

ORPHEUS SOP - CONFERENCE ORGANIZATION

1. The ORPHEUS *Executive Committee* submits annually a call for those interested to organize the annual ORPHEUS conference.
2. The call is sent at least four months before the date of the conference being staged during that calendar year.
3. Those institutions wishing to candidate as organizer must submit a letter of commitment signed by the director of their institution that they are willing to organize the conference and also a brochure providing: information about the organizing institution; the facilities available; possibilities for accommodation and travel; a first draft of the budget for the conference demonstrating the feasibility of conference organization.
4. The proposals are evaluated by the ORPHEUS *Executive Committee*, which provides a proposal for potential host to the *General Assembly*. If there is more than one possible host the *General Assembly* votes for the host by ballot.
5. If agreed with possible conference organizers the ORPHEUS *Executive Committee* can decide to propose possible conference venues for several years in advance.
6. After the decision has been reached the host of the conference sends the outline of the budget with the proposal for conference fees and possible program title and possible list of speakers. The conference host organizer attends the autumn *Executive Committee* meeting to provide details about conference organization that should be finalized with input from the *Executive Committee*.
7. The conference organizer should take into account that the majority of the speakers should come from those countries where ORPHEUS has membership, with few exceptions, and that country distribution should take into account the geographical distribution of ORPHEUS members.
8. The conference organizer will receive a donation from ORPHEUS of 3000 Euros for the conference organization and 500 Euros for the organization of student representative workshop (staged before or during the conference). Depending on the financial situation of the organizer of the conference this fee may be increased up to 5000 Euro.
9. The conference organizer should take into account that all *Executive Committee* members do not pay a conference fee.