



# THE EUROPEAN HEALTH PSYCHOLOGY SOCIETY

## PROCEDURES FOR CONFERENCE ORGANISATION

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This document complements and details Article 8 (a through f) of the EHPS Bylaws and is in accordance with the guidelines set forth in the said Article.

### **1. Introduction**

The European Health Psychology Society (EHPS) conference is held under the auspices, and within the policies of the EHPS. It is organised by a partnership of the EHPS Executive Committee and a local organisation. This partnership is overseen by a Scientific Committee, a local Organising Committee and an EHPS Liaison Officer appointed by the EHPS Executive Committee (EC). The responsibilities of each party are the following:

1. The Scientific Committee (SC) is responsible for all aspects of the scientific programme;
2. The local Organising Committee (OC) is responsible for conference organisation and the social programme;
3. The EHPS Liaison Officer (LO) is responsible for facilitating communication between the EC and local organisers, and supporting the development of a successful conference, which includes helping prepare the conference proposal submission, inspecting the conference site, and ensuring adherence of all parties to the conference procedures and the signed contract. The LO reports to the EC and coordinates with the EC's recommendations.

### **2. Proposal submission and appraisal**

- 2.1. A call for expressions of interest to host future EHPS conferences will be made at the National Delegates' Meeting and the Members' Meeting approximately three years before the proposed conference year. *Outline proposals* should be submitted to the Conference Officer of the EC on a designated form by the end of the calendar year, approximately two and a half years before the proposed conference. Outline proposals will be considered by the EC at their winter meeting or by email if a meeting does not take place. The decision made by the EC will be communicated at that time to the members by e-mail and the EC will ask for any comments or questions to be sent within one month. If the EC does not foresee any problems with the venue, the proposing party will be asked to begin working on a draft of the contract and budget. The proposed venue will be formally approved at the Members' Meeting approximately two years before the proposed conference.
- 2.2. If no proposals are submitted by the deadline, the EC will actively seek a host and/or turn to an international conference company.
- 2.3. Outline proposals for hosting a conference will include information on the location of the proposed venue, the proposed dates, strategic case for hosting the conference, availability for other years, and brief details on: health psychology in the proposed venue/country; the venue (i.e., conference centre, university, etc.; including the number and size of lecture rooms, including the size of the largest theatre for keynote sessions as well as possible venues for CREATE and SYNERGY workshops); the city (including transport links to the city and to the venue); and accommodation – range/cost including budget/student accommodation.

- 2.4. Outline proposals will be considered regardless of when they are submitted (providing they are submitted before the deadline). As far as possible, the EC will try to accommodate all proposals by looking to move bids between years. The EC will try to ensure that the conference venue moves around different areas of Europe from year to year. The EC will take into account strategic concerns (e.g., developing/supporting health psychology in certain countries/areas) and the time since the last conference in the country.
- 2.5. The organisers will complete a full conference proposal, including a draft of the contract and the detailed budget, normally two years prior to the proposed conference date. The proposal will cover the conference theme, dates, duration, proposed local Scientific Committee members, financial arrangements, conference organisation, proposed Organising Committee and Conference President, and social programme (see sections below).
- 2.6. The EHPS Liaison Officer will pay one visit to the conference organisers to help develop the conference proposal. This will be funded by the conference budget. If either partner deems a second visit necessary, and if both parties agree, the costs will be equally shared.
- 2.7. Normally, the EHPS conference will not be held in conjunction with a national conference, unless this is a joint conference of the EHPS and the local Health Psychology Society.
- 2.8. In the case of a joint conference with other organizations / local societies, the EC will work with the board of the other society to clarify how the procedures of both organizations can fit with each other and how differences between the procedures can be resolved. It is especially important to clarify the role descriptions of all officers and responsible parties involved.
- 2.9. The agreement to hold the conference under the auspices of the Society will be formalised in writing and signed by a representative of the local organisers and the Society president, in representation of the EC, normally 1.5 years prior to the conference.
- 2.10. This agreement can be terminated if either party does not fulfill the obligations contained in the agreement.
- 2.11. In the case of joint conferences with other psychological/health psychology organizations, it is essential to clarify how the procedures of both organizations can fit with each other (i.e., to determine what the differences are and how they will be coordinated, what the specific roles of the different officers are, and how the income (or loss) will be distributed).
- 2.12. Summary of the timeline for conference proposal:
  - 3.5 years before the conference: EC issues call for hosting the conference (deadline: 15 December).
  - 3 years before the conference: The EC makes a recommendation to the members, with one month to comment.
  - 3 years before the conference: The proposed venue is formally approved by the Members Meeting at the annual EHPS Conference
  - 2 years before the conference: The proposing party presents a draft of the conference contract and budget.
  - 1.5 years before the conference: The EC and the local organizers sign the final contract.

### **3. *Financial arrangements***

- 3.1. The conference should normally generate income, and the EHPS will not incur losses from the conference.
- 3.2. A fixed rate of income per conference participant will be guaranteed to the EHPS. This payment will be computed as follows: 5% for the average weighted registration fee for each paying participant up to 400, 10% between 401-600, and 20% for each participant from 601 attendants and on. The rate is included in the signed agreement.

- 3.3. A start-up budget of up to 2000 Euro will be provided by the EHPS to the local organisers as a loan. This must be reimbursed at the first instalment of payment to EHPS. .
- 3.4. A proposal for the conference fees is included in the budget proposal. The conference fees reflect the different types of EHPS membership fees (e.g., member, non-member, student member, members with reduced fee, non-members with reduced fee, and students with reduced fee). In addition, the conference fees are kept to a minimum to enable delegates to attend from all parts of Europe and at all stages in their careers. The raise in any conference fee category should not exceed the amount of the previous conference by 3%.
- 3.5. Members of EHPS pay a reduced conference fee, normally a reduction of one EHPS year membership fee. Local organisers will contact the EHPS Membership Officer in order to obtain an updated membership list and will accept reduced registration fees after having confirmed the membership status on the list.
- 3.6. EC members, SC chair and co-chair will receive free registration. SC members will either receive free registration or pay student registration fees. Synergy and Create facilitators will not pay conference registration fees. The Synergy organizing team and the Create organizing team will receive in total as an acknowledgment for organizing the workshops 500 EUR, respectively. All other costs including facilitators' costs and honorarium will be covered by Create and Synergy.
- 3.7. Sponsors should be approved by the EC: The organizers will consult with the EC in advance about conference sponsors and should provide information on how sponsors are to contribute, to be used and credited.
- 3.8. All countries listed by the World Bank as lower, lower-middle, and upper-middle income countries, should qualify for the reduced conference fee (see list in Appendix).
- 3.9. The EHPS will provide several grants each year to cover travel and expenses to the conference and the CREATE and SYNERGY workshops. The EHPS will follow the following criteria for grants selection: (1) the relevance of the submitted abstract (for Synergy); (2) the CV (3) financial need (4) complete application. The grants will be advertised in the European Health Psychologist before the submission deadline, by EHPS conference flyers and by e-mail to all EHPS members. The national delegates will be encouraged to publicise the grants within the national societies. Candidates must be EHPS members when accepting the grant. They will be informed that if a grant recipient does not attend the conference/pre-conference workshop, he/she must reimburse the money to the EHPS.
- 3.10. Pre- and post-conference workshops fees should be approximately for (1) half-day: €45 for members, €60 for non-members, €25 for student members, €35 for student non-members; (2) for full day: €80 for members, €100 for non-members, €45 for student members, €65 for student non-members. Higher fees need to be approved by the EC in advance.

#### **4. Scientific Committee**

- 4.1. The Chair of the Scientific Committee or Programme Chair will be appointed by the EHPS EC from the members of the approved Scientific Committee. In the case of a Co-Chair, this person shall be proposed by the appointed Chair from the members of the SC and approved by the EC.
- 4.2. The Conference President (= Chair of the Organizing Committee) will be proposed by the local organisers but needs to be confirmed by the EHPS EC.
- 4.3. The Scientific Committee will have a minimum of 6 members. The recommended number is eight people, including the Liaison Officer. The composition of the Scientific Committee will be decided by the EC in communication with the local hosts, who may propose up to half of the SC members, and is included in the signed conference contract. Whenever possible, the Scientific Committee (SC) should include a member of the SC of the previous EHPS Conference and one

member of the SC of the following EHPS Conference. All members of the SC must be EHPS members.

- 4.4. Administrative support for the SC chair – if needed, it should be included in the conference budget (need to be determined by the SC chair).

## 5. *Conference organisation*

- 5.1. Dates of the conference should not clash with the International Society for Behavioural Medicine conference, other major Health Psychology conferences or major International Conferences in Psychology.
- 5.2. The conference language is English.
- 5.3. Low cost, e.g. student, accommodation must be available.
- 5.4. The local organisers will create and maintain a web page for the conference, which provides links to the EHPS, Synergy, and Create web sites. It is expected that the website will be open 1.5 years before the conference, with abstract submission open approximately 8-10 months before the conference. Whenever possible, electronic submission of abstracts and electronic conference registration will be included.
- 5.5. A list of participants with minimal institutional affiliations will be provided to conference delegates. Should the list include e-mail addresses, this is subject to participants' prior consent, generally by indication of agreement in the conference registration form.
- 5.6. A programme and an abstract book must be provided to conference participants. The abstract book can be provided in print and/or only electronic (as a link from the publishers, sent to all registered participants before the conference). The programme must be distributed in printed form at the conference and also be available on the web before the conference. In the case of an agreement with Taylor & Francis to produce an abstract supplement to Psychology & Health, organisers will provide a print ready copy of the abstracts to Taylor & Francis in the deadlines required by the publisher. The contract for the abstract books should include printing and delivery costs as well as date of delivery to the conference site; or costs of the electronic abstract book. The contract should be signed by a representative of Taylor and Francis and the local organizers. The EC and the chair of the SC shall receive a copy of the contract. The organisers also provide the SC with abstracts that are organised with a unique identifying number, and are available in numerical and alphabetical order, in order to facilitate the review process and programme organisation.
- 5.7. Facilities (meeting room and refreshments) for an EC meeting the day before the conference will be arranged by the organizers and paid for by the EC.
- 5.8. The EHPS will pay the pre-conference lunch for the EC. The EHPS will pay for the pre-conference dinner of the EC, keynote speakers and other guests.
- 5.9. The opening ceremony will be about half an hour and will include brief speeches from the EHPS President, a representative of the Scientific Committee (usually the Chair), of the local organisers (usually the Conference President), and of the national society if there is a joint organisation.
- 5.10. There should be no overlap between professional /administrative meetings and scientific sessions. No activities should take place in parallel with the poster sessions.
- 5.11. Time and facilities will be allocated for an EHPS Members' Meeting with no overlap with scientific sessions. This requires at least one and a half- hours and is scheduled at a central time point in the conference. It is usually during a long lunch break in the second full day of the conference or in the early evening [e.g., 5.30-7.00pm] of the first or second full day of the conference. It must not be at the beginning or end of the conference.

- 5.12. Time and facilities (meeting room and refreshments) will be allocated for a National Delegates' Meeting lasting at least one and a half-hours. This is usually scheduled at lunchtime on the second or third full day of the conference.
- 5.13. Display desks must be made available for publishers and other commercial exhibitors. If a fee is to be charged to publishers, the fee will be proposed to the EC and approved by the EC and the local organisers.
- 5.14. Facilities for poster presentations and poster displays must be provided. As poster presentations are an integral part of the conference, the space available should be large enough and close enough to the lecture halls to make it pleasant and easily accessible to attendees.
- 5.15. The organizers will take care of facilities and refreshments for professional activities such as roundtable discussions, expert sessions, publication committee meeting, journal editors meeting, workshops/courses that take place before, during, or after the conference.

## **6. *Scientific programme***

- 6.1. The Scientific Committee is solely responsible for the scientific programme. All scientific presentations, including invited symposia, should be submitted and approved through the regular abstract submission and review process
- 6.2. The final programme must be approved by the Scientific Committee and will normally be available 4 months prior to the conference.
- 6.3. The scientific committee may elect to organise submissions and conference programme by tracks. The previous years' tracks and submission numbers serve as a guide for future tracks. It is recommended to provide brief descriptions of each track.
- 6.4. When the organisation by tracks is elected, the scientific committee will propose appropriate tracks, track chairs and co-chairs, which will reflect a good representation of the theme of the conference and the membership of EHPS. Track chairs and co-chairs will be responsible for evaluating the abstracts using the guidelines set up by the Scientific Committee, and for developing a programme proposal for their respective tracks. The final programme will be compiled by the Programme Chair and Co-chair, and approved by all members of the Scientific Committee.
- 6.5. The EC will provide the scientific committee and organizers with a "conference check list" which provides an overview of the materials (track chairs instructions, invitation letters etc.) that were used in previous EHPS conferences. The materials are available as files through the EHPS Secretary and/or Conference Officer. The SC and conference organizers should provide the EHPS Secretary and Conference Officer with additional or updated materials, including the final list of tracks, track descriptions, track chairs, and number of submissions to each track as well as all documents that include correspondence with track chairs, presenters, and session chairs.
- 6.6. The scientific committee will propose the Keynote speakers of the conference. At least half of the invited speakers for Keynote Addresses must be European. No other part of the programme should run in parallel with Keynote Addresses. Normally, there are four keynote addresses in each conference.
- 6.7. Presentations may include individual papers, posters, symposia, workshops, roundtables, debates and other formats that further the objectives of the conference.
- 6.8. Abstracts should normally be no longer than 150 words. Longer abstracts will result in higher costs for the printing of the abstract book and therefore require approval of the EC.
- 6.9. There is a limit of one oral submission by each author as first/presenting author, including symposia, and two posters. This will be included in the abstract submission guidelines.
- 6.10. Normally oral presentations are included in the Final Conference Program and in the Abstract book, only if the speakers have registered and paid their participation fee.

- 6.11. Poster presentations are an important part of the conference, and invited poster presentations should be considered. Poster presentations are themed, with appointed chairs and usually an interactive format. It is recommended that the poster session be split into two parts: One possibility is that half of the posters are presented in the first part and half in the second part. This will enable the presenters themselves to view posters in at least half of the session (and possibly will enable to plan the presentations so that the overall level of noise is lower). Another possibility is to present all posters at the first half of the poster session and leave time for everyone to walk around freely in the second half.
- 6.12. In order to encourage poster presentations, the EHPS will grant two prizes for each poster session, for max. 30 EUR each. The EHPS will pay for the prizes, which will be bought by the local organizing committee. Two poster judges per session will be nominated by the SC. Poster prizes will usually be awarded at the closing ceremony.
- 6.13. The Scientific Committee will provide guidelines on the form and content for submission of abstracts for the various types of presentation.
- 6.14. The Scientific Committee will provide clear and detailed abstract selection criteria to track chairs, co-chairs and other abstract reviewers. Abstracts that do not fit into a track theme or cannot be rated due to a conflict of interest or lack of agreement between track chair and co-chair must be returned to the Programme chair. Abstracts not meeting the guidelines may be rejected or returned to authors for revision.
- 6.15. Rapid Communication Poster Abstracts may follow a fast track review process. The procedure should be coordinated with and approved by the chair of the SC. The deadline will usually be around the end of April/beginning of May and should be determined according to the deadline for preparation of the abstract book or submitters should be notified that that accepted abstracts will be presented at the conference but will not appear in the abstract book.
- 6.16. The Scientific Committee will determine abstract submission deadline (this is usually February 14th for EHPS or the next weekday after that), location for sending abstracts, processing of abstracts, dates and procedures for rating, accepting and allocating abstracts, and dates for communicating decisions to abstract submitters.
- 6.17. The Scientific Programme must be constructed on the basis of thematic coherence, time slots available and tracks, if applicable. When submissions are organised by tracks, both compilation by tracks and across tracks should be considered in order to achieve thematic coherence.
- 6.18. The Scientific Programme will be constructed with reference to satellite workshops such as Create and Synergy. A session for feedback of findings from the Synergy workshop may be included within the Programme.
- 6.19. There should be a plan for conference documentation, the programme and the abstract book. This will include logos, layout and a timeframe.
- 6.20. An outline of the programme, indicating possible number of sessions, time schedule for sessions and keynotes, and for EHPS business meetings, must be sent by the conference organizing team to the SC prior to the abstract deadline.
- 6.21. A final copy of the programme and the abstract book or journal abstract supplement must be reviewed by the SC Chair and Co-Chair prior to printing.

## **7. *Social programme***

- 7.1. The social programme is the responsibility of the local organisers.
- 7.2. The social programme should further the objectives of the EHPS and the conference, and be accessible to all participants.
- 7.3. The social programme usually includes at least a reception on the first evening and a conference dinner on the last evening.

- 7.4. Normally, the conference dinner is included in the registration fee for all delegates, including those paying a reduced fee, in accordance with the budget proposal.

## **8. *EHPS promotion***

- 8.1. EHPS will require a centrally located desk for promotion of the organisation and its activities.
- 8.2. The conference folder contains an EHPS membership form and EHPS publication advertisement, as well as additional materials provided by the EHPS. The conference folder for EHPS members should also include a voting card, to be used at the members' meeting, per request of the EHPS. Additional promotional materials in the conference folder must be approved by the Liaison Officer (See point 3.6 about sponsors).

## **9. *Conference outputs***

- 9.1. The conference organisers present a conference report to the EC within 2 months of the conference dates. This report will include: (i) the number of participants per registration fee category; (ii) a list of participants with the minimal information of institutional affiliations and e-mail addresses; (iii) a financial report, including income, expenditures and profit or losses, and (iv) a completed conference report form supplied by EHPS, which will provide valuable information for future conference organisers. Alternatively, an amended form of the conference check list and materials can be provided.
- 9.2. The money due to the EHPS is transferred to the EHPS account in two instalments, the first one month before the conference and the second no later than 2 months after the conference. The amount of the first instalment will cover the fixed rate corresponding to all registration fees received up to that date. The remaining balance corresponds to the second instalment.
- 9.3. The EHPS reserves the right to audit the conference accounts if deemed necessary by the EC.

## **10. *Organization of pre/post-conference workshops***

- 10.1 Pre-and post-conference workshops (length of 1 or ½ day) can be included in the program.
- 10.2 The calls, submissions and approval of these workshops are coordinated by the Synergy Board. The Synergy Board will be in communication with the conference organizers to inform them of the number of workshops, room needs, and fees.
- 10.3 Participants do not need to be an EHPS member to attend the workshop, but in case of oversubscription, preference will be given to EHPS members.
- 10.4 A workshop fee per day is suggested (see section 3.9 above). In case of extra profit, the profit goes to the EHPS. Workshop organizers are encouraged to seek additional funding from non-profit organizations.
- 10.5 Synergy will respond, confirming if the workshops has been accepted,.
- 10.6 The budget for the workshops will be calculated in collaboration between Synergy and the local organizers. The income will be from participation fees; the expenses include facilitator fees, room and AV rental when applicable, coffee breaks (and lunch for full-day workshops). The conference organizers will pay the facilitators of the short workshops. If the workshops (in total) end up being at a loss, the EHPS will pay the needed facilitator fees.
- 10.7 Registration and payment for pre- and post- conference workshops will be included in the conference registration form and handled by the organizers.

10.8 Within a month after the workshop, the workshop organizers should submit to the EHPS a report of the workshop including the results of the evaluation. The report, together with the description and program of the workshop will be downloaded to the EHPS database and will be available for future workshop organizers.

## Appendix

**List of countries eligible for fee reduction based on the World Bank Statistics, according to the most updated list from April 2010; downloaded June 2010, from:**  
<http://siteresources.worldbank.org/DATASTATISTICS/Resources/CLASS.XLS>

<b>A</b>	Guinea	Palau
Afghanistan	Guinea-Bissau	Panama
Albania	Guyana	Papua New Guinea
Algeria	<b>H</b>	Paraguay
American Samoa	Haiti	Peru
Angola	Honduras	Philippines
Argentina	<b>I</b>	Poland
Armenia	India	<b>R</b>
Azerbaijan	Indonesia	Romania
<b>B</b>	Iran, Islamic Rep.	Russian Federation
Bangladesh	Iraq	Rwanda
Belarus	<b>J</b>	<b>S</b>
Belize	Jamaica	Samoa
Benin	Jordan	São Tomé e Príncipe
Bhutan	<b>K</b>	Senegal
Bolivia	Kazakhstan	Serbia
Bosnia and Herzegovina	Kenya	Seychelles
Botswana	Kiribati	Sierra Leone
Brazil	Korea, Dem. Rep.	Solomon Islands
Bulgaria	Kyrgyz Republic	Somalia
Burkina Faso	<b>L</b>	South Africa
Burundi	Lao PDR	Sri Lanka
<b>C</b>	Latvia	St. Kitts and Nevis
Cambodia	Lebanon	St. Lucia
Cameroon	Lesotho	St. Vincent and Grenadines
Cape Verde	Liberia	Sudan
Central African Republic	Libya	Suriname
Chad	Lithuania	Swaziland
Chile	<b>M</b>	Syrian Arab Rep.
China	Macedonia, FYR	<b>T</b>
Colombia	Madagascar	Tajikistan
Comoros	Malawi	Tanzania
Congo, Dem. Rep.	Malaysia	Thailand
Congo, Rep.	Maldives	Timor-Leste
Costa Rica	Mali	Togo
Côte d'Ivoire	Marshall Islands	Tonga
Cuba	Mauritania	Tunisia
<b>D</b>	Mauritius	Turkey
Djibouti	Mayotte	Turkmenistan
Dominica	Mexico	<b>U</b>
Dominican Republic	Micronesia, Fed. Sts.	Uganda
<b>E</b>	Moldova	Ukraine
Ecuador	Mongolia	Uruguay
Egypt, Arab Rep.	Montenegro	Uzbekistan
El Salvador	Morocco	<b>V</b>
Eritrea	Mozambique	Vanuatu
Ethiopia	Myanmar	Venezuela
<b>F</b>	<b>N</b>	Vietnam
Fiji	Namibia	<b>W</b>
<b>G</b>	Nepal	West Bank and Gaza
Gabon	Nicaragua	<b>Y</b>
Gambia, The	Niger	Yemen
Georgia	Nigeria	<b>Z</b>
Ghana	<b>O</b>	Zambia
Grenada	<b>P</b>	Zimbabwe
Guatemala	Pakistan	