

EAA Annual Congress Guidelines (Sept 2015 - 1.09) – May 2019; v.1.10

1 Mission statement of the EAA Annual Congress

The annual congress of the European Accounting Association (EAA) is the major annual European academic event in accounting. It is also the most visible activity of the EAA and as such of vital importance to the whole portfolio of activities of the EAA and to the achievement of its objectives. The purpose of the annual congress is to advance and disseminate academic accounting knowledge by providing a platform for mutual learning and understanding, for the creation of new intellectual linkages and for creating and sustaining international networks of cooperation between people and institutions.

Since the annual congress of the EAA is organized to help the EAA achieve its aims and objectives defined in the EAA's mission and bylaws, the organization of the congress should be in line with those aims and objectives. These guidelines are meant to help those involved in organizing the annual congress translating these aims and objectives into a set of executable activities. Given the multitude of stakeholders of the EAA, the increasing number of members from an increasing number of different countries and research traditions, these guidelines provide a common and general framework that helps organize and control the annual congress event.

2 The EAA Annual Congress in a nutshell

The annual congress of the EAA is organized by a local organizing committee (LOC) that acts as a host for the congress, and that carries the main responsibility for the organization of the congress. The LOC exists of at least a Chair, a Secretary General and a Treasurer. The cooperation between the LOC and the EAA is formally arranged in a contract. Since the EAA is an association of accounting academics, the LOC typically consists of members that are employees of one or more academic institutions, or that are members of a national or local association of accounting academics. Although professional accountants and professional institutions may be involved in the organization of the annual congress, accounting academics should constitute the majority of the members of the LOC.

The annual congress comprises several activities, of which the core activity is the presentation and discussion of academic accounting research papers. This takes places in various settings as is further specified below. In addition, the congress accommodates plenary sessions and research symposia that, together with the presentation and discussion of academic accounting

research papers, constitute the Scientific Programme of the annual congress. All activities within the scientific programme acknowledge and reflect the diversity within the European accounting research community and encourage both established and emerging accounting academics to participate. The design of the programme therefore aims to be non-prejudicial, with regard to the topics, paradigms, methodologies and styles of accounting research. The Scientific Programme is designed in close cooperation between the LOC and the Standing Scientific Committee of the EAA, as is further detailed below.

In addition to the Scientific Programme, the annual congress further consists of activities that aim to create a context for the achievement of the aims and objectives of the annual congress and the EAA. These activities include a Social Programme, the organization of a Publisher Exhibition, and various activities organized by stakeholders of the EAA. Details on these activities are also provided further below.

Below, these guidelines specify the following organizational formalities and practicalities:

- Annual congress formal arrangements;
- Annual congress preparation schedule;
- Annual congress format and content;
- Annual congress registration;
- Annual congress financials;
- Annual congress related activities.

3 Formal arrangements

The formal arrangements between the EAA and a LOC consist of the following steps.

3.1 Formal proposal to host

An academic institution or an association of accounting academics, who propose to host a future EAA Congress, should familiarize themselves with the scale, ethos and *modus operandi* of the EAA annual congress in advance of submitting a formal expression on interest to host the annual EAA congress. A senior member of the potential host institution should then present a formal proposal in writing to the Chair of the EAA Conference Committee, which includes information about the hosting institute, the members of the LOC, the proposed venue, (flight) connections to the host city, and a preliminary budget. Appendix A contains an overview of the elements of such a formal proposal. Before the formal submission of a proposal, local hosts should consider the activities associated with the organization of the annual congress, and should secure the support of their home institution. The Chair of the EAA Conference Committee is available for information sharing in advance of any formal proposal to host the congress.

3.2 Acceptance of proposal to host and formal contract

This formal proposal from a local LOC will be presented and discussed at the next following Management Committee Meeting of the EAA. After approval of the proposal, the EAA will grant the hosting of the annual congress to the LOC. A contract between EAA and the formal host of the annual congress, represented by the LOC is signed, which specifies mutual obligations and rights. Appendix B contains an example of such a contract. This set of guidelines typically forms an addendum to this formal contract.

3.3 Pre-congress cooperation between the EAA and the LOC

The LOC is responsible for the organisation of the annual congress of the EAA in line with the contract, the statutes of the EAA, and these guidelines. To achieve the aims and objectives of the congress and to help organize the congress, the Conference Committee, Management Committee, External Relations Committee, and Standing Scientific Committee of the EAA enter into active liaison in the years prior to the congress. This includes a series of preparatory meetings discussed in more detail below. Moreover, it is expected that the EAA Conference Committee Chair visits the future host and the congress venues before the congress preparatory meeting is held there (see section 4.1. below).

3.4 Post congress arrangements: financials/operational reports

Past congress hosts should share their good and bad experiences in writing with the future congress organisers and the members of the Conference Committee of the EAA. The hosts should transfer a PDF-file with the programme and abstracts of the papers to the EAA. The EAA will keep this information at least 10 years on the EAA website. The LOC prepares a final financial report (income statement) of the congress that provides an overview of the revenues and costs related to the congress to the Congress and Management Committees of the EAA to assess the financial result of the congress. It is desirable that the financial report detailing the final outcome of the congress is audited by professional auditors who are external to the host institution and PCO. A separate audit is done in Brussels, but only for the Belgian transactions. A draft of this report should be prepared before the Fall preparatory meeting of the year of the congress and the final audited report should be submitted to the EAA ultimately before the following annual congress.

4 Preparation schedule

4.1 Planning time-line and congress preparatory meetings

In order to liaise with the EAA, the Chair of the LOC of the EAA congress is invited to attend all Management Committee meetings of the EAA for the two years ahead of the congress. Further

liaison between the prospective organizers and the EAA is foreseen in accordance with the following illustrative example:

Using the Annual Congress scheduled for 20X5 in a host city and Fall/Autumn 20X1 as the base point in time, the following schedule applies:

Time Meeting Venue	Activity
Year <1 – prior to Fall 20X2	Proposal to host annual congress including a preliminary budget and acceptance of proposal by EAA MC
Fall 20X2 Congress Preparatory meeting Location of host of Annual Congress 20X3	LOC chairperson for 20X5 Congress attends preparatory meeting.
Spring 20X3 EAA MC meeting Location of host of Annual Congress 20X3	LOC 20X5 chairperson attends MC meeting. One month before this meeting, the LOC sends congress plan to Chair of the EAA Conference Committee including details on: <ul style="list-style-type: none"> • Composition of the organizing committee; • The congress dates; • Dates of paper submission and review procedure (to contact the Standing Scientific Committee for this issue) • General outline of the programme, venue and facilities (including hotel accommodation). This plan is discussed and approved by the EAA MC.
Fall 20X3 EAA MC interim meeting Brussels	LOC 20X5 chairperson is member of EAA MC and attends MC interim meeting. One month before this meeting, the LOC 20X5 sends a newly updated budget to MC. The budget is presented in the meeting, and is discussed.
Fall 20X3 Congress Preparatory meeting Location of host of Annual Congress 20X4	Three people from LOC 20X5 attend preparatory meeting. The budget is again presented at this meeting in order to share experiences with past and future congress hosts. Overall experiences are shared.
Spring 20X4 EAA MC meeting Location of host of Annual Congress 20X4	LOC 20X5 chairperson is member of EAA MC and attends meeting. He/she reports on the progress with regard to the congress.
Fall 20X4 EAA MC meeting	LOC chairperson is member of EAA MC and attends meeting. One month before this meeting, the LOC

Brussels	submits the final budget to MC for approval. This updated budget is presented in the meeting, and is discussed prior to approval. The outline of the Scientific programme, including tentative Symposia topics, is discussed.
Fall 20X4 Congress Preparatory meeting Location of host of Annual Congress 20X5.	Complete LOC 20X5 attend meeting organized 'at home' by the LOC 20X5. LOC 20X5 chairperson reports on the progress with regard to the congress, and organizes a tour of the facilities.
20X5 Annual Congress between March 1 st and May 31 st	
Fall 20X5 Congress Preparatory meeting Location of host of Annual Congress 20X6.	Three persons from LOC 20X5 attend preparatory meeting. LOC 20X5 chairperson presents a financial report of the congress, in addition to which experiences are shared with the future congress hosts: 20X6, 20X7, 20X8.

A more detailed EAA time planner is outlined in Appendix C. The preparatory meetings are arranged by each LOC in co-operation with the EAA executive secretary. Each LOC covers the local costs of the preparatory meeting it hosts. This includes, in addition to the usual facilities and catering, the maximum of two hotel nights and one evening dinner for the attendees. Other travel costs are covered by the attendees themselves; these costs should be budgeted within their own congress budget. The preparatory meetings are, in principle, attended by the following people:

- The LOC of the EAA Annual Congress of the following year;
- Three members of the LOC of the EAA Annual Congress delivered in Spring of the current year, i.e. the Chair, the Secretary General and the Treasurer;
- three members of the LOC of the EAA Annual Congress of the following year plus one, i.e. the Chair, the Secretary General and the Treasurer;
- One member of the LOC of the EAA Annual Congress of the following year plus two, i.e. the Chair,
- The EAA Conference Committee Chair and Member;
- The EAA Scientific Committee Chair;
- The EAA Executive Secretary.

4.2 Time of the year

The congress should take place each year in the period between 1st March and 31st May, during week days, and preferably from a Wednesday to a Friday. The LOC should aim to choose a date that does not conflict with national or international holidays, such as Easter, nor with other relevant congress taking place at the same time.

4.3 Logo and promotional material

The LOC develops a specific logo for its annual congress at its discretion. The LOC should develop and disseminate appropriate promotional materials for the congress. All publicity material for the congress must include the contact details of the Secretariat of the EAA and the logo of the EAA. This latter condition is satisfied when the congress logo incorporates the logo of the EAA. This congress logo should be agreed with the Chair of the Conference Committee prior to its formal use in any congress publicity.

A hard copy congress ‘flyer’, which includes the logo(s) is distributed to delegates at the preceding year’s congress, as part of the congress material. This ‘flyer’ includes the first call for papers, and further details of the congress. The LOC may decide to distribute a first announcement ‘flyer’ two years in advance.

5 Congress format and content

5.1 Structure of congress

The congress will last for two and a half days, and commences after lunch on the first day. The annual congress typically starts with a plenary session, during which the congress is officially opened. At the discretion of the LOC, a welcome get-together can take place the evening before the official start of the congress (“early bird reception”). Also, a PhD forum aimed at early career scholars is typically organized on the first day before the official opening of the congress. The congress typically ends with the Annual General Assembly of the EAA. The General Assembly normally takes place immediately after the final parallel sessions on the last day of the congress, to enable maximum attendance of the members of the EAA.

5.2 Congress venue

The congress should be held in a venue that will facilitate informal interaction and networking as well as providing ample room for the various plenary sessions, symposia, parallel sessions and research fora. Outside each room, information about the sessions for that day should be posted. The delegates should have free access to the internet and should have e-mail facilities. The LOC should ensure that local fire and safety regulations are followed for all venues of the congress.

5.3 Transportation

By default, no transportation has to be provided for delegates during the congress. When congress venues and the majority of hotel accommodations are not within walking distance

from each other, the organizers should provide coach transfers at the start and end of each day or provide free tickets for public transport.

5.4 Publishers

The EAA encourages publishers to display recent titles of interest to participants at the congress, and to attend to discuss member needs and publishing intentions. The local congress host contacts the publishers after liaising with the EAA External Relations Committee. Reasonable fees should be charged for their participation, which should include attendance of two delegates at the congress and the welcome reception. Hosts should ensure that publishers get the most from their investment by facilitating positioning where there is likely to be a good opportunity for through traffic.

5.5 Catering

The congress includes free lunch on the two full days of the congress, provided in a way that allows delegates to enjoy lunch in a timely manner. In planning the arrangements, the LOC should bear in mind the need to move a large number of delegates through quickly to ensure the smooth functioning of the congress.

5.6 The Social Programme

The social programme of the congress is somewhat at the discretion of the LOC. However, it is useful to be aware of delegate familiarity with a pattern over years. Typical elements include:

- Early bird reception (discretionary)
- Opening reception on the first evening of the congress (obligatory)
- Catering during the congress – 2 lunches and 5 coffee breaks (obligatory)
- Farewell party on the last evening of the congress (obligatory)
- Social activities for accompanying persons (discretionary and at the expense of the accompanying person)

The LOC should provide delegates with adequate prior warning of any unusual circumstance concerning the social programme and catering. This includes information about events that are organized outdoors or in unusual settings. For delegates wishing to retire early from social events, possibilities should be provided for early departure in the form of provision of regular transport back to hotels and city as appropriate.

The LOC assures that the congress fee and the quality of the social programme are balanced and in line with the tradition of EAA annual congresses.

5.7 Accompanying persons and visiting programmes

The LOC should provide a link to the local tourist information, which may allow delegates and accompanying persons to make their own arrangements of visiting programmes.

6 Congress website and congress app

6.1 Website

The importance of a clear and well-functioning website cannot be underestimated. The development of the annual congress website is done by EIASM, who will provide this service against a standard fee and based on a separate agreement between the EIASM and the LOC (see Appendix D). The website, which is completed and updated by the EAA Executive Secretary on the basis of information received from the LOC, is set up one year in advance, after the previous EAA congress has taken place. The congress website contains at least the following information:

- A clear link to the EAA website;
- The EAA logo on the home page;
- Clear information on congress dates, as well as key dates for paper submission and registration;
- At least nine months in advance: a preliminary programme outline, the pricing structure, links to accommodation booking, local transportation and accommodation details, as well as links for general inquiries;
- At least nine months in advance: submission and review process, submission rules, and submission guidelines;
- At least two weeks before the start of the congress: the detailed Scientific Programme, with downloadable version of scheduled papers, and a pdf-version of the abstract booklet, which includes besides the programme and the abstracts, the composition of the EAA committees, the list of EAA Presidents and the list of Congress Chairs;
- Three days before the congress: a list of participants to the congress.

The LOC strives to organize the website in line with earlier years.

6.2 Congress App

In line with other major academic events, a designated Congress App is made available for the EAA Congress delegates. The liaison with software providers is taken care of by the EAA Conference Committee, while the EAA MC will sign the contracts for an App to be used at the Annual Congresses. The Congress LOC covers the cost of the app through the Congress budget.

The LOC is responsible for providing and populating necessary content to the Congress App.

7 Congress registration

7.1 Pre-registration

Registration to the congress is done via the centralised registration system developed and operated by EIASM. This service will be part of a separate agreement between the EIASM and the LOC (see Appendix D). Delegates can register through the congress website (see above).

7.2 On-site registration

The registration desk should open well before the formal academic activities begin and should stay open during the entire congress. At registration, participants should receive nametags, bags, printed overview of the congress programme (“programme at a glance”), dinner tickets, lunch and social event tickets, leaflets with local information and free public transport tickets (where provided). A list of delegates and their affiliation should be provided either one week in advance of the congress in electronic format or at registration in hard copy. The people at the registration desk should be able to provide general information about the city and other relevant issues. Further, it is important to have a secure cloakroom, which is of adequate size bearing in mind the number of congress participants and the local weather patterns.

8 Congress financials

8.1 Congress fee

The LOC should strive to keep the congress fee as low as possible, and in line with previous fees. The LOC provides a suggestion regarding the congress fee, which the EAA Management Committee has to approve. The fee is determined such that the annual congress at least breaks even, and allows a margin for budgetary uncertainties. To keep fees as low as possible, the LOC should try to mobilize sponsors, to avoid the allocation of indirect and fixed costs of the hosting LOC and its institutions to the congress budget and should avoid paying any travel or accommodation costs to invited speakers.

Waiving the fee of invited speakers and other guests is at the discretion of the LOC. This practice however should be kept to a strict minimum and in case of fee waiver this should be adequately covered by their budget.

As for symposia, the LOC may decide to provide free attendance for an invited speaker from business, policy setting, or other sphere of practice, should the person only come to the congress to speak at a symposium. It is however expected that academic speakers of symposia pay the congress fee.

There should be a number of different congress rates:

- A rate for booking and paying substantially ahead of the congress;
- A fee for late booking;
- A fee for booking onsite;
- A fee for accompanying persons for services rendered to accompanying persons;
- Free attendance is provided for 18 students and the faculty of the Doctoral Colloquium (the EAA will cover the congress fee for the other 18 DC students), the Executive Secretary of the EAA, and for the members of the EAA Standing Scientific Committee.

8.2 Congress budget

The EAA Conference Committee provides a budget scheme to the LOC, which is based on previous EAA congresses. The level of specificity may exceed the provided budget scheme. However, the budget scheme should always be presented with and without VAT.

The LOC is required to prepare budgets in advance of the congress (the level of detail is different on each occasion). The first budget should be prepared before the EAA Management Committee approves the proposal of hosting the EAA congress. In the fall of the year two years prior to the hosting year (i.e. 18 months in advance), a budget foreseeing the major revenue and cost items together with an estimate of the congress fee, needs to be presented at the EAA Management Committee meeting. The feasibility of the budget and the congress fee are discussed at that meeting. The congress fee to be charged to the delegates needs to be justified. A more detailed budget is presented in the Fall before hosting the congress to the EAA Management Committee meeting. Both times the budget needs to be sent in advance to the members.

The LOC may submit a request to the EAA for a payment of advances needed in the organization of the congress. The EAA MC will consider each application on its merits. A well-documented and supported application for such prepayments should be submitted preferably two weeks in advance of any next scheduled MC meeting.

Contingent assets and contingent liabilities should be mentioned to the EAA Management Committee when the budget is presented (e.g. guarantees provided by certain institutions in case of a loss).

8.3 Sponsorship and EAA External Relations Committee

It is in the interest of the EAA and the LOC to attract sponsors for the EAA Annual Congress. Contacts with possible sponsors are handled jointly by the EAA External Relations Committee and the LOC. The External Relations Committee mainly liaises with long-standing stakeholders, like international accountancy firms and professional bodies, which have regularly been sponsoring or otherwise participating in the Annual Congress, while the LOC focuses on contacting local and regional stakeholders, which would more likely be one-off sponsors of the event.

Detailed information as to what the EAA expects is provided to the Local Organising Committee by the EAA Executive Secretary and the Chair of the External Relations Committee.

8.4 Congress surpluses or deficits

The contract between the EAA and the LOC specifies what happens to eventual surpluses or deficits that are the consequence of congress organisation. By default, in case of a surplus at the conclusion of the congress, the LOC is expected to transfer this amount to the EAA. When, in exceptional circumstances, the congress outcome is a loss due to factors beyond the control of the Local Organisers, the LOC can submit a proposal to the Management Committee for financial intervention by the EAA.

8.5 Invoicing and VAT

Granting the right to access the Congress via registration fees is taxable in the country where the event takes place according to the derogatory rule laid down by Article 53 of the VAT Directive.

The LOC should first of all verify with the local VAT authorities of his/her country whether organizing the EAA Annual Congress can be VAT exempted according to Article 132 of the Directive and particularly according to Article 132 (1) (i) of the VAT Directive in connection with educational services.

If the congress is not VAT exempted, nine months prior to the congress (i.e. in the Fall 20X4), the LOC will provide to EIASM, whom they call upon for the registration and the follow up of the invoices and bills, a European tax identification number for EAA in (country) on behalf of the EAA. The EAA invoices issued for registration fees to be paid by participants include the local VAT specified. On behalf of the EAA, the EIASM will collect the fees and pay the bills regarding the conference directly, after having received the approval of the LOC. The VAT obligations of the congress need to be paid in (country) upon instructions given by the LOC. While the EAA is ultimately responsible for any outstanding VAT liabilities, the LOC should keep track of the VAT liabilities and make sure that these are paid on time.

The LOC and EAA remain in close contact concerning the various invoices as to minimize VAT exposure and to reduce VAT related administration. The LOC shall assure EAA that all local Tax obligations, except the VAT, have been satisfied as is required by the relevant Regulatory Authority.

8.6 Insurance

The LOC will ensure that the facilities are sufficiently insured and that the LOC organization has sufficient liability insurance. The LOC will not insure the conference participants, neither with person insurance nor liability insurance.

8.7 Financial report

The LOC submits a final financial report (income statement) of the congress that provides sufficient information on the revenues and expenses related to the organization of the congress to the Conference and Management Committees of the EAA to assess the financial result of the congress. The draft financial report should be delivered to the EAA Conference Committee at least one week before the Congress Preparatory meeting in which the LOC shares the experiences of the process with the future congress hosts.

9 The scientific programme

9.1 Paper selection by SSC (refer to role of SSC in EAA statutes)

The Review Process and the Organisation of the Scientific Programme Paper selection policy acknowledges the diversity within the European accounting research community and encourages both established and emerging accounting scholars to present papers. The selection of papers therefore is non-prejudicial, not only with regard to the substantive accounting issues researched, but also with respect to paradigms, methodologies and research styles. The review process is double blind review. The EAA requires full-paper submission.

It is the role of the Scientific Committee, organised in co-operation with the Standing Scientific Committee, to review and evaluate the papers submitted. The decision to accept a paper is a decision of the Chair of the SSC. The Standing Scientific Committee has an advisory role on the remainder of the scientific programme.

There is a nine-person Standing Scientific Committee with overlapping 3-year terms. For each congress, the Standing Scientific Committee co-opts a number of Scientific Committee Members based on the number of paper submissions. The Local Organising committee may suggest up to a maximum of 10 potential additional Scientific Committee Members. The Standing Scientific Committee decides about the whole Scientific Committee. The same criteria apply to all members namely scientific committee members need to have published in good international academic journals. Further Scientific Committee membership should reflect geographic (in Europe) diversity, next to diversity of paradigmatic/research approaches in accounting research, gender, research experience and of the main areas of accounting. The diversity criteria do not apply to the members suggested by the local organizer. The Members of the Standing Scientific Committee are appointed by the EAA MC.

9.2 Kind of sessions: Parallel sessions with/without Discussants and Research Fora: Role of SSC

The congress programme can contain the following types of sessions: plenary session(s), symposia, parallel sessions with discussants, parallel sessions and research fora. The Standing Scientific Committee selects some of these papers for the Parallel sessions with discussants. Research fora are intended for promising but less developed papers.

9.3 Symposia

The scientific program of the annual congress includes a number of research symposia. While the number of symposia has varied over the years (between 8-13), the most common arrangement has been organizing one symposium at a time in each time slot in the programme, which usually means having a total of nine symposia over the conference. Given that the EAA annual congress does not include keynote presentations, the symposia can be considered the flagship sessions of the congress, as they feature topical themes within the accounting field and attract a large number of delegates to the audience. As such, there is often considerable interest from academics, sponsors and other stakeholders, who wish to have a say in and provide input to the organizing of the symposia.

The following principles guide the design of the symposia programme.

- Symposia are part of the scientific program, and should meet academic criteria;
- Symposia topics should be diverse and cover various aspects of accounting, thus forming an overall balanced programme so that different interests of attendants are honoured;
- One symposium is reserved to be filled at the discretion of EAR (EAR Symposium).

Given that the symposia are relevant for EAA's key external stakeholders and for the Association's relationships with the accounting practice and profession, it is paramount that in putting together the symposia programme care is taken to make sure that the views of interested parties are heard. For this purpose, the programme for the symposia is the outcome of cooperation and agreement between several parties: the LOC, the EAA Management Committee, the EAA Standing Scientific Committee, and the EAA External Relations Committee.

Symposia are coordinated and decided upon by a Symposia Committee, which includes one EAA MC member, one LOC member, the SSC chair and the External Relations Committee Chair. To ensure continuity over the years and communication towards the EAA Management Committee, the committee is chaired by the EAA MC member.

The Symposia Committee will solicit proposals at the latest six months before the congress, which for Congresses held in May would mean the preceding November. The recipients of the inquiry are at the discretion of the Symposia Committee, but should at the minimum include (a) key non-academic stakeholders, who have at times sponsored the EAA (e.g. professional bodies, accountancy firms), (b) chairs of the various EAA committees (e.g. FRSC, Corporate

Reporting Committee, Publications Committee, Accounting Research Centre), and (c) the members of the EAA SSC and EAA MC.

The proposals for symposia should include a proposed title (topic), 200-words abstract discussing and motivating the theme, potential chair (if identified), potential speakers, and potential stakeholders interested in sponsorship. The deadline for the proposals is set by the Symposia Committee, such that it allows decisions to be made according to the desired timeline below.

Decisions regarding the symposia programme are to be made around the same time as the decisions of paper submissions are sent to the authors, which in principle is around four months before the congress (i.e. end of January in case the congress takes place in late May). This would allow those responsible for individual symposium sufficient time to refine the content and confirm speakers before the publication of the Congress Programme. The Symposia Committee may decide to leave one or two symposia open until a later date, should there be some pending opportunities that would affect the decisions.

9.4 Organizing of the scientific programme

The Local Organisers, in cooperation with the Standing Scientific Committee, handle the administrative aspects of the organisation of the scientific programme. The paper submission and review handling of the congress should be done via the centralised submission system developed by the EIASM. This service will be part of a separate agreement between the EIASM and the Local Organising Committee of the EAA annual congress (see Appendix D).

The organization of the scientific programme includes informing authors about the decision of the review process. Information is communicated to the authors of the papers by the EAA.

The Standing Scientific Committee is responsible for the composition of the parallel sessions, whereas the Local Organizers are responsible for the composition of the research fora. It is the responsibility of the LOC to organize the timetable of the scientific programme. In planning the timetable, the Local Organizers should seek to achieve a balanced outcome in respect to the distribution of the various subject categories over duration of the congress.

The Local Organizers are responsible for the scheduling and providing information about the session chairs. The Standing Scientific Committee selects the discussants for the papers included in the parallel sessions with discussants. The Local Organizers are responsible for contacting the selected discussants.

Presenters will be informed in advance by the Local Organisers of the facilities available (e.g. availability of data projectors, internet access/connections and PCs using Power Point).

10 Congress Related activities

10.1 Doctoral Colloquium

A Doctoral Colloquium will be organised before the start of the congress. The EAA is responsible for the funding of the doctoral colloquium and the selection process of the candidates and the faculty. The EAA, who calls upon the services of the EIASM, is also responsible for the organisation of the Doctoral Colloquium and the communication of information to students and faculty. The Local Organisers should be asked to help in sourcing a suitable venue, accommodation and transport. Detailed information as to what the EAA expects is provided to the Local Organising Committee by the EAA Executive Secretary.

10.2 PhD Forum

The EAA PhD forum is an initiative of the EAA to help and promote PhD students in accounting. The forum is part of the EAA annual congress, which implies that only PhD students that will attend the EAA congress are able to register to the PhD forum. The PhD forum will take place just before the opening session of the congress. The forum is a great opportunity for PhD students to network and gain insight into academic accounting research and its environment from the speakers. The forum may also provide information as to how to establish contacts for entering the job market. The forum is open to PhD students from all fields related to the EAA. Attendance will be limited to registered PhD students. The total number of participants will be limited to encourage active participation and exchanges during the parallel sessions. The EAA is also responsible for the organisation of the forum and the communication of information to students with the help of the EAA Executive Secretary. The selection of and communication with the faculty is done by the Forum Co-Chairs. The Local Organisers should be asked to help in sourcing a suitable meeting room and providing catering. Detailed information as to what the EAA expects is provided to the Local Organising Committee by the EAA Executive Secretary.

10.3 EAA meetings: The EAA meetings

The EAA is responsible for administering all meetings which involve the Association during the congress (MC, PC, SSC, Board, ARC, ASC, GA, EAR, AinE and National Associations); the LOC will be asked to reserve rooms at or close to the congress venue. Meeting rooms and the minimum catering services should be provided at no cost for all these meetings. The cost of lunch, for the Management Committee and Board members, and including the past presidents, is covered by the EAA. The cost of the traditional EAR Reception is covered by the Publisher. For all other EAA, EAR or AinE lunches which take place during the 2nd and 3rd day of the congress, the EAA covers any additional costs to the LOC. The EAA Executive Secretary is the contact person for all these meetings.

The traditional schedule of EAA meetings includes:

- a. Publications Committee meeting (max. 10 persons – coffee/tea + water)

- b. Management Committee meeting (max. 20 persons – coffee/tea + water)
- c. Board meeting (max. 40 people – coffee/tea + water)
- d. Standing Scientific Committee lunch meeting (max. 10 people)
- e. Accounting Standards Committee meetings (CRC and FRSC)
- f. Accounting Research Centre meeting (max. 20 persons – coffee/tea + water)
- g. Lunch for MC Members, Past Presidents, Presidents of AAA, AFAANZ and CAAA, Symposia Speakers
- h. General Assembly meeting (no additional catering)
- i. Meeting with National Associations (max. 40 – cocktail reception)

The traditional schedule of EAR-related events includes:

- a. EAR Associate Editors' lunch
- b. EAR Editorial Board meeting
- c. EAR Reception

The traditional AinE event is:

- a. AinE Editorial Board lunch

Requests to support other network meetings are dealt with directly by, and support is at the discretion of, the LOC.

Appendix A – Sample overview of elements of formal proposal

Letters of invitation

1. Why University of X
 - *The rationale*
 - *About the city*
 - *Experienced congress city*

2. Conference Partners
 - *The Local Organisers*
 - *The Professional Congress Organiser Agency X*
 - *X Exhibition & Congress Centre*

3. EAA congress 20XX
 - *Proposed Scientific Content*
 - *Proposed Venue*
 - *Proposed Social Programme*

4. Accommodating delegates
 - *Accommodation in X*
 - *Accommodation booking service*

5. Easy Access
 - *How to reach City X (overview of flight connections, transfers etc)*
 - *City X guide*
 - *City map X*

6. *Preliminary Budget*



AGREEMENT TO HOST THE ANNUAL CONGRESS OF THE EUROPEAN ACCOUNTING ASSOCIATION

AGREEMENT MADE BETWEEN

THE EUROPEAN ACCOUNTING ASSOCIATION (herein after referred to as **EAA**), an international non-profit making association, whose offices are registered at 31, Place de Brouckère, 1000 Brussels

AND

THE LOCAL CONGRESS ORGANISER (herein after referred to as **LOC**)¹

NAME:		
POSITION:	PRESIDENT	
ON BEHALF OF:	EUROPEAN ACCOUNTING ASSOCIATION (herein after referred to as EAA)	LOC [LEGAL ENTITY ORGANIZING THE CONGRESS]

¹ The Local Congress Organiser must be a proper legal entity such as a University, and not an individual or a department within a university.

Annual Congress of the EUROPEAN ACCOUNTING ASSOCIATION

This agreement is made and entered into by the European Accounting Association (EAA), and the Local Congress Organiser (LOC).

The LOC agrees to organise and promote the annual congress of EAA following the Conference Guidelines appended to this agreement (appendix A), unless agreed otherwise, in writing, with the EAA Chair of the Conference Committee.

1. Objectives

The annual congress of the European Accounting Association (EAA) is the major annual European academic event in accounting. It is also the most visible activity of the EAA and as such of vital importance to the whole portfolio of activities of the EAA and to the achievement of its objectives. The purpose of the annual congress is to advance and disseminate academic accounting knowledge by providing a European platform for mutual learning and understanding, for the creation of new intellectual linkages and for creating and sustaining international networks of cooperation between people and institutions. In all aspects of the congress, therefore, the LOC undertakes to act in a professional and responsible manner to protect and enhance the reputation of EAA.

The conference will be held at the XXX in the Spring 20XX.

2. Roles and Responsibilities of the Congress Organiser

The LOC will:

- 2.1 Make a formal proposal to host the annual congress to the meeting of the EAA Management Committee at least 2-3 years before the event is due to take place. This proposal will include details of congress dates, venue, facilities and budget. The budget will take into account the costs for the following services subcontracted and followed up by EAA: paper submission/handling, delegate registration and website administration.
The proposal will also include details of accommodation available for delegates, travel options and other arrangements. The registration fee proposed by the LOC will be approved by the MC.
- 2.2 Following formal approval of the proposal by the EAA Management Committee, make all necessary bookings of venues for the congress.
- 2.3 Develop and disseminate appropriate promotional materials. 'Flyers' should be disseminated at the annual congress preceding that to be hosted. All publicity material for the congress must include the EAA logo and contact details of the EAA secretariat. The LOC develops a specific logo for its annual congress at its discretion. The EAA logo should be embedded in the congress logo. If this logo incorporates the logo of the EAA the previous condition is satisfied. The Congress Organiser should adopt the standard EAA style and colour code (blue) for their promotional material.

- 2.4 Cooperate with EAA in updating and maintaining the congress website containing all relevant data and information for the congress. Please refer to the Conference Guidelines for details regarding the website.
- 2.5 Cooperate with the Standing Scientific Committee of the EAA in the administrative aspects of the paper selection and organisation of the scientific programme including symposiums and other special sessions. The paper submission and review handling of the congress, which should be done via the centralised system approved by EAA, will be organised by EAA. The EAA will communicate to the LOC the details of the organisation and person taking care of it. The organization of the scientific programme includes informing authors about the decision of the review process.
- 2.6 Prepare and agree a draft programme for the congress and social sessions, with the EAA Chair of the Conference Committee. Space should be allowed for different sessions or meetings to be organised by EAA but embedded in the congress schedule.
- 2.7 Produce all congress materials including detailed programme, proceedings (available through the website, schedules, event tickets, venue plans and other material as appropriate).
- 2.8 Communicate regularly, with the EAA Chair of the Conference Committee, on progress and consult on any proposed changes to the agreed programme before implementation.
- 2.9 Organise and coordinate all activities in preparation of the congress (announcements and application forms, on-site registration, publishers and sponsors...).
- 2.10 Provide advice and assistance to the congress participants in a timely manner (visas, accommodation, transfers, social events...).
- 2.11 Provide support to the doctoral colloquium (DC) that will be organised, preferably before the start of the congress. The EAA is responsible for the funding of the doctoral colloquium and the selection process of the candidates and the faculty. The EAA is also responsible for the organisation of the doctoral colloquium and the communication of information to students and faculty. The LOC should be asked to help in sourcing a suitable venue, accommodation and transport. Detailed information as to what the EAA expects is provided to the LOC by the EAA Executive Secretary.
- 2.12 Actively pursue sponsorship opportunities among publishers, industry and other bodies which will serve to keep costs to delegates to a minimum. Liaise between the sponsoring bodies or persons and the EAA Executive Secretary where required.

- 2.13 It is expected that the LOC acts in a diligent way within the terms established in the budget, in order to avoid have a financial deficit on the conference.

The LOC is expected to collaborate with the EAA to prepare the financial report of the conference.

By default, any surplus remaining at the conclusion of the congress accrues to EAA, net of possible taxes that may apply to such transfer.

In exceptional circumstances, due to factors beyond the control of the LOC, and provided that the LOC respected the contract, the conference guidelines and its appendices (including the budget and the budget approval process), the EAA may cover losses incurred.

3. Roles and Responsibilities of EAA

The EAA will:

- 3.1 Provide advice and assistance to the LOC in a timely and constructive manner.
- 3.2 Make available the EAA brand and logo for promotional purposes, together with clickable links to the congress website from EAA web pages.
- 3.3 Organise, promote and administer the doctoral colloquium (DC) that precedes the annual congress.
- 3.4 Update and maintain the congress website containing all relevant data and information for the congress with the support of the LOC.
- 3.5 Organise the paper submission and review handling of the congress.
- 3.6 Collaborate with the LOC in the development of the programme for the congress and social sessions.
- 3.7 The EAA is responsible for preparing the financial report with the help and collaboration of the LOC and for providing the auditing process.

4. Taxes and Insurance

- 4.1 The LOC shall assure EAA that all local Tax obligations, except the VAT, have been satisfied as is required by the relevant Regulatory Authority.
- 4.2 The LOC will provide a European tax identification number for EAA XX [host country] on behalf of the EAA.
- 4.3 The VAT obligations of the congress need to be paid in [host country] and the EAA is ultimately responsible for any outstanding VAT liabilities.

- 4.4 The EAA issues invoices for registration fees to be paid by participants with the local VAT specified.
- 4.5 The EAA will collect the fees and pay the bills regarding the conference directly, after having received the approval of the LOC.
- 4.6 The LOC will ensure that the facilities are sufficiently insured and that the LOC organization has sufficient liability insurance. The LOC will not insure the conference participants, neither with person insurance nor liability insurance. In case of any discrepancies between the terms of the Conference Guidelines and the terms in this article 4.6, the terms of this article 4.6 shall prevail.

5. Liabilities

- 5.1 With the exception of what is foreseen under article 3.3, all commitments towards third parties within the framework of the congress organisation, such as booking and contracting with hotels, congress sites, service providers, and the agreements in relation with the design and distribution of advertising material, etc. will be taken upon exclusively by the LOC.
- 5.2 The parties to this agreement will bear their own costs and expenses relating to the congress except as set out in this agreement.
- 5.3 The EAA shall have no liability to the LOC or any third party with respect to any claims arising out of, in connection with, or resulting from this Agreement and/or its termination or expiration, whether in contract, tort (including negligence and strict liability) or otherwise, except as may expressly be provided for under this Agreement.

Notwithstanding the preceding, the EAA cannot be held responsible for any damage resulting from the intervention of third parties for which it is not responsible.

- 5.4 If a Party is at fault in the performance of this Agreement, the maximum amount which could be claimed by one Party from the other Party is limited to the total approved budget for the organisation of the annual congress.

6. Force Majeure

- 6.1 Events of force majeure shall relieve such Party (the "Non-Performing Party"), from obligations imposed upon it by this Agreement, for so long as such event and its effect shall continue. For the purposes of this Agreement, an event of force majeure shall include, without limitation, Acts of God, war, riot, fire, explosion, accident, flood, earthquake, sabotage, strike of employees other than those of LOC, inability to obtain power, fuel, material or labour or acts of any government.

- 6.2 The Non-Performing Party shall, as soon as feasible, notify the other Party hereto of (a) its best reasonable assessment of the nature and duration of the event of force majeure, and (b) the steps it is undertaking in order to cure or reduce the effect of such event of force majeure. The Non-Performing Party shall use its best reasonable efforts to cure or reduce the effect of the event of force majeure.
- 6.3 The other Party hereto shall have no right to claim damages for any resulting non-performance, partial performance or delay in performance by the Non-Performing Party of its contractual obligations hereunder.

7. Litigation

- 7.1 In case of a dispute, the parties commit themselves to exhaust all ways of amicable arrangement, including the recourse to an approved/chartered mediator designated by common consent.
- 7.2 Where disputes cannot be resolved by common consent, any litigation related to the interpretation of the present agreement or its execution will fall under the competence of the Brussels Court applying Belgian Law.

8. Congress Data

- 8.1 Delegates and reviewers have volunteered their personal details on the understanding that it will not be used for commercial purposes nor transferred from one host organisation to another for a fee. These congress data are the property of EAA no matter how created or stored. This includes all names, affiliations and contact details of delegates, track chairs, track co-chairs and reviewers.
- 8.2 In compliance with any data protection legislation operative at the time, when the data are collected from individuals it should be made clear that the data will be passed to EAA at the close of the congress and may be used by EAA. Congress organisers may not pass these data to any other organisation without the written consent of EAA and the respect of the European privacy legislation

9. Miscellaneous

- 9.1 This Agreement and any appendix referred to herein constitute the entire agreement between the Parties with respect to subject matter thereof and supersede all prior statements, agreements, understandings, communications, representations and/or promises, whether in writing or oral, of the Parties relating thereto.

- 9.2 This Agreement may not be modified except by a written instrument duly signed by authorized representatives of both Parties.
- 9.3 Any notice given pursuant to this Agreement will be in writing and will be sufficiently given to any party if sent in a pre-paid letter by ordinary post addressed to that party's last address or by mail in the IP address of the party.
- 9.4 LOC acknowledges that it will receive confidential information from EAA during the Term of the Agreement. The Confidential Information shall be deemed to include the contents of this Agreement and all information in connection with this Agreement, except anything designated in writing as non-confidential.
- 9.5 The parties agree to maintain the secrecy of the Confidential Information and agree neither to use it (except for the purposes permitted herein) nor to disclose it to any third party who does not have a need to know it in order to perform under this Agreement.

Drafted in good faith in two copies, one for each party.

EAA

LOC

By:

By:

Title: **EAA President**

Title:

Date:

Date:

Signature:

Signature:

APPENDIX:

- A. EAA Conference Guidelines

Appendix C – EAA Time planner (until congress start May 20XX)

The steps and dates are adjustable to local circumstances.

Date	Activity	Status
right before EAA approval	Check congress date against red days/ competing conferences	
right before EAA approval	Book congress venues and get written university agreement	
right before EAA approval	Book social event venues and get written agreement	
right before EAA approval	Secure room blocks in hotels in requested	
right before EAA approval	First rough budget draft based on 1000 participants break even	
January 20X-2	Agree on first budget (3 stage Prudent to Max scenario)	
January 20X-2	Agree on accounting responsibilities and clarify VAT setting	
January 20X-2	Report latest revised budget to EAA CC and president	
January 20X-2	Agree on Congress logo	
February 20X-2	Prepare sponsorship invitation	
April 20X-2	Distribute 1 st Announcement (at EAA congress X-2, if applicable)	
August 20X-2	Report latest revised budget to EAA CC and president	
During year 20X-1	Written agreement with sponsors	
During year 20X-1	Conference Committee Chair visits the congress venue	
January 20X-1	Invite main speakers for the opening session	
January 20X-1	Agree on main social events (Early Bird, Welcome, Farewell Party)	
January 20X-1	Report latest revised budget to EAA CC and president	
February 20X-1	Start to prepare general information for congress website	
February 20X-1	Start preparations of text for 2 nd Announcement	
April-May 20X-1	Distribute 2 nd Announcement (EAA congress X-1)	
Around 20X-1 congress	Construct website	
Around 20X-1 congress	Agree on deadline for papers	
June 20X-1	Decide on economic policies towards all invited speakers	
June 20X-1	Draft Invitation to Exhibition	
August 20X-1	Agree on revised budget	
August 20X-1	Report latest revised budget to EAA CC and president	
August 20X-1	Registration and call for paper on-line on web-site with EIASM	
August 20X-1	Agree on congress material (bags, gifts etc)	
October 20X-1	Hosting of the Congress preparatory meeting	
November 20X-1	Decide catering solutions (lunches, coffee breaks and social events)	
January 20XX	Decision on main sessions and symposia	
January 20XX	Report latest revised budget to EAA CC and president	
January 20XX	Agree on format of congress material (printed & pdf)	
March 20XX	Inform cater on approx. number of delegates based on Early Reg.	
March 20XX	Construct congress programme	
April 20XX	Text for Final Programme	
April 20XX	Populate Congress App with information	
May 20XX	Preparing of Final/abstract booklet (pdf)	
May 20XX	Inform caterer about final number of delegates	

Part I – Paper Submission Handling

General Services Provided

EIASM will perform the following for the fee outlined in the *Cost* section (see below):

	Create time line for all critical tasks. Ensure all milestones and deadlines for submission, review, final decision and information for proceedings generation are met.
	Set up server, website and software for submission and review software.
	Provide link from the congress website to the submission/review web server.
	Design & tailor web forms for submission and review process.
	Customize author informational web pages, provide templates and author help pages.
	Set up and customise automatic informational email messages.
	Set up and maintain database and back-end programmes for the entire web-based process.
	Administer web-based submission and review process including distribution, access privileges, security and custom reporting to SSC Chair and SSC Members.
	Send out manual email prompts as necessary to SSC Chair, SSC Members and reviewers to ensure that deadlines are met and process does not stall.
	Provide support for those authors having difficulty submitting via the internet.
	Proof all submitted manuscript files for file integrity and adherence to required formats.
	Contact authors of bad file submissions and have them resubmit readable files.
	Field ALL author email inquiries and respond as necessary or escalate.
	Notify authors of acceptance or rejection via email.
	Provide electronic files of accepted papers to the Congress Chair in a timely manner to enable him to prepare the proceedings.

Specific Functions Provided

SYSTEM SET-UP & ADMINISTRATION

1. The SSC Chair selects SSC Members and reviewers. Each SSC Member is responsible for organizing reviews in their respective categories. These names and email addresses are provided to the congress administrator. Login/password and security access assignments are provided to each member.
2. Set-up categories as part of submission page. All papers submitted to a particular category will automatically be assigned to the appropriate SSC Member.
3. Issue email message to the SSC Chair, the SSC Members and team members (if any) informing them of procedures for the review/decision process of this congress and provide instructions on usage of web-based system.

SUBMISSION

1. On-line paper submission in PDF (Adobe portable document format). Authors guidelines are available on-line to ensure papers are properly formatted to meet guidelines. Each submission is automatically acknowledged by email confirmation to the author.
2. Complete contact information for corresponding author is saved to a database, as well as paper title, abstract, keywords, all co-authors and their affiliations.
3. As part of submission process, the author is required to indicate a category to which they are submitting their paper.
4. Submission statistics are available via password protected web interface to authorized SSC Chair and SSC Members.
5. All submitted paper files are checked for integrity and formatting before the review process begins.
6. Continuous housekeeping of data is performed to remove duplicate and spurious submission.
7. Authors of incomplete submissions are pursued to rectify or withdraw their problem submission. Papers not meeting the standards of the guidelines or containing authors /co-authors information will be deleted from the system. Authors will be notified and asked to resubmit. It will be their responsibility to resubmit.

REVIEW ALLOCATION

1. Congress administrator provides SSC Chair and SSC Members an excel sheet list of papers submitted in the respective categories for allocation of reviewers to each paper.
2. SSC Members provide the excel sheet list with the allocated reviewers per paper in each category to the congress administrator.

3. The congress administrator provides clear guidelines to reviewers. Guidelines include the relevant information to access the on-line system of the review process.
4. Automatically generated periodic reminders to reviewers who have not submitted reviews will be issued by the congress administrator.
5. SSC Members can see all assigned reviewers in their respective categories with a color coding system to easily identify the status of the review.
6. Reviewers can see all the assigned reviewers with a color coding system to easily identify the status of the review.
7. The SSC Chair can see all assigned reviewers with a color coding system to easily identify the status of the review.

REVIEW PROCESS

1. All reviews are submitted on-line via a standard web interface.
2. Reviewers can see all their assigned reviews with one summary screen. From this screen they can download relevant PDF files and enter their review on a pre-configured review form.
3. The review form is customized to meet the requirements of the SSC Members and SSC Chair. The review form includes a multiple choice ranking system and the ability for the reviewer to enter freeform comments to both the author and the SSC Members.
4. Automatically generated periodic reminders by the congress administrator to reviewers who have not submitted reviews.

DECISION PROCESS

1. Once the review process has closed, SSC Members will be prompted to begin entering acceptance decisions.
2. A colour coded summary screen is provided showing the decision status of each paper assigned to the SSC Member.
3. SSC Chair can see all decisions via the web interface.
4. Reminders by the congress administrator to SSC Members who have not submitted their decision.

FINAL SUBMISSION & NOTIFICATION

1. Submission website is reopened for final submission on the dates determined by the Scientific Chair, when relevant.
2. Decision notification is sent to all authors via the web interface. All accepted authors are requested to submit final copy of their paper via web-submission by the required deadline, when relevant. Authors are also notified about congress registration.

3. Once final submission deadline has passed, the submission site is shut-down and all PDF files are checked for integrity and formatting.
4. Notification of acceptance/rejection will be communicated via the web based interface as of a specific date as defined by the SSC Chair. Notification can be customized.
5. Authors will be able to read their reviews in the notification email (when relevant).
6. Congress administrator makes a final check on all data to ensure all requirements are met.
7. When all accepted papers have met quality requirements, the database and files are ready to be released to the congress for the production of congress proceedings and /or publication of CD-ROM.

SESSION SCHEDULE CREATION

1. After the SSC Members have rendered final decisions on all papers, SSC Members with SSC Chair will proceed to a session and programme creation of all accepted papers. The SSC Members will also indicate order of presentation for all the papers within a particular group. A session chair will also be assigned. This task is the responsibility of the SSC Chair and SSC Members.
2. Congress administrator can assist SSC Chair in session and programme creation by providing authors registration information. This will enable SSC Chair to complete this task in a more precise manner.

SYSTEM REPORTING

The following reporting is available to the SSC Chair:

1. Submission statistics (total papers submitted into each category)
2. Review statistics (total reviews received along with various analysis)
3. Decision statistics (total decisions received)
4. Reviewer list (complete list of all reviewers)
5. Paper search by author name, paper, category (available on-line)

These status reports are updated in real time as the information is constantly changing.

ADDITIONAL ADMINISTRATION

1. SSC Chair with congress administrator construct project timeline and ensure all milestones and deadlines are met in order to guarantee a successful congress.
2. Assist in removing assigned reviewers who have declined to perform a review.

3. Send out manual email prompts as necessary to SSC Members, Reviewers to ensure the entire process does not stall and deadlines are met.
4. Broadcast reminders to delinquent reviewers to complete their reviews.
5. Assist with posting of session schedule to web.
6. Respond to all email questions and requests from authors and SSC Member/reviewers within 24 hours or escalate as necessary.
7. Issue decision notification to all authors via web-based interface. Email notification will include reviewer comments.
8. SSC Chair provides mailed or faxed invitation letters to authors.

COST

The above services will be provided at a cost of €25 (*) per submitted paper.

Payment would be done as follows:

- Transfer of lump sums upon request before the congress and transfer of the final remaining amount – EAA’s membership fees and EIASM’s quota deducted - after the congress;
- Payment of invoices upon request and transfer of the final remaining amount – EAA’s membership fees and EIASM’s quota deducted - after the congress.

Expenses for travel for EIASM staff responsible for on-site registration and problem solving are not included and will be billed separately.

EIASM will ALWAYS inform the LOC of any extra charges beforehand and request approval.

(*) current applicable fee (2019) – may be subject to changes in the future

What is not included in this proposal:

1. Setup, programming and maintenance of your congress informational website.
2. Congress registration process.
3. Author visa assistance.

Part II – Setup, programming and maintenance of your congress website

This service includes:

- Site setup and configuration
 - register the URL www.eaaXXXX.com
 - configure the website on the EIASM web-server
 - send web-statistics to the LOC webmaster on a weekly base until 3 months after the congress
 - daily backup service
 - host the website (incl. 200 Mb web space, 10 GIG/month transfer volume)
- Site design and navigation setup
 - professional design and attractive look
 - dynamic and user friendly site menu and sitemap
 - general search site functionality included on every page
- Site content management

A web-based CMS (Content Management System) allows the internal webmaster to edit the content of the website. The CMS allows to:

 - edit the menu structure by adding/removing pages
 - edit the texts on all pages
 - put pages on- or offline
 - change the order of pages to appear in the menu
 - upload images and/or files to be included on the website
 - put specific information behind passwords

Initial set up and development cost (if necessary): €2,000 * (VAT excl.)

Website revamping: €175 * per conference (VAT excl.)

Fixed cost for registering URL (€50/year*, VAT excl.) + hosting of website (€250/year*, VAT excluded)

(*) current applicable cost (2019) – may be subject to changes in the future

Part III – Congress registration process

The congress registration pages will be developed in relation with the existing EIASM and EAA membership database. Existing members will be able to use their current login (email) and password. They will actually reuse their already existing profile to register for the upcoming EAA Annual Congress. New members will get a new password when they login for the first time.

This service includes:

- set up of a registration system (including secure on-line booking)
- handling of the registrations
- handling of congress fees including membership fees for the following year paid either via bank transfer or credit card (secure online payment)
- secretariat (confirmations, cancellations, questions from delegates, lists of delegates...)

EIASM administration fee: €10 VAT excl. per registered delegate (*)
(this fee does not include the payment transaction costs)

(*) current applicable fee (2019) – may be subject to changes in the future