

DAY	TIME	SLOT	GUIDELINES GIVEN BY eucen
<b>Tuesday</b>	14:00-19:00	<b>eucen</b> Steering Committee meeting. Closed activity only for this group.	<b>Needed:</b> a room for 12 people, with natural light, access to toilets, within the venue or at 5 minutes walking distance. A coffee break should be organised for this meeting (ready at 16:00, with only coffee, tea and some small biscuits, paid by <b>eucen</b> ). Water should be available too. A projector and a flip chart should be ready, in case it is needed.
<b>Wednesday</b>	09:00-13:00	<b>eucen</b> Steering Committee meeting. Closed activity only for this group.	The conference organiser should attend the first half an hour of this meeting, explain how the arrangements are coming along, confirm that there are no problems (or communicate any problems and suggested solutions), etc. The Steering Committee might make some questions and maybe some recommendations or requests. <b>Needed:</b> a room for 12 people, with natural light, access to toilets, within the venue. A coffee break should be organised for this meeting (ready at 10:30, with only coffee, tea and some small biscuits, paid by <b>eucen</b> ). Water should be available too. A projector and a flip chart should be ready, in case it is needed. The local organisers should organise some lunch which will be paid by <b>eucen</b> . Or suggest where to have lunch.
<b>Wednesday</b>	From 14:00	Registration starts	The location of the Registration Desk should have been clearly announced to all participants (the full address and a map must be available in the webpage and must have been sent by email to all participants). Once the location is announced, cannot be changed. The Registration Desk should be located in an accessible room, well sign posted from the entrance to the building. A student or assistant should be at the entrance to the building, helping participants arriving. <b>Needed:</b> a big table, list of participants, conference packs, badges, etc. At least 2 people should be in this desk. <b>What must include the conference pack? At least</b> must have an updated programme of the conference, a map with all the locations used during the event, a list of participants (name, surname, institution and country for each participant), a certificate of attendance, any voucher for meals/events (if necessary), a pen, some paper. <b>What must include the programme?</b> The programme must have the name of the building and/or room written in each slot. The building and rooms must be well sign posted. If a slot is specific for a group only, the programme must specify it.
<b>Wednesday</b>	15:00-16:00	Parallel activities (chaired by Steering Committee members): 1. <b>Welcome session for eucen's Newcomers</b> 2. <b>National Networks Forum</b> 3. <b>Open Forum</b>	Option 1 is open only to new people. Option 2 is open to invited participants only. Option 3 is open to anyone not attending already option 1 or 2. <b>Needed:</b> 3 rooms, each for approx. 30 people, with natural light, access to toilets, within the venue. Water for the chairs should be available. A projector and a flip chart should be ready in each room, in case it is needed.

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Wednesday	16:15-17:45	<b>“University Lifelong Learning in our country”</b>	The local organisers <b>must include in the programme one slot to present ULLL in their country</b> . Sometimes might also be interesting to present the Education system in the local country (if this is very different from other countries or if it is a country never visited by <b>eucen</b> before).
Wednesday	18:00-18:10	<b>Welcome</b> President of <b>eucen</b>	<b>Needed:</b> <b>eucen</b> ’s President needs to have a 10 minute intervention at the beginning of the welcome. This is to allow him/her to open the General Assembly and to immediately close it due to lack of quorum. This formality <b>must be done</b> on Wednesday afternoon.
Wednesday	18:10-19:00	<b>Keynote speech</b> Question and answers	The local organisers engage a local authority (could be the Rector, Vice-Rector, Ministry of Education, or other) for max 40 min speech as opening keynote connected to Education.
Wednesday	19:15-21:00	<b>Welcome reception</b> Refreshments and finger food	This does not need to be big. Different organisers have done different things. But this is not a dinner (could be some wine and refreshments and finger food, could be only drinks, could be more generous, for example, if this slot is sponsored by the university, the city or a company)
Thursday	From 08:00	<b>Registration</b>	Ideally the registration desk must be in the same location throughout the event.
Thursday	09:15-10:00	<b>Formal Opening Session</b>	<b>Needed:</b> The organisers must appoint a Chair for this session. Normally, a representative from the university (e.g. Rector or Vice-Rector) should be present and open formally the conference. If it is necessary to have more authorities giving short speeches, the slot can be longer. The President of <b>eucen</b> can say a few words also.
Thursday	10:00-11:30	<b>Options for this slot:</b> a) Panel b) Round table c) Keynote	<b>Needed:</b> A projector is needed. The organisers must appoint a Chair for this session (could be the same as the previous session). The local organisers can choose if this is an open discussion (panel, round table) or two presentations (keynotes). If the idea is to have only 1 keynote, the slot can be shorter.
Thursday	11.30-12.00	<b>Coffee break</b>	Coffee, tea, soft drinks (fruit juice), water and some biscuits would be enough.
Thursday	12:00-13:30	<b>Options for this slot:</b> a) Panel b) Round table c) Keynote	<b>Needed:</b> A projector is needed. The local organisers must appoint a Chair (could be the same as the previous session). This slot should be different from that from 10:00 to 11:30 (i.e. if for the 10:00 slot the organisers chose Keynotes, in the 12:00 slot they should chose either a panel or a round table, and vice-verse).
Thursday	13:30-14:45	<b>Lunch</b>	It is strongly recommended to have a buffet lunch. Sitting meals tend to prolong for longer. It is strongly recommended not to offer wine or spirits at lunch time.
Thursday	14:45-16:00	<b>Parallel session (1)</b>	<b>Needed:</b> A projector and a flip chart are needed in each room. The local organisers must appoint a Chair and a rapporteur for each track. <b>eucen</b> can help finding some of these persons. The structure of the parallel sessions might vary from conference to conference depending on the number of participants and the number of abstracts received and accepted. It is strongly recommended that each group does not have more than 25

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			participants, otherwise contribution and exchange will rarely happen. When number of registrations is above 120, please contact <b>eucen</b> and discuss the way to deal with this. In order to give participants the opportunity to work different topics, <b>eucen</b> normally suggests local organisers to create the parallel sessions and to repeat them after the coffee break, so participants at least can attend 2 different tracks.
<b>Thursday</b>	16:00-16:30	<b>Coffee break</b>	Coffee, tea, soft drinks (fruit juice), water and some biscuits would be enough. To be served in a common space in order to enable exchange with participants in other tracks and easy change of rooms.
<b>Thursday</b>	16:30-17:45	<b>Parallel session (2)</b>	<b>Needed:</b> A projector and a flip chart are needed in each room. The Chairs and rapporteurs can be the same persons as in the 14:45 slot.
<b>Thursday</b>	20:00-22:00	<b>Conference dinner</b>	This dinner does not have to be a formal Gala Dinner. <b>eucen</b> strongly recommends organisers to discuss this topic with <b>eucen</b> before committing to a very expensive option. Organisers must inform participants in the case that this is a formal dinner.
<b>Friday</b>	08:30-9:00	<b>Preparation to the General Assembly</b>	The local organisers must be available to help <b>eucen</b> to arrange the room for the meeting. The projector must be ready and the PC unlocked, so <b>eucen</b> can upload needed files.
<b>Friday</b>	09:00-13:30	<b>General Assembly (eucen members only)</b>	<b>Needed:</b> A projector is needed in this room. <b>eucen</b> will provide a detailed guide to local organizers well in advance.
<b>Friday</b>	10:30-11:00	<b>Coffee break</b>	Coffee, tea, soft drinks (fruit juice), water and some biscuits would be enough.
<b>Friday</b>	11:00-11:20	<b>Reports from the parallel sessions</b>	The tracks rapporteurs can be invited to give a short overview of the sessions on Thursday (each should do the summary in 5 minutes).
<b>Friday</b>	11:20-13:00	<b>Keynote</b>	The conference could be closed with an interesting presentation, for example from DG EAC.
<b>Friday</b>	13:00-13:15	<b>Presentation of next eucen Conference</b>	<b>Needed:</b> A projector is needed in this slot.
<b>Friday</b>	13:15-13:30	<b>Closing</b>	<b>eucen's</b> President and Local organizers
<b>Friday</b>	13:30-15:00	<b>Lunch</b>	Please, organise the type of lunch you prefer (seated or buffet, with or without wine).
<b>Friday</b>	From 15:15 onwards	<b>Guided Tour (s)</b>	The local organisers can give some options for social programme after the conference. They can sometimes offer the option to keep suitcases while a walking tour is taking place, or offer to take the suitcases in the coach for longer tours and drop participants leaving at night at the airport. Saturday tours can be organised on demand, but the local organisers are not obliged to do anything (they might just inform participants how to contact the tourist information office, for example).

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