



MEETING GUIDELINES



HOW TO ORGANIZE AN EDSA MEETING & CONGRESS

Guidelines for the Local Organizing
Committee (LOC)



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LIST OF ABBREVIATIONS AND ACRONYMS

ExCo	Executive Committee
Executive	The leadership of EDSA consisting out of the officers and the Executive Committee
LOC	Local Organizing Committee
SA	Spring Assembly
AA	Summer Assembly
GA	General Assembly
ADEE	Association for Dental Education in Europe
OLM	Online meeting
VPPR	Vice President for Public Relations



1. PREFACE

The aim of these guidelines is to provide instructions on organizing EDSA meetings. If you're reading this, you have probably been elected to embark on a great adventure. A long journey in which you will develop or further explore the skills to host an international meeting for a large group of students. This is a true challenge but something you will appreciate in the end. Do not worry, you will be experiencing the entire process together with the Executive Committee (ExCo) and Officers.

As you might know, twice each year, all EDSA's members meet somewhere in Europe for a General Assembly (GA). The location of the spring meeting is selected two years in advance during a different GA. The summer meeting is always located in the same city as the corresponding ADEE Annual Meeting. Each EDSA meeting has a duration of at least five days, three days for the GA and at least two days for a social programme and an optional scientific congress.

EDSA meetings are the perfect opportunity for discussing relevant topics, creating new projects and meeting new people. Additionally, participants can discuss difficulties they are having with certain projects and work together to find solutions. EDSA meetings bring together dental students who share common interests. Together the participants can help work towards better dental education in Europe.

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2. COMMUNICATING WITH EDSA EXCO/OFFICERS

a) Emails

Most communication between the LOC and the Executive is done through email. The importance of communicating especially via email is the ability to archive all documentation and keep a clear overview of the process. This also allows us to keep the entire body informed since we are addressing everyone. The LOC has the option to be given an email address by the VPPR. An example could be `edsa.[hosting city].[year]@edsaweb.org`. This account provides storage, a calendar and an emailing platform. This allows you to communicate in our name and simultaneously collect all correspondence for future LOC's. Be sure to always send a copy (CC) of the email to all members of the executive and officers.

Email subject

To name the subject of your emails, please follow the steps detailed below:

- Answer needed within 24 hours: [URGENT]
- Answer needed by: [ANSWER BY xxxx]
- Topic: [Topic]

→ Example Subject: [URGENT - Registrations] Selection of participants

Email signature

It is important that you edit the signature that was being used by the previous LOC. A signature is the text that appears at the bottom of your email. It is used to identify yourself by displaying your name, company, contact information, website, social media pages etc. It is considered a sign of professionalism. You can access your signature by going to the general settings in Gmail. A tutorial can also be found [here](#).

b) WhatsApp Group

A part of the ExCo will create a WhatsApp group prior to the meeting in order to communicate and handle brief questions. This platform will allow you to exchange thoughts on short notice and will later be used to finalize the meeting. During the meeting itself, all remaining members of the executive, officers and LOC will be added to ensure a smooth collaboration.

c) Online meetings

During the organisation process there will be regular OLM's between the LOC and the executive to update each other about the ongoing work. These will also function as a feedback channel and think-tank. Multiple tools can be used such as Google Hangouts, Skype, Zoom etc. Hangouts is usually most common since it's directly linked to your Gmail account which is widely used within EDSA.

d) Google Drive

As stated before, a Drive will be handed to you in order to make storage possible. This account can be shared with all of your LOC members and the executive. The advantage of using this

platform is the ability to simultaneously view and edit files with automatic saving and back-ups. This allows us to calibrate throughout the process and ensure that all experiences are handed on to later generations of LOC's. Google Drive is a very user-friendly system but to ensure efficiency, please see this [tutorial](#). The VPPR will add your personal addresses to the drive, in addition to your meeting address. This will allow you to view and edit files from your personal Gmail account.

3. THE LOCAL ORGANISING COMMITTEE

a) Organisation

In order to arrange matters like a hotel or venue, a booking has to be made in the name of an organisation. In most countries the national association is the appointed institution who takes responsibility and does the reservations. In some cases the creation of a new organisation is needed. Creating an organisation allows you to open a bank account which ultimately allows you to take care of the finances without having to use any personal resources.

b) Division of tasks

A division of tasks needs to be created in order to manage the project of organising an EDSA Meeting. The LOC should consist of around 8-10 individuals. The LOC should not be too small because of the heavy load, neither too big because of inefficiency. Multiple members can be put on the same position that require more time (e.g. social programme, PR or logistics).

The following positions are recommended to be included in a LOC:

1. President
2. General Secretary
3. Treasurer
4. Public Relations Officer
5. Logistics Officer
6. Social Programme Coordinator
7. Sponsorship Coordinator
8. Scientific Officer- *if an EDSA Congress is organized*
9. *An optional support team that helps only during the meeting. They assist during the entire week but especially during the congress to ensure the satisfaction of the externals.*

President

The President is considered the spokesperson of the committee. He or she is aware of all matters within the organisation and is ultimately in charge and responsible. This person is often the most experienced of the group. The main tasks of the President are:

- Contact person for the faculty and the executive
- Bridging the gap between the executive and the local
- Coordinating the LOC: advising, supporting and resolving conflicts
- Organizing internal meetings with the LOC

- Overseeing deadlines, making timelines, tracking progress
- Delegating tasks to the LOC

General Secretary

The General Secretary is in charge of all administration within your association:

- Registration of the association
- LOC's meetings:
 - plan and announce the meetings in advance
 - prepare the agenda of the meetings
 - take care of the minutes
 - remind people of deadlines and make sure they are honored
- Correspondence
- Registration (with the help from the support team and the ExCo)
- Contact person for registered participants including help with visas
- Invitation letters
- Arranging the schedule for the EDSA meeting

Treasurer

The treasurer takes care of all finances of the organisation and has to have a general financial oversight at all times:

- Creating a bank account
- Making a provisional budget
- Invoices
- Designing the sponsor brochure together with the Sponsorship Coordinator, the President and the Public Relations Officer
- Keeping track of all incoming funds and share this information immediately with the LOC
- Is in charge of the registration fees and confirming the bank account transfers
- Pays expenditures before, during and after the meeting
- Takes care of the financial transactions during the meeting
- Making a financial report during and after the meeting

Sponsorship coordinator

This is a vital task and should be supported by the treasurer, a sponsorship team or by the whole LOC.

- Designing the sponsor brochure with the Treasurer, the President and the Public Relations Officer
- Delegate tasks to an optional sponsorship support team
- Make a project proposal and a list of possible fundraisers
- Send them a letter with possibilities for fundraising and project proposal (sponsor brochure)
- Follow-up on sent letters and make agenda meetings with the most potential sponsors
- To develop, manage and evaluate financial and non-financial partnerships with the corporate community to support EDSA's missions and objectives.

- To provide advice to the Executive Committee on partnership strategies for effective outreach.
- To communicate with (current and) potential future partners.
- To supervise the Sponsorship Team (giving each member assignments to complete).
- To plan and promote fundraising activities.

Public Relations Officer

The PR Officer is basically in charge of the meeting-related promotion and communication on social media and the website.

- Get in contact with the EDSA VPPR to get access to your meeting website, if desired.
- Design and constantly update the meeting's website
- Design and share original infographics for all steps of the promotion process on social media:
 - Twitter (EDSA & Meetings' Account)
 - Facebook (*make sure to coordinate with the Community Manager*)
 - Instagram (*make sure to coordinate with the Community Manager*)
 - Past EDSA Meeting's Whatsapp Group
 - EDSA Delegate Mailing List (*make sure to coordinate with EDSA ExCo*)
 - EDSA Newsletter (*make sure to coordinate with VPPR*)
- Make sure that all LOC / ExCo / Officer members share the posts on social media
- Corporate Identity: design harmonized templates official documents for the meeting organisation (invoices, letter of invitation, sponsors contracts etc..)
- Design the certificate of participation

Logistics Officer

The person in charge of logistics takes care of all the day to day matters. This can be anything from transportation to the hotel. He or she makes sure that everyone is provided with the means to be present, comfortable and satisfied. Examples of these matters are:

- Taking care of the accommodation, lunch and transportation
- Designing the program (see also meeting program)
- In charge of all audio-visual needs throughout the week
- Planning all plenary and individual sessions and providing the required space
- Ensuring all requested materials by the executive and speakers is present and functional.
- Ordering all required sustenance for the entire week
- Appointing and in charge of an assisting committee

Social Programme Officer

This person makes sure that the meeting stays bearable in a very intense week. Since they spend most their time listening and processing, it can be a great release to have some nice parties to take the edge off. The social programme is what people often remember for a long time since it gives them the opportunity to explore a new country with new potential friends. Some of the responsibilities are:

- Making sure there is full programme regarding dinner and parties for the entire week
- In contact with all the restaurants, pubs and clubs

- Responsible for a financial overview of the required funds for the social programme
- Making sure contracts are signed between LOC and venues
- Able to provide a gala dinner for all participants
- In charge of the assisting committee during the social programme
- Aware of all terms stated by the companies (e.g. cancellation and liability)
- Responsible for photography during the week (don't forget to take photos of every lecture, workshop, speaker and booth)

Scientific Officer

This person is in charge of providing all participants with an educative programme whether its throughout the week or during an optional congress. He or she seeks out speakers willing to give (preferably pro bono) lectures related to the dentistry or the dental field. This person also works intimately with the sponsorship coordinator since sponsorships are usually not done without a scientific programme within the event. The most common responsibilities are:

- Seeking out speakers for lectures during the meeting and/or congress
- In direct contact with the executive for calibration of the schedule and trainings
- Working closely together with the sponsorship coordinator for fundraising
- Responsible for the entirety of the congress
- In charge of keeping the speakers and sponsors informed and satisfied
- Moderating the congress
- Thanking and gifting the speakers for their presence (*see Addendum 31*)

Support Team

Potential tasks of the support team:

- airport greeting
- ushering delegates between lecture theatres and break out rooms
- walking/guiding delegates to restaurants in the evening, ...

c) LOC's Meetings

Once the LOC is formed, the first things that should be done is picking a date for the meeting. Once the date is set, it is much easier to start planning everything and making choices. After that a provisional budget can be made, fundraising can start and you can brainstorm about the program.

Picking a date carefully is very important. The SA has to be around April and the AA around August. Naturally the AA is the week before ADEE. However, the SA allows for a bit more variability. Choose a date that suits the LOC and executive, look at other events in the entire month, national holidays etc. Picking a date together allows you to anticipate.

After picking a date, It is necessary that the LOC meets regularly, as time progresses at least once every 2 weeks, updating each other and setting up to-do-lists every time. In order to have good calibration, it is important to keep the executive updated and/or ask information regularly.

d) LOC clothing

It is important that you and your committee members are recognisable throughout the event. You are the ones responsible for leading the group and ensuring their safety and participation. You will notice that participants have a lot of questions and therefore visibility is crucial. If the budget allows is, we recommend that you have notable and harmonized clothing.

4. TIMELINE



5. FUNDRAISING

a) List of possible funding companies

Once the LOC is formed, the tricky part starts, fundraising. Tricky because you put so much effort in it without knowing if you will get any answers or instead sometimes many rejections. However, it is also very rewarding if you get a positive response from a company saying they want to give you a contribution.

First, you have to make a list of the possible contributors. To give you a little help, here are some categories you can include in your list.

- Dental companies/insurances
- Pharmaceutical companies
- Travel companies/sports/fun
- Pubs/beer-brands
- Media/communication/newspapers/medical journals/magazines
- Banks/big companies/ministries
- Medical research
- (European) funds like Erasmus+
- University
- City (e.g. reduced prices on transportation)
- ...

Be creative! Any company can be partner of your event as soon as you show them an interest to fund you. The only limit is your imagination.

You can ask previous organisers of EDSA meetings for their contacts as an inspiration or addition to your own list of possible sponsors. Furthermore, EDSA has general sponsors who contribute to every meeting. Their presence and sponsorship must be discussed with the person in charge from within the executive. Together you can decide what their role and contribution will be for your future meeting. This cooperation will help you avoid potential (contractual) problems.

You can contact the companies directly on their booths during international/national/local dental fairs or view their website to see their exhibitors:

- IDS in Cologne (<http://www.ids-cologne.de/ids/index.php>)
- FDI meeting (<https://www.fdiworlddental.org/>)
- ADF in Paris (<http://www.adfcongres.com/en/>)
- Any other european dental fair listed on that website :
<http://www.tofairs.com/fairs.php?fld=&rg=1&cnt=&cty=&sct=120>

b) How to contact a company

We suggest you use the same email handed to you by the executive to ask for sponsorship. Seeing the EDSA domain when contacted will create a feeling of assurance by a reader. The best way is to contact the companies on the phone, ask if they are interested in receiving more information about the meeting and advantages for them, get a contact person at the company to send the information to and then start writing letters. Of course it helps to have one standard letter with some information about the LOC organising the meeting, EDSA, the meeting you are organising and the advantages for them to fund you. Especially for internationally oriented companies or funds.

You will find a template in *Addendum 14*. You can change a few lines in the standard letter for the different companies. Shorter is often better. Remember that they get a lot of requests and sometimes cannot be bothered to read an entire biography before the request.

Once you have sent letters to the companies, give them some time to think about it and discuss it internally. After 2 weeks, feel free to remind or call them and ask them if they have received the information and whether they are interested. If not, continue with other companies. If so, they can reply to your letter and a contract should be made, stating that they want to sponsor you, how they want to do that and under which circumstances.

When you have the option, contact both local and European representative of the company. Usually when you address a local representative from a multinational company, they will forward the request to their European counterpart. However, they don't often share the same opinion and local area managers can decide not to forward it. It is therefore always an option to address both. We do however suggest you do not address multiple people within a local company.

c) Sponsorship brochure

It is often considered appropriate to present sponsors with a brochure or overview of the possibilities when asked to sponsor. An example has been given in the “Meeting Guidelines” folder on the Google Drive. In this document you can state the different contributions and what is given in return. It can also be useful to add a description to explain what every option means. An overview of mostly used options is given in the template. Feel free to think outside the box.

As you can see in the template, it is important you have the following basis inside the brochure:

- A summarized introduction (what is the meeting, who are coming, when)
- Information about the meeting you are organising and the goals of this meeting
- The programme
- Contact information (address, e-mail address, telephone number).
- The packages

d) It's not always about money

It doesn't necessarily have to be financial support you can expect from a company. You can ask for any kind of contribution which you need during the meeting. Think about keycards, bags, water bottles, snacks etc. So keep these opportunities in mind and give sponsors more choices than just to fund with money.

e) EDSA general sponsors

As stated before, some companies already have an existing partnership with EDSA. This means that you should not contact them on your own behalf. The contribution done by them will be sent to you directly by EDSA. Therefore, a contract is not necessary. These currently existing parties are different each year. For an overview, ask the executive who currently has an active partnership with EDSA. An up to date list of who should not be contacted directly can be found on the Google Drive.

f) Sponsor involvement

Feel free to invite the sponsors to the social programme so that they can experience the EDSA family. They usually pay for their own accommodation and travel. If they however need some local advice, be prepared to give it.

g) Administrative obligations

The contract between the LOC and the sponsors should be signed as soon as an agreement has been reached either verbally or via e-mail. It should include all the details of the agreement (*see Addendum 16*):

- Logos of both parties
- Company name and representative
- Association name and representative (e.g. the President)
- Amount in euros
- Services from both parties:

- From the sponsor:
 - Amount of money in euros
 - Goodies
 - Other agreements or material sponsoring
- From the local organisation:
 - Banners
 - Logo placement(s)
 - Lectures
 - Workshops
 - Booth
 - Lottery entrance
 - etc...
- Duration and dates of the effectiveness of the contract
- Termination terms
- Scope of the contract (*see Addendum 16*)
- Place, date, signatures of both parties

Invoices

After agreeing on a contribution and signing the contract, the company will need an invoice to submit the payment. This can be a simple invoice but be sure to ask the company what has to be stated inside the file. They often have PO (purchase orders) that they use internally and have to be stated in the invoice (*see Addendum 17*).

6. FINANCES

a) Bank account, earning and spending money

It is preferable to have a bank account dedicated for the organization of the meeting. It will give you a good overview of the money earned and spent for the meeting. If you can't open a new account, use the bank account of your local association. If having difficulty, it may be useful to discuss with the faculty finance department who may be experienced and able to assist with payments. All funds should be stored in an LOC account within a trusted bank. The participants should transfer the participation fees directly into that account.

Being organized and keeping track of all expenditures, no matter how big or small is necessary. All receipts should be scanned and kept digitally. Be sure to create a file with all expected expenses and their respective deadlines. That way you don't fall behind with payments and end up with a cancelled venue.

b) Creating a budget

The number of participants at an EDSA meeting should be around 150. Depending on the registration fee, the promoting done and the number of similar meetings at the same time, this number of participants can be lower or higher.

The provisional budget should be accurate, but it is not necessary that everything is described in perfect detail and it doesn't matter if some estimates are made. Just make sure that the variables can be changed based upon the amount of participants. So in the process of fundraising and seeking out accommodation and catering, when prices and plans change or better and cheaper options are found for the meeting, adjust the budget or registration fee to see how money can be spent best. Your aim should be to have a final budget before spending any money. This way, you can still alter your plan to make the budget work. It also allows you to have a good overview on the financial status at that point. Another suggestion when struggling with fundraising is making a high and low-end budget. This essentially means having an ideal budget and one for when you have limited resources. The low-end budget would then cover for all the essentials to a bare minimum. *See Addendum 18* for a budget example.

c) Registration fee

Estimating how much money you'll get from sponsors is really difficult. We suggest going at it the other way around. Decide upon a fee which is similar to previous meetings and sufficient to cover most of the essential costs. The amount of money you still need to complete your budget should be your absolute minimum to raise in funds. It is important that your fee is affordable but a fee close to the last one is a good rule of thumb.

The participation fee for an EDSA Meeting should not exceed €360 for a 6-night event, including EDSA & ADEE joint meetings and also EDSA Meeting with the addition of a congress. Keep in mind that it is stated in the constitution that 30€ per participant should be returned to EDSA as a capitation fee.

d) Financial report and balance

Both during and after the meeting, it is important to create a financial balance and/or report of the meeting. This document states what the money received was spent on or still has to be spent. This way you can objectively show the internal finances. This report has to be presented during the next GA followed (*see Addendum 19*).

e) Profit or loss

Any profit made during the event has to be split 50-50 between LOC and EDSA. If the EDSA meeting is completed with a financial loss, the loss will be handled by the LOC exclusively; EDSA will not contribute to covering the loss, unless decided otherwise by the general assembly. This settlement has to be done within 14 working days after the meeting.

f) External expenses

EDSA will cover accommodation and transportation cost (if necessary) for invited speakers or other guests to the EDSA Meeting.

7. PROGRAMME

Designing the programme of the meeting is a very time consuming and accurate process. In general, the EDSA sessions are organized by the ExCo. There is room for some lectures and

trainings which the LOC are free to inspire. *See Addendum 20* for an example of the internal schedule. All contents of this file should be seen as a minimum for your own schedule. The tour of the faculty is for example obligatory (as long as it's possible of course). It is therefore wise to simply copy the document and simply edit but work in the same big lines. We recommend using a simplified version of the programme if you want to inform externals or give an impression to the students.

Your programme should be clear to your participants and/or sponsors at all times. Communicating this with them can be done either digitally or on paper. Experience teaches that both is the most ideal solution since everyone has their own preference. This way it's always available by phone but still compactly readable on paper.

a) Programme booklet

The minimum that should be stated in a programme booklet (which is different than the sponsor brochure) is stated below. You can also make a simplified logistical version so everyone can have all required information in a short overview (*see the "Meeting Guidelines" Google Drive folder for an example*).

A programme booklet should at least contain:

- Who we are
- What are we going to do
- Venue and accommodation
- Routes
- Rules
- Programme + social programme
- Tips (restaurants, must-see's, etc.)
- Transportation options
- Sponsors
- Packing list
- Power outlet
- Contact info LOC
- Random but relevant (e.g. tap water, ATM, forecast, dress code including themes)

b) Organizing a congress

When organizing a congress, there are two sides to the educational programme. Lectures and workshops. This allows for an interactive transition whilst simultaneously allowing you fill in the content with sponsors. They get their exposition and you get the possibility to offer education. EDSA General sponsors includes the organization of workshops that will have to be organised after the three days of General Assembly. Please refer to the document "*EDSA General sponsors - Instructions to the LOC*" stored in the Google Drive folder for detailed information.

When offering workshops, be sure you have suitable rooms with the proper equipment. The bare minimum is furniture, projector and a screen.

8. LODGING, FOOD AND SOCIAL PROGRAM

a) Meeting venue

Choosing the venue is one of the most important decisions you have to make. Usually the meeting takes place in the dental faculty where auditorium, rooms and maybe even the phantom heads are available for free. If the dental faculty is not available, you will have to look for a venue for the cheapest possible price. Since you're spending most of the time inside this given room, it has to suffice as much as possible. Naturally speaking you're looking for a comfortable and well ventilated room that is suited for 150 sitting delegates. The room must have all required audio-visual components and the necessary free of charge internet facilities. Aim for at least two microphones, a beamer, a big screen and preferably a headset microphone. The venue should also have several smaller rooms for holding smaller parallel workshop sessions.

b) Accommodation

When looking for an accommodation you want to aim for one location as close to the venue as possible. Since there is often not much time in between the shifts, participants prefer to be close to the hotel so they can change and/or rest when possible. There have been meetings where multiple hotels were booked due to group size. This is always a possibility but harder to manage for an LOC. Ideally, you want everyone at one location and have some LOC members present there as well. Whether it's a hotel, hostel or students home is fully up to you and your budget. You also have the possibility to sell packages without accommodation if people do not have the proper budget. Be aware that the ExCo/Officers usually have a meeting on the Saturday before the meeting which means that you should book one extra-night before the meeting for the ExCo/Officers. Please make sure to coordinate with the executive before booking anything. A bare minimum of the contract content is the following:

- types of rooms
- how many rooms
- are the rooms reserved until the payment deadline?
- deadline of payment
- cancellation terms
- no-show policy
- liability (responsible if ..)
- breakfast
- check-in/check-out time
- LOC room
- extra-bookings
- LOC supplied with info who is situated in which room
- Wi-Fi (at least for the executive and LOC is obligatory)

c) Food

Since the delegates pay for an all-inclusive fee, all meals during the day should be provided for them. The following moments of the day:

Breakfast

In the hostel or at the meeting venue. Served before the meeting starts.

Lunch

At the meeting venue (or in a restaurant). Be aware that there is usually only a one-hour break. Be in contact with ExCo/Officers to make sure that lunch time fits the GA's schedule before reserving anything.

Dinner

Dinner should be in the place that could seat everyone. It is the best occasion to make the participants discover your traditional food.

Sponsor tips: You can sell evenings/dinners for the sponsoring companies and name the evening in honour to the company. Example: "Brand" night.

Smaller breaks

Coffee, tea and biscuits/snacks. These breaks are usually twice a day.

All dietary wishes that have been stated during registration must be taken into account at all times. We recommend sending these wishes to all the restaurants that are taking care of your needs. Again, you could ask sponsors for *producing custom water bottles or mugs*.

d) Gala dinner

An obligatory part of the meeting is the Gala dinner. EDSA participants love putting their favourite suit or dress on and party until sunrise. It's an event that usually marks your meeting. Since it's considered a formal party, it usually takes most of the time compared to other social aspects. There are a few basics but also some optional extras to broaden the offer. What is usually customary is:

- Music (usually a band as live music and a DJ)
- Catering (most often a sit-down dinner but in some cases walking due to budget)
- Photographer
- Cultural entertainment like traditional dances or other performances.
- Relatively fancy location

e) Rest of the social program

Imagine all those EDSA people from all over Europe coming to your town! Of course the meeting in daytime is the most important but while they are there anyway, why wouldn't you show them the delights of your city?

Most of the social program can be filled in freely by the LOC. There are however some traditions that are held standing. We strive to always have:

- EDSA Vision: a karaoke night, singing national/traditional songs (stage and microphone)
- City tour: walking around the most famous parts, souvenir shopping for example
- Club/pub nights: sometimes private, sometimes not
- A shared event with the dental students from your faculty: EDSA feeling

Regarding the touristic tour: it can be offered to everyone. However, when time or funding is limited, you can consider selling it as a bonus either before or after the meeting. A viable option would be offering it during the arrival day. Since people arrive throughout the day, the ones arriving early can take a look around the city for a small fee. As long as they're back on time for the opening party/reception. An other option is organizing a post-congress. Something other student organisations also have as a popular option. An extra day at either the same hotel or a new location with an solely social program.

9. PROMOTION

Promotion is one of the aspects of your meeting that is done throughout the entire process. Whether it's promotion for ticket-sale or promoting on social media during the week. Increasing awareness of your meeting is best done through various means of communication. Online promotion probably by videos is the most effective ways of getting attention for the upcoming meeting. We will discuss several channels from here on.

a) Website*

To state the obvious, a website is a good tool to provide information on the meeting, but it is also essential to allow participants to explore and register for the meeting. On the meeting website, information should be given about:

- About: what does your meeting stand for, why is it done and for who
- The team: who is in your team?
- Programme: what will the week bring?
- Accommodation: what and where, some general (copy-pasted) information
- Registration: the form or link to it
- The city: some general information
- Transportation: how do you get around?
- Partners: who are the sponsors
- Contact: how to get in touch

One of the most essential pages is the programme. It is important to know the topics of the workshops and other sessions, so that the participants can prepare themselves for the meeting and see if it fits their interests. Registration should also be done by using tools of the website. Proper websites have clear pages with brief instructions. It is very useful to have someone in the OC who is familiar with making websites.

*It is very important that you are aware of the GDPR and state exactly why you are collecting personal information and how it will be used. Read more about the GDPR and how to comply with the EU regulation [here](#).

b) Social media

In the past years, social media apps like Facebook, Instagram and Snapchat have become more important than websites to share information. Catchy pictures and videos are connecting people. During the period before the event, a Facebook page is useful to share information or keep people updated.

During the meeting, an internal Facebook group or WhatsApp group can be used to disperse information which is easily available and distributed. A fun thing to try as a random tip is the Snapchat geo-filters.

c) Promotion material

Promotion material can be seen as a win-win situation. On the one hand you can give useful materials like pens, books, bags etc. as a gift to the participants. On the other hand you can offer possibilities for advertising to the sponsors, which can increase the money you get from the enterprises.

d) Involving local students

It is often tempting to be the only present participants from your own country as a host. However, other students from your faculty should also be allowed to attend if capacity allows. If you want to have a homogenous distribution, you could still offer to let them join the nightlife or fill the room during a congress. Be sure to keep them updated about what's happening around them and how they can participate.

10. REGISTRATION

This is one of the tasks that will keep you busy the most. You will be creating a database and constantly renewing it when information is provided to you. All of this is done in Google Drive. See *Addendum 21* for a template of the registration form that is used. The absolute minimum is stated below:

Tutorial Google Form: <https://gsuite.google.com/learning-center/products/forms/get-started/#!/>

a) Registering participants

Once the registration process is due, you have to create a Google Form which can be filled in to collect all necessary information. As stated before, a template exists which you can use to ask the participants for the information you need to make their presence a reality. After the registration process, you can add the following columns to finalize and keep everything in one document:

- Payment confirmation
- Date and time of arrival and departure
- Debit (how much do they still owe you, due to commissions for example)
- Room number (ask the hotel)
- Did they arrive? (were they at the check-in?)

b) Disclaimer

Since you're carrying a huge responsibility hosting this many students during a multiple-day event, some agreements have to be reached. Your goal is to avoid liabilities and ensure a safe and comfortable stay. The participants should be aware that they are your guests but responsible for their actions. A disclaimer has been written to ensure that they are aware of their responsibilities and take this into account when attending your meeting (*see Addendum 22*).

c) Visa

Some participants will ask you for a Visa letter. They often know this themselves but will ask for it at irregular times. Asking about this need during registration gives you the advantage of being able to prepare yourself and/or mass-produce these letters in advance. It will also serve as a reminder to the participants when registering. See *Addendum 22* for a template with all the required information that should be stated in a visa letter.

d) EDSA Sweaters

EDSA has merchandise which is sold at every meeting. At the moment of writing this guideline, sweaters are the only option. The VPPR is in charge of the ordering together with one member of the LOC. Preferably, the sweaters will be produced locally.

- During the registration process, the option of ordering a sweater must be added. The size chart and example photos will be provided by the VPPR.
- The sweater cost will then be added to the registration fee of the participants who choose to order a sweater.
- The LOC treasurer must make a list of participants who have paid for a sweater together with the size ordered.
- The money received for sweaters must be sent to EDSA together with capitation fees and half the profit (if one is made) when closing the budget.

e) Contents of emails to be sent

During the organization process, you will be sending emails back and forth with the (potential) participants. We have templates for these emails in the addendum. We recommend that you at least mention the following subjects when communicating:

- Invitation to all delegates
- Acceptance letter with payment terms and invoice
- Rejection letter
- Payment reminder
- Confirmation of payment with receipt
- Logistical info with some general information about the week

- If organizing a congress: workshop preferences and logistical info

f) Payments

There are often commission fees for international transfers. It is important to state during the registration process that you are not the one paying these fees. For international transfers, a SWIFT/BIC and/or IBAN code is normally needed. Some countries do not have IBAN or SWIFT/BIC codes and others alternatively use the bank name and bank address to transfer the money. Having all this information in the registration form will minimize confusion

You can offer a reimbursement if your budget allows it. Be sure to clarify the strict deadlines and the terms if this is requested.

g) Selection of participants

The selection of the participants is done in intimate cooperation with the executive. The list is viewed by both the LOC and the executive to make a selection of who is allowed to attend the meetings. Criteria are matters like equal representation, turnover, motivation etc. We recommend to have room for 150 people.

Anyone can attend the meeting as long as they are either current or former EDSA members. If someone wants to apply for membership or is considered an external (EPHSA, IADS etc.) or guest, the executive will inform you about it and will ask you to leave some spots reserved.

11. DURING THE MEETING

Arrival

During arrival, make sure that you have check-in sessions in or nearby the hotel. You give the participants all required information and material like the programme and hotel key so that they can get settled and prepare for the opening reception. We recommend you discuss with the hotel what the best way would be.

a) Finances

Be sure to keep track of all your finances during the meeting. If something is more expensive or even cheaper than expected, adjust your budget accordingly so you can react on the situation by altering other costs.

b) Organizing Committee responsibilities

1. Ensure that participants are present
2. Help them with their questions
3. Help them transition to different parts of the programme
4. Keep them satisfied

c) Making meetings work

There are some basics that should be present during the meeting to make everything possible.

The minimum regarding materials is:

- Pointers
- Microphones
- Powerpoint/Keynote software
- Forum table and chairs for the executive
- Extension cords/plugs
- Portophones to communicate internally
- Flags
- A floor plan for the seating in the lecture room and the sponsors outside.

To make sure that your LOC knows what to do at what time of the meeting, a script can be used to smoothen the organization. This is a must-have. You can see the addendum for an example. Everything that has to be said, packed and done is stated in your script. Your room plan is also a part of this document. How many rooms are available and what is their capacity?

12. EVALUATION FORM & CERTIFICATES OF PARTICIPATION

After the meeting, students will most likely ask you for a certificate of attendance. It is customary to send this to all participants shortly after the event. It is a simple document stating that a person was present during your event and successfully completed all courses throughout the week. It should however be sent only after filling out the evaluation form. This evaluation is sent and documented by the executive. It is therefore important to discuss your certificates with the ExCo. They are aware of automatized systems which generate certificates based on your templates and are sent only after completing the evaluation.

Before the meeting, prepare a template (see Addendum 30) and send it to the Training Officer, who is in charge of sending the evaluation form.



13. ADDENDUM: CONTRACT FOR HOSTING EDSA MEETINGS

CONTRACT FOR HOSTING EDSA MEETINGS

between **[Name of the LOC Association]**

- subsequently together called "LOC" -

and the **European Dental Students' Association**

Dublin Dental School and Hospital, Lincoln Place, Trinity College Dublin, Dublin 2, Ireland]

- subsequently called "EDSA"

[Name of the LOC Association] has been elected to host the **[name of meeting]**, during the period / / - / / , in **[City, Country]**.

This document is signed immediately after the election for hosting of this meeting.

THE ORGANIZING COMMITTEE OF THE MEETING HEREBY ACCEPTS THE FOLLOWING CONDITIONS:

1. To abide by the regulations concerning EDSA meetings as stated in the EDSA Meeting Guidelines. Issues concerning the meetings that are not defined in the Meeting Guidelines will be subject to ExCo's decision.
2. Registration, including online registration, should commence at least 2 month before the meeting. At the same time a functioning website must be available with all information regarding accommodation, verified travelling and visa requirements, necessities, prices, LOC details, contact numbers etc. All these information have to be sent to EDSA mailing list simultaneously.
3. The LOC shall give an update to the ExCo on the progress of preparations regarding the meeting at least every 2 weeks during the period starting from the date of signing of this document.
4. All information regarding the congress and its participants shall also be available to the executive.
5. Immediately after the election of the hosting LOC, the President of the LOC will provide the ExCo with a list of the LOC members and their tasks. The president of the LOC will at all times be responsible for all issues concerning the meeting.
6. A preliminary budget shall become available to the executive, as stated in the meeting guidelines. The financial report that is also mentioned will only be approved by the GA when valid and actual receipts of the expenses are included.
7. In a case of an irresolvable situation, both the ExCo and the LOC reserve the right to terminate this contract, taking into account that this cannot be done less than 4 months before the meeting. The only exceptions to these conditions will be in the exceptional case of a *vis maior* (such as war, natural disasters, epidemics, etc.) where the ExCo will decide on modifications in best interest of EDSA.



On behalf of the OC

On behalf of the ExCo



14. ADDENDUM: EMAIL TO CONTACT SPONSORS

Dear Sir/madam,

We would like to set your attention on the European Dental Students' Association, a part of the Academic Centre for Dentistry in Amsterdam (ACTA). EDSA represents more than 65000 dentistry students in Europe, with 1200 originating from Amsterdam. With the representation of more than 21 countries, we contribute and advocate to and for oral health. Furthermore we commit to improvement of curricula and other dentistry related educational programmes. EDSA is involved in advisory matters related to named topics within the European commission and other professional bodies and institutions.

In the context of investing in the future of dentistry and our dentists, we will be organizing a congress from the 8th to the 13th of april in 2018. During this week we will be offering diverse lectures, courses and workshops, hosted by professors from our university. In this way we try to contribute to the skills of dentists and students, mostly by exhibiting the newest methods and techniques used in dentistry. The congress will be taking place in the ACTA, which is one of the biggest and most modern dental medicine faculty of Europe.

Taking into account that we cannot offer all matter ourselves, we are seeking partners who would like to be a part of the event.

We will be receiving 200 international students from all over Europe, alongside of the already present internal dentists, post-graduates, students and workforce of the university. Considering the fact that EDSA has a large network of para-medical students, we would be able to offer your organisation a chance to raise awareness about your organisation within this target audience. This will help to contribute to our vision of exposing dentistry students to modern techniques and stakeholders to broaden their horizon and knowledge of the possibilities.

We would love to give you more information in a supplementary conversation about the possibilities in which we could work together. Attached to this e-mail, you will find a brochure for an impression.

We hope that we have informed you sufficiently about our federation, cause and goals for the upcoming event.

Kindest regards,

15. ADDENDUM: SPONSORS PACKAGE

FEATURES	DIAMOND	PLATINUM	GOLD	SILVER
Preferential advertising Social media, e-mails, event website, registration form, banner	✓			
Full-page advertisement in the conference programme Full-page Front page	✓			
Name of the main event hall	✓			
Gala diner with your company name	✓			
Watermark on pictures On all pictures of the EDSA meeting	✓			
Logo on event t-shirt, merchandise and crew apparel	✓			
Logo placement on event posters Large, solo, main partner	✓			
Snapchat geo-tagging Displaying company brand name and logo	✓			
Advertisement during General Assembly Advertising slides in lectures at break times Video exposure during GA Lectures	✓ ✓ ✓ ✓	✓		
Certificates Big logo Small logo	✓ ✓ ✓	✓ ✓		
Lectures and workshops during Congress	✓	✓		
Maximum publicity Through numerous countries that conform the European Dental Students' Association.	✓	✓		
Logo to be displayed on projector at gala dinner	✓	✓	✓	
EDSA magazine mention	✓	✓	✓	
Advertisement in the Congress programme Full-page Front page, main partner Rear page, partners Last page, partners	✓ ✓ ✓ ✓	✓ ✓	✓ ✓	
Logo to be displayed on projector at gala dinner	✓	✓	✓	
Promotional stand during congress during meeting	✓ ✓ ✓	✓ ✓	✓ ✓	
Promotional flyers/materials to be inserted into delegate welcome packs	✓	✓	✓	✓
Logo placement on banners /event posters Big logo of main partner Small logo, partner	✓ ✓ ✓	✓ ✓	✓ ✓	✓ ✓
Company website links on event website huge link to your own company website big link to your own company website not linked to your own company website	✓ ✓ ✓ ✓	✓ ✓	✓ ✓	✓ ✓
Lottery with prizes	✓	✓	✓	✓
Communication channels 1100 Dutch students, 500 dental and medical staffmembers, 200 European dental students, 500 researchers, PhD and post graduates Master students	✓	✓	✓	✓

16. ADDENDUM: SPONSORS CONTRACT

Meeting's logo

Sponsor's logo

Sponsoring agreement XXth EDSA Meeting [City] [Month 201X]

between

[SPONSOR Official Name.
Sponsor's full address, City, Country]

- subsequently together called "SPONSOR" -

and the

[European Dental Students' Association
Dublin Dental School and Hospital, Lincoln Place, Trinity College Dublin, Dublin 2, Ireland]

- subsequently called "EDSA"

ARTICLE 1: Respective commitment of both parties

[Sponsor] provides the following:

1. The delivery of a high resolution digital logo
2. The payment of € 2000,- within two weeks of invoice date.

[Local Association] provides the following:

1. Sponsor options in accordance with Gold package
 - a. Logo visible on
 - i. Banners
 - ii. Projection screen
 - iii. EDSA magazine
 - iv. Program booklet
 - v. Event website
 - b. Stand during congress
 - c. Internal spread promo through goodiebags
 - d. Option to contribute to lottery prizepool
 - e. One-time advertisement through internal channels
 - f. [Local Association] sends an invoice for € 2000,-

ARTICLE 2: Duration of the contract

The contract is concluded to benefit the organisation of the XXth meeting of the **European Dental Students' Association** on the faculty name, from the XXth to the XXth of Month, 201X.

The contract is effective by the signature of both parties and honored when commitments of both parties are fulfilled.

ARTICLE 3: Anticipated termination of the contract

The contract may be terminated by either of the signatory parties before the regular end of the validity of the contract, if a serious breach of the contract is noticed by either of the signatory parties. The notification of termination is sent via an acknowledgement letter and the termination of the contract is effective when the letter is received.

ARTICLE 4: Scope of the contract

This contract eliminates and replaces any other verbal or written agreements concerning the sponsorship, before this contract.

BANK INFORMATION

Organisation: Name of the Bank owner (Association)

IBAN: XXXX XXXX XXXX XXX XXX

BIC: XXXXXXXX

Bank: NAME OF THE BANK

Comment: EDSA congress COUNTRY LAST NAME FIRST NAME

Chamber of Commerce: XXXXXXXX

By signing this contract I agree to all the above statements.

Date of signature :

Place of signature

On behalf of [Local Association]

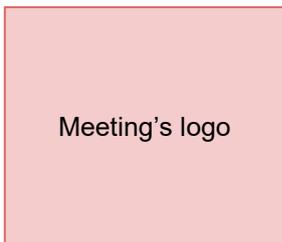
On behalf of [Sponsor]

Mr. [Name Surname]
LOC-President

Ms. [Name Surname]
[Position sponsor]



17. ADDENDUM: SPONSORS INVOICE



Meeting's logo

[Account number or Name of the account owner]

IBAN: NL84 ABNA 0254 499 791

Bank name: ABN AMRO

Bank address: Gustav Mahlerlaan 10, Amsterdam

BIC: ABNANL2A

Gustav Mahlerlaan 304
1081 LA Amsterdam
Nederland

E-mail: edsa@acta.nl

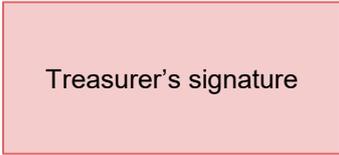
Internet: edsa-amsterdam.com

Invoice date: 19-03-2017

INVOICE

[Sponsor name]
[Contact Name Surname]
[Address of facturation]
VAT number: SI 67643876

Description	Date	#	Fee	Total
Sponsorship EDSA Meeting in [City]	XX/XX/XXXX		€ XXX,XX	
			Total	€ XXX
To provide				€ XXX



Treasurer's signature

[Name Surname]

Treasurer [Association]

[email address]

18. ADDENDUM: BUDGET

Costs

	Description	Amount	#	Subtotal	Total per night	Total
A	Accommodation				€ 11.312,00	€ 56.560,00
1	3 person room	€ 189,00	29	€ 5.481,00		
2	2 person room solo bed	€ 119,00	35	€ 4.165,00		
3	2 person room twins	€ 119,00	14	€ 1.666,00		
B	Dinner					€ 25.770,97
1	Monday: Restaurant Bajes	€ 3.584,50	1	€ 3.584,50		
2	Tuesday: Restaurant Bierfabriek	€ 3.584,50	1	€ 3.584,50		
3	Wednesday: Gala	€ 14.809,47	1	€ 14.809,47		
4	Wednesday: DJ	€ 260,00	1	€ 260,00		
5	Wednesday: Security	€ 250,00	1	€ 250,00		
6	Thursday: Catering	€ 2.500,00	1	€ 2.500,00		
7	Thursday: ACTA BAR BORREL	€ 150,00	2	€ 300,00		
8	Thursday: Club Paradiso	€ 2,50	193	€ 482,50		
C	Lunch					€ 6.661,00
1	Sodexo coffee (4 days, twice per day)	€ 1,96	150	€ 2.352,00		
2	Lunch	€ 3.264,00	1	€ 3.264,00		
3	Drinks	€ 1,50	191	€ 573,00		
4	Cookies	€ 1,20	80	€ 192,00		
5	Water	€ 0,14	1000	€ 280,00		
D	Secretarial					€ 310,53
1	Chamber of Commerce registration	€ 50,00	1	€ 50,00		
2	Flags	€ 15,20	1	€ 15,20		
3	Certificates	€ 0,00	193	€ 0,00		
4	Bank costs	€ 12,00	7	€ 84,00		
5	Badges	€ 54,33	1	€ 54,33		
6	Name tags	€ 107,00	1	€ 107,00		
E	Logistics					€ 4.419,17
1	Transportation card	€ 22,50	183	€ 4.117,50		
2	Tables congress	€ 151,67	1	€ 151,67		
3	Disposables	€ 150,00	1	€ 150,00		
F	Diverse					€ 1.626,27
1	Speaker gifts	€ 10,00	4	€ 40,00		
2	Gala band	€ 1.000,00	1	€ 1.000,00		
3	Cotton candy	€ 586,27	1	€ 586,27		
G	EDSA fee					€ 5.400,00
1	EDSA contribution	€ 30,00	180	€ 5.400,00		
H	Promotion					€ 922,42
1	Banners	€ 27,10	2	€ 54,20		
2	Webhosting	€ 18,15	7	€ 127,05		
3	Domain	€ 11,48	1	€ 11,48		
4	LOC clothing	€ 186,40	1	€ 186,40		
5	Photobooth	€ 543,29	1	€ 543,29		
	Subtotal costs					€ 101.670,36
I	Unforeseen costs (5% of Subtotal)					€ 5.083,52
	Total costs					€ 106.753,88

Incomes

A	B	C	D	E	F	G
		Description	Amount	#	Subtotal	Total
X		Participation fee				€ 71.760,00
	1	Participants	€ 390,00	184	€ 71.760,00	
Y		Acquisition				€ 34.000,00
	3	UvA			€ 2.000,00	
	4	Moog			€ 3.000,00	
	5	Hu-Friedy			€ 2.500,00	
	6	Acteon			€ 3.000,00	
	7	Dentaid			€ 500,00	
	9	Philips			€ 3.000,00	
	10	3M			€ 5.000,00	
	11	Meisinger			€ 2.500,00	
	12	Cavex			€ 1.500,00	
	13	VOCO			€ 1.500,00	
	14	Curaprox			€ 2.500,00	
	15	Sirona			€ 3.000,00	
	16	VDDI			€ 2.000,00	
	17	Examvision			€ 2.000,00	
Z		Unforeseen				€ 0,00
	1	Unforeseen income	€ -	1	€ -	
Total income						€ 105.760,00

19. ADDENDUM: FINANCIAL REPORT AND BALANCE

Balans EDSA 2018 18-04-2018				
Debit			Credit	
Liquids	€8.883,76		Expected expenses	
Bank account	€8.883,76		Sweaters	€ 2.352,00
Debits	€8.000,00		Contribution EDSA	€ 5.400,00
Debits	€8.000,00		Aftermovie	€ 100,00
Total	€16.883,76		Total	€7.852,00

20. ADDENDUM: PROGRAMME TEMPLATE

		Template Schedule - EDSA Meetings								
Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Arrivals	9:00	Opening Speeches Dean of the faculty LOC President	Rollcall	Rollcall	<i>Spring Meeting</i>	<i>Summer Meeting</i>	<i>Spring Meeting</i>	<i>Summer Meeting</i>		
	9:15	General Assembly	General Assembly	General Assembly	EDSA Congress Lectures Workshops	EDSA Congress + Common Sessions with ADEE	EDSA Congress Lectures Workshops	EDSA Congress + Common Sessions with ADEE		
	9:30	General Assembly								
	11:00	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK						
	11:15	General Assembly	Lecture	General Assembly						
	11:30									
	11:45									
	12:00									
	12:15	General Assembly								
	12:30	LUNCH	LUNCH	LUNCH					LUNCH	LUNCH
	13:30	Rollcall	Rollcall	Rollcall					EDSA Congress Lectures Workshops	EDSA Congress + Common Sessions with ADEE
	13:45	Lecture	General Assembly	General Assembly						
	14:00									
	14:15									
	14:30									
	16:00	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK						
	16:15	General Assembly		General Assembly						
18:00	Tour of the clinic (several groups)	General Assembly	Group Photo Newly elected Board Photo							
							Farewells			
Welcome drinks	Social program	EDSA Vision	Dinner Party	Gala night	Dinner Party	Dinner Party				



21. ADDENDUM: REGISTRATION FORM CONTENT

Activate the option that allows registrants to receive their answer by email

Title: Registration EDSA [City] 20[XX]

Description: [Copy/paste the registration email]

Insert Meeting Logo

Insert EDSA logo

Make sure that all questions are set as “compulsory” expect those starting with {NC}

Legend: Title of the question - *Option of answer: xxxx* - List of answers

First name - *Short answer*

Last name - *Short answer*

Date of Birth - *Date*

Sex - *Simple answer* - Male
Female
Other

Mobile phone number (including country code) - *Short answer*

Full Street Address - *Short answer*

City - *Short answer*

Postal code / ZIP code - *Short answer*

Country - *Short answer*

NEW SECTION: About your University & EDSA

Country where you study/work - *List* - Countries of EDSA + Other

Name of your university - *Short answer*

City of your university - *Short answer*

Which year are you in at university? - *List* -
1
2
3
4
5
6
MSc /PhD/Postgraduate/Residency
Already Working

How many EDSA-meetings have you been to? - *Simple choice* - [City] is my first EDSA Meeting
2-3
4-6
6 and more

Did you attend the EDSA [Spring] Meeting in [previous City] - *Simple choice* - Yes / No

What's your position in EDSA? - *Simple choice* -
Official National Delegate
Member of a Partner Organisation (eg. colleagues from
EHSAS)



ExCo & Officers & SupCo
New participant / Member / Delegate
Representative of an association applying to EDSA in Oslo

NEW SECTION: Identification

{NC} Please insert the link to your Facebook Profile - *Long answer*

Emergency Contact - Name of the person - *Short answer*

Emergency Contact - Link between you and the emergency contact - *Simple choice* - Parent

Siblings
Relatives
Partner
Friend
Other

Emergency Contact - Mobile phone number - *Short answer*

Emergency Contact - Email - *Short answer*

NEW SECTION: Other

{NC} Dietary Wishes - *Multiple answer* - Vegetarian

Vegan
Gluten free
Lactose intolerant
Other

{NC} Roommate preference (name one person) (Add a description of the type of rooms: twin, triple...)- *Short answer*

Do you want to buy the EDSA sweater ? (25€ - Payment will to be added in registration payment) - *Simple answer* -Yes / No

Insert photo FRONT

Insert photo BACK

Sweater size **Insert photo Size** - *Simple answer* - S / M / L / XL / XXL / I don't want a sweater

NEW SECTION: Disclaimer and questions

Comments or questions for the LOC & EDSA team ? - *Long answer*

Insert the disclaimer of the meeting

By signing this registration form, you agree to the disclaimer of EDSA Oslo 2018 - *Simple answer* - I agree

22. ADDENDUM: DISCLAIMER TEMPLATE

1. I understand that by filling this form I am officially registering for the event and after the confirmation email I will be obliged to pay the participation fee within the stated deadline.
2. I understand that the attendance of the educational program is mandatory in order to receive the certificate.
3. I agree to allow EDSA [City] to take media materials (photographs, videos etc) of me and grant permission to use them for purposes of web promotion, social media posting, website content and similar, exclusively for noncommercial applications and under fair use.
4. I recognize that the General Assembly is an open workplace and a formal gathering, and as such demands that I conduct myself in a manner that promotes standards of integrity, professionalism and safe practices.
5. I shall not show up for sessions intoxicated or in possession of any alcoholic beverages. I accept that I am responsible and accountable for the choices I make regarding alcohol intake, as well as their consequences. I am aware that EDSA [City] strongly advises against irresponsible drinking. I will not encourage other people to over-drink.
6. I shall be mindful of what I say to others and about others. All participants as well as LOC members shall be equally respected.
7. EDSA [City] strongly condemns stealing as well as damaging personal belongings of others. I respect other people's belongings and am aware of the possible consequences.
8. I agree that my personal data gathered here will be saved and processed by EDSA and the Local Organizing Committee. The data will be used exclusively within the framework of the EDSA [City] 20XX, the EDSA Mailing List and the EDSA Newsletter and will be saved and processed according to the applying Data Protection Legislation. I can unsubscribe from the EDSA Mailing list and EDSA Newsletter by sending an email to secretary@edsaweb.org
9. I hereby exclude the Local Organising Committee, all helpers and volunteers of EDSA [City] of any liability claim, as long as these are not covered by public liability
10. In case of failure to comply with the law, any of the hotel rules or code of conduct, the organisers are authorised to ban me from the participation at EDSA [City] immediately and at any time. In this case, all costs covered by the participation fee will be inflicted on the guest / participant in question. For a disorderly or criminally liable behaviour the guest / participant alone is responsible in full magnitude.
11. All activities outside the effective date of EDSA [City] fall into my own sphere of responsibility and liability.
12. I hereby commit to the attendance at EDSA [City] bindingly. I am aware that in case I miss the conference (no matter if self-inflicted or not), I have to bear the complete expenses of arrival, accommodation and departure.

23. ADDENDUM: VISA INVITATION LETTER

INVITATION LETTER

XXst EDSA Meeting
meetingemail@edsaweb.org

Meeting's logo

On behalf of the current **EDSA Executive Committee** and the **Local Organizing Committee**, we have the pleasure to invite **[Name Surname]** to the **XXst EDSA Meeting** which will be celebrated **from XX to XX [Month] 20XX** in the *[Faculty (Country)]*.

About the EDSA Meeting

EDSA is a non-profit, non-governmental organization run entirely by students. EDSA comprises of an executive committee and delegates from dental schools across Europe. Currently, the EDSA represents over 65,000 European dental students.

EDSA meets twice a year in a different cities across Europe. EDSA gives students a platform to present their ideas and work to a wider audience. During the meetings the students come together to brainstorm new projects; a variety of topics are discussed including dental education, dental research, volunteer work and Exchange programs. In addition, EDSA invites pioneers within the dental field to attend the meetings to deliver lectures and workshops to the attendees.

This year, the EDSA and the *[Faculty]* will work together to host the meeting. This event will be focused on dentistry students, as we promise to present to the participants with nothing but the best accomplishments in our field, as well as an international share of those.

The cost of the event is 360€ per student. We are look forward to greeting you at our congress.

For more information we kindly invite you to visit our website: www.website.com

This is to certify visa application of *[Name Surname]*, *[date of birth]*, ID nr. *[XXXXXXXX]* who is required to travel to *[Country]*. Her/His address is *XXXXXXXXXXXX*. The nature of the visit is to attend the *XXst EDSA* meeting hosted by the *[Faculty]*. The guest will be accommodated in the *[Name of the hotel and address]*.

Please issue the appropriate visa.

Yours sincerely,

[Name Surname]

President of the Local Organizing Committee

24. ADDENDUM: EMAILS TO PARTICIPANTS - DELEGATES MAILING LIST

Dear EDSA family,

We would like to invite you to participate in the 61st EDSA meeting and congress in [Amsterdam](#). A week full of interesting lectures, discussions and of course good parties with a lot of fun. Be with your EDSA family; registrations are opening on Wednesday, 12:00!

EDSA x Amsterdam x 2018



Summary

What: EDSA meeting April 2018

Where: Amsterdam, The Netherlands

When: 8 - 13 april 2018 (8th arrival, 14th departure)

Price: 390 euros (for an all-inclusive package)

How: Register [here](#) (link active Monday 1st of November, 12:00)

Deadline: **First deadline is the 5th of November, 12:00**

Once the registrations close, we will make a selection of the students based on giving everyone a chance. Therefore, **registering does not automatically mean you will get accepted**. We do this in order to divide all places equally over the countries. More variety is more fun! We will let you know if you got accepted around the 7th of November.

We would like to remind you that once you choose to attend, it is obligatory to join all the meeting sessions and the congress otherwise no certificate or sponsor giveaways will be given out to you. Our LOC has worked hard together with the sponsors to make this meeting possible. We advise you to come earlier or stay longer to get enough time for sightseeing in our beautiful Amsterdam.

[Website](#)

[Facebook](#)

[Facebook event](#)

We are looking forward to welcome you and give you the best week and the best Amsterdam experience of your life! You'll find a preliminary programme [here](#)!

Don't hesitate to e-mail us if you have got any questions concerning the meeting: edsa@acta.nl

Greetings and love from Amsterdam,

[The Local Organizing Committee](#)

Annika, Ana, Yaphet, Stephan, Robert, Michiel, Charlotte, Amir



25. ADDENDUM: EMAILS TO PARTICIPANTS - SELECTED PARTICIPANTS & PAYMENT INFORMATION

Dear EDSA family,

We are happy to inform you that **you have been selected** to attend the 61st EDSA meeting in Amsterdam. We had over 300 registrations and only room for 200. Unfortunately we had to choose and this was based on moment of registration, EDSA experience, and country of origin, in a move to obtain a balanced attendance.

This was done with advice from the ExCo.

Some spots have been reserved and it happens occasionally that one cancels his/her registration. Therefore it is still likely that we might still accept some of the people that did not get the opportunity. We will know how many spots are left after the first payment deadline.

In order to complete your registration, please transfer your registration fee to the given bank account. You can find the payment information in the attached invoice. Please note that the payment has to be made before the **17th of November**.

Do not forget to write your **COUNTRY + LAST NAME + FIRST NAME** in the comment section. Be aware that international transfers usually take 3-5 working days to be received. We will send you an official confirmation email once we received your payment.

Please make sure the payment is made **without any costs to the receiver**.

Since Amsterdam is a very crowded city and we made all bookings a year in advance, we can only offer **cancellation** until the **1st of december**.

No refunds are possible after that date due to the fact that we already made all payments by then. It is however possible to trade tickets internally, meaning that you would have the possibility to be reimbursed (minus the fees or commissions) only if you find a student to replace you.

Please be aware that the LOC has worked hard with the sponsors to make this meeting possible.

The congress on thursday is mandatory since it's the only chance our professors and sponsors receive to get exposition. The meeting wouldn't be remotely possible without their contributions. Please respect their presence and take them seriously. Attendance will be enforced by LOC and ExCo.

If you want to book extra nights with the hotel, let us know so we can contact the hotel for you.

Reminders:

- Mind transfer fees and/or commissions
- Send us a proof of your payment to edsa@acta.nl
- Include your Country + Last Name + First Name in the comment field of the money transfer
- No refunds after the 1st of December
- Payment deadline; 17th of November → Registration cancelled if not paid

If you have any questions, please contact us via edsa@acta.nl.

We are looking forward to seeing you here in Amsterdam in April!

Kind regards, also on behalf of the ExCo,



The LOC

26. ADDENDUM: EMAILS TO PARTICIPANTS - NOT SELECTED REGISTRANTS

Dear member of the EDSA family,

Unfortunately we have to inform you that **you have not been selected** to attend the 61st EDSA meeting in Amsterdam. We had over 300 registrations and only room for 200. Unfortunately we had to choose and this was based on moment of registration, EDSA experience, and country of origin, in a move to obtain a balanced attendance. This was done with advice from the ExCo.

Some spots have been reserved and it happens occasionally that one cancels his/her registration. Therefore it is still likely that we might still accept some of the people that did not get the opportunity. We will know how many spots are left, after the first payment deadline, **which is the 17th of november**.

Please monitor your e-mail, especially around the 17th. Do not forget to check your spam folder. Each and everyone of you has been attributed a number for the waiting list. We will let everyone know by then, how many spots came free.

If you have any questions, please contact us via edsa@acta.nl.

With our best regards,

27. ADDENDUM: EMAILS TO PARTICIPANTS - PAYMENT CONFIRMATION

Dear participant,

We hereby declare that we have received your payment in full. The entire amount was confirmed by our bank. Thank you for your payment and please see the attachment for your receipt.

Kind regards,

28. ADDENDUM: PARTICIPANTS INVOICE

Meeting's logo

[Account number or Name of the account owner]
IBAN: NL84 ABNA 0254 499 791
Bank name: ABN AMRO
Bank address: Gustav Mahlerlaan 10, Amsterdam
BIC: ABNANL2A

Gustav Mahlerlaan 304
1081 LA Amsterdam
Nederland

E-mail: edsa@acta.nl
Internet: edsa-amsterdam.com

Invoice date: 19-03-2017

INVOICE

INVOICE PARTICIPANT

Description	Date	#	Fee	Total
Registration fee EDSA Meeting in [City]	XX/XX/XXXX		€ 360,00	
EDSA Sweater	XX/XX/XXXX		€ 25,00	
			Total	€ XXX
To provide				€ XXX

Please transfer the money before the [date] to confirm your registration. If not completed in time, your registration will be cancelled. Note that the payment has to be made without any costs for the receiver. Should any transaction fee occur they are to be paid for by the delegate. Otherwise the payment shall be considered invalid until all transaction fee or charges have been dealt with. Please state in the comment field of the transfer : **COUNTRY + LAST NAME + FIRST NAME**. After completing the payment, please send a confirmation of transaction to [email address]



29. ADDENDUM: EMAILS TO PARTICIPANTS - LOGISTICAL EMAIL & REGISTRATION TO WORKSHOPS

Dear participants,

Time has passed quickly and we are slowly approaching the meeting in Amsterdam. We are all looking forward and really happy that we have so many of you coming. As you can imagine, it is a lot of work to organise a 5-day event for 200 people. We still have a lot to do but luckily with a great team like this, we expect no problems!

In this email, we will give you all the practical information you need to survive the week in Amsterdam. Everything will be explained in detail so **please take the time to carefully read everything**.

Introduction

The week will begin on the 8th of april. This is the **arrival** day. Meaning that we will welcome everyone on the airport (Schiphol, Amsterdam), instruct them how to reach the [hotel](#) and then continue to check-in inside the hotel itself. On arrival, when you reach the hotel, you will be given all the necessary equipment and will be lead to your room. The rooms will be available from around 16:00. However, the organisation (LOC) will be available and present all day to instruct you further. You can leave your luggage at the hotel and go explore the city. There will be an opening reception at location x. The event will officially start Monday morning (see schedule in attachment).

Public transport

On our [website](#), we have an entire [page](#) dedicated to inform you about the easiest ways to get around in Amsterdam. The LOC is currently attempting to get a week-ticket which would allow all the participants to travel around in Amsterdam during day-time freely. If we achieve this goal, transport during the night will still be for personal costs. We recommend installing Uber for taxi's. A taxi from hotel to the city, costs around 12 euros. Filling an entire cab would mean 3 euros each. The alternative is taking a nightbus, which costs around 3 euros but has a lot of stops and stops at random locations through-out Amsterdam. Uber is relatively cheap and fast in Amsterdam. Please see the website for more information and instructions how to use tickets in Amsterdam.

ATM

There is an ATM [outside](#) ACTA, near the hospital and also [one](#) close (200 m) to the hotel. Amsterdam has one every few metres so if you take a good look around, you will always be able to find one!

Logistical information

Attached you'll find a file with the schedule, addresses and phone numbers. Please notice the different pages in the same file. Most of the info is contained into one pdf, which should make it easier to keep oversight of all the basic info. Keep in mind that the information is still a bit rough and the exact times are yet to be determined. You will receive an updated file later and on arrival you receive a booklet with all the information with the exact times. This current file should however give you an indication and overview of the programme for now. As you can see, it is a very intense programme and free time is limited. We try to compensate for this by making the social programme as fun as possible. We do recommend you however to book an extra night or come earlier on Sunday to take a look around Amsterdam. The city is always alive so you can visit whenever you like, at whatever time you want!

Meals

All meals are included in your package. Breakfast is available in the morning from 07:00 to 11:00. However, on most days, we start early, so be on time! Lunch is also provided everyday in the break. Dinner will be in a different restaurant every day. See the schedule for more info. The gala dinner will be held on a boat, travelling around Amsterdam. We are especially proud of that night! Dinner on Sunday is not included, we will recommend some nice and cheap restaurants when the event is near.

Tap water

We Dutch are known for always drinking tap water since it's very clean and tasty! So no need to buy water bottles (unless you really want to). Enjoy the most tasty and clean water in Europe!

Room division

There is a tab in the attached file that states your roommates. If for some reason, you do not agree with this, please let us know. Keep in mind that we took all preferences into account and that it is a logistical puzzle to solve and exceptions can only be made when strongly reasoned.

Weather forecast

The meeting regulations, oblige us to tell you about the weather in Amsterdam. It's not something we're proud of but fortunately, relatively speaking, the weather seems to be good! We expect some sun and limited amount of rain. For the people who have been here before, we Dutch are practically considered fish since we are used to biking through the rain. However with some luck, weather should be good that week! Still wouldn't hurt to bring an umbrella or some waterproof clothes!

Fee and returns

Some people had trouble wiring money and either wired too little or too much. These people are required to pay the remaining amount in cash during check-in or will receive what we owe them. These people have been informed and will be reminded during check-in. This regards anyone who hasn't paid the exact amount of 390 euros.

Dresscode

All parties have normal "smart casual" dresscode. Things you would wear when you would go out. The good thing about Amsterdam is, no one cares about how you look or choose to express yourself. Wear what you are comfortable in and enjoy yourself! You can go all out or keep it simple, as long as you have fun! However; the gala dinner and EDSA vision **do** have a dresscode. Traditional country-wear for EDSA vision on Monday and formal clothing (e.g. black-tie) on the Wednesday night for the gala.

Congress thursday

This is what we consider the most important part, therefore colored red. As you can imagine we had an insane shortage of money since Amsterdam is so expensive. We spent a lot of time on getting sponsorships to make this meeting possible for you. We took on this challenge without any insight but managed to pull it off in the end. The consequence is that we organised a congress to make sponsorships possible. However, we know from past experiences that these days aren't always visited by everyone. Please understand that we cannot accept if that happens in Amsterdam. Simply because we promised everyone, and these are big organisations, that all 200 people will be present. To make this acceptable for you, we really took the time to find fun topics and workshops for you. There will be a lottery, amazing food and an amazing (final) party after the congress, on the main floor of ACTA! Will you be going home with brand new dental loupes for example? *Drum roll*.



We will be really strict to make sure everyone is present. If you are not present during the congress, you will receive no certificate, no prizes or allowed any of the **many** goodies. If you arrive late, the congress, dinner and party won't be accessible. Furthermore EDSA has strict guidelines about presence and roll calls and there have even been letters to deans of faculties in the past due to repeated absence. Let's not speculate about these things and just make sure everyone is present and taking part in the entire event as expected of us. If we satisfy all the organisations, we can make similar meetings like this a reality in the future. An email will follow in the future where we ask for your preferences regarding the workshops.

One last thing, please show respect to speakers and externals by closing your laptops when they speak. If you really want to sleep, don't do it in the room. We will remind you guys when the event starts.

You can register for the workshops via this [form!](#)

Arrival and departure

Please let us know in a reply, when you will be arriving and leaving so we can make sure everyone is welcomed appropriately and whether the group is complete. If you haven't booked a flight yet, please let us know when you do have the information!

Electrical plug

The type of [socket](#) we have in the Netherlands is type F, CEE 7/4.

Whatsapp

If you paste the following [link](#) into your mobile browser, you will automatically join the Whatsapp group. If it doesn't work for you, ask your friends to put you inside after they join. If you don't have friends, then we will buy you new friends. Anything is possible in Amsterdam. But, anyway, should work for most people! The link is: <https://chat.whatsapp.com/0g7aRLzM2QeCnyKbvCpYkd>

So to sum up, what you have to do:

1. Read the website
2. Read the schedule in the attachment, see the different tabs
3. Be present always but especially during the congress
4. Let us know in a reply, when you will arrive and depart (your flight information)
5. Join the Whatsapp
6. Follow us on Instagram: edsa_amsterdam

Kind regards,

30. ADDENDUM: CERTIFICATE OF PARTICIPATION



The certificate features a background image of several traditional Dutch windmills situated along a canal in Amsterdam, with a small wooden boat in the foreground. The sky is a soft, golden color, suggesting a sunrise or sunset.

 **EDSA Amsterdam 2018**
An experience you won't forget

- Certificate -

The LOC hereby recognizes

Alyette GREIVELDINGER

for attending the 61th EDSA meeting and congress in Amsterdam

Attoseini
Amir Hoseini
Chair of the LOC

Greiveldinger
Alyette Greiveldinger
EDSA General Secretary



April 8 - 13, 2018

31. ADDENDUM: THANK YOU EMAIL TO SPEAKERS AND SPONSORS

Dear sir/madam,

We would like to take the moment to thank you for your presence during our meeting. We are happy to see that we were able to deliver the students their educational needs together. We look back at a rich and entertaining event that was made possible thanks to your contribution.

We hope that your experience was just as good as ours and that we may work together in the future.

Attached to this email you will find some photos of the event.

Kind regards,

LOC

*Don't forget to send photos of their lectures/workshops/booths

32. ADDENDUM: SPONSOR LIST

Sponsor	Received funds?	Workshop	Lottery contribution or goodies	Advertisement slide?	Representatives
Sponsor 1	No	Yes	Sonicare	No	Person 1 and person 2
Sponsor 2	No	No	Oral-B brush	No	Person 1 and person 3
Sponsor 3	Yes	No	Dental loupes	No	Person 1 and person 4
Sponsor 4	Yes	No	Coffee sets 10	No	Person 1 and person 5
Sponsor 5	Yes	No	Pens	No	Person 1 and person 6
Sponsor 6	Yes	No	Notebooks	Yes	Person 1 and person 7
Sponsor 7	Yes	No	Diaries	Yes	Person 1 and person 8
Sponsor 8	Yes	Yes	Candy	No	Person 1 and person 9
Sponsor 9	Yes	Yes	Gum	No	Person 1 and person 10
Sponsor 10	Yes	Yes	None	No	Person 1 and person 11
Sponsor 11	Yes	No	Nano Essential LED Package	No	Person 1 and person 12
Sponsor 12	Yes	No	None	No	Person 1 and person 13

33. ADDENDUM: FLOOR PLAN

