



European Teacher Education Network

European Teacher Education Network vzw

Elfde-Liniestraat 24, 3500 Hasselt, Belgium

Enterprise No. 0708.961.914 / RPR Leuven

ETEN vzw is VAT exempt as a non-profit organization under Belgian legislation

ETEN Annual Conference Checklist (16-06-'23)

The ETEN Board thanks you for committing to organize and hold the upcoming ETEN Annual Conference. The following document provides you, the organizing ECO, and your team with important guidelines for hosting a successful conference.

Throughout your preparations, the Board asks that you remain in regular communication with us so that we may help you succeed in organizing this key ETEN event. One Board member will be your main point-of-contact; though, other Board members may also be contacting you.

1. Organizing Team/Committee

It is recommended that you work with a team from your institution for support with e.g., logistics, administration, registration, accounting, entertainment, reservations, ICT, etc.

2. Conference Dates

The ETEN Conference must take place during the last 2 weeks of March, anytime in April, or the first week of May. The organizing ECO stipulates the dates of the meeting by mutual agreement with the Board. Avoid scheduling the conference during major holidays.

3. Conference Theme

The hosting institution may decide on a theme for the conference. This needs to be proposed during the initial planning stages and may be decided upon by the hosting institution and with approval of the ETEN Board.

4. Sustainability Policy

ETEN vzw is committed to minimizing its environmental footprint. It is our hope that the hosting institution will be mindful of this policy regarding hosting the Conference.

5. ETEN Alumni

Conference organizers may consider planning for attending ETEN alumni by offering a separate registration category with a reduced registration fee.

6. Conference Information Posted on the ETEN Platform & Host's Webpage

The ETEN platform (etenjournal.com) should be used as the primary communication channel for members and others when it comes to dates, registration, links to the hosting institution,



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transportation, lodging, and any other information for the conference. The hosts should collaborate with the etenjournal webmaster and the Board to publish information necessary for the conference, including a link to their own hosted webpage, if they chose to create one.

6.1. Accommodation

The organizer recommends 2-3 best-choice hotels for conference attendees. If possible, the organizer should negotiate discount rates at the different hotels and provide a booking code/discount for making reservations.

6.2. Transportation

The organizer needs to post information regarding transportation to the hotels and the hosting venues.

6.3. Call for Papers

The organizer must post on their website a link to the Call for Papers form on etenjournal.com. Contacting the editor.

6.4 GDPR

Because the registration page collects data from participants, the organizer needs to state on their registration page what happens with the data in compliance with EU GDPR, including the statement. The organizer understands that data concerning registration can be given to ETEN vzw for organizational purposes, upon request from a Board member.

7. Conference Registration Fee and Expenses

The organizer defines, by mutual agreement with the Board, the registration fees that need to be charged based on different registration categories. Hosting the ETEN Conference should not be a profit-making venture for the host organization or any individuals assisting with the planning and execution of the conference. Within one month after the conference, the total of the collected surcharge amount (see below) plus any significant profits must be transferred to the ETEN bank account with notification to the ETEN Secretary (secretary@etenonline.org).

The registration fee may cover at least the following:

- €40 ETEN vzw surcharge (*required*)
- Emcee or Master of Ceremonies
- Opening day welcoming reception: hors d'oeuvres, beverages (*required*)
- Keynote speaker(s)
- Lunches on Day 2 and Day 3 (*required*)
- Refreshments offered (i.e., morning/afternoon coffee, snacks, etc.) (*required*)
- Closing day festive dinner (*required*)



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- Materials used during the ETEN Board Meeting, ECO/TIG leader meeting, TIG conference sessions (*required*)
- Welcome package (*required*)
- VAT (*required*)
- Any extra expenses, such as conference/meeting room booking fees, etc.

An estimated budget for the conference must be approved by the ETEN Treasurer prior to announcing the cost to the ETEN members—ideally, at least one month prior to announcing the fee.

Upon successful registration, the attendee must be prompted to a payment system (e.g., Credit/Debit card system or bank transfer). It is important to consider that payments at many ETEN member universities may take a long time to be processed and may require significant data entry on the host's end. We recommend an early bank transfer deadline to provide enough buffer time for payment approval and processing and the option of a cash/personal credit/debit card payment at Registration.

7.1. Add-ons

Other recommended fields for the online registration form include:

- The TIG that the attendee will join (this list must be communicated to the Board TIG Coordinator at least one week prior to the Conference)
- Dietary options (e.g., gluten-free, vegetarian, vegan, dairy-free, low sodium, kosher, halal)
- Special requests
- Possible free time activities (cultural visits/tours)
- Teaching/guest lecture, staff exchange/mobility possibilities
- Identifications, e.g., ETEN member/non-member, ECO, TIG-leader, alumni, accompanying member, attendee, first-time attendee

Under Belgian law for non-profit enterprises, ETEN vzw is VAT exempt (Enterprise No. 0708.961.914).

To avoid penalties that ETEN may incur, your legal or accounting office must provide you with financial advice about any liabilities caused when paying for conference goods or services which include an added VAT surcharge.

- Attending the closing dinner, International Days, pre-conference school visits, etc.
- Any additional information required by the host for registration

7.2. Value Added Tax VAT

7.3. Participants list



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A list of participants for the conference should be sent to the ETEN Secretary at least one week prior to the conference, including updates until the day of the conference.

7.4. On-site cash payments

Depending on your accounting department, you can also set up an on-site cash payment system (the day of the conference registration check-in). This alternative may prove useful for universities that have time-consuming funds-transfer processes.

7.5 Registration Deadlines / Terms of Cancellation

The organizer determines and posts the Registration Deadline (including the option for an Early registration fee that is less than the Regular fee) and a Cancellation Policy (including the option for a refund).

Cancellations may include:

- Severe illness
- Family calamity
- International travel bans due to a pandemic, major travel disruptions, etc.

The cancellation policy cannot affect the overall revenue of the conference because ETEN vzw policy does not allow subsidizing of the activity unless by means of a motion, for special cases, approved by a majority of members during the previous ECO/TIG-leader meeting.

It is recommended to set up and post cancellation deadlines for 100%, 50%, and 25% refunds, based on dates determined by the organizer.

7.6 Number of attendees

The organizer are expected to allow for at least 250 attendees or more.

8. Thematic Interest Groups (TIG's)

The conference centres around TIG seminar sessions. These provide an opportunity to participate either as presenter, attendee, or both.

The organizer should create the Conference Schedule as such:

First day:

- Welcome Reception & Registration (after the ECO General Assembly) ●
Time for attendees to meet in the TIGs for about an hour during the opening session



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Second day:

9 - 10.30 TIG sessions	Possibility for school visits, cultural visits or other activities
10.30 - 11.00 Coffee/tea break	Easily accessible for 200-250 participants
11.00 - 12.30 TIG sessions	Possibility for school visits, cultural visits or other activities
12.30 - 13.30 Lunch	Easily accessible for 200-250 participants
13.30 - 15.00 TIG-sessions	
15.00 - 15.30 Coffee/tea break	Easily accessible for 200-250 participants
15.30 - 17.00 TIG-sessions	

Last day:

9 - 11.00 TIG sessions Including coffee/tea break	
11.00 Closing ceremony	All participants
12.00 Lunch	

Main considerations for organizing TIG sessions:

- All TIG rooms should provide ICT equipment (computer cables to connect to a projector, Wi-Fi, screen, audio, etc.) and be sufficient in size to the number of attendees and kinds of activities of each TIG.
- The host is expected to contact each TIG-leader to confirm room activities/needs and to organize possible school visits, cultural visits, etc.
- The organizer should make a list of participants for each TIG, including their names, institutions, and e-mails, to be distributed to the TIG-leader approximately one month before the conference, or as soon as possible after the registration deadline.

9. Evaluation



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The Board will work in collaboration with the hosting institution to create an online post-Conference evaluation to get feedback from attendees.

10. Pre-Conference ETEN Board Meetings

- In most cases, the ETEN Board will meet the second week of January at the organizer's site for a Board meeting and to work out Conference planning details with the organizing committee. The Board will arrange for a meeting location at your institution and the dates and times with you.
- The organizer must also arrange for an ETEN Board meeting from 9:00-17:00 on the day before the General Assembly/Conference.
- For both meetings, please provide a meeting room with coffee maker/coffee, hot water for tea, water, a few snacks, and Internet access.

11. General Assembly & ECO/TIG-leader Meetings

Key logistical requirements:

- Conference first day from 9:00-12:00
- Meeting room capacity for 40-70 people (General Assembly–morning)
- 2 Meeting rooms (preferably with moveable desks/chairs) for separate ECO and TIG-leader meetings
- 1 room for 40-50 (this can be the same room as the General Assembly room if it has flexible seating)
- 1 room for 15-20
- Coffee/Snack break (30 minutes minimum at about 10:30)

12. Registration Check-in (Opening day, mid-afternoon)

The space/location must be easily adaptable as conference attendees will use it for networking before entering the main conference room. It is suggested to establish a system for the identification of first-time attendees, ECOs, TIG-leaders, TIG presenters or attendees, accompanying persons, etc., such as colour-coded name tags or labels.

13. Opening Session

This session is facilitated by an Emcee. It is recommended for the opening of the meeting to start around 16:00 hours and include about an hour for attendees to meet in the TIGs (ideally, in the rooms where each TIG session will take place).

Key considerations for the opening session:

- A conference room with a capacity for 200 - 250 attendees
- Emcee and keynote speaker(s)
- Entertaining programming (opening/closing act)
- Raised stage area
- Video and photo camera equipment and staff (pictures/video to be shared with the Board)



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14. Closing Session

The formal closing of the conference should be scheduled between the last TIG-seminar and lunch.

Key considerations for the closing session (about 30-45 minutes):

- A conference room with a capacity for 200 - 250 attendees
- A mic for closing remarks/announcements from the host institution and the ETEN Board President
- An opportunity for the Board to distribute gifts for the host institution and the TIG-leaders
- Exchanging of the “ETEN Bell” from the Conference host to the Fall General Assembly host, with time for a 10-minute Presentation from the Fall Assembly host
- Entertaining programming (opening/closing act)
- Video and photo camera equipment and staff (to be shared with the Board)

15. Cultural Trips and Tours

The program should include free time *or* at least one optional cultural activity for the afternoon between the Closing Session and the Closing Dinner. It is up to the host to decide whether to organize one or more cultural activities around the city for the group or to simply provide participants with a list featuring tourist attractions to do on their own (e.g., museums, parks, shopping areas, etc.).

16. Closing Dinner

This activity marks the official ending of the conference. As per ETEN tradition, after the dinner, dancing/music (live or DJ'd) fills in the programme for the rest of the evening.