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**A letter from the President & General Secretary of EFS to the member associations and societies of EFS with regard to the organizational rules of future EFS congresses.**

January 20<sup>th</sup> 2008

❖ **Invitation to bid for the EFS congress in 2012**

- ❖ All the candidatures of member associations and societies are welcome providing they fulfil the requirements stated below.
- ❖ It is a condition that all documents arrive to the President and to the General Secretary by electronic mail in Word format before the 25<sup>th</sup> March 2008 where upon the documents will be available on the EFS website) for general inspection until the time of the Rome EFS meeting.
- ❖ Presentations & general documentation will be invited at the EC & GA of EFS at Rome.
- ❖ ***Rules for the organizers of an EFS Congress (2010 and beyond):***
  - The association or society that applies for organizing the next congress must be up to date with all subscriptions (including any arrears)
  - The presence of the President or an authorised representative of the executive council or board of the organizing society or association must attend and be present to answer any enquiries regarding the plan during the meeting of the Executive Committee (on 13<sup>th</sup> of April in Rome) and at the General Assembly on 15<sup>th</sup> of April 2008.
  - The guarantee of a permanent organising team of three people including a designated president. It is necessary that the person appointed for organizing the next EFS congress will still be in charge of the meeting in the year the tenure is awarded (with appropriate fail safe mechanisms in case of illness, etc) and that this person has the assurance and full support of their association, in order to avoid misunderstanding with any successor presidents of the host Association.
  - A city or town must be able to welcome between 600 and 1200 people with good international flight connections nearby.
  - A theme of the proposed congress should be proposed.
  - A scientific committee guarantor for ensuring good scientific quality is necessary.
  - Good working relationships with the appointed PCO is anticipated.
  - It is expected that the host association or society will fulfil schedule three of our existing contract with the PCO AIM (see below).

**Schedule 3 : The Hosts Obligations :**

**Promotion**

- The Host in collaboration with the PCO will:
  - Encourage the attendance of sexologists and related professionals at the Congress;
  - Promote the Congress within the Congress, in European countries and throughout the world;
  - Encourage local sexologists to submit presentations for inclusion in the scientific programme, attend the Congress and participate in all Congress events
  - Promote the Congress in accordance with an agenda to be agreed with the EFS and the PCO based around major events of sexuality and related matters around the world.

**Sponsorship**

- The Host will assist the PCO in seeking sponsorship and grants.
- Planning the congress
- The Host will nominate a candidate to serve as President of the Congress, to be approved by the Executive Committee of the EFS.
- The Chair of the Host will act as Honorary President of the Congress.

- The President of the Congress and the Honorary President of the Congress will set up an Organising Committee for the Congress to assist in the discharge of the Host's duties as specified in this agreement.
- The Host will be responsible for producing the Scientific Programme and the Social Programme.
- The Host will provide an appropriate number of workshops during the Congress.
- The Host will set up an office in \*\*\* that will be the site for management of all scientific related Congress-related activities.
- The Host will defer to the PCO to administer the accounting for the Congress for all Congress-related activities, including but not limited only to registration, speaker fees, exhibits, transportation, simultaneous translation, entertainment, meals etc.
- The Host will work closely with the President, Vice-President and Secretary General of the EFS to ensure that all aspects of the Congress are executed in accordance with this agreement and with mutual agreement.
- The Host will work closely with the PCO and will monitor the delivery of the PCO's obligations under this agreement and do everything within its power to ensure that all expectations and duties are discharged through mutual working relationships.
- No main decision may be taken without EFS official approval.

#### **Local Scientific Committee**

- The Host will set up a Local Scientific Committee composed of local sexologists.
- The Local Scientific Committee will work with the Scientific Programme Chair and the President of the Congress.
- The Local Scientific Committee will work closely with the Executive Committee of the EFS to ensure the highest quality scientific programme.
- The Local Scientific Committee, in consultation with the EFS Executive Committee, will decide the 20 guest speakers, the majority of whom will be drawn from the very best sexologists in Europe and the rest from the very best sexologists in the world.
- The Local Scientific Committee will decide upon the workshops and workshop leaders in consultation with the EFS Executive Committee.
- The Local Scientific Committee will submit the programme to the Executive Committee of the EFS for approval and will have a fixed agenda in place at least twelve months before the Congress.
- The Local Scientific Committee will produce the preliminary and final programmes for the Congress.
- The final programme must have a complete listing of the scientific programme, the social programme and the exhibits and their times and locations.

#### **EFS Meetings**

- The Host will work with the EFS President, Vice-President and Secretary General to set the times of the EFS meetings to be held during the Congress.
- The Host will ensure that no official meetings of the EFS will conflict with the scientific programme.
- There will be:
- The EFS Executive Committee meetings one day prior to the opening of the Congress; and
- The EFS General Assembly held on the third day of the Congress, from 4pm to 8pm, before the Gala dinner.

#### **Opening Ceremony**

- The Host will in conjunction with the PCO arrange the Opening Ceremony.
- The Opening Ceremony will contain a welcome by the President of the Congress, dignitaries and the President of the EFS.
- There will be appropriate seating on stage for all dignitaries of the Congress and the President, past President, Vice-President and Secretary General of the EFS.
- The Host will assist the PCO in providing the Welcome Reception following the Opening Ceremony.

#### **Presidential dinner**

- The Host will host a Presidential dinner for all EFS Executive Committee members (12) and partners and selected dignitaries.
- No charge will be made to the attendees
- The Host will prepare this with the PCO.

#### **Gala dinner**

- The Host will host a Gala dinner for all delegates who have opted to pay the additional fee.
- The Gala dinner will be complimentary to all members of the Executive Committee of the EFS and the Personal Assistants to the President and the General Secretary of the EFS.
- The PCO will be financially responsible for the Gala dinner but the Host will work with the PCO to make it a success.

#### **Working with the PCO**

- The Host will cooperate with the PCO and provide timely information to allow the PCO to discharge their duties for the following matters:
- The Host will develop in conjunction with the PCO a state-of-the-art website immediately after signing this agreement, which will be able to communicate all updated information regarding the Congress;
- The Host will develop the preliminary programme so that it will be available and displayed on the website and available in printed form to be taken to the WAS Sydney meeting in 2007;
- The preliminary programme must show all the structures and confirmed presences of speakers;
- The Host must provide the PCO with the details of plenary speakers and titles at least six months before the opening date of the Congress to ensure maximum publicity.
- The Host will provide the PCO with the final programme in good time to publish on the website and to print to be available at registration of the Congress.
- The Host will work with the PCO and the EFS to put together the Book of Abstracts which will be in the English language.
- The Host will use its best endeavours to ensure that the Book of Abstracts will be a supplement to the designated journal of the EFS (currently the European Journal of Sexology) but if this is financially prohibitive to the PCO, another recognised and indexed journal.

#### **Working with the EFS**

- The Host will consult with the EFS on all main decisions, particularly scientific decisions in relation to speakers or workshops and all such decisions are subject to approval by the EFS Executive Committee.
- The Host will not put forward any material for publication by the PCO unless it has first been submitted to and approved by the EFS Executive Committee.
- The Host will keep the EFS fully and regularly informed of its progress and in particular will during the 12 months before the Congress transmit directly to the General Secretary and the President of the EFS a monthly report concerning every aspect of the Programme and any difficulties encountered or expected.
- During the 8 weeks before the Congress the Host will make the reports detailed in clauses within the main document on a weekly basis.