**The Procedure for Deciding the Country of**

**CEFood Congress Organisation**

**INTRODUCTION**

**The Central European Congress on Food (CEFood)** is held once every two years:2002 in Ljubljana, Slovenia;2004 in Budapest, Hungary; 2006 in Sofia, Bulgaria; 2008 in Cavtat, Croatia; 2010 in Bratislava, Slovakia; 2012 in Novi Sad, Serbia, 2014 in Ohrid, Macedonia, 2016 in Kiev, Ukraine, and 2018 in Sibiu, Romania. In 2020 CEFood Congress will be organized in Sarajevo, Bosnia and Herzegovina.

CEFood has been established as an outstanding congress that deals with all the burning issues of Food, Technology, Nutrition and Health professions with evidence based discussions.

The CEFood Congress is organised under the umbrella of the **European Federation of Food** **Science and Technology (EFFoST)**, as agreed by the previous CEFood Congress organisers. Forthis purpose the Task Team, TT CEFood Congresses, has been established within EFFoST. The president of EFFoST is by function a member of the TT CEFood Congresses. EFFoST also nominated an external communicator to TT CEFood Congresses.

**CONGRESS ORGANISATION**

All countries belonging to the Central European Initiative[[1]](#footnote-1) and other (neighbouring) countries are eligible to apply.

The applicant organisation, which would like to be considered as a host of the CEFood Congress, has to complete and submit an **Expression of Interest** (please see **Annex I**), two to four years before the Congress year. The dead line for the document submission is the 1st of May, two years before the Congress year.

Decision making:

* All TT CEFood Congress members must submit by e-mail their vote and comments by a time set by the TT CEFood Congress Chair. When several TT members originate from the same country, they have a single consolidated vote, so that only one vote per country is to be submitted.
* A majority of 50% plus one (1) vote is necessary for the proposal to be supported.
* In case two or more countries have applied for hosting the same CEFood Congress, the country that has not organised a CEFood Congress before will have the priority.

A report on the selected country, with explanation, will be send by the TT CEFood Chair to the EFFoST Director in order to be included in the agenda of the next EFFoST Board Meeting.

A report on the selected country, with explanation, will be send by the TT CEFood Chair to the EFFoST Office Manager in order to be included in the agenda of the next EFFoST Executive Committee Meeting.

CEFood Congresses will take place in the month of May, unless there are exceptional reasons to deviate from this month.

The CEFood Congress will be organised by the elected organisation, with input from a Scientific Committee. The composition of this committee will be determined by the elected organisation, but will include at least two representatives of the TT CEFood Congresses/EFFoST.

The organiser of the selected country should provide, in a due time, additional information (please see **Annex II**) on the Congress organization. This information will provide EFFoST sponsorship of the event with the right to use the EFFoST logo, in conjugation with the IUFoST logo, on the congressional materials.

The elected organiser of the selected country **must** confirm its willingness to organise the Congress at the latest 18 months before the Congress.

Please note: EFFoST has no financial involvement and has no intention to alter the CE ethos of the event. The CEFood Congress organiser can apply to other relevant institutions for congress (co)sponsorship, provided there is no conflict with the objectives and ethos of EFFoST.

*Updated in July, 2018*

Annex I

**Expression of Interest**

Please include our institution/organisation as a potential CEFood Conference organiser in:

□ 20\_\_\_\_\_ □ 20\_\_\_\_\_\_ □ Other (Please provide the year \_\_\_\_\_\_ )

Institution/organisation:

Contact: Title:

Address:

Phone: Fax: E-mail:

For further information please write to: [info@effost.org](mailto:info@effost.org)

The financial arrangements for the congress activities are the responsibility of the Local Organising Committee (LOC), thus the financial risk of the congress is taken by the LOC or the host institution/organisation.

The CEFood organiser may contact Elsevier with regards to covering the financial risk and other cooperation and EFFoST may be consulted to this end, if needed.

The CEFood organiser can obtain further assistance from the Task Team CEFood Congresses.

Enclosed:

Proposal description

Name and Signature: Date (dd/mm/yyyy):

Please mail your response to:

|  |  |
| --- | --- |
| EFFoST Secretariat  **Jeroen Knol**  E-mail: [info@effost.org](mailto:info@effost.org)  P.O. Box 557  6700 AN Wageningen  The Netherlands | TT CEFood Congresses  **Viktor Nedovic, Chair**  E-mail: [vnedovic@agrif.bg.ac.rs](mailto:vnedovic@agrif.bg.ac.rs)  Nemanjina 6  11080 Belgarde-Zemun  Serbia |

**The Expression of Interest should** include the following information (on the separate page) andshould adhere to the guidelines listed below. Bids should not exceed 10 pages.

**Table of Contents of Proposal**

|  |  |  |
| --- | --- | --- |
| **No** | **Content** | **Description** |
| **1.** | **Host Organisation and**  **the Organising Committee** | This section includes the name(s) and the description of the host organisation(s). It is advisable to describe other related organisations (national, international) that support the congress. Then to include the information on international projects in which the host organization is involved, scientific output of the host organization. The name of the Chairperson of the organising committee, his/her relation to the host organisation(s) and the composition of the local organising committee (LOC) must be included. |
| **2.** | **The Status of Food Science and Related Subjects in the Host Country** | This section describes as background information the professional organisation(s), leading institutions, specialist, industries related to the Food Sector, Science and education in food technology and food engineering, etc. of the host country. |
| **3.** | **Prior Congresses** | This section gives the list of previously organized meeting(s). Please provide the following information on the previous events: Event title; date and venue; printed congress materials (Book of Abstracts; Proceedings). |
| **4.** | **Registration fee** | 1. What will be the regular Registration Fee (Full, Student’s, Industry, Accompanying person)? 2. Is there any reduction foreseen for the early bird? 3. What reduction to the Regular Fees will be offered to the members of EFFoST? |
| **5.** | **Miscellaneous** | In a covering letter please indicate what special factors you feel that the members of the EFFoST TT CEFood Congresses should take into consideration in reaching a decision. |

Please e-mail your bid to:[info@effost.org](mailto:info@effost.org)



Annex II



**Application Form for CEFood Congress Sponsorship by EFFoST**

The application for sponsorship should include the following information.

*(This will help with* *publicity through, for example, the internet and member society magazines.*)

|  |  |
| --- | --- |
| Name and the address  of the organiser |  |
| Tel & fax numbers and  e-mail address of the organiser |  |
| Date and venue |  |
| Web-site |  |
| Names of members of  Local Organising Committee |  |
| Names of members of Scientific Committee |  |
| Expected number of participants |  |
| What reduction in fees will be offered to the members of EFFoST? |  |
| Will Proceedings be published? |  |
| Who will make practical arrangements – the convenor or a contractor? |  |
| Will the event be connected to other events such as exhibitions? Which? |  |
| Are the topics also covered by other events within 6 months before or after? |  |
| If *yes*, have you considered merging the events? |  |
| Have you applied elsewhere for (co)sponsorship? If *yes*, from whom? |  |

When completed, this form should be returned to:

EFFoST Secretariat

Attn. Mr. Jeroen Knol

TT CEFood Congresses

P.O. Box 557

6700 AN Wageningen

The Netherlands

E-mail: [info@effost.org](mailto:info@effost.org)

1. For the list of the Central European Initiative countries please refer to <http://www.ceinet.org/content/member-states> [↑](#footnote-ref-1)