Procedure hosting the EFMC

1. Application sent in by EuroFM members:

An application of a EuroFM member should be submitted at least two consecutive years before the next upcoming EFMC.

The application should also include the following:

- all EuroFM members of a country should endorse the organisation of the event,
- there must be a guarantee of support free of charge,
- It must be guaranteed that the hosting organization will not organize and partake in an FM-related congress 1,5 month prior to the EFMC and 1 month after the EFMC.

Furthermore, it must be taken in consideration that:

2. The selection of possible candidates will be chosen by the EuroFM board.

3. When it is decided, who will be hosting the event the host and all other applicants will be informed by the EuroFM secretariat.

4. The hosting organisation is asked to suggest two members for the Program Advisory Board (PAG) and to suggest two possible members for the RNG Scientific Committee (RNGSC). The chair of the PAG is the chair of the EuroFM PNG. The chair of the RNGSC is the chair of the EuroFM RNG. The chair of RNG scientific committee selects at least one member for the RNGSC who is coming from the organizing country. The EuroFM secretary treasurer is also always a fixed member of both the PAG as the RNGSC.

5. A PAG member from a organizing host country should also be part of the PAG a year prior to hosting the EFMC in this country.

6. Expected from the EFMC host is:

- the host should be willing to support finding a suitable location and venue (this also includes the chairman’s toast at the welcoming reception, the EFMC main location and evening event),
- the host should also support and make an effort to gain local sponsors and participants,
- in addition to the above-mentioned points, the host will also be responsible for press information in the country of residence but also for all the information that needs to be provided supporting the EFMC website.

Send your application to team@office-eurofm.org