# EAA Annual Congress Guidelines (Nov 2025-1.13) – October 2026; v.1.14

## 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 and economically important activity of the EAA and as such, it underpins the whole portfolio of activities of the EAA and facilitates 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 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.

As a collective, the LOC should have sufficient demonstrated senior academic leadership capacity to satisfy the Congress Committee and Management Committee that they are capable of successfully delivering a large and complex congress. Attendance at previous EAA congresses is strongly encouraged before submitting an application to host an annual congress. These requirements apply particularly to the prospective Chair (or Co-Chairs) of the congress, who will be making impactful decisions and delegating responsibility to other LOC members.

The LOC consists of at least a Chair, a Secretary General and a Treasurer. In putting together the LOC we encourage the Chair/Co-chairs to strive for a diverse and inclusive composition when possible, with opportunities for junior members to learn from more senior members.

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, a Publisher Exhibition, and various activities organized by stakeholders of the EAA. Details on these activities are also provided below.

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

- Formal arrangements;
- Preparation schedule;
- Format and content;
- Registration;
- Financials;
- 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, preferably the prospective Chair (or Co-Chairs), should then present a formal proposal in writing to the chair of the EAA Congress Committee, which includes information about the hosting institute, the members of the LOC and their experience, expertise and seniority, the proposed venue, transport (rail and 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 Congress 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

The formal proposal from a local LOC will be presented and discussed at the next Management Committee Meeting of the EAA. The EAA Management Committee will make its judgment based on the full profile of the proposed LOC and all other information of the proposal. In principle, this decision is final. However, the EAA Management Committee is open to receiving proposals from previously rejected hosts after a cooling off period of three years. After approval of the proposal by the EAA Management Committee, 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 congress guidelines typically forms an addendum to this formal contract.

If the LOC plans to use a PCO for certain tasks related to the congress, it is the LOC that retains final responsibility for respecting the congress guidelines. A separate contract with the PCO may be drafted, including related PCO fees, and may be signed directly by EAA or the local institution organizing the congress. Diligence should be exercised by the LOC in selecting a PCO that has enough understanding and capacity to assist in organizing the congress for a good delegate experience at a reasonable cost.

## 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 Congress Committee, Management Committee, and any other relevant committees 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, the EAA Congress Committee Chair and EAA Executive Officer also visit the future host and the congress venues before the congress preparatory meeting is held there (see section 4.1. below). After this preparatory meeting, and up to the congress the year after, the LOC is expected to regularly update the Congress Committee and other relevant committees, increasing the frequency of updates as the congress approaches.

## 3.4 Post congress arrangements: financials/operational reports

Past congress hosts should share their good and bad experiences in writing and orally at various events with future congress organisers and the members of the Congress Committee of the EAA. For the benefit of future congresses, the EAA will keep the past congress program information on the EAA website. The LOC prepares a final financial report 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. The EAA Management Committee may require an independent auditor report on the congress result,

in particular for the local transactions. At a minimum, these local transactions must be checked by the EAA treasurer. 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 during the two years preceding the congress. Using the Annual Congress scheduled for 20X5 in a host city and Fall 20X1 as the base point in time, further liaison between the prospective organizers and the EAA is foreseen in accordance with the following schedule:

| **Time**<br>**Meeting**<br>**Venue** | **Activity** |
|---|---|
| Year <1 – prior to Fall 20X2 | Proposal to host annual congress including a preliminary budget. |
| Spring 20x2<br>EAA MC meeting<br>Location of host of Annual Congress 20X2 | Formal approval of proposal to host by Management Committee (MC).<br>(Note: Chair of LOC does not attend this meeting) |
| Fall 20X2<br>Congress Preparatory meeting<br>Location of host of Annual Congress 20X3 | LOC 20X5 chairperson Congress attends preparatory meeting and provides general introduction, including preliminary budget. |
| Spring 20X3<br>EAA MC meeting<br>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 Congress Committee (CC) including details on:<br>• Composition of the organizing committee;<br>• Potential engagement of Professional Conference Organizer (PCO)<br>• The congress dates;<br>• Dates of paper submission and review procedure (to contact the Standing Scientific Committee for this issue)<br>• General outline of the programme, venue and facilities (including hotel accommodation).<br>This plan is discussed and needs to be approved by the EAA MC. |

| | |
|---|---|
| Fall 20X3<br>EAA MC meeting<br>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<br>Congress Preparatory meeting<br>Location of host of Annual Congress 20X4 | Two members from LOC 20X5 attend preparatory meeting. The budget, inclusive of any updates, is again presented at this meeting. Overall experiences are shared. |
| Early Spring 20X4 (usually January)<br>Congress Pre visit<br>Location of host of Annual Congress 20X5 | Site visit to location of 20X5 congress by EAA CC Chair and Executive Officer. Prior to visit, LOC sends any congress updates (including but not limited to an updated budget, plans etc.) to CC chair. Visits to potential congress and social event locations for immediate feedback. |
| Early Spring 20X4<br>EAA MC meeting<br>Brussels or online | LOC 20X5 chairperson is member of EAA MC and attends meeting. Chairperson reports on the progress of congress preparations, including budget updates. |
| Spring 20X4<br>EAA MC meeting<br>Location of host of Annual Congress 20X4 | LOC 20X5 chairperson is member of EAA MC and attends meeting. Chairperson reports on the progress of congress preparations, including budget updates. |
| Fall 20X4<br>EAA MC meeting<br>Brussels | LOC chairperson is member of EAA MC and attends meeting. One month before this meeting, the LOC 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 is discussed. |
| Fall 20X4<br>Congress Preparatory meeting<br>Location of host of Annual Congress 20X5. | Complete LOC 20X5 attend meeting organized 'at home' by the LOC 20X5, ideally including representative of PCO, when engaged. LOC 20X5 chairperson reports on the progress with regard to the congress, including the budget, and organizes a tour of the facilities. |
| 20X5<br>Annual Congress between March 1st and May 31st | |
| Fall 20X5<br>Congress Preparatory meeting<br>Location of host of Annual Congress 20X6. | Two 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. |
| Fall 20X5<br>EAA MC meeting<br>Brussels | LOC 20X5 chairperson attends meeting to report financial results of the congress, and discuss lessons learnt. One month before this meeting, the LOC submits the financial results to MC. |

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 Officer and the EAA Congress Committee. Each LOC covers the following local costs of the preparatory meeting it hosts: the usual facilities and catering, the maximum of two hotel nights, two lunches, and one evening dinner for the attendees. Other travel costs are covered by the attendees themselves and are reimbursed by EAA. These costs should be budgeted within their own congress budget (or other applicable EAA budgets). The preparatory meetings are, in principle, attended by at least the following people:

- The LOC of the EAA Annual Congress of the following year (local organizers of the upcoming congress);
- Two members of the LOC of the EAA Annual Congress held in Spring of the current year (the most recently held congress), usually the Chair/Co-chair and the Treasurer;
- Two members of the LOC of the EAA Annual Congress of the following year plus one, usually the Chair and the Treasurer;
- One member of the LOC of the EAA Annual Congress of the following year plus two, usually the Chair,
- The EAA Congress Committee Chair and Members;
- The EAA Treasurer;
- The EAA President (and/or Past President; and/or President-Elect);
- The EAA Executive Officer;
- The EAA Administrative Assistant.

Other participants may be invited to attend these meetings, either online or in-person, depending on the agenda of the meeting.

## 4.2 Time of the year

The congress should take place each year in the period between 1st March and 31st May, during weekdays, and normally 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 (Catholic and Orthodox), nor with other relevant congresses 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 Congress Committee and the EAA Executive Officer prior to its formal use in any congress publicity.

A congress ‘flyer’, which includes the logo(s) may be 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 lasts for two and a half days, and commences after noon on the first day (usually a Wednesday). The core of the congress consists of the scientific programme, which includes various types of sessions as detailed in section 9. The annual congress typically starts with a plenary session, during which the congress is officially opened. Furthermore, a PhD forum aimed at early career scholars is usually organized on the first day before the official opening of the congress. The EAA General Assembly takes place on the last day of the congress, and is generally scheduled in the morning of said day, immediately prior to the final parallel sessions of the congress, to enable maximum attendance by the members of the EAA. The congress also includes a number of social events. At the discretion of the LOC, a get-together can take place on the evening before the official start of the congress ("early bird reception"). Other social events generally include a welcome reception on the evening of the first congress day, and a farewell party on the evening of the last congress day (see section 5.6 Social Programme).

## 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, the PhD Forum and official EAA meetings (see sections 9 and 10 of these guidelines for more details). Outside each room, information about the sessions for that day should be posted. The delegates should have free wifi access throughout the congress location facilities. The LOC should ensure that local fire, insurance and safety regulations are followed for all venues of the congress.

## 5.3 Transportation

By default, no transportation has to be provided by the LOC for delegates during the congress. However, 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. Public transportation or walking should also be the default option for reaching social events sites, unless impracticable.

## 5.4 Exhibitors

The EAA encourages exhibitors to display recent titles and/or products and/or services of interest to participants at the congress, and to attend to discuss member needs. Primary point of contact for exhibitors is the (chair of the) EAA External Relations Committee. The local congress host contacts the exhibitors after liaising with the (chair of 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 (see section 5.6 Social programme below). Hosts should ensure that exhibitors get the most from their

investment by facilitating positioning where there is likely to be a good opportunity for through traffic. In addition, exhibitors may be provided with a dedicated room to meet with interested delegates during specific timeslots, necessitating allocation of a room to such activities for the duration of the congress and agreement on a schedule of such meetings with signed exhibitors, coordinated by the LOC.

## 5.5 Catering

The congress includes 2 lunches and 5 coffee breaks for congress delegates during the congress, provided in a way that allows delegates to enjoy these 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 Social programme

Typical elements of the social programme include:

- Early bird reception on the evening before the first congress day (discretionary)
- Welcome reception on the first evening of the congress (mandatory)
- Farewell party on the last evening of the congress (mandatory)
- Social activities for accompanying persons (discretionary and at the expense of the accompanying person)

If the LOC wants to deviate from the above schedule of social events, it is necessary that they discuss this with the Congress Committee and ask for approval from the Management Committee. The LOC should also provide delegates with adequate prior warning of any unusual circumstances concerning the social programme and catering. This includes information about events that are organized outdoors or in unusual settings and/or with no or limited access for delegates with disabilities. Where possible, reasonable access for delegates with disabilities should be provided for. 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 center 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. As a courtesy, LOC may provide suggestions for specific leisure activities for these delegates and accompanying persons, at their own expense, particularly for Thursday evening, in a manner that does not collide with the congress programme.

# 6 Congress website and congress app

## 6.1 Website

The importance of a clear and well-functioning website cannot be overestimated. The website is created and updated by the EAA Executive Officer on the basis of information received from the LOC, and 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 and the EAA congress 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 online Scientific Programme, with downloadable versions of scheduled papers, and a pdf-version of the congress programme book. Besides the Scientific programme, this book contains information on the composition of the EAA committees, a historical list of EAA Presidents, a historical list of Congress Chairs, and information on congress sponsors and exhibitors.

The LOC should strive for the website to be in line with EAA congress websites for 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 containing the Scientific programme and other congress-related information. This (web) app is supplied by the same provider that provides the manuscript submission and review system. The liaison with the software provider is managed by the EAA Congress Committee together with the EAA Executive Officer, while the EAA Executive Officer, on behalf of the EAA President, will sign the contract with the provider. The cost of the app is included in the overhead cost item in the Congress budget.

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

# 7 Congress registration

Congress registrations are processed via the dedicated and centralised EAA registration system. Delegates can register through the congress website (see above).
At the congress, the reception desk should be open well before the formal academic activities begin and should stay open for the duration of the entire congress. At the desk, participants receive their nametags, bags (when provided), a brief, printed overview of the congress programme (“programme at a glance”) (when provided), lunch and social event tickets

(where appropriate), leaflets with local information (when provided), free public transport tickets (when provided) and any gifts (when provided). Staff at the 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.
Registration staff should also be able to provide assistance regarding the location of any emergency contacts should congress delegates require such assistance.

# 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 years' fees. At the latest for the Fall Management Committee meeting preceding the congress, the LOC submits a congress fee proposal for approval by the EAA Management Committee. The fee should be determined such that the annual congress is marginally profitable, and allows a margin for budgetary uncertainties. To keep fees as low as possible, the LOC should try to mobilize local sponsors, avoid the allocation of indirect and fixed costs of the hosting LOC and its institutions to the congress budget and avoid paying any travel or accommodation costs to invited speakers as much as possible.

Waiving the fee of invited speakers, LOC members, and other guests is at the discretion of the LOC. However, this practice should be kept to a strict minimum and the waivers should be adequately covered by the LOC budget. A maximum of 5 fee waivers can be awarded to LOC members when a professional congress organizer is involved in the organization of the congress, and a maximum of 10 fee waivers can be awarded to LOC members when no professional congress organizer is involved in the organization of the congress.

For symposia the LOC may decide to provide free attendance to an invited speaker from business, policy settings, or other spheres of practice, should the person only come to the congress to speak at a symposium. However, academic symposia speakers are expected to pay the congress fee.

There should be a number of different congress fee rates:
- A fee for early registration and payment (until about 3 months before the congress);
- A fee for late registration and payment;
- A fee for accompanying persons for services rendered to accompanying persons;

Note that, in principle, a fee waiver is only provided to the EAA Executive Officer and the EAA Administrative Assistant.

## 8.2 Congress budget

The EAA Congress Committee provides a budget framework to the LOC based on previous EAA congresses. In their budget, the LOC is free to use a level of specificity that exceeds that of the budget framework provided. However, the LOC budget should always be presented

with and without VAT, and with and without subsidies provided by EAA (e.g., Doctoral Colloquium costs, sponsorship of PhD students, and other fee waivers).

The LOC is required to prepare budgets in advance of the congress, with increasing levels of detail as the congress dates draw nearer. 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 before the congress), 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 Management Committee members.

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

The LOC should include reference to any contingent assets and contingent liabilities when the budget is presented to the EAA Management Committee (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 (international) stakeholders, such as professional bodies and exhibitors, which have regularly sponsored, or otherwise participated 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 LOC by the EAA Executive Officer 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-exempt, nine months prior to the congress (i.e. in the Fall 20X4), the LOC will provide to EAA, 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. EAA will collect the fees and pay the bills regarding the congress 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 congress participants, neither with person insurance, nor liability insurance.

## 8.7 Financial report

The LOC submits a final financial report of the congress that provides sufficient information on the revenues and expenses related to the organization of the congress to the Congress and Management Committees of the EAA to assess the financial result of the congress. The structure of the financial report should be in line with that of the congress budgets, and the draft financial report should be delivered to the EAA Congress 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. The final financial report should be checked and approved by the EAA treasurer. The EAA MC may require an independent auditor report on the congress result.

# 9 The scientific programme

## 9.1 Paper selection by Standing Scientific Committee

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 with regard to the remainder of the scientific programme.

The Standing Scientific Committee consists of eleven members with overlapping three-year terms, and a chair. For each congress, the Standing Scientific Committee co-opts a number of Scientific Committee members based on the number of paper submissions. The Scientific Committee members are selected and approved by the Standing Scientific Committee. To be selected and approved, all Scientific Committee members need to have published in international academic journals of good standing. Further, Scientific Committee membership should reflect geographic diversity, in addition to diversity in paradigmatic/research approaches in accounting research, gender, research experience, and of the main disciplines of accounting. The members of the Standing Scientific Committee are appointed by the EAA Management Committee.

## 9.2 Types of sessions: Parallel sessions with/without discussants

The congress programme can contain the following types of sessions: plenary session(s), symposia, parallel sessions with discussants, and parallel sessions (without discussants). In the latter two types of sessions, papers submitted to the congress and selected by the Standing Scientific Committee are presented by EAA congress delegates. Both parallel sessions with discussants and parallel sessions are for fully developed papers. When deemed suitable by the Standing Scientific Committee, a subset of papers that are accepted for parallel sessions are selected for parallel sessions with discussants.

## 9.3 Symposia

The scientific programme 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 timeslot in the programme. This means that the congress usually includes a total of nine symposia. 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 discipline and attract a large 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 programme, and should meet academic criteria;
- Symposia topics and speakers should be diverse and cover various aspects of accounting, thus forming an overall balanced programme so that different interests of attendants are honoured;
- A number of symposia are reserved. These include symposia for the European Accounting Review (EAR), Accounting in Europe (AinE), the Editors' Panel, and the LOC (if they so wish).[1]

Given that the symposia are relevant for EAA's key external stakeholders and for the Association's relationships with accounting practice and the accounting 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 the EAA Management Committee and the Symposia Committee. The Symposia Committee is composed of one EAA Management Committee member, one LOC member, the Standing Scientific Committee 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 Management Committee member.

The Symposia Committee will solicit proposals at the latest six months before the congress and will get in touch with some key stakeholders, including the Editors of EAR and AinE, key non-academic counterparts who have at times sponsored the EAA (e.g., professional bodies, accountancy firms), and the chairs of the various EAA committees. An invitation to submit symposia proposals will be shown permanently on the EAA website.

The proposals for symposia should include a proposed title (topic), 200-word abstract discussing and motivating the topic, potential chair (if already known), 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 at the first Management Committee meeting of the year of the congress, typically the second half of February. This would allow those responsible for individual symposia sufficient time to refine the content and confirm speakers before the publication of the congress programme. The Management Committee may decide to leave a few symposia open until a later date, should there be some pending opportunities that would affect decisions.

[1] Presently, under an agreement with the EAA, EFRAG also holds a designated slot.

## 9.4 Organization of the scientific programme

In cooperation with the Standing Scientific Committee, the LOC handles the administrative aspects of the organisation of the scientific programme. The paper submission and review process for the congress is handled by the EAA Executive Officer via a dedicated manuscript submission and review system (see Appendix to the EAA-LOC contract which is included in Appendix B).

As part of the organization of the scientific programme, the EAA Executive Officer informs authors about the outcomes of the paper review process.

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

The Standing Scientific Committee selects the discussants for papers included in the parallel sessions with discussants. The LOC is responsible for informing the selected discussants. The LOC is also responsible for allocating session chairs to every parallel session with discussants, and parallel session (without discussants), and for informing the session chairs about their role in the programme.

The LOC will also inform presenters in advance of the presentation facilities available at the congress location (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. EAA is also responsible for the organisation of the doctoral colloquium and the communication of information to students and faculty. The LOC will be asked to help in sourcing a suitable venue, accommodation and transport. Detailed information as to what the EAA requires in this regard is provided to the LOC by the EAA Executive Officer.

## 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 takes place immediately before the opening session of the congress. The forum provides opportunities for PhD students to network and gain insight into academic accounting research and its environment from the speakers. The forum may also provide information on how to establish

contacts for entering the job market. The forum is open to PhD students from all disciplines related to the EAA. Attendance is limited to registered PhD students. The total number of participants is limited (currently to 200 PhD students) to encourage active participation and exchanges during the forum sessions. The EAA is responsible for the organisation of the forum and the communication of information to students with the help of the EAA Executive Officer. The selection of and communication with the faculty is done by the forum co-chairs. The LOC will be asked to help in sourcing a suitable meeting room and providing catering. Detailed information as to what the EAA requires in this regard is provided to the LOC by the EAA Executive Officer.

## 10.3 EAA meetings

The EAA is responsible for organizing all meetings which involve the Association during the congress. These include meetings of the Management Committee, Publications Committee, Standing Scientific Committee, Board, Accounting Resources Centre, Financial Reporting Standards Committee, Stakeholder Reporting Committee, Public Sector Accounting Committee, Auditing, Assurance and Ethics Standards Committee, Virtual Activities Committee, Education Committee, Diversity, Equity & Inclusion Committee, External Relations Committee, and the Congress Committee. Additional events include the General Assembly, EAA Stakeholder Lunch, European Accounting Review (EAR) Associate Editors' lunch, EAR reception, and the Accounting in Europe (AinE) Editorial Board Lunch. The LOC will be asked to reserve rooms at or close to the congress venue. Not all committees may require a physical meeting at the congress. Meeting rooms should be provided to EAA by the LOC at no cost. Costs of minimum catering services are generally covered by the EAA; to the extent possible these should be covered by regular catering arrangements made for the congress (see section 5.5 of these guidelines). The cost of the traditional EAR Reception is covered by the Publisher. The EAA Executive Officer is the contact person for all these meetings and will provide an overview to the LOC including room and catering requirements.

Requests to support other network meetings are dealt with directly by, and support is at the discretion of, the LOC. No cost should be borne by LOC or EAA for arranging such external meetings.

Appendix A – Sample overview of elements of formal proposal

Letters of invitation, including support of home institution

1. Why University of X
   - Rationale
   - About the city
   - Experienced congress city

2. Congress Partners
   - The Local Organisers (at least the Chair or Co-chairs if applicable)
   - The Professional Congress Organiser Agency X
   - X Exhibition & Congress Centre

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

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

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

6. Preliminary Budget

Appendix B – Sample contract between EAA and Host/LOC

# 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 47, Rue Cantersteen, 1000 Brussels

**AND**

**THE LOCAL CONGRESS ORGANISER** (herein after referred to as **LOC**)[2]

| | | |
|---|---|---|
| **NAME:** | | |
| **POSITION:** | **PRESIDENT** | |
| **ON BEHALF OF:** | **EUROPEAN ACCOUNTING ASSOCIATION (herein after referred to as EAA)** | **LOC**<br>**[LEGAL ENTITY ORGANISING THE CONGRESS]** |

[2] 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 Congress Guidelines appended to this agreement (Appendix A), unless agreed otherwise, in writing, with the EAA Chair of the Congress 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 congress will be held at [Name University/School] in [Name city] in the Spring of [Year].

## 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 (MC) at least 3 years before the event is due to take place. A formal approval by the MC is required at the latest 3 years before the congress. This proposal will include details of congress dates, venues, facilities and budget. The budget will take into account the costs for the following services subcontracted and followed up by EAA: 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 Congress 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 symposia and other special sessions. The paper submission and review handling of the congress via a dedicated manuscript submission and review system will be organised by the EAA Executive Officer. The EAA will communicate to the LOC the details of the organisation and person(s) taking care of it. The organisation of the scientific programme includes informing authors about the decision of the review process. The Congress Guidelines provide a detailed description of the organisation of the scientific programme, including the collaboration between the LOC and EAA, as well as the roles and responsibilities of both parties.

2.6 Prepare and agree a draft programme for the congress and social sessions, with the EAA Chair of the Congress 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, schedules, event tickets, venue plans and other material as appropriate. These should be made available through the congress website and the congress app, as well as in paper copies as appropriate, as discussed in the Congress Guidelines.

2.8 Communicate regularly, with the EAA Chair of the Congress 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 Officer.

2.12 Pursue local sponsorship opportunities with publishers, exhibitors, industry and other bodies, which will serve to keep congress costs to delegates to a minimum in collaboration with the EAA External Relations Committee. Liaise between the sponsoring bodies or persons, the EAA External Relations Committee, and the EAA Executive Officer where required. Care should be exercised in selecting local partners that do not impair the good reputation of the EAA.

2.13 It is expected that the LOC acts in a diligent way within the terms established in the budget, in order to avoid having a financial deficit on the congress.
The LOC is expected to collaborate with the EAA to prepare the financial report of the congress.

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 congress 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, in collaboration with the LOC as discussed in article 2.11.

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. Associated tasks are outlined in Appendix B.

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 as discussed in the Congress Guidelines.

## 4. Taxes and insurance

4.1 The LOC shall assure EAA that all local tax obligations 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 (where needed).

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. Depending on the local circumstances, for VAT purposes the LOC may have to locally reissue the invoices for registration fees.

4.5 The EAA will collect the fees and pay the bills regarding the congress 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 organisation has sufficient liability insurance. The LOC will not insure the congress participants, neither with person insurance nor liability insurance. In case of any discrepancies between the terms of the Congress 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, epidemics/pandemics, 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 (https://eaa-online.org/eaa-privacy-statement/) 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. Congress registration

9.1 The congress registration pages will be developed in relation with the existing EAA membership database.

9.2 The 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 via credit card (secure online payment)
- secretariat (confirmations, cancellations, questions from delegates, lists of delegates…)

9.3 EAA charges the LOC a fixed administration fee of €XXXX (excl. VAT) for this service. This fee does not include the payment transaction costs.

## 10. Miscellaneous

10.1 This Agreement and any appendices 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.

10.2 This Agreement may not be modified except by a written instrument duly signed by authorised representatives of both Parties.

10.3 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.

10.4 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.

10.5 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: [Name] | By: [Name] |
| Title: **EAA President** | Title: |
| Date: | Date: |
| Signature: | Signature: |

APPENDICES:

A. EAA Congress Guidelines
B. Paper submission and review handling tasks for the congress performed by the EAA Executive Officer

**Appendix A.** EAA Congress Guidelines

Congress guidelines on EAA website

**Appendix B.** Paper submission and review handling tasks for the congress performed by the EAA Executive Officer

EAA Executive Officer will perform the following:

| | |
|---|---|
| | Create a timeline 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 for 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 |
| | Setup, programming, and maintenance of your congress informational website. |
| | Congress registration process |

**Specific tasks performed by the EAA Executive Officer**

**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 EAA Executive Officer. 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 the dedicated manuscript submission and review 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. All submitted paper files are checked for integrity and formatting before the review process begins.
5. Continuous housekeeping of data is performed to remove duplicate and spurious submission.
6. 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. EAA Executive Officer provides SSC Chair and SSC Members with 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 EAA Executive Officer.
3. The EAA Executive Officer 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 EAA Executive Officer.

**REVIEW PROCESS**

1. All reviews are submitted online via the dedicated manuscript submission and review system.
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 customised 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 free form comments to both the author and the SSC Members.
4. Automatically generated periodic reminders by the EAA Executive Officer 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. Reminders by the EAA Executive Officer to SSC Members who have not submitted their decision.
3. Notification of acceptance/rejection will be communicated via the dedicated manuscript submission and review system as of a specific date as defined by the SSC Chair. Notifications can be customised.

**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 dedicated manuscript submission and review system. All accepted authors are requested to submit final copy of their paper via the same system 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. Authors will be able to read their reviews in the notification email (when relevant).
5. EAA Executive Officer makes a final check on all data to ensure all requirements are met.
6. When all accepted papers have met quality requirements, the database and files are ready to be released to the congress website.

**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. For sessions with a discussant, SSC Members will assign a discussant to each paper. A session chair will be assigned by the LOC.

2. EAA Executive Officer 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 EAA Executive Officer 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 the dedicated manuscript submission and review system. Email notification will include reviewer comments.

**COST**

The above services are provided by the EAA Executive Officer to the LOC and are included in the congress budget as part of an overhead cost item.

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 congresses | |
| 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 if requested | |
| right before EAA approval | First rough budget draft based on 1,000 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 EAA president | |
| January 20X-2 | Agree on Congress logo | |
| February 20X-2 | Prepare sponsorship invitation to local stakeholders | |
| April 20X-2 | Distribute 1st Announcement (at EAA congress X-2, if applicable) | |
| August 20X-2 | Report latest revised budget to EAA CC and EAA president | |
| During year 20X-1 | Written agreement with sponsors | |
| During year 20X-1 | CC Chair and Executive Officer visit 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 EAA president | |
| February 20X-1 | Start to prepare general information for congress website | |
| February 20X-1 | Start preparations of text for 2nd Announcement | |
| April-May 20X-1 | Distribute 2nd Announcement (EAA congress X-1) | |
| Around 20X-1 congress | Provide information for congress website | |
| Around 20X-1 congress | Agree on deadline for paper submissions | |
| June 20X-1 | Decide on economic policies for all invited speakers | |
| June 20X-1 | Draft invitation to exhibition for local exhibitors | |
| August 20X-1 | Agree on revised budget | |
| August 20X-1 | Report latest revised budget to EAA CC and EAA president | |
| August 20X-1 | Registration and call for paper online on EAA website | |
| August 20X-1 | Agree on congress material (bags, gifts etc) | |
| October 20X-1 | Hosting of the Congress preparatory meeting | |
| November 20X-1 | Decide catering (lunches, coffee breaks and social events) | |
| January 20XX | Decision on main sessions and symposia in consultation with MC | |
| January 20XX | Report latest revised budget to EAA CC and EAA president | |
| March 20XX | Inform cater on approx. number of delegates based on Early Reg. | |
| March 20XX | Construct congress programme | |
| April 20XX | Final text for Programme Book | |
| April 20XX | Populate Congress App with information | |
| May 20XX | Prepare Programme Book (pdf) | |
| May 20XX | Inform caterer about final number of delegates | |