



# EUROPEAN SCIENCE ENGAGEMENT CONFERENCE: INFORMATION FOR HOSTS

## Description of the European Science Engagement Conference

The **European Science Engagement Association, EUSEA**, is an international knowledge-sharing platform for professionals working in the fields of science communication and public engagement. EUSEA is composed of around 110 institutions involved in the design, organization and implementation of science engagement activities in Europe and beyond.

Each year in spring, EUSEA organizes the **European Science Engagement Conference**. In order to organize the conference in collaboration with the EUSEA office, we are looking for engaged, flexible and creative teams that are willing to share our mission. All EUSEA-members are invited to present their interest in hosting one of these annual meetings in their institution. This document summarizes all relevant aspects involved in organizing and hosting the European Science Engagement Conferences 2021 and 2022.

## Conference Aims

The main goal of the European Science Engagement Conference is to offer all EUSEA members plus interested guests a platform and opportunity to expand their networks and enhance their skills via inspiring keynotes, interactive sessions and co-creative workshops. The conference aims to discuss relevant topics, funding programs and formats mainly related to the areas of public engagement and science communication.

## The Conference Organization: Tasks in a Nutshell

We invite all EUSEA members to become a host of this conference and work together with the EUSEA Office as a co-organizing institution:

- The conference should take place in the months of **April or May**, comprising **2,5 days** (pre-conference plus conference).
- The numbers of attendees are increasing each year, from 50 in 2016 to 160 in 2019. For the coming conferences we expect about **200 participants**.
- The first half day, usually starting in the afternoon, is dedicated to **pre-conference trainings and workshops**.
- The next two days will have slots for **2-3 keynotes** plus **3-4 parallel strands** with various kinds of sessions:
  - a. **Horizon Talks**: Four to five 8-minute talks are clustered around a common topic. These sessions are convened by EUSEA Board Members or colleagues from the hosting organization.
  - b. **Interactive Sessions in different formats**: Two 45-minutes sessions are happening in the same room, one after the other.
  - c. **Workshops in different formats**: Capacity-building sessions, 1,5 hours long.

### Shared Responsibilities between EUSEA and the Host:

HOST	<ol style="list-style-type: none"> <li>1. Organization and Booking of Conference-Venue</li> <li>2. Online Registration Process</li> <li>3. Organization of Catering</li> <li>4. Gifts for Keynote Speakers</li> <li>5. Venue for the Social Dinner on the Evening of the Conference</li> <li>6. Design and Production of the Printed Program</li> <li>7. Conference Bags</li> <li>8. Participation Certificates</li> <li>9. Final Report</li> <li>10. Conference communication in agreement with EUSEA</li> </ol>
EUSEA	<ol style="list-style-type: none"> <li>1. Open Call for Proposals before the Conference</li> <li>2. Selection of Proposals, in cooperation with the Host</li> <li>3. Set-Up of the Conference Program</li> <li>4. Presentation of the Program on the EUSEA Website</li> <li>5. Selection and Communication with Keynote Speakers</li> <li>6. Organisation of the Annual General Assembly</li> <li>7. Online and Social Media Communication via EUSEA Channels</li> </ol>

### Budget

The conference budget is covered by the participants' fees: 300 € for EUSEA members, 400 € for non-members. Each partner (host and EUSEA) receives 10 tickets for guests. This includes the organizing teams and the EUSEA board members.

Prior to the signature of the collaboration agreement, the host provides a first Budget Overview, showing a first estimation of income and expenses. An involvement of sponsors is appreciated but should be checked with the EUSEA Office first.

After the conference, the host elaborates a Financial Report, with the income obtained and the expenses incurred. At the end of the conference, the conference surplus or deficit is divided equally between the host and EUSEA. Partners are required to stay within the limits of the estimated income.

### Registration Process

The host will be in charge of setting up an online registration system. They will receive the payment and send invoices to the registered participants. The registration will be opened between the months of February and March in the year of the conference.

## Venue

The host will organize and book the venue where the conference will be held. It must have the necessary rooms, accessibility, technical equipment and the proper signaling. Furniture should be flexible in all workshop rooms. The venue should be located centrally or be easily reachable by public transportation.

The venue must provide **a Plenary Room for 200 people**, where the keynotes, the General Assembly and one of the sessions will take place. Apart from the plenary room, **3 or 4 additional rooms are needed**, for workshops and team sessions. Accessibility, technical equipment (beamers, laptops, flipcharts) and the proper signaling are crucial aspects to cover. 1-2 rooms for potential Pre-Conference training and workshops must also be provided.

## Catering

The host will select a catering provider for coffees and meals, promoting the most environmentally friendly options, thinking of local and seasonal food and taking into account the possible allergies and special nutritional needs of participants. We encourage offering fresh fruits and water in a constant basis, avoiding plastic bottles and offering glasses or bottles to be re-filled with fresh water.

## Conference Program

The host and their institutional representatives will be part of the opening ceremony, that will also have the President and the Executive Director of EUSEA.

The topic of the year conference will be decided jointly by the EUSEA Board and the hosting institution.

Keynote speakers' suggestions by the hosts are encouraged. The selection of keynotes will be gender-balanced, including at least one female and one male speaker.

## Communication and Promotional Material

The host selects a designer who will prepare printed documents (program, roll-up, poster), promotional materials and bags in agreement with EUSEA. Environmentally options for everything provided in the bag is highly encouraged.

A photographer must be in charge of capturing the atmosphere of the conference. He/she has to organize an official picture of the conference.

The host is responsible for including a registration section on its institution's website, with information about the conference. This section will be embedded in EUSEA website.

The host will have a communication contact person to jointly coordinate the sending of invitations and the development of a communication plan in social networks, programming entries in Facebook and Twitter.

In the actions carried out as conference dissemination activities, the participation of EUSEA and the host should be mentioned as collaborating entities, using the identification logos of both institutions, always with the prior approval of the counterparty. The corresponding diffusion must be given on the posters, printed materials, electronic or audiovisual media, as well as in the press releases and dossiers sent to the media.

### **Practical Information for Conference Attendees**

The host will provide practical information on access to their city by plane and train, as well as public transport in the city, accommodation etc. This information needs to be shared with the EUSEA office, so it can be published on its website timely, together with the programme.

### **Commitments of EUSEA**

EUSEA will collaborate in a close and coordinated manner in all aspects of the organization and dissemination of the conference.

The EUSEA Board will be responsible for selecting the proposals that were received after the call closes. The host can be included in the program committee. The EUSEA Board will meet for this purpose in the month following the closing date and will deliver the results to the host for the preparation of the program. EUSEA will be responsible for publishing the information about the conference on its website in the terms that both parties agree upon in the contract.

EUSEA will invite the keynote speakers, naming the host as a partner.

### **Selection Process**

Interested EUSEA Members can send their application to host a conference via email to [annette.klinkert@eusea.info](mailto:annette.klinkert@eusea.info). The application should answer the following questions:

- Description of the hosting institution and their relation to EUSEA
- Motivation to host a EUSEA Conference
- Short description of the venue, including costs for rent
- If possible: First ideas for the evening program

**For the conferences 2021-2022 we accept proposals until 16 November 2019!**

The conference venues will be decided by the EUSEA Board. In January 2020 the Board will communicate the selected hosts for 2021 and 2022.

After the selection process, a formal agreement between the host and EUSEA will be signed. This document will contain the detailed tasks and responsibilities from both parts. It begins to apply from the date of its signature and ends once the report and the financial balance of the conference have been submitted by the host (within 3 months after the end of the conference).

**Contact for open questions:**

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