

EAAE Seminars: Guidelines on Action – Roadmap with best practices

Experience in the past of seminar organisers have been put together in this document with best practices. It is not intended to be used as a procedure but is a checklist with best practices. It is a ‘living document’ that will be further improved in the future.

Time Point (to be finalized by)	Action	Comments	Responsible LOC= Local organising Committee PC= Program Committee
At least 1 year before date seminar	Start preparations for an EAAE Seminar	<ul style="list-style-type: none"> • Bring together LOC, include Liaison Officer if appropriate • see website EAAE for seminar contract, list of seminars etc • set up PC • inform Secretariat EAAE 	Chair LOC
At least 1 year before date seminar	Write seminar announcement with call for papers	<ul style="list-style-type: none"> • Use format EAAE (on website) • Seek endorsement EAAE Board (can take 3 weeks to two months) • Seminar gets a number and is communicated to EAAE members after endorsement • Contract between LOC and EAAE is signed • Invite key note speakers (if any) 	LOC and PC
9 months before date seminar	Have website online	<ul style="list-style-type: none"> • Use format EAAE (available with secretariat) • Consider software to handle the uploading 	LOC

		<ul style="list-style-type: none"> and reviewing of abstracts / papers. Organise on line payment by credit card or at least provide good bank account details, including IBAN number. 	
2-3 weeks after Seminar endorsement	Provision of “preliminary” EAAE membership list	For the new EAAE website this will be replaced by a password to download from membership database	EAAE Secretariat
	Identification of lists of potential attendants	<ul style="list-style-type: none"> e.g. national agecon association, etc. after Ghent the secretariat will have an updated list of universities, national ag.econ org. etc. 	LOC
8 months before 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 (e-mail / mail) Send info to EAAE for Newsflash, EAAE website 	LOC
	Inclusion of Seminar Announcement and flyer in EAAE site, Newsflash		EAAE Secretariat
4 months before Seminar date	Notification of paper/poster acceptance	<ul style="list-style-type: none"> Provide deadline for registration Provide deadline for final paper (at least 2 weeks before seminar) Provide instructions for paper lay out to be used on AgEconSearch (formats on EAAE website) 	PC
3 months before Seminar date	Invitation of observers, etc.	Delegates from Ministry, Farmers Organisation, Academy of Science, journalists etc (if applicable)	LOC
1 month before Seminar date	Provision of updated EAAE membership list	For the new EAAE website this will be replaced by a password to download from membership database	EAAE Secretariat
1 month before Seminar date	Final Registration – Full papers submitted	<ul style="list-style-type: none"> Check if participants have paid Check if participants are member or have paid membership fee 	LOC

		<ul style="list-style-type: none"> • Provide new members with membership form • Upload papers on AgEconSearch 	
2 weeks before Seminar date	Collection of ‘appropriate’ registration fees	<ul style="list-style-type: none"> • Final check on payments and membership • Final check on availability papers in requested format (if not take person out of program) 	LOC
2 weeks before Seminar date	Final Programme – Upload of final versions of papers on the Seminar website	<ul style="list-style-type: none"> • Upload final program on website of seminar • Include papers (if useful) • Provide link with AgEconSearch to download papers 	LOC
On-site registration Seminar date	Final check of registration fees (for attendants paying on-site)	Including membership forms	LOC
	Issue and distribution of Certificate of Attendance	A template is available on the EAAE website [to be done]	LOC
Final day of the Seminar	Distribution, completion and collection of Seminar Evaluation Questionnaire	Template to be made available on EAAE Website / Issue of on-line submission (costly/response/”accuracy”)	LOC
	Announce policy on publication of papers in book or special issue	Best practice is to state a date for the best and most relevant papers to be send in for review to be included in a book or special issue. It is a bad idea to include everything and in the version as it was handed in for seminar	PC
1 week after Seminar	Provision of list of participants and members forms to EAAE Secretariat		LOC
1 month after Seminar	Processing of Evaluation Data – Results		LOC
	Transfer of membership fees to EAAE account	See EAAE Website or contract for details	LOC
	Final Report on Seminar – submission		LOC and PC

	to EAAE Secretariat		
2 months after Seminar	Publication of Final Report on seminar on EAAE site	Currently this is not a standard practice	EAAE Secretariat
3 months after Seminar or later	Where applicable: publication of papers / proceedings in book or special issue of a journal		PC

D. Psaltopoulos / K.J. Poppe/ January 7 2008