

Possible equipment:

Overhead Projector

Flipchart

TV Monitor

Large Back Projection Screen

Microphones

Beamer

Lectern

Other:

4.9 EBA requirements:

- a small room to accommodate up to 10 people will need to be provided for the EBA Board for the duration of the meeting ;
- a larger room suitable for an EBA Round Table and AGM (to hold up to 30 people) will need to be available for up to three hours for each meeting ;
- an "EBA Information Table" should be provided.

5. Only the EBA delegates at the AGM have the power to accept an application or to reject it if they feel it has not been properly thought through or is unsuitable for an EBA meeting.

Once accepted by the AGM, the agreement is considered as **provisional** until the Convention Contract has been signed by the organisers and two EBA Board members.

The AGM also has the power to withdraw a provisional agreement, or even to cancel a Convention Contract, if they feel that the organisers are not developing the project satisfactorily or are not following these guidelines or the requirements agreed upon in the Contract.

In between two consecutive EBA AGMs, the contract may be cancelled by the EBA-Board after having sought a majority vote on the basis of a written and motivated proposal forwarded to all Member Associations.

6. In the event of more than one bid being received for a particular year, preference will be given to the first application for that year or to the proposer who has not previously held a convention, assuming the proposals are of equal merit.

7. Upon deciding to allocate an EBA Convention, the host National Federation has to agree a contract with EBA based on the Convention Rules, to be signed by 2 EBA Board members, together with the Chairman of the National Association and the Convention Manager.

8. All communications to and from EBA must be in writing to the EBA President and Secretary.



9. It will be the responsibility of the Convention Manager to appoint a local organising committee (see recommendations in the EBA Guidelines), and to include their names in the update reports for the penultimate AGM prior to the event.

10. Speakers should have their invitations, confirmed in writing, by the Convention Manager at least 1 year prior to the event. A proper contract (see EBA specimen "Speaker Contract" in the EBA Convention Package) should be concluded.

11. The organizers will receive a financial support from EBA. (Decision AGM 2015 Vilnius).