



ADEE Annual Meeting Guide

September 2024

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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 Dental schools and associations interest in oral health professional's education throughout 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 ADEE 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. The meeting 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.

ADEE is also open to hearing from sister organisations who may be interested in hosting joint collaborative meetings.

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.

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 (email) to the Administrator at least four to five years in advance of the envisaged meeting date, and should include the following details – proposed dates, location and venue, budget and accessibility. The Administrator and a subcommittee of the Executive committee composed will review all proposals and present them to the Executive Committee, whose members select the top 2 proposals for site visit. The ADEE Executive Committee will then present the selected candidates' proposals to the General Assembly, where approval may be given. If there are no host candidates, the ADEE Executive Committee is entitled to nominate a meeting place and present it to the General Assembly for approval.

Meeting Dates

Annual Meetings are held during late August to early September. If another time is suggested by the host institution, such a change should be justified to the General Assembly. The meeting proper runs for 2.5 to 3 days however pre meetings and workshop are also included and this extends the meeting to 4.5 to 5 days.

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 ideally via low cost airlines or rail services.

It is **preferable that the Meeting will be held within the Dental School or other University environment** in order to promote academic networking and collaboration in the host university. It is also preferable that venues should be obtained without a fee or at as low a cost as possible, e.g. as if it were an internal usage within the university.

Where external venues are proposed, the costs should be clearly communicated in the proposal, including additional extras such as staffing, cleaning, security, tech support, catering providers etc.

Meeting Structure

While there is reasonable flexibility concerning the structure of the meeting the following is the standard current flow:

Day - 1	ADEE executive meeting on site Executive & LOC Dinner
Day - 0	FEHDD session Specific workshops Reception for FEHDD, Regional Council and ExCo
Day 1	Full meeting day: Morning concurrent workshops/special interest groups/ community of practice meetings Evening Plenary Session concluding at 17:00 Evening social event
Day 2	Morning Plenary Session Followed by 3 concurrent streams including workshops/special interest groups/ community of practice meetings / poster Evening social event
Day 3	Moring concurrent streams including workshops/special interest groups/ community of practice meetings / poster Plenary session Departs at 13:00

Venue Requirements

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

- **Main Conference Room** – all plenary sessions on the programme should take place here. The room should have a minimum capacity of 400 to 600 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. Live streaming and similar are also encouraged.
- **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.
- **Exhibition and Catering Hall** – a wide space or large room should be provided for commercial exhibition with room for demonstrations to take place (up to 25 exhibitor stands, 6 at 6mx2m, the remainder at 2m x 2m), posters, coffee breaks and lunches. This

should allow easy flow of upto 500 persons and open display of equipment. Electricity, lighting, air conditioning, and portering support is also required.

- **Breakout Rooms for Special Interest Groups, Community of Practice and Workshop Sessions** – these sessions are fundamental to the structure of the Annual Meetings. Rooms for these should be convenient to the venue for the plenary sessions (ideally in same building or in close proximity) and should be allocated well in advance of the meeting. A general recommendation is that at least 6 working group rooms (concurrently) with a capacity for up to 80 people each should be provided. Group numbers may increase, depending on attendance levels for the meeting. Rooms should have internet access and projection facilities.
- **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 Monday – Friday inclusive.
- **IT infrastructure** – all IT and technological facilities must be incorporated within the existing venue infrastructure. Outsourcing such tasks if necessary must be clearly costed.
- **Security and Portering;** prior to and after the meeting our exhibitors will ship displays to and from the venue, This needs to be coordinated locally by staff who have knowledge of the building and storage facilities and the ability to assist exhibitors get their displays delivered to their stand location. If the venues is open to the public security should also be considered.

Scientific Programme Proposal

The ADEE Executive Scientific Committee will be responsible for the content/programme of the Meeting. The Journal Editor and other designated members of the executive 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 Executive at least 18-months in advance of the meeting date. The draft programme should be time-tabled wherever possible and should include:

1. **Preliminary scientific programme** with a proposal of lecture topics, speakers, special workshops, poster presentations and small symposia. Note ADEE will also issue a call to members COPS and SIGS for submissions.
2. **Preliminary social programme**, a programme intended for participants and their partners (get together reception, official reception, closing, etc.).
3. **Preliminary budget** (as described in the ADEE Budget Template, in Appendix One) should be included with all proposals.
4. **Preliminary list of hotels**, hostels and student dormitories etc should be detailed and a recommendation made on the base location for the ADEE executive. ADEE will build a dedicated meeting hotel accommodation booking page through our providers room trust.
5. **Travel logistics and directions** for all venues used should be included and ideally accompanied by a map indicating the relevant venues.

Note that the final programme will be agreed with 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.

Budget and Settlement of Account

The meeting budget is managed via the ADEE office and Treasurer and they will use your submitted budget to make an initial evaluation of costs and expected out-turn. It is critical that a nominated contact for finances is identified in your proposal so they can provide any additional local costing as required.

Proposers may wish to engage with local or national tourism boards to explore the possibility of grant funding that may be available to attract international meetings. Note this funding should be directed through the ADEE office for Inclusion In budgeting.

In preparing a proposal it is important that proposing Institutions realise that it is expected that your proposal will generate a surplus for ADEE in the region of €30,000, so do keep this in mind in drafting your initial costings budget.

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 social events and travel (economy fares only) expenses are covered for invited speakers.

Travel arrangements must 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. All payments for the meeting will be made directly from the ADEE to the end supplier. Host schools should not incur any cost in this regard.

In case of a surplus, once all accounts have been cleared, 75% is retained by ADEE and 25% to the organising institution assuming venue hire has been provided free of charge. Where venue hire has been paid to the institution then no profit share will be distributed to the 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 no later than three months after the Meeting and should be presented to the ADEE EC in writing before the February meeting of the EC.

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

Registration

Registration for the Meeting will be handled through the ADEE Office. This topic should be discussed between the ADEE Executive Committee and Local Organising Committee 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. For budgeting preparation purposes, the budget should cater for circa 100 delegates who are non-paying (i.e. invited dignitaries, EDSA colleagues, VIP etc.)

Appendix One: Budget Template:

ADEE YEAR City Country

Budget Projections, based on expected figures as of date

INCOME					
		Rate	Unit	Number	Total
Registration	Full		Per person		
Exhibition			Unit		
Awards			Application		
Sponsorship			Unit		
Expected Income					
EXPENDITURE					
Venue Hire Location A					
Location B etc					
Insurance	Event Insurance		Event		
Conference Catering	Daily Coffee and Lunch Etc		Event		
Social Events					
Exco related costs	Accommodation				
	Travel				
	Dinner (TBC)	75.00	Per person		
Operational Costs	Printing: Lanyards/Badges/Banners				4,000.00
	LTB (Poster App)				2,500.00
	CVENT (Meeting App)				4,000.00
	Walls.io social media				500.00
	Tech Support (ADEE)				3,000.00
	University Staffing (Security & Cleaning)				
	Awards presented				1000.00
	Wellbeing programme				
	Students (Society)				2,500.00
	Hardware (Laptops, Power Supplies and Display Adapters)			Per room	10
Contingency		5,000.00	Event	1	5,000.00
Expected Outgoings					
Outturn					



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