



# Guidelines for EUNIS Congress Organizers

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## EUNIS Congress

The annual EUNIS conference, called the EUNIS Congress (in short the Congress), is the main activity of the EUNIS organization. The goal of the Congress is to provide an opportunity for IT professionals from European higher education and research institutions to meet and exchange ideas and best practices.

This is stated more precisely in the objectives of EUNIS:

- to encourage communication, collaboration and co-operation between those responsible for information systems in higher education and research institutions and organizations in Europe
- to liaise with the major suppliers in this field and represent the interests of higher education
- to liaise with organizations setting the strategic agenda for information systems in higher education and research at national and European level

Thus the Congress should also give access to liaise with a range of different suppliers and organizations which have an impact on the development and use of information systems in higher education.

### Application procedure

The Congress is hosted by a EUNIS member institution. The venue is selected from a list of volunteers approximately two years before the event takes place. There is no formal procedure to invite bids. This is mainly because there has always been a ready supply of members wishing to host the Congress.

The EUNIS Board of Directors takes the following factors into account in making its choice:

- visiting a new country
- geographical position within Europe
- travel arrangements from different parts of Europe
- enthusiasm of volunteers at host institution

### Time of year and venue

The annual EUNIS Congress attracts many delegates from across Europe. In order to ensure maximum participation, and to fit with the requirements and travel arrangements of as many delegates as possible, **the EUNIS Board strongly recommends that the Congress is held in the first two weeks of June** in the given year. Based on recent research on the numbers of delegates, and the countries of origin of these delegates, these two weeks suit the majority of the current EUNIS membership. While consideration would be given by the EUNIS Board for other dates in June, other dates would only be considered in exceptional circumstances.

The number of participants will depend on the number of accepted paper presentations, how easy reachable the Congress location is, the amount and type of PR etc.

The most optimum venue will include lecture halls, areas to socialize and dine for delegates and corporate members, and exhibition areas in the same location, and also be within walking distance from hotels and the city center. All of these facilities can rarely be found in one location, but the EUNIS Congress evaluations show that delegates prefer not to spend too much time walking between lecture halls. In order to ensure sponsors a reasonable location for presenting their products, it is also very important that the exhibition area is located where delegates pass by regularly. Wi-Fi access, preferably EDUROAM, to Internet at the venue is essential.

A number of hotels in different price ranges need to be available in the city center or near the Congress location – hotels close to the venue are highly appreciated by the delegates. A hotel should be recommended for the Board, and invited speakers should be accommodated in this hotel if possible. If the hotels are not located within walking distance of the venue, a frequent and cheap form of transportation should be available to the hotels.

### **“Contract” between host institution and EUNIS**

Please find a template of the agreement between EUNIS and the local organizers of the EUNIS Congress in the appendix.

### **Procedure to agree budget and fees with the Board**

The Organizing Committee is asked to produce a draft budget and proposed fees to discuss with the EUNIS Board when it visits the host institution. At this meeting the budget and fees will be agreed between the Organizing Committee and the Board.

The budgets of several previous Congresses will be available to help the Organizing Committee produce its budget.

### **Title of the Congress and themes for streams**

The title of the Congress and the sub-themes are decided by the organizers. Nevertheless the title should encompass the range of topics or sub-themes of the Congress. The sub-themes or streams should cover different topics within Higher Education, such as Information System Management, IT Strategy & Governance, Identity Management, E-learning, IT Infrastructure, IT services etc. The number of streams are decided and named by the organizers.

## **Budget**

Budgeting is a rather complex matter and may have to comply with special local university rules. E.g. local rates for the administration may apply as well as special rules about how a possible profit or deficit should be dealt with.

The organizers should try to predict all major budget headings and their amounts. It can also be useful to include a contingency reserve for unexpected expenses.

It is worth noticing the balance between fixed and variable incomes and expenses. More participants do not necessarily result in a higher surplus. Usually sponsorships are fixed amounts and thus independent of the registrations, whereas fees are variable. This means that if you calculate with a small surplus for each paying participant, you will get the highest surplus with either a very low or a high amount of registrations.

Finally, expect some redundant merchandise, print-outs, dinner settings etc. in the budget.

Discounts should be provided for "early bird" registration and EUNIS members. This results in four different categories of fees (2011 example amounts in Euro):

- members, early (350€)
- members, normal (400€)
- non-members, early (450€)
- non-members, normal (500€)

In any case, a discount of 20% to 25% should be granted to members for fees, exhibition booths, etc... Registration fees for members should be at least 100€ less than non-members'.

From the past experience it can be expected that about 70% of the paying participants will register for "early bird" fee.

Also people will show up without registering previously – be prepared to handle these registrations on site.

Be sure to have an updated list of the EUNIS member institutions to be able to check for valid memberships. Ask the EUNIS Treasurer for an updated list of EUNIS member organizations and institutions.

### **Events fees for EUNIS members**

Individuals belonging to EUNIS member organizations (Regular Members, Members by Correspondence and Corporate Members), as well as Honorary Members and Personal Members, will get a discount fee at all events organized by EUNIS.

By "Individuals belonging to a EUNIS member organization" we mean: all staff and

managers of the university/institution/company having paid the annual membership fee to EUNIS.

Where the EUNIS member is itself a membership organization (e.g. a national body representing universities or other HE institutions as members) only the core staff of that organisation qualify for the EUNIS discount.

## Before the Congress

### Suggested timetable of the preparations

Event	Years/Months/Weeks before the Congress	Comments
Announcement of the Congress venue	1 year	
Board visit	8 months	
Website launched	8-12 months	
Call for abstracts	6 months	EUNIS mailing list; Local, national and international networks and mailing lists; Website announcement; Blog post.
Deadline for submission of abstracts and tutorial proposals	4 months	The deadline may need to be extended.
Review of abstracts	3 months	The deadline may need to be extended.
Deadline for “early bird” registration	1 month	
Deadline for submission of full papers (if expected)	2 months	Be aware that some may need extension of the deadline.
Close-to-final Program	2 months	People typically use this program for taking the decision to participate
Deadline for book of proceedings	1 month	May vary from printing house to printing house. Please note that it takes some time to layout the book according to circumstances described elsewhere.
Final Program launched	2 weeks	As soon as possible. The quality/content of the Program is important to many new attendees.

## **Board visit**

Approximately 8 months before the Congress the organizers are asked to invite the EUNIS Board to the host institution. The purpose of the visit is to present to the Board the venue, a draft of the budget and a preliminary structure of the Program. The Board will need to approve the preliminary budget and the preliminary structure of the Program as well as the location chosen for the Congress.

The visit is usually organized as two half days beginning at lunch on the first day and ending with lunch on the second day. Within this time frame a Board meeting with a partly participation of the organizers, a presentation of the venue and a dinner should take place.

## **Committees**

The organizers can appoint either 2 or 3 committees: the Organizing Committee, the Scientific Committee and optionally the Program Committee.

### **Organizing Committee**

The Organizing Committee usually consists of 2-4 persons from the host institution.

The Organizing Committee is in charge of organizing the Program, budget, PR, sponsors, coordination of the work of the Scientific Committee, registration process and accommodation of the attendees (if not outsourced to a third party), and evaluation of the Congress etc.

The Program needs to be approved by the EUNIS President and the Executive Secretary.

The Organizing Committee should be aiming at having no responsibilities or duties during the Congress for it to be as flexible as possible, taking care of immediate problems or challenges and to be able to act as the host.

### **Scientific Committee**

The Scientific Committee is typically composed of 20-30 members from the EUNIS Board, the EUNIS Council, the host institution and other research or educational institutions in the host nation.

The work of the members of the Scientific Committee consists of:

- reviewing of abstracts
- scheduling papers in thematic sessions

- appointing nominees for the Best Paper Award
- chairing sessions at the Congress

It can be of great help to the Organizing Committee if parts of the Scientific Committee (e.g. the local members) will assist the Organizing Committee in decisions on review criteria, invited speakers, and scheduling of papers in sessions.

## Congress Bureau

It is highly recommended to sign up with a professional Congress Bureau for assistance with registration, booking of hotel accommodation and all billing and payment issues related to this. Otherwise anticipate a great amount of time to deal with administration of registrations, hotel bookings, invoicing, cancellations etc.

## Sponsors

Engaging sponsors in the Congress is a time-demanding and challenging task. The lessons learnt are:

- Start in good time; at least 8 months before the Congress.  
Usually only directors, heads of marketing, and other executives are in the position to decide sponsorships. This also means that your contact should either be directly with a person in a high position or you have to give other representatives time to present the idea for these executives. It is recommended to compose a “becoming a sponsor” document that describes the possibilities and benefits of engaging in the Congress. This document can then be forwarded to relevant companies minimum half-a-year before the Congress.
- Provide written proposal for sponsors include information about participants in previous three congresses.
- Expect bargaining.  
Companies are used to negotiate prices and would try to get maximum exposure and complimentary registrations for the lowest possible sponsorship fee. Be sure to have a buffer in your sponsorship proposals and to be fair to other sponsors and avoid major differential treatments. Also remember that the Congress is not organized to generate profit so accepting low sponsorships may jeopardize the budget.
- Billing takes time and requires individual concerns.  
Each sponsor has its own way to pay out money and to sign agreements. Be flexible about things like currency, credits, payment, shape etc.
- Use existing network and providers.  
If you have a direct contact with companies – e.g. software or hardware vendors – it may be a good idea to ask them for a possible sponsorship. Treat your sponsors well: provide well-placed stands, speaking opportunities, and include them in the material.

Sponsors are vital to EUNIS and to the Congress and are interesting for the Congress in many ways. Naturally, the subsidies are important to finance the Congress, but sponsors

can also help you with keynote speakers, merchandise, and they create a good opportunity for networking and for the participants to meet the vendors in a non-committal way.

### **Review system, review questions and review process**

EUNIS offers access to an open source review system named “MyReview”, which has been used for the latest EUNIS Congresses, but it is not necessary to use this exact system (there are also other systems, e.g. EasyChair – [www.easychair.org](http://www.easychair.org)). The system should be implemented locally in order to have access to the backbone of the system. It is advisable to thoroughly test the system and its features before activating the system. Documentation is available. To get access to the system contact the EUNIS Executive Secretary.

The review system can be used for:

- upload of abstracts
- assigning abstracts to reviewers
- upload of full-papers (camera-ready paper)
- assigning full papers to reviewers
- scheduling of papers in sessions
- arranging the Program and assigning paper-sessions to the Program

The system focuses on paper ID, not on title or authors. The first upload (of abstracts) defines the paper ID. Abstracts are listed according to the ID. Camera ready version (final paper) is listed according to the time of upload by the author.

Adjustments to templates can be made.

### **Public Relations and logo**

Both national and international PR is necessary to attract attendees to the Congress. Activities like sending e-mails to local networks and to the EUNIS mailing list is obligatory. Alternative advertising may also help to promote the Congress such as: video posters, postcards etc.

The EUNIS logo in different formats can be e-mailed by the Executive Secretary. The EUNIS logo should be featured on all electronic/digital and printed material.

Organizers can make use of design guidelines and a word template for all the material available to the Scientific Committee and Congress attendees.

### **Website**

It is obligatory to have a website for the Congress. The URL for this would normally be [www.EUNIS\(year\).national code](http://www.EUNIS(year).national code).

The following information should be available online:

- theme(s) of the Congress
- Congress location
- transportation and accommodation
- registration
- Committees
- awards
- sponsors
- contact information
- link to EUNIS website (eunis.org) on the first page
- link to tourist information (in English)

The following information should be available online but may be published at different times according to the ongoing planning of the Congress:

- information about the submission procedure: when, how to and format specifications (a template is necessary)
- a guiding program -> a detailed program
- list of invited speakers (possibly associated with an abstract and biography)
- links to papers (making it possible for attendees to prepare for the Congress)
- information to the (paper) presenters: length of presentation (time for questions) and means available in the lecture room.
- social events
- partners' program

After the Congress the website may offer:

- final Program and papers (should be publicly available for 5 years, if this is not possible at the host institution, EUNIS offers to host the material at eunis.org)
- pictures from the Congress
- video or podcasts from the Congress
- evaluation of the Congress
- a Congress report

After the Congress the website should be archived. University of Warsaw offers its servers to host the website.

Use EUNIS mobile application and upload it with necessary information.

### **Structure of the Congress**

The EUNIS Congresses are typically of 3-4 days duration with scheduled presentations by invited speakers, delegates and sponsors. Optional activities like workshops and tutorials are usually placed 1-2 days before the Congress. All these activities are placed on

weekdays. After the Congress a tour to some of the national sights near the Congress venue is usually offered – this could also be arranged as a pre-Congress activity.

## Preparing

Preparing is the most important part of congress organization. It consists of programme scheduling, participants registration process, sponsors inviting, accommodation organization, social events planning.

For choosing papers for the congress, have some backup reviewers if programming committee members do not review in time. Be ready that reviewers will delay some reviews, so plan deadlines accordingly with some time buffer. For speakers ask to send presentation as soon as possible. Avoid using USB memory sticks to get presentation from authors during the congress because of possibility to get viruses. Have at least one spare computer for presentations.

Congress's web site must be place where everyone can find the latest news so it is important to provide current information as soon as possible. To make application easier, organizers must prepare electronic registration form for web site. For registration form it is important to ensure payments with electronic cards for registration fees. To be sure that participant will attend the congress organizers must follow up if bills are paid. Organizers also must be careful with applicants from Africa and Asia who just wants to get visa not attend the congress.

Before congress organizers also must prepare materials for printing. Be sure all logos are up-to-date; do not look for on the web site - better ask straightly responsible people.

Make list of printing materials and communicate with printing house about deadlines. Be sure that nothing is forgotten (templates for registration for on-site, certificates of participants, certificates of best paper award etc.).

For making congress more comfortable, organizers should provide shuttle busses to get from congress venue to social events places and hotels.

Offering airport transfers lead to additional workload for congress organizers to gather arrival and departure time for each participant.

If organizing committee offers special accommodation for congress participants, hotels for congress price must be available already one day before pre-congress event and one day after the last congress day because of different arrival dates of speakers and participants.

Be ready that some of speakers may not show up, contact keynotes right after they have arrived in the city of the congress.

Be ready to inform all participants for some changes in program. It can be done either by using information displays at congress area, by providing information through the session chairs or by printing notification signs.

## **Pre-Congress activities**

### **Workshop**

EUNIS Task Forces or EUNIS members may wish to offer a workshop on a specific subject in relation to the EUNIS Congress. A workshop prior to the Congress is an ideal opportunity to gather interested participants for a special focus session as participants are traveling to the venue anyway.

Preferably, the fee for participating in the workshop should cover the expenses for organizing the workshop, so that the expenses are not imposed upon the regular delegates.

### **Tutorials**

Tutorials are a good opportunity to provide more interactive sessions.

Tutorials are usually scheduled for the day prior to the Congress opening. It is a good idea to schedule the tutorials for the afternoon so that participants can take a flight the same morning and so that the organizers can use the morning to test equipment, software, and discuss technical details with the tutorial presenters.

It is highly recommended to operate with a tutorial-fee to ensure appearance. The fee covers possible costs for carrying out the tutorials. In case the tutorials implicate no additional costs, it is recommended to forward the full revenue to the tutorial presenters with relation to the number of participants.

A Call for Tutorials should be issued either per mail, on the Congress website, or via other official communication channels. The Call for Papers can also be used to call for tutorials. The Congress should only include a limited number of tutorials, maybe 3-5, and ideally with very diverse subjects. It is worth noticing that arranging tutorials may be time-demanding with regards to acquiring software and hardware, installation, test, booking of appropriate facilities etc. This also means that the organizers should decide the selection of tutorials since the facilities, staff, and economy define what it possible to actually carry out.

## **Congress activities**

The main Congress activities are a mixture of keynote presentations by invited speakers, poster and paper presentations by delegates and product or service presentations by corporate delegates/sponsors.

The Organizing Committee is free to decide the length of presentations and the scheduling of the different activities, but should be aware of the relation between the number of accepted (and scheduled) paper presentations and number of delegates to the Congress.

Among the presentations by the delegates 3 awards are handed out in order to reward best practices within different fields. Some of these awards will need special attention from the Organizing Committee (please find further information below). A few EUNIS events also need to be scheduled in the Program of every Congress; please see below.

## **Program**

The paper presentations for the Congress must be bunched into small theme units, each with unique headings that makes it easy for the attendees to decide which session to attend. The Scientific Committee can be of great help with organizing this. The Organizing Committee will have to make sure that all ends meet and to lay out the final Program.

The units are organized in parallel sessions including units dedicated to sponsors and special events such as the EUNIS Dørup E-learning Award and EUNIS E-learning Task Force Meeting.

The Program can be made available to the attendees via the website, in the book of proceedings or as a flyer. The Program should be available as soon as possible, which again depends on the deadlines given to the authors.

The Organizing Committee will often have to adapt the Program to the needs of the presenters, especially those who have their presentations in more than one session. Some presenters may be asking only to be presenting on a certain date according to flight arrangements. The sooner the first draft for the Program is made available the sooner the presenters with conflicting timetables can give a feedback to the Organizing Committee.

It is a good idea to have a poster board at the Congress site for changes to the Program. As an example some presenters simply do not turn up at the Congress and sudden changes to the Program have to be communicated to session chairs and Congress attendees.

## **Paper presentations**

A normal paper presentation may take 20-30 minutes including session chair's introduction to the presenter, technical set up and final questions from the audience.

Guidelines for papers presentations should be e-mailed to the presenters one month before the Congress or upon acceptance of papers. It should contain precise guidelines defining the hardware and software used for presentation.

Abstracts and papers should be available in two versions:

- printed (preferable)
- congress web site

## **Poster presentations**

Organizing Committee should ask poster presenters:

- to e-mail the posters to the OC
- to upload an extended abstract (to be printed in the book of proceedings) via MyReview

Organizing Committee can offer to print the poster free of charge if it is e-mailed the OC within the deadline.

There should be a slot during the Congress for visiting a poster presentation to give the participants the opportunity to ask the authors about their work.

It is necessary to prepare a template for:

- extended abstract and the paper
- posters

Instructions for poster presenters should also be prepared.

## **Session chairs**

Members of the Scientific Committee normally chairs at least 2 sessions during the Congress. The Organizing Committee assigns the session chairs and settles their role during the sessions. Instructions and an individual overview of the sessions to chair can be handed out to each session chair upon registration.

## **Proceedings**

The Organizing Committee can decide to:

- print the extended abstracts of each paper and poster
- make the full paper available online

The book printed for EUNIS Congress can consist of:

- Index
- Committees
- Overview of the Program
- Sponsor presentations
- Abstracts and biographies from invited speakers
- Extended abstracts:
  - Papers
  - Poster
  - Sponsors

- Author index

The extended abstracts can be grouped by Congress themes, by author or title. Grouping by Congress themes would make the order of the abstracts less vulnerable to sudden changes to the Program.

Remember to include the following details:

- publishing information
- copyright and legal issues
- ISBN for the printed book and for the digital papers

Be aware that it will take some time to gather the different information for the book and to layout it. As not everyone will follow the guidelines described in the papers template, manual adjustments must be made by the person doing the layout in order to ensure the same quality and look throughout the book. It is therefore advisable to have the authors submit their papers in a format easily modified. PDF format is not advisable. The content for the EUNIS book can be extracted from the MyReview System.

### **Invited speakers**

A number of high-quality speakers should be invited to give a presentation at the Congress. Corporate speakers are invited to give a keynote presentation. Some organizations are represented by invited speakers on every EUNIS Congress either as part of a special agreement or because of special connections between the speaker or organization and EUNIS.

Furthermore the EUNIS President should be invited to give an opening and closing speech (approx. 10 minutes each) during the opening and closing sessions. An official representative of the host institution, e.g. the rector and/or the director are usually also invited to welcome the attendees to the host institution during the opening session. The final plenary session should end with a presentation of next year's Congress venue by next year's hosts.

### **Special agreements**

A formal agreement exists between EUNIS and TERENA which ensures that the organizations have a presentation slot at the Congress of the other organization. Contact the EUNIS Executive Secretary in order to know whom to invite to speak from TERENA.

Usually EDUCAUSE is also invited to give a presentation at the EUNIS Congress. Contact the EUNIS Executive Secretary in order to know whom to invite.

Expect to cover registration fee, hotel accommodation and all or some travel expenses for all invited speakers except corporate speakers. The above mentioned organizations/speakers will not ask for an honorarium for their presentation.

## **Awards**

The following awards are announced at the EUNIS Congress, if there are appropriate candidates:

### **1. The Congress Best Paper Award**

The award is organized by the host institution and the winner is selected by a judging panel consisting of 3-5 members. One of the members should be from the host institution.

The Organizing Committee has to appoint the leader of the judging panel and find a local member for the panel. The other members will be appointed by the leader of the judging panel. The Organizing Committee has to also supply the judging panel with a shortlist of potential candidates for the Award.

The Best Paper Award is a monetary award funded by the Congress. Thus the Organizing Committee should reserve 1000 Euros on the budget or find a sponsor for this prize. The winner of the award is announced during the closing session by the EUNIS Executive Secretary.

A possible solution is also to invite the Congress participants to vote for the Best Paper.

### **2. The EUNIS Elite Award for Excellence**

This award is organized by the EUNIS Executive Secretary, who will make a separate call for submissions for the award through the EUNIS website.

The award is an honorary award. The winner receives an honorary diploma or a plaque and if possible an art piece.

The winner of awards will have an invited slot in a full session of the Congress. The winning presentation will be put on the EUNIS web together with the previous winners.

### **3. The EUNIS Dørup E-learning Award**

This award is organized by a sub-group of the EUNIS E-learning Task Force led by a person appointed by the Board. Call for submissions for the Dørup E-learning Award is done at the same time as the general call for papers by the Organizing Committee and the E-learning Award group. The submissions should be handled by the Congress review system, Organizing Committee can decide whether the submission should be reviewed by the Scientific Committee.

The winner is selected by the Dørup Award Judging Panel from a shortlist of all submissions for the award and according to the criteria described on <http://www.eunis.org>.

Remember to reserve a session (approx. 90 minutes) in the Program for the presentations of the shortlisted candidates of the Dørup E-learning Award and the announcement of the winner.

The award is not a monetary award, but the winner receives a certificate, a poster and have his/her Congress fee refunded. The fee and expenses associated with the printing of the poster and certificate is sponsored by EUNIS. The winner is announced during the closing session of the Congress by the EUNIS Executive Secretary. The poster will be printed by the E-learning Task Force.

## **EUNIS events**

Remember to schedule the following events in the Program:

- 2 EUNIS Board of Directors meetings:
  - approx. 2 hours (should be scheduled before the Congress begins)
  - approx. 15 minutes (after the EUNIS Council meeting)
- EUNIS General Assembly: approx. 1 hour
- EUNIS Council meeting: approx. 30 minutes, if still necessary

Meetings of the General Assembly, the Council and the Board shouldn't be organized at the same day. The GA meeting should take place a day or two before the other meetings. Meetings shouldn't be organized during other activities.

- EUNIS Task Force meetings, e.g. reserve a session for the E-learning Task Force: approx. 1 hour
- EUNIS Dørup E-learning Award session: approx. 90 minutes
- There should be an opportunity for the Congress participants to meet with the Board and discuss different issues: a slot, a working breakfast or lunch

Contact the EUNIS Executive Secretary for details.

## **Social Events**

Usually the following social events are organized by the host institution as part of the EUNIS Congress:

- Pre-Congress banquet – an informal get-together for the EUNIS Board members, EUNIS Council members, Invited speakers, Scientific Committee, workshop- and tutorial-organizers and organizers of the next year's Congress
- Welcome reception at the City Hall or a similar place
- Gala Dinner with entertainment (provide national context of entertainment)
- Pre- and Post-Congress tours
- Accompanying persons' program

## **Catering**

On all days of the Congress lunch meals and refreshments should be offered to the delegates.

## **Refreshments**

This should include coffee, tea and water at least once during the morning sessions and once during the afternoon sessions, or all day long. If the hot and/or cold drinks are accompanied by bread, cake, fruits or the like this would be highly appreciated by the delegates.

## **Lunch meals**

Local specialties are interesting for the delegates, but remember to offer something which most people would like to eat or a range of different plates to choose from.

Remember to ask for special diet requirements (vegetarian etc.) in the registration form for both the lunch meals and for the Gala Dinner and any other social event that includes meals.

## **Additional staff**

Expect to employ during the Congress:

- students staff
- technical staff

## **After the Congress**

### **Certificate of Attendance**

Expect that a number of attendees wishes to receive a Certificate of Attendance. This can be handed out during or on the last day of the Congress, or can be e-mailed after the Congress.

### **Evaluation**

The Organizing Committee has to perform an evaluation among the attendees during or after the Congress. The evaluation can be done via an online system. The topics for the evaluation are:

- presentations at the Congress
- social events
- organization of the Congress
- registration and booking
- overall opinion
- changes/wishes for next year

### **Presentation of accounts/Closing accounts**

Accounting takes a lot of time and do not expect the final accounts to be settled before first quarter of the following year due to formal university accounting rules. However, it may be possible to get a very tentative result 4-5 months after the Congress. The preliminary financial statement should be presented to the Board during the October meeting after the Congress.

### **Other activities to close and pass over**

After the congress organizing committee should ensure that:

- provide information about participation into the congress web site
- provide photos in the congress web site
- update lessons learned in EUNIS guidelines
- enter all papers into EUNIS repository
- send e-mail to participants including information about available photos and invite to the next years congress

## Appendix

### Agreement for the EUNIS Congress

Agreement between EUNIS and the local organizers of the EUNIS Congress

#### Background

The EUNIS Congress is organized by EUNIS in cooperation with a local university.

The following agreement is meant to clarify organizational issues before and during the EUNIS Congress. In its present form the Agreement may be used as a framework for exchange of ideas and expectations on behalf of EUNIS on one hand and on the local organizers on the other. Deviations from the Agreement may be negotiated between EUNIS and local organizers.

Decisions taken by EUNIS may, depending on their nature, be taken by the *President*, the *Board of Directors*, or the *General Assembly* as it is outlined in the EUNIS bylaws. Decisions taken by the EUNIS Board of Directors may result from a Board meeting but may also be settled as a result of an enquiry based on electronic mail between Board members (electronic Board meeting).

#### Title of the Congress

Congress will be entitled *EUNISnn – the m-th international Congress of European University Information Systems* (n is the year; m is the ordinal number).

A subtitle can be used to add impact or to emphasize a particular theme. The subtitle must be agreed by the EUNIS Board not later than the EUNIS Board meeting held before the previous Congress.

#### Theme

Congress should be sufficiently broad to encompass the objects of EUNIS – *to contribute to the development of high quality information systems and ICT infrastructure in higher Education in Europe*. It is entirely in order to adopt a particular theme or to encourage submissions in specific areas, as long as material in other areas relevant to EUNIS is not thereby discouraged or excluded from consideration.

#### Organizing Committee (OC)

EUNIS Congress will be organized by the Organizing Committee made up of scientists and other professionals from the host region. There should be a Congress Coordinator with overall responsibility for integration of all areas of the Congress. Responsibility for key areas such as finance, sponsorship, venue arrangements and social events will need to be delegated to individuals of groups with clear reporting arrangements. Traditionally, a

Congress Chairperson is identified as a figurehead, and this should be a senior member of the host institution or other eminent person. A person should be identified to act as liaison between the OC and EUNIS.

The OC will be responsible for local organization – including business planning, website, sponsorship, venue, publicity, social program, workshop program, audiovisual and other resources. All important actions and decisions should be reported to the EUNIS Board in a sufficient time in advance. It is for the OC to decide whether or not to employ professional organizers and to make appropriate budgetary provision for this.

## **Scientific Committee (SC)**

The SC is responsible for the scientific contents of the Congress, including the balance between types of presentations, the number of and length of presentations, the policy of acceptance of papers and the number of parallel tracks.

The Chairperson of the SC is usually a senior member of the host institution recognized for his/her knowledge of the fields of interests of the Congress. The local organizers should suggest a list of local candidates that may be adapted and or accepted by EUNIS. The choice of members for SC shall be made with the agreement of the EUNIS Board and the Council members must be asked to participate.

The Chair of the SC is responsible for the scientific program. He/she must work in close relationship with the SC and the EUNIS Board. The choice of the keynote speakers and the organization of the parallel sessions must be approved by the EUNIS Board.

The scientific program should be available 8 weeks before the Congress.

## **Dates**

The local organizers should produce a provisional time schedule including all important deadlines before and during the Congress. The headlines of the time schedule should be approved by the EUNIS Board six months before the Congress.

## **Congress contents**

Congress typically extends over four days and includes following elements:

- Pre-Congress seminars and meetings
- Opening ceremony and keynote lectures
- Scientific program consisting of parallel sessions
- Workshop program
- Social program
- Annual General Assembly
- Commercial exhibition for Corporate members and appropriate suppliers

This list is not prescriptive or proscriptive, and EUNIS welcomes suggestions for new elements to improve the value of the Congress. Selection of keynote speakers is considered very important for the overall success of the Congress and should be negotiated between EUNIS and the SC. A special track should be opened for EUNIS Corporate members and a slot should be reserved for special events such as the presentation of EUNIS prices. Their organization should be negotiated between SC and EUNIS Board.

The opening and closing ceremonies are provided by the rector or other distinguished person of the host university and the EUNIS President.

## Social Program

The social program is traditionally one of the highlights of EUNIS, and an area in which the local organizers have the opportunity to provide memorable experiences drawing on the culture and heritage of the host region. Typical events are as follows:

- Welcome reception on the evening of the first day, ideally with civic or governmental input
- Congress dinner, ideally with a notable guest speaker
- Evening with historical and cultural themes

The local organizers should make budgetary provision for the cost of the social events.

## Finance

**Business plan:** As a general rule all economical responsibilities with respect to the Congresses lies with the local organizers. Exceptions are activities that are part of the EUNIS pre-Congress seminars that may be arranged in conjunction with the Congress. The principle of local economical responsibility may change with time as EUNIS is expected to gather risk capital that may serve as economical guarantee. The principle is bilateral in the sense that surplus income resulting from the Congress may have to be turned over to EUNIS if EUNIS assumes part of the economical responsibility.

EUNIS will be able to provide the local organizers with past business plans and budgetary estimates.

**EUNIS Guarantee:** EUNIS will provide a guarantee to the local organizers of €10K from EUNIS funds if the Congress runs at a loss. Surplus funds from the Congress will be shared 50-50 between the organizing institution and EUNIS.

**Registration fees** should be determined in view of costs and anticipated attendance. However, the following factors are traditionally incorporated in the fee structure:

- Differential fees for full and for one-day attendance, lower fees for students
- Special rates for EUNIS members

- Lower fees for registration before a certain date. There are usually also additional fees for attendance at workshops and social events.

**Sponsorship** or other initiatives allowing discounted or free registration and travel support for delegates from countries, which need a financial support, are encouraged. Plenary and keynotes speakers are usually offered free registration. Press passes and free commercial passes may be offered to representatives of organizations providing sponsorship to the Congress.

**Commercial exhibition:** the rates should make a distinction between EUNIS corporate members (25% discount) and others.

The local organizers should make the final accounts available to EUNIS for auditing purposes.

## **Proceedings**

Congress contributions will be published in the Congress Proceedings by the local organizers in cooperation with EUNIS under the supervision of the SC. Proceedings should be available on the web prior to the Congress and the local organizers should maintain the information available for 5 years or transfer it to EUNIS website. The proceedings will also be distributed to the participants in an electronic form (CD or other storage medium).