

The conference hosts and co-organisers of **eucen** conferences have to prepare a user-friendly website for the conference. The hosts have freedom to design the web as they prefer. However, there are a number of considerations to take into account when doing so.

SECTION	GUIDELINES GIVEN BY eucen
Home	The home page must clearly show the logos of eucen and the host, number of event, full title, location and full dates. We recommend having also a photo or the city of the venue (or some nice picture related to the event).
Conference	This page should explain what is the conference about, including the sub-topics (or strands) of the conference. The Call for Contributions could be included in this section. In the Call for Contributions the names of the Scientific Committee must be listed and the different deadlines specified.
Rational	This page should have the background information about the theme of the conference and some text linking this background to the conference itself.
Programme	The programme must have detailed information for each slot, e.g. starting and finishing times, building and/or room name/number, Chair, presenter. Each speaker has to have a short profile and either a summary of his/her speech or the presentation in pdf format. The President of eucen must have a 10 minutes slot on the first day of the conference. The General Assembly must be scheduled always at 09:00 a.m. of the last day of the conference and must last at least for 90 min. More details about the programme can be seen in the " <i>General advice for preparing the programme</i> " document. If there is a Social Programme (for accompanying persons or for participants after the conference), the information can be included here as sub-section.
Registration	This section should contain: <ul style="list-style-type: none"> - a list of what is included in the fee - a link to the Terms and Conditions of the registration - description of what do we understand by accompanying person and what is included in their fee - a clearly accessible and highlighted link to the registration to the conference
Travel	What is important to say in this section? <ul style="list-style-type: none"> - the nearer airports available - how to go from the airport to the city centre, venue and/or hotel - how much cost the public transport from the airport to the city centre and where in the airport to get it - how much cost a taxi from the airport to the city centre and how to book in advance (if possible) - which other travelling options there are (apart from flights)
Accommodation	The host must offer participants a list of recommended hotels in different categories: Budget option, Average price and High standard. The average cost per night should not exceed 120€ (tax and breakfast included). The list should have at least 2 different hotels in each category. eucen strongly recommends the host NOT to book hotel reservations for the participants. The lists are only recommended hotels that are known to be good, but the reservations must be done directly by each participant. The hotels should be nearby the venue or easily reachable by public transport. A map showing the location of the venue and the hotels must be available on-line.

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Other information	Each country has peculiarities that are advisable to be announced to participants. For example: <ul style="list-style-type: none"> - electricity and plugs - currency - ruling for tipping in restaurants - public transport simple and multiple tickets - taxis - security notes (advice, if necessary)
Organisers	The logo, name and a short description of eucen and the host should be included in this section, with a link to their own websites. If the conference has sponsors or other co-organisers, their names and logos should be included in this section too.
Contact us	The full contact details for eucen and the host must be included here (i.e. contact name, postal address, fax, telephone, email and website).

The **43rd eucen Conference website** (Graz, May 2012) <http://zentrum-weiterbildung.uni-graz.at/en/43rd-eucen-european-conference-graz-2012/> can be used as sample and inspiration.

The website is your way to communicate with participants: keep the home page updated with any news or any information that might be important. The more information you give, the less you will be asked the same questions.

*projects
conferences
seminars
networking
resources
publications*