

Appendix. The obligations that are to be established between the host society and the PCO.

The EFS has chosen to entrust PCO as the exclusive agent to implement and promote the marketing and sales policy of the conference and to ensure the recruitment of delegates for the event. A separate and specific contract is in place between the local host SOCIETY and the PCO which deals with these materials in specific detail and the agreement is between the two parties. This following text is advisory and provides guidance to both parties of the minimum expectation of standards and services expected by EFS for the biannual congress.

Terms and conditions of this contract should include:

Article 1: Financial statements

A/ PCO will pay to the EFS as a minimum amount the guaranteed sum of 20,000 euros for the congress in 2008 (€10,000– by 1st March 2008 / €10,000 – by the day of the General Assembly of EFS to be held during the 2008 congress). This will increase to €30,000 for the 2010 congress.

B/PCO shall arrange for:

- Dedicated staff
- Secretariat Services
- Registration
- Implementation of a specific database
- Fund raising through sponsoring or unrestricted grant
- Financial Management
- Specific assistants (collecting abstracts...)
- Hotel and social management
- Exhibition management
- Welcoming desk
- Artistic management for gala dinner

C/ PCO will cover all flexible airfare and incidental expenses of the officers of the EC connected with the meetings in CITY. The hotel costs will be met directly by PCO and will cover room and breakfast for the duration of the meeting and the night preceding the opening of the meeting.

D/PCO is bound to carry out the budget which should aim to be balanced. In case of imminent loss, PCO is obliged to search for solutions to balance the budget. If the SOCIETY does not agree with any of the offered options, PCO bears no responsibility for conference loss.

Article 2: Incomes

PCO mission and scope of intervention deals with the following fields:

A/ REGISTRATION FEE'S:

Participant €400, €500 & €600

Student and participants for developing countries fee €200 and €250

Accompanying persons €150 and €200

Gala dinner price to be discussed

B/ PCO will manage the registered participants' databases (both postal and electronic). It will give a guarantee to provide the full database within 60 days of the closure of the congress in Excel or Access database format. Failure to provide this may result in a penalty of €3,000. It is the responsibility of PCO to ensure full compliance with applicable data protection issues when collecting personal information of delegates and potential delegates.

C/ SPONSORING

PCO undertakes to seek funds (marketing budgets, unrestricted grants, foundations in conjunction with the EFS...), notably from pharmaceutical companies.

PCO will cover from the conference budget the conception and the printing of the guide to attract sponsorship for the congress.

PCO will use all available tools in order to ensure a maximum number of delegates at the designated city.

PCO will provide the announcements of the Congress on which advertisement announcements will be proposed.

PCO will provide a dynamic website with online registration and promotion. PCO will establish cross links with other main websites of European regional and world associations in the field of Sexual Health and also the web sites of all member associations, societies, etc of the Federation.

PCO will provide the abstract book in which advertisement announcements will be proposed (in English).

PCO will produce a free CD-ROM to include all of the accepted communications accepted by the international scientific committee of EFS and the local scientific committee of the congresses.

PCO will provide the promotional supports (delegate bags, pens, badges, Podium banners, congress notepads, advertisements, poster, etc) on which the presence of the sponsors 'and the EFS logos will be prominent.

PCO will provide in the agreed plenary sessions, simultaneous translations from the official language of English into other languages (if 60 or more registrants request that language).

PCO will provide a special budget in order to fully support 20 agreed keynote speakers (economy or business flights as agreed, hotel, free registration).

D/ Exhibition management and coordination with the local PCO

PCO is expected to be the local PCO. Concurrently to the conference, PCO undertakes to organize on the same site an exhibition involving the financial partners of the conference, the 5 member societies of WAS and free space for the selected congresses bidding for 2010 or beyond (EFS) and the World Congress of Sexual Health in 2009 or beyond. Regarding the exhibitors "and sponsors "needs, PCO is responsible for the technical, material and logistical coordination with the convention centres by providing a plan of the exhibition in the convention centres.

Article 3: PCO's obligations

A/ While carrying out its mission, PCO shall keep the EFS regularly informed of the progress of operations, and of any difficulties that might be faced. PCO shall transmit to EFS a monthly report concerning registrations, abstract submissions and the trading account for the 12 months before the event. i.e. from July 2007 directly to the general secretary and president. In the last 8 weeks, weekly progress reports should be made available.

B/ PCO undertakes to make available to the EFS all contractual documents, and notably all contracts, estimates, invoices, order forms exchanged or transmitted as part of its mission.

C/ As part of PCO 's contractual activities with third parties, the EFS cannot be held responsible, PCO spol. s r. o. being solely responsible notably in case of non-execution, improper execution, eviction or delays.

D/ PCO shall keep a trading account concerning the conference and will issue a financial audit of the congresses within 6 months of closure of the congress.

Article 4: The EFS's prerogatives and obligations

A/ Prior to their production and distribution, all documents designed for the contributors by PCO whatever their form shall be expressly submitted to the approval of the EFS and local committees.

B/ The EFS keeps total control of the scientific aspects of the conference part in conjunction with the local scientific committee, notably as to the choice of topics, selection of contributors, setting up of the preliminary program, contributors' invitations, and all requests for local and international institutions' patronage and management of contribution publications (intellectual supervision, choice of publishers).

C/ Board of the EFS

During the congresses PCO will provide free rooms for elected executive board members of EFS and past presidents of EFS at the congress hotel. In addition flexible flights and registrations will be reimbursed. See also article 1, section C.

The EFS controls all of PCO's services as contained herein.

Article 5: Promotion

Important: The dates of the 9th European Congress of Sexology will be agreed by EFS in order to avoid conflict of dates with any major events in the field of sexual health. The dates are TBC 2008.

A/ PCO will participate in all major events in the field connected with Sexology and Sexual Health in order to ensure the promotion of both events, according to a calendar agreed by EFS and the local organizers.

B/ PCO will produce and send by regular mail two separate announcements. PCO will develop the database of recipients in order to reach the right target audiences. PCO will deliver the

promotional material on required sites (conferences, symposia, and congresses). This will constitute 2 pre-programme brochures and a final programme distributed at the congress.

C/ PCO will design and maintain the website. The website will be referencing the most important portals. E-mailings are planned to be sent regularly and every month for the year before the congress in order to announce the world wide key note speakers agreed and the preliminary program.

D/ PCO will design a PowerPoint slide for promotion of the congress which can be used by advisory board members of EFS and international scientific committee at their lectures and in other media.

E/ During the congress PCO will collect statistics on numbers of delegates visiting the sessions and workshops. The form will be decided according to the budget closer to the congress. The results will be provided to EFS within 60 days of the closure of the congress in Excel or Access database format.