

# AQUACULTURE EUROPE MEETINGS

## TERMS OF REFERENCE



*Each year, the EAS secretariat makes a “call for proposals” to EAS members for the hosting of our annual Aquaculture Europe event. The calls are usually made 2-3 years in advance of the event. Before the call, **the EAS Board of Directors may decide on the “target region” for the event.** This may be by sea or land area (e.g. Mediterranean or Central Europe) or by environment species ‘e.g. cold-water marine). This is to ensure a rotation of geographical location with past events and those that are already in preparation.*

***If decided upon, the target region will be clearly highlighted in the call for proposals, although proposals from countries outside that preferred region will also be considered.***

*The purpose of these Terms of Reference (ToR) is to inform those EAS members that wish to propose a location and participate in the organization of the event of the criteria on which proposals will be evaluated. Information on the typical schedule of the event, plus details on infrastructure and equipment requirements are provided in Annex I to this document.*

***The bid can be presented in the format that you choose and should be based on the following sections. The bid should be prepared by the EAS members in that country and not by the conference centre of a potential city.***

### ***Key points for a successful bid:***

- Structure according to these ToR and present clear arguments in a concise manner.*
- Choose location based on ease of access and sufficient infrastructure for the size of the event.*
- Include stakeholders and get letters of support with commitment from them.*
- Match financial support to the cost of the infrastructure that you propose.*

## **Overview of the event**

Aquaculture Europe (AE) is the annual meeting of the European Aquaculture Society. The AE events consist of a 3-day scientific conference with morning plenary sessions, followed by parallel sessions in **10 parallel session rooms of sufficient capacity (all >100 persons)**. A trade exhibition is also organised by EAS and capacity should be sufficient for up to **200 stands of 3x2m** as well as areas for coffee breaks and happy hours. **This would mean an area of at least 3000 m<sup>2</sup>.** Options for lunches (paid by delegates) should also be numerous – in or very near the proposed conference location.

AE events provide a forum for dialogue between science and industry, including the “Industry Forums” that allow local aquaculture producers access to hear presentations affecting the sector and discuss related issues. Other industry events/panels may also be organised.

The EAS Thematic Groups and the EAS Student Group also organize workshops and/or conference sessions within the three days of the event.

A tour of aquaculture activities is usually organized.

***Attendance is based around 1300 full conference delegates, with total participation around 2500. Infrastructure and hotel capacities should therefore be sufficient for these numbers.***

## Location

Please describe the benefits for EAS to organize Aquaculture Europe in your location by addressing these questions in your proposal:

- What are the main reasons why EAS should organize AE in your location?
- What aquaculture activity and/or relationship with local stakeholders (industry, research) do you have at present and what is the scope for the development of the aquaculture sector?
- What precise location do you propose?
  - How easy is access for international delegates?
  - After reading Annex I, what Congress Centre do you propose?
  - If several locations are proposed, please give general comparative ideas (SWOT – Strengths, Weaknesses, Opportunities and Threats - Analysis) including costs.
  - How far is the congress centre from the city, from hotel accommodation?
  - What are the options for lunch? In or very near the congress centre?
  - What public transport links are available to the conference facilities from main accommodation area?
  - What farm/industry tours are available? Give ideas about distances and times.
  - Please describe the other principal attractions of your location.

***Clear, concise arguments and sufficient information should be provided in the bid.  
A breakdown of costs of the congress centre (in accordance with our needs in Annex I) should also  
be provided.***

## Organising committees

The organizing committees of AE event comprise a **Steering Committee (SC)** made up of EAS and local organizing representatives; **Programme Committee co-chairs** (generally one from the country where the event is held) responsible for the construction of the scientific conference; and the **Local Organising Committee** chair. EAS has prepared a special handbook that describes in detail all aspects of the AE event organisation. The handbook is provided to the organising committees after selection of the location for the AE event. EAS employs a PCO (Professional Conference Organiser) and a person responsible for exhibition booth sales and general (international) marketing. The PCO has all negotiating responsibility with the event congress centre.

### Steering Committee (SC)

Responsible for the overall development and management of the event and supported by the PCO, booth sales manager and EAS secretariat. The EAS President-Elect is automatically part of the SC and the EAS Board may appoint one additional member to represent us. Bidders may propose the SC chair - recognised as a key person in aquaculture in that country. The LOC chair (see below) is also part of the SC.

***Please propose your suggested Steering Committee chair for the event and provide some information about them***

### Programme co-chairs: (PC)

Normally one from the host country and one 'international' (selected and invited by the EAS Board). Responsible for the development of the scientific programme of the event – including the list of sessions to which authors may submit abstracts, the identification and invitation of session convenors to promote that session to their networks, the initial allocation of abstracts to sessions and subsequent communication with session chairs once their sessions have been confirmed.

The EAS Board is also involved in the selection of sessions for the programme, the identification of session convenors and the proposal of Industry Forums and/or special sessions for the event.

***Please suggest the person that you propose to be the 'local' Programme co-chair for the event and provide some information about them***

### Local Organizing Committee (LOC)

The Local Organizing Committee (**usually no more than 5 persons**) is made of representatives of various sectors of the aquaculture industry and research institutions. The principal tasks of the LOC are to:

- identify government and industry support for the event;
- develop the sector and themes for the organisation of the Industry Forum or Forums
- make suggestions on locations for the farm tours/excursions
- provide extensive promotion of the event in that country.

The LOC chair will also sit on the SC and will be the liaison point between the two committees.

***Please suggest the person that you propose to be the LOC chair, as well as names for the proposed LOC members.***

## Financial support

Securing financial support to AE events is crucial and can be comprised of National or Regional Government support and commercial sponsorship.

Please describe how Government will support Aquaculture Europe in your country:

- What funding will be used? (Grant, Structural Funds, etc)
  - Can this be paid directly to the congress centre (i.e. as an indirect grant to the event)?
  - Who are your contacts and why will you be successful?
  - What type of agreement is required and how will the grant be paid?
  - Letters of financial support make up a very important part of your proposal.
  - What kind of report or follow up is required after the meeting?
- What industry sponsorship can you obtain?
    - Who are the principal target sponsors?
    - How much will they sponsor and what are their requirements?
    - What type of agreement is required and how will the grant be paid?

***Financial support should match the basic infrastructure costs of the venue that you propose. Financial support may come from a variety of sources, including government grants and local industry. Confirmed financial support from key sources is a major advantage in your bid.***

## Annex I. Infrastructure Requirements

Aquaculture Europe meetings consist of a 3-day scientific conference with morning plenary sessions, followed by 10 parallel sessions, one of which may continue in the plenary room. A trade exhibition is also organized, using own resources.

Key industry-oriented special sessions are the Industry Forum, the Innovation Forum and the EAS/EATiP/EU Day - providing a forum for aquaculture producers to hear presentations affecting the sector and discuss related issues.

The EAS Student Group and EAS Thematic Groups also organize workshops or conference sessions within the three days of the event.

### Typical event schedule:

Day (-2) Arrival of organisers:

- mounting/installation of trade exhibition stands and conference rooms
- compilation of satchels by students
- mounting of poster boards by technicians ready by Day –1 at 12.00

Day (-1) Registration Day:

- |                                                                     |                |
|---------------------------------------------------------------------|----------------|
| ▪ exhibitors move in                                                | 08.00 to 18.00 |
| ▪ installation of hired equipment for registration area by 12.00    |                |
| ▪ checking of rooms                                                 |                |
| ▪ 14h00 slide preparation room functioning                          |                |
| ▪ numbering of the poster boards, indication of the categories etc. |                |
| ▪ registration for conference and setting up of posters by authors  | 12.00-18.00    |
| ▪ Formal Opening Ceremony                                           | 18.30 – 19.00  |
| ▪ get-together/ welcome drink                                       | 19.00-21.00    |

Day 1

- |                                                  |               |
|--------------------------------------------------|---------------|
| ▪ Registration open                              | 07.30 - 18.00 |
| ▪ Opening ceremony                               | 09.00 - 09.45 |
| ▪ Plenary session 1 and Student Spotlight Awards | 09.00 - 10.00 |
| ▪ Coffee Break                                   | 10.00 - 10.30 |
| ▪ Parallel Sessions                              | 10.30 - 12.50 |
| ▪ Trade Show open                                | 10.30 - 19.00 |
| ▪ Lunch/ Posters                                 | 12.50 - 14.30 |
| ▪ EAS General Assembly                           | 13.00 – 14.00 |
| ▪ Parallel Sessions                              | 14.30 - 17.30 |
| ▪ Poster Session Happy Hour                      | 17.30 - 19.00 |
| ▪ Student Reception                              | 19.00 - 21.00 |

Day 2:

- |                     |               |
|---------------------|---------------|
| ▪ Registration open | 07.30 - 17.30 |
| ▪ Plenary session 2 | 09.00 - 09.45 |

|                             |                                          |
|-----------------------------|------------------------------------------|
| ▪ Coffee Break              | 10.00 - 10.30                            |
| ▪ Parallel Sessions         | 10.30 - 12.50                            |
| ▪ Trade Show open           | 10.30 - 19.00                            |
| ▪ Lunch/ Posters            | 12.50 - 14.30                            |
| ▪ Parallel Sessions         | 14.30 - 17.30                            |
| ▪ Poster Session Happy Hour | 17.30 - 19.00                            |
| ▪ Presidents' Reception     | 19.30 - 22.00 (walking buffet reception) |

Day 3:

|                                 |               |
|---------------------------------|---------------|
| ▪ Registration open             | 08.00 - 15.30 |
| ▪ Parallel sessions             | 09.00 – 11.20 |
| ▪ Trade Show open               | 10.30 - 16.30 |
| ▪ Coffee Break                  | 11.20 - 11.45 |
| ▪ Final Plenary & Poster Awards | 11.45 - 12.50 |
| ▪ Lunch/Posters                 | 12.30 - 14.30 |
| ▪ Parallel Sessions             | 14.30 - 16.30 |

**Normal attendance is based around 1300 full conference delegates,  
with total participation around 2500**

## Aquaculture Europe infrastructure

### Conference Rooms

|                                                           | seating capacity |  | Day 1  | Day 2  | Day 3  |
|-----------------------------------------------------------|------------------|--|--------|--------|--------|
|                                                           |                  |  |        |        |        |
| Plenary Room: use till 11h00 each day                     | Approx 1000      |  | Yes    | maybe  | maybe  |
| Room 2                                                    | Approx 250       |  | Yes    | Yes    | Yes    |
| Room 3                                                    | 150 min          |  | Yes    | Yes    | Yes    |
| Room 4                                                    | 150 min          |  | Yes    | Yes    | Yes    |
| Room 5                                                    | 150 min          |  | Yes    | Yes    | Yes    |
| Room 6                                                    | 150 min          |  | Yes    | Yes    | Yes    |
| Room 7                                                    | 150 min          |  | Yes    | Yes    | Yes    |
| Room 8                                                    | 100 min          |  | Yes    | Yes    | Yes    |
| Room 9                                                    | 100 min          |  | Yes    | Yes    | Yes    |
| Room 10                                                   | 100 min          |  | Yes    | Yes    | Yes    |
| Other Rooms (Industry Forum, Innovation Forum, EATiP Day) | 150              |  | Yes    | Yes    | Yes    |
| Slide preparation room                                    |                  |  | Yes    | Yes    | Yes    |
| Meeting room(s)                                           | 50-70            |  | option | option | option |

- On conference days: Plenary session room every morning from 09h00-11h00 on first day for up to 1200 people on day 1 of conference and some less on day 2-3 of conference

- Conference parallel sessions: extra rooms in operation from after morning coffee break.

### Other space requirements

- **Exhibition space for up to 200 3x3m booths plus space for coffee breaks and lunch to best mix conference delegates and exhibition participants. Minimum area is 3000 m<sup>2</sup>.**
- registration area and secretariat (an office space with some storage), close to registration area
- safe storage space: prior to conference (arrival of materials+ during conference)
- area for Eposters: close to conference room/ coffee break area

### Equipment

#### Conference rooms:

- Data Projector (ppt) + large screen
  - lecturn (pulpit)
  - head table (with cloth to the floor if tables open at side facing audience) for some 4 people except for main auditorium during opening and last day (larger head table)
  - sound installation:

- mikes for speakers (one lapel and one standing at pulpit)
- mikes (2) on head table

### *Room used for Industry Forum*

- installation for simultaneous interpretation
- availability of headphones
- plus above equipment

### *Registration/office*

- registration and information desks(tables)/chairs
- wireless internet connection
- Office next to registration desks that contains electricity connection and wired secure internet for computers and printers and tables/chairs for at least 3 persons. It should be possible to lock the office each day.
- separate office or storage space nearby.

### *Signage*

- Registration desk: very visual system above registration desks to indicate pre-registered (# - #, #-#; #-#) and on-site registrations
- for the posters: provided by EAS
- outside the building and for directions to lunch area and to conference area:: supporting boards and waterproof signage
- inside the building : outside each conference room : supporting boards to put own EAS made signage on
- in room itself: EAS (slide with logo + names on head table)
- other: message boards and signage boards (or arrows)

### *Other general requirements*

- **Prices for the requested above infrastructure and services.**
- **Price for coffee breaks and lunches**
- **Internet connection access for delegates (pc's, internet provider , etc)**
- **Information on deadlines for confirming time/use of conference rooms and infrastructure needs**
- **Information on busy days in the city at that time that we would need to avoid to avoid conflict for hotel capacity**
- **Information on insurance to be taken for the period we would be making use of the premises (fire, etc.)**
- **Usage of students for some of the tasks allowed (e.g. assistance in the slide preparation room, with the overhead projector, with the mikes in the room for questions, etc.)**
- **Information on a Welcome Drink for 1000 persons (usually held in the congress centre.**
- **Information on standing buffet conference dinner (President's Reception) for around 1500.**