



AGREEMENT

On the hosting and organisation of:

Type of Event: Please tick the appropriate box:	
An EFCE Member Society event	<input type="checkbox"/>
an EFCE Working Party event	<input type="checkbox"/>
an EFCE Section event	<input type="checkbox"/>
Other	<input type="checkbox"/>

The European Federation of Chemical Engineering (EFCE) and the host namely:

Society/organisation	_____
Address	_____ _____ _____
Country	_____
Phone	_____
E-mail	_____

Agree to organise:

Conference Title	_____		
Associated EFCE Working Party or Section (if applicable)	_____		
Event location	_____		
Date(s) of the Event	_____		
Number of Participant expected	_____		
Registration Fee	Early Rate	Standard Rate	Late Rate
Event website	_____		

Under the following terms and conditions:

The HOST and EFCE will co-operate and use their best endeavours to ensure that the conference provides a high-quality and representative international forum for chemical engineering experts from academia and industry.

EFCE will fulfil its obligations deriving from this contract through its UK office which is established at: IChemE, Davis Building, 165–189 Railway Terrace, Rugby CV21 3HQ, United Kingdom; Phone: 0044 1788 53 44 22

1. Event organisation

The host is responsible for nominating an Organising Committee, which will co-ordinate delivery of the event. A Scientific Committee will be appointed to manage the development of the scientific programme. For smaller events the functions of the two committees may be combined.

EFCE badged events should be delivered with efficient organisation and the highest standards of professionalism. For larger events (>150 delegates) conference organisation often requires expertise that is beyond the capacity of local volunteers. Where the host decides to make use of the services of a 3rd party professional conference organiser (PCO), attention is drawn to the following policy which has been agreed by the EFCE Executive Board and Assembly.

Several EFCE member societies operate in-house conference teams and they are willing to offer PCO services to other EFCE affiliates at competitive rates. The EFCE general secretariats maintain a list of member societies that currently offer these services.

For larger events organised by EFCE Sections or Member Societies, PCO services should be put out to open tender and selection should be based on the following ranking:

- First choice: Professional conference teams from EFCE member societies
- Second choice: External conference organiser in not-for profit sector (e.g. Full time university or institution conference service)
- Third choice: Private sector conference organiser

The use of local volunteers with no significant experience in staging large technical conferences must be avoided.

Event organiser (if applicable)	_____
Contact Name	_____
Address	_____ _____ _____
Phone	_____
E-mail	_____

The EFCE will grant to the Organising Committee the right to use the description "EFCE Conference" and to include the EFCE logo and other any recognised EFCE descriptions and labels that may be in use at the time of the event. EFCE branding may be used in all printed and electronic publicity material and in all conference documentation. This event will be allocated the EFCE Event number **[To be Allocated]**

2. Responsibilities and obligations of the host

The host will assume full financial and legal responsibility and carry all risks associated with the conference. The host must ensure compliance with all relevant national and European legislation, including data protection, equal opportunity and financial audit. The host is expected to protect the reputation of the EFCE by delivering a well organised event that meets recognised standards in technical content and conference delivery

The host will pay a levy of 2.5% of the total full registration fees (the levy does not apply to discounted student rates). For events with multiple registration fees, (early bird, standard and late rates) the number of registration at each rate is taken into account.

The payment of this levy will be included in the conference budget.

The host will inform the EFCE financial secretariat (claudia@icheme.org) of the number of registrants at each applicable fee band within 2 weeks of the conference.

If the organiser is not the person in charge of event finances part, please complete:

Invoice to be addressed to	_____
Address	_____

Phone	_____
E-mail	_____

Many EFCE events are part of a long-established series and it is common practice to transfer the contact details of delegates (incl. full address and e-mail) to the organisers of the next event in the series.

In order to comply with European data protection legislation, you as the host organisation have to commit to:

- a) Provide details of your privacy policy, including the storage and retention policies with regard to delegate data and how delegate data will be used in future including whether it will be used for any other purposes.
- b) Provide a statement that invites users to opt in to receiving future communications regarding future events. The following wording is suggested:

Data collected in connection with registration for the [insert name of conference] will be processed in accordance with [insert name of host organisation]'s privacy policy. Further details can be found on [insert details as appropriate].

The continued success of these events hinges on passing your data collected in connection with registration to the organisers of the next event in the series solely for use in promoting subsequent events and activities. If you consent to this, please tick here.

- c) The organiser of the next event need to confirm they have data protection policies in place that comply with European legislation and provide the host organisation with written confirmation that they are accepting sole responsibility for any data breaches happening to this data after transfer.
- d) Following the event, you as the host organisation need to transfer this data securely and in compliance with the your data protection policy framework.

3. Responsibilities and obligations delegated to the Organising Committee

The Organising Committee will oversee and direct the planning and delivery of the Conference. EFCE reserves the right to nominate an ex-officio representative to the Organising Committee.

This Organising Committee is responsible for:

- **financial matters** including budgeting, income and expenditure including fundraising via sponsorship, setting and collecting registration fees
- **publicising and promoting** the event
- **meeting facilities** including conference halls, meeting rooms, poster display areas, catering and support services
- **technical installations** including staging, seating, audio visual facilities and the provision of Internet connectivity where required
- identifying suitable **accommodation** including hotel listings and special arrangements for students
- **conference documentation** in print or electronic format including announcements, call for papers, abstract guides, programmes and timetables, proceedings and local orientation and transport information for delegates

- **social programme** including welcome reception, conference dinner, accompanying partners programme and excursions

4. Responsibilities and obligations placed on the Scientific Committee

The Scientific Committee will be accountable to the Organising Committee (or Working Party/Section Chairman in the case of an EFCE Working Party or Section event). EFCE reserves the right to nominate an ex-officio representative to the Scientific Committee.

The Scientific Committee will determine the content, structure and duration of the scientific programme and facilitate an appropriate peer review process in order to secure a high standard of contributions as befits an event organised in the name of EFCE.

This Scientific Committee is responsible for:

- the conference theme, sub-topics and the structure of the programme
- the selection of invited plenary and keynote speakers
- the number and selection of topics and speakers for parallel sessions
- the number and selection of poster presentations

5. Responsibilities of the EFCE

By conferring its name and branding to the event, the EFCE has a major stake in the successful outcome of the conference. EFCE will direct its efforts in support of securing a successful conference by:

- providing a substantial contribution to the development of the scientific programme via the involvement of the relevant EFCE Working Parties or Sections. The chair of the conference organising committee will be invited to attend meetings of the relevant Working Party or Section in an ex-officio capacity for the duration of the conference planning period and for the meeting immediately following the conference.
- actively promoting the conference through all established channels, including the EFCE website, EFCE newsletter, EFCE social media pages and via e-mail alerts.
- encouraging all EFCE affiliated societies to publicise the conference.
- inviting Working Parties/Sections and other standing committees of the Federation to hold their periodic meetings during the conference.
- Following the event, please send links to any videos from the event to claudia@icheme.org so that we can arrange for the videos to be added to the EFCE YouTube Channel (<https://www.youtube.com/channel/UCxuvfbb5ST3DMHLAwZ6326w>)

6. Conference evaluation and feedback

The host should produce a report summarising the outcomes of the conference within six weeks of the conference and submit this to the EFCE General Secretariat in charge of the EFCE Events for publication in a subsequent EFCE newsletter.

7. Duration of this agreement

This agreement shall take effect upon signature by all parties. It shall end with payment of the levy as set out in section 2. and with the submission of the report described in section 6.

8. Changes

The parties to this agreement, respectively the EFCE and the HOST, shall inform each other in writing of any circumstances which may affect or modify the execution of the aforesaid terms and conditions.

9. Signatures

Name: _____

Position: President, EFCE

(On behalf of the EFCE President)

Date: _____

Signature

Name: _____

Position: _____

(On behalf of the host organisation)

Date: _____

Signature

Name: _____

Position: _____

(On behalf of the EFCE UK office)

Date: _____

Signature