Hosting Council Meetings timeline and requirements

Societies that are interested in hosting FEMS Council Meetings, can refer to this document to learn about the responsibilities of the host as well as the most important milestones from preparation until follow up of the Council Meetings.

1. **Timelines**
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   1.2 Timeline Meeting Arrangements

2. **Requirements and responsibilities of a FEMS Member Society, hosting the FEMS Council Meetings**
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   2.2 Social events
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      *Why do we ask for a Volunteer?*
1. Timelines

1.1 Timeline Bid to Host Organization
This overview shows all milestones relevant to bidding to host organization of FEMS Council Meetings. If you are confirmed as host, the Timeline Meeting Arrangements (1.2) will come into play.

- Sept: Call to bid host organization during AGM
- 31 Dec: Deadline for sending bids to host organization to FEMS
- Feb: host confirmed and announced
1.2 Timeline Meeting Arrangements
This overview shows all milestones and deadlines relevant to host organization of FEMS Council Meetings.

15 Aug: host sends presentation on host venue to FEMS
Sept: Host presents venue at AGM
15 Nov: Host submits meeting arrangements to FEMS
Feb: BoD reviews meeting arrangements, FEMS contracts hotel and opens registration
End of March - May: if required, host sends revised meeting arrangements
30 June: registration deadline, FEMS sends host provisional final # of participant(s)
15 Aug: FEMS sends host and volunteer documents and final guidance for Council meetings
Sept: host and volunteer contribute in local arrangements, FEMS interviews host and volunteer
2. Requirements and responsibilities of a FEMS Member Society, hosting the FEMS Council Meetings

2.1 Meeting arrangements

The host ensures all meeting arrangements for the FEMS Council Meetings are met in collaboration with the FEMS Team. FEMS pays all of the expenses.

| Meeting       | Date   | Time          | #Persons | Room setup | Table | Seats per table | Signage | Boardroom | Screen | Laptop | Flipchart and S markers | Pens and paper | Extra electricity sockets | Printing facilities | Microphones on tables | Wireless microphone | Technical assistance (audio) | Phone (international calls) | WiFi | Lunch (in separate room) | Lunch (in meeting room) | Catering | Coffee, tea and water on in meeting room | Coffee & tea break |
|---------------|--------|---------------|----------|------------|-------|-----------------|---------|------------|--------|--------|--------------------------|-----------------|--------------------------|---------------------|--------------------------|--------------------------|-------|--------------------------|--------------------------|----------------|---------------------------------|------------------|
| Board meeting | Friday | 0900 – 1300   | 10 1 10  | Board room | ✔     | ✔              | ✔       | ✔          | ✔      | ✔      | ✔                        | ✔               | ✔                        | ✔                   | ✔                        | ✔                        | ✔     | ✔                        | ✔                        | ✔           | ✔                                  | ✔                 |
| Session 1     | Friday | 1400 – 1700   | 50 5 10  | Banquet    | ✔ ✔ ✔ ✔ | 1 1 1 1 10 10  | ✔       | ✔          | ✔      | ✔      | ✔                        | ✔               | ✔                        | ✔                   | ✔                        | ✔                        | ✔     | ✔                        | ✔                        | ✔           | ✔                                  | ✔                 |
| Session 2     | Saturday | Starts 0900  | 50 1 50 | U-shape    | ✔ ✔ ✔ ✔ | 1 1 1 50 50  | ✔       | ✔          | ✔      | ✔      | ✔                        | ✔               | ✔                        | ✔                   | ✔                        | ✔                        | ✔     | ✔                        | ✔                        | ✔           | ✔                                  | ✔                 |
| Session 3     | Saturday | Ends 1700    | 50 5 10 | Banquet    | ✔ ✔ ✔ ✔ | 1 1 1 50 50  | ✔       | ✔          | ✔      | ✔      | ✔                        | ✔               | ✔                        | ✔                   | ✔                        | ✔                        | ✔     | ✔                        | ✔                        | ✔           | ✔                                  | ✔                 |
2.2 Social events

Organize and partly financially contribute to the social events

Agree prices and details for a Friday event including drinks and a Saturday Dinner. Note that approximately 50 persons will join. The deadline for determining the number of participants must be 30 June or later.

FEMS pays 50% of the expenses, the host society pays 50% of the expenses.

The detailed information that we need before 15 November, includes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Details of the event, what’s included</th>
<th>Total costs</th>
<th>Departure time from hotel</th>
<th>Estimated end time</th>
<th>Does the event include transport from and to the hotel?</th>
<th>Address drinks</th>
<th>Address restaurant</th>
<th>Name, email and phone number</th>
<th>organizer’s contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The arrangements need to include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Tour</th>
<th>Drinks (including snacks)</th>
<th>Dinner for 50 persons allowing special diet restrictions</th>
<th>Ensure a microphone for speeches is available and music can be turned off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

1 FEMS appreciates that not all member societies have the financial resources to cover all of the costs associated with hosting a meeting of Council. If this is the case then you can represent this to the FEMS Treasurer, in which case we ask you to indicate the financial situation of your society and the element(s) of the meeting that might require financial support.
2.3 Arranging a hotel discount for accommodations by 15 November

Agree prices and details for accommodation with the hotel for a group of Delegates. Note that approximately 50 persons will attend the meeting, and in general the majority of them will stay in the hotel. The deadline for booking the hotel accommodation must be 31 May or later. The dates that should be included should be at least the Thursday, Friday, Saturday and Sunday.

The Delegates pay for their own accommodation costs.

The detailed information that we need before 15 November, includes:

- venue/Hotel name, website, address
- venue/Hotel’s contact person’s name, email address and phone number
- prices for a Single room, Double room (excluding taxes), Taxes
- availability of Free wifi, Parking
- is there a discount rate for the accommodation?
- how do Delegates register to make use of the discount rate?
- what dates are included in the agreed discount rate?
- what booking/cancellation procedures apply?

Also, we ask you to send additional information:

- travel directions (from the airport) to the hotel, including taxi/bus/metro/train if applicable
- 2-3 (affordable) accommodation alternatives in walking distance of the meeting venue
- miscellaneous information e.g. currency, fixed taxi fare from airport to hotel, avg weather expectations, digital resources.
2.4 Additional

Ensure additional tasks are taken on by the Society (or delegated to a volunteer)

<table>
<thead>
<tr>
<th>Additional tasks</th>
<th>Before meetings</th>
<th>During meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go through preparations/additional tasks with a FEMS staff member</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Checking availability of facilities as agreed with the hotel</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Installing laptop, connecting to Beamer and pointer, checking the pointer and presentation</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Checking audio, wifi and phone connection</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Participate in interview</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Taking pictures</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Unexpected things to arrange with hotel, e.g. room temperature, something to copy</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

Why do we ask for a volunteer?

Volunteering at the FEMS Council Meetings works out two ways: it helps us organize our meetings and it helps early career scientists experience how administration and governance in microbiological societies works. Volunteering is useful for you if you want to grow your network and professional experience. You will work closely together with the FEMS Team. After the meetings, we will send you a recommendation letter to acknowledge your contribution. Also, we will feature you and your contribution in our communications, for which purpose we will interview you after the meetings.