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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Autumn (September-October)</th>
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<tbody>
<tr>
<td>Length</td>
<td>3.5 days; starting Sunday (full day) to Wednesday (half day)</td>
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<tr>
<td></td>
<td>Attention should be given to avoid clashes with other established regional or international congresses and local or international holidays.</td>
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<tr>
<td>Continuing Education Courses (CEC)</td>
<td>Between 4-6 Continuing Education Courses (CEC) should be planned prior to the congress opening (Sunday)</td>
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<tr>
<td>Satellite meetings</td>
<td>Can be organised pre or post congress, but should to be financed separately</td>
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<tr>
<td>Expected number of participants</td>
<td>1000-1500</td>
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<tr>
<td>Expected number of exhibitors</td>
<td>50-60</td>
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<tr>
<td>Expected number of posters</td>
<td>700-800</td>
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</table>

STANDARD MEETING TIMETABLE (variations can be made if needed)

<table>
<thead>
<tr>
<th>1st day (Sunday) Full day</th>
<th>All day</th>
<th>Morning</th>
<th>Evening</th>
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<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Arrival of participants</td>
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<tr>
<td></td>
<td></td>
<td>Registration</td>
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<tr>
<td></td>
<td></td>
<td>Continuing Education Courses (CEC) normally from 9.00 to 16.00, including lunch and coffee break</td>
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<td></td>
<td></td>
<td>Opening ceremony</td>
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<td></td>
<td></td>
<td>Merit Award Presentation</td>
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<td></td>
<td></td>
<td>Key Lecture</td>
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<tr>
<td>2nd day (Monday)</td>
<td>All day</td>
<td>Registration (continued) Scientific Sessions Industry Sessions Oral Presentations Exhibition</td>
<td></td>
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<tr>
<td>------------------</td>
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<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Full day</td>
<td></td>
<td><strong>Coffee breaks</strong> AM/PM <strong>Lunch</strong> EUROTOX Business Meetings</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>Evening</strong> Social event (optional)</td>
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</table>

<table>
<thead>
<tr>
<th>3rd day (Tuesday)</th>
<th>All day</th>
<th>Registration (continued) Scientific Sessions Industry Sessions Oral Presentations Exhibition</th>
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</thead>
<tbody>
<tr>
<td>Full day</td>
<td></td>
<td><strong>Coffee breaks</strong> AM/PM <strong>Lunch</strong> EUROTOX Business Council Meeting</td>
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<td></td>
<td></td>
<td><strong>Evening</strong> Gala dinner</td>
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<table>
<thead>
<tr>
<th>4th day (Wednesday)</th>
<th>Morning</th>
<th>Scientific Sessions Exhibition</th>
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<tbody>
<tr>
<td>Half day</td>
<td></td>
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<tr>
<td></td>
<td><strong>Coffee breaks AM</strong></td>
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<td></td>
<td><strong>Early Afternoon (ending by 14.00)</strong></td>
<td>□ Congress closing □ Awards □ Departure of participants</td>
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**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 the Core Professional Congress Organiser (PCO) 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 Core PCO.
   - Local promotion
   - Implementation of the final Scientific Programme
   - Social events, with support of Core PCO.
   - Selection of venue with support of Core PCO.
   - Abstract submission and preparation of the abstract book with support of Core PCO.
   - Local exhibition
   - Approval of the First Announcement, Preliminary Programme and Final Programme
2. The LOC along with the Core PCO 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 will appoint a Core PCO to assist the hosting society and local organising committee (LOC) in the organisation of the congress.
2. The hosting society and local organising committee (LOC) agree to work with EUROTOX’s PCO in the organisation of the congress.
3. The Core PCO will undertake 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. The Core PCO 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. The Core PCO will act as a consultant in connection with the planning and management of the conferences and make available its knowledge, systems and experience.
6. The Core PCO shall comply with services listed in the agreement signed with EUROTOX. LOC may obtain a copy directly from the EUROTOX Secretariat.

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 the PCO, 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.

TRAVEL BURSARIES
1. Funds will be available from EUROTOX to provide bursaries to help early career scientists to attend the congress.
2. 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.
3. Criteria to qualify for bursaries and deadline to submit bursary applications and will be posted on the congress website.
4. LOC will be responsible for the evaluation and selection of the bursary candidates.

AWARDS
Several Early Career Award (ECA) i.e. EUROTOX Gerhard-Zbinden, ECETOC Christa Hennes, Alfonso Lostia, ESTIV, etc. may be supported by either EUROTOX or other scientific partners based on award guidelines issued every year and available from the EUROTOX Secretariat. PCO will be responsible for the collection (during registration) of abstracts from candidates expressing an interest to participate in the evaluation process. The EUROTOX SPC will be responsible for the evaluation and final selection.

FINANCE
1. The administration of the budget is the responsibility of the LOC in consultation with the Core PCO.
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.
- EUROTOX Award Lecture: EUROTOX will cover the cost of the travel and accommodation. LOC will cover the cost of registration and gala dinner.
- Early Career Award winners from the previous year: LOC will waive the registration fee.

**SOT-EUROTOX 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 CITE Lecture
- HESI CITE will cover the cost of travel and accommodations, as well as registration and gala dinner, for the HESI CITE 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.

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 EUROTOX Award Lecture
   - The SOT Merit Award Lecture
   - The HESI CITE Lecture
   - The EUROTOX-SOT Debate
   - Meeting of the Individual Members
   - Meeting of the Business Council
   - Meetings of the Speciality Sections

CORE PCO SERVICES
LOC shall request a copy of the signed agreement directly to the EUROTOX Secretariat outlining the list of services contracted with the Core PCO, and additional specifications and guidelines.

BUSINESS MEETINGS HELD DURING THE ANNUAL CONGRESS
A list of standard Business Meetings held during the annual EUROTOX congress can be obtained from the EUROTOX Secretariat. Teleconference equipment may be required to accommodate remote participants.