

## EC meetings & GA policy

Approved in Bern March 29<sup>th</sup> 2019

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Every year the EFP holds the following meetings: EC meeting in the fall (September/October) and EC + GA (March/ April). The dates are flexible. The fall meeting is one day and half meeting (Friday full day and Saturday morning) and the winter meeting: EC Friday full day and GA Saturday. The previous day to these meetings we usually scheduled an EuroPerio committee meeting (full or half day depending on the agenda) in order to reduce the costs. Part of EP committee members are also EC members.

These meetings are arranged by M. Guinea, EFP European coordinator with the advice and support of the host society.

A site visit inspection by M. Guinea is recommended once the destination is selected (if possible one year before the meeting). MG will check the facilities of the venue, search for restaurants and arrange potential social events (guided tours, teambuilding activities...)

Once the inspection done the EU coordinator will produce a budget and send it to the SG and the Treasurer for approval. For the meeting in March/ April including the GA the budget should in principle not exceed 55.000 euro and for the meeting in fall 35.000 euro. Once approved MG will make the reservations of the venue, restaurants.

All the papers relevant for the GA should be posted 2 weeks in advance at the forum for all members available.

### **1.- Meetings needs:**

√ EuroPerio meeting (EP): a hall for 15 participants. Set up U shape table. To rent: screen and flipchart. EFP brings its beamer. Catering: 2 coffee breaks (morning and afternoon) + 1 working lunch

√ Executive Committee meeting (EC): Hall for 23 participants. A 2 hours meeting for the Core EC + EC meeting the rest of the day. Set up U shape table. To rent: screen and flipchart. EFP brings its beamer. Catering: 2 coffee breaks (morning and afternoon) + 1 working lunch

In the EC meeting scheduled in the autumn we may need to rent one or two breakout rooms Friday morning for committee meetings in parallel to the core EC meeting.

√ General Assembly (GA): a hall for 75 participants. Set up School + a front table (President, SG, Treasurer, EU coordinator and empty seat) + a podium. To rent: screen, beamer, audio (microphones) and flipchart. AV technician needed. Catering: 2 coffee breaks (morning and afternoon) + 1 buffet lunch

The set-up of the front table and podium should allow all participants to see properly the screen.

In the afternoon depending on the agenda, we may need to rent two or three breakout rooms for working groups, committee meetings...

## **2.- Accommodation needs:**

For the EC & GA hold in winter, the hotel should have capacity for 80-85 delegates. Most of the rooms will be double single use/breakfast included. The EFP will sign a contract with the hotel. The EFP will negotiate the price with the hotel and if possible ask for a free room for the EFP coordinator.

M. Guinea will prepare a registration form and send it to the participants three months before the meeting. An early registration deadline will be established to avoid last moment cancellation penalties

For the EC meeting scheduled in the fall, the hotel booking of the whole group will be handled by M. Guinea. The number of rooms needed for this meeting will be around 20-25.

For the GA, M. Guinea will handle the hotel booking of the EP, EC committee and the guests. The Presidents and EFP Delegates of the NS will do their booking directly with the hotel through a specific link provided by the hotel. These participants will pay directly to the hotel.

For the GA, it is recommended to offer only one hotel, well located, price/room 160€-180€ (breakfast included). If it is not possible then offer two hotel options: the headquarter and another hotel a bit cheaper nearby.

## **3.- Social events: dinners, dental school visit, guided tours & teambuilding events**

√ The following dinners will be scheduled

Wednesday: EuroPerio dinner. It is an informal dinner of EuroPerio committee offered by the congress and paid through MONDIAL. Recommendation to book a restaurant nearby the hotel.

Thursday: dinner offered by the host NS to the Executive Committee. Casual dinner. The NS takes care of the arrangements. Approx. 35 participants

Friday: dinner for the EC and the NS (including spouses). Approx 90 participants. Casual dinner offered by the EFP. M Guinea takes care of the arrangements

Saturday: Farewell dinner or Gala dinner for the EC and the NS (including spouses). Approx 90 participants. Dinner offered by the EFP. M Guinea takes care of the arrangements. In the last years we have included music (a band or a Dj) and dancing after dinner.

√ Dental school visit. Very well received by the participants in Vienna (2018 GA) and Bern (2019 GA). If it is feasible recommendation to arrange it on Friday. It is coordinated by the host NS.

√ Guided tour of the city. proposal for participants & spouses. Arrange the visits Friday afternoon and Saturday morning. It is arranged by the host NS. Participants pay a fee.

√ Team building activities. Feasible in the fall EC meeting (small group). Sports, cooking, wine tasting...

#### **4.- Registration fees**

For the GA, we charge NS 400€ (full members) and 200€ (associate members) to cover part of the organization costs (meeting room, coffees, lunches, dinners). These fees are paid together with the annual contribution fees in June.

The associate members are allowed to send 1 participant (President or EFP Delegate). In the last years Azerbaijan, Russia and Ukraine have asked to send a second person. We have agreed and we charge them 200€ for the extra person.

The costs of the EC members are paid by the EFP. If an EC member is President or EFP delegate of a NS then the costs are shared. EFP pays for his/her trip + accommodation the day before the EC. The NS pays for the rest of the nights.

#### **5.- Sponsorship**

Any proposal of local sponsorship should be discussed with the treasurer before contacting the potential sponsor. Avoid conflicts with the EFP partners.

Companies may fund partially the meeting or the social events.

#### **6.- Recommendations**

For the GA it is recommended to hire a photographer (at least for Saturday General Assembly on Saturday and for part of the social events). A photo gallery will be produced after the event and posted in the EFP website

Recommendation to involve 1 or 2 students from the local society to help with the microphones during the GA on Saturday and to guide participants to the dinners if needed.