

Secretary General – Jack Peerlings
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The **European Association of Agricultural Economists (EAAE)** is highly interested in supporting seminars and encourages its members to take the initiative to organize one. Seminars should focus on a specific topic of relevance and interest to the members of the Association. On the following pages, you will find the contract between the seminar organizers and the EAAE.

If you have any questions, please contact the Secretariat at secretariat.eaae.org

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Seminar contract

between

European Association of Agricultural Economists (EAAE)

and

NAME OF ORGANIZER
"Title of seminar"

1) Objective of the EAAE Contract

The objective of this Contract is to clarify the responsibilities of the Local Organising Committee (LOC) and the EAAE Board and Secretariat in the organising of this EAAE Seminar with a view to ensuring a successful and well-run event.

2) Terms and conditions

Unless otherwise agreed, the parties shall be bound mutatis mutandis by the terms and conditions of the EAAE Contract. The proposal for the seminar that is approved by the Board of the EAAE is part of the Contract as Annex A. Any special conditions which may be agreed are a separate annex, which form part of the Contract as Annex B.

2.1 Programme

The programme is arranged by the LOC with the support of a scientific committee (SC). The programme should have a reasonable geographical balance in the origin of the (invited) papers between different European countries.

The SC will be responsible for the selection of the (submitted) papers.

2.2 Responsibility

The LOC will have full responsibility for and control of the technical and financial organisation of the seminar.

2.3 Registration fee

The seminar should be organised as economically as possible to encourage participation of potential participants who have limited financial backing.

2.4 Call for papers

The call for papers is arranged by the LOC which can ask for the assistance of the EAAE in notifying members. It should be circulated as widely as possible, in order to achieve a reasonable geographical balance in the origin of the papers between different member countries. Organisers should stipulate the form in which authors should submit their proposal, preferably electronic submission.

The detailed time schedule for submission of abstracts, notification of acceptance and submission of full text (with maximum length requirement, if any) should be published together with the first

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announcement. The composition of the scientific committee should also be part of the first announcement.

2.5 Selection of papers

The scientific committee (SC) is responsible for ensuring that the papers accepted for oral or poster presentation have an adequate scientific standard. The guidelines do not prescribe a specific process for this. However, in the past it has been found that a light refereeing procedure by 2 members of the scientific committee (or by persons recruited by the SC) per paper, based on an extended abstract of about 2 pages, is usually sufficient for identifying suitable papers, eliminating unsatisfactory ones and distinguishing between papers suitable for either oral or poster presentation.

2.6 Membership

Every participant of an EAAE Seminar must be a member of the EAAE, with the exception of national observers (see article 2.7 below). Before registration begins the EAAE Secretariat will provide the organisers with the current membership list of the EAAE. The LOC is responsible for checking the membership status of participants and ensuring that all non-members registering for the seminar pay their EAAE membership (either by directing them to the EAAE website (www.eaae.org) to pay or adding the membership fee directly to the seminar registration fee).

To enable the organisers to verify that all participants have valid membership, the EAAE Secretariat will provide organisers with an updated membership list of the EAAE one month ahead of the seminar. The LOC committee may also contact the EAAE secretariat for updated information on membership in the case of last minute registrations.

For seminars, organized jointly with another association (see Article 2.15 below), participants must be a member of either association.

As stated in Article 2.12.1 below, after the seminar, the LOC is responsible for sending a list of participants to the EAAE Secretariat and ensuring that all membership fees that they have collected are transferred to the EAAE (see Article 2.11). If the LOC has not made every endeavour to ensure that participants are members of the EAAE, the EAAE reserve the right to invoice the LOC for the membership fees of participants that have failed to become members (with the exception of national observers).

2.7 Participants

The EAAE does not request a minimal or maximal number of participants. The optimal number of participants at seminars varies, but a general guideline is about 50 active participants.

Where appropriate observers from the host country may be invited to the seminar. These national observers may include: journalists, sponsors, senior ministry official(s), invited presenters. The EAAE recognises that seminar organisers may exercise the right to exclude the press or observers such as pressure groups etc. in those rare cases where their attendance may jeopardise the scientific outcome of the meeting.

The board of the EAAE may appoint one of its members to participate in the seminar as an observer. This person will have free entrance to the seminar, but will pay their own travel and accommodation expenses. This person has the right to inspect the participant list and to confirm whether participants have paid their membership fee.

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2.8 Communication before the seminar

The organisers must designate a contact person who is responsible for communication with the EAAE Secretariat.

The organisers will send introductory seminar information by email to the EAAE secretariat (secretariat.eaae@wur.nl).

The LOC is responsible for maintaining the seminar website which should include information on the LOC and SC members, the call for proposals and, as soon as available, the names and topics of the invited speakers as this is an important consideration in encouraging people to attend.

The EAAE secretariat is responsible for publishing introductory seminar information on the EAAE website (within 2 weeks of receiving the information) and in subsequent issues of the Newsflash, with links to the organiser and/or seminar web pages. Extra announcements can be arranged on request.

In case of changes to the pre-seminar information, the contact person should inform the EAAE secretariat to ensure the modifications can be officially publicised.

The EAAE secretariat will be included on the mailing list of the seminar organisation in order to be completely up to date with the organisation. Just before the seminar, the contact person will also send the official programme to the secretariat.

2.9 Dissemination of papers

The organisers may place final versions of accepted papers on the seminar web page, but these should be removed a month after the seminar has ended. Organisers may restrict electronic access to the papers to those who have paid a seminar registration. Arrangements for availability of the paper at the seminar should be made known to participants beforehand, so that those who wish to download the paper and bring it with them may do so.

If the organisers intend to publish the proceedings either in print version or in electronic form, particularly if this publication will have an ISBN number, this should be communicated to the authors in advance so that those who wish to opt out have the opportunity to do so if they have plans to publish the paper elsewhere.

If the organizers wish to publish papers presented at the seminar in a special issue of a journal or book, they must seek **approval** from the EAAE Board if they intend to refer to the EAAE (seminar) to ensure the protection of the EAAE's reputation. Additionally, it is encouraged to publish the special issue in one of the EAAE journals: *QOpen*, the *European Review of Agricultural Economics*, or *EuroChoices*.

2.10 Certificate of attendance

In the seminar a certificate of attendance/presentation might be handed out. Some members might actually need this for the administration of their university.

2.11 Financial matters upon completion EAAE Seminar

Within one month after the seminar, the fees of new members (who have not paid directly to EAAE) should be transferred to the account of the EAAE. Payment can be done by SWIFT (Society for Worldwide Interbank Financial Telecommunication / RABO NL 2 U), by VISA or Eurocard or bank payment order in favour of:

European Association of Agricultural Economists

Account number **NL13 RABO 0356803457**

with Rabobank Vallei en Rijn (The Netherlands)

Payment reference: **new members seminar XXX**

To make sure the payment has been received, please inform the EAAE secretariat by email after payment.

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2.12 Final report upon the completion EAAE Seminar

Within one month of the completion of the seminar, the organisers should send a final report (by e-mail) on the seminar to the Secretariat of the EAAE. The report should contain 4 parts:

2.12.1 Administrative proceedings

This section should include:

- List of participants (in Excel containing at least the following information: first name/last name/email address/country/status: member or new member or guest.
- Final programme, including information about the papers presented and presenters.

2.12.2 One-page summary for publication on the website

This summary should include:

- If the proceedings are published, the name of the publisher;
- Contact person for additional questions on the seminar (it is possible that this is a different person than the one who served as a contact person during the organisation of the seminar).

2.12.3 Feedback on support from the EAAE

This should be in sufficient detail to help the EAAE to improve the quality of support to seminars.

2.12.4 Participant evaluation

To enable this to be undertaken effectively, the Local Organising Committee will provide the EAAE secretariat by e-mail (secretariat.eaee@wur.nl) a list of all participants with e-mail addresses within 3 days of the completion of the seminar. The secretariat will send out a survey to all participants and will provide the LOC with the results of the survey (two or three weeks later).

2.14 Cancellation

If there are significant problems with organizing the seminar, the secretariat should be informed immediately. The seminar can only be cancelled after obtaining the permission of the EAAE board and all people who have registered should be informed. In case the cancellation is due to an action or lack thereof from the local organising committee, then participants should be reimbursed if they have already incurred costs for participation at the seminar (booked flights, hotel reservations, registration fee). Reimbursement of costs for participants does not apply in case of force majeure (e.g. earthquake, pandemic and natural disasters).

2.15 Joint seminars (only to be added in case of a joint seminar)

The EAAE endorses this seminar as a joint seminar with (name of association) on the basis that participants are either a member of the EAAE or the (name of association) as stated in Article 2.6. The participant list provided to EAAE according to art. 2.12.1 should clearly state which association the participants are affiliated to. The EAAE reserves the right to check the membership status of participants declared as being a member of the other association. As in Article 2.6 the EAAE reserves the right to invoice the LOC for the EAAE membership fee for those participants who are found not to be a member of either association

3) Effectiveness of this EAAE Contract

This EAAE Contract shall become effective upon signature of the Contract.

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4) *Amendments*

Amendments or changes to this Contract shall be made in writing and signed by the duly authorised representatives of the parties.

For the EAAE:

Name: Jack Peerlings
Position: Secretary General
Date:
Signature:

For the EAAE Seminar:

Name:
Position:
Date:
Signature