

# TERMS OF REFERENCE



## Terms of reference for EHRC Conference and General Assembly

### Purpose

To clarify the process and responsibilities when hosting the EHRC Conference and General Assembly

1. Nomination for hosting the EHRC Conference and General Assembly
  - a. Countries who wish to host the event should contact the EHRC General Secretary for information
  - b. A brief presentation is made by each applicant at the Previous General Assembly
  - c. The presentation should be about the venue, country and Holsteins
  - d. The presentation should take 5 – 10 minutes
  - e. If there is more than one country applying to host the Conference, the General Assembly must vote.
2. Frequency
  - a. The EHRC Conference and General Assembly are usually held every three years
3. Costs (a guide)
  - a. The cost of the venue and translation are the most expensive
  - b. Speakers flights and accommodation are normally paid by the Holstein Association of the speakers country. In other cases the costs are taken from the conference fees.
  - c. EHRC aim for 100 - 150 delegates plus accompanying persons
  - d. EHRC aim to keep the conference and 'social' price to a reasonable cost.
  - e. A contribution will be made from EHRC, this will be agreed by the EHRC Committee.
  - f. Sponsorship can be sought
  - g. There will be day delegate fees
4. Organising
  - a. Specialised 'conference organisers' may be used to administer the event – this will help as the exact cost will be known and budgets can be set accordingly
5. Programme
  - a. The programme should be for 2 days;
    - i. Day 1 Conference
    - ii. Day 2 General Assembly and social. The mid evening is usually the 'official' dinner, however this is at the discretion of the host country
  - b. The host country may optionally organise farm or other tours preceding or following the conference
6. EHRC Committee meeting
  - a. EHRC usually holds a committee meeting the day before the conference (The cost of this is paid for by EHRC)

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## 7. Responsibilities

### a. **Conference**

- I. The Host Holstein Association is responsible for all the practical, administrative, hotel and travel arrangements for the Conference and associated events.
- II. EHRC responsibility is to propose, in conjunction with the hosts, the theme and speakers for the Conference. EHRC will assist in all ways possible to assist the host country to attract high quality speakers.
- III. Promotion: The host to promote the Conference in association with EHRC.
- IV. The event (Conference and General Assembly) to last 48 hours with the aim to keep Conference participation cost per person below (Fee to be recommended by EHRC committee) plus hotel.
- V. EHRC to pay the host country a Conference fee (2011; €5000, 2015; €7000).
- VI. The hosts to arrange sponsorship as agreed with EHRC. Sponsors should not come from companies that compete from outside Europe.
- VII. EHRC committee meeting to be paid for separately by EHRC
- VIII. Payment of Speakers costs: Economy flights, travel and hotel at the Conference to be paid for by the speaker's country. (Holstein Association)
- IX. Conference fee for speakers to be paid by the Hosts country.

### b. **General Assembly**

- I. EHRC is responsible for the administration of The General Assembly. The host country is responsible for the venue, electronic facilities and delegate seating arrangements.
- II. The hosts to be responsible for any printing requirements that could be required.

## **Summary: Conference Requirements and Responsibilities**

<b>Responsibility</b>	<b>Conference Facility</b>
<b>Host</b>	Conference Venue and Hotels.
<b>Host</b>	All external events and visits associated with the Conference
<b>Host</b>	Accompanying Persons Programme
<b>Host</b>	Conference/delegate management including transportation
<b>Host</b>	Web booking/cancellation facilities and management of

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	delegates and accompanying persons including all correspondence.
<b>Host</b>	Production of Conference literature, Speakers papers and Delegates list.
<b>Host</b>	Production of full detailed programme of events
<b>Host</b>	Booking in and arranging accommodation for Speakers
<b>Host</b>	Translation facilities for the Conference
<b>Host</b>	Provide General Assembly table layout for 28 Countries with Country flag. Provide technical and electronic support for computer and computer beamer.
<b>Payment of Speakers costs.</b>	Economy flights, travel and hotel at the Conference to be paid for by the speaker's country. (Holstein Association)?  Conference fee to be paid by the Conference Hosts.
<b>EHRC and Host</b>	All arrangements are at the discretion of the hosting country and ERC Committee.
<b>EHRC</b>	Confirm Conference theme, programme and speakers. Assist with promotion of event.
<b>EHRC</b>	Inviting speakers to Conference in association with Hosts. Joint administration.
<b>EHRC</b>	Administration of General Assembly.
<b>EHRC</b>	€7000 (amount to be decided by EHRC committee) contribution towards the cost of the event.
<b>EHRC</b>	Payment for room and equipment at EHRC committee meeting