

Some experiences on preparing an annual FEPTO meeting

Time before meeting	Tasks of the local organizers
	<p>Make sure that there are 5-6 persons in your organisation who are motivated and will have time to build an organisational team. There should be</p> <ul style="list-style-type: none"> • One coordinator who is good in that. • One should be the contact person for questions of the FEPTO members (it is good to have someone who knows the rules and the people) • One should take care of the excursion programme • One should be available at the conference as contact person and trouble shooter
3 years (March)	Written invitation of the host institute or organization accepting the contract between local organizers and FEPTO before the annual meeting
3 – 2,5	Find out if there are special times when you can get financial support by local authorities (EU, tourist organisations, ministry of health or science) and take religious holidays into consideration and other big conferences if they are known at this moment before you fix a date
2,5 - 2	<p>One who knows FEPTO meetings should make the negotiations with the hotels</p> <ol style="list-style-type: none"> 1. ask for official prices at a hotel 2. ask for reduction for early booking 3. ask for reduction for groups 4. Include all you need (rooms, breakfast, meals, coffees, beverages) 5. make a proposal (hotels have normally a wide range regarding prices for groups) <p>Some calculations are difficult to compare: e.g. if they offer a price per person (including seminar rooms, coffee and meals) or a price for renting the rooms only and additional price for meals and coffee. Normally the second one is cheaper</p>
	By choosing a meeting place take into consideration the distances and transportation possibilities from airport and train
	<p>Ask companies (bank, assurances etc) if they are willing to contribute to the meeting by giving folders, writing material etc. Then you need not to budget it.</p> <p>Plan the excursions as soon as possible. You need the prices for transport and meal for the budget</p>
2 years	<p>Presenting the possible places ,dates and preliminary budget to the board at the November meeting</p> <p>Title should be chosen there</p>
	<p>Reservation at the chosen hotel or seminar place.</p> <ul style="list-style-type: none"> • To reserve 30 rooms is not enough. There are always about 10-15 people who like to have a single room (it depends on the

	<p>prices). So you need 40 double rooms if some of them can be used as single.</p> <ul style="list-style-type: none"> • Think about handicapped people. • Make sure that they have all facilities (beamer, microphone, if needed, internet contact, overhead, flipcharts, etc)
1 year	Presentation of the final date and place at the GA
	<p>Put the regular agenda points first into the programme</p> <ul style="list-style-type: none"> • Registration and Welcome • Opening of the meeting • Excursion • General assembly • Social evening • FEPTO theatre • Evaluation and closure <p>Discuss the programme with the board members</p>
	<p>If possible try to establish a computer supported registration, a transfer to the hotel, an automatically transcription into a list and an automatically confirmation. (We had an extra hotel reservation which brought a terrible mass. Try to avoid this.)</p>
	Excursions and social evening should be organized
	Prepare the 1. announcement including the title, the description of the place, the hotel and registration formalia (how to pay the registration fee etc)
6 months	Presentation of the programme and final budget to the board 1 st announcement (mail, post and homepage)
5 months	Sending invitation letters for people who need visa or special invitations for their employers
	Check at the hotel the procedure with counting the meals, beverages etc. (e.g.: maybe you need a bon for a meal)
3 months	2 nd announcement (mail, post, newsletter and homepage) with the final programme and traffic information about reaching the meeting place.
2 months	Sending a preliminary list of registered participants to the board
1 month	Preparing the folders including copy of the programme, list of participants, accountancy, budget, GA agenda, list of everything that will be voted on, confirmation of participation, abstracts of lectures
1 week	Organizing the registration procedure Checking the organized procedure (hotel, bus and restaurant for excursion, social evening etc)

Time after meeting	Tasks of the local organizers
1 month	Sending the final address list to the participants if it was not possible to do it during the conference
2 months	Presenting the accountancy with receipts and invoices to the FEPTO treasurer