



ADEE Annual Meeting Organisational Guidelines

Guidance on organising Association for Dental
Education in Europe's annual meeting.

Version 4.0

Issued November 2014

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1. Introduction

Founded in 1975 the Association for Dental Education in Europe (ADEE) is an independent Europe wide organisation representing academic dentistry and the dental education community. The organisation currently represents over 80% of Dental schools in the European continent in addition to institutions further afield whose primary role is the provision of all aspects of education and professional development in Dentistry. ADEE represents the voice of dental education in Europe, the European Union and the European Higher Education Area. Among its many activities the Annual Meeting stands out as a key event.

The Annual Meeting is held each year in a different European city that is home to a Dental School or Educational Institute which is also a member of ADEE and it is organised by a Local Organising Committees (LOC) based in the host country, in conjunction with the scientific committee of ADEE and the ADEE Office in Dublin.

Due to the importance of the Annual Meeting, and in light of the increasing attendance in recent years, the ADEE Executive Committee (EC) has produced this guideline document to assist in the organisation of the Annual Meeting. The purpose of this document is to set out guidelines for those dental schools that wish to host and organise an Annual Meeting, and to provide appropriate information in order to maintain a professional, consistent, and efficient structure for all future meetings.

1.1. Registration

The ADEE Office handles all registrations for Annual Meetings. The Registration process is hosted on the association's website www.adee.org and online credit card payment of the appropriate fee is necessary to complete the registration process. By prior agreement with the ADEE central office payments may be made by bank transfer in exceptional circumstances.

1.2. Venue, Hotels and Social Programme

The ADEE Office will liaise with the LOC in relation to venue, social events and suggestions for appropriate hotels. The LOC may use a professional conference organiser (PCO), but it is recommended that the LOC invite a representative from the ADEE Office and a member of the ADEE Executive Committee to the host city to meet with two or three potential professional conference organisers before the final vendor is chosen. The host city should be decided four or five years in advance of a meeting. The social programme is the responsibility of the LOC in close cooperation with the ADEE Office.

1.3. Scientific Committee/Corporate Partnership

The ADEE EC will agree the membership of the Scientific Committee of four to five people in conjunction with the LOC. This committee is responsible for the scientific content of the annual meeting. The Journal Editor and Secretary General are ex officio members of the Scientific Committee. One or two representatives of the LOC may be members of this committee but must not form the majority. The LOC may propose one or two experts to advise the Scientific Committee.

1.4. Sponsorship

The ADEE Treasurer, together with the ADEE office will be responsible for sponsoring agreements, both for the organisation in general and for annual meetings. Where local sponsorship is being secured it must be transacted through the ADEE Office.

1.5. European Journal of Dental Education

The content of the meeting is published in the European Journal for Dental Education, which is distributed widely among the dental schools of Europe.

2. Hosting Proposals and Structure of the Annual Meeting

The following section outlines the hosting proposal format and structure along with the various requirements expected of the host school and ADEE.

2.1. Candidature Presentation and Proposal Format

Candidature can only be presented by ADEE member Institutions which are in financial order regarding payment of annual membership fees. It should be presented in written form to the Secretary General at least four to five years in advance of the envisaged meeting date, and should include the following details – proposed dates, location and venue, and accessibility.

The Secretary General will review all proposals and present them to the EC, whose members select the top 2 proposals. ADEE EC will present the candidates' proposals to the General Assembly, where approval may be given. If there are no host candidates, the ADEE EC is entitled to nominate a meeting place and present it to the General Assembly for approval.

2.2. Meeting Dates

Annual Meetings are held during late August to early September. If another time is chosen, such a change should be justified to the General Assembly.

2.3. Location, Venue and Accessibility

Ideally the city should be home to a Dental School or Educational Institute that is a member of ADEE. The city should be well connected by air and ground transportation to main European cities.

It is preferable that the Meeting should be held within the Dental School or other University environment in order to promote academic networking and collaboration in the host university. Ideally venues should be obtained without a fee or at a low cost.

2.4. Meeting Structure and Logistics

<u>DAY 0 – Tuesday</u>
<ul style="list-style-type: none">• All day meeting of ADEE Executive Committee• Exhibitors arrive and assemble stands
<u>DAY 1 – Wednesday</u>
<ul style="list-style-type: none">• Registration booth opens• Mounting of posters begins• Special Interest Groups Convene• Dean’s Meeting• Get-together reception & brief welcome remarks• Optional tour of school before/during get-together event
<u>DAY 2 – Thursday</u>
<ul style="list-style-type: none">• Registration• Mounting of posters• Opening ceremony• Keynote speaker• Invited speakers• Poster presentations• Special Interest Groups/ Workshop sessions/Free stage• Official reception
<u>DAY 3 – Friday</u>
<ul style="list-style-type: none">• Registration• Invited Speakers• Poster presentations• Topic Related Papers• Special Interest Groups/ Workshop sessions• ADEE General Assembly• Celebration Dinner
<u>DAY 4 – Saturday</u>
<ul style="list-style-type: none">• Invited speakers• Oral poster presentations• Special Interest Groups/ Workshop feedback session• Announcement of Poster Prize• Presentation by LOC Chair of venue and meeting topic for following year• Closing ceremony

2.5. Venue Requirements:

The venue should be equipped, at a minimum, with free internet access and include the following facilities:

- a) **Main Conference Room** – all plenary sessions on the programme should take place here. The room should have a minimum capacity of 300 seats. It should be equipped with standard modern technology for the display and presentation of audio-visual materials - including screens, double projection, video, computer projection and microphones.
- b) **Registration Area** – a wide space, being an entrance hall or a large room should be provided to accommodate the Annual Meeting registration desk, and hotel and/or professional conference organiser desks complete with printing and photocopying facilities.
- c) **Poster Display Area** - capacity of at least 100 persons to host posters and small symposia with sufficient space to permit easy movement of delegates as they view poster display/presentations.
- d) **Exhibition Hall** – a wide space or large room should be provided for commercial exhibition with room for demonstrations to take place (educational programmes, equipment, etc.) posters, coffee breaks and lunches.
- e) **Breakout Rooms for Special Interest Groups and Workshop Sessions** – the Special Interest Groups and workshop sessions are fundamental to the structure of the Annual Meetings. Rooms for these should be convenient to the venue for the plenary sessions and should be allocated well in advance of the meeting. A general recommendation is that at least 10 working group rooms with a capacity for up to 40 people should be provided. Group numbers may increase, depending on attendance levels for the meeting. Rooms should have internet access and projection facilities.
- f) **Executive Committee Meeting Room** – a room should be provided for the duration of the Annual Meeting for use by the ADEE Executive Committee. This room should have internet access and be equipped with a computer and printer. This room should be in close proximity to a photocopier. As the ADEE Executive Committee holds a full day Executive meeting one day in advance of the Annual Meeting this room should be available for 5 days from Tuesday – Saturday inclusive.
- g) **Dining Facilities** – This can be a part of or adjacent to the exhibition area. It is important that this area is close to the exhibition venue.
- h) **IT infrastructure** – all IT and technological facilities (e.g. photocopier) must be incorporated within the existing venue infrastructure. Outsourcing such tasks is not an option.

2.6. Accommodation

A wide range of appropriate hotels, hostels and student dormitories should be recommended by the Local Organising Committee, in order to accommodate all budgets. A minimum of 150 rooms should be assured/provisionally booked, at hotels close to the meeting venue.

A Professional Conference Organiser (PCO) may be hired to manage reservations for hotels, social and accompanying person's programmes. These activities are separate from the meeting registration which is online via the ADEE website as set out above. If a PCO is deemed necessary, then the ADEE Office should be involved in the selection process. There should be a close working relationship between the LOC and the PCO keeping the ADEE Office informed at all times as plans for the Meeting progress.

2.7. Scientific Programme Proposal

The Scientific Committee will be responsible for the content/programme of the Meeting. The Journal Editor and Secretary General are ex officio members of the Scientific Committee. One or two

representatives of the LOC can be members of this committee without constituting a majority. In addition, the LOC may propose one or two experts to advise the scientific committee.

A written **draft** scientific programme should be presented to the ADEE EC at least 18-months in advance of the meeting date. Please remember that provision must be made in the programme on the Friday afternoon for the ADEE General Assembly. The draft programme should be time-tabled wherever possible and should include:

- a) Preliminary scientific programme with a proposal of lecture topics, speakers, workshops, poster presentations and small symposia.
- b) Preliminary social programme. A programme intended for participants and their partners (get-together reception, official reception, celebration dinner, etc.).
- c) Preliminary budget (as described in the ADEE Budget Template, in Appendix One).
- d) Preliminary list of hotels, hostels and student dormitories.
- e) Travel logistics and directions, ideally accompanied by a map indicating the relevant venues

Note that the **final** programme should be submitted to the ADEE EC at least 12-months in advance of the Meeting date, and should include the finalised names of the lectures, speakers and SIG Chairs and the final timetable for the Annual Meeting. It should also include a revised budget which details the agreed conference registration fees, exhibition rates for local corporate partners, hotel prices and fees of the social programmes and Celebration Dinner. Allowance should also be made for other potential, unforeseen income and expenditure. Only minor revisions in the budget can be accepted closer to the meeting. Following the meeting, a detailed statement of income and expenditure should be submitted to the ADEE office for the attention of the Treasurer.

2.8. Social and Accompanying persons Programme

The Social Programme is the responsibility of the LOC – but should be decided in close consultation with the ADEE Office.

The ‘Get-Together Reception’ is held on Wednesday evening – Day 1 with an official ‘Welcome reception’ scheduled on the evening of Day 2 of the Meeting (Thursday), and a Celebration Dinner on the evening of Day 3 of the Meeting (Friday).

Social activities, such as excursions, cultural visits, etc., can be arranged but are optional.

The Celebration Dinner and exceptional social activities should not be included in the registration fee but rather provided to be booked at the discretion of attendees and their accompanying persons.

Local tourist information should be made available for accompanying persons.

2.9. Budget and Settlement of Account

The **draft** budget must be submitted along with the draft programme at least 18-months before the meeting date. The revised budget should be submitted along with the final programme at least 12-months before the meeting date. The final (or near to final) budget should be presented to the ADEE EC in February of the year of the Annual Meeting.

Note that, *keynote speakers, invited speakers and workshop session presenters* are not paid a fee or honorarium for their participation in the Meeting. Registration fees, accommodation during the meeting (3 nights for speakers travelling from outside Europe, 2 nights for European speakers, 1 night for local speakers) , and fees for the Celebration Dinner and travel (economy fares only)

expenses are covered for invited speakers. Travel arrangements should be made through the ADEE Office. Invited persons overall costs are included in the meeting budget.

No fees or honoraria should be paid to *working group chairs or rapporteurs, presenters of abstracts or oral presenters of posters*. Working group chairs or rapporteurs, presenters of abstracts or oral presenters of posters are not eligible for reimbursement of their travel, accommodation or registration fees. Students who are presenters of abstracts or oral presenters of posters may be eligible for a reduced registration fee (see registration section below).

No fees or honoraria should be paid to *LOC members* for their work on the Committee or at the Meeting. In recognition of the LOC's hard work and dedication, two LOC members (the LOC Chair and another member proposed by the LOC Chair) are entitled to having their registration fees waived. Depending on numbers, registration fees for the other LOC members and the host school delegates may be discounted, this is agreed in advance via the ADEE office.

Travel and accommodation for the ADEE EC must be included in the meeting budget.

The LOC may request a cash advance from the ADEE EC in order to begin the organisation of the meeting. The advance should be included in the budget and reimbursed to ADEE in the final income and expenditure report before the end of the year of the meeting.

In case of a surplus, once all accounts have been cleared, 75% should be given to ADEE and 25% to the organising institution.

In case of a deficit, ADEE will be equally responsible with the organising institution for 50% of the deficit. Accounts need to be cleared up no later than six months after the Meeting and should be presented to the ADEE EC in writing before the February meeting of the EC (February in the year following the Meeting).

It is recommended that the budget template (supplied in appendix one) is used in all communication with the Executive Committee.

2.10. Registration

Registration for the Meeting will be handled through the ADEE Office. This topic should be discussed between the ADEE EC and LOC at the time the draft budget and programme is submitted for review. On-line registration will be possible through the association's website, where an integrated registration and payment process is in place.

Registration fees should also be discussed at this time so accurate accounting of the income from fees is ensured. Note the following exceptions for registration fees and Celebration dinner:

- a) Registration fees for members of the ADEE EC are waived.
- b) Fees for the Celebration Dinner for members of the ADEE EC are waived.
- c) Registration fees for the keynote/invited speakers are waived (travel and accommodation are also reimbursed by ADEE but must be included in the meeting budget).
- d) Fees for the Celebration Dinner for the keynote/invited speakers are waived.
- e) Registration fees for the President and Executive Director of ADEA or their designated representatives are waived.
- f) Registration fees and/or celebration dinner fees can be waived or reduced for invited guests of ADEE (not speakers, e.g. Presidents of European and International Organisations/Associations), and other LOC guests proposed by the LOC and approved by the ADEE EC.

- g) Registration fees for Gold and Platinum Corporate Members (max 2 persons per corporate member) are waived.
- h) Fees for the Celebration Dinner for Platinum Corporate members (maximum of 2 people) are waived.
- i) Country Delegates of EDSA (the European Dental Students Association) are entitled to free registration as part of attendance at the EDSA meeting
- j) The LOC are provided with a maximum of 2 complementary registrations
- k) Discounted registration fees for host school attendees may be negotiated through the ADEE office.
- l) The overall number of complimentary and reduced registrations would range from 30 to 50 persons, depending on the number of EDSA delegates, the number of Corporate members attending the meeting and the number of invited speakers and guests-non-speakers. This overall number must be taken into account when preparing the draft, revised and final meeting budget (including the Celebration dinner estimated attendance and expenses).

2.11. Sponsorship

Commercial or official sponsorship for the meeting needs to be planned and discussed between the ADEE EC and LOC at the time the draft budget and programme is submitted. However, the LOC are expected to solicit local companies for sponsorship.

Potential sponsors, exhibition sponsorship fees and other fundraising initiatives and sources of potential income must be agreed between the ADEE EC and LOC.

2.12. Proceedings

Proceedings of the Annual Meetings, including all oral communications, working-group reports, and poster abstracts should be published during the year following the meeting under the direction of ADEE's Editor. This normally takes the form of a supplement within the European Journal for Dental Education (EJDE). The cost of printing and distribution should be the responsibility of ADEE; however, meeting organisers and the ADEE EC should search for possible sponsorship. It should be stated as a condition of their invitation that all speakers should provide the Editor with a resume of their presentation in advance, in accordance with the Editor's guidelines.

2.13. LOC and ADEE EC Liaison

The LOC and members of the ADEE EC should work together throughout the Annual Meeting preparation period and during the Meeting, in order to ensure a successful event.

The Chair of the LOC **may** be co-opted to the Executive Committee during the preparatory year of the Annual Meeting for which he/she is responsible.

2.14. Publicity of the meeting

The meeting must be publicised in advance through the ADEE network (Newsletter, website), as well as through the host School and LOC networks (University Newsletter, Professional Associations Newsletter, relevant local websites, etc).

In addition, during the ADEE meeting taking place the year prior to the meeting in question, the LOC may have a corner / table within the exhibition or the registration area with the aim to publicise their forthcoming meeting. Leaflet distribution, computer presentations and touristic information are some examples of publicity activities. This table would be populated by LOC members already

attending the previous annual meeting. Travelling and/or accommodation costs or other reimbursement scheme is not provided to these persons.

3. Check List

- a) The overall responsibility for the annual meeting lies with the Executive Committee (EC)
- b) The organising committee is composed of ADEE's Secretary General, Treasurer, Editor, Administrator and the Local Organising Committee (LOC). The main preparation, onsite work, and subsequent necessities are undertaken by the ADEE Administrator and the Local Organisers, of whom one acts as Chairman
- c) The financial risk lies with ADEE and LOC/ host institution (50%: 50%)
- d) The profit is due to ADEE and LOC/host institution (75%: 25%)
- e) ADEE provides a working budget in advance
- f) The working budget is made available after approval of the meeting's estimated income and expenditure
- g) All organisational activities are the responsibility of the local organising committee, which may contract a conference bureau or organiser to coordinate specific activities, e.g. the hotel registration, catering, social programme and post-congress tour
- h) The local organising committee, before signing a contract for any value, must discuss it with the Secretary General and the Treasurer via the ADEE administrator. The final responsibility of these agreements lies with the LOC/host institution. The ADEE EC members do not sign or co-sign contracts with local organisers, PCOs, etc, being unfamiliar with the local circumstances, traditions and mentality.
- i) Invitations to Corporate Members to participate in the meeting are sent by the EC; invitations to local sponsors are sent by the Chair of the organising committee.
- j) Registration for the meeting, the Social programme and accompanying persons is managed via the web by the Administrator in Dublin.
- k) All payments are made by the ADEE Administrator (Treasurer) with the exception of the administrative expenses of the LOC which can be paid from the cash advance
- l) Hotel accommodation for the EC, Corporate Members and Invited Speakers are undertaken by the Administrator but must be factored into the meeting budget
- m) The programme together with registration details is distributed through ADEE networks to every member in Europe. In addition meeting details and a registration facility will be available on the ADEE website at least four months in advance of the Annual Meeting.
- n) A printed copy of the meeting programme is distributed to each participant at the start of meeting
- o) Invited speakers, keynote speakers and chairpersons of Workshops (if Workshops are organised within the annual meeting) do not pay registration fees, Celebration Dinner and hotel accommodation costs. This does not apply for Working Groups/ SIGs Chairpersons.

4. Timescale & Deadlines

At least 3 years in advance of the Annual Meeting Date

- A Proposal to include suggested dates for the meeting; the theme; proposed future head (Chairperson) of the LOC etc. should be submitted by the Dean of the host school/city of the meeting

2 - 3 years in advance of Annual Meeting

- A decision by the EC on the proposal, with possible modifications of the proposed theme.
- Suggestions regarding the venue, hotel accommodation, and elaboration on the theme leading to potential subjects should be reviewed following discussions between the local organiser, Secretary General, Treasurer, Editor and Administrator

18 Months - 2 years in advance of Annual Meeting

- Formation of a team (maximum of 9 people) by local organisers and members of EC, allocating positions and responsibilities amongst team members (Organising Committee)
- Taking options on venue and hotels
- Working on programme and discussions regarding potential speakers
- Listing of possible local sponsors by LOC
- Discussions on the organisation of the meeting

18 months in advance of Annual Meeting (EC February meeting with local organisers)

- Presentation of venue
- Proposed programme including suggestions for main speakers
- Proposed social programme, including partner programme and post-congress tour
- Discussion and decision on contracting a conference bureau or professional conference organiser
- Decision on scientific programme (excepting the finalised list of all speakers) and venue

18 to 12 months in advance of Annual Meeting

- Contracting of venue and hotels
- Transfer cash advance from ADEE account to Organising Committee account
- Contracting of main speakers and other speakers (date, subject, form of presentation, available time, finance)
- Preparation of other speakers
- Contracting of local sponsors
- Preparing of meeting budget
- Preparation of a meeting information brochure (folded A4) by local organisers containing information on the theme; the main speakers already confirmed; the venue and city, etc.
- Preparation of a PowerPoint presentation, presenting the programme and venue of the meeting
- Preparation of announcement in EJDE

EC and Annual meeting 1 year in advance of planned meeting date

- Distribution of brochures with details of Annual Meeting, city and venue
- Proposed budget
- Reporting of progress in organisation, and preparation. Review, in collaboration with the ADEE Office, EC and LOC, of potential or actual contingencies arising
- Presentation of the venue and programme to ADEE members at General Assembly
- Contract for social events

12 to 6 months in advance of Annual Meeting

- Announcement of Annual Meeting details in the EJDE
- Contracting of sponsors (conditions, finance)
- Contracting of speakers (personal data, subject, form of presentation, availability times, finance)
- Detailed timetabling for the final 6 months leading to the meeting
- Communication of instructions to speakers on presentation preparation, provision of information on technical facilities in respective lecture rooms; confirmation of final presentation titles; finalising abstracts and speaker's personal profile
- Liaising with corporate members and sponsors on preparation of suitable rooms and subsequent incorporation of these details into the programme
- Allocation of rooms/space for presentations
- Preparation of final programme

- Preparation of brochure, based on the aforementioned programme which is to include registration information. Sign-off required from ADEE Office prior to publication
- Decisions on on-site organisation of Annual Meeting, hiring of support (students), decoration of rooms, presents to speakers etc
- Final decisions on social programme
- Contracting in relation to remaining social events
- Printing of brochure and registration form
- Announcement of meeting in ADEE Newsletter. Booking of accommodation for EC, Corporate Members, invited speakers

6 months in advance of Annual Meeting at EC winter meeting

- Presentation of finalised programme
- Preparation of progress report
- Solutions and decisions on remaining issues relating to the organisation of the Annual Meeting

Final 6 months

- Solicitation of remaining information needed from speakers, corporate members and sponsors. This information may include sponsor logo's for publication in the programme book or on a slide, professional biographies etc.
- Announcement and Program details in ADEE Newsletter
- Annual Meeting Reminder notice in the EJDE
- Preparation of programme book
- Preparation of detailed script for meeting (allocation of times; roles for LOC/student help; logistics and allocation of rooms etc.)
- Distribution of brochure/registration information
- Printing of finalised Annual Meeting Programme Booklet
- Contracting of sponsors
- Contacting all invited speakers, Corporate Members and members EC regarding their arrival and departure times and confirmation of hotel bookings
- Ordering of flowers, LOC/support uniforms (for example conference t-shirts), conference name tags, presents etc.
- Continuous liaising between the conference organisers, venue, ADEE Office and LOC
- Final arrangements regarding venue and cross-checking and confirmation of details within and between the office and LOC
- Preparation of attendees registration envelopes, name tags, and of exhibitors ground plan

On-site

- Preparing the conference venue floor – for example with directional signs, flowers, banners etc.
- Preparation of the registration desk – for example with telephone, participant's registration envelopes, name tags, programme books. Printing, photocopying and Badge Printing facilities readily available
- Execution of the Exhibitors ground plan
- Control and contingency measures for all rooms, including confirmation of the technical infrastructure

5. Contact and additional Information

Email: administrator@adee.org

By post to:

The Secretary General, ADEE Office

Dublin Dental University Hospital, Trinity College, Lincoln Place

Dublin2, Ireland.

6. Appendix One: Budget Template

	Fixed Costs (Set costs that do not depend on number of delegates attending)	Estimated €	Final €
Item 1	Venue Related Costs	0	0
	<i>Renting of Amphitheatre and rooms [as low as possible if not free of charge(FOC)]</i>		
	<i>Cleaning/security/insurance services</i>		
	<i>Personnel - secretariat (on site)</i>		
	<i>Personnel - IT</i>		
	<i>Poster boards (arrangements & renting if not FOC)</i>		
	<i>Exhibition area setup and management</i>		
	<i>Meeting signs, posters and decorations</i>		
	<i>Other</i>		
Item 2	Printing and communication related costs	0	0
	<i>Development of meeting logo/graphic design etc.</i>		
	<i>Development of meeting 1st and 2nd announcement</i>		
	<i>Printing of promotional A4 brochure</i>		
	<i>Development of website materials</i>		
	<i>Programme and abstract booklet</i>		
	<i>Other</i>		
Item 3	Social activities	0	0
	<i>Welcome Reception venue rental if applicable</i>		
	<i>Welcome Reception entertainment</i>		
	<i>Celebration dinner venue rental if applicable</i>		
	<i>Celebration dinner entertainment</i>		
Item 4	Invited Speakers	0	0
	<i>Accommodation</i>		
	<i>Travel</i>		
	<i>Gifts</i>		
Item 5	ADEE Executive Committee	0	0
	<i>Travel</i>		
	<i>Accommodation</i>		
	<i>EC meeting catering costs</i>		
Item 6	Sundry Fixed Costs (optional)	0	0
	<i>Professional Conference Organisers</i>		
	<i>Contingencies</i>		
	Total Fixed Costs	0	0

	Variable Costs (a cost associated with each delegate that attends)	Per Participant/Unit	180 pay (230 total)	200 pay (250 total)	250 pay (300 total)	280 pay (330 total)	Final Costs (based delegates attended)
			0	0	0	0	
Item 1	Catering	0					
	<i>Thursday Coffee (2 sessions)</i>						
	<i>Thursday Lunch</i>						
	<i>Friday Coffee (2 sessions)</i>						
	<i>Friday Lunch</i>						
	<i>Saturday Coffee (1 session based on 60% attendance)</i>						
	<i>Saturday Lunch (based on 60% attendance)</i>						
	<i>Get together party</i>						
	<i>Welcome Reception</i>						
	<i>Celebration dinner</i>						
Item 2	Printing etc.	0					
	<i>Participants badges</i>						
	<i>Participants meeting bags</i>						
	<i>Participants attendance certificates</i>						
Item 3	Sundries	0					
	<i>Transportation (public transport vouchers etc., optional)</i>						
	<i>Other</i>						
	Total	0					

	Income	Per Participant/Unit	180 pay (230 total)	200 pay (250 total)	250 pay (300 total)	280 pay (330 total)	Final Costs (based delegates attended)
	Registration Fees		0	0	0	0	
	Other Income (composed of)						
	Exhibition						
	Local Sponsors						
	Other						
	Total Projected Income	0	0	0	0	0	
	Expenditure		180 pay (230 total)	200 pay (250 total)	250 pay (300 total)	280 pay (330 total)	Final Costs (based delegates attended)
	<i>Variable Costs</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	<i>Fixed Costs</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	Total Expenditure		0	0	0	0	
	Expenditure over Income		0	0	0	0	
	Must be €30,000 surplus						
	75% to ADEE 25% to the LOC/host institution (<i>advance cash payment is deducted from this sum</i>)						

An Excel version of this template is available from the ADEE office.

Complimentary status at ADEE meetings-November 2014

Category	Number of persons	Pay own registration fee	Pay own celebration dinner (Friday)	Pay own accommodation
1. ADEE				
EC members	9-10	NO	NO	NO
ADEE Staff	2	NO	NO	NO
Accompanying Persons of EC members & ADEE Staff	unknown	NO	YES	NO
Past ADEE Presidents & Honorary Life members (if not paid by their Schools)	unknown	NO	YES	YES
2. Local				
LOC	2 (Chair +1)	NO	NO	n/a
LOC (other members)	unknown	possibly reduced (consult ADEE EC)	YES	n/a
Participants from host School	unknown	possibly reduced (consult ADEE EC)	YES	n/a
3. Meeting related				
FEHDD (Deans Chair/s)	1-2	YES	YES	YES
Platinum Corporates	2 per company	NO	NO	YES
Gold Corporates	2 per company	NO	YES	YES
EDSA Official Delegates	tbc ~ 30	NO	YES	YES
Students	unknown	Student fee	YES	YES
Invited Speakers /Keynote speakers	6-7	NO	NO	NO*
Speakers' accompanying persons	unknown	NO	NO/YES??	NO
Poster Winner-Educator Award Winner	1-6	NO	NO	YES
4. Associations Presidents				
ADEA (President & Director)	2	NO	NO	YES
IFDEA	1	NO	NO	YES
ADEA & IFDEA other members	unknown	Student fee	YES	YES
ADEA/IFDEA Accompanying persons	unknown	Pay Accom. Pers. Fee	YES	YES
The following organisations are reviewed on annual basis for inclusion in the ADEE invitation list. Final determination made at February Executive Meeting on year of meeting				
CED President/representative	1	NO	NO	YES
CECDO President/representative	1	NO	NO	YES
EADPH President/representative	1	NO	NO	YES
IDHF President/representative	1	NO	NO	YES
FEDCAR President/representative	1	NO	NO	YES
Better Oral Health Platform Chair	1	NO	NO	YES
Accompanying persons of above (CED, CECDO,EADPH, etc)	unknown	Pay Accom. Pers. Fee	YES	YES
Other major Associations' Presidents IADR,FDI,AMEE,SEEADE,etc	1	NO	YES	YES
NOTES: 1) The complimentary status of other persons not included here is decided by ADEE EC on an individual basis 2) ADEE EC may amend the above status when needed 3) NO: not paying, YES: paying, N/A: not applicable 4)* Invited speakers accommodation: 3 nights/from outside Europe, 2nights/from Europe, 1 night/local				