

Guidelines for EFPP Conferences

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Organising Committee

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Introduction

The objects/aims for an EFPP conference:

- to promote psychoanalytic psychotherapy and to enhance and support the profile and profession of the national network in the host Country and to generate a financial surplus to support the network and the EFPP.

EFPP conferences take place every second year (even years) in the springtime. In odd years the EFPP delegates Bi annual General Meeting is held in March.

The EFPP Executive has the responsibility to decide whether to hold a one, two, three or four section conference.

An EFPP conference is arranged in cooperation between the national network of the host country and the EFPP. The host country should be prepared to incorporate the

special EFPP sessions such as discussion groups and EFPP ongoing workshops. The EFPP has to respect the culture of the host country. The conference can be a genuinely creative evolution of the best from the host country incorporating the traditions and experience of the EFPP. This cooperation can produce a conference experience that is unique for the participants in providing opportunities for learning and taking part in an atmosphere of genuine inquiry.

Sections delegates and national networks of a country who are interested in running a conference with the EFPP should write to the Chair of the Executive Committee expressing their willingness to host an EFPP conference. The Executive Committee has the final decision if more than one country is interested. The Executive Committee also has the authority to ask national delegates to consider if their country would take on the task of hosting an EFPP conference.

The Executive Committee will delegate to the EFPP Conference Coordinator, the task of negotiating cooperation between the EFPP and the host country. He/she is joined by the relevant Section coordinators of the EFPP.

The tasks and the responsibilities of each party are embodied in the "Guidelines for Organising EFPP Conferences" which have to be accepted and agreed by both parties.

The date of the acceptance by both parties inaugurates the organising of the Conference in question:

1. The name of the Chair of the Organising Committee

should be given to the Chair of the EFPP Executive and the Conference Coordinator immediately after an agreement has been reached to hold the conference.

2. Date, place and the title of the conference

Should be agreed 2 years in advance (at the latest) by the EFPP Executive in conjunction with the host country.

3. Organising Committee and the Scientific Committee

The composition of the Organising Committee and Scientific Committee should be established within the two following months of the agreement. The chair of the Organising Committee should notify the EFPP Conference Coordinator of names and composition of both Committees. The Chair of the Organising and Scientific Committees should not be the same person.

Members of both committees should agree to have their names listed in conference announcements and programs.

Organising Committee:

The chair and members of the Organising Committee are appointed by and belong to the (EFPP) national network in the host Country. In addition the EFPP Conference Coordinator will be a member of the Organising Committee to guide liaison with the

EFPP at every stage of the conference planning.

The Organising Committee is recommended at an early stage to hire a skilled administrator/professional Conference organiser. Secretarial help of a high standard should also be made available.

Scientific Committee:

The Scientific Committee consists of a local national committee and an international committee.

The Chair of the Scientific Committee and the members of the local national committee should be drawn from members of the (EFPP) national network. All members should have seniority in their professional standing.

The international Scientific Committee consists of the Section Coordinators of the EFPP Executive from all sections relevant to the conference. In addition further members appointed to the international Committee should be senior clinicians of an international reputation with a good professional network.

The task of the Scientific Committee is to agree and invite the main speakers, discussants and any other invited panel speakers or public lecturer. The members of the national committee together with the EFPP Section coordinators will read and agree on the paper presentations, which are submitted for the parallel sessions and workshops. Their task is also to invite and select the chairs for the paper presentations and workshops and to set up the programme for the parallel sessions. In the event of dispute EFPP Executive members from the relevant sections may override local decisions around presentations connected with the section.

4. EFPP Conference Coordinator

The EFPP Conference Coordinator is a member of the Executive Committee appointed in this specific role. All subsequent liaison between the Organising Committee and the Executive will take place via the Conference Coordinator.

The Coordinator will not attend the meetings of the national Organising Committee but must be notified in advance of their meetings and the agenda, the minutes, and decisions taken should be promptly forwarded to him or her.

The Conference Coordinator will advise the local Organising Committee on all matters pertaining to organising an EFPP conference. The task of the Conference Coordinator is to support the Chair of the Organising Committee and to ensure that the Committee is keeping to an agreed timetable, and that all publicity relating to the Conference is of an appropriate and high standard.

The Conference Coordinator reports regularly to the Executive about the progress of conference planning.

The Conference Coordinator will promptly inform the Executive if the planning is in danger of getting behind the agreed schedule or of any other difficulties, which may arise in the planning of the conference.

IN CASE OF ADMINISTRATIVE COMPLICATIONS

If at any stage of the planning of a conference matters of serious concern and/or evidence of organisational malfunctioning or difficulty arise, the Chair, vice-chair and the Section Coordinators of the EFPP shall be able to make strong recommendations to rectify the situation to the Organising Committee.

5. Relationship of the Organising Committee with the Scientific Committee

The Organising Committee must convey in writing to the Scientific Committee:

The timetable within which the Scientific Committee is expected to complete necessary tasks that the Organising Committee require of it. For example the names of the main speakers and invited panel speakers to be included in the publicity Financial limits and funding arrangements for the committee, speakers, chairpersons and any other financial arrangement or commitment that the Scientific Committee may or may not make e.g. with speakers.

Under no circumstances may any member of the Scientific Committee make any arrangement to pay or compensate persons involved with the conference without the written agreement of the Chair of the Organising Committee.

6. Budget

A budget should be prepared using the EFPP budget template.

The budget will include the costs of the Executive of the EFPP; the venue for the Executive meeting over two days before the conference, hotels for the Executive for four nights to include the conference nights, attendance at the conference and the gala dinner.

The Organising committee should make fund raising a priority and seek financial sponsorship from a wide range of resources at the earliest possible stage of planning. **Surplus:** If the conference generates a surplus, the EFPP should be given a donation of 30%.

The EFPP does not underwrite or take responsibility for any losses incurred by the Conference Organising Committee.

The EFPP will if required make a loan of €2000 in advance to the Conference organisation. The EFPP will underwrite the loan in the case that the Conference organisation is unable to repay this sum.

A contract which states and regulates mutual financial obligations and risks between the local Organising Committee and EFPP should be drawn up and signed.

7. Publicity and announcements

A website for the conference should be created by host country as soon as the date, theme and venue have been decided. It should also include the names of the

arrangers, EFPP (which sections) and the national organisations involved. The conference website has to be continuously updated by the conference organisation. The conference will be publicised on the EFPP website with a link to the conference website.

The EFPP website has tools which will be accessible by the members of the local Conference Organising Committee and the Scientific committee to send emails including attachments out to all delegates.

One of the important roles of the delegates is to distribute the announcements and news about the conference to their national networks.

A flyer should be distributed as soon as the date, theme and host country – and website address - is settled. It should also include the names of the arrangers, EFPP (which sections) and the national organisations involved.

First announcement – and website information

- Same information as on the flyer followed by
- Welcome signed by the chair of the Organising Committee on behalf of both the Organising and Scientific Committee and the Chair of the EFPP on the behalf of the Executive Committee
- Organising Committee: list of the members (remember to get their acceptance)
- Scientific Committee: list of members (again – remember their acceptance)
- Conference Organisers: addresses and all relevant information
- Conference website for detailed information
- Venue with reference to the website
- Fees, early and late registration. Fees for special groups (trainees and others) and special arrangements. Cancellation policy. What are included in the fee, e.g. lunch, Conference Dinner? Accompanying Persons programme (if relevant).
- Accommodations, suggestions.
- Scientific programme: Invited speakers, conference themes,
- Conference language/s
- Call for abstracts – paper presentation/workshops. Information about deadlines and acceptance notification. Information about layout and where to send the abstract (mostly by email).
- Relevant information about the structure of the conference
- Issue of insurance: for example: The conference organisers do not accept any responsibility for possible personal injury or property damage during the event. It is advised that participants arrange their own personal and travel insurance
- Information about online registration and payment – via the website (Arrangements must be made to accept the payment of conference fees on line by credit card and not by bank transfer).

The subsequent announcements will be on the updated website.

8. Program – structure of the conference

EFPP conferences run from Friday morning till Sunday noon.

It is an option to start with an opening or Public lecture on Thursday night perhaps combined with a welcome reception.

Welcome reception (an option) may take place on either Thursday night or Friday night.

Conference or gala dinner is usually held on Saturday night.

A program should include:

- Opening Welcome and Introduction to the Conference
- Plenary session with main lectures and discussants,
- Discussion groups (see separate guidelines)
- Parallel sessions with paper presentations, panel discussions, ongoing workshops (see separate, updated information)
- Closing session with evaluation
- Option: Large group, social dream matrix, other kinds of experiential groups, etc. The chair of the EFPP will represent the EFPP in the opening and closing sessions. The section coordinators should be the chairs of one plenary session with a main paper from their section.

9. Discussion Groups

The discussion groups are an important and special part of EFPP conferences. In a discussion group the participants are invited to engage in a professional exchange on equal terms with colleagues from different parts of Europe.

The primary task is to consider the application of the conference learning i.e. the papers including main papers and workshops, to the participants own theoretical framework and clinical work.

The group offers an opportunity to explore further the participants' own responses to the papers in a discussion with others in a multicultural and multi professional exchange. Groups will be held in English and other languages depending on the official conference languages. Groups in other languages will depend on the number of participants from these countries.

To make the best use of this opportunity we recommend that participants make a commitment to attend the same group throughout the conference.

Each group will be convened by the same pair of leaders each day, and membership as far as possible should remain the same to ensure continuity.

The discussion groups take place on each day of the conference – after the main paper presentation.

Each discussion group is convened by two group convenors. There are 3 meetings for the group convenors during the conference.

The EFPP Conference Coordinator will arrange the discussion groups including finding convenors. Often this is done in co-operation with the local person who is a member of the Organising or Scientific Committee. The EFPP conference coordinator will also lead the group convenor meetings.

10. Language

Usually there are at least two official conference languages. As English is the official EFPP language, English is also one of the official conference languages.

Usually the host country wants their mother tongue to be the second official conference language.

In the case where the UK and English is the official language, a decision may be made as to whether to include two other languages as official languages, for example French and German/Spanish.

There is always the challenge of how the translation should be done.

Participants should receive paper copies of the main lectures in English and in the other official languages as decided.

The EFPP does not recommend having simultaneous translation of the main papers because it is very expensive and has not functioned satisfactorily in the past.

The EFPP recommends that the main papers in the official languages are also projected onto screens in the conference hall.

Based on feedback from many conferences the EFPP strongly recommends that the main speakers and other speakers should be encouraged to give their lectures in a way that respects the need for participants whose mother tongue is not either English or one of the official languages to follow and understand the content of the lecture.

11. Information to be available at all conferences

- Details of future conferences
- Details of the EFPP Book Series
- Bookstall with adequate supply of EFPP Book Series (Karnac is the publisher for the EFPP series).

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