

HOSTING AN EAA ANNUAL MEETING

PRELIMINARY GUIDELINES*

The European Association of Archaeologists (EAA) holds an Annual Meeting each September, at which its members have the opportunity to meet for discussions, academic sessions, and social events. This is the only time in the year when members meet, and so the meetings are very important for the Association.

There are two overriding criteria to be met in deciding on a venue for the meetings:

1. Capacity. In recent times the number of members each year has been stable at around 1000-1100. The number of those attending has varied between as few as 400 to as many as 1050. The location of the hosting city, as well as the perceived attractiveness of the programme, play a large part in whether members decide to attend or not. Usually a significant number of archaeologists from the host country sign up: as a rule the larger the country the more local participants there will be.

Because the majority of those attending do so in order to give a talk or present a poster, multiple parallel sessions are necessary. The meetings therefore need to be placed in a venue where there are adequate facilities for hosting this number of people.

2. Resources. The EAA does not have the resources to put on its own meetings: it asks its host city to do it. Thus it is an EAA meeting but the running of it is largely down to the host city (or organisation). This includes the preparation of a viable budget, the raising of sponsorship or financial guarantees, the booking of venues, the organisation of registration, and similar matters.

General requirements

- An educational establishment or conference centre with suitable facilities
- Adequate accommodation and eating facilities within easy reach
- Strong support from national and local organisations, both moral and financial
- At least one person (normally a professional archaeologist) within the city institutions with knowledge of the EAA and the requisite drive to put on a successful meeting, and who will set up the academic programme
- The provision of a conference manager or organiser, typically for the 12-15 months prior to the meeting
- The possibility of a range of pre-meeting tours to interesting sites, and a one-day tour at the end of the meeting
- A website with resources to maintain it for the 12 months prior to the meeting
- Easy access to the host town (international airport, railway).

Specific requirements

- 15 or more lecture rooms of varying sizes (typically 30-80 seats)
- A large hall or lecture theatre with ca. 400 seats (Opening Ceremony, Annual Business Meeting)
- Audio-visual facilities in most rooms (multimedia projector)
- Open areas and additional rooms for the meeting secretariat, registration etc
- On-site eating possibilities (e.g. student mensa, snack bars, coffee bars)
- A range of hotels of different standards and prices
- Cheap accommodation possibilities (e.g. student residences) for participants from Central and Eastern Europe
- A range of restaurants at different prices

* Full guidelines are available in the Members' section of the EAA website.

- Space for booksellers to set up their stands
- Space for poster presentations
- A venue for the Annual Party (e.g. a large Night Club, disco or bar capable of holding 400-500 people), and music
- A venue for the Closing Dinner (e.g. hotel or cultural centre with seating for at least 200), and live music
- Up to 50 volunteer helpers (usually students)
- Effective and reliable website for on-line booking and payment
- Mailing at regular intervals to EAA members and others (electronic and snail)
- Keynote speaker/lecturer (local) at the Opening ceremony

Desirable

- Welcome reception after the Opening Ceremony (e.g. by the Mayor)
- Free access to city museums
- One free drink for delegates at the Party
- Free city tour for those who want it

Finances

The budget should include the following expenses:

- Employment of the Meeting Organiser
- Hire of venues
- Recruitment and payment of volunteer helpers
- Printing of posters and flyers
- Printing of programme and abstract book and preparation of delegates' packs
- Coffee and tea during the sessions
- Board and lodging for the Administrator and one officer during the inspection visit (9 months before the meeting)
- 5 free accommodation places for Board members at the meeting

The following items are self-financing:

- Closing dinner (cost should be kept down if possible – ideally about €30-35)
- Pre- and post-meeting tours
- Other optional events during the meeting (e.g. theatres and other attractions)

The meeting fee is currently (2010) €95 for “western” members and €55 for “eastern” members, with a €15 / 10 supplement for booking after 30 June. This might typically bring in €40.000. The fees are under regular review by the Executive Board and will probably rise in 2011.

The Meeting Organiser needs to be in constant contact with the EAA Administrator. Only paid-up members of the EAA may attend the meetings, but it is common for non-members to join at the time of registration. The Administrator will confirm whether a delegate has or has not paid for the year. Membership dues for non-members are taken by the hosting city, but need to be paid over promptly to the EAA after the meeting.

Other organisational matters

The host organisation typically sets up a number of committees to assist in the promotion of a successful meeting:

- Local Organising Committee (responsible for setting up and administering the Meeting)
- National Advisory Committee (advises on wider issues)
- Scientific Committee (advises on the academic content of the programme)