



THE EUROPEAN  
SOCIETY FOR  
CLINICAL  
NUTRITION AND  
METABOLISM

**APPLICATION FOR THE ORGANIZATION OF AN ESPEN CONGRESS**

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## Document 1: Background and general instructions

### APPLICATION TO ORGANIZE AN ESPEN CONGRESS

[\\*http://www.espen.org/congress/organise.htm](http://www.espen.org/congress/organise.htm)

The procedure for the appointment of future congress venues is conducted on a rational basis in step with recent changes in ESPEN's structure and organization. The main points are as follows:

- The three main ESPEN Officers (Chairman, General Secretary, Treasurer) are responsible for the finances of the society. For this reason, these Officers have to remain in control of the congress budget, being the main financial event within ESPEN.
- This document outlines the responsibilities and duties within the partnership of the parties involved in the running of the annual ESPEN congresses, namely i) the President of the applying National Society of Nutrition (NSN), ii) the Congress President, iii) the Scientific President, and iv) the Educational and Clinical Practice President and v) the above three main ESPEN officers.
- The NSN proposes to appoint i) the Congress President, ii) the Scientific President, and iii) the Educational and Clinical Practice President. These three persons must be known to ESPEN.
- ESPEN confirms the appointment of the Congress President, ii) the Scientific President, and iii) the Educational and Clinical Practice President. ESPEN appoints the professional congress organizer (PCO).
- The NSN may propose to appoint a list of national members to serve in i) the Local Organization Committee (LOC), ii) the Local Scientific Committee (LSC), and iii) the Local Educational and Clinical Practice Committee (LEC). These committees members may help to prepare for the congress organization and programme. Any expenses related to their activities will not be covered by the congress budget.
- Details of the NSN, its President, and the Chairs of the LOC, LSC and LEC are to be stated in Document 2.



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- Applying to organize the ESPEN congress requires agreeing to comply with the ESPEN rules as defined in the ESPEN constitution and the "congress organization" document (Document 3).
- The declaration of intention and time schedule for the application is to be given in Document 4.
- To be considered, the applicant must provide details of the project in Document 5, and complete the definitive contract (Document 3) which will be valid only if the congress venue is selected.
- To be considered the application must be sent and postmarked before August three years in advance to the Chairman and the General Secretary of ESPEN.

\* \* \* \* \*

Important note

Do not hire a local congress organizer and do not book the congress centre before having your declaration of intention to organize an ESPEN congress approved by ESPEN.



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**Document 2: Identity for the NSN (National Society of Nutrition) and of the main persons involved in the congress organization**

**APPLICATION FOR THE ORGANIZATION OF AN ESPEN CONGRESS**

- Full name of the National Society of Nutrition (NSN):

.....  
.....  
.....

- Administrative address of the NSN

.....  
.....  
.....

- The NSN President (Name, mail address, Tel, Fax, e-mail)

.....  
.....  
.....

- The Congress President <sup>1</sup> (Name, mail address, Tel, Fax, e-mail)

.....  
.....  
.....

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<sup>1</sup> must append a one-page CV concentrating on his/her experience in ESPEN or other Societies and in organization national/international congresses.



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- The Scientific President <sup>2</sup> (Name, mail address, Tel, Fax, e-mail)

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-----  
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- The Educational and Clinical Practice President <sup>3</sup> (Name, mail address, Tel, Fax, e-mail)

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<sup>2</sup> must append a one-page CV concentrating on his/her scientific production and relations with colleagues worldwide.  
<sup>3</sup> must append a one-page CV concentrating on his/her scientific production and experience teaching nutrition at the national/international level.



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**Document 3: Agreement to comply with the rules**

**APPLICATION TO ORGANIZE AN ESPEN CONGRESS**

I, undersigned President of the NSN,

I, undersigned Congress President,

I, undersigned Scientific President,

I, undersigned Educational and Clinical Practice Presidents

state that we have read and understood, and undertake to comply with the provisions of:

- the ESPEN constitution
- the ESPEN congress organization document
- the draft of the definitive contract (annex to document 3)

In addition, we agree:

1. to organize for a delegation of central ESPEN, the ESPEN Congress Organization Committee (ECO), a visit of the congress facilities and be prepared according to the check list on Document 5.
2. to accept the PCO (Professional Congress Organizer) provided by central ESPEN.
3. to work in close collaboration and according to the financial principles outlined in the Document 6 enclosed, with central ESPEN Committees and follow their advice concerning the scientific and educational organization, as well as other aspects related to the organization.
4. to work in close collaboration with central ESPEN and its PCO for the approval of the provisional budget and for all organizational and financial aspects of the congress.
5. that the NSN will receive 10% of the final surplus of the congress.
6. to provide free access at any time to central ESPEN officers and ESPEN appointed consultants to all documents concerning the Congress.
7. to sign the more detailed contract (see annex to document 3) if the application is successful.



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8. Date, printed names and signatures: (see next page)

A) President of the NSN (print name) .....

.....

Date/location .....

B) Congress President (print name) .....

.....

Date/location .....

C) Scientific President (print name) .....

.....

Date/location .....

D) Educational and Clinical Practice President (print name) .....

.....

Date/location .....



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**Document 4: Contract between NSN and ESPEN**

**DRAFT OF DEFINITIVE CONTRACT**

Contract between ESPEN, Dr (print name) .....

President of the NSN,

And Dr (print name) .....

President for the organization of the XX .....<sup>th</sup> ESPEN Congress.

Following the vote by the ESPEN Council held in .....

it has been agreed that the XX .....<sup>th</sup> ESPEN Congress will be held in

Month/day ..... 200 .....

in (city) .....

under the responsibility of the (country) ..... NSN.

NSN will delegate the organization of the Congress to the President of the Congress.

The President of NSN, the President of the Congress, and central ESPEN (represented by its Chair, its General Secretary and its Treasurer) agree on the following:

- The Congress will have the format as established and agreed upon in meetings with the ESPEN Executive Committee in the years preceding the congress. The congress will be prepared in close collaboration with the central PCO appointed by central ESPEN.
- Every final decision on the organization of the Congress (financial aspects, and scientific and educational programs) will be subject to the approval of the central ESPEN Executive Committee.



- Central ESPEN reserves the right to terminate this contract and change the congress venue at any moment in the event of delays or negligence placing ESPEN's finances at risk. If, for these reasons, the Executive Committee should decide to change the congress venue, the NSN and the President of the Congress shall have no right to be refunded of any amount spent.
- The three ESPEN officers (Chairman, General Secretary, Treasurer) stands the legal responsibility for the finance for ESPEN activities. For these reasons ESPEN reserves the right to change the Congress President or the congress venue in case of economic threat.
- A provisional budget shall be provided in English and shall be drawn up in cooperation with the central PCO appointed by central ESPEN. Income and expenditure shall be in EURO. The provisional budget shall be drawn up at least 2 years before the Congress in cooperation with the central PCO and be submitted for approval by the central ESPEN Executive Committee (see Document 6: Financial rules and decisions).
- The Scientific content, the abstract selection and the Educational and Clinical Practice content must be approved by the central ESPEN Committees. All costs related to business meetings, the May programme meeting, invited speakers and special guests must be treated according to the approved congress budget.
- An audit of all accounts of the Congress shall be organized by ESPEN. Such audit shall be performed by chartered accountants appointed by ESPEN. The chartered accountants appointed by ESPEN shall make their audit in the year following the congress.
- Any dispute between ESPEN and the other parties shall be subject to and ruled in the court of Luxemburg, according to the law of that country.



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I, undersigned Dr (print name) .....

date .....

President of the NSN  
(print name of the  
NSN)

.....

I, undersigned Dr (print name) .....

President of the congress

date .....

apply to host the XX.....<sup>th</sup> ESPEN congress in 200.....

- I understand that this application is subject to a preliminary on-site inspection that will be followed by a report from the chairman of ESPEN to the Council of ESPEN, this presentation being followed by a vote of the Council. The decision of the Council has to be approved by the General Assembly<sup>4</sup> of ESPEN.
- I understand that the on-site inspection will comprise a visit of the congress center (at a time when it is running), hotel facilities, tourism office and places suitable for the main social events.

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<sup>4</sup> see the ESPEN constitution for details.



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For the ESPEN on site inspection, suggested periods/dates are the following<sup>5</sup>:

1.....

2.....

3.....

4.....

Name and mail address (+ Tel, fax, e-mail) of contact for the organization of the on-site visit will be (if different from the President's address [see document 2]):

1.....

2.....

3.....

4.....

---

<sup>5</sup> at all event the inspection onsite must be organized on April 30 at the latest.



**Document 5: Information about the congress site**

**Important: TO BE COMPLETED TOGETHER WITH THE CONGRESS ORGANIZER (PCO) SELECTED BY CENTRAL ESPEN**

**APPLICATION FORM FOR THE ORGANIZATION OF AN ESPEN CONGRESS**

**1. General information**

City: .....

Country: .....

**2. Description of the local facilities**

**2.1 Geographical Location**

(Please describe the geographical location of the city, access by plane, train and car, the distance from the main airport and railway stations and the distance and approximate cost of flight tickets from the main European cities). Please justify your choice compared with other congress facilities in the same country (i.e., provide details if a bid has been organized).

**• Hotel accommodation**

Please state below the number of rooms which are available in each hotel category Congress:

Number of rooms 5 star hotel: \_\_\_\_\_ cost per night in 5 star hotel: \_\_\_\_\_

Number of rooms 4 star hotel: \_\_\_\_\_ cost per night in 4 star hotel: \_\_\_\_\_

Number of rooms 3 star hotel: \_\_\_\_\_ cost per night in 3 star hotel: \_\_\_\_\_

Number of rooms 2 star hotel: \_\_\_\_\_ cost per night in 2 star hotel: \_\_\_\_\_

Number of rooms 1 star hotel: \_\_\_\_\_ cost per night in 1 star hotel: \_\_\_\_\_



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Cost per night for student accommodation: \_\_\_\_\_

Note: Rooms should preferably be booked in hotels within walking distance from the congress centre or a nearby public transportation that has easy access to the congress venue.

• **Congress centre**

- Distance from the city centre: Distance from the hotel area: .....

- Distance from the hotel pre-selected as congress headquarters: .....

- Walking distance between the 2 most remote facilities used for the congress and at the venue. ....

- Cost of rental for three days congress and exhibition, three days for setting-up the exhibition and dismantling .....

- Give the number of seats and technical facilities for each conference hall:

Room 1 :  
.....

Room 2 :  
.....

Room 3 :  
.....

Room 4 :  
.....

- Give the number of meeting rooms (20-50 seats): .....



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- Surface available for poster exhibition: .....

- Surface available for industry exhibitors : .....

- Is there another congress centre in the selected city? YES/NO (circle one)

Name: .....

- Why did you prefer one congress centre to the others? (explain; give pro's and con's)

.....  
.....  
.....

- Please include a brochure of the congress center.

• **Financial support**

Will there be financial support from the local authorities? YES/NO (circle one)

- How much (Euros) ? .....

**3. Detailed provisional budget** *(Please give information on the following items:)*

A structured budget template is available: Please contact the ESPEN official PCO to prepare the provisional budget.



## Document 6 : Financial rules and decision

The document has to be signed by the proposed:

- President of the National Society of Nutrition (NSN)
- President of the congress
- Scientific President of the congress
- Clinical Practice and Educational President of the congress

And by:

- The Chairman of ESPEN
- The General Secretary of ESPEN
- The Treasurer of ESPEN
- The Professional Congress Organizer

### 1. **Provisional Budget definition:**

The President of the Congress and the Professional Congress Organizer (PCO) draw a "provisional budget" for the congress in planning for presentation to the Executive Board, at least 2 years before the congress is to be held. The budget displays the same items as in the previous congress budgets in order to allow budget comparisons between congresses. The PCO must have obtained accurate estimates for all these items in the presentation. New items have to be discussed and approved by the ESPEN Executive Board.

- 1.1. The Executive Board modifies the "provisional budget", if needed, to implement its global strategy. The revised "provisional budget" is then proposed to the President of the Congress and the PCO for approval and implementation
- 1.2. The Local Organizing Committee is exclusively composed of the Congress President, the Scientific President and the Educational and Clinical Practice President of the congress. All meetings expenses of these three Presidents have to be covered by a specific budget, including the meetings held years before the event. If there are additional people involved in the organization, the expenses related to them are not covered by the congress budget.



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- 1.3. All meetings expenses, as appearing in the approved official budget of the Central ESPEN meetings at the congress are to be covered by the specific budget (the number of meetings, participants and type of technical equipment have to be specified in writing).
  - 1.4. All speakers' expenses have to be covered by the specific budget. Central ESPEN specifies in writing the cost per speaker's category (what speakers are entitled to).
  - 1.5. All expenses related to the handling of the abstracts and of the ECPC material have to be covered by the specific budget. Central ESPEN specifies in writing the maximum amount allocated, the detailed method for the abstract submission including scoring and the review process, as well as the ways of presentation: Oral vs. Posters or other type of presentation.
  - 1.6. All social events related expenses have to be covered by the specific budget. Central ESPEN specifies in writing the maximal cost per guest and the level of the subvention from the congress budget.
- 2. Subfinal Budget definition:**
- 2.1. The President of the Congress and the PCO present the "provisional budget", at least 1 year before the congress venue. The Executive Committee formally approves the "provisional budget" which then becomes the "subfinal budget".
  - 2.2. The President of the Congress and the PCO are responsible for maintaining the budget balance as defined in the "subfinal budget". Any changes of the budget balance in excess of 10 000 Euros (excluding the variable costs depending on the number of participants = additional expenses AND additional income) have to be approved in writing by the Treasurer, or if unavailable by the Chairman or the General Secretary of ESPEN.
  - 2.3. Dynamic evolution of the Sub-final Budget :  
As the time progresses until the congress, alterations of the Sub-final Budget are expected. *The general rule is: new expenses have to be associated with defined new incomes to cover such expenses.*



- 2.4. During the 12 months prior to the congress, updated versions of the "subfinal budget" are forwarded by the PCO to the President of the Congress according to the following rules :
  - 2.4.1. In case of a final balance change in excess of 5'000 Euros.
  - 2.4.2. Monthly during the last 4 months before the congress.
- 2.5. The President of the Congress is liable for any expenses in excess of 10'000 Euros if not defined in the "subfinal budget" or approved by the Treasurer of ESPEN, or if unavailable by the Chairman or the General Secretary.
- 2.6. The PCO is liable for any expenses not defined in the "subfinal budget" and engaged without a written approval of the President of the Congress.
- 2.7. The Presidents of the Local Organizing Committee or the Chairmen of central ESPEN (Board, Scientific, ECPC) may ask for un-budgeted items related to additional speakers, meeting rooms, techniques, etc. The President of the Congress and the PCO may, or not, accept these requests if compatible with the financial rules above.
- 2.8. The budget items that might be affected by inflation have to be clearly identified.
- 2.9. The variable expenses that will be affected by the number of participants have to be clearly identified. Accurate modeling of the effects of different numbers and types of registrants is required at the time of setting the budget.
3. **Application of the FINAL Budget DURING the congress:**
  - 3.1. The final budget is defined at the latest 2 weeks before the congress. During the 14 days prior to the congress and during the congress, exceptional and / or unexpected expenses may have to be considered.
  - 3.2. The President of the Congress and the PCO are entitled to engage exceptional expenses that negatively influence the final balance, up to 10'000 Euros. A written report will be required justifying these decisions. Any greater expenses have to be formally approved by the Treasurer, or if unavailable by the Chairman or the General Secretary of ESPEN.



- 4. Relations between the President of the Congress and the Treasurer, the General Secretary, the Chairman of ESPEN :**
  - 4.1. The financial responsibility belongs to the three central ESPEN Officers. The ultimate decision is taken by them. In case of disagreement among these 3 Officers, a majority vote will decide.
  - 4.2. Central ESPEN Officers sign a contract with a Central PCO to organize the congress.
  - 4.3. Exceptional conditions may occur as follow:
    - 4.3.1. Absence of the President of the Congress: the Treasurer of ESPEN, or if unavailable, the Chairman or the General Secretary of ESPEN takes over the Presidency. A new Congress President may be elected by Central ESPEN
    - 4.3.2. Formal approval / rejection of alterations to the "subfinal budget" are due within 5 working days by the Treasurer, or if unavailable, the Chairman or the General Secretary of ESPEN.
    - 4.3.3. Formal approval / rejection of URGENT alterations to the "subfinal budget" are due within 48 hours by the Treasurer, or if unavailable, the Chairman or the General Secretary.
    - 4.3.4. Non-adherence of the President of the Congress to the above rules: the Treasurer, or if unavailable, the Chairman or the General Secretary of ESPEN overrule the Congress President.
    - 4.3.5. In case of absence of the President of the Congress, the Vice-President (if any) strictly follows the rules applicable to the President of the Congress.



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## **5. Financial balance of the congress**

- 5.1. The financial result of the congress has to be finalized by the PCO until of the congress year.
- 5.2. In case of a positive balance, the National Society hosting the congress retrieves up to a percentage of the congress final profit minus any pre-congress loan allocated by ESPEN as defined in the final budget (see point 3).



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**6. This document is to be signed by the**

6.1. President of the NSN,

Name: ..... Signature: ..... Date: .....

6.2. Congress President,

Name: ..... Signature: ..... Date: .....

6.3. Congress Scientific President,

Name: ..... Signature: ..... Date: .....

6.4. Congress ECPC President,

Name: ..... Signature: ..... Date: .....

6.5. Treasurer of ESPEN,

Name: ..... Signature: ..... Date: .....

6.6. General Secretary of ESPEN,

Name: ..... Signature: ..... Date: .....

6.7. Chairman of ESPEN,

Name: ..... Signature: ..... Date: .....

**Appendix 1**

**7. Enclosures : Graphical representation of the functional relationships between central ESPEN Committees, Local Presidents and the Professional Congress Organizer.**

\* Representatives of the National Society of Nutrition to contribute to the organization of the yearly congress.

