The Leading Hotel Schools in Europe
Association **I**nternationale **S**ans **B**ut **L**ucratif

ANNUAL CONGRESS ORGANIZATION GUIDELINES

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APPENDIX (TEMPLATES - *SUGGESTIONS – ADVICES – RECOMMENDATIONS)*

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 program 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 intended to assist the organizing school by specifying the main aspects of the Congress to align them with the requirements of EURHODIP Board of Directors and of the Executive Board, which are ultimately responsible for it.

2. CONGRESS FRAMEWORK

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

- ❖ Opening ceremony
- ❖ Academic presentations and presentations from the members of the industry
- ❖ Board of Directors Meeting
- ❖ Executive Board Meeting
- ❖ General Assembly
- ❖ Gala evening with the awards ceremony
- ❖ Student competitions

3. FINANCIAL PROVISIONS

As to 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 organizations and enterprises, host city, government, …

❖ Subsidies in kind: services rendered by the organizing school and other EURHODIP member schools of the region.

It would be advisable to offer two or three hotel choices of different standard, so that participants can choose 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 RELATED TO THE ORGANIZATION OF THE CONGRESS.

4. WORKING SCHEDULE

TIMMING	STEP
24 months prior to the Congress	Submission by a School of the APPLICATION FORM FOR EURHODIP ANNUAL MEETING & CONGRESS ORGANIZATION (**APPENDIX A**) to the EURHODIP Board of Directors (BoD) and the Executive Board to study the application.
Within the few weeks following the reception or during the next BoD	The Board of Directors or/and Executive Board study the application and confirm or denies the organizing school's submission.
18 months prior to the Congress	The organizing School submits to the Board the topic of the Congress in order to get approval
Between 18 to 12 months prior to the Congress	The organizing school proceeds to the organization, in detail, of the Congress under the assistance of the Vice-President and the Secretary of EURHODIP.
12 months prior to the Congress	The organizing school presents a rough program at the General Assembly which takes place during the current EURHODIP Congress.
At the following Board of Directors' meeting	The organizing school presents a finalized program, including: keynote speakers, lectures, seminars, competition, workshops, excursions etc.
6 months prior to the Congress	The organizing school starts informing EURHODIP members about the Congress (website, brochures, newsletters...) and sends out the registration form.
4 months prior to the Congress	Program details, bio data 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.
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).
7 days before the participants' arrival	Exact time (and other details) of the transfer from the airport/train station to the hotel.
1 day before the participants' departure	Exact time (and other details) of the transfer from the hotel to the airport/train station.

5. APPLICATION PROCESS

To be allowed to apply and to be eligible, the applicant must attend a minimum of two prior Congress.

The Application form for EURHODIP Annual Meeting & Congress (**APPENDIX A**) must be completed by the school interested in organizing the Congress and must be send to the EURHODIP Coordinator on behalf of the Board of Directors or the Executive Board **at least two years** prior to the proposed event. It can also be given at the General Assembly. This application form must be completed in detail and supported with photographs, literature and ICT-Visual material.

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

A Memorandum of Understanding (**MOU - APPENDIX B**) will be signed by EURHOIDIP Board and the Organizing School / University formalizing the organizer's responsibilities.

6. DATES & PREPARATION

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

Traditionally the Annual Congress takes place in 2nd semester of the year. Exceptions may be made with the agreement of the EURHODIP Board, to accommodate the availabilities and constraints of the organizer or the specifics of the destination.

The organizational 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.

7. COMMUNICATION & REGISTRATION SCHEDULE

7.1 General Information by mailing should be sent 6 months before the scheduled Congress. It should contain a Congress brochure including:

❖ Invitation Letters: President of EURHODIP and Congress Organizer;

❖ Registration Form including methods of payment and registration deadline (**APPENDIX C**);

❖ 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 program with the theme of the congress;

❖ Details about the keynote speakers;

❖ Pre/Post Congress Tours (if planned);

❖ Companions' Program (optional) or selection list;

❖ Contact information for the congress organizer/secretariat: function, address, telephone number, fax number and e-mail address.

7.2 The implementation phase begins with the publication of the registration forms (**APPENDIX C**) which must contain the following information:

❖ Personal data's

❖ Deadlines for registration;

❖ Registration fees for members, non-members and companion person;

❖ Detailed conditions for registration and means of payment;

❖ What goods and services are included in the registration fees;

❖ Prices and surcharges payable for additional goods and services;

❖ Addresses and descriptions of selected hotels;

❖ Bank details;

❖ The URL of the sites concerning the different events

❖ Student competitions;

❖ Cancellation policy and additional charge in case of late registration;

❖ In case of visa to enter the country, list of official documents required.

7.3 The organizer 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 town, region and country;

- ❖ Details regarding the climate;

- ❖ Publicity material from the organizer's partners;

- ❖ Recommendations regarding appropriate attire for each occasion.

7.4 Upon receipt of a Registration Form the organizer 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).

7.5 A special registration form for Students participating to the competition session should be sent directly to participating Schools.

7.6 All above documents, should be available for downloading from EURHODIP website and/or from Special Congress website (option) either in various formats: .doc .docx .pdf

7.7 In consultation with the EURHODIP Secretary a reduced version of the documentation may be sent by ordinary mail to the entire membership to ensure that all members are informed.

7.8 Congress organizer should be aware that a strong marketing push is required to get EURHODIP Members to attend the Congress.

8. MAIN ORGANIZATIONAL DETAILS

a. LANGUAGE

The official language of a Congress is English. Simultaneous translation from the local language into English can be expensive, as the result the Congress Organizing Committee of EURHODIP should pre-determine with the Organizer 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.

b. ACCOMMODATIONS AND MEALS

The Annual Congress has a pedagogical purpose to fulfill 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. Organizers 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 organizing 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 as time spent sitting together at the table is the best way of having useful meetings and interesting, enriching conversations and networking.

c. CONGRESS SCHEDULE

Throughout the Congress the organizer will ensure that any information necessary for the smooth running of the program 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;

❖ Information in cases where prior registration for excursions is required;

❖ Transfer timetables for the first and the last day of the Congress;

❖ Background information on keynote speakers and titles of their lectures.

It is highly recommended to have these details on a Conference badge so that attendees can view the details at any time.

d. PUBLIC RELATION COMMITTEE

Such a committee should be locally set-up and will take in charge the following during the Congress itself: daily Newsletter, Press conference, Signage, Photographer, Website, Video, Audio visuals, Social Media, Printing material, etc... The Committee will work in total cooperation with the EURHODIP Secretary.

e. IMAGE EURHODIP

Eurhodip's IMAGE/lLOGO must appear in all congress communication pieces (Documents, advertising, posters, billboards, etc.); As well as the specific logo created for the event. (**APPENDIX D**).

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

At each arrival the location stated by the organizer there should be a welcoming service throughout the official welcoming period. The organizer 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.

On the day of departure the organizer should provide transfers for the participants to the various places originally stated by the organizer. 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 create excessive waiting or tight deadlines.

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

The organizer is not required to ensure the transfer of those who arrive outside the planned reception periods.

g. UNPAID FEES

The organizer is entitled to refuse to hand over any 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.

9. MAIN MEETINGS & EVENTS DURING THE CONGRESS

Important recommendation: include the active work of students in the full program of the Congress!

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

❖ A meeting of the Executive Board at the start of the Congress for preparation of subsequent meetings;

❖ A meeting of the Board of Directors;

❖ The General Assembly;

❖ A meeting of the new Board, in election years only.

❖ A Student Competition

Note : If necessary the President may call further meetings.

9.1 FIRST EVENING / WELCOME PARTY

The first evening is an opportunity to network, and it should take place immediately before the opening ceremony so that participants can move around freely to greet old friends – and meet new ones; the EURHODIP Executive Board may welcome new members.

9.2 OPENING CEREMONY

The Opening Ceremony is held on the first day of the Congress.

Appropriate dress should be designated.

Companions are invited.

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

The **agenda** normally consists of the following

❖ The Congress President presides;

❖ The president of EURHODIP addresses the members;

❖ 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.

Requirements:

❖ Large room to accommodate all members, companions and invited guests;

❖ A lectern for speakers;

❖ 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 lectern;

❖ 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.

Organizers 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;

❖ Presentation of the participating countries;

❖ A short introduction into tourism of the host country / region.

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.

9.3 ACADEMIC PROGRAM

The Academic Program is arranged by the Organizer's Program Committee in close cooperation with the Academic Committee of EURHODIP, chaired by a Vice-President.

The Academic Program should include presentations, which are relevant to hospitality schools. The Program Committee of the conference organizing school selects lecturers and presenters according to the selection guidelines of EURHODIP for the academic part of the conference.

Selecting a good program is the responsibility of the Programme committee of the Congress organizing school.

The quality of the programs presented at the EURHODIP Congresses will be checked by the Academic Committee of the Executive Board of EURHODIP.

The Program Committee has the final responsibility for the conference's quality. The Program 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.

Format for the academic program

The format for the academic program should be highly structured (for example):

❖ Keynote speakers: 15-20 minutes presentation, 10 minutes questions & answers period);

❖ Lecturers, teachers, students and industry presenters: 15-minute presentation, 5 minutes questions & answers period;

❖ The varied presentation format is always desirable: lecture, forum, workshop and discussion groups;

❖ Concurrent and/or poster 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.

Selection guidelines for all Speakers

Abstracts, resumes, photos, topic outlines and texts are required essentials for the speakers. These must be provided in a timely fashion as determined by the operational timetable (4 months before the 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.

Abstracts, photos, summaries, and presentation texts should be passed on to the Public Relations Committee of Eurhodip for eventual publication.

If possible, speakers should be present at the welcome evening.

Speakers are:

❖ Keynote speakers (speakers, who lead the panel discussions or present the main topics).

❖ Speakers (teachers/lecturers from schools) and students (postgraduates).

❖ Presenters from hospitality/tourism industry.

❖ Moderators of workshops.

Costs of Speakers

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

Conference organizers 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 program of lectures, seminars, workshops and other presentations;

The program 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.

A quality conference is very important for Eurhodip's attractiveness. A well-organised congress is a master opportunity to improve our image as an association supporting education.

9.4 OFFICIAL MEETINGS

Executive Board & Board of Directors

One day before the Annual Congress, the Executive Board and the Board of Directors meet. There are two distinct meetings bringing together first the Executive Board and then the Board of Directors.

These meetings can be held in the same room (recommended) or in different rooms. The Board of Directors is made up of the Executive Board plus the delegates from each country and any guests. A meeting room must be provided with a table and chairs for up to 30 people. This number must always be confirmed with the Eurhodip Secretary General.

The installation of a coffee station is welcome within the room.

The room(s) must be equipped with a video reproduction, video projection and sound system, internet access and, if requested by the Executive Board, with equipment for online meetings, so that members who cannot be physically present can participate in the meeting(s).

Planning should include provisions for early arrival of Board of Directors members.

A coffee break should be planned for the break between the two meetings.

Lunch for members of the Board of Directors must be scheduled after the meetings and separated from all other participants.

A meeting of the new board of directors in years when elections are held.

If necessary, the president may decide to organize other meetings.

General Assembly:

The President of EURHODIP presides. The Agenda is determined by the EURHODIP Board. One large room (amphitheater or conference room) to accommodate all members is required. The General Assembly usually takes place on the afternoon of the first day.

The room must be equipped with a video reproduction, video projection and sound system, internet access and, if requested by the Executive Board, with equipment for online meetings, so that members who cannot be physically present can participate in the meeting.

9.5 GALA EVENING

The Gala is the high point of the Congress following the General Assembly.

It can be scheduled for the evening before or after the Tourist Program. Regarding 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. Companions are invited. All the students must also be present at the Gala Dinner and competition results must be announced on this evening. At the end of the evening, the host school will hand over the symbolic "Cock" to the following congress organizer.

The speech program should be short. EURHODIP President presents his thanks to the local organizing committee and the president of the conference establishes the order of the evening, addresses the authorities present, and thanks the members of his team. The authorities can make a short speech if necessary.

Presidents generally exchange gifts.

The venue, the meal and the show must be exceptional. The gala should not be overshadowed by any preceding event. Accompanying people are invited.

Time is an important factor. The organizing committee must remember that long evenings are not appropriate. Many participants leave the following day, some with early flights and some on early drives.

Over the years, local sponsors have shown a lot of imagination and have managed to create a festive and unique atmosphere according to local customs and history.

The last evening marks the end of the congress and is therefore very important in the success of the event. During the last evening, the results of the competition are announced and various prizes are awarded. It is therefore a festive event.

When it comes to dinner, it is important to focus on quality rather than quantity. We must take into account that it is the impression left by this evening that the participants will remember and which will persuade them to participate in the next annual conference.

9.6 EXCURSIONS

Participation in the EURHODIP's Annual Congress, which is organized 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 program 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 organizer and to finance in some way a part of the organizational costs.

Offering participants, a balanced program between official meetings, conferences, competitions, company visits and excursions while offering good value for money is a very big challenge.

This challenge is also the only chance for the organizing school to show its professional skills.

9.7 SOUVENIRS

Many organizers of the Annual Congress present the participants with souvenirs in the form of products that reflect the culture of organizer's country. However, the organizer must also take into consideration the air travel hand baggage rules since the majority of the participants arrive by plane.

9.8 SERVICES (PROVIDED ON SITE)

As many delegates must continue to manage their schools while away or may need 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 be limited to the following:

❖ Keynote speakers (speakers, who lead the panel discussions or present the main topics).

❖ E-mail services;

❖ Mailing Services;

❖ Local transportation schedules;

❖ Churches, synagogues, mosques and other religious sites for services;

❖ Airline telephone number and flight reconfirmation services;

❖ Car rental information;

❖ Train schedules;

❖ Photocopying services;

❖ Secretarial/translator services;

❖ Locally recommended doctor(s) and dentist(s);

9.9 FREE TIME

Many of the delegates conduct business with each other during the Congress. In the scheduling of events, at least one evening should be scheduled when all delegates have FREE TIME. Also, the registration mailing should clearly identify the evening which will be free.

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.

The congress registration package should include a list of recommended restaurants. If you can obtain discount coupons to specific restaurants, these would also be helpful and included in the Registration packages.

10. POST CONGRESS REPORT

A final evaluation in printed/electronic version must be carried out by the organizing school and must include the following points:

❖ Number of participants, school, and countries represented;

❖ Short report on the program and the competitions;

❖ Report concerning other events, meetings, conferences,

❖ Results of the participant satisfaction assessment questionnaire

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 must be sent to the Executive Board within 3 months after the Annual Congress.

11. ADDITIONAL INFORMATION

Honorary members

The honorary members were appointed by the members on the recommendation of the EURHODIP board of directors. The council honors members who have made an exceptional contribution to the association over several years. They must be the subject of particular attention during the congress.

New members

A concerted effort should be made to introduce new members to the general membership.

Press conference

Public relations and press conferences are important locally and nationally for the organizer and internationally for EURHODIP and are strongly recommended to the organizer. The EURHODIP President and the Executive Board must be available to participate in press conferences.

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APPLICATION FORM FOR THE ORGANIZATION OF A GENERAL ASSEMBLY AND A CONGRESS
FORMULAIRE DE CANDIDATURE POUR L'ORGANISATION D'UNE ASSEMBLEE GENERALE ET DU CONGRES

• This application form must be completed based on the guidelines of the Eurhodip Conference Guidelines accessible on the Eurhodip website at (https://www.eurhodip.com/conferences/).

• After the detailed completion, it must be delivered to the Executive Board (EB) through the Eurhodip Coordinator.

• It is suggested that it be accompanied by photographs, literature and any other audio-visual material that may illustrate the proposal.

• It is highly recommended that the proposal be delivered to the EB at least two years before the scheduled date for the General Assembly and Conference.

• The General Assembly and Conference normally take place between the months of October and November.

• Boxes can be adjusted.

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• Ce formulaire de candidature doit être complété selon les directives du Manuel de Conférence d'Eurhodip accessible sur le site web d'Eurhodip (https://www.eurhodip.com/conferences/).

• Après avoir été rempli en détail, il doit être remis au Conseil exécutif (CE) par l'intermédiaire du coordinateur d'Eurhodip.

• Il est suggéré que ce formulaire doit être accompagnée de photos, de littérature et de tout autre matériel audiovisuel susceptible d'illustrer la proposition.

• Il est fortement recommandé que la proposition soit remise au BE au moins deux ans avant la date prévue pour l'Assemblée générale et la Conférence.

• L'Assemblée Générale et la Conférence se déroulent normalement entre les mois d'octobre et de novembre.

• Les cases peuvent être modifiées

Eurhodip Coordinator
Paulo BAPTISTA
E-mail : bruxelles@eurhodip.com

APPLICATION FORM FOR EURHODIP GENERAL ASSEMBLY & CONGRESS ORGANIZATION
FORMULAIRE D'INSCRIPTION POUR L'ORGANISATION DE L'ASSEMBLEE GENERALE ET DU CONGRES

Please **do not** fill in by hand | Veuillez **ne pas** remplir à la main.

SCHOOL REQUESTING TO HOST THE EVENT | ECOLE PROPOSANT D'ACCUEILLIR L'ÉVÉNEMENT
(*Give the name and general information about the school | Donner le nom et les informations générales concernant l'école*)

Name	Nom	**Original** | Original	▶
	English | Anglais	▶

Address (w/Postal code) | Adresse (avec code postal)	▶

Country | Pays	▶	**City** | Ville	▶

Telephone | Téléphone	+ ▶	**Fax** | Fax	+ ▶

Official email (general) | Email officiel (général)	**Website** | Site Internet
▶	▶

Director, Dean, Principle, CEO | Directeur, Doyen, Proviseur, CEO:	▶

Mr., Mrs., Miss | M., Mme, Mlle,	**Surname** | Nom	**Name** | Prénom
▶	▶	▶

Contact email | Adresse mail	▶	**Telephone** | Téléphone	+

2nd Contact for EURHODIP Annual Meeting hosting | 2ème contact pour l'organisation de la Conference Annuelle d'EURHODIP

Mr., Mrs., Miss | M., Mme, Mlle,	**Surname** | Nom	**Name** | Prénom
▶	▶	▶

Position in the organization | Position dans l'organisation	▶

Contact email | Adresse mail	▶	**Telephone** | Téléphone	+ ▶

APPLICATION FORM FOR EURHODIP GENERAL ASSEMBLY & CONGRESS ORGANIZATION
FORMULAIRE D'INSCRIPTION POUR L'ORGANISATION DE L'ASSEMBLEE GENERALE ET DU CONGRES

PROPOSED DATES FOR EVENT | DATES PROPOSEES POUR L'EVENEMENT
(*Provide exact dates and justification for them/ Donner les dates exactes et motiver ce choix*)

Proposed dates | Dates proposées (ex: 1 to 5 november 2023)	▶
Please justify | Veuillez justifier	▶

SUGGESTED TOPIC(S) | THÈME(S) SUGGÉRÉ(S)
(Provide until 3 suggested topics and detailed justification for your choice(s) | Fournissez jusqu'à 3 suggestions de thémes et une justification détaillée de votre choix.)
View topics from past conferences at… | Consultez les thèmes des conférences précédentes à…
https://www.eurhodip.com/conferences/

SCHOOL BACKGROUND | HISTORIQUE DE L'ECOLE
(ex: extracurricular activities, most significant projects, historical summary, main focus, awards and achievements, etc.|.Activités extrascolaires, projets les plus importants, résumé historique, objectif principal, prix et réalisations, etc.)

APPLICATION FORM FOR EURHODIP GENERAL ASSEMBLY & CONGRESS ORGANIZATION
FORMULAIRE D'INSCRIPTION POUR L'ORGANISATION DE L'ASSEMBLEE GENERALE ET DU CONGRES

RESOURCES AVAILABLE AT SCHOOL | MOYENS DISPONIBLES A L'ECOLE
(Provide outline of available physical facilities, departments and human resources | *Donner un apperçu des équipements matériels disponibles, les départements, les ressources humaines*)
You may create a list and add lines | Vous pouvez créer une liste et ajouter des lignes.

Physical facilities | Installations physiques
(Classrooms, laboratories (e.g., kitchen, pastry, auditoriums, restaurants, bars, others | Salles de classe, laboratoires (par exemple, cuisine, pâtisserie, auditoriums, restaurants, bars, autres)

Additional information on physical spaces and facilities available to host the different General Assembly and Conference events | Informations supplémentaires sur les espaces physiques et les installations disponibles pour accueillir les différents événements de l'Assemblée Générale et de la Conférence.

APPLICATION FORM FOR EURHODIP GENERAL ASSEMBLY & CONGRESS ORGANIZATION
FORMULAIRE D'INSCRIPTION POUR L'ORGANISATION DE L'ASSEMBLEE GENERALE ET DU CONGRES

Human resources during event's hosting | Ressources humaines lors de l'accueil de l'événement
(People who can invest their time in the organisation of the congress | Personnes pouvant investir leur temps dans l'organisation du congrès)
You may add lines Vous pouvez créer une liste et ajouter des lignes
You can draw an organizational chart (committee) | Vous pouvez dessiner un organigramme (comité)

Mr., Mrs., Miss | M., Mme, Mlle,	Surname | Nom	Name | Prénom	Function at school| Fonction à l'école	Role at Conference | Rôle à la conférence	E-mail address | Adresse e-mail

APPLICATION FORM FOR EURHODIP GENERAL ASSEMBLY & CONGRESS ORGANIZATION
FORMULAIRE D'INSCRIPTION POUR L'ORGANISATION DE L'ASSEMBLEE GENERALE ET DU CONGRES

DETAILS OF THE DESTINATION | INFORMATIONS SUR LA DESTINATION
(The venue of the events may be different to the school, therefore give details of the different locations and host destinations | Le lieu des événements peut ne pas être l'école, dans ce cas, détailler les différents lieux et destinations d'accueil)

DETAILS OF THE PROPOSED CONFERENCE AND ANNUAL ASSEMBLY VENUE | INFORMATIONS SUR LE LIEU DU CONGRES ET DE L'ASSEMBLEE GENERALE

DETAILS OF THE PROPOSED ACCOMMODATION | INFORMATIONS SUR L'HÉBERGEMENT PROPOSÉ
(The venue for the events may not be the school. In this case, give details of the different venues and destinations | Le lieu des événements peut ne pas être l'école, dans ce cas, détailler les différents lieux et destinations d'accueil)

APPLICATION FORM FOR EURHODIP GENERAL ASSEMBLY & CONGRESS ORGANIZATION
FORMULAIRE D'INSCRIPTION POUR L'ORGANISATION DE L'ASSEMBLEE GENERALE ET DU CONGRES

DETAILS OF TRANSFERS AND ACCESSIBILITY | INFORMATIONS SUR LES TRANSFERTS ET L'ACCESSIBILITE
(ex: how to arrive and depart: nearest airport(s) and nearest train or bus station to the venue and/or accommodation; if possible approximate costs of these transfers to and from the airport | ex : comment arriver et partir: aéroport(s) le plus proche(s) et gare ferroviaire ou routière la plus proche du lieu de réunion et/ou d'hébergement ; si possible, coût approximatif de ces transferts vers et depuis l'aéroport.)

PROPOSED ITINERARY AND PROGRAMME | ITINÉRAIRE PROPOSÉ ET PROGRAMME
(Provide a detailed five day itinerary: first day for arrival, fifth day to departure | Fournir un itinéraire détaillé sur cinq jours : le premier jour pour l'arrivée, le cinquième jour pour le départ.)

PROVIDE AN APPROXIMATE OUTLINE OF COST AND PRICE PER PERSON | FOURNIR UN BUDGET APPROXIMATIF DES FRAIS ET DU PRIX PAR PERSONNE
(Outline and consider food and beverage cost, accommodation conference speakers, the venues, tours, entertainment, marketing, etc. | Prévoir les frais de repas et boissons, hébergement, intervenants, les lieux, visites, divertissement, marketing, etc)

APPLICATION FORM FOR EURHODIP GENERAL ASSEMBLY & CONGRESS ORGANIZATION
FORMULAIRE D'INSCRIPTION POUR L'ORGANISATION DE L'ASSEMBLEE GENERALE ET DU CONGRES

POSSIBLE SPONSORS AND AGREEMENTS | SPONSORS ET ACCORDS ÉVENTUELS
(Please attach any agreements | Veuillez joindre les accords)

OUTLINE STRENGTHS AND OPPORTUNITIES FOR HOLDING EVENT AT PROPOSED DESTINATION |
(Please provide evidence when possible | Fournir des preuves quand c'est possible)

OUTLINE WEAKNESSES AND THREATS OF HOLDING EVENT AT PROPOSED DESTINATION AND OUTLINE HOW HOST PROPOSES TO OVERCOME THEM | SOULIGNER LES POINTS FAIBLES ET LES DANGERS D'ORGANISER UN EVENEMENT DANS CE LIEU ET SOULIGNER COMMENT L'ORGANISATEUR COMPTE LES SURMONTER
(Please provide evidence when possible | Fournir des preuves quand c'est possible)

Proposed host contact details | Informations de contact de l'organisateur

Name of the person in charge of the event | Nom de la personne responsable de l'événement:

E-mail | Courriel:

Phone |Téléphone :

_____   _____
(Place | Lieu)   (Date | Date)

School seal and signature
Sceau de l'école et signature

APPENDIX | ANNEXE B
MEMORANDUM OF UNDERSTANDING
PROTOCOLE D'ACCORD

Logo of the organizing School or University

Logo de l'Ecole ou de l'Université organisatrice

The undersigned,   **, official representative of the**
Le soussigné,   _____NAME, FIRST NAME | NOM, PRENOM_____   , représentant officiel du

EURHODIP member   **, acknowledges having read the Congress Organization**
membre EURHODIP ___CODE EURHODIP___ , reconnait avoir pris connaissance de ce manuel de

Guidelines. I approve its content and commit on respecting scrupulously these guidelines for the
recommandations, en approuve le contenu et s'engage à les respecter pour l'organisation de

organization of the EURHODIP Annual Congress in the year
l'assemblée générale et du congrès d'Eurhodip pour l'année 202_____.

Signed in two original exemplars in
Signé en deux exemplaires originaux à _____**CITY, COUNTRY | VILLE, PAYS**_____ .

Date: _____

For the organizing EURHODIP member
Pour le membre Eurhodip organisateur

_____
Signature

_____
Name, first name | Nom, Prénom

_____
Function | Fonction

For the EURHODIP Executive Board
Pour le bureau d'EURHODIP

_____
Signature

_____
Name, first name | Nom, Prenom

_____
Function | Fonction

EUHRODIP, aisbl
ASSOCIATION OF "THE LEADING HOTEL SCHOOLS IN EUROPE"

Logo of the Conference

Logo de la Conference

Eurhodip 2024 | **ANNUAL CONFERENCE
CONFÉRENCE ANNUELLE**

VILLE, PAYS

Registration form | Formulaire d'inscription
Please do not fill in by hand | Veuillez ne pas remplir à la main.
REGISTRATION FORM TO BE RETURNED TO BEFORE (DATE?) | FORMULAIRE D'INSCTIPTION A RETOURNER A (DATE ?)

SCHOOL - ÉCOLE |ORGANISATION - ORGANISATION

			Code EURHODIP
Name - Nom	**Original** - Original	▶	
	English - Anglais	▶	▶

PAYS - COUNTRY	VILLE - CITY	REGION - REGION
▶	▶

CONTACT		
Surname, name | Nom, prénom	(Mr., Mrs., Miss. | M, Mme, Mlle)	▶
Email	▶	**Mobile** - Mobile + ▶

INVOICE DATA | DONNEES POUR LA FACTURATION		
Name | Nom	▶	
Address | Adresse	▶	
ZIP Code | Code postal	▶	**VAT number** ▶

REGISTRATION FEES | FRAIS D'INSCRIPTION

Prices are per person in a single, double or triple room for the complete package. Prices include transfers, accommodation, meals, conferences, and sightseeing tours within the planned program (https:/Eurhodip2024.com). | Les prix s'entendent par personne en chambre simple, double ou triple pour le forfait complet. Les tarifs comprennent les transferts, l'hébergement, les repas, les conférences et les visites touristiques dans le cadre du programme prévu (https:/Eurhodip2024.com).

HOTELS	Room typology | Typologie de chambre								
	EARLY BIRD PRICE (until month, day| jusqu'au mois, jour)			NORMAL PRICE (until month, day| jusqu'au mois, jour)			LAST OPPORTUNITY (until month, day| jusqu'au mois, jour)		
	SINGLE	TWIN/ DOUBLE	TRIPLE	SINGLE	TWIN/ DOUBLE	TRIPLE	SINGLE	TWIN/ DOUBLE	TRIPLE
Hotel X ***** *www.hotelxwebsite.com*	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€
Hotel Y **** *www.hotelywebsite.com*	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€
Hotel Z *** *www.hotelzwebsite.com*	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€	??,00€

REGISTRATION | INSCRIPTION

EURHODIP

Choose your accommodation | Choisissez votre logement.

Mrs./Miss/ Mr. Mme./Mlle./M.	Prénom - Name	Nom - Surname	Fonction - Function	Choose your Accommodation | Indiquez votre logement		If double or triple, room sharing with... Si double ou triple partage de chambre avec...
				Hotel | Hôtel ***** **** ***	Room | Chambre Single | Twin | Triple	

The booking confirmation will only be confirmed after proof of payment of the registration and participation fees.
La confirmation de réservation ne sera confirmée qu'après preuve du bon encaissement des frais d'inscription et de participation.

Registrations will not be accepted after… (month, day)
Inscriptions ne seront pas acceptées après le (jour, mois)

CHOOSE YOUR COMPETITION | CHOISISSEZ VOTRE COMPETITION

For students only / Uniquement pour les étudiants
Each student can only apply for one competition | Chaque élève ne peut participer qu'à une seule compétition.

	Competitions | Compétitions	Competing student | Étudiant en compétition (Name + Surname | Prénom + Nom)	Date of birth | Date de naissance (yyyy/mm/dd)
	F&B Management	▶	
	Tourism Management	▶	
	Marketing Management	▶	

Note | A noter : **other competitions may be added with approval of the Executive Board** |
A noter : d'autres concours pourront être ajoutés après accord du Bureau

TRANSFERS

Please, fill out with arrivals/departures information | Veuillez remplir les informations sur les arrivées/départs
Deadline for informing about arrival and departure flights: (DATE?) | Date limite d'information sur les vols d'arrivée et de depart (DATE ?)

ARRIVALS	ARRIVÉES					
Participant		**Transfer information	Informations sur le transfert**			
Mr. Mrs. Miss |M, Mme, Mlle	**Name, Surname	Prénom, Nom**	**Airport / Gare**	**Flight nº/ Train nº**	**Time of arrival	Heure d'arrivée**	**Number of people	Nombre de personnes**

DEPARTURES	DÉPARTS					
Participant		**Transfer information	Informations sur le transfert**			
Mr. Mrs. Miss |M, Mme, Mlle	**Name, Surname	Prénom, Nom**	**Airport / Gare**	**Flight nº/ Train nº**	**Time of arrival	Heure d'arrivée**	**Number of people	Nombre de personnes**

CANCELLATION POLICY | POLITIQUE D'ANNULATION

Cancellation by (DATE?) - 100% of the amount paid, will be refunded.	Annulation avant le (DATE ?) – 100% du montant payé seront remboursés.
Cancellation by (DATE?) - 50% of the amount paid, will be refunded.	Annulation avant le (DATE ?) - 50% du montant payé sera remboursé.
Cancellation on/after (DATE?) - no refunds will be given.	Annulation le/après le (DATE ?) - aucun remboursement après cette date.
No show - no refunds will be given.	*No show* - Aucun montant ne sera remboursé.
All refunds will be paid after the Congress.	Tous les remboursements seront effectués après le Congrès.
For any refund, please provide your full bank details in a cancellation letter.	Pour tout remboursement, veuillez donner vos coordonnées bancaires complètes dans un courrier d'annulation.
All cancellations of participation in the Congress must be sent in writing (by post or email) to the Congress Organizer:	Toute annulation de participation au Congrès doit être envoyée par écrit (par la poste ou par email) à l'Organisateur du Congrès:
(Name, address and email of the organizing School.)	(Nom, adresse et email de l'Ecole organisatrice.)

DETAILS FOR BANK TRANSFER (REGISTRATION FEES) | DÉTAILS POUR LE VIREMENT BANCAIRE (FRAIS D'INSCRIPTION)

When transferring, please always indicate your member name and code.
Lors du transfert, veuillez toujours indiquer votre nom et votre code de membre.

Please note that the transfer amount is a net amount and that bank transfer charges should be borne by yourself.
Veuillez noter que le montant du virement est un montant net et que les frais de virement bancaire sont à votre charge.

Thank you for your support. En vous remerciant de votre soutien

----

Bank name
Bank address
Account n°
IBAN code:
BIC (SWIFT code)

REGISTRATION FORM TO BE RETURNED TO BEFORE | FORMULAIRE D'INSCTIPTION A RETOURNER A:

(Organizer school, address, email, person of contact... | Ecole organisatrice, adresse, email, personne de contact …**)**

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.
Nous vous remercions de nous addresser une copie de votre passeport si vous devez faire une demande de visa afin d'établir une letter d'invitation pour entre dans le pays du congrès.

APPENDIX | ANNEXE D
SEQUENCES OF CONGRESS/ SÉQUENCES DE CONGRÈS
Example

2019 EURHODIP CONFERENCE IN ISTANBUL
SEQUENCES OF THE EVENT

Day	Hours	Duration	Title	Venue	Speaker & Moderator	Participants	Equipment Setting	Slides / Videos	Comment / Observation	Dress Code
Wednesday Oct. 16th	10h00	120 '	Executive Board meeting	Renaissance Bosphorus Hotel		EB Members	Square table	Slides, Internet	Final presentation of Conference details	Casual
	12h00	90 '	Board of Directors Lunch	Restaurant						
	14h00	120 '	Board of Directors Meeting	Meeting Room		BOD Members	U table	Slides, Internet	See Agenda	
	Afternoon		Arrivals of participants	Hotel Lobby		Participants	Welcome desk			
	19h00		Welcome cocktail	Roof 212 Bar & lounge	Don Luis Lezama	All Members	Lectern, Microphone		Roof : 212 Bar & Lounge	
Thursday Oct.17th	09h00	30 '	Opening of Eurhodip 26th Conference	Renaissance Bosphorus Hotel	Don Luis Lezama & VIPs	All Members Professors	Lectern on podium & Chairs in theatre-setting	Slides, Videos, Internet, Translation	Official Speeches & Opening Ceremony	Business Attire
	09h30	90 '	1st session : Keynote Presentation	Plenary Room	Tunç Batum Merve Ozkok Christo Kaftandjiev				Promoting a destination under crisis Reversing tourist impressions to positive Building bridges between cultures and between past and future	
	11h00	30 '	Coffee Break							
	11h30	75 '	2nd session : Keynote Presentation		Candas Emiroglu Chef Aylin Yazicioglu	All Members Professors	Lectern on podium & Chairs in theatre-setting	Slides, Videos, Internet, Translation	Current situation of Hotel management education Evolution of Gastronomy schools	
	12h45	90 '	Lunch	Restaurant						
	14h00	120 '	Workshop 1 : Students	Meeting Room	Henri Magne Benjamin Garcia Pedro Oliver	Directors, Professors	Speaker table & chairs in theater-setting	Slides, Videos, Internet	New Exams and Diplomas Competitions : ESC, EGIC,Video	
	14h00	120 '	Workshop 2 : Net working, Communication	Meeting Room	Nafiya Guden Guilhaume Garcia	Directors	Speaker table & chairs in theater-setting	Slides, Videos, Internet	Magazine, Website, Newsletters, Marketing, Awards	
	16h00	30 '	Coffee Break							
	16h30	60 '	Workshop 3 : Schools	Meeting Room	Henri Magne ?	Directors	Speaker table & chairs in theater-setting	Slides, Videos, Internet	Eurhoqual Congress Manual, Membership, Hotel Competition	
	16h30	60 '	Workshop 4 : Professors	Meeting Room	Pierre - Antoine ?	Professors	Speaker table & chairs in theater-setting	Slides, Videos, Internet	Bi-monthly Magazine Special Professors, Internships, Exchange, Trans-national parternships….	
	17h30	30 '	Turkish Wine Testing	?						
	19h00		Fish Dinner at Bosphorus	Downtown						Casual chic

Day	Hours	Duration	Title	Venue	Speaker & Moderator	Participants	Equipment Setting	Slides / Videos	Comment / Observation	Dress Code
Friday Oct. 18th	09h00	30 '	Transfer from Hotel to Vatel Istanbul Campus	Maslak Campus						Business Attire
	09h30	120 '	General Assembly	Plenary Room	Don Luis Lezama + ?	All Members as per the Eurhodip Statutes	Table on podium for 8 pax & Chairs in theter-setting	Slides, Videos, Internet	Regular points of a GA : Minutes, President report, Admissions, Financial Report, Budget, Presentation of the next Conference	
	11h30	45 '	ESC Jury (final presentation)	Plenary Room	?	?	?			
	12h30	30 '	Transfer from Vatel to Bosphorus Boat							
	13h00	240 '	Lunch & Cocktail	Bosphorus Boat Trip	Don Luis Lezama & VIPs	All Members, Professors, VIPs, Students			30-year Anniversary Celebration between Asia & Europe Start-up Challenge Awards Ceremony	
	Evening		Free Dinner							
Saturday Oct.19th	9h00	30 '	Transfer from Renaissance Hotel to Old Istanbul							Casual
	Morning		Visit of Old Istanbul	District of Sultanahmet						Casual
	12h00	90 '	Lunch in e Kebab Restaurant							
	13h30	270 '	Free afternoon , Shopping at Souk							
	18h30	30 '	Tranfer from Renaissance Hotel to Ritz Carlton							
	19h00	45 '	Welcome cocktail	Ritz Carlton		All Members, Professors, VIPs, Students (winner team)				
	19h45	195 '	Eurhodip Gala Dinner		Don Luis		Lectern, Micro			Cocktail Dress / Suit
	23h00	30 '	Return to Renaissance Hotel							
Sunday Oct 20th	All Day		Return transfers to Airport							

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

APPENDIX | ANNEXE E
EURHODIP LOGO