

# **A checklist for organizers of EURACT Council meetings**

## **1. Financing**

- Form an organizing committee.
- Delegate responsibility within the organizing committee
- Start fund-raising early (at least one year before)
- Get written pledges of support early from key donors to convince other donors.
- Organize a local activity/conference/seminar etc involving EURACT Council members as speakers before Council Meeting (might facilitate fund-raising). *NB: Would need to pay the extra night's accommodation for the EURACT speakers involved.*

## **2. Organizing venues**

- Early booking of venue or venues for accommodation and meeting (preferably one venue for both) according to expected budget.
- Preferably choose venue/s at reasonable distance from an "international" airport.
- If separate venues, find accommodation close to meeting centre.

## **3. Beforehand: Information to EURACT Council**

- Provide early information regarding dates and location (for early travel bookings).
- Give members necessary information to book accommodation venue directly.
- Travel options from airport to and from venue. Individual or arranged? (If duty of organizer - prepare transports from/to airport)
- Send registration forms out well in advance.
- Arrange visas for those who need them (letter of invitation by EURACT President).
- General information regarding temperature, clothing, currency etc.

## **4. On arrival/departure**

- Meet guests at airport or provide map with directions to hotel.
- Provide signs to direct guests to rooms and meeting venue.
- Arrange for transport to airport after meeting.

## **5. Accommodation & meals**

### ***Rooms***

- Are there enough rooms for all members and accompanying persons?
- Keep the prices of the rooms modest (while ensuring sufficient quality)

### ***Meals***

- Arrange meal times around meeting times.
- Are there special diet needs? (kosher, vegetarian, health)

### ***Other services***

- Are there phone, mail and fax facilities? Wireless internet?
- Are there concierge services for taxis, event tickets, laundry, health needs?

## **6. The meeting venue**

- Conference table and chairs for 40 participants
- Adequate lighting
- Curtains to darken room for projection of slides
- Flip charts
- Screen
- Data projector
- Overhead projector?
- Microphone, amplifier and speakers (if large room and eventual hearing-aid-network)
- Dais for speakers with pointer for slides
- Telephone line and telephone
- Electrical outlets for laptop computers (with adaptors if necessary)
- Wireless internet
- Access to computers with internet access (for those without a laptop)
- Access to photocopier and fax machine
- Room as office for EURACT Administrative Secretary with laser printer for secretary's laptop computer
- At least 3 breakout rooms for use during committee and task-force meetings
- Refreshment facilities: coffee/tea, water, healthy snacks, etc.
- Support personnel to clean and maintain conference room
- Back-up electrical equipment and bulb/s for projector/s

## **7. Social programme**

- Arrange program for council members and guests (during evenings and also one afternoon if possible).
- Arrange practice visit/s to working clinic/s in the area of the meeting.
- Keep bus rides short.
- Keep speeches short.
- Keep meals simple.
- Arrange walking tour of interesting historical sites in the area.
- Find qualified English-speaking guides.
- Provide adequate free time for informal exchanges between Council members.
- Make time for "walk-and-talk", "lateral thinking" and "evaluation sessions"

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