



# Applying to host an EBSA conference

## 1. EBSA Conference

The annual Conference and pre-conference workshops are EBSA's most important events of the year and reflect our image. EBSA strives to vary the location of its Conferences so as to maximise the potential for involvement of biosafety professionals throughout Europe. Locations chosen on the initiative of EBSA are alternated with locations offered by a candidate host. This document describes the criteria that are used to evaluate candidatures as well the details of the evaluation procedure.

## 2. Criteria for evaluating candidate hosts

The following sections provide a short description of the elements that will be taken into consideration when deciding on a proposal. These elements are not go/no go criteria, but rather guide the evaluation of the strengths and weaknesses of the proposals.

### 2.1. Local team

A candidate host should clearly identify who (names and affiliations) is involved in the proposal. Ideally a Local Conference Team comprising different interested stakeholders (e.g. authorities, academic, and industry) prepares the proposal. The Local Conference Team can include EBSA members as well as non-EBSA members. As appropriate, they may eventually support the organisation of the Conference at the local level by identifying topics of local relevance and local (or regional) experts, exploring sources of sponsorship, providing logistical support and advising on communication.

As the proposal may be made several years in advance of the actual conference, it is important to identify individuals that can guarantee continuity during the preparation.

The local team identifies a lead person who will ensure the interaction with the EBSA Conference Programme Working Group (CPWG).

### 2.2. Local/regional biosafety community

In some cases, the local biosafety community will be well established and attracting local interest in both the planning of the conference, and attendance at the conference itself, will be relatively easy. In other cases, there may be little or no formal organisation in place. In such cases, EBSA's goal must be to seize the opportunity to create a new biosafety 'dynamic' within the proposed country or region.

All proposals submitted must indicate how the biosafety community is locally/regionally organised and how it will benefit from hosting the Conference.

### 2.3. Venue

A proposal should include suggestion(s) for venue. The venue(s) need to have

- high quality meeting facilities, for plenary meetings and trainings/break-out sessions;
- space for exhibits, coffee breaks and poster presentations that are in close proximity to the plenary meeting space;
- easy access by affordable means of transportation;
- good lodging possibilities in different budget categories, ideally in walking distance;
- attractive options for social programme (welcome drink and conference dinner).

Several options may initially be proposed. The final choice will be made by EBSA Council after a detailed budget has been established by CPWG.

## **2.4. Budget**

Any proposals submitted for Council decision will include a budget. The budget will be established in line with the EBSA requirements and experience and it should be based on realistic forecasts of costs and incomes as applicable for the location. For instance the costs of renting a meeting facility should reflect the conditions that can be negotiated for the proposed venue.

Any budget will be based on certain assumptions in relation to attendance and other sources of income. These assumptions should be explicitly stated to allow verification during the preparation of the Conference.

## **3. Procedure**

### **3.1. Step 1: Declaration of interest to CPWG**

Candidate hosts submit an initial declaration of interest (see Annex I) to CPWG. A declaration of interest should include:

- Identification of the candidate host(s)
- Description of local biosafety community and interest of organising the Conference
- Proposal(s) on venue
- Proposal of year.

Declarations of interest will be handled as they arrive. The CPWG will evaluate the expression of interest and inform the candidate host and Council of the decision including a justification for it. Whenever a proposal is deemed of interest, the CPWG will identify one of its members to liaise with the candidate host and the Conference office to prepare the full proposal; this will include a visit of the proposed venue.

### **3.2. Step 2: Elaboration of detailed proposal**

The candidate host, the CPWG contact person and the Conference office will elaborate a full proposal including more detailed information on venue, logistics and a budget in line with the EBSA requirements.

The progress of the proposal will be reported to CPWG at their regular meetings. During any step of the process either party may decide to abandon the proposal.

Finally, when the proposal is complete, it will be presented to CPWG. Upon endorsement by CPWG, it will be proposed to EBSA Council by the CPWG chair.

### **3.3. Step 3: EBSA Council decision**

The CPWG-endorsed proposal will then be submitted to the EBSA Council meeting for discussion. If required, additional questions may need to be resolved and the proposal may be presented again at a subsequent occasion.

EBSA Council finally decides on the proposal. A positive decision may include additional indications on the organisation of the conference and the maximum budget. Based on this decision the preparation of the Conference may start.

### **3.4. Step 4: Announcement & preparation**

EBSA Council decides on the way and moment to announce the venue. CPWG, (Education and Training Working Group (ETWG)), the Local Conference Team and the Conference Office collaborate on the basis of agreed timelines to conducting the Conference.

EBSA Council remains informed on progress and in particular on any deviation in relation to milestones and or budget.



## Annex 1: Application as candidate to host an EBSA conference

Candidate organisations are invited to complete this form and submit it to EBSA's CPWG by sending it to [conference@ebsaweb.eu](mailto:conference@ebsaweb.eu). Candidates are invited to read the procedure before submitting the candidature.

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|----------------------------------|--|
| <b>Year(s)</b>                   | <i>Indicate which year(s) would be proposed for hosting the Conference</i>   |
| <b>Country</b>                   | <i>Indicate the country</i><br><br><b>If an EBSA Conference has been held previously in this country, indicate the year(s) .....</b> |
| <b>Proposal(s) on venue</b>      | <i>Indicate for each venue: location (city), name of facility (e.g. University of XX, Conference Centre YY)</i>                      |
| <b>Candidate host(s)</b>         | <i>Provide Name, First name, Affiliation and contact details of the person(s) involved in the candidature</i>                        |
| <b>Local biosafety community</b> | <i>Description of local biosafety community and interest of organising the Conference</i>  |