For any questions, please contact the Coordination Team using this email:

ejpsoilcoord@inrae.fr

Summary

The next Annual Science Days and General Meeting will be organised back to back, in person, in Spring-Summer 2023 and 2024. Therefore, there is an opportunity for a consortium partner to host one of these two hybrid (physical & partly online) events in their country. This information paper provides initial practical guidance on the organisation of these events and lists everything that is expected of a hosting partner.

EJP SOIL Information Paper

On organisation of the Joint Annual Science Days (ASDs) and General Meeting (GM) 2023/2024

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# My institute is interested in hosting ASD and GM, how to propose?

The EJP SOIL Coordination team and the WP9 team dedicated to the organisation of the Annual Science Days (ASDs) and General Meeting (GM) for either 2023 or 2024 invite EJP SOIL Partners to indicate their interest to host these events. This information paper provides all answers to your questions.

If you are willing to host these events, please fill in the excel template “Hosting the ASD and GM” designed to collect all the information we need to process your application. This excel template consists of 2 sheets to be completed: a general sheet and a preliminary budget sheet (estimation of the costs of the welcome dinner, coffee breaks, goodies, equipment, other provisions, etc - broken down by expense packages).

**We kindly invite you to submit your intention to host the Annual Sciences Days and the General Meeting by sending an email via** **ejpsoilcoord@inrae.fr** **with your duly completed excel template (both general sheet and preliminary budget sheet should be completed) by September 30th, 2022.**

Your applications will then be evaluated according to a scoring system that you will find as annex to this document (see page 9).

# Timing

The Annual Science Days (2 days) and the General Meeting (1 day) 2023 (and 2024) will be organised jointly over 3 consecutive days. Additionally, EJP SOIL would like to organise possible Board meetings (ExCom Meeting, BPM meeting, Advisory Board meeting, Ethics Board meeting) with a duration of half a day before or after the GM and ASDs, and offer the possibility for project meetings. **Thus, these events together require the hosting institute to provide meeting rooms over 5 consecutive days.**

Dates in the period from May 1st to June 30th were identified as the most preferable slots for 2023 events. Please note that it is possible for you to suggest several dates, as long as the options suggested consist of any 5 consecutive working days within the timeframe indicated above.

# Capacity ideal arrangements

The General Meeting is open to consortium members only, while the Annual Science Days are open to consortium members as well as persons external to the EJP SOIL consortium. For the 2023 and 2024 editions, we would like to be ambitious in terms of capacity, inviting a minimum of 250 people for the GM and for the ASDs.

We have budget available to cover the participation of a maximum of 250 consortium members in presence, but we are in favour of extensive participation, including for participants outside the consortium for the ASDs. Knowing that we want the ASDs to be as open as possible, suggestions are therefore welcome to have more than 250 people to the ASDs in person.

If you are able to host more than 250 participants, please note that we can consider registrations fees (to be managed by the host partner), first for external participants and if necessary for consortium participants (with a differentiated price).

The online participation should be free of charge.

# Programme insights

Over the five days: Some days will be reserved for project meetings, for the ExCom meeting, for possible BPM, AB/EB meetings to be organised by the coordination team, either before or after ASD and GM. The events will officially start with the Annual Science Days (2 days) and will be followed by the General Meeting (1 day). For the 2023 and 2024 editions, the possibility to participate to a 0.5-1 day field trip is appreciated (in addition to the 2-day for ASDs). Please indicate your possibilities in the excel template.

You will find below the ideal composition of the 5 days according to EJP SOIL Coordination. Please note that we remain flexible, depending on your proposals, your needs, and the availability of your auditorium. Details of the programme planning will be discussed between the selected host and the coordination team.

Starting with 2 full days of ASDs;

Following by 1 full day of GM;

Evening of GM: EJP SOIL Dinner, only accessible to consortium members;

Reserve 2 days for possible project meetings, and the possible board meetings.

# Meeting space and event location

The main requirement for the host is to provide sufficient meeting space for the reception of the EJP SOIL consortium members during the scheduled sessions; this includes:

i) a large meeting room (such as an auditorium) with a minimum capacity of 250 people for the first day of ASDs and for the GM, or larger when offering the ASD to be open to a wider audience. Please indicate the maximum capacity of your auditorium in the excel template.

ii) 3 to 8 smaller meeting rooms that can accommodate between 70 and 150 people. As the organization of our break out sessions will depend on the availability and capacity of your meeting rooms, we ask you to indicate how many rooms can be made available for us and what their capacity is. We would appreciate if the smaller meeting rooms have the nature that it facilitates audience engagement.

iii) a space for ASDs posters and networking that is also dedicated to coffee breaks, or close to the coffee breaks.

iv) Meeting rooms with a capacity of 10 to 30 people should also be available for project meetings, for ExCom meeting (25 people), and for possible Advisory Board meeting (10-20 people), Ethics Board meeting (10 people), BPM meeting (30 people). The availability of these rooms determines the number of project meetings that can be organised, hence we appreciate to find out the maximum number that you could provide.

Regarding the meeting space and event location, please consider the points below:

* EJP SOIL does not have budget for the rent of facilities related to GM and ASD, hence the meeting rooms should be provided for free. Please consider your own facilities or organisations with whom you have special agreements that could provide such free meeting space.
* Meeting rooms should be located in the same or adjacent facilities, to allow comfortable circulation between the sessions.
* The venue of the events should be accessible by public transport.
* It would be ideal if the events location is close to an urban area to facilitate access to amenities, hotels, restaurants and the city centre.

# Equipment

Due to the sanitary situation and to ensure the inclusiveness of all members of the EJP SOIL consortium, the organisation of Annual Science Days and the General Meeting will be partly hybrid (a physical event, with a possibility to participate online). As a consequence, specific equipment will have to be provided by the hosting partner.

* The large meeting room (auditorium) must be equipped with facilities for a live online broadcast of the plenary meeting. It should facilitate streaming of presentations, questions through chat and the possibility to have online presenters.
* If any of your other smaller rooms can accommodate a live or hybrid session, we ask you to indicate this in your excel template.

Additionally, the following equipment is expected to be ready for use before the 1st day of the event (at least 1 day beforehand for testing purposes, if possible):

* A stable and broadband internet connection; WIFI connection details provided to the participants on site.
* Audio should be stable and audible to both on-site and online participants. Please indicate in your excel template what audio/microphone equipment you have available to ensure this.
* It is not a requirement but an asset if your video equipment can film 2 parts of the stage/zoom in on the stage/both film the stage and the audience.
* To facilitate the proper functioning of the IT equipment, we ask the host organisation to provide technical staff to be present to ensure the proper functioning of the hybrid sessions, and for support during the other sessions and meetings.

If necessary, please have someone from your technical/IT team fill out the equipment part of the excel template.

# Goodies

Please note that the costs of the goodies and of the programme related papers are part of the budget allocated to the GM and ASDs and that we estimate the goodies budget at 3000 euros max.

# Catering service

Having good coffee, tea, snack and lunch will significantly increase the experience of the ASDs and GM. We ask the hosting partner to assure that catering is offered to all participants of the GM & ASDs event. This includes: a lunch, at least two coffee breaks (one in the morning and one in the afternoon) per day. Additionally the budget allows to organise one EJP SOIL dinner to be organised after the GM. In total, the hosting partner is asked to facilitate:

- 3 lunches;

- 6 coffee breaks;

- 1 dinner (to be organised after the General Meeting, only accessible for consortium members).

# Budget Management

Costs related to the organisation and the hosting of the ASDs and the GM can be covered under the WP1 service budget, direct costs category, at the expense of INRAE, as agreed in the Grant Agreement. The partner hosting these two events will be allocated with the dedicated budget accordingly (transfer INRAE - WP1 service > hosting partner - WP1 service) following a bilateral discussion with the EJP SOIL Coordination Team.

The indicative budget for the organisation of the General Meeting and Annual Science Days is €20,000 depending on the total number of participants agreed. The hosting partner has the liberty to request a “full fee” from external participants and a “reduced fee” from internal partners to cover cost that are beyond the available budget, think of the excursion. Please make sure that for dinner, lunches and coffee breaks the cost per participant are indicated in your preliminary budget estimations.

The costs of the events will be reimbursed on the basis of the real costs, within the reporting period 4 (2023 edition) or 5-final (2024 edition) report of the hosting partner, under condition that WP1 has approved the preliminary budget submitted by the host partner and that this budget was respected.

Please keep in mind that:

* No budget is allocated to rent conference facilities, except the direct costs related to organisation of such events.
* The travel and subsistence costs (travel costs, accommodation costs, other related costs) are at the expense of each partner sending participants to the events (no reimbursement per participant should be expected from either INRAE or the hosting partner).
* When applying to host the GM and ASDs, you will need to provide the EJP SOIL with your preliminary budget, broken down by expense packages (welcome dinner, coffee breaks, goodies, equipment, other provisions, etc). Therefore please do not forget to fill in the dedicated sheet in the excel template, following its instructions.
* Any costs for project meetings and board meetings are not included in the €20,000 budget.

#  Staff arrangements and other provisions

* We ask the host partner to provide a central contact person, easily reachable and reliable in communication and coordination at all times. Please provide the contact details in the excel template.

* The contact person agrees to participate in the recurring meetings that will take place twice a month starting in November 2022. The recurring meetings may be intensified starting in April/May 2023.
* The host partner's organization team offers to take the responsibility for the smooth practical running of the events, including the respect of timing of the program and the orientation of the participants on site. Welcoming participants on site will be ensured by the host, with support of WP1 (Marie Delattre for GM) and WP9 (Louise Pauwels for ASDs).
* To facilitate partners booking and travel, the host is asked to provide a list of preferred hotels or students residences. A short guide to its facilities (map, accessibility, good to know, etc.), the host city, and information on public transport and travel to the venue from airports and railway stations is highly appreciated.

# Evaluation process to select the host partner

If you want to put forward your application as a hosting partner for the EJP SOIL General Meeting and Annual Science Days 2023 or 2024 events, we ask you to:

* Read through this entire document carefully;
* Fill in the first sheet of the excel template entirely according to the instructions in the excel and keeping the information in this document in mind;
* Fill in the second sheet of the excel template estimating your preliminary budget for the organisation of the GM and ASDs only. Please do so according to the instructions in the excel template and keeping the information in this document in mind. We will greatly appreciate and evaluate a realistic preliminary budget, with comments where necessary.

Once you have sent in the excel template duly completed to ejpsoilcoord@inrae.fr you have officially entered your institute as a candidate host for the GM & ASD events 2023 or 2024.

We have drafted a transparent scoring system in order to evaluate all candidates fairly. The hosting candidate with the highest score will be officially asked to host the events (in the year you have indicated your application for, or in case of 2 very high/close scores for the same year, you will possibly be asked to host in the other of the 2 years).

You can find the scoring system in the “Evaluation System: our hosting criteria” document – as an annex to this Information Paper (see page 9). Please take all these points into account, as they are all important, and do not just focus on the “higher scoring” points. We want to be open to all applications and not have too many restrictive criteria, but we ask you to take all criteria seriously and make a real effort to see how you can fulfil each criterion.

Please note that there is a very short list of “eligibility criteria” which are not taken into the scoring system. These criteria are required and need to be fulfilled before we can consider you as a candidate. All other criteria are “selection criteria” and will be scored by WP1 and WP9 coordination and the other event organizers, resulting in a total score allowing us to compare candidates.

Please note that we will also pay particular attention to the criterion of inclusiveness when evaluating proposals.

You will receive feedback after your evaluation and will be able to see the document and your individual scoring, as well as the total scores of the other candidates, to ensure a transparent process. You will receive feedback on your application in October 2022 by email.

# Annex: Evaluation system: our hosting criteria

## Eligibility criteria

These are the criteria that need to be fulfilled for you to be considered as a hosting candidate

* Suggested dates are within given date range;
* 5 consecutive days availability;
* Possibility for social dinner;
* Realistic preliminary budget delivered.

## Selection criteria

These are the criteria EJP SOIL coordination and the event organizers will use to make a definitive selection between the hosting candidates. WP1 and WP9 coordination will use the excel each hosting candidate has filled out to grade below criteria. The partner with the highest total score will be chosen to host the 2023 (and possible 2024) events, with a side note that Eastern European country candidates will be given preference by coordination.

|  |  |  |  |
| --- | --- | --- | --- |
| Main criterium  | Subcriteria | Max grading | Weight  |
| **Arrangements related to timing** | Required, see above (Elegibility criteria) |
| **Arrangements related to the programme** | Possibility of field trip | **/10** | /100 |
| **Arrangements related to meeting space and event location** | Capacity: amount of rooms and room capacity of each room | **/50** | /20 |
| Closeness of rooms to each other | /5 |
| Coffee break and lunch areas close to or at event space | /5 |
| Meeting rooms available before or after GM and ASD for project meetings | /10 |
| Venue close to urban area/area with hotels, amenities, restaurants, close to city center | /5 |
| Venue accessible by public transport | /5 |
| **Arrangements related to equipment/facilities** | live online meeting facilities | **/50** | /10 |
| Audio equipment | /10 |
| Video equipment | /10 |
| Technical staff available | /10 |
| Accessible wifi for all participants | /10 |
| **Arrangements related to goodies** | Suggestion of goodies | **/10** | /10 |
| **Arrangements related to catering service** | Catering provided: lunches and coffee breaks | **/30** | /30 |
| **Budget management** | Evaluation of budget  | **/30** | /30 |
| **Inclusiveness** | Participant fee | **/20** | /20 |
| **TOTAL** | **/200** |