context are more likely to attract small audiences. Ways of increasing the likelihood of a fruitful combination of theory and application include: invite keynote speakers with a strong theoretical background, or encourage submission of papers on theory that appear relevant for the seminar topic.
- *Attract participants with a wide diversity of backgrounds.* A heterogeneous audience that includes persons who have worked on the seminar theme from multiple theoretical or methodological angles makes for a more stimulating seminar. However, to exploit this diversity, organisers should design the seminar programme with sufficient time for exchange of ideas. For example, group work and parallel sessions are ways of getting discussion time without extending the overall duration of the seminar.
- *Attract participants who are currently working on the topic.* Achieving this goal may involve accepting papers reporting work in progress as well as completed studies. Having at least one well-known and academically respected keynote speaker tends to attract people who are at the forefront of research on the seminar topic. This goal also implies that participation should normally not be restricted to those with an accepted paper. For both scientific reasons and financial viability it is usually not advisable to limit participation in this way *a priori*. Moreover, to maximise attendance and opportunities to contribute, normally just one paper per participant would be accepted.

Your proposal should follow the format (see the download on the website 'format proposal seminar') and has to be sent to the Secretary General (SG) of the EAAE [eaee@wur.nl](mailto:eaee@wur.nl). If you have any questions, please contact the Secretariat [eaee@wur.nl](mailto:eaee@wur.nl).

## 2. Evaluation of the seminar proposal by the EAAE Board

After receiving the proposal, the Board of the EAAE discusses the proposal (including the strength of the scientific committee and the local organising committee) before deciding whether to officially endorse it. The Board of the EAAE will normally respond to the submitting team within 1 month after receiving the proposal. There are three possible reactions from the Board:

- *Official endorsement.* The Board of the EAAE fully agrees with the proposal. The organisers receive an official mail from the Secretary General to inform them that the seminar is officially endorsed and the seminar receives an official number in the EAAE series. Together with the official mail, a contract (see downloads above) is sent to ensure that both parties (organisers and the EAAE) comply with the EAAE requirements. When the Board receives the signed contract the seminar will be published on the EAAE website (within two weeks) and in the next issue of the EAAE Newsletter.
- *Conditional endorsement.* The Board of the EAAE has some minor comments on the proposal and recommends some modifications. Nevertheless, the seminar receives an official number from the EAAE series and can be published as such, once the Board has received the signed contract.
- *Refusal.* The Board of the EAAE has fundamental reservations about the proposal. The Board's remarks are communicated to the submitting team and they have to decide whether they will accept the recommended modifications. The seminar is not published in its unmodified form.

### **3. Organisation of an EAAE seminar**

#### *Call for papers*

The call for papers is arranged by the seminar organisers in consultation with the EAAE. It should be circulated as widely as possible, in order to achieve a reasonable geographical balance in the origin of the papers between different member countries. Organisers should stipulate the form in which authors should submit their proposal. In the recent past, most seminars have opted for electronic submission of an extended abstract, with a deadline about 6 months before the seminar. This gives time for quality control, and for those whose papers are accepted to make arrangements to attend. Organisers should make sure that participants are advised in good time that their paper is accepted.

The full schedule for submission of abstracts, notification of acceptance and submission of full text (with maximum length requirement, if appropriate) should be published together with the first announcement.

#### *Selection of papers*

The scientific committee is responsible for ensuring that the papers accepted for verbal or poster presentation have an adequate scientific standard. The guidelines do not prescribe a specific process for this. However, in the past it has been found that a light refereeing procedure by 2 members of the scientific committee (or by persons recruited by the scientific committee) per paper, based on an extended abstract of about 2 pages, is usually sufficient for identifying suitable papers, eliminating unsatisfactory ones and distinguishing between papers requiring verbal or poster presentation.

#### *Responsibility*

The local organisers have full responsibility for and control of the technical and financial organisation of the seminar. The seminar fees should be kept as low as possible to encourage potential participants who have limited financial backing.

The EAAE Secretariat will provide organisers one month ahead of the seminar with an updated membership list of the EAAE and registration forms for membership. On the basis of the membership list the organisers are able to find out if the participants are already members of the EAAE.

#### *EAAE Membership*

Every participant of an EAAE Seminar has to be a member of the EAAE, except the national observers (see under participants). The EAAE membership is valid for a triennial period beginning on the 1 January of the year in which a member joins. For instance, a member who joins in 2015 is a member for the triennial period 1 January 2015 to 31 December 2017. The cost of becoming an EAAE member in the year 2017 is Euro 120 for the period 2017-2019. More information about membership can be found on our [website](#).

#### *Participants*

The optimal number of participants at seminars varies, but a general guideline is about 50 active participants.

Some observers from the host country may be invited to the seminar. Observers include: journalists, sponsors, senior ministry official(s), invited presenters. Seminar organisers may exercise the right to exclude the press or observers such as pressure groups etc. in those rare cases where their attendance may jeopardise the scientific outcome of the meeting.

The Board of the EAAE will appoint one of its members to participate in the seminar. This person will have free entrance to the seminar, but will pay his own travel and accommodation expenses.

#### *Communication before the seminar*

The organisers must designate a contact person who is responsible for communication

with the EAAE Secretariat.

The organisers should send information about the seminar to the editorial board of the EAAE Newsflash, preferably by e-mail: [eaee@wur.nl](mailto:eaee@wur.nl).

The secretariat is responsible for publishing introductory seminar information on the EAAE website (within 2 weeks of receiving the information) and in the next issue of the Newsflash, with links to organiser or seminar WEB pages.

In case of changes to the pre-seminar information, the contact person is obliged to inform the editorial board to ensure the modifications can be officially publicised.

The EAAE Secretary General will be included on the mailing list of the seminar organisation in order to be completely up to date with the organisation. Just before the seminar, the contact person will also send the official programme to the Secretary General.

#### *Dissemination of papers*

The organisers may place final versions of accepted papers on the seminar web page, but these should be removed several weeks after the seminar has ended. Organisers may restrict electronic access to the papers to those who have paid a seminar registration.

Organisers may make papers available at the seminar on a CD-Rom or in hard copy. Arrangements for availability of the paper at the seminar should be made known to participants beforehand, so that those who wish to bring their own download may do so. To promote the availability of papers presented on EAAE seminars and congresses, papers must be made available in pdf format via AgEcon Search in the weeks before the seminar or congress takes place. The seminar organisers should instruct authors of papers to use a standard title page. Organisers should contact Louise Letnes at AgEcon Search in advance for a password and timing arrangements. Detailed information on AgEcon Search, uploading procedures and standard title pages for authors can be found on our [website](#).

#### *Certificate of attendance*

In the seminar a certificate of attendance/presentation might be handed out. Some members might actually need this for the administration of their university.

Publish a special issue in the ERAE?

Please find the instruction on the website:

[http://www.oxfordjournals.org/our\\_journals/erae/submittingsi.html](http://www.oxfordjournals.org/our_journals/erae/submittingsi.html)

#### **4. Time line of specific administrative tasks to be undertaken by seminar organiser before and after an EAAE seminar**

Organizers of an EAAE seminar have to undertake a number of administrative actions to help the Secretariat and the EAAE Board with the financial part and the evaluation of the seminar.

Regarding the finance, the EAAE is an association that is financially dependent on the amount of members and fee it receives. A participant of an EAAE seminar has to be a member of the EAAE. It is important that the Secretariat can check the membership of the participants if necessary. Therefore it could be the case that the organizer will be asked by the Secretariat for the names and email addresses of the participants before or after the seminar takes place.

Regarding the evaluation. The EAAE evaluates each seminar, just to learn from it and to be able to improve future seminars by sharing and implementing the lessons learned.

There are two different evaluations:

- An online survey, which is executed by a member of the EAAE board and sent by email to the participants of the seminar. The seminar organizer will receive an

email of this board member or secretariat with the request to send all the names and email addresses of the participants to the board member.

- An evaluation executed by the organiser as part of the Final Report of the seminar according to the format described [here](#).

If you have any questions please do not hesitate to contact the Secretariat [eaae@wur.nl](mailto:eaae@wur.nl)

## **5. Time line of tasks that seminar organisers need to perform before and after the seminar**

*After closing date of registration of the seminar:*

- The list of the participants e-mail addresses has to be sent to the secretariat of the EAAE for an EAAE membership check by the secretariat, as all participants need to be an EAAE member. The LOC will receive a list with names of non-EAAE members and a short instruction how to deal with participants who are not yet a member. It contains a standard email with instruction for the participant on how to act on this.

*Within one week before the seminar:*

- The list of the participants e-mail addresses has to be sent to the EAAE Secretariat for the online survey.

*Within one month after the seminar:*

- The FINAL REPORT on the seminar has to be sent to the Secretariat of the EAAE ([eaae@wur.nl](mailto:eaae@wur.nl)). See the [website](#) for the format of the final report and what it should contain.
- 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 European Association of Agricultural Economists. The secretariat of the EAAE needs to be informed *before* the LOC transfers the money to the EAAE.

### By Swift:

You can pay by SWIFT (Society for Worldwide Interbank Financial Telecommunication) or bank payment order in favour of:

Rabobank Nederland

Utrecht, The Netherlands

SWIFT address: RABO NL2U

European Association of Agricultural Economists

Account number: 3568.03.457

with Rabobank Vallei en Rijn

### By bank transfer:

You can pay direct to EAAE

Account number: 3568.03.457 with Rabobank Vallei en Rijn

IBAN code: NL13 RABO 0356803457

BIC: Rabo NL 2 U