

## Call to Host the EuHEA Conference in 2022

This document will provide you with the majority of the information that you will need to put in a proposal to take on the role of a EuHEA conference convener. It is organized as follows and you should provide information under each of the following headings:

1. General Capabilities
2. Duration, Time of Year
3. Space Requirements
4. Food and Beverages
5. Budget/Fees/Finances
6. Fundraising and Sponsorship
7. Exhibits and Print Program Advertisements
8. Roles and Division of Responsibilities
9. Decision on Acceptance

EuHEA is interested in receiving proposals from academic health economics organizations to host the 2022 congress of the association for up to 1000 delegates. We welcome proposals from universities and national organizations as well as established health economics research centers. Your proposal should outline your capabilities in the following areas:

### 1. General Capabilities

- **Physical Capacity:** you should be able to demonstrate that you have access to facilities for plenary sessions, registration, poster and exhibit space, up to 15 parallel sessions, meals and accommodation all reasonably close to each other. University facilities are the preferred venue.
- **Site Access:** your location should be easily accessible from abroad and be relatively close to an international airport, including good airport ground transportation of varying cost. Local transportation should also be available at varying costs. Ideally, most delegates should be able to walk to the congress venue from their accommodation within a reasonable amount of time.

- Operations: the Local Organizing Committee (LOC) is responsible for gathering a group (about 20) of students/ staff to serve as technical support to the sessions and the congress. Its responsibility also extends to registration, printing and other administrative tasks during the conference..
- The LOC, in partnership with EuHEA, is responsible for the promotion of the conference, planning and implementation of plenary sessions, pre-congress workshops, and has primary responsibility for fundraising, social events, congress receptions and gala events.
- EuHEA is responsible for the scientific content of the conference. It collaborates with the LOC in the choice of the conference title and in the selection of invited speakers. It selects the co-chairs of Scientific Committee (SC), a senior academic of the host country and a member of EuHEAs Executive Committee, who will govern the review and the selection of papers submitted for presentation.

## 2. Duration, Time of Year

Congresses should run for three days adjoining a weekend allowing time where required for pre-congress sessions, affiliated sessions and an opening reception. Congresses should run between mid of June and mid of July, in order to ensure the greatest attendance.

## 3. Space Requirements

EuHEA congresses require a relatively compact space where all venues are within a close distance to each other. Generally, we require the following:

- Registration Area: Large central area with space for tables for material pick up, on-site registration, message board, storage for luggage, coats, congress materials, etc.
- Internet Access: Wireless access for all congress attendees, dedicated internet access for on-site registration.
- Exhibits: Space for 25-50 exhibits, ranging from table-top to full trade show set-ups.
- Posters: Space for 100 poster board set-ups. e-Posters will be considered.
- Refreshments: Space for people to meet during break times for refreshments or to discuss posters.
- Rooms for Parallel sessions: around 15 rooms, easily accessible from the central area with an average capacity of 80 and a minimum of 50. Should be able to deal with centralized internet distribution of PPT and PDF presentations.
- Plenary Space: Room for up to 800 people. Two spaces may also be adequate with a capacity of up to 700, but a single space is a preferred option.

- Office space: it would be useful to have a room where speakers could review their presentation and generally prepare for their session.

#### **4. Food and Beverages**

Traditionally, EuHEA congresses have a large reception on the first or second night, and provide lunches for participants (budget permitting). There are also closing and opening receptions. These are all somewhat flexible and largely a responsibility of the LOC. During breaks in the morning and afternoon, coffee, tea, fresh fruits and sweets should be offered. Chilled drinking water should be easily available to attendees throughout the congress.

#### **5. Budget/Fees/Finances**

The early-bird congress registration fee should be fixed at a modest level, which is sufficient to cover basic costs and maintain a 10% contingency reserve. Part of the congress registration fee is used to cover the administrative costs of the Local Organizing Committee and EuHEA. The LOC bears the risk of a deficit. Typically, differential congress fees are set: (i) between members and non-members; and (ii) between early registrants and late registrants. Any surplus generated by the congress is split equally between the host organization and EuHEA.

#### **6. Fundraising and Sponsorship**

A desirable feature of the proposal to host a EuHEA congress is a carefully designed fundraising plan. Usually the local/provincial/national government agencies of the host institution(s) are able to provide some core support. Some of this is in-kind (e.g., free use of convention facility, hosting a reception). The extent of local events depends largely on fundraising, as registration fees are required to support basic congress administration and operations. Funds may be provided by a variety of Academic Publishers, NGOs, Consultancies, Pharmaceutical Firms, Information Technology Firms and Universities. The statement below spells out the official policy on funding and sponsorship adopted by the EuHEA board. Proposals for sponsorship should be accompanied by a declaration of the objectives of the sponsor.

EuHEA accepts general congress sponsorship. Scientific sessions are never sponsored (although attendees may have their travel and registration costs covered by a sponsor). Sponsorship of scholarships for students and delegates from low and middle income countries is actively encouraged. Sponsorship of breakfasts, workshops, etc. is usually allowed, and in some cases the LOC may, in consultation with EuHEA congress administration, allow sponsorship of specific items (social events, bags, etc.). Regarding pri-

vate firms sponsorship, a preference would be given to the option of a common pool for PhD students' sponsorship.

## **7. Exhibits and Print Program Advertisements**

EuHEA makes available tables and booth space for organizational members, sponsors and, with approval, some vendors. Print advertisements in the Congress Program are solicited. Pricing of these items is available from the EuHEA Secretariat. All funds obtained from exhibits and print program advertisements are added to general congress funding.

## **8. Roles and Division of Responsibilities**

The ultimate responsibility for the congress rests with the EuHEA Executive Committee, acting through the President. The Executive Committee has established a Program Committee, which advises on general policy relating to EuHEA Congresses. On a practical level, the responsibilities are divided between the Local Organizing Committee, the EuHEA Secretariat, and on occasion, a professional congress consultant (PCO) or destination management companies (DMC):

### EuHEA Responsibilities

- Sessions: Abstract review and choice of papers for oral or poster presentations rests with the Scientific Committee. Abstract collection and review coordination is handled through the EuHEA Secretariat in collaboration with the SC's co-chairs.
- Web Site: A web site is constructed at least two years prior to the congress by the LOC in collaboration with the EuHEA secretariat.
- Registration: Delegates register through the congress website under the management of the secretariat. There is also usually a small amount of on-site registration (typically 5%).
- Financial Management: The final budget is drafted by the EuHEA president with the input of the LOC. Typically, budgetary authority is devolved to the appropriate level.

## **9. Decision on Acceptance**

Decision will be taken by the Delegates of EuHEA following a proposal by the Executive Committee. The Executive Committee will evaluate all elements of an application, including the location, its distances from the airport and the City center, venues of social events, conformance with space requirements, quality of food and beverage provision and participation fees. As an external criterion, it will consider the geographical rotation of the host venues.

**Please submit your proposal including a provisional budget via email to [stefan.felder@unibas.ch](mailto:stefan.felder@unibas.ch)**

An excel file containing information on the budget and the site of previous Eu-HEA conferences is available from the secretariat.

**Deadline for Application: January 31, 2019**

**Prolonged to February 28, 2019**