

Annual Meeting - Host Application Form

Please present your application using the following format, enclosing any accompanying material where necessary:

Details of proposed location

1. Year of Annual Meeting
2. Meeting dates [please give estimated start and end dates]
3. Host city and country
4. Organising Eye Bank(s):
 - a. Coordinating/Lead Eye Bank
 - b. Associated Eye Banks
5. Venue [please give address]
6. Can all the activities [oral presentations, poster presentations, commercial exhibition, EEBA Business and Committee Meetings, technicians' workshop/wet-lab, coffee breaks and lunch] be accommodated in the aforementioned venue?
7. Give details of the main lecture theatre/conference hall to be used for the scientific sessions [e.g. seating capacity, audio-visual equipment etc]
8. Summarise accommodation availability [number and categories of hotels foreseen; approximate room costs; location of hotels relative to the meeting venue]

Transport

1. Where is the venue located in relation to the nearest international airport [give distance and name of airport] and how accessible is the venue from the airport by public transport [rail/bus/tram]
2. How far is the principal railway station from the venue?
3. Is the venue easily reachable by car?
4. Are there any travel restrictions or special visa requirements for non-EU citizens wishing to attend the meeting?

Theme and scientific/technical topics

1. Will there be a central theme for the meeting?
2. How many oral presentations do you expect to schedule and what will be the principal scientific /technical topics that you would hope to cover [i.e. will there be a session on donor selection, corneal evaluation and storage, a technicians' workshop or wet-lab etc]?

Nota bene: The chosen central theme and scientific/technical topics selected for the meeting must be in keeping with the recognized mission and aims of EEBA as defined in the “EEBA Rules”

Organizational and financial arrangements and commitments

1. Name of Local Meeting Organiser and Chair Person
2. What other conferences have been organised in the proposed location?
3. What support will the organisers receive from their institution?
4. What support will the Annual Meeting receive from their local region and/or town/city?
5. How many participants do you anticipate will attend and what is the likely registration fee for EEBA members and non-members?¹
6. Please add a cross-calculation with your application
7. The Meeting website will be available through the EEBA website and is committed; the EEBA Website Manager will assist with all necessary insertions to avoid any extra costs for the organiser.
8. The organiser is responsible for co-financing and printing the EEBA Annual Directory (350 copies); the Directory Supervisor and Website Manager will provide the data and layout. Co-financing, up to a maximum of €4000, is available from EEBA;
9. A representative of the Local Organising Committee will join the EEBA Committee as an *ex-officio* member and attend the biannual Committee meetings at least 18 months prior to their meeting;
10. An elected member of the EEBA Committee must be invited to participate in the work of the Local Scientific Committee that selects the oral and poster presentations for the meeting.
11. The organisation of a technicians’ workshop or wet-lab, which is traditionally held prior to the formal start of the meeting, is obligatory and should be planned for a minimum of 40 participations and provided free for those technicians who have registered for the formal meeting.
12. It is preferable that the format of the meeting be a linear one (i.e. no parallel sessions). However, if this is not possible, the technicians’ session or workshop should be guaranteed to be a stand-alone session.

**PLEASE SEND YOUR APPLICATION BY MONDAY 4 APRIL 2016 TO THE
EUROPEAN EYE BANK ASSOCIATION SECRETARIAT, VIA PACCAGNELLA N. 11 - PADIGLIONE RAMA
30174 ZELARINO – VENICE, ITALY (FAX: +39 041 965 6421; E-MAIL: admin@europeaneyebanks.org)**

¹ For information about participant numbers and registration fee amounts from previous annual meetings please feel free to contact the EEBA Secretariat