



EURHODIP

ASSOCIATION OF "THE LEADING HOTEL SCHOOLS IN EUROPE"

Congress Organization Guidelines

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	ASSOCIATION OF THE LEADING HOTEL SCHOOLS IN EUROPE	Version oct/2014
	GUIDELINES – EURHODIP CONGRESS	Helena Cviki Cees van der Klip

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Guidelines for Organizers of the EURHODIP Congress

1 PREFACE

EURHODIP Congress is one of the most important events of EURHODIP. The main purpose of the Congress is to bring together participants from a maximum number of member schools with a maximum number of guests in roles such as industry representatives, academic lecturers, lecturers from the industry, directors, deans, rectors, staff of potential new member schools and students.

The Congress has an academic dimension, providing a forum for the exchange of ideas on hospitality and tourism education, as well as a social and cultural dimension. With a balanced programme it offers a unique networking opportunity, strengthening the bonds and mutual understanding among representatives of member schools, sowing the seeds of common projects and activities.

The Congress is a showcase of the EURHODIP spirit and its mission, attracting potential new members and giving impulses for the continuous advancement of EURHODIP as the leading hotel school association.

The following guidelines are meant as an aid to the organizing school, laying out the most important aspects of the Congress, thus providing a common basis for the regular attunement of the planning process with EURHODIP's Board of Directors and Executive Board, who carry the final responsibility for the Congress.

2 FORMAT OF THE CONGRESS

The Congress typically covers four to five days and combines academic, professional and cultural elements with the following compulsory association events:

- Board of Directors Meeting;
- Executive Board Meeting;
- General Assembly;
- Academic presentations and presentations from the members of the industry;
- Concluding gala evening with the presentation of awards;
- Marianne Müller student competition.

3 PRE-CONGRESS PROCEDURES

3.1 Application

Application form for Eurhodip Annual meeting & Congress (Annex 3) that can be found on the website must be completed by the school interested in organising the Congress and must be sent to the EURHODIP Board of Directors or the Executive Board 2 years prior to the proposed event, this can also be given at the General Assembly.

The Board of Directors or the Executive Board will examine the application at its next meeting and will inform the candidate school of its decision.

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3.2 Dates and Preparation

The organiser should begin preparation for the event as soon as agreement of the Board of Directors or the Executive Board is received. Throughout the preparation phase the organiser remains in regular contact with the Vice-President responsible for the Annual Congress and informs her or him of the progress made.

The organisational arrangements must be in place by the date of the Annual Congress of the previous year, and the Board of Directors or the Executive Board must be asked to approve the proposals.

Traditionally the Annual Congress takes place at the end of June or the first half of July. This date is also favourable in terms of the end of the academic year and the conferences and meetings of other associations. Exceptions may be made with the agreement of the Board, to accommodate the availabilities and constraints of the organiser or the specifics of the destination.

The implementation phase begins with the publication of the registration forms (Annex 1) which must contain the following information:

- Deadlines for registration;
- Detailed conditions for registration and payment;
- What goods and services are included in the registration fee;
- The prices and surcharges payable for additional goods and services;
- Addresses and descriptions of hotels;
- Details of topics, speakers and content;
- The website URLs for the various events;
- Marianne Müller competition, according to the invitation sent out by the Secretariat. A special registration form is sent to the participants (students) at the Marianne Müller competition;
- The possible arrival locations (train stations, airports, ports ...) and transfers provided;
- Deadlines by which participants must provide details about their arrival and company;
- Charges to be made for any changes requested beyond the deadline.

The organiser may also wish to provide:

- Information about flights and trains, and access maps for those arriving by car or coach;
- Exchange rate of the local currency with respect to the Euro;
- Indicative cost of taxis and other basic services;
- Tourist information about the town and the host country;
- Addresses of useful internet sites providing information about the town, the region and the country;
- Details regarding the climate;
- Publicity material from the organiser's partners;
- Recommendations about appropriate dress for the different occasions.

With regard to this last point, the participants should be reminded that the final evening with the prize-awarding ceremony is a solemn event; suitably formal attire is therefore required.



The above information should be published at least 6 months before the Congress on the organiser's and EURHODIP websites. Documents needed for registration should be available for downloading from these two sites in .DOC and .PDF formats.

In consultation with the EURHODIP secretariat a reduced version of the documentation will be sent by ordinary mail to the entire membership to ensure that all members are informed. Upon receipt of a registration request the organiser should send an acknowledgement to the applicant with a confirmation of registration and request for any further information required (by e-mail or by ordinary mail).

3.3 Financial provisions

As to the financial target: EURHODIP Congress is not meant to yield profit, but to break even, i.e. cost and proceeds should balance.

The main expenditures of the Congress are accommodation, meals, Congress venues, transfers, interpretation, speakers, ingredients / services for the competitions...;

These costs are to be covered by the following proceeds:

- Participation fee (including all cost from arrival to the Congress city to departure – except personal expenses);
- Sponsoring by local, regional and national tourist organisations and enterprises, host city, government...;
- Subsidies in kind: services rendered by the organising school and other EURHODIP member schools of the region.

It could be advisable to offer two or three hotel choices of different standard, so that participants can influence their total cost of participation. In this case, the Congress fee is calculated without the cost of accommodation.

EURHODIP is not responsible for any losses of money for the organisation of the congress.

3.4 Congress Schedule

Throughout the Congress the organiser will ensure that any information necessary for the smooth running of the programme is displayed in all appropriate places. This information should include:

- Venues and timetables for lectures, seminars and workshops;
- Venues and timetables for coffee breaks and meals;
- Venues and timetables for competitions;
- Venues and timetables for excursions and leisure activities;
- Instructions if previous registration for excursions etc. is required;
- Transfer timetables for the first and the last day of the Congress;
- Background information on the speakers and the titles of their presentations.

3.5 Public Relations/Publications Committee

This committee is responsible for the following activities:

- Translations and publication of speaker speeches (if necessary);
- Press conference;

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- Daily Newsletter;
- Programme design and printing;
- Signage;
- Simultaneous translation (if necessary);
- Photographer;
- Video;
- Website;
- Audio Visuals;
- Social media;
- All mailings.

The official language of a Congress is English.

Simultaneous translation from the local language into English can be expensive. The Congress Organizing Committee should predetermine which events will be translated simultaneously. At the very least, the Opening and Closing Sessions and the Academic presentations should be simultaneously translated in English.

Basic audio-visual equipment is often provided by the hotel at a nominal fee. More sophisticated equipment may require a rental.

Congress Communications

Congress organisers should be aware that a strong marketing push is required to get Eurhodip members to attend the congress.

The congress website should be in place 6 months before the congress starts. Examples of past events can be accessed on the EURHODIP Website.

The Registration Mailing should be sent 6 months before the scheduled Congress. It should contain a congress brochure including:

- Invitation Letters: President of Eurhodip and Congress President;
- Registration Form including methods of payment and registration deadline;
- Lodging Information and brochure:
 - Name, address, and telephone number, fax number and e-mail address
 - Choice of smoking or non-smoking room, special diet needs;
- Arrival/Departure Information Form;
- Detailed programme with the theme of the congress;
- Details about the speakers;
- Pre/Post Congress Tours (if planned);
- Companions' Programme or selection list;
- General information:
 - Airport / Transportation,
 - Climate,
 - Dress Code for various events,
 - Visa information (when required),
 - Tourist literature;
- Contact information for the Congress Secretary: address, telephone number, fax number and e-mail address.

-

3.6 Accommodation and Meals

The Annual Congress has a pedagogical purpose to fulfil in relation to the participants, especially to the students, who are future employees in the hotel and tourism industry. Provision of accommodation and meals should therefore be consistent with students' training by showing a good example of quality goods and services offered at reasonable prices. Organisers should therefore avoid separating the different groups of participants into too many different categories of accommodation unless the participants choose so because of the different prices.

As far as possible the organising school should use its own students and/or those of partner schools for the provision of normal meals. Table service is to be preferred to buffets. Time spent sitting together at the table is the best way of having useful meetings and interesting, enriching conversations and chats.

3.7 Arrival/Departure of Participants

Arrival/departure welcome points and shuttles should be decided depending on the location of airports/trains stations. Normally, the « normal » arrivals/leavers should be shuttled free of charge – or else it must be stated in the registration form. On the day of departure the organizer should provide transfers for the participants to the various places originally stated by the organiser. As for the early and late arrivals and early or late departures to allow extended stays should be arranged and paid for by participants themselves.

The timetables for transfers should be clearly displayed in the various hotels, and participants may be grouped together for transfers as long as this does not occasion excessive waiting or tight deadlines.

At each arrival location stated by the organiser there should be a welcoming service throughout the official welcoming period. The organiser should arrange the transfer of participants to their hotel(s) within reasonable time and should not expect them to walk long distances with their luggage. The costs of the transfers can be included in the participation fee or be paid separately. Mostly the transfer is organized on the day of the beginning and end of the Congress.

The organiser has no obligation to provide transfers for those arriving outside the specified welcoming period.

Staff providing the welcoming service hand out to the participants the documents related to the Congress and give them useful and necessary information.

The organiser is entitled to refuse to hand over these documents or the hotel room key to any participant who has not paid the registration fee in full and who cannot provide payment guarantees requested.

4 ASSOCIATION PART OF THE CONGRESS PROGRAMME

4.1 First evening

The first evening is an opportunity to network, and it should take place in a relaxed setting without too much formality and constraint so that participants can move around freely to greet old friends – and meet new ones; the Executive Board may welcome new members.

4.2 Official Opening

The Opening Ceremony is held on the first day of the Congress. Appropriate dress should be designated. Companions are invited. **The agenda** normally consists of the following:

- The Congress President presides;
- The president of EURHODIP addresses the membership;
- A brief welcome message from local dignitaries;
- The President of the Congress announces any changes in logistics or other items relating to the Congress;
- This can also be an excellent opportunity to re-introduce new members and recognize Honorary Members present at the Congress.

Recommendation: please include the active work of students in the full programme of the conference

Requirements:

- Large room to accommodate all members, companions and invited guests;
- A desk for speakers;
- EURHODIP Executive Board and Board Members, companions and distinguished guests sit in the first rows;
- Audio-Visuals: Microphones and simultaneous translations (if necessary), podium;
- Signage: names of speakers;
- Pitchers of water and glasses at the desk;
- Member tables should have water and glasses, writing instrument and paper (usually provided by the hotel / depends on the duration of the ceremony) (optional);
- Some additional thoughts:
 - Congress Banner,
 - Flowers,
 - Flags of nations represented,
 - Some previous congresses have had local musicians, a parade of nations by students and other festive activity.

The official opening of the Conference is the first formal moment, when all the participants come together for the first time.

Organisers should plan:

Introductory part:

- speeches:
 - by the dean, rector, director of the organising school,
 - by important national and local dignitaries,
 - by the EURHODIP President;
- an entertainment section;

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- presentation of the participating countries;
- a short introduction into tourism of the host country / region.

Programme part:

In the introductory part simultaneous interpretation is not essential, but the audience must be allowed to understand the speeches in English and in French, either by consecutive interpretation, by projection of the translation onto a screen, or by distribution of copies of the translated texts.

4.3 Marianne Müller Student Competition

The organisation of the competitions is governed by a special set of rules drawn up by the Board of Directors and the Executive Board. The rules are continuously updated. Under current rules the organizing school has to arrange work facilities and supervision/technical support for three teams during the first day of the congress. The presentations of the teams take place before the Annual General Meeting on the last day of the congress.

The Vice-President who is responsible for the competition has regular contacts with the organiser during the preparation of the conference and supervises the conduct of the competitions during the Congress.

The very essence of the Marianne Müller competition spirit and the new rules is to gather students from our various member schools and to give them the opportunity to come together, work as a team and show their skills. Bringing together young people from different schools in different countries into teams gives the competitions a true European dimension and allows the students to overcome linguistic and cultural barriers.

Thus, wherever possible, teams of three groups of students from different countries are formed, who co-operate in completing a task in one of the two official languages of EURHODIP.

See the particular regulations set up by the EURHODIP competition assistance team on demand of the Board of Directors.

4.4 Official Meetings

Eurhodip Board Meeting prior to Congress

One (1) day prior to the Annual Congress the Eurhodip Board conducts an all-day meeting. Planning should include provisions for early arrival of Board members. A conference room and meals should also be planned. Part of the Board's agenda includes presentation of the final Congress programme and any adjustments which had to be made.

Various statutory meetings take place during the Annual Congress, and timetable slots need to be reserved for them in agreement with the Board:

- A meeting of the Board of Directors at the start of the conference for preparation of subsequent meetings;
- A meeting of the Executive Board;
- The General Assembly;
- A meeting of the new Board in election years.

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If necessary the President may call further meetings.

General Assembly

The President of EURHODIP presides.

The Agenda is determined by the EURHODIP Board.

One large room to accommodate all members is required. For the Executive Board the table must be prepared.

Presentation facilities and equipment is to be provided.

The General Assembly takes place at the end of the Congress.

Honorary Members

Honorary Members have been designated so by the Membership-at-large on the recommendation of the EURHODIP Board. The Board recognizes the members for their outstanding service to the organization over several years. They should be given special consideration at the Congress.

New Members

A concerted effort should be made to introduce new members to the membership-at-large. Some recommendations might be:

- An invitation to participate in a special cocktail preceding the Welcome Reception/Dinner on arrival day to present them to the Board Members or the Executive Board;
- The Vice president (membership) -at-large's responsibility to introduce them to the membership at the Welcome Reception;
- They could be presented at the Welcome Reception;
- Mentors could be assigned: Vice president/members of long standing to assist them with the logistics of the Congress;
- Introducing them at the Opening Session of the Congress or General assembly.

Press Conference

The organizers are encouraged to have Public Relations and Press Conferences, as they are important to the host locally and nationally as well as to EURHODIP, internationally. The EURHODIP President and Executive Board should be available to participate in the Press conferences.

5 ACADEMIC PART OF EURHODIP'S CONFERENCE PROGRAMMES

Academic committee exists of Vice-president + executive board members.

Tasks:

- Approves the aim, theme and balance of the Conference in line with the vision and mission of Eurhodip;
- Controls suitable speakers and the programme;
- Records the feedback of delegates goes to vice-president of communication;
- Gives the green light for organizing the conference.

Academic Committee controls:

- The transcripts of keynote speakers and summaries of workshops and panels are available two months before the Conference is being held (either on paper or electronically);

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- Programme details, names of keynote speakers, panel and workshop summaries. At least 4 months before the congress!

Support of members of the Board of Directors can exist of the following tasks:

- Assist conference organizers in strategy, planning and evaluation;
- Provide feedback to Conference organizers on the proposed theme, programme, speakers, panels, workshops and overall balance of social and educational components.;
- Assist conference organizers in locating speakers and other educational presenters;
- Assist conference organizers in the layout and editing of promotional brochures, session summaries, and evaluation forms;
- If possible, assist conference organizers with sponsorship opportunities.

The academic programme:

- The academic programme should include presentations, which are relevant to hospitality schools;
- The Programme Committee of the conference organizing school selects lecturers and presenters according to selection guidelines of Eurhodip for the academic part of the conference.

Selection guidelines for all Speakers:

- Resumes, photos, topic outlines and texts are required essentials of the speakers. These must be provided in a timely fashion as determined by the operational timetable (4 months before conference);
- If a speaker is unable to comply with these prescribed deadlines, an alternative speaker should be invited;
- Strict adherence to the operational schedule is required to meet possible translation and publication deadlines;
- Selected speakers should also identify any audio-visuals needed. These needs should be communicated to the Technical Department in charge of audio-visual equipment;
- If lodging and meals are required, this information should be given to the respective committees in charge of lodging and meals;
- Photos, summaries and presentation texts should be passed on to the Public Relations Committee of Eurhodip for eventual publication.

Speakers are:

- Keynote speakers (speakers, who lead the panel discussions or present the main topics).
- Speakers (teachers from schools) and students (postgraduates).
- Presenters from hospitality/tourism industry.

Format for the academic programme:

- The format for the academic programme should be highly structured:
 - Keynote speakers: 15-20 minutes presentation, 10 minutes questions & answers period);
 - Teachers, students and industry presenters: 15 minutes presentation, 5 minutes questions & answers period;
- A varied presentation format is always desirable: lecture, forum, workshop, and discussion groups;
- Concurrent and/or posters sessions are also a possibility. This means that delegates should select the sessions they wish to attend. All delegates may not be able to attend all the presentations.

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Costs of Speakers:

Keynote speakers are invited by the organizer (Programme committee) and have their expenses covered (accommodation, meals and other) while the teachers and students pay the fee like other participants/attendees since they gain certain academic points for presenting their papers.

Conference organisers should be aware that keynote speakers often demand a fee, and in almost all cases there will be expenses for transport and accommodation. These must be included in the conference budget.

Keynote speakers don't pay conference fees.

Lectures, seminars and workshops:

- The most important feature of the Annual Conference is the programme of lectures, seminars, workshops and other presentations;
- The programme provides an additional training element and an interesting source of information about hospitality and tourism education;
- It is a good thing to have speakers present with best practices based on research of the best practices.

Selecting a good programme is the responsibility of the Programme committee of the conference organizing school.

The quality of the programmes presented on the Eurhodip Conferences will be checked by the academic committee of the executive board of Eurhodip.

The Programme committee has the final responsibility for the conference quality. The Programme committee chairperson has to select a program committee very carefully. He/she should explain to potential members what is required of them in line with the regulations of the academic conference part.

Programme committee activities:

- The members of the Programme committee decide about the quality of all delivered papers, workshops, tutorials, and illustrative materials;
- The decision making process is based on selected parameters or quality standards for the content of any presentation. The Programme committee consists of academically and technically skilled members of the organizing school. The director of the Conference organizing school or his/her representing organization member.

Academic conference part content and structure:

- A Eurhodip conference runs for one and a half day and normally has some parallel streams;
- The Programme committee chairperson is responsible for designing the academic programmes. The conference programme consists of all selected speakers and conference presentations;
- Presentation of academic papers;
- Thematic panel discussions;
- Tutorials;
- Demonstrations;
- The number of accepted academic papers must be feasible for one and a half conference day;

- The Programme committee establishes close cooperation with the vice-president of communication of Eurhodip for publications in proceedings, Eurhodip magazine or website.

Conference topics:

- The acronym EURHODIP indicates that the main conference theme traditionally focuses on the broad topic of hospitality education, and all varieties of competencies and assessments of the relevant curricula, innovations and research outcomes in a national or international perspective;
- It is up to the Programme committee and the programme chairperson to set up the topic list of a Eurhodip conference and/or to encourage submissions of a particular kind;
- The only policy rule for the Programme committee is to select a set of topics, which is up-to-date with respect to the state of the art and important directions in hospitality education and constructive quality improvement in related disciplines;
- Small group lecturing by a tutor can make the academic conference part extra attractive. Tutorials are good for all participants. Good tutorials on timely topics, and having a common underlying theme of high industrial relevance, will greatly improve the conference's attendance. Half-day tutorials of a three-hour lecture and half-hour discussion should, therefore, be seriously considered;
- Panel discussions may substantially contribute to the conference by creating interesting and enlightened discussions on novel or controversial topics;
- Too often, however, panel discussions have been boring and contributed little. If the Programme committee is considering panel discussions, they must be fully aware of the need to prepare the discussions well, and to select good topics as well as good discussants;
- Preparations for a panel should not be at the last minute, but done well in advance — at the latest, at the time of the final Programme committee meeting.

Eurhodip Paper Awards:

- The Programme committee should select a paper from the conference programme for an award. The main criteria for this award is to what extent the paper has made an impact on the content of hospitality education in general, by having fostered further high quality work or contribution to industry quality, by having influenced standards or products. The author(s) of the awarded should be invited to give a plenary presentation or a panel discussion at the conference;
- The Programme committee chairperson is responsible for the selection process of the best paper.

A good conference value is very important for the attractiveness of Eurhodip:

- A well organized conference is an unique opportunity to improve our image as an educational support association;
- Eurhodip needs this new image of quality in order to survive between all other associations who already have high quality conference.

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6 CULTURAL PART OF THE CONGRESS PROGRAMME

Excursions

Participation in the EURHODIP's Annual Congress, which is organised in a different country each year, obviously entails a visit to a region with its inhabitants, its products and its natural riches. Clearly a complete programme of visits cannot be achieved in these few days, but the visitor should return home with good memories and a desire to return and to re-visit the conference city / venue. The promotion of the host town and its region is one of the most convincing arguments that can be used to persuade professional partners to associate themselves with the organiser and to finance in some way a part of the organisational costs.

It is a complex challenge to offer to participants a balanced programme of official meetings, lectures, competitions, visits to companies and excursions – while providing unbeatable value for money: This challenge is a unique opportunity for the organising school to show its professional skill.

The Final Evening – Gala evening

The Gala is the culmination of the Congress following the General Assembly. It can be scheduled for the evening before or after the Tourist Programme. It should be planned AFTER the Plenary Session (General Assembly). Dress can be formal.

The speaking programme should be brief:

- The President of EURHODIP offers THANKS to the local organizing committee
- The President of the Congress establishes the order of the evening: acknowledges the dignitaries present, offers recognition to members of his (her) team
- Dignitaries may speak briefly if necessary
- There is usually a mutual exchange of Presidential gifts
- Best School of the Year – Award
- EURHODIP Awards.

The venue, the meal and the entertainment should be special. It should not be overshadowed by any preceding event. Companions are invited.

Time is an important factor. The organizing committees should bear in mind that long rides are not appropriate. Many guests leave the following day, some with early flights and some on early drives.

Over the years, much imagination has been shown by local sponsors in creating a festive and unique atmosphere, following local customs and history.

The final evening marks the end of the Congress and will therefore be vital for the success of the event. During final evening the announcement of the competition results and the prize-giving takes place so it is a festive event.

As regards the dinner, it is important to ensure quality rather than quantity. We must remember that it is the impression created by this evening that will remain in participants' minds and will incite them to register again for the following Annual Congress.

The organiser should therefore plan to finish the event fairly early, given that usually the majority of the participants will have to leave early the following morning.

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The organiser should specify formal dress not only for this evening but also for the entire event.

Souvenir presents

Many organisers of the Annual Congress present the participants with souvenirs in the form of products that reflect the culture of organizer's country.

Organizer must also take into consideration the air travel hand baggage rules since the majority of the participants arrive by plane.

Services (Provided on site)

As many delegates must continue to manage their schools while away or may in need of special services, the Registration Package should include a list of services provided by the hotel and by the Congress Information Desk. These services should include but are not limited to the following:

- Fax and e-mail services;
- Hairdressers/barbers;
- Mailing Services;
- Local transportation schedules;
- Churches, synagogues, mosques and other religious sites for services;
- Airline telephone number and flight reconfirmation services;
- Special protocols where appropriate;
- Car rental information;
- Train schedules;
- Coach schedules;
- Photocopying services;
- Secretarial/translator services;
- Locally recommended doctor(s) and dentist(s).

Free Time

In the scheduling of events, at least one evening should be scheduled when all delegates have FREE TIME. The Congress Registration Package should include a list of recommended restaurants. Also, the Registration Mailing should clearly identify the evening which will be free. If you can obtain discount coupons to specific restaurants, these would also be helpful and included in the Registration packages.

Many of the delegates conduct business with each other during the Congress. If possible, try to set aside 2 or 3 hours of free time for delegates to conduct their business. This free time should not force a choice.

Allow 1^{1/2} to 2 hours of free time between afternoon activities and planned evening activities.

7 POST-CONGRESS PROCEDURES

7.1 Final report and feedback

Final Report is to be drawn up by the organising school and should comprise the following points:

- number of participants, school, countries represented;
- short report on the programme and the competition;

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- survey of other events during the Congress, meetings, lectures;
 - result of evaluation questionnaire on participants satisfaction;
 - if refunding for eligible costs is asked from EURHODIP, the financial report including the essential proceeds and cost, broken down in percent of the turnover has to be provided
- The report has to be sent to the Board within 3 months after the Annual Congress.

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Annex 1: TIMELINE

TIME	STEP
2 years prior to the Congress	A school interested in organising the Annual Congress should inform the EURHODIP Board of Directors or the Executive Board at least 2 years prior to the proposed event, or they can propose the event at the General Assembly
At the following Board meeting	Board of Directors/Executive Board confirms/denies school's proposal
16 months prior to the Congress	The organizing school presents the topic of the Congress at the Board
1 year prior to the Congress	The organizing school presents the Congress at the Congress preceding their own (basic information about the programme of the Congress)
At the Board of Directors' meeting after the preceding Congress	The organizing school presents the Congress in detail: keynote speakers, lectures, seminars, competition, workshops, excursions etc.
At least 6 months prior to the Congress	The organizing school starts informing EURHODIP members about their Congress (website, brochures, newsletters...) and sends out the registration form
At least 4 months prior to the Congress	Programme details, names of keynote speakers, panel and workshop summaries, resumes, photos, topic outlines and texts are required essentials of the speakers. These must be provided in a timely fashion as determined by the operational timetable
At least 2 months prior to the Congress	The transcripts of keynote speakers and summaries of workshops and panels are available two months before the Conference is being held (either on paper or electronically)
A week before the participants' arrival	Exact time (and other details) of the transfer from the airport/train station to the hotel
A day before the participants' departure	Exact time (and other details) of the transfer from the hotel to the airport/train station



Annex 2: REGISTRATION FORM



City, date _____

[Congress organizer's website](#)

First Name _____
 Mobile phone _____
 School/Company _____
 Company code _____
 City _____
 Country _____
 Phone nbr _____
 E-mail _____

Surname _____
 Function _____
 Address _____
 VAT number _____
 Zip Code _____
 Eurhodip Member Yes No
 Fax nbr _____
 Accompanied by _____

REGISTRATION (until ...)

ITEM	PRICE	NUMBER OF PERSONS	TOTAL AMOUNT
Fee for the members			€
Fee for the non-members			€
Fee for the partners (spouse)			€
Transfer from airports to and from			€
Please, fill out in case of transfer reservation Arrival	Airport	Flight no.	Time
	Departure		
Arrival by car (please circle)			
ACCOMMODATION - SPECIAL PRICE (TT and VAT are included in the prices)			
Hotel XX**** (please circle the room type) SINGLE ROOM <i>standard/superior</i> DOUBLE ROOM <i>standard/superior</i> SUITE www.hotelxxwebsite.com	Price per room	Date of arrival and departure	Nbr Persons
Hotel XY **** SINGLE ROOM <i>standard</i> DOUBLE ROOM <i>standard/superior</i> www.hotelxywebsite.com			€
Post-congress attendance DATE <input type="checkbox"/> YES <input type="checkbox"/> NO			€
TOTAL AMOUNT			€

BANK TRANSFER PAYMENT

Account holder:

Bank:

CANCELLATION

Cancellation before DATE – 50% of the amount paid will be refunded

Cancellation after DATE – no refund will be given after this date

All refunds will be paid after the Congress. For refunds, please state your full bank account details in the written cancellation.

All cancellations of participation at the Congress must be sent in writing (by post or E-mail) to the Conference Organizer: School, address...

REGISTRATION FORM TO BE RETURNED TO : School, address...

Date: _____

Signature: _____

*** Please, provide a copy of your passport if you need to apply for a visa with a Letter of Invitation to enter the conference country.**

	ASSOCIATION OF THE LEADING HOTEL SCHOOLS IN EUROPE	Version oct/2014
	GUIDELINES – EURHODIP CONGRESS	Helena Cviki Cees van der Klip

Annex 3 : APPLICATION FORM FOR EURHODIP ANNUAL MEETING & CONGRESS



APPLICATION FORM FOR EURHODIP ANNUAL MEETING & CONGRESS (2016)

This application form must be completed in detail and supported with photographs, literature and ICT-Visual material. It must be handed to the EURHODIP BOARD / Executive Board two years in advance of the proposed date. The Conference is normally in the July month and it is recommended that the proposal is made with the **Annual Assembly and the Conference Manual Guidelines**, accessible on the EURHODIP WEBSITE (Eurhodip.com). The boxes can be adjusted.

<p><u>School requesting to host event:</u> <i>(Provide name and background information about the school)</i></p>
<p><u>Proposed dates for event:</u> <i>(Provide exact dates and justification for them)</i></p>
<p><u>Resources available at school:</u> <i>(Provide outline of available physical facilities, departments, and human resources etc.)</i></p>
<p><u>Number of people that can allocate time for organising conference:</u> <i>(Provide an hierarchy of structure with role, this can consist of a committee)</i></p>
<p><u>Suggested topic/s:</u> <i>(Provide suggested topics and detailed justification for this choice)</i></p>
<p><u>Details of the destination:</u> <i>(The venue of the events may be different to the school, therefore give details of the different locations and host destinations)</i></p>
<p><u>Details of the proposed conference and annual assembly venue:</u></p>
<p><u>Details of the proposed accommodation:</u> <i>(The venue of the events may be different to the school, therefore give details of the different locations and host destinations)</i></p>

**Details of transfers and accessibility:****Proposed Itinerary and Programme:** *(Provide a detailed four day itinerary)***Provide an approximate outline of cost and price per person:** *(Outline and consider food and beverage cost, accommodation conference speakers, the venues, tours, entertainment, marketing, etc.)***Possible Sponsors and Agreements:** *(Please attach any agreements)***Outline strengths and opportunities for holding event at proposed destination:**
*(Please provide evidence where possible)***Outline weaknesses and threats of holding event at proposed destination AND outline how host proposes to overcome them:** *(Please provide evidence where possible)***Contact details of proposed host:****Address:****Email:****Telephone:****Skype address:****Stamp:**
Signature:

**Annex 4 : MEMORANDUM OF UNDERSTANDING**

The undersigned, _____, official representative of the
Name, first name

EURHODIP member _____, acknowledges having read the manual with its
guidelines,
EURHODIP code

approves its content and commits on respecting these guidelines for the organization of
the EURHODIP Annual meeting & Congress in the year _____ .

Signed in two original exemplars in _____

Date: _____

For the organizing EURHODIP member

For the EURHODIP Board

Signature

Signature

Name, first name

Name, first name

Function

Function