



## **E-AHPBA Congress Manual and Procedures for E-AHPBA 2029**

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## Section A: Congress History

The E-AHPBA was founded in 1999 as the European Regional Association of the International Hepato-pancreato-Biliary Association ([IHPBA](#)). In 2002 the Association expanded to countries of the Middle East and Africa and in 2010 was renamed as the European-African Hepato-Pancreato-Biliary Association ([E-AHPBA](#)). Currently, the Association counts more than 1,000 active members from Europe, the Middle East and Africa. Our region also includes 24 "National" [chapters](#) that represent memberships from different countries.

The E-AHPBA's mission is to improve evidence-based care and optimize the outcome of patients with HPB disorders by:

- Disseminating research findings and best treatment practices
- Advancing HPB specific training
- Fostering research and innovation
- Encouraging multidisciplinary collaboration

As the prime interdisciplinary organisation for HPB-surgical science and scholarship in our region, the E-AHPBA conducts a Biennial Scientific Congress (alternating with the IHPBA World Congress). This meeting provides an international forum for presenting the developing state of the art and science of HPB-surgery. It should be noted that the Biennial Congress currently provides the main income stream for the Association.

The dates and locations of past and future planned Congresses are listed below:

- 1995 – Athens, Greece
- 1997 – Hamburg, Germany
- 1999 – Budapest, Hungary
- 2001 – Amsterdam, Netherlands
- 2003 – Istanbul, Turkey
- 2005 – Heidelberg, Germany
- 2007 – Verona, Italy
- 2009 – Athens, Greece
- 2011 – Cape Town, South Africa
- 2013 – Belgrade, Serbia
- 2015 – Manchester, United Kingdom
- 2017 – Mainz, Germany
- 2019 – Amsterdam, Netherlands
- 2021 – Bilbao, Spain (Virtual)
- 2023 – Lyon, France
- 2025 – Dublin, Ireland
- 2027 – Hamburg, Germany

## Section B: Application to Host a Biennial Congress

### 1. Location and Timing of the E-AHPBA Biennial Congress.

The Biennial Congress takes place within the European / African / Middle East region on a two-year cycle, taking place on odd-numbered years.

The meeting is proposed to be held between late May early June, the exact dates should be suggested by the bidding cities but must be approved by the E-AHPBA Council. This will avoid overlap and potential competition with the biennial regional AHPBA and A-PHPBA meetings held in March and September/October, respectively. In addition, care is taken to avoid any major Gastrointestinal, Hepato-pancreatic-biliary or General Surgical meetings.

### 2. Applications to Host the E-AHPBA Biennial Congress

The Biennial Congress is delivered by the E-AHPBA in conjunction with a Local Organising Committee (LOC). The LOC may represent any of the following groups:

- A national or regional chapter of the E-AHPBA
- A national organisation of Hepato-Pancreato-Biliary surgery

The Local Organising Committee (LOC) should be appropriately led by a chairperson and should include members from within the bidding country only. All members of the LOC should be members of the E-AHPBA unless the member is a non-surgeon.

A LOC from any country/city, within the European-African regions, can bid to host the E-AHPBA Congress. The E-AHPBA will open an application process and for bids and will review and assess the bids based on the strategic direction and development of the society. The E-AHPBA may also suggest to existing national or regional Chapters to bid for the Congress determined by the need to grow members, share education or provide outreach to the certain area with the region.

The successful bidder will be required to sign an agreement with the E-AHPBA Council no more than six (6) months following the General Assembly at which the Biennial Congress was awarded. Failure to provide the signed agreement within the stated six (6) months may possibly result in the Council withdrawing the bid award.

### 3. Guidelines and Criteria

E-AHPBA will provide this Congress Manual to any interested LOCs alongside other supporting documents (listed below) to help them understand the Congress structure as well as the application/bid process.

- Congress Manual and Procedure – *explanation of the E-AHPBA Congress history, management structure and core elements*
- Roles and Responsibilities (Appendix I) – *a document outlining the services required to deliver a Congress and divides the responsibilities among the stakeholders.*
- Bid Application Guidelines (Appendix II) - *Guidelines and criteria for what the bid/application should contain*

- Congress Venue Requirements (Appendix III) – *A preliminary list of room/space requirements for a potential venue to assist bidders in sourcing an appropriate venue. Note: These are basic requirements based on previous Congress programme/data/venue usage. Bidders must consider future internal/external factors which may impact the venue selection, such as: an increase/decrease of scientific content, industry participation etc.*
- Congress Budget Template (Appendix IV) – *Simple spreadsheet for bidders to log the required core costs asked for within the bid*

#### 4. Bid Process and Timeline

The E-AHPBA Council will welcome all bids from LOCs/National Chapters from within the region. The bid process will begin 4 years before the Congress, the 2029 bids will follow the following schedule:

Date	Action
December 2024	Call for bids goes out by email to members.
January 2025	Note of interest to be submitted by electronic form. <a href="https://www.surveymonkey.com/r/RG2YZTC">https://www.surveymonkey.com/r/RG2YZTC</a>
March 2025	Submission deadline for formal bid document. Bid should be sent electronically to the E-AHPBA Management Office ( <a href="mailto:carrie@eahpba.org">carrie@eahpba.org</a> ). See Bid Application Guidelines <b>Appendix II</b> for the expected format and what should be included in the bid.
Following deadline	E-AHPBA Executive Committee review submissions, conduct feasibility studies and request further information if required.
April 2025	E-AHPBA Executive Committee and Council will review the bid documents using the suggested criteria to assist in the decision-making process. A shortlist of bids will be determined.
April 2025	Three (3) shortlisted bid committees notified of approved status and invited to present at E-AHPBA Council Meeting at the E-AHPBA Dublin Congress (8 June [Council Meeting], 9-12 June [Congress]). Unsuccessful bidders will also be informed at this point.
June 2025 (Dublin)	Applicants will be asked to give a short 15-minute presentation. The council will vote, a simple majority will suffice. In the event of a tied vote the current President will have the casting vote. Council Members who participate in any way in the preparation of a bid will be ineligible to vote.
E-AHPBA General Assembly 2025	The council will make a recommendation to the General Assembly. The General Assembly will vote on the Council's recommendation. If the General Assembly rejects the Council's recommendation other nominations will be considered and voting will take place at the General Assembly in concordance with the internal rules of the Association.
December 2025	The Council will receive a signed contract with the successful bidder no more than six (6) months following the General Assembly.

## Section C: Stakeholder Roles and Responsibilities

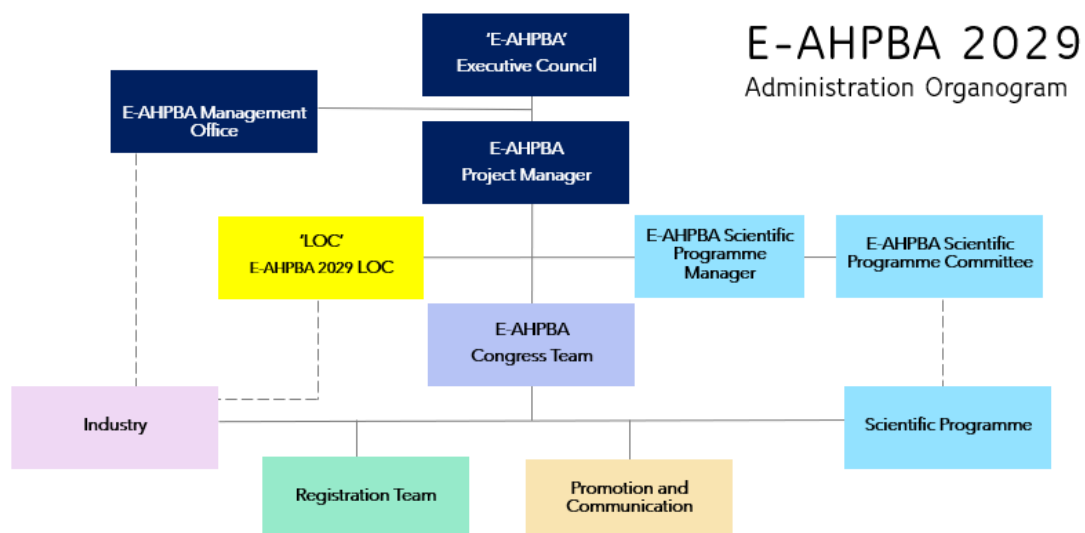
### 1. Roles and Responsibilities

To fully understand the management of the Congress [Appendix I](#) has been developed as a schedule of roles and responsibilities for all Stakeholders. The roles and responsibilities clearly map the ownership for each process, identifying the parties responsible and the level of involvement.

The parties included are:

- LOC – Local Organising Committee
- SPC – Scientific Programme Committee
- E-AHPBA– The Association
- EA-AM – E-AHPBA Management Office
- EA-PM – E-AHPBA Appointed Professional Conference Organisers

### 2. Organisational Structure



### 3. The E-AHPBA

The overall responsibility for the Biennial Congress rests with the Council of the E-AHPBA and it is the Council of the E-AHPBA who will ensure compliance with the terms and conditions of the agreement between the E-AHPBA and the LOC.

The E-AHPBA shall exercise its responsibilities and control in a collegial and consensual way. In case of disagreement in matters for which E-AHPBA is responsible, the decisions of its Council shall be final and binding for all parties concerned.

E-AHPBA is exclusively responsible for the interaction with the IHPBA, the Scientific Programme,

abstract management, registration, sponsorship/industry, and all organisational matters. It will act in continuous and close coordination with the LOC on all matters pertaining to the organisation of the Biennial Congress, and should they deem it necessary, will appoint a local destination management company to assist in local logistics. To manage this, E-AHPBA will appoint an E-AHPBA Project Manager and Congress Team.

#### **4. The LOC (Local Organising Committee)**

The Biennial Congress is hosted by the LOC and will work with/support the E-AHPBA to deliver the Congress. E-AHPBA Project Manager and E-AHPBA Congress Team will manage the critical areas of finance, scientific programme, sponsorship, Council accommodation, abstract management, social events and registration. The LOC will be involved directly in the Scientific Programme and social programme and will be consulted on all other areas.

The E-AHPBA Project Manager will develop a separate website for the meeting which must be linked to the E-AHPBA ltd website and regularly maintained and updated.

An agreement will be reached and signed between the E-AHPBA President and the Treasurer, LOC President and Treasurer on the financial responsibilities of the Biennial Congress. It is suggested the profits/liabilities to be assigned as follows: E-AHPBA 80%, LOC 20%. Each of the stakeholders will therefore underwrite the Biennial Congress by a percentage which reflects this agreement. As a result of the sharing of risk, all major contracts over €20,000, such as that with the Congress venue and other contracts must be signed jointly by E-AHPBA and the LOC.

The Chairperson of the LOC (or proxy) will be co-opted onto the E-AHPBA Council for two years before the relevant Biennial Congress if they are not already a member of Council. The E-AHPBA Executive Committee may also request that the Chairperson of the LOC (or proxy) attends their meetings periodically in the two years prior to their Biennial Congress.

#### **5. The E-AHPBA Project Manager and Congress Team**

The E-AHPBA will work with ACS Global as a Professional Conference Organiser to carry out the following critical functions:

- Congress planning timeline
- Venue site visit
- Finance and budget management
- Marketing and communications
- Congress website
- Scientific programme including CME and speaker management
- Abstract management (included in original Critical Control Model)
- Registration management (included in original Critical Control Model)
- Sponsorship and Educational grant sales, contracting and fulfilment
- Onsite Staffing
- Post-meeting evaluation and reporting

If necessary, the Congress Team may appoint a local Destination Management Company (DMC) to support local logistics.

The role of the E-AHPBA Project Manager and Congress Team may be subject to review and change at the discretion of the E-AHPBA Council.

#### **6. Update Meetings with the E-AHPBA**

Regular meetings should take place between the LOC, E-AHPBA Council, E-AHPBA Management Company and E-AHPBA Project Manager as appropriate. These meetings will be diarised during the schedule of activities, meeting 3 years prior to the Congress. These meetings will become more frequent as the Congress draws closer and will take place monthly by teleconference for the final 9 months.



## Section D: Organisation of the Biennial Congress

### 1. Duration of the Meeting

The duration of the Biennial Congress is three (3) days; Wednesday – Friday, with an additional one day (1); Tuesday, before the Congress for pre-Congress activities such as a course or E-AHPBA Consensus/Guideline meeting. The Biennial Congress starts officially on Wednesday. The Scientific Programme will also commence on the Wednesday morning and will last until Friday afternoon. The structure of sessions during the three days must include four two hourly time slots daily with a one-hour luncheon break and at least two 30-minute coffee breaks between the sessions in the morning and afternoon.

### 2. The Venue

The LOC will identify an appropriate Congress venue, typically a purpose-built conference centre and will recommend this to E-AHPBA as part of their bid. E-AHPBA will be exclusively responsible for the contract with the Congress venue. If due to unforeseen circumstances outside the control of the LOC the venue will no longer be available at the time of the Congress, an alternative venue in either the same or different city may be presented for the consideration of the E-AHPBA Council. Should no alternative venue be available, E-AHPBA Executive will recommend to Council that the bid process be re-opened. The venue requirements are detailed in [Appendix III](#).

The venue must have a lecture theatre to accommodate at least 1000 people for; the Opening Ceremony, Bismuth Lecture, E-AHPBA Presidential Address, IHPBA Presidential Address and Plenary sessions. In addition, at least 4 smaller lecture theatres for approximately 300 people will be required for parallel sessions. Suitable Audio Visual and IT infrastructure will be required. It is advisable for the LOC to review previous Congress data within their 4-yr lead time to ensure the venue remains fit for purpose based on the developments of Scientific programme.

The LOC will support the Education Committee of the E-AHPBA in organising a UEMS Examination in HPB Surgery. This will be held at the Conference Centre on the final day of the Congress. A minimum of six (6) rooms will be required. The UEMS will be responsible for the catering costs of the examination.

The venue should provide a meeting room for both the E-AHPBA and the IHPBA for the duration of the Congress. These meeting rooms will also be used as office space and should be able to accommodate a minimum of 25 person's boardroom style. Each room should be equipped with Wi-Fi, data projector, screen and laptop. The meeting schedule will be specified by the E-AHPBA Management Office prior to the Congress.

An exhibition space for the Industrial/Trade exhibits and Poster presentations will be required. This space should be able to host the exhibition, traditional poster boards, catering and have space for the HPB Training Village. We anticipate a minimum of 2000sqm will be required. The duration of the exhibition is 3 days commencing on Wednesday morning and concluding Friday afternoon. Appropriate exhibitions build and breakdown periods should be in addition to the three days. It is advisable for the LOC to review previous Congress data within their 4-yr lead time to ensure the exhibition space remains fit for purpose based on the developments of Industry participation.

### **3. Delegate Accommodation**

Accommodation will be offered in a range of hotels in different price categories to meet the needs of all delegates. It is anticipated that delegates will book their accommodation independently, but the E-AHPBA will arrange codes/booking links with some hotels in the area. These hotels rooms will be released periodically if not booked to avoid financial penalty. It is the responsibility of the E-AHPBA Project Manager to contract hotel accommodation, and they may receive commission on rooms booked which may be shared with the Congress as part of their fee structure.

### **4. Congress Promotion**

The E-AHPBA Project Manager will be responsible, together with the LOC, for drafting preliminary announcements, newsletters and social media posts about the Biennial Congress. These should be submitted to the E-AHPBA Management Office for approval before they are distributed. Electronic communications to the E-AHPBA promotional database will be distributed by the E-AHPBA Management Office.

Advance promotion will be via the E-AHPBA website, then by the Congress website which should be launched at the preceding Biennial Congress. Fliers announcing the Biennial Congress may not be distributed before the preceding Biennial Congress.

To maintain continuity from Congress to Congress, the design and size of publicity material (posters, fliers and booklets) should be produced under the supervision of the E-AHPBA. The E-AHPBA logo should prominently appear on all publications. The Congress should have its own logo, and it should reflect the same dimensions as the E-AHPBA logo. The Congress logo should appear in conjunction with, not in place of the E-AHPBA logo, and only under the supervision of the E-AHPBA Management Company will the Congress logo be approved.

Other promotional activity may include advertising in scientific journals, pay per click advertising on relevant websites and attending related Congresses.

The mailing list for the Biennial Congress is the property of the LOC and the E-AHPBA. It may not be obtained from the E-AHPBA by any other organisation without written permission from the Council. Following the Biennial Congress, the LOC will provide E-AHPBA with their promotional database and list of participants for the Congress in electronic format.

### **5. Finance**

The E-AHPBA Management Office and E-AHPBA Project Manager will manage the finances of the Congress. The handling of all legal matters, including all taxes and compliance with the monetary regulations is the responsibility of the E-AHPBA Management Office and E-AHPBA Project Manager.

The E-AHPBA Project Manager shall prepare and submit a budget for the Biennial Congress, which must be approved by the E-AHPBA Council. The budget must include registration modelling to reflect the break-even number of registrations. The budget must be provided to the E-AHPBA Council two years before the Congress (i.e., during the 2027 meeting for the 2029 Meeting).

Furthermore, the periodic reporting to E-AHPBA Council of the financial statements for the Biennial Congress. The terms of reporting are quarterly until December in the year prior to the Congress and thereafter monthly. The audited final statement of accounts for the Biennial Congress should be presented to E-AHPBA Council by December 31 the year of the Congress.

Registration fees for the Biennial Congress will be agreed between the E-AHPBA Project Manager and the E-AHPBA Council at least one month prior to the launch of pre-registration for the Meeting.

## 6. Budget

The budget will be drafted by the E-AHPBA Project Manager and will be signed off by all three stakeholders.

The budget must include amongst other items;

- At least one site visit by 2-3 Council representatives prior to the Congress.
- A profit share of 80% E-AHPBA / 20% LOC.
- Registration fees and lodging (x4 nights in the Congress Hotel) for the E-AHPBA Council during the Congress. The names of the Council Members attending will be provided in advance to the E-AHPBA Project Manager.
- Registration fees of up to 9 (nine) IHPBA Executive Committee Members and lodging of up to 36room nights (nominally 9 members x 4 nights), IHPBA decides on the allocation. It is expected that all attending and supported IHPBA Executive Committee members will be actively involved in either the post-graduate course or the Scientific Programme.
- Costs for Programme book and abstract publication in the HPB journal (in print or digital format).
- Free registration to the invited faculty; however, faculty are expected to cover accommodation and travel costs incurred, this is not the responsibility of the E-AHPBA.
- The E-AHPBA will assume the cost of travel and accommodation for the invited speaker delivering the Bismuth Lecture, any prizes awarded, or travel grants offered by E-AHPBA.

The E-AHPBA Project Manager will prepare a more detailed budget after the destination is selected (including inflation on the costs detailed within bid). Therefore, the bid document does **not require a fully detailed budget**; however, it should contain a summary of the following costs:

### Expenditure

- **Venue Hire Cost:** Based on venue requirements detailed in [Appendix III](#).
- **Audio Visual Cost:** Based on six session halls, speaker preview room, live recording
- **Catering Prices:** Tea/coffee and one food item per person for six breaks, light lunch on each day

### Income

- **Funding Details:** Information on destination funding, government funding, other body funding, or educational grants.

**Appendix IV** provides a template for LOCs to complete as part of the bid.

## **7. Insurance**

The E-AHPBA Project Manager must decide on an adequate level of insurance cover and provide E-AHPBA Management Office with evidence that they have obtained this cover for the Congress. Insurance should be taken out in the name of E-AHPBA and should include cancellation charges for the use of the Congress buildings (abandonment insurance), hotels, transport arrangements etc. As far as possible, it should also include cover for eventualities such as industrial action which might close airports, hotels or airlines, and for communicable disease, war and natural disasters such as volcanic eruptions, flooding or earthquakes.

While the E-AHPBA Management Office can assist with sourcing a suitable specialist insurance policy, payment of the insurance premium will be made from the Congress budget.

## **8. Official language of the Biennial Congress**

English is the official language for all original and invited contributions of the Biennial Congress.

## **Section E. Scientific Programme**

### **1. Scientific Programme Committee**

The Scientific Programme of the Biennial Congress is the responsibility of the E-AHPBA Scientific Programme Committee under leadership of the Chairperson of the Committee and the Scientific Programme Manager (part of the E-AHPBA Congress Team). The LOC will have several representatives on the Scientific Programme Committee and will ensure that the final programme will attract local attendees to the Congress.

The Scientific Programme Committee and Manager shall be responsible in drafting the complete Preliminary Scientific Programme as well as the Final Scientific Programme. These Programmes will be published and regularly updated on the websites of the Biennial Congress and linked to the E-AHPBA website.

The first meeting of the Scientific Programme Committee should take place at least 18 months prior to the projected Biennial Congress (normally at the previous Biennial Congress). At this first meeting an outline of the Programme and symposia, keynote and update speakers, debates etc. will be defined.

### **2. Invited Faculty**

All Invited Faculty should be invited at least 12 months prior to the Biennial Congress, invites should be issued by the LOC and E-AHPBA Project Manager detailing the signature of the E-AHPBA President and the Programme Committee Chair. All invited speakers are expected to receive free registration only however this is based on the invited faculty being no more than 150 people. Moderators and Session Chairpersons will not receive free registration.

The Scientific Programme Committee should include as many E-AHPBA and IHPBA Executive Committee members as possible in the Programme.

### **3. Abstract Management**

Abstract and scientific programme management will be the responsibility of the Scientific Committee of the E-AHPBA and managed by the Scientific Programme Manager. The call for abstracts will be the responsibility of E-AHPBA.

The selection of abstracts is the responsibility of the E-AHPBA Scientific Committee in conjunction with the LOC. All members of the E-AHPBA Scientific Committee should be reviewers. Each abstract will be reviewed by 3-5 reviewers who are experts in their respective fields.

Following the abstract review process there will be a Scientific Programme Allocation Meeting which will normally take place virtually and will involve key members of the Scientific Committee, the Council Executive, LOC, and Scientific Programme Manager.

### **4. Abstract Publication**

Meeting abstracts will be published in HPB, the E-AHPBA's official Journal. E-AHPBA Project Manager will contact the publisher before the call for abstracts opens to ensure that all required information and details are understood. Specific arrangements for the publication of abstracts

should be agreed by the LOC, E-AHPBA and publisher – timescales, format of book of abstracts (electronic/paper/online) etc. The publisher will confirm process, information required, timelines and costs and this will be included in the Congress Budget and planning timeline.

### **5. Postgraduate Course**

The LOC, supported by the E-AHPBA Management will organise an E-AHPBA led Gold Seal “Post-Graduate Course” to be held on the day preceding the Biennial Congress. The Programme should be approved by the E-AHPBA Education Committee and the E-AHPBA Management Office will handle all aspects of the course. The costs for the course should be included in the Congress budget.

### **6. Accreditation**

Internationally recognised and appropriate CME accreditation should be applied for in good time and the number of credits awarded used in the promotion of the Congress. Delegates should be given a certificate or other means whereby they can document CME credits. The application is the responsibility of the E-AHPBA Project Manager.

### **7. Travel Grants**

Provision should be made in the budget to provide travel grants for young delegates/delegates from lower income countries to attend the Congress. Industry support should be sought, and this item should be included in the industry sales prospectus. The criteria, publicising and selection of the grant awards should be managed by the E-AHPBA Scientific & Research Committee, supported by the E-AHPBA Management Office.

## Section F. Industry

### 1. E-AHPBA Strategic Partners

The E-AHPBA has established long-term strategic partnerships with some companies within the biomedical industry. These are usually based on our common research or educational goals. It is important to maintain and nurture these relationships as commercial companies provide a major source of income for the Association.

These E-AHPBA Strategic Partner agreements are considered separate to the Biennial Congress support. However, some partnerships have a small section included within the agreement with regards to the Biennial Congress industry support. E-AHPBA Management Office will inform the E-AHPBA Project Manager about this in advance.

### 2. Sponsorship

The E-AHPBA Project Manager is responsible for all sponsorships raised for the Congress. The E-AHPBA Management Office will assist with agreements for the Congress with existing E-AHPBA Strategic Partners if required and may be asked to assist with sourcing additional sponsorship. The LOC will also be responsible for sharing links/contacts with key local industry and help facilitate these discussions.

The E-AHPBA Project Manager will develop a sponsorship prospectus. This document will cover all sponsorship and exhibitor opportunities and will also include additional items such as lunchtime symposiums, hands-on workshops, and social events. This will be reviewed and approved by all stakeholders. Once published/distributed, it is the responsibility of the E-AHPBA Project Manager to keep abreast of any industry changes throughout this time, any substantial changes should be reflected in a revised prospectus, if deemed necessary, by the stakeholders

### 3. Exhibition

The duration of the exhibition is three (3) days commencing Wednesday morning and concluding Friday afternoon. Appropriate build and breakdown periods should be in addition to the three days. Ample Exhibition space is required. This space should be able to host 20+ exhibition stands of various sizes, traditional poster boards, Congress catering and space for the HPB Training Village. We anticipate a **minimum of 2000sqm** will be required. The duration of the exhibition is 3 days commencing on Wednesday morning and concluding Friday afternoon.

It is preferable that the welcome reception should also take place in the exhibition area on first evening. It is essential that there is dedicated time allowed within the programme for contact between exhibitors and delegates.

The E-AHPBA and IHPBA require a combined booth in the exhibition area. This booth will be provided free of charge for the duration of the Congress. This booth should be at least 9sqm in size and will have a shell scheme package, that is the booth will have at least two walls, carpeting, lighting, and an electrical supply. Basic furniture should also be provided at no cost and will include one table and chairs for 4 people, one brochure stand, one further small table, one lockable cupboard and basic signage. Should extra equipment and/or furniture be required, the relevant association will meet these extra costs.

## **Section G. Delegate Registration**

### **1. General**

It is desirable to set a registration fee in line with previous Biennial Congresses, keeping fees to a reasonable level to encourage attendance by young investigators and members from economically disadvantaged countries.

All delegate fees must be approved by E-AHPBA prior to publication on the Congress website. All fees must be set in EURO.

### **2. Registration Fee Categories**

E-AHPBA and all IHPBA (AHPBA and A-PHPBA) members will obtain a discount on the registration fees.

There should be at least two fee periods, early and standard. Additional periods can be introduced if appropriate, for example onsite. The difference between early and late fees should be 20-25%.

The early member rate must be no lower than the previous Biennial Congress unless specifically agreed by E-AHPBA Executive Committee.

A New Member registration fee for the Congress should be available and should reflect an incentive for a delegate to join the Association. This fee includes one year's combined membership of E-AHPBA/IHPBA. The membership income within this fee should be passed to E-AHPBA. It is very important that this amount is included as a separate expenditure item in the Congress budget as this is not Congress income but E-AHPBA income and should be ring-fenced.

The lowest trainee registration fee should be greater than the budgeted variable cost per delegate projected in the expenditure section of the Congress budget.

The early registration deadline must be after the abstract notification date to allow accepted oral and poster presenters time to register at the early registration fee.



## **Section H. Catering and Social Programme**

### **1. Lunches/Tea and Coffee Breaks**

Catering arrangements will vary from venue to venue. The Congress should provide one light lunch (bagged or buffet) and two tea and coffee breaks per day as part of the registration fee. The provision of lunches should be within the commercial exhibition/poster display areas.

### **2. Social Programme**

The LOC and E-AHPBA Project Manager will be jointly responsible for the Social Programme. This Programme should be communicated to the E-AHPBA by January in the year of the biennial meeting. This will include:

- Opening Ceremony / Welcome Reception on the opening day. This should reflect the unique characteristics of the local organising country or region. The main function of the reception is to allow informal networking of delegates. This will be included in the registration cost for the delegates therefore costs should be kept to a reasonable per-head expense.
- The Presidential Dinner for the E-AHPBA, IHPBA Councils and members of the LOC to be held on the Tuesday or Wednesday evening. As the Dinner is to honour the President of the EAHPBA, the invitation list will be finalised by the President in consultation with the LOC.
- Theme Evening or Social Event to be held on the Thursday or Friday night which will be open to all delegates. Costs can be transferred to the attendees.