



European Network of Physiotherapy in Higher Education

ENPHE CONFERENCE GUIDE

Adopted final version
2008 Brussels, Belgium

ENPHE Administration

Greetje Annink; Saxion University of Applied Sciences, School of Health
P.O. Box 70.000 - NL-7500 KB Enschede - the Netherlands

Tel: +31 53 4871242
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Fax: +31 53 4320373
Website: www.enphe.org

Starting point

If your organisation is willing to organise an ENPHE conference, you are kindly asked to send an application form (**appendix 1**) to the ENPHE Administration (info@enphe.org). Your application will be discussed in an ENPHE Executive Board meeting and after it you will be notified of the Executive Board's decision.

ENPHE Administration

Greetje Annink; Saxion University of Applied Sciences, School of Health
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INTRODUCTION

We kindly ask you to first read the information.

This guide will help you organising an ENPHE conference in a few steps. The guide consists of 9 parts:

1. Organizing committee
2. Contact details
3. Finances
4. Conference information
5. Registration, information and evaluation
6. Accommodation and transportation
7. Social events and catering
8. Conference programme
9. Supplements:
 - a. Application form (appendix 1)
 - b. Financial agreement ENPHE conference (appendix 2)
 - c. Budget plan - standard form (appendix 3)
 - d. Evaluation form ENPHE conference (appendix 4)
 - e. Financial balance sheet ENPHE conference (appendix 5)

You can follow these steps completing the checklists, what will help you to work organized and in series. You are free to choose any other method of work, ensuring the success of the conference.

IMPORTANT!

Part 9 - SUPPLEMENTS - is the only compulsory part in this conference guide. You have to fill it in and send it to the ENPHE Administration info@enphe.org according to the timetable.

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PART 1
ORGANIZING COMMITTEE

An Organizing Committee is a group of people that holds some responsibility for shaping the conference and planning the programme. A committee should distribute the workload among many people. It also ensures that the conference represents the thinking and planning of more than one individual.

- ✓ Establish an Organising Committee. This should include input by 3 or 5 persons from the organising institution. The final amount of members of the committee is at the discretion of the hosting institution.
- ✓ Arrange a programme for meetings of the Organising Committee.
- ✓ Provide a flow chart, indicating the strategic target dates, meetings, and channels of responsibility for organisational progress.
- ✓ Make sure to delegate responsibilities: establish smaller working parties if appropriate.
- ✓ Establish roles and responsibilities:
 - ***The responsible of the Organising Committee:*** supervises the whole teamwork.
 - ***A responsible financial manager***
 - ***A responsible for registration, information and evaluation***
 - ***A responsible for accommodation and transportation***
 - ***A responsible for social events and catering***
 - ***A responsible for the conference programme***

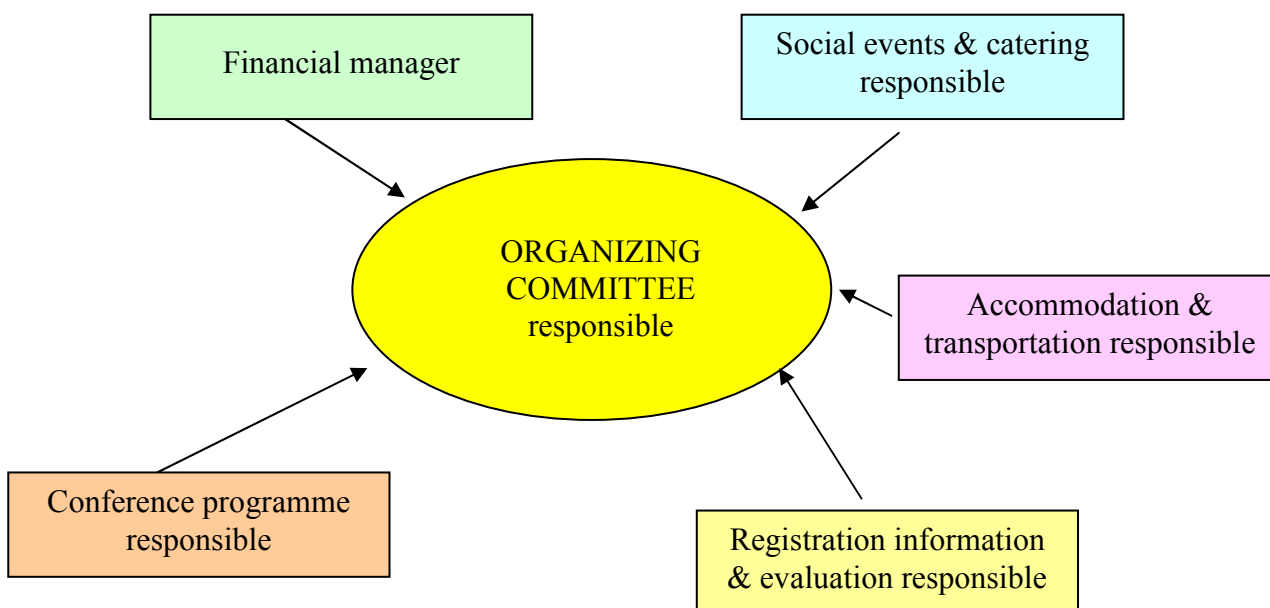


Figure 1. Structure of Organizing Committee of ENPHE conference

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PART 2 CONTACT DETAILS

ENPHE Contact person

- ✓ Name: First name:
- ✓ Phone: Fax: E-mail:

The responsible of the Organising Committee

- ✓ Name: First name:
- ✓ Phone: Fax: E-mail:

Responsible financial manager of the conference

- ✓ Name: First name:
- ✓ Phone: Fax: E-mail:

Conference venue

- ✓ Name:
- ✓ Address:
- ✓ City: Postcode: Country:
- ✓ Website:
- ✓ Phone: Fax: E-mail:

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PART 3 FINANCES

INTRODUCTION

- ✓ Sign a financial agreement with the responsible member of the ENPHE Board. (appendix 2).
- ✓ Prepare a conference organization plan and a budget plan.
- ✓ What is the break-even of delegates' attendance to meet costs?
- ✓ Bank account. Establish a separate conference account. Determine who will control the finances.
- ✓ Underwrite costs.
- ✓ Submit a budget plan (standard form - appendix 3) 3 months prior to the conference to the ENPHE Administration for approval.
- ✓ Submit the financial balance sheet (appendix 5) at the latest 1 month after the conference.
- ✓ Notice that any surplus of the conference shall be transferred from the hosting institution at the latest 3 months after the conference to the ENPHE bank account.
- ✓ Notice, that if there should be a loss, half of the loss will be covered by the hosting institution and half of the loss will be covered by ENPHE.
- ✓ Aim for a financial surplus.
- ✓ The recommendation is to make a good financial estimation since ENPHE aims to have a surplus to cover its expenses for preparation work.

CONFERENCE COSTS

Registration fee includes:

- ✓ Gifts/gadgets: Arranged: / Not arranged yet: / Not required:
- ✓ Copies of the minutes or hand-outs of the texts/presentations: Arranged: / Not arranged yet: / Not required:
- ✓ Name badge: Arranged: / Not arranged yet: / Not required:
- ✓ Participants' reception: Arranged: / Not arranged yet: / Not required:
- ✓ Dinner: Arranged: / Not arranged yet: / Not required:

Hotel - Catering:

- ✓ Send hotel list: Arranged: / Not arranged yet: / Not required:
(also foresee low budget hotels)
- ✓ Hotel and transport (P): Arranged: / Not arranged yet: / Not required:

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Executive Board: 2 extra nights with breakfast (E):

- ✓ Dinner (E): Arranged: / Not arranged yet: / Not required:
 ✓ Lunch (E): Arranged: / Not arranged yet: / Not required:

Coordinating Committee: 1 extra night with breakfast (P) (1 night E):

- ✓ Lunch (E): Arranged: / Not arranged yet: / Not required:

Invited Speakers:

- ✓ Hotel with breakfast (H): Arranged: / Not arranged yet: / Not required:
 ✓ Travelling costs (H): Arranged: / Not arranged yet: / Not required:

Participants: hotel with breakfast (P):

- ✓ Welcome reception (P): Arranged: / Not arranged yet: / Not required:
 ✓ Dinner (P): Arranged: / Not arranged yet: / Not required:
 ✓ Lunch (P): Arranged: / Not arranged yet: / Not required:
 ✓ Social Event (P): Arranged: / Not arranged yet: / Not required:

E: ENPHE fund / H: host country fund / P: personal fund

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PART 4 CONFERENCE INFORMATION
--

Select a date, time and duration of the Conference. Propose the title of the conference and discuss it with the Executive Board responsible at least 6 month before conference. When selecting a date, be sure to leave enough time to plan ahead for the conference.

Provisional conference title:

Provisional conference dates:

Conference aims and objectives

- ✓ Determine a draft format and theme for the conference, ensuring the ENPHE's conference track.
- ✓ What are the aims and objectives of the conference?
- ✓ Will this be an ENPHE conference or a joint venture with another organisation?
- ✓ Do these aims and objectives fulfil the aims and objectives of the main participating organisations?
- ✓ Identify the optimal time scale for organisation: the time period required to ensure that the main aims and objectives are achieved. When selecting dates, check the calendar of events to avoid conflict with international, national or local activities, or arrange the dates of the programme to link with prearranged activities of other organisations.

Conference organisation (these are issues to be addressed, indicative, not sequential)

- ✓ Collate information on costs/suitability/practicality of venues. Choose a venue.
- ✓ Discuss the conference-meeting theme with the (conference responsible of the) Executive Board.
- ✓ Student arrangements. Consult with students to determine the most useful student involvement.
- ✓ Send regularly information to the ENPHE administration about conference updates.
- ✓ Review venue resources.

Publicity

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- ✓ Prepare publicity material: application forms, distribution date, distribution methods, who will be responsible for circulation of information?
- ✓ Circulate for speakers/presenters/papers/displays/posters.
- ✓ Circulate for sponsors.
- ✓ Organise speakers-session chair persons.
- ✓ Advertise.
- ✓ Circulate to delegates: programme, application forms, payment forms, accommodation information, accommodation forms, maps, contacts, etc.
- ✓ Application and accommodation administration, database.
- ✓ Support staff for day(s), stewards and helpers.
- ✓ Advice for speakers, presenters, session chairs as required.

General

- ✓ Prepare reception-registration base.
- ✓ Special requirements delegates. Are there any delegates with special requirements which need to be considered?
- ✓ Conference progress flow chart. Maintain a progress chart for the Organising Committee. Most computer software packages have appropriate programmes.

Welcome address

- ✓ Host, VIP's, delegates, new members, etc.

Closing comments

- ✓ Presentations.
- ✓ Acknowledgements.

Follow-up

- ✓ Printing of session papers.
- ✓ Publish on ENPHE website final reports, summaries, papers, appendix material, references.
- ✓ Evaluation.
- ✓ Submit financial balance sheet for approval of ENPHE (see also checklist).

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Prevent possible mistakes!

Lack of information/reference

Uncomfortable sitting

Poor sound quality

Standing in a long row during coffee break

Catering and other logistical problems

Lack of interest from the involved people

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PART 5
REGISTRATION, INFORMATION AND EVALUATION

A responsible for registration and information

He or she organises the welcome and hosting of the participants:

- the registration,
- a welcome package,
- name tags (participants and organisers),
- publicity,
- information desk with personnel during the whole conference,
- distribution and retrieving of the evaluation sheet,
- guiding of participants to meeting rooms and restaurant, etc.

- ✓ Name: First name:
 ✓ Phone: Fax: E-mail:

ORGANISATIONAL EVALUATION

- ✓ Hosting institution:
 sends the evaluation (**appendix 4**), the conference report and all the presentations, abstracts, pictures, etc. within 1 month after the conference to the ENPHE administration to be put on the website.

EDUCATIONAL EVALUATION

- ✓ The hosting institution is responsible for the overall summary of the conference.
 ✓ Follow-up on the working groups: 1 person from each working group is responsible to make the summary and conclusion of the work of the group and has to give this to the Organising Committee at the end of the conference.

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PART 6
ACCOMMODATION AND TRANSPORTATION
A responsible for accommodation and transportation

He or she arranges the hotel facilities, the transport from the airport to the hotel, from the hotel to the conference venue and from the hotel to the social event, if needed. He or she organizes the conference facilities (rooms at the conference venue, ICT, etc.). He or she is also responsible for the appropriate information (maps, timetables, etc.), for the guests.

- ✓ Name: First name:
 ✓ Phone: Fax: E-mail:

Executive Board Meeting (~4/6 persons, ½ day)

- ✓ Meeting Room: Arranged: / Not arranged yet: / Not required:
 – Location:
 – Ability:
 ✓ Computers: Arranged: / Not arranged yet: / Not required:
 ✓ LCD projector: Arranged: / Not arranged yet: / Not required:
 ✓ Video projector: Arranged: / Not arranged yet: / Not required:
 ✓ Transparent: Arranged: / Not arranged yet: / Not required:
 ✓ Paper-board: Arranged: / Not arranged yet: / Not required:
 ✓ Photocopy facility: Arranged: / Not arranged yet: / Not required:
 ✓ Meeting between Organizing Committee of the hosting institution and Executive Board of ENPHE: Arranged: / Not arranged yet: / Not required:
 ✓ Remarks:

Coordinating Committee Meeting: (~25/30 persons, ½ day)

- ✓ Meeting Room: Arranged: / Not arranged yet: / Not required:
 – Location:
 – Ability:
 ✓ Computers: Arranged: / Not arranged yet: / Not required:
 ✓ LCD projector: Arranged: / Not arranged yet: / Not required:
 ✓ Video projector: Arranged: / Not arranged yet: / Not required:
 ✓ Transparent: Arranged: / Not arranged yet: / Not required:
 ✓ Paper-board: Arranged: / Not arranged yet: / Not required:
 ✓ Photocopy facility: Arranged: / Not arranged yet: / Not required:
 ✓ Remarks:

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Executive Board Meeting with Working Group Coordinators (~8/10 persons, ½ day)

- ✓ Meeting Room: Arranged: / Not arranged yet: / Not required:
 - Location:
 - Ability:
- ✓ Computers: Arranged: / Not arranged yet: / Not required:
- ✓ LCD projector: Arranged: / Not arranged yet: / Not required:
- ✓ Video projector: Arranged: / Not arranged yet: / Not required:
- ✓ Transparent: Arranged: / Not arranged yet: / Not required:
- ✓ Paper-board: Arranged: / Not arranged yet: / Not required:
- ✓ Photocopy facility: Arranged: / Not arranged yet: / Not required:
- ✓ Meeting between Organizing Committee of the hosting institution and Executive Board of ENPHE: Arranged: / Not arranged yet: / Not required:
- ✓ Remarks:

Working Groups Meeting (~4 persons, ½ day)

- ✓ Meeting Room: Arranged: / Not arranged yet:
 - Location:
 - Ability:
- ✓ Computers: Arranged: / Not arranged yet: / Not required:
- ✓ LCD projector: Arranged: / Not arranged yet: / Not required:
- ✓ Video projector: Arranged: / Not arranged yet: / Not required:
- ✓ Transparent: Arranged: / Not arranged yet: / Not required:
- ✓ Paper-board: Arranged: / Not arranged yet: / Not required:
- ✓ Photocopy facility: Arranged: / Not arranged yet: / Not required:
- ✓ Meeting between Organizing Committee of the hosting institution and Executive Board of ENPHE: Arranged: / Not arranged yet: / Not required:
- ✓ Remarks:

Conference (~80-120 persons, 2 days)

- ✓ Conference Rooms: Arranged: / Not arranged yet: / Not required:
 - Location:
 - Ability:
- ✓ Meeting Rooms: Arranged: / Not arranged yet: / Not required:
 - Location:
 - Ability:
 - Number:
- ✓ Computers: Arranged: / Not arranged yet: / Not required:

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- ✓ LCD projectors: Arranged: / Not arranged yet: / Not required:
- ✓ Video projector: Arranged: / Not arranged yet: / Not required:
- ✓ Transparent: Arranged: / Not arranged yet: / Not required:
- ✓ Paper-board: Arranged: / Not arranged yet: / Not required:
- ✓ Photocopy facilities: Arranged: / Not arranged yet: / Not required:
- ✓ Remarks:

Attention

- ✓ Get the texts of the speakers at least 6 weeks prior to the conference.
- ✓ Put all the texts on 1 CD and make 2 copies.
- ✓ Have 2 LCD projectors and the 2 CD's
- ✓ Make a projection a few days before to avoid possible incidents.
- ✓ Consider the need of translation if required.
- ✓ Make sure you appoint moderators (chairs) for the various parts of the conference (plenary sessions, round table discussions, etc.).

GUESTS

- ✓ Tutorship (Ministry representative): Arranged: / Not arranged yet: / Not required:
- ✓ University tutorship: Arranged: / Not arranged yet: / Not required:
- ✓ Professional Association: Arranged: / Not arranged yet: / Not required:

COMMUNICATION - PRESS

- ✓ Professional press: Arranged: / Not arranged yet: / Not required:
- ✓ General press Arranged: / Not arranged yet: / Not required:
- ✓ Press release: Arranged: / Not arranged yet: / Not required:

SPONSORING

- ✓ Send 1 ENPHE file by post or e-mail: Arranged: / Not arranged yet: / Not required:
- ✓ Room for stands and interference time: Arranged: / Not arranged yet: / Not required:

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REGISTRATION/ACCOMMODATION

- ✓ Forward the information for registration and accommodation to the ENPHE administration info@enphe.org. The ENPHE administration informs the members by e-mail and puts the information and forms on the website.
- ✓ The participants send the registration + accommodation forms to the organising institution/host.
- ✓ Give feedback on status of the registration/accommodation to the ENPHE administration on regular basis.

Registration and accommodation form:

- ✓ Website: Arranged: / Not arranged yet: / Not required:
- ✓ E-mail: Arranged: / Not arranged yet: / Not required:
- ✓ Surface mail: Arranged: / Not arranged yet: / Not required:

CONFERENCE DOCUMENTATION

From the moment of the registration, send the following information by e-mail to the ENPHE administration to be put on the website including the following information:

- ✓ Provisional programme
- ✓ General information
- ✓ References to be read/prepared before the conference takes place
- ✓ Leaflet of the hotel and institute
- ✓ Distance from each hotel to the work shop venue (walking distance/by bus or subway)
- ✓ City map with location hotels and conference venue (or link to website)
- ✓ Bus map (or link to website)
- ✓ Subway map (or link to website)
- ✓ Security telephone number: fixed and mobile number
- ✓ Participants' list

At the registration the participants should receive a conference folder containing the above mentioned information.

TRANSPORT

Airport

- ✓ Name airport:
- ✓ Distance from venue:

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- ✓ Bus transfer: Time: Price:
- ✓ Taxi transfer: Time: Price:

Train/Bus Station

- ✓ Name station:
- ✓ Distance from venue:
- ✓ Bus transfer: Time: Price:
- ✓ Taxi transfer: Time: Price:

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PART 7 SOCIAL EVENTS AND CATERING
--

A responsible for social events and catering

He or she arranges the social events (gala dinner, etc.), the catering during lunch, dinner and coffee breaks, the welcome reception, information for optional programmes (round tours, cultural events, etc.), hosting honourable guests and press if invited, socials events in the programme (sport activity, dance, etc.). He or she is also responsible for information distribution.

- ✓ Name: First name:
 ✓ Phone: Fax: E-mail:

Executive Board Meeting (~4/6 persons, ½ day)

- ✓ Coffee/Tea break: Arranged: / Not arranged yet: / Not required:
 ✓ Lunch or Dinner break: Arranged: / Not arranged yet: / Not required:
 ✓ Remarks:

Coordinating Committee Meeting: (~25/30 persons, ½ day)

- ✓ Coffee/Tea Break: Arranged: / Not arranged yet: / Not required:
 ✓ Lunch Break: Arranged: / Not arranged yet: / Not required:
 ✓ Remarks:

Executive Board Meeting with Working Group Coordinators (~8/10 persons, ½ day)

- ✓ Coffee/Tea break: Arranged: / Not arranged yet: / Not required:
 ✓ Lunch or Dinner break: Arranged: / Not arranged yet: / Not required:
 ✓ Remarks:

Working Groups Meeting (~4 persons, ½ day)

- ✓ Coffee/Tea break: Arranged: / Not arranged yet: / Not required:
 ✓ Lunch or Dinner break: Arranged: / Not arranged yet: / Not required:
 ✓ Remarks:

Conference (~80-120 persons, 2 days)

- ✓ Coffee/Tea break: Arranged: / Not arranged yet: / Not required:
 ✓ Lunch break: Arranged: / Not arranged yet: / Not required:
 ✓ Remarks:

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PART 8 CONFERENCE PROGRAMME
--

A responsible for the conference programme

He or she prepares and proposes a preliminary programme to the ENPHE responsible. Constantly discusses all changes in the programme (speakers, oral presentations etc.)

He or she sets up a Scientific Committee to organise the selection of keynote speakers in collaboration with the Executive Board, the call for abstracts for presentations and posters and the invitation of the speakers. The closing date for submission should be 6 weeks prior to the conference. The Scientific Committee also drafts the content of the programme and takes care of speakers, timing, working groups, moderators, opening and congratulation speeches, assistants in the rooms (with ICT competences), deadlines for submission of abstracts, retrieving the presentations for the website, deadline for programme book, submission of posters, preparation of the conference hall, token for the speakers, conference material, ICT and sound, hosting of the speakers, the programme for students, etc.

- ✓ Scientific Committee to deal with programme content.
- ✓ Social Committee to deal with entertainment and/or visits.
- ✓ Provisional programme. Reserve time during the programme for networking activities. Do not overload the programme, ensure time for reflection!
- ✓ Poster displays.

- ✓ Name: First name:
- ✓ Phone: Fax: E-mail:

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**PART 9
SUPPLEMENTS**

Appendix 1

On the official headed paper of the organisation

Application form

Our institution: (full name)-----
-----,
Address: -----
Post code: ----- **Town/city code**-----
Country-----, **is willing to organise ENPHE conference** -----
----- (*provisional dates*).

Short description of organization: *motivation to organise an ENPHE conference, International events organising experience et cetera*).

Short description of arrival, accommodation, conference venue conditions.

We confirm that this application is approved of our institution administration meeting (*rector, senate, executive board, administration et cetera*).

Contact person:

Name:

Tel:

Fax:

e-mail:

Stamp and signature of a legal representative of organisation

Name:

Position:

Date:

Place:

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FINANCIAL AGREEMENT ENPHE CONFERENCE

Herewith the undersigned financial responsible manager of the hosting institution declares to pay possible financial surpluses of the conference to ENPHE on following Bank account:

ENPHE
IBAN Number (International Bank Account Number): **BE15 7344 0714 0230**
BIC-code Bank (Bank Identifier Code) (= Swift Code): **KREDBEBB**
Bank: KBC-Gent – BE-9000 Gent – Belgium

Or to share possible financial losses with ENPHE on a 50% bases.
I will aim for a financial surplus.

For the hosting institution:

For ENPHE:

Date:

Date:

.....

.....

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CONFERENCE BUDGET PLAN

	CATEGORY	BUDGET AMOUNT
	INCOME:	
	Conference fee	
	Sponsors	
	Grants	
	Other incomes	
	Other incomes	
	Other incomes	
	Other incomes	
	Income total	
	EXPENSES:	
	Registration:	
	Gifts/gadgets	
	Copies of the minutes or hand-outs of the texts/presentations	
	Name badge	
	Other costs	
	Hotel (if applicable):	
	Rates (with breakfast)	
	Other costs	
	Catering:	
	Coffe breaks	
	Lunch	
	Dinner	
	Welcome reception	
	Social event	
	Other costs	
	Transportation (if applicable):	
	Car Payments	
	Gasoline/Oil	
	Auto Repairs/Maintenance/Fees	
	Auto Insurance	
	Other Transportation (tolls, bus, subway, taxis)	
	Conference costs:	

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Conference rooms	
Meeting Rooms	
Computers	
LCD projector	
Video projector	
Transparent	
Paper	
Photocopy	
Certificates	
Printer	
Screen	
Translation	
Gifts	
Other	
Other	
Other	
	Keynote speakers:
Conference Fee	
Travel	
Accommodation	
Gifts	
Other	
Other	
	Social programme (if applicable):
City tour	
Other	
Other	
Other	
Other	
	OTHER PAYMENTS:
	Total Expenses
	Predictable Surplus (Income minus total expenses)

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EVALUATION FORM ENPHE CONFERENCE

Conference Title: _____

Conference Dates: _____

We would like to hear from conference participants about what you liked and what you didn't like during this conference. Please take some minutes to fill the evaluation form of this conference and either deposit it in the box marked "Conference Evaluation" near the registration table or return it to our office later.

Thank you.

1. How did you know about this conference?

- Previous conference
- ENPHE website
- E-mail
- Surface post
- Colleagues
- Other, describe:

2. How do you qualify the content of the conference?

- | | excellent | good | sufficient | poor |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| ✓ Discussed topic of the conference: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Was the content of the conference focused adequately on the topic: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Coherence between keynote speakers and group discussions: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Coherence between keynote speakers and the topic of the conference: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. How do you qualify the speakers?

- | | excellent | good | sufficient | poor |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| ✓ Keynote speakers: content: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Keynote speakers: way of presentation: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ENPHE Administration

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- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| ✓ Other presentations: content: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Other presentations: way of presentation: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Working groups: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Poster session: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. How do you qualify the conference organisation?

- | | excellent | good | sufficient | poor |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ✓ Hospitality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Transportation (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Registration in the hotel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Conference registration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Welcome reception | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Social programme | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Catering (lunch, coffee/tea break) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Schedule of the conference | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Accommodation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Guidance during the conference | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. How do you qualify the following meetings?

- | | excellent | good | sufficient | poor |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ✓ Coordinating Committee meeting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Group meetings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ General Assembly (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. Did the organising committee provide the necessary and requested information?

- Yes
 No

7. Would you like to attend the next conference?

- Yes
 No

8. For students:

- ✓ Was this conference also interesting for you?
 Yes
 No

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FINANCIAL BALANCE SHEET ENPHE CONFERENCE

RECEIPTS			
DATE	DESCRIPTION	Foreseen budget	Spent budget
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
	TOTAL	€	€

EXPENDITURES			
DATE	DESCRIPTION	Foreseen budget	Spent budget
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
		€	€
	TOTAL	€	€

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