



■ FINAL (rev. November 26, 2018)

ANNEX 1- GUIDELINES FOR THE ORGANISATION OF EUROTOX CONGRESSES

INTRODUCTION

EUROTOX aims to foster toxicology, both scientifically and educationally, in all countries of Europe. To this, EUROTOX organises an annual scientific congress, workshops, and postgraduate training courses.

Aims of EUROTOX Annual Congresses:

- Increase the exchange of scientific information between toxicologists with different experiences in academic, regulatory and industry across Europe as well as from other geographical regions of the world.
- Promote educational activities by providing up-to-date scientific information through continuing education courses offered during the annual congress.
- Boost collaborative research by bringing together investigators with multi-discipline backgrounds and experiences from across the world.
- Strengthen links between EUROTOX Member Societies, affiliated societies, scientific, regulatory and industry partners.
- Make toxicology more visible on the national and the European scientific community by disseminating and recognising scientific innovation.
- Hold EUROTOX business meetings (Executive Committee, Subcommittees, Business Council Meeting, etc.) to comply with administrative and statutory requirements.

CONGRESS FORMAT

The standard format of the annual EUROTOX congress is based on the criteria outlined below. Any significant variance should be presented to the EUROTOX Executive Committee for approval.

Time	Autumn (September-October)
Length	3.5 days long From Sunday to Wednesday Attention should be given to avoid clashes with other established regional or international congresses and local or international holidays.
Continuing Education Courses (CEC)	A number of CEC's should be organised prior to the congress opening
Satellite meetings	Can be organised pre or post congress but should to be financed separately
Expected number of participants	1000-1500
Expected number of exhibitors	50-60
Expected number of posters	700-800

STANDARD MEETING TIMETABLE (variations can be made if needed)

1st day (Sunday) Full day	<i>All day</i>	<ul style="list-style-type: none"> • Arrival of participants • Registration
	<i>Morning</i>	Continuing Education Courses (CEC) normally from 9.00 to 16.00
	<i>Evening</i>	<ul style="list-style-type: none"> • Opening ceremony • Merit Award Presentation • Key Lecture • Welcome reception • Opening of Exhibition
2nd day (Monday) Full day	<i>All day</i>	Registration (continued) Scientific Sessions Exhibition
	<i>Morning</i> <i>Lunch</i> <i>Afternoon</i>	Business Meetings
	<i>Evening</i>	Social event (optional)
3rd day (Tuesday) Full day	<i>All day</i>	Registration (continued) Scientific Sessions Exhibition
	<i>Lunch</i> <i>Afternoon</i>	Business Council Meeting (BCM)
	<i>Evening</i>	Gala dinner
	<i>Morning</i>	Scientific Sessions Exhibition (TBA)
4th day (Wednesday) Half day	<i>Early Afternoon</i> <i>(ending by 14.00)</i>	<ul style="list-style-type: none"> • Awards • Congress closing • Departure of participants

EUROTOX SCIENTIFIC PROGRAMME COMMITTEE (SPC)

1. For each annual congress, the EUROTOX Executive Committee will appoint the Scientific Programme Committee (SPC) at least two years before the date of each congress.
2. The composition of the SPC will normally be as follows: Vice-President of EUROTOX (chair), two Executive Committee members (the Past President and an industry delegate, if available), the Chairs (or their deputies) of the four Speciality Sections, two members nominated by the local organising committee of the congress being planned, and one member nominated by the local organising committee of the following congress (i.e. 3 years hence).
3. The SPC should meet approximately 18 months and 12 months prior to the date of the congress to prepare and finalise the scientific programme.
4. Since EUROTOX congresses are congresses of European toxicology, the number of invited speakers from outside Europe should be limited.
5. The costs of travel by SPC members to these meetings will be covered by EUROTOX. Other expenses of SPC members (e.g. accommodation) will be covered by the congress organisation.
6. Member Societies, Speciality Sections and individual members will be invited to submit proposals for symposia, workshops, debates and plenary lectures between 22-20 months prior to the congress.

7. The choices of scientific sessions for inclusion in the programme will be based on scientific quality, balance in the programme, the topics covered in recent toxicology meetings and breadth of appeal.
8. The EUROTOX SPC, in collaboration with the local scientific committee, is responsible for preparing and finalising the scientific program, at least 12 months prior to the meeting.

Local Organising Committee (LOC)

1. The Local Organising Committee (LOC) is responsible for the congress preparations, will serve as primary contact for K.I.T. Group (Core Professional Congress Organiser) and will have decision making power for key aspects in the organisation of the congress including but not exhaustive to the following tasks:
 - Administration of the budget, with the support of K.I.T. Group
 - Local promotion
 - Implementation of the final Scientific Programme
 - Social events, with support of K.I.T. Group
 - Selection of venue with support of K.I.T. Group
 - Abstract submission and preparation of the abstract book with support of K.I.T. Group
 - Local exhibition
 - Approval of the First Announcement, Preliminary Programme and Final Programme
2. The LOC along with K.I.T. Group shall prepare a congress budget, which will take into account all planned income and expenditure associated with the congress.
3. LOC agrees to comply with EUROTOX's regulations as indicated in this Annex.

CORE PROFESSIONAL CONGRESS ORGANISER (PCO)

1. EUROTOX has appointed K.I.T. Group to act as Core PCO for the organisation of the 2023 congress.
2. As per the letter of intent submitted during the bidding process, the EUROTOX member society has agreed to work with the K.I.T. Group in the organisation of the 2023 congress.
3. K.I.T. Group will serve as a partner of the LOC by undertaking all measures to ensure the success of long-term conference management, ensuring professionalism and advancement of the conferences and obtainment of financial benefit to the organisation by providing the LOC with strategic and tactical expertise to manage risks and limit the liability involved in the organisation and budgeting activities of the congress.
4. K.I.T. Group will use its experience and prominent position in the congress industry to operate target cost containment, e.g. by its purchasing power, its industry contacts, by working out detailed request for proposals for potential suppliers, streamlining operational measures and facilitating advanced risk management.
5. K.I.T. Group will act as a consultant in connection with the planning and management of the conferences and make available its knowledge, systems and experience.
6. K.I.T. Group shall to comply with services as per signed contract (LOC may obtained a copy directly from the EUROTOX Secretariat) and listed in this Annex.

REPORTING

1. Starting three years ahead, a representative of the local congress organising committee (LOC) is invited to attend the Executive Committee meetings and Business Council meetings, held at the annual congresses.
2. The LOC shall produce detailed project plans with key milestones to present at the Congress meeting.
3. The LOC shall provide a progress report at each EC meeting that highlights actual progress and budget adjustments relative to planned activity.
4. At the winter meeting of the Executive Committee (generally held half-way between the annual congresses) a written report from the congress organiser is sufficient and shall be sent to the EUROTOX Secretary-General in time for the meeting.
5. The LOC, with the guidance and assistance of K.I.T. Group, shall prepare a congress budget, which will take into account all planned income and expenditure associated with the Congress.
6. Reporting obligation ends when the final report, including the financial statement, has been produced and discussed. The first summer meeting of the Executive Committee after the Congress (i.e. normally the next annual congress) should complete this.
7. Costs of the congress organiser to attend these meetings should be borne by the congress organisation.

EXECUTIVE COMMITTEE MEETINGS

A. WINTER MEETING

1. The winter meeting of the Executive Committee preceding the congress is generally held in the city at which the congress is going to take place.
2. The Secretariat will work together with the LOC to make the proper arrangements.
3. The LOC is asked to reserve accommodation and other facilities and to make provision for a tour of the venue, if possible.
4. Accommodation costs for attendance of members of the Executive Committee at this meeting are to be met by the congress organisation.
5. Travel costs will be met by EUROTOX.

B. CONGRESS MEETING

1. Since the summer meeting of the Executive Committee is generally held just prior to the congress, a room for the Executive Committee should be available one day before the start of the congress (either at the congress facility or hotel venue).
2. A room should be available throughout the congress for use by the Executive Committee.
3. Costs of travel, accommodation, congress registration, and congress dinner of Executive Committee members should be covered by the congress organisation.

GUIDELINES FOR CONGRESS REGISTRATION AND HOTEL ACCOMMODATIONS

1. The congress fee must be kept at a minimum. The fee for EUROTOX members (both individual members and members of affiliated national societies of toxicology) should be lower than the fee for non-members.
2. A reduced fee should be applicable for students. For the time being a certain number of scientists from Central European and other less well-resourced countries should also be allowed to attend at a reduced fee.

3. In offering hotel accommodation to participants, it is important that low price rooms should be included amongst the choices available.

FELLOWSHIPS

Normally, funds will be available from EUROTOX to provide bursaries to help early career scientists to attend the Congress. The sum available and the arrangements for its disbursement should be agreed with Executive Committee 3 months in advance of the Congress, once the LOC has the information on the number of applicants, quality and location. Recipients of these bursaries should be exempt for the registration fee.

AWARDS

1. Several awards (EUROTOX Gerhard-Zbinden Early Career Award, ECETOC Christa Hennes Early Career Award, Bo Holmstedt Memorial Fund Lecture Award etc.) may be supported by either EUROTOX or other scientific partners based on award guidelines issued every year and available from the EUROTOX Secretariat.
2. In order to facilitate the judging of such awards eligible abstracts should be forwarded to the judges at least one month ahead of the congress.
3. The Scientific Programme Committee will appoint the award evaluation panel.

FINANCE

1. The administration of the budget is the responsibility of the LOC in consultation with K.I.T. Group.
2. Congress profits are divided between EUROTOX (2/3) and the organising National Society (1/3).
3. Any congress deficit will be covered by EUROTOX. However, the organiser is responsible for limiting this risk to the absolute minimum (e.g. by properly insuring the risks involved).
4. Reimbursement for travel (economy round trip airline tickets) and hotel expenses of all EUROTOX Executive Committee members, plus the Secretariat, should be included in the budget.
5. Provisions should be made to accommodate, during the EUROTOX congress, a number of EUROTOX business meetings (listed at the end of this document). The cost of such meetings should be included in the budget.
6. An interest-free loan in the range up to EUR 20,000 is available to congress organisers from EUROTOX two years ahead of the congress. This loan should be paid back within one year after the congress.
7. In attracting sponsors and exhibitors at the congress, the congress organisation should consult the EUROTOX Secretariat to avoid confusion by sponsors and exhibitors receiving requests from different EUROTOX congresses in the same time period.
8. For practical reasons, LOC may find it convenient to cover certain costs normally covered by EUROTOX, e.g. hotel accommodation of recipient of awards and then reclaim them from the Treasurer. Adjusting the final payment to EUROTOX from the Congress profit can do this. However, in this situation, the sum should appear in both the credit and debit side of the accounts, thus not reducing the figure for the Congress profit (note that the actual amount of money transferred to the Treasurer will be reduced appropriately).
9. Within 12 months following the Congress, the final financial account for the Congress should be audited by either the financial officer of the host society or by an external accountant.

10. Written confirmation that the accounts have been thus audited should be sent to the EUROTOX Treasurer.
11. Reimbursements of invited speakers or lecturers and EUROTOX Executive Committee Members shall be processed and distributed in a timely manner (either at the Congress or within 6-8 weeks after the Congress, or after receipt of the expense claim, respectively, at the latest).
12. The level of reimbursement will be set by the LOC and shall be clearly communicated to the speakers at time of the invitation; this can be either the actual cost of accommodation for a hotel category determined by the LOC plus reasonable travel cost (according to the expense claim provided by the speaker), or a fixed amount for travel and accommodation.
13. The EC Members will be reimbursed for the actual costs of travel and accommodation.

PUBLICATIONS

Elsevier shall publish the congress abstracts in Toxicology Letters under the direct responsibility of representatives of the congress organiser.

The cost of the abstract books should be included in the budget.

PRE REGISTRATION

LOC should include in the budget the cost of the following:

Awards

- EUROTOX Merit Award: travel and accommodation costs will be covered by EUROTOX, while LOC will cover registration and gala dinner.
- Early Career Award winners from the previous year: LOC will waive the registration fee.
- Bo Holmstedt Memorial Lecture (if award still active): EUROTOX will cover the cost of the travel and accommodation. LOC will cover the cost of registration and gala dinner.

Debate

- LOC will cover the cost of the congress registration and gala dinner of the SOT and EUROTOX speaker.
- SOT will cover the cost of travel and accommodation for the SOT speaker.
- EUROTOX will cover the cost of travel and accommodation for the EUROTOX speaker.

HESI Lecture

- HESI will cover the cost of travel and accommodations, as well as registration and gala dinner, for the HESI Lecture speaker.

SOT Merit Award Lecture

- SOT will cover the cost of travel and accommodations, as well as registration and gala dinner, for the SOT Merit Award speaker.

Honorary Members

- The LOC should send an official invitation to all EUROTOX Honorary Members offering to cover the congress registration fee.

- An updated list of Honorary Members is available through the Secretariat.
- EUROTOX will cover the registration of Honorary Members nominated by EC for ratification during the congress BCM.

CONTENT

In addition to its scientific program, the annual EUROTOX Congress as a rule should include the following:

1. A presentation by the EUROTOX President or his/her delegate, usually during the opening and closing ceremony.
2. Passage of power between Presidents (the new President to the retiring President) and acknowledgement of LOC, and possible any retiring Executive Committee member, during the gala dinner. Hence a microphone, depending on the gala dinner venue, is required.
3. Presentation of any awards by the President (or his/her delegate) during the closing ceremony.
4. Whenever possible, Executive Committee members should be invited to serve as Chairpersons of sessions, with attention that such invitation does not create conflict with other scheduled meetings.
5. In programming the congress, the following meetings must be properly announced in the congress programme and particular attention must be paid to their appropriate scheduling:
 - The Merit Award (the awardee must not be named in advance in the EUROTOX Congress programme)
 - The annual Bo Holmstedt Memorial Lecture (if award still active)
 - The SOT Merit Award Lecture
 - The HESI Lecture
 - The EUROTOX-SOT Debate
 - Poster viewing (and discussion sessions if appropriate)
 - Meeting of the Individual Members
 - Meeting of the Business Council
 - Meetings of the Speciality Sections

CORE PCO SERVICES

The following is a partial list of services contracted with K.I.T. Group. LOC shall request a copy of the signed agreement directly to the EUROTOX Secretariat for additional specifications and guidelines.

ANNUAL FEES ON THE BASIS OF 1500 ATTENDEES, 150 SPEAKERS, 1000 POSTERS

Task	Description	Quantity	Comments	Supplier
1.	Project Management & General administration			
1.1.	General management and coordination	1		K.I.T. Group
1.2.	Venue contact and contract	1	Included in 1.1.	K.I.T. Group
1.3.	Meetings with the Local Organiser Committee (5 meetings)	5	Travel only, estimated travel costs, time and work included in 1.1.	K.I.T. Group
1.4.	Onsite costs for staff (7 staff x 5,5 days)	39	K.I.T. Group will be on-site with a crew of 10 staffs, 7 of them will be charged, 3 of them are included in 1.1. The price includes travel costs and accommodation for the K.I.T. crew.	K.I.T. Group
1.5.	Insurance policies	1		K.I.T. Group & others
1.6.	Preparation of budget	1	Included in 1.1.	K.I.T. Group
1.7.	Travels for Congress promotion (1 in Europe, 1 in US)	2	travel only, estimated travel costs, time and work included in 1.1.	K.I.T. Group
1.8.	Audit of the accounts	1		K.I.T. Group & others
2.	Publishing			
2.1.	Advertising leaflets 1 (location of the congress)	5000	Layout and print only	Others
2.2.	Advertising leaflets 2 (including preliminary program)	5000	Layout and print only	Others
2.3.	Announcements by e-mailing (starting two years in advance)	20000		K.I.T. Group
2.4.	Exhibition (commercial file)	200	Print only	Others
2.5.	Exhibition (technical file)	30	Print only	Others

Task	Description	Quantity	Comments	Supplier
3.	Internet website			
3.1.	Logo	1		K.I.T. Group & others
3.2.	Graphic chart	1		K.I.T. Group & others
3.3.	Administration and housing	12	1 year, from conference to conference	Others
3.4.	Abstract management website/abstract management system	1150	1150 abstracts estimated, includes basic editorial services for the publisher (Elsevier)	K.I.T. Group
3.5.	Registration website (registration form)	1	Design and first set-up, interactive registration form incl. payment system, data protection based on the German law	K.I.T. Group & others
4.	Registration and Accommodation handling			
4.1.	Individuals	1350	K.I.T. Group will register max. 10% of the attendees (max. 150) free of charge.	K.I.T. Group
4.2.	Confirmations	1500	Included in 4.1.	K.I.T. Group
4.3.	Invoices / payment	1500	Included in 4.1., without bank and credit card charges	K.I.T. Group
4.4.	Visa	500	Included in 4.1., approx. 500 invitation letters, without mailing costs	K.I.T. Group
4.5.	Cancellations	0	No extra fee, included in 4.1.	K.I.T. Group
4.6.	Badges, chevalets (1500 attendees)	1500	Material and print only, time and work included in 4.1.	K.I.T. Group
4.7.	Hotel contracts (max. up to 10 hotels should be listed, no obligations for EUROTOX)	10	No extra fee, own risk of K.I.T. Group	K.I.T. Group
5.	Guest speakers management			
5.1.	Confirmations	150	Included in 4.1.	K.I.T. Group
5.2.	Travel arrangements	150	Included in 4.1., without travel costs	K.I.T. Group

Task	Description	Quantity	Comments	Supplier
5.3.	Accommodation	150	Included in 4.1., without hotel costs	K.I.T. Group
5.4.	Reimbursement	150	Included in 4.1., without reimbursements	K.I.T. Group
6.	Program Management			
6.1.	Final program	1	Management included in 1.1.	K.I.T. Group & others
6.2.	Onsite planning (rooms and posters)	1	Management included in 1.1. and 1.4.	K.I.T. Group
7.	Sponsorship & exhibition management			
7.1.	Sponsorship contracts	10%	A commercial sponsorship amount of EUR 100K assumed. The commission will not be charged on donations of non-profit organisations, i.e. BHMf, WHO etc.	K.I.T. Group
7.2.	Cashing of income	1	Included 1.1.	K.I.T. Group
7.3.	Acquisition of exhibitors	15%	An exhibition income of EUR 150K assumed.	K.I.T. Group
8.	Social events			
8.1.	Theme (3 evening events)	3	Management only, included in 1.1.	K.I.T. Group
8.2.	Planning (3 evening events)	3	Management only, included in 1.1.	K.I.T. Group
8.3.	Catering (3 evening events)	3	Management only, included in 1.1.	K.I.T. Group
8.4.	Speakers (1 speakers dinner)	1	Management only, included in 1.1.	K.I.T. Group
8.5.	Entertainment (welcome ceremony and 3 evening events)	4	Management only, included in 1.1.	K.I.T. Group
9.	Marketing & communication			
9.1.	Acquisition of participants	1	Included in 1.1.	K.I.T. Group
9.2.	Branding (signs at the congress centre)	1	Production only, time and work included in 1.1.	Others
9.3.	Printed matters	1		
9.4.	Website	1	Design and first set-up only, permanent update	K.I.T. Group &

Task	Description	Quantity	Comments	Supplier
			included in 1.1.	others
9.5.	E-marketing	1	Estimated external costs for e-mail blasts and other activities	K.I.T. Group & others

LIST OF BUSINESS MEETINGS HELD DURING THE ANNUAL CONGRESS

The following is a list of standard Business Meetings held during the annual EUROTOX Congress. Based on specific needs (to be confirmed by the EUROTOX Secretariat) this list may vary from congress to congress.

Meeting	Participants (estimated number)	Technical Requirements	Catering Requirements
EUROTOX Core Meeting	President, VP, Sec-Gen, Past President, Treasurer (5)	Projection screen Beamer	Beverage service (depends on time)
EUROTOX Executive Committee (EC-2)	EC members, LOC, Guests (10-12)	Projection screen Beamer	Light lunch served Coffee break
Registration Subcommittee	Members (10)	Projection screen Beamer (TBA)	None
Education Subcommittee	Members (10)	Projection screen Beamer (TBA)	None
Corporate Program Subcommittee	Members (10)	Projection screen Beamer (TBA)	None
Communication Subcommittee	Members (10)	Projection screen Beamer (TBA)	None
Scientific Programme Committee (SPC)	SPC members (10-12)	Projection screen Beamer (TBA)	None
Annual Meeting of EUROTOX Individual Members	Individual Members (20)	Projection screen Beamer	None
Joint EDU-REG Meeting (TBC)	Members (10)	Projection screen Beamer (TBA)	None

Meeting	Participants (estimated number)	Technical Requirements	Catering Requirements
Nomination Committee			
Exhibitors & Sponsors Meeting	20-30	None	None
Carcinogenesis Speciality Section	Members 20-30	Projection screen Beamer (TBA)	None
ERASS Speciality Section	Members 20-30	Projection screen Beamer (TBA)	None
ITCASS Speciality Section	Members 20-30	Projection screen Beamer (TBA)	None
Molecular Toxicology Speciality Section	Members 20-30	Projection screen Beamer (TBA)	None
Business Council Luncheon	Members 45-50	Lunch buffet set up (or lunch box distribution) near meeting room area	
Business Council Meeting (BCM)	Members 50-60	Projection screen Beamer Microphone Lectern Table for at least 3 EC members	
Award evaluation meeting	Members 10-12	None	None
Corporate Networking Program Meeting (TBC)	Members 20-30	Projection screen Beamer	None
EUROTOX Executive Committee (EC-3)	EC members (10)	Beamer	None