



EUSEA
Executive Office
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**EUSEA ANNUAL CONFERENCE:
DESCRIPTION AND INVITATION TO APPLY AS
A HOST IN 2025 OR 2026**



Description of EUSEA and the European Science Engagement Conference

Who We Are

EUSEA is Europe's fast-growing network of public engagement professionals in the fields of research, innovation and education. Our membership comprises a diverse mix of individual experts and established organisations sharing a common goal of involving societal actors in the lifecycle of knowledge creation.

EUSEA is internationally connected, with active collaborations in several countries around the world. Drawing on the strength of our members and governance, we are a recognized leader in engagement policy and practice and a partner of choice within many European Commission-funded projects.

EUSEA represents a vital bridge between science and society, interpreting science in its widest sense to encompass the myriad of subject areas that together advance discovery, from natural and social science to the arts and humanities. We create platforms that encourage exchange and bring together researchers, communities, policymakers and innovators, striving to foster engagement practice that makes an impact across Europe.

EUSEA organises an annual conference, since 2018 called the **European Science Engagement Conference**. In this document, EUSEA has put together all the aspects involved in organising and hosting the conference. It will be shared with all EUSEA members, inviting them to submit their proposals to the EUSEA Office.

The EUSEA Annual Conference Aims

The main goal of the European Science Engagement Conference is to gather all EUSEA members plus interested public engagement professionals in a friendly and inspiring environment, so they can boost and expand their networks and enhance their skills. The Conference also aims to discuss topical issues and current debates in science engagement and communication. Presentations, discussion forums, workshops and other activities will contribute to the advancement of knowledge in the field of science, technology and innovation dissemination. At the EUSEA Conference, dialogue-oriented communication initiatives on science, technology and innovation are discussed, taking into account the new demands and social challenges and their alignment with European policies and programmes.



The next conference will be held in Tbilisi, Georgia, in 2024. We are now looking for engaged, flexible and creative teams that are willing to take on this mission for the years 2025 and 2026.

The Conference Organisation: Tasks in a Nutshell

We invite our members to host an Annual Conference and work together with the EUSEA executive office as a co-organiser institution.

The conference usually takes place in the month of May, considering two and half days. The exact date will be defined jointly.

The day before the conference can be dedicated to pre-conference training or workshops. These offers can be charged extra to the conference fee.

The next two days are hosting the keynote speakers, and the three kinds of sessions that the Annual Conference offers:

- a. Horizon Talks: Four to five 8-minute talks are clustered around a common topic. They are convened by someone from EUSEA or the hosting organisation.
- b. Team sessions: Two 45-minute sessions are happening in the same room, one after the other.
- c. Workshops: These workshops are 1,5 hours long and they are capacity-building sessions.

The numbers of attendees vary, from 50 in 2016 to 160 in 2019 and 130 in 2023. On average, we expect 120 paying participants.

Briefly, EUSEA is in charge of the majority of the content of the conference while the host is mainly in charge of the conference logistics. Both share Communication tasks. In 2024 the invoicing and registration is done by the system "easychair". This can be an option for the upcoming conferences as well.

Each conference is supported by a Conference Committee, inviting the Host and 3 other EUSEA members to collectively shape the programme and the main topic of the Conference.

Overview of the main tasks:

HOST	<ol style="list-style-type: none"> 1. Identify a local lead contact and support team to work with EUSEA on the planning and delivery of the conference 2. Online Registration process – if not easychair 3. Venue for the Conference 4. Catering 5. Gifts for Keynote speakers 6. Venue for the Social Dinner on the night of the Conference, other elements of a social programme (museum or city-tour) 7. Goodie bags 8. Participation certificates
EUSEA	<ol style="list-style-type: none"> 1. Open call for proposals for the Conference 2. Select the proposals 3. Define the programme 4. Organisation of the Annual General Assembly
JOINTLY	<ol style="list-style-type: none"> 1. Choose and communicate with Keynote speakers 2. Design and print the programme 3. Social media communication 4. Final technical and financial report

The Conference Organisation: Closer Look to the Tasks

Registration process

The Host will be in charge of setting up the online system for participants to register, receiving the payment and sending an invoice to the registered persons. The registration will be opened between the months of February and April of each conference year. After the Conference, the Host elaborates a Financial Report, with the income obtained and the expenses incurred. At the end of the Conference, both the benefits, if any, and the expenses would be divided equally between the Host and EUSEA.

Venue

The Host will manage the venue where the Conference will be held. Ideally, it is either centrally located or easily reachable by public transportation.



It must have a **Plenary room**, where the Keynotes, General Assembly and one of the sessions will take place. Apart from the plenary room, **3 or 4 rooms are needed**, for workshops and team sessions. Accessibility, technical equipment and the proper signalling are crucial aspects to cover. Rooms for the 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 possible allergies and special nutritional needs of some participants. We encourage offering fresh fruits and water on a constant basis, avoiding plastic bottles and offering glasses or bottles to be refilled with fresh water. EUSEA will encourage all participants to bring their own water bottles to be refilled.

Conference Programme

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

The conference topic of the year will be decided by a Committee established for programme content purposes.

Keynote speakers' suggestions are encouraged and the selection will be gender balanced, including at least one female and one male lecturer.

Communication and promotional material

The Host selects a designer who will work with EUSEA to produce the printed material. The Host is in charge of making the promotional materials, as well as bags, in agreement with EUSEA. Environmentally options for everything provided in the bag are highly encouraged.

A photographer must be in charge of capturing all different moments of the Conference and s/he has to organise the Conference official picture.

The Host is responsible for including on its website a section with information about the Conference, enabling the registration form for attendees to be embedded on the 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 the case of having enough budget, the Host can hire a professional social media communicator, to promote the conference.

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 has to be provided to EUSEA, so it can be published on its website timely, together with all elements of the social and side programme.

4. Commitments of EUSEA

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

The EUSEA Board will be responsible for selecting the proposals that were received after the call closes. 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 congress on its website in the terms that both parties agree on in the Gantt chart.

EUSEA will invite the Keynote Speakers of the Conference together with the Host.

EUSEA is committed to distribute the remaining money between both parties, if there is any, after making the balance between the income for inscription to the Congress and the costs in which the Host and EUSEA have incurred.

5. About the process of selecting a Host for the next conferences



We will consider proposals to become a host for 2025 or 2026 that are sent in before 30 December 2023. If you are interested, please send a letter of interest plus a set of slides with some key information about yourself, your institution and the potential venue to Dr. Annette Klinkert, Executive Director, annette.klinkert@eusea.info. Annette may come back to you with additional questions needed to provide the Board with all relevant information needed to make the best decision.

At the EUSEA Conference in Tbilisi in May 2024, the Board will communicate the selected hosts for 2025 and 2026.

An 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 are submitted by the host, within 3 months of the end of the Conference. The causes for the resolution of the Agreement shall be by mutual agreement of the parties. Serious breach of the clauses contained therein by any of the parties or the denunciation by any of the parties, when there are causes that impede or hinder way compliance with the Agreement. In the latter case, the affected party will notify the other party at least one month in advance.