

Guidelines for division of responsibilities for the ECE Congress

These guidelines are intended to provide a clear definition of the respective responsibilities of the parties responsible for running the European Society of Endocrinology's annual Congress, the European Congress of Endocrinology. The responsible parties are as follows:

- ESE Executive Committee (ESE ExCo)
- Corporate Liaison Committee (CLC)
- Congress Committee (CC)
- Programme Organising Committee (POC)
- Local Organising Committee (LOC)
- Professional Congress Organiser (PCO)

Responsibilities

ESE ExCo

The ESE ExCo will have final responsibility for the standard and success of the meeting. The ESE ExCo will be responsible for the following:

1. Final decision on the location of the meeting
2. Approval of the dates for the meeting, taking into account climate, religious holidays, holiday periods etc
3. Approval of the POC members, as provided by the POC Chair who will be a member of the ESE ExCo
4. Specifying reporting requirements to the ESE ExCo from the other responsible parties, including attendance of at ExCo meetings, expectations regarding presentations and/or written reports
5. Approval of the overall meeting programme, supplied by the POC
6. Approval of the scientific programme, supplied by the POC
7. Approval of proposed slots for satellite sessions, supplied by the POC. This approval should take into consideration the budget for the meeting and the overall sponsorship plan
8. Approval of the local Destination Management Company, proposed by the LOC/CC
9. Approval of the social programme, proposed by the LOC/PCO
10. Language of the Congress
11. Approval of the budget for the meeting
12. Approval of pre-financing arrangements for the meeting
13. Approval of the registration fees for the meeting
14. Approval of key deadlines, as proposed by the POC, including abstract deadline, early-bird deadlines
15. Approval of speaker/chair entitlements, proposed by the CC

The Chair of the LOC may be asked to attend the ESE ExCo meeting at the Congress one year prior to their congress. The POC Chair is currently already a member of the ExCo. A representative from the PCO should also always be in attendance at the ESE ExCo meetings.

Corporate Liaison Committee

1. Responsibility for financial planning for the Congress, with regards to industry income.
2. Maintenance and development of relationships with Corporate Members.
3. Recruitment of new Corporate members and retaining of existing ones.
4. Advice to the ExCo on maximising income from industry.
5. Working with the PCO to maximise the income into the meeting. Attendance at face-to-face meetings, teleconferences as appropriate
6. Approval of sponsorship packages developed by PCO
7. Approval of contracts for the pharmaceutical industry
8. Advising of changes to pharmaceutical regulations, or other factors, which could affect the income to the Congress

Congress Committee

1. To provide input to the Secretariat and Executive Committee for the initial critical evaluation of proposals from candidate cities and the selection of 2-3 final challengers for each annual congress.
2. To advise the Secretariat and ESE Executive Committee on all decisions regarding ECE Congresses, including but not limited to the following:
 - Guidelines for bids
 - Selection of local Destination Management Company
 - Strategic advice regarding timing of meeting, length of meeting etc
 - Policy decisions regarding registration fee structure
 - Policy decisions regarding speaker entitlements
 - Financial arrangements related to the meeting, eg, split of surplus with local Society
 - Liaison with external organizations regarding logistical and financial arrangements for ECE, eg, ISE
4. To obtain and review updates and final reports of congresses and to report on these to the Executive Committee.

POC

1. The POC Chair will be a member of the ESE ExCo
2. Proposal by the POC Chair to the ExCo of the members of the POC. The POC should include a maximum of 15-20 members, to include: POC Chair (member of ExCo), the chair of the LOC, the ESE Treasurer and the Editor-in-Chief of EJE. Other suggested members are the POC chairs of the previous and following congresses. An even distribution in relationship to gender, scientific specialty and geographic location should be taken into consideration
3. Responsibility for the planning of the dates, agenda and papers for the POC meetings, and the necessary logistical arrangements, in liaison with the PCO.
4. Responsibility for the planning of the scientific programme for approval by the ESE ExCo. Programme suggestions will be obtained from the ESE members and the other POC members, plus the editorial boards of the ESE official journals.
5. Responsibility for setting slots for satellite sessions within the programme, for approval by the ESE ExCo
6. Responsibility for reviewing satellite session programmes to ensure that the scientific standard of the meeting is maintained

7. Responsibility for invitation of all invited speakers and chairs, in liaison with the PCO. A member of the POC will extend an informal invitation to the speaker and chairs in the first instance. Approval of all correspondence to the speakers, to be drafted by the PCO.
8. Responsibility for planning the following sessions into the programme; the Geoffrey Harris lecture; EJE Prize lecture; President's address; New Members Reception; President's meeting; AGM (preferably avoiding the late afternoon prior to the main social event).
9. Setting of abstract deadlines, registration deadlines for proposal to ESE ExCo
10. Planning of free communication sessions. Taking responsibility for the evaluation of the submitted abstracts in liaison with the PCO.
11. POC Chair and LOC Chair to have responsibility for approval of all written materials related to the meeting, including marketing flyers, website, preliminary programme, final programme, abstract book.
12. Ensuring that CME is gained for the scientific programme, and the scientific programme is evaluated according to the requirements of CME, in liaison with PCO
13. Ensuring proper declarations of conflict of interest from the speakers, as required by current guidelines, in liaison with the PCO

Local Organizing Committee

1. Proposal of an active LOC committee to the ESE ExCo
2. Liaison with the PCO to design the meeting logo
3. Chairing of regular LOC meetings, with participation of the PCO by teleconference if possible. The LOC chair should maintain minutes from the meetings, and these should be supplied to the ESE ExCo and the PCO. NB: a budget of €10,000 will be provided to the LOC Chair two years in advance of the meeting to cover LOC costs. The LOC will be responsible for accounting for these monies and in the event of a surplus this amount will be deducted from the monies returned to the LOC through the split of surplus and registration fees. If there is a loss to the meeting the LOC will not be required to return these funds.
4. Attendance at site visits with the PCO and members of the ESE ExCo. Assistance with planning of these site visits.
5. Assistance in selection of a local Destination Management Company, to work with the central PCO on the following arrangements: venue planning, social event planning; provision of local staff; transport passes; hotel accommodation. Attendance at presentations during selection process. Attendance at meetings with DMC once selected, as required.
6. Carrying out site visits and local planning, when requested by the PCO
7. Planning of the scientific venue, in liaison with the PCO.
8. Responsibility for obtaining local sponsorship. Communication should be maintained with the PCO to ensure effective organisation.
9. Suggestion of social venues and entertainment to the ESE ExCo for the Welcome Reception, President's dinner, informal social event, gala dinner. Planning of these events in liaison with the PCO.
10. Contacting the civic authorities to request hospitality from the city
11. Support to the PCO to obtain local ruling on taxation issues
12. Planning of the opening and closing ceremonies at the ECE, in liaison with the PCO
13. LOC Chair and POC Chair to have responsibility for approval of all written materials related to the meeting, including marketing flyers, website, preliminary programme, final programme, abstract book.

14. The LOC may be asked for assistance in the organisation of a press conference for local press.
15. The Chair of the LOC may be asked to attend the ESE ExCo meeting at the Congress one year prior to their congress.
16. Other responsibilities may be delegated to the LOC by either the ESE ExCo or the PCO as required.

PCO

1. Attendance at site visits during the selection process. Preparation of an evaluation for the Congress Committee, so that a recommendation can be suggested to ESE ExCo
2. Managing the venue and all associated contractors, including negotiating and signing the contract, taking out insurance, liaising with the venue to ensure all facilities are provided, arranging audiovisual, catering, exhibition and all other venue-related issues.
3. Delegate management, including web-based registration and credit card payment, providing delegate badges etc
4. Accommodation management, either directly or via its trusted partner
5. Speaker management, including support to the Programme Organising Committee, issuing speaker invitations, reporting back to the POC as needed, issuing speaker briefings and paying speaker expenses
6. Managing the administration of all prizes and grants under the direction of the ESE's Secretary
7. Setting up and managing the Congress web site
8. Managing web-based abstract submission, marking, and publication, both online and in print
9. Managing all publicity for the event
10. Managing social events, including identifying and booking suitable venues, catering etc
11. Setting up a budget and cash flow statement at least two years in advance in association with the ESE's Treasurer, updating as required, alerting the Treasurer if any items go substantially over budget, and reconciling the figures after the event.
12. Ensuring the Congress complies with health and safety and other legislation
13. Reporting to the ESE up to three times per year on request.
14. Providing all staffing for the meeting
15. Managing all travel and other expenses as authorised by the ESE
16. Contact with the national airline, to become the 'official carrier' of the Congress
17. Preparation of a final meeting report, in liaison with the LOC and POC for submission to the ESE ExCo
18. Management of any taxation requirements required for the Congress
19. Provision of a financial statement to the Society not later than four months after the end of the Congress.
20. Provided there are no debtors or creditors outstanding, provision of a final statement to ESE not later than nine months after the end of the Congress.
21. Remittance of the balance to the ESE not later than one month after the final statement if the Congress has a surplus
22. The ESE will remit the balance to the PCO not later than one month after the final statement if the Congress has a deficit

23. Maintaining a spreadsheet containing details of all previous ECE meetings, including abstract numbers, registration numbers in each category, final budgets, details of exhibition space etc