



Guideline for EOA Congresses

Responsibilities of Hosting Member Associations for EOA Congresses

The EOA Congress with the House of Delegates is the highlight every three years – but will only be so through the coordinated efforts of EOA-EC and of the hosting EOA member association (= national ostomy association). The voting for the hosting association had taken place during the House of Delegates at the previous EOA Congress. The following information is provided to clearly identify the responsibilities of the hosting EOA member association.

The elected EOA member association acts as host to the event and it is therefore suggested that this association establish a small committee to cover their responsibilities:

1. Provides overall knowledge of the congress region.
2. Names a responsible person for the necessary contacts to and adjustments with the EOA- EC for that period.
3. Provides recommendations on a suitable hotel for the congress (with reasonable conditions and prices and easily reached by train, by plane and by public transport).
4. Provides for lunches and dinners during the conference. Also refreshments (coffee, tea and snacks) as is deemed suitable while the congress is ongoing. If breakfast is not included in the accommodation the host provides for that as well.
5. Provides recommendations on a suitable picture for the cover of the program (brochure) and for the website.
6. Provides a helpful travel instruction to the hotel.
7. Provides voluntaries for the registration desk (welcoming committee) at the EOA Congress in collaboration with EOA-EC members.
8. Provides voluntaries for assisting with microphones and with wheelchair users, if necessary, during the congress.
9. Ensures that the president/chairman/chairwoman of the hosting EOA member association will be available to welcome delegates to the meeting and to propose the toast to EOA at the congress dinner.

10. Ensures that the president/chairman/chairwoman of the hosting EOA member association writes a welcome letter for the program (brochure) in collaboration with the EOA EC.
11. The timing of the conference should usually be at the end of April – beginning of May.
12. Preparation should be at their final stages a year before the conference date and the EOA EC and the host should have a meeting (skype or in person) at that timing.
13. The EOA Congress starts on Wednesday evening with dinner and ends on Saturday evening with dinner.
14. The program on Thursday (including all speakers) will be the responsibility of the hosting EOA member association – but has to be agreed by the EOA-EC in advance. Both parties are to be flexible on this if necessary due to the agenda.
15. The program on Friday and the House of Delegates are in the responsibility of the EOA-EC.
16. On Saturday afternoon an optional sightseeing program can be organized – depending on the main program and on the agreement of the EOA-EC.
17. **All bookings, payments and negotiations with the hotel are the responsibility of the hosting organization.**
18. **All negotiations with the ostomy equipment companies, exhibitors and the exhibition are the responsibility of the hosting organization. The EOA-EC can however take part, if necessary, in these negotiations.**

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