

## Criteria for Organising the ECOMM

The European Conference on Mobility Management (ECOMM) is the annual conference of the European Platform on Mobility Management (EPOMM). This conference is held in countries and regions across the European Union.

From 1997 to 2006 ten ECOMM events have been held: in Amsterdam (the Netherlands), Nottingham (UK), Münster (Germany), Bregenz (Austria), Rome (Italy), Ghent (Flanders BE), Karlstad (Sweden), Lyon (France), Parma (Italy) and Groningen (the Netherlands). The ECOMM 2007 will be held in Lund (Sweden), the ECOMM 2008 in London. For 2009 the call for proposals is open until the 31st of October 2007.

The EPOMM platform will help the local organisation with the information needed to organise the event. Our network can provide you with practical experience gained during the last 8 years. We can help you with questions you might have on how to organise a European conference and give you information on contact addresses via the formal EPOMM network: the National Focal Points. These National Focal Points (NFPs) are in direct contact with Mobility Management organisations within their country or region.

EPOMM offers free of charge a number of standard support services to ECOMM hosts: participation at the IPC meetings - advise on call for papers/programme (speakers, chairs) -, promotion and marketing of ECOMM (ex. on EPOMM website, through the EPOMM National Focal Points, through the EPOMM digital and printed newsletters, city-networks, other European contacts), providing useful databases for distribution call for paper/final programme.

In addition, EPOMM offers evaluation of abstracts, quality control of the full papers, assistance in drafting the final programme and liaising with speakers and chairs, for 10.000 € to EPOMM members and 30.000 € + 10.000 €\* to non-EPOMM members.

Below you will find the criteria that an organisation (country, region or city) preparing a proposal for an ECOMM event should take into account. These criteria will allow the Board of EPOMM to select which applying country, region or city is most suitable for organising the event. Furthermore, these criteria also indicate for the applying country, region or city which standards they should meet in order to be able to organise the ECOMM event.

The selection criteria can be divided into:

- Category A: General selection criteria. These are the general criteria that the EPOMM Board will take into account to select a country, region or city.

- Category B: Detailed proposal criteria. These are criteria that a country, region or city should take into account when submitting a proposal.

The final selection will always be based on both categories. The Board of EPOMM will select and decide which country, region or city can organise ECOMM.

### **Category A: General selection criteria.**

- Countries or regions that are members of EPOMM will have priority (if the proposal is of good quality, see criteria B) over countries or regions that are not part of EPOMM. <sup>1</sup>
- ECOMM should take place every year, geographically spread throughout Europe, to promote MM as much as possible. The location of former ECOMM's will be taken into account.
- A member State that has not organised ECOMM before will receive priority over other member States that have already organised ECOMM in the past.
- In the proposal the criteria in Category B should also be taken into account.

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<sup>1</sup> If you want to become an EPOMM member as country or region, please contact the EPOMM secretariat for more information.

**Criteria category B: Detailed proposal criteria.**

- The written proposal should be submitted on paper, maximum of 10 pages, to the EPOMM secretariat before the submission deadline: the deadline will be the 1st of November two years prior to the event. E.g.: proposals for ECOMM 2006 must be submitted before the 1st of November 2004.
- The structure of the event will be the same every year. However, the organisation can change the programme in detail if there are good reasons for it. Normally the event will take place over the course of 3 days, as follows:

<b>Day 1:</b>		
	5.00 – 6.00 pm	welcome reception of ECOMM
<b>Day 2:</b>	8.00- am:	registration
	9.30 – 12.00 am	opening plenary session
	12.00 am -1.30 pm	lunch
	1.30-5.00 pm	workshops
	7.00 pm:	dinner
<b>Day 3:</b>	9.30 – 12.00 am	workshops
	12.00 am – 1.30 pm	lunch
	1.30 – 3.30 pm final	plenary session
	3.30 pm:	closing reception.

- The ECOMM event will (normally) take place in May. If an organisation has very good reasons it is possible to change the date, however not preferable.
- Entrance fee will be no more than 500 Euro. Participants from EPOMM member countries pay a lower entrance fee than participants from non-EPOMM member countries.
- About 300 people should attend the ECOMM event, and around 5000 persons should be invited. Of all invitations about 30 - 50% should be from countries other than the organising country.
- A well organised and targeted mailing is part of the organisation process. At least two mailings should be sent out:
  - A mailing with the first announcement and call for papers (at least 8 months before the event)
  - A mailing with a brochure containing a detailed conference programme, including registration forms and hotel information (about 4 months before the event).
- The conference should have a central theme or topic, mentioned in the proposal.
- The location of ECOMM should be easily accessible for all other member countries, at a location with good public transport facilities.
- An exhibition should be part of ECOMM with about 10 – 20 stands. EPOMM will have a central stand to promote EPOMM and the following ECOMM event.

- In the conference hall rooms must be available for EPOMM to use during ECOMM (two meeting rooms, one working room).
- The event will be organised 'budget neutral'. The country, region or city will be responsible for the financial aspects. A clear first draft of the budget should be part of the proposal.
- A CD-Rom or book should be made containing the conference proceedings (all presentations or papers available) to be given to all participants.
- A paper containing the conference's key conclusions should be produced following the conference to be released on the website of EPOMM.
- An International Programme Committee (IPC) will be part of the organisation process (together with the local organisation itself). This IPC will be involved in the evaluation and selection of the conference papers. The IPC will be set up by the local organisation with consultation of EPOMM. IPC members do not pay an attendance fee for the event.
- A participant list should be provided during the conference