

# 1. ORGANISING AN ANNUAL EAME CONGRESS

## 1.1. BID

The ..... Federation bids to organise the annual EAME Congress of the year ..... and agrees to adhere to the requirements as outlined hereunder.

Proposed city : .....

Proposed date : .....

The maximum price for a hotel room, including breakfast will be :

..... EURO for a single room per night

..... EURO for a double room per person and per night

The organisers shall make every endeavour to negotiate a special accommodation rate at the Congress hotel to ensure costs for delegates are not prohibitive.

The costs of the meeting rooms and other requirements shall be met by the organisers and not charged to the delegates.

The list of requirements attached to this document (art 01-25) will be adhered to. If they are any deviations they shall be detailed in a separate letter, attached to this form.

Date : .....

Signature of the representative of the Federation .....

Name in capitals and function in the Federation .....

.....

## 1.2. LIST OF REQUIREMENTS

In preparing for a Congress the following is a list of our requirements:

1. Four months before the Congress the organising Federation shall circulate to all Federations, the Honorary Members and the Members of our Committees and Councils details of:
  - a) The hotel names, addresses, telephone and fax numbers, e-mail address
  - b) Negotiated rates for double and single rooms including breakfast
  - c) A brochure of the hotels and/or their website
  - d) Acceptable credit cards
  - e) How the reservations should be made
  - f) Full programme of the weekend, including:
    - Details of any social functions or dinners with costs
    - Lunch and dinner costs on Congress day
  - g) Transport facilities from and to the airport or train station.

### NOTE

- a) Addresses of Federations and persons can be obtained from Sid Adriaensen at the Antwerp Office.
  - b) Costs of hotel rooms should be obtained for two classes of hotel.
2. A welcome desk from 10.00 h the day before the Congress at the official hotel, to provide information to the delegates and guests.
  3. A hall for at least 120 people for the Congress.
  4. Congress to be recorded on tape. The tapes to be handed over to the EAME Secretary General immediately after the closing of the Congress.
  5. A private facility for the counting of votes at the Congress.
  6. Cards for voting by hand - YES (green), NO (red), ABSTENTION (blue).
  7. Two boxes for collecting votes in a secret ballot.
  8. Cards with the names of the Federations (and Councils etc.) in big block letters marking the seats of delegates.
  9. Name badges for all delegates
  10. Seating for all delegates should be together, allowing for each Federation to have two delegates. Additional seating behind the delegates for other people attending.
  11. A raised table for the EAME President, Secretary General, Treasurer, the four elected Admincom Members and the Congress Chairperson plus two extra persons.
  12. A separate table for the person taking the minutes, equipped with an electricity plug to link up a laptop and a printer.

13. Tables for the seven Councils - eight persons each.
14. Microphones - a minimum of two movable ones for the top table and one (preferably two) for the delegates, plus two persons to carry the delegates' microphones to those who get to speak (with the approval of the Congress Chairperson).
15. For the Secretariat at the Congress: free use of a computer with Microsoft Office software, a printer and a photocopier.  
NOTE: A Calendar will be agreed and issued at the end of the Congress.
16. A staffed signing-in desk for the delegates at the entrance to the Congress Hall.
17. Folders for agendas, reports etc.  
Please prepare folders with the name of each delegate and repeat your own information about lunch, dinner, social events, tourist information etc.
18. Coffee and soft drinks to be available, at times agreed with the President, once in each session of the Congress.
19. Video & DVD player, T.V., preferably large screen, and multimedia projector for a Powerpoint presentation, a flip chart with drawing and marking pencils.
20. Notification of formal reception.
21. Saturday, if possible, offer a drink (cocktail party) before the official dinner if there is one.
22. If any officials (political, national Olympic committee...) are to be present, the EAME President should be informed of their names and position in advance.
23. One conference room with enough table space for each to use a laptop besides his document map for the Admincom (minimum 16 persons) on days to be advised by the Secretary General at least two months before the Congress.
24. Seven conference rooms with enough table space for each to use a laptop besides his document map for Councils meetings (minimum 8 persons) on days to be advised to the organiser by the Secretary General at least two months before the Congress.
25. The EAME Presidents hotel room shall have the facilities of having meetings for up to six persons. A suite with a separate meeting room would be preferable. This room shall be provided for at no additional charge compared to the normal room rates.