



EURHODIP

ASSOCIATION OF "THE LEADING HOTEL SCHOOLS IN EUROPE"

**CONGRESS ORGANIZATION GUIDELINES
FOR ORGANIZING SCHOOLS & UNIVERSITIES**

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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 in order 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:

- ❖ 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 competition

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 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

TIME	STEP
24 months prior to the Congress	Submission by a School of the Application form to the EURHODIP Board of Directors and the Executive Board in order to study the application.
Within the few weeks following the reception	The Board of Directors or/and Executive Board study the application and confirm or denies the organizing school's submission.
16 months prior to the Congress	The organizing School submits to the Board the topic of the Congress in order to get approval
Between 16 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.

5.1 The Application form for EURHODIP Annual Meeting & Congress (see Appendix No 1) must be completed by the school interested in organizing the Congress and must be sent 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.

5.2 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.

5.3 A Memorandum of Understanding (MOU) will be signed by EURHODIP Board and the Organizing School / University formalizing the organizer's responsibilities.

6. DATES & PREPARATION

6.1 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.

6.2 Traditionally the Annual Congress takes place at the end of June or the first half of July. This date is also favorable 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 EURHODIP Board, to accommodate the availabilities and constraints of the organizer or the specifics of the destination.

6.3 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 (see paragraph No 4 above).

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 (see 7.2 below)
- ❖ 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: function, address, telephone number, fax number and e-mail address.

7.2 The Registration form 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
- ❖ 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;

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

8.1 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.

8.2 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.

8.3 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;
- ❖ Instructions if previous registration for excursions etc. 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 warmly recommended to have these details on a Conference badge so that the attendants can look at the details at any time.

8.4 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.

8.5 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.

8.6 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 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 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 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.

→ Refer to special appendix about the Official Opening.

9.3 ACADEMIC SESSIONS:

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 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 minutes presentation, 5 minutes questions & answers period;
- 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.

→ Refer to special appendix about the Academic Part.

9.4 BOARD MEETINGS: (Executive Board & Board of Directors)

One day prior to the Annual Congress the EURHODIP Board conducts a all-day meetings. For the Executive Board the table must be prepared. Presentation facilities and equipment are to be provided. Planning should include provisions for early arrival of Board members. A conference room and meals should also be planned.

9.5 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 at the end of the Congress.

9.6 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 Program. 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. 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.

9.7 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. This challenge is a unique opportunity for the organizing school to show its professional skills.

9.8 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.

9.9 SERVICES PROVIDED ON SITE:

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

Fax and e-mail services;
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;
Photocopying services;
Secretarial/translator services;
Locally recommended doctor(s) and dentist(s);
Etc.....

9.10 STUDENT COMPETITION

See details on Appendix H.

9.11 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.

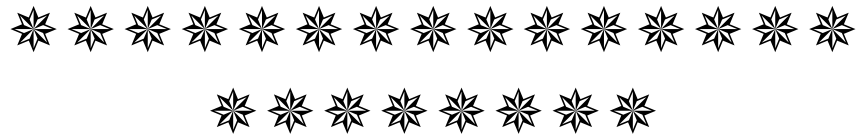
10. POST CONGRESS REPORT

A final evaluation paper/softcopy evaluation is conducted by the Eurhodip Executive Board, however the organizing school is expected to provide the following feedback:

- Number of participants, school, and countries represented;
- Short report on the program and the competition;

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.



APPENDIX A : APPLICATION FORM

APPLICATION FORM FOR EURHODIP ANNUAL CONGRESS

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). 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>
<p><u>Details of transfers and accessibility:</u></p>



Proposed Itinerary and Program: *(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:

Date:

Stamp:

Signature:

APPENDIX B : MEMORANDUM OF UNDERSTANDING

Logo of the
organizing
School or
University

The undersigned, _____, official representative of the
Name, first name
EURHODIP member _____, acknowledges having read the Congress Organization
Guidelines. I approve its content and commit on respecting scrupulously these guidelines for
the organization of the EURHODIP Annual 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

APPENDIX C : REGISTRATION FORM



Congress organizer's website

First Name _____	Surname _____
Mobile phone _____	Function _____
School/Company _____	Address _____
Company code _____	VAT number _____
City _____	Zip Code _____
Country _____	Eurhodip Member <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone Nr _____	Fax Nr _____
E-mail _____	Accompanied by _____

REGISTRATION			
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	Airport	Flight no.	Time
	Arrival		
	Departure		
Arrival by car (please circle)			
ACCOMMODATION - (TT and VAT are included in the prices)			
Hotel XX **** 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 YY *** 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			€



CANCELLATION POLICY

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...

BANK TRANSFER PAYMENT

Account holder:

Bank name and address:

IBAN:

REGISTRATION FORM TO BE RETURNED TO BEFORE : 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.*

APPENDIX D : SEQUENCES OF CONGRESS

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				Official Speeches & Opening Ceremony	Business Attire
	09h30	90'	1st session : Keynote Presentation	Plenary Room	Tunç Batum Merve Ozkok Christo Kaftandjiev	All Members Professors	Lectern on podium & Chairs in theater-setting	Slides, Videos, Internet, Translation	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 theater-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 Dip lomas Competitions : ESC, EGIC, Video	
	14h00	120'	Workshop 2 : Net working, Communication	Meeting Room	Nafiya Guden Guillaume 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 partnerships....	
	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 theater-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 & VPs	All Members, Professors, VIPs, Students			30-year Anniversary Celebration between Asia & Europe Start-up Challenge Awards	
	Evening		Free Dinner							
	9h00	30'	Transfer from Renaissance Hotel to Old Istanbul							
Saturday Oct. 19th	Morning		Visit of Old Istanbul	District of Sultanahmet						Casual
	12h00	90'	Lunch in e Kebap Restaurant							
	13h30	270'	Free afternoon , Shopping at Souk							
	18h30	30'	Transfer from Renaissance Hotel to Ritz Carlton							
	19h00	45'	Welcome cocktail			All Members, Professors, VIPs, Students (winner team)				
	19h45	195'	Eurhodip Gala Dinner	Ritz Carlton	Don Luis		Lectern, Micro			Cocktail Dress / Suit
	23h00	30'	Return to Renaissance Hotel							
Sunday Oct. 20th	All Day		Return transfers to Airport							

APPENDIX E : OFFICIAL OPENING

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

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 desk 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 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.

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;
- ❖ 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.

APPENDIX F : ACADEMIC PART

The academic program

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 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 on 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 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 programme should be highly structured:

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

Lecturers, 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.

Selection guidelines for all Speakers:

Abstracts, 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;

Abstracts, 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/lecturers from schools) and students (postgraduates).

Presenters from hospitality/tourism industry.

Moderators of workshops.

Costs of Speakers:

Keynote speakers are invited by the organizer (Programme 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 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.

APPENDIX G : GALA EVENING

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.

With regards to 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 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
- Awards Giving.
 - Start-Up Challenge (ESC)
 - European Gastronomy International Competition (EIC)
 - Best Hotel Award
 - Best Video Award
 - Best Paper Presentation Award
 - Best Teacher Award
 - Award to a Host Representative for achievement
 - Award to an International Representative for achievement

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

A speaker for that night can be a good option in order to present the different awards. The Eurhodip Coordinator is not responsible to present the dinner and the different awards, nevertheless, the schedule of the different awards and prizes can be organized with him/her.

Time is also 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 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.

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

All the students must also be present at the Gala Dinner and competition results must be announced on this evening.

Before the end of the evening, the host will hand over the symbolic 'Cock' to be present during the conference. This has a special case and is the mascot of Eurhodip. It weighs 5 kgs.

APPENDICE H : ESC – START-UP CHALLENGE

EURHODIP STARTUPCHALLENGE

ESC is a call for students from all the EURHODIP Schools members. The activity pursues different goals:

- To be a didactic and educational experience
- Promoting entrepreneurial spirit among students
- Activation of the international community of students and teachers
- Make visible the latent talent in Eurhodip Schools
- Complement the current program of the Eurhodip Congresses
- Increase of associates of Eurhodip

The competition takes place in parallel with the development of the Eurhodip Congress.

OBJECTIVES OF THE COMPETITION

The ESC Start-up Challenge is an activity that is developed over several days during which participants have to develop business ideas related to catering sector, gastronomy, hotel industry and/or associated services. They should be familiar with the creation of a scalable, repeatable and profitable business model.

Students work with teams created during the first hours of the competition. They should bring the initial business models to a degree of definition such it can be fully evaluated by a jury of professionals.

PREREQUISITE & SELECTION OF STUDENTS

Students must be registered in BA or MBA course in one of our member-school. A selection takes place in the school of origin, where the student is studying, based on CV, motivation letter and interview. Final selection is made by Eurhodip ad-hoc Committee.

A maximum of two students (delegates) per school will be selected and sent to the Challenge. They may be accompanied by one faculty member.

COST OF PARTICIPATION

The origin school will cover its own student's travel costs as well as its faculty member. The selected students will pay a participation fee to the Organizing School (low level).

JURY

A jury, made up of Eurhodip Board Members, Sponsors and Professionals from the industry, will be set-up by the Organizing School.

BOARDING ARRANGEMENT

The Organizing School will book rooms in a low cost type hotel or guest-house to accommodate the students.

During the competition meals will be provided to students on a full board basis. On the final evening, they are invited to the Gala Diner in order to receive their Awards.

AGENDA

- Day 1: Arrival of students
 - Presentation of the ESC objectives
 - Setting-up of Teams
 - Start working
 - Late evening work is possible

- Day 2: All day of work

At 4 pm, final works are transmitted to the jury for selecting 3 finalists.
The 3 finalists will put the finishing touches to their presentation.

Day 3: 3 finalist teams, only.

Presentation of their works to the Eurhodip Board of Directors

Free time for other teams

Free special evening with students of the Organizing School

Day 4: Participation of the finalist team (No 1) to the Gala diner

FACILITIES

To work by teams, students need:

- either a wide room with various tables where team members can sit around
- or several small classrooms (one per team)
- Internet connexion, wifi, paper board,
- Water, coffee, cookies, etc...

AWARDS

For all teams: goodies, gifts, promotion material, etc...

For the 3 finalists: imagine some special awards such as hotel complimentary invitations, internship in big companies, travel offers, etc....