

Aide-Memoire Congress Programme Chair

This Aide-Memoire for the Programme Chair is to be updated after each congress and passed on to the Programme Chair of the next congress.

The Congress Programme Chair is normally appointed by the EEA President-Elect two years before the Congress so that there is sufficient time to make necessary arrangements.

The EEA Executive Committee approve the Chair during the Spring Executive Meeting of the year of appointment. The President-Elect announces the themes and the main lectures at that Spring Executive meeting.

The Programme Chair is expected to be present at both the Executive Committee and Council meetings during the Annual congress for all years following appointment.

The Programme Chair must co-operate closely with the President-Elect and is responsible for organising all Invited (B) sessions and Contributed (C) Sessions. In fact, the Council should be contacted via E-mail (sent through the Secretariat) before the first Council meeting encouraging them to amend a list of proposed B-sessions in time for the Council meeting. Plenary Session speakers are traditionally chosen by the President of the EEA.

The Programme Chair is responsible for choosing the Programme Committee, to be known here forth as Programme Committee Members (PCMs), which is responsible for the scientific content of the Congress and decides on acceptance of the submitted papers and if they should appear in the conference programme and in the sessions indicated by the submitters.

Before paper submission starts, the Programme Committee should prepare a list of potential sessions which submitters will consult to indicate in which session their paper should be included.

The PCMs are allocated papers that correspond to their fields of interest and expertise. This computerised process is assisted by WebMeets, hired by the LAC on the recommendation of the EEA secretariat.

The Programme Chair usually chooses about 140 expert members, distributed over different fields. Each PCM is usually assigned a maximum of 12 papers. The Programme Chair is responsible for the smooth-running of the Programme Committee and must ensure that the PCMs keep to their deadlines for grading (usually February of the Congress year).

The Programme Chair is a member of the FEEM Selection Committee helping choose the best three papers presented at the Congress. The Programme Chair is expected to prepare a short-list to be presented to the FEEM Selection Committee on the basis of how the PCMs award the paper.

The Programme Chair is also responsible for awarding 30 travel grants for students of the value of 400€ (euros) each. Applications for such grants are sent to the Programme Chair's office. The criteria to selection is by the level of quality of the paper. Application for the Student Travel Grant must be accompanied by documentation of current student status. The Secretariat is informed of who is entitled to this grant and contacts them. Payment is made after congress and on receipt of participation.

The Programme Chair should have access to an assistant at his place of work and an email address should be set up to allow submitters to pose questions.

The Programme Chair should also work closely with the Local Arrangements Committee (LAC). The Programme Chair is announced before the LAC so co-operation should begin immediately after the announcement Congress location during the Congress of year 1.

The Programme Chair also is expected to work closely with Webmeets. However, this co-operation starts once the submission process begins, usually 10 months before the congress.

The Programme Chair Aide-Memoire is updated by the Programme Chair after every congress and sent to the EEA Secretariat to be held. The EEA Secretariat also holds all the necessary information regarding past congresses.