

Guidelines to organise an EAAE seminar 2021

1. Submission of a proposal

It is our experience that most EAAE seminars that receive good evaluations succeed in doing one or more of the following:

- *Combine theory and application.* Seminars that consider only applications or a specific topic without providing a theoretical (more general) context are more likely to attract only small audiences. Ways of increasing the likelihood of a fruitful combination of theory and application include: invite keynote speakers with a strong theoretical background, or encourage submission of papers on theory that appear relevant for the seminar topic.
- *Attract participants with a wide diversity of backgrounds.* A heterogeneous audience that includes persons who have worked on the seminar theme from multiple theoretical or methodological angles makes for a more stimulating seminar. To fully exploit this diversity, organisers should design the seminar programme with sufficient time for exchange of ideas. For example, group work and parallel sessions are ways of getting discussion time without extending the overall duration of the seminar. This applies also to seminars that are organised as online events, where special care must be taken to allow for exchange among participants using appropriate means.
- *Attract participants who are currently working on the topic.* Achieving this goal may involve accepting papers reporting work in progress as well as completed studies. Having at least one well-known and academically respected keynote speaker tends to attract people who are at the forefront of research on the seminar topic. This goal also implies that participation should not be restricted to those with an accepted paper. For both scientific reasons and financial viability, it is usually not advisable to limit participation in this way *a priori*. Moreover, to maximise attendance and opportunities to contribute, normally just one paper per presenter would be accepted.

Your EAAE seminar proposal should follow the format (see the download on the website 'format proposal seminar') and has to be sent to the Secretary General (SG) of the EAAE eaee@wur.nl. If you have any questions, please contact the Secretariat eaee@wur.nl.

2. Evaluation of the seminar proposal by the EAAE Board

After receiving the proposal, the Board of the EAAE discusses it (including the strength of the proposed scientific committee (SC) and the local organising committee (LOC)) before deciding whether to officially endorse the seminar. The Board of the EAAE has published a Code of Professional Conduct and encourages gender balance and diversity in the scientific committee and local organising committee as well as in roundtables and among invited speakers.

The Board of the EAAE will normally respond to the submitting team within 1 month after receiving the proposal. There are three possible reactions from the Board:

- *Official endorsement.* The Board of the EAAE fully agrees with the proposal. The organisers receive an official mail from the SG to inform them that the seminar is officially endorsed and that the seminar receives an official number in the EAAE series. Together with the official mail, a contract (see downloads above) is sent to ensure that both parties (organisers and the EAAE) comply with the EAAE requirements. When the Board receives the signed contract the seminar will be published on the EAAE website (within two weeks) and in the next issue of the EAAE Newsletter.
- *Conditional endorsement.* The Board of the EAAE has some minor comments on the proposal and recommends some modifications. Nevertheless, the seminar receives an official number in the EAAE series and can be published as such, once the Board

- has received the signed contract.
- *Refusal.* The Board of the EAAE has fundamental reservations about the proposal. The Board's remarks are communicated to the submitting team and they have to decide whether they will accept the recommended modifications. The seminar is not published in its unmodified form.

3. Organisation of an EAAE seminar

Call for papers

The call for papers is arranged by the seminar organisers in consultation with the EAAE. It should be circulated as widely as possible, in order to achieve a reasonable geographical balance in the origin of the papers between different member countries. Organisers should stipulate the form in which authors should submit their proposal. Most seminars opt for electronic submission of an extended 2-page abstract, with a deadline about 6 months before the seminar. This gives time for quality control, and for those whose papers are accepted to make arrangements to attend. Organisers should make sure that participants are advised in good time (at least 4 months before the seminar) that their paper is accepted.

Seminar organizers are asked to handle the submission through Conftool.¹

The full schedule for the submission of abstracts, the notification of acceptance and submission of full papers (with maximum length requirement, if appropriate) should be published together with the first announcement of the seminar.

Selection of papers

The Program committee is responsible for ensuring that the papers accepted for oral or poster presentation have an adequate scientific standard. The PC must follow the EAAE *Best practice in reviewing EAAE seminar papers* as well as the Code of Professional Conduct regarding Transparency, Respect and Equal Opportunity.

Responsibility

The local organisers have full responsibility for and control of the technical and financial organisation of the seminar. The seminar fees should be kept as low as possible to encourage potential participants who have limited financial backing.

The EAAE Secretariat will provide organisers one month ahead of the seminar with an updated membership list of the EAAE. On the basis of the membership list, the organisers are able to find out if the participants are already members of the EAAE.

EAAE Membership

Every participant of an EAAE seminar in presence has to be a member of the EAAE, except the national observers (see under section Participants). For online events, all speakers must be members of the EAAE. The EAAE membership is valid for a triennial period beginning on the 1 January of the year in which a member joins. For instance, a member who joins in 2020 is a member for the triennial period 1 January 2020 to 31 December 2022. The cost of becoming an EAAE member in the year 2020 is Euro 150 for the period 2020-2022. Exceptionally, members joining in 2021 will obtain a two-year membership at 100 Euro. More information about membership can be found on our website (<http://www.eaae.org/Membership.aspx>).

Participants

The optimal number of participants at seminars varies, but a general guideline is about 50 active participants.

Some observers from the host country may be invited to the seminar. Observers include:

¹ Organizers of joint seminars are exempted from this rule.

journalists, sponsors, senior ministry official(s), invited presenters. Seminar organisers may exercise the right to exclude the press or observers such as pressure groups etc. in those rare cases where their attendance may jeopardise the scientific outcome of the meeting.

The Board of the EAAE will appoint one of its members to participate in the seminar. This person will have free entrance to the seminar, but will pay his/her own travel and accommodation expenses.

Communication before the seminar

The organisers must designate a contact person who is responsible for communication with the EAAE Secretariat.

The organisers should send information about the seminar to the editorial board of the EAAE Newsflash, preferably by e-mail: eaee@wur.nl.

The EAAE Secretariat is responsible for publishing introductory seminar information on the EAAE website (within 2 weeks of receiving the information) and in the next issue of the Newsflash, with links to organiser or seminar website.

In case of changes to the pre-seminar information, the contact person is obliged to inform the editorial board to ensure the modifications can be officially publicised.

The EAAE Secretary General will be included on the mailing list of the seminar organisation in order to be completely up to date with the organisation. Just before the seminar, the contact person will also send the official programme to the Secretary General. The EAAE Secretary General will also be included as Conference Assistant (Assist) in the Conftool platform.

Dissemination of papers

Arrangements for availability of the papers at the seminar should be made known to participants with the call for papers.

In the past, two options have been frequently used:

- Paper access is restricted to registered participants before the seminar. It is suggested to use Conftool for making the papers available for participants.
- Papers are uploaded on AgEconSearch.

The organisers may place final versions of accepted papers on the seminar web page or in Conftool, but these should/will be removed several weeks after the seminar has ended.

To promote the availability of papers presented on EAAE seminars and congresses, papers must be made available in pdf format via AgEcon Search in the weeks after the seminar or congress takes place. The seminar organisers should instruct authors of papers to use a standard title page. Organisers should contact Louise Letnes at AgEcon Search in advance for a password and timing arrangements. Detailed information on AgEcon Search, uploading procedures and standard title pages for authors can be found on our website (<http://www.eaae.org/AgEconSearch.aspx>).

Publish a special issue in the ERAE?

Please find the instruction on the website:

http://www.oxfordjournals.org/our_journals/erae/submittingsi.html

Certificate of attendance

In the seminar, a certificate of attendance/presentation may be handed out and seminar organizers may do so on request by the participant. Some members might actually need this for the administration of their university.

3x. Organisation of short format webinars

The EAAE board also welcomes the organisation of short format webinars of about 1,5-2 hours. Specific guidelines are provided on the EAAE website.

4. Time line of specific tasks to be undertaken by seminar organiser before and after an EAAE seminar

Organizers of an EAAE seminar have to undertake a number of administrative actions to help the Secretariat and the EAAE Board with the financial part and the evaluation of the seminar.

Membership check: Regarding the finance, the EAAE is an association that is financially dependent on the amount of members and fee it receives. A participant of an EAAE seminar has to be a member of the EAAE. It is important that the Secretariat can check the membership of the participants if necessary.

Evaluation: The EAAE evaluates each seminar, just to learn from it and to be able to improve future seminars by sharing and implementing the lessons learned.

There are two different parts to this evaluation:

- An online survey, which is executed by a member of the EAAE board and sent by email to the participants of the seminar.
- An evaluation executed by the organiser as part of the Final Report of the seminar.

For these reasons, seminar organisers need to perform some tasks before and after the seminar:

5. Time line of tasks that seminar organisers need to perform before and after the seminar

After closing date of registration of the seminar:

- Should the EAAE Secretariat not have access to the list of participants through Conftool, the list of the participants' e-mail addresses has to be sent to the EAAE Secretariat for an EAAE membership check as all participants need to be an EAAE member. The LOC will receive a list with names of non-EAAE members and a short instruction on how to deal with participants who are not yet a member. It contains a standard email with instruction for the participant on how to act on this.

Within one week before the seminar:

The list of the participants' e-mail addresses has to be sent to the EAAE Secretariat for the online survey if the seminar is not handled via Conftool.

Within one month after the seminar:

- The Final Report on the seminar has to be sent to the Secretariat of the EAAE (eaae@wur.nl). See <http://www.eaae.org/Documenten/FormatFinalReport-EAAE-Seminar.pdf> for the format of the final report and what it should contain.
- If any fees from new members have to be collected at on-site registration for the seminar by the local organisers, the total amount of fee money collected has to be transferred to the account of the EAAE. The Secretariat of the EAAE needs to be informed *before* the LOC transfers the money to the EAAE.

If you have any questions please do not hesitate to contact the Secretariat (eaae@wur.nl).

By Swift:

You can pay by SWIFT (Society for Worldwide Interbank Financial Telecommunication) or bank payment order in favour of:

Rabobank Nederland

Utrecht, The Netherlands

SWIFT address: RABO NL2U

European Association of Agricultural Economists

Account number: 3568.03.457
with Rabobank Vallei en Rijn

By bank transfer:

You can pay direct to EAAE

Account number: 3568.03.457 with Rabobank Vallei en Rijn

IBAN code: NL13 RABO 0356803457

BIC: Rabo NL 2 U