General data for EGEE Conferences

Expected Attendance ~350 – 400 delegates
Duration – Mon (am) – Fri (pm)
Timeline - Fees / venue / registration / PCO should be finalised at least 6 weeks prior to the opening of the conference.

Project Office Wish List

There is a document (available from TERENA) produced by the Project Office called the EGEE Conference Wishlist and is essential reading prior to any firm preparations. It is a list of things that should be done at future EGEE conferences based on previous experience.

Event Content and Programme

The Project Office, in conjunction with the PEB, decide the content for the programme. A member of the Local Organisers is invited to attend the weekly PEB teleconference meetings (Thursdays 4pm) to report on progress, keep abreast of programme changes and expectations of the Project Office. It is essential that you participate in this conference call. TERENA is responsible for the room allocation and organising the schedule. The Project Office and TERENA need to know all the proposals for the event, including 'extra-curricular' activities, trips etc.

It is also imperative that a weekly conference call between the local organisers and TERENA takes place a day or so prior to the weekly PEB.

Professional Conference Organiser

You may feel it necessary to employ the services of a local PCO, and it is recommended that you do so. The PCO is responsible for the general logistics of the event, including the registration of delegates, the provision of catering, possibly the provision of maps and other local information. They may also be able to suggest local attractions for outside events etc. READ THE CONTRACT and make sure that you are FULLY agreed on the extent of the PCO's responsibilities. The usual terms for a PCO are that they handle the payments and registration system, the Venue, the preparation of conference bags etc and that they should be present at the venue throughout for logistical support as and when required.

There must be availability for online registration with Credit Cards, Direct Bank Transfer, pro forma invoice and group registration. A clear and simple cancellation policy should be documented and made available to the registering delegates which helps with early registration.

Budget Overview

The budget is entirely location specific, use these figures as guidelines only. Your provisional budget will need to be submitted to the PMB to justify your registration fee.

Income

- Registration, usually between €70-120 pppd (€350-600 full week), with higher rates for late registration and on site registration.
- Sponsorship to make up deficit. Be sure to verify your sponsorship arrangements with the Project Office as problems have been identified where the profile of the sponsors is too high. If you are thinking of allowing sponsorship booths or other forms of sponsorship like advertising, liaise with the Project Director first.

Expenditure

- PCO, allow ~€12.5k
- Catering, allow ~€75k
- EAC travel and hotel Expenses, allow ~€10-12k
- Conference Banquet (Gala Dinner), allow ~€12K (or ~€30-40 per head)
- Social Event, allow ~€15K
- Invited Speakers' travel and lodging, depends on your arrangements. Either pay them a fee and they find their own accommodation or offer them accommodation and travel and they speak for free.
- Opening Reception, allow ~€12k
- PMB Dinner
- Media briefing and lunch

N.B. The Local Organisers take the financial risk of the event i.e. if the event results in profit the Local Organisers will be entitled to keep it, but equally this means that they also take the risk of any loss incurred.

Hotels and Accommodation

The EGEE delegates come from a broad financial background, and for this reason it is essential that you provide a list of alternative accommodation in a broad price range. If you manage to arrange special rates (due to the prestige and free advertising we provide on the web), a discount code should be nominated for the reservation forms to distinguish between the EGEE delegates and the general public.

The delegates arrange their own accommodation, to enable this TERENA provide an area on the public website to hold the hotel list, possibly with a link to the Hotel website with rates, distance from venue, downloadable fax reservation forms and short descriptions. This information must be provided in good time to enable TERENA to include it on the website, indeed so that the delegates can book their accommodation in early.

Logistics

Venue Requirements

The room requirements vary depending on the content and structure of the conference, and will be specified by the Project Office prior to the organisation of the event. As a guide the following figures were taken from the first three conferences.

Cork – PMB, PO, 10 general conference rooms

Den Haag - PMB, PO, 10 general conference rooms

Athens – PMB, PO, 7 general conference rooms

Facilities

Minimum Requirements

- 1x Plenary room to hold up to ±400, 3 UTP ports on the stage, beamer, screen, vocal amplification, power.
- 1x AFM / PMB meeting Room – PC, Beamer, Screen, Polycom conference call facilities for 15-20 people
- 1x Project Office – to seat 6-10, 6-10 UTP Network Connections, Fax, Printer, Telephone, polycom
- 7 x rooms of various sizes in a capacity range of 30 - 100 for workshops and parallel sessions, must have wired UTP available, beamers and power points.
- 1x room must be able to take up to 200 as some joint sessions attract a large number of delegates
- 1 x Demonstrations Area - 6-10 UTP Network Connections, power.
- 10 networked PC's should be made available for those delegates without laptops.
- All rooms, preferably throughout the venue, to have 802.1x wireless network available, DHCP enabled, with sufficient bandwidth to support 500+ simultaneous heavy email users without degradation of the service. *(N.B. please also see the Network Connectivity section)*.

Printed Material

EGEE Information Packs, information sheets, feedback forms, gender action plan and posters are provided by TERENA and the Project Office. TERENA will also operate the conference website from the public website (http://public.eu-egee.org/).

Venue and locality maps, welcome letter, conference bags, ground transportation guides and invitations to the events should be provided by the local organisers, but the presentation of these items must be forwarded to the PO and TERENA well prior to printing to ensure the EGEE brand is correctly promoted. The programme should be printed daily by the local organisers and handed out at the key areas at the venue (as it changes until the last minute).

This material takes a lot of time to produce, so make sure that your requirements are finalised at least 6 weeks prior to the conference and that they have been clearly communicated with TERENA. You must provide local information **at least 6 weeks** prior to the conference on taxis, trains and bus services to the event from major links (e.g. Airports), maps, details on the venue etc to enable the production of this material for the website. Bear in mind the printed material has to be approved by the Project Office, so early provision of information is essential to enable any required changes to be made.

Signage
Clear unambiguous signage is a real help for delegates in unfamiliar territory, make sure though, that they are in the EGEE style and look professional. TERENA and the Project Office can help with this, but is logistically better if the Local Organiser takes this on using provided templates. Always liaise with the venue as they may already have a facility to do this.

Parking Permits
Check out the requirements locally for parking permits for any buses etc that may need to stand waiting.

Registration Desk
There should be a registration desk which is prominent and well identified. The desk should be large enough for information (daily programmes, extra information, feedback forms etc.) to be handed out. An option is to also have the daily programme displayed on large 'Airport' style LCD screens, depending on budget limitations or sponsors may provide this kind of item.

Catering

This section DOES NOT refer to the Conference Banquet, this should be treated separately. The catering has caused some level of complaint in the past, however, due to budget constraints the catering has to be basic in nature. Make sure

- There is good variety of buffet style foods
- A different selection everyday
- A wide, well-marked vegetarian selection
- Nothing creamy
- Bite sized portions
- No meat on the bone
- Hot and cold drinks should be available all day.
- Make sure that tables / surfaces are provided to put empty plates, rest a glass etc.
- Make sure that the flow of people doesn't cause congestion in the eating area, a good idea to have two separate long tables either side of food hall.
- In the eating area, either provide sufficient seating for ALL or none at all (preferable).

Delegates at EGEE Conferences like to talk amongst themselves during breaks, so make sure you provide plenty of space to enable informal discussions and networking. There have also been requests to provide smoking areas but the arrangements for this will be entirely country, season and venue specific.

Conference Banquet

The banquet, usually on the Wednesday evening, is a sit down meal for all those attending the event. It is a good opportunity for prize giving, speeches and sponsor speeches, however, make sure you fully inform the Project Office of your intentions in case of objection. The cost is usually sponsored and not derived from the Registration fee.

Network Connectivity

Being a technical conference / working meeting, this is one of the key areas to make sure you get right. You must make sure that an 802.11 wireless access is supplied, with sufficient bandwidth to cater for 500+ heavy users, ensure a sufficient pool of DHCP IP addresses. It is important to fully test the installation prior to the conference to ensure any teething problems can be overcome in good time.

Media Support

Web casting
There must be a high quality digital feed from the Plenary sessions only for broadcast on the web. Remember, this increases the bandwidth requirements of the network.

Minimum Requirements:
- Digital Video Cam (preferably two) which must have an operator at all times.
- On-site encoding
- On-site archiving of the stream(s)
- Webcast Server and associated equipment
- Approximately 2 Mbps of DEDICATED bandwidth

In the past, the operators have been local Media students, who are sometimes keen to practice their skills free of charge.

Digital Film
In addition to the web cast of the plenaries, there is a requirement for high quality 'fly on the wall' and face to face interview video footage to be taken throughout the week, for use in the EGEE Promotional Video and other PR uses. Local media students have been utilised for this purpose in the past.

Photography
High quality digital photographs should be taken at the event for promotional and PR use but is not necessary for the whole week. This should be discussed with TERENA and the Project Office as is dependent on the programme and invited speakers.

TERENA will require all the digital media collected immediately after the conference for dissemination.

Staff

There will be a number of staff from supporting activities, NA2 provide technical support and Webmastering services. The registration desk should be staffed at all times where material can also be handed out, information given as well as registrations dealt with. If the venue is a hotel, you may be able to negotiate this service with the hotel staff. It would be a nice idea if budget permits to have some hosts available to direct lost delegates.

Audio Visual

The audio visual requirements for the sessions will be dependant on the venue itself. Some venues may provide it, some PCO's may provide it. Whatever you do, don't forget it. Make sure that whoever is responsible that it is written in that they will supply sufficient 'spares' to cover most emergencies. (e.g. Bulbs for beamers, network cables, wipe off pens for whiteboards, spare flip charts etc)

Reports

A number of reports are expected by the Project Office from the local organisers, namely

- A Feedback Form is given to all delegates, the results of which must be evaluated and analysed 1 month post conference in the form of a brief report (TERENA will do this).
- Budget Report, including copy invoices and budget/actual accounts from the PCO – this is ESSENTIAL to verify any loss or profit made.

These reports are produced for the Project Office by TERENA, so please keep in mind the relevant data required and forward it to them in good time**.**

Public Relations

Press Conference
On the first day there is often a requirement for a press conference, at which the Project Director may wish to speak, or nominate someone to speak on his behalf. The format and message is an area that has to be decided upon between the Project Office and the NA2 Dissemination Activity. This decision must be finalised in good time to arrange the attendance of the necessary members of the press. The local organiser is expected to assist TERENA in attracting local journalists.

Website
NA2 Provide a conference website which is maintained by TERENA, The website holds information on the venue, programme, logistics and other information that the delegates (and presenters) have 24 hour access to.
The online detailed programme and delegate slides etc have been handled in a variety of ways, and this will need to be clarified at the beginning of arrangements, it is essential that the speakers have the capability to upload their slides to make them available for public viewing.

Miscellaneous

Some delegates coming from certain countries will need a visa to exit their country, make sure somebody is nominated as responsible for enabling this procedure. It is usually as simple as sending a letter of invitation to the relevant individuals.

Scheduling Notes

There is at least one plenary in the week, attendance ~400
There are usually no more than 7 parallel sessions running at any one time.
PMB needs ½ day (4 hours) with lunch/dinner afterwards
Project Office provides a list of all critical meetings which CANNOT clash
Industry Forum forms a Parallel Session and needs to be the day after the banquet
AFM forms a Parallel Session and needs to be the day after the banquet
SA1/JRA1/JRA3 has the largest attendance ~200 attendees

Evenings

Usually, the following events take place in the evenings:-

Welcome Reception (Monday)
Activity Meetings
PMB Dinner
Project Office Dinner
Banquet (Wednesday)

If you need further assistance or advice, please contact the author of this document at secretariat@terena.nl, stating "EGEE Conference" in the subject, or by mail to the address below:

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