ENOTHE Annual Meeting Hosting Protocol

V5.0 (2025)

ENOTHE

European Network of Occupational Therapy in Higher Education

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1. Overview

1.1 Purpose

This hosting protocol supports Ordinary ENOTHE member institutions in planning, organizing, and delivering the ENOTHE Annual Meeting (AM) in collaboration with ENOTHE, the main organising body. It defines procedures, expectations, responsibilities, and timelines to ensure events that are consistent, high quality, and accessible.

1.2 Scope

Applies to in-person ENOTHE Annual Meetings, held over 2.5 days in October, aligning with the international calendar of ENOTHE members.

1.3 Objectives

The ENOTHE AM provides a valuable opportunity to share work, foster collaborations, and raise the profile of Occupational Therapy educational programmes. It further aims to facilitate knowledge exchange and collaboration, strengthen the ENOTHE member network, and support pedagogical development and leadership. The objectives of the ENOTHE AM are aligned with the association purpose, stated in the Constitution.

1.4 Target Audience

This event is primarily designed for Occupational Therapy educators, students (BSc, MSc, PhD), and researchers. Retired educators and active practitioners in Occupational Therapy are also welcome to participate.

1.5 Language

The event language is English.

1.6 Principles

- Equity, Diversity, Inclusion and Belonging
- Accessibility: The ENOTHE AM must ensure full accessibility, with appropriate consideration for participants with physical or sensory impairments at all times and across all locations;

- Sustainability and social responsibility;
- Collaboration and transparency;
- Academic and professional excellence

1.7 Key contacts

ENOTHE Office – info@enothe.eu

2. Governance and Roles

2.1 ENOTHE Responsibilities

ENOTHE is responsible for the overall coordination, including registration, keynote speakers, programme structure and development, and communication. In addition, it manages all financial aspects, such as budgeting, oversight, and invoicing. ENOTHE also oversees the selection of the country keynote speaker, evaluation processes, and ensures consistency in branding. Every ENOTHE AM has an assigned responsible ENOTHE Board member.

2.2 Host Institution Responsibilities

The individual Ordinary ENOTHE member host manages venue arrangements, logistics, volunteers, catering, and local sponsorships. The Host ensures accessibility, safety, and compliance with this hosting protocol.

2.3 Joint Responsibilities

ENOTHE and the Host collaborate on key decisions, including the selection of one (1) country keynote speaker and social and cultural programme planning.

2.4 Communication and Approval Protocol

Regular meetings are held between the ENOTHE Office, ENOTHE Board representative for the AM, and Host coordinator/team. All decisions (eg. venue, keynotes, catering, social events, etc) require ENOTHE approval before implementation.

2.5 Planning Timeline

A detailed calendar is created for each AM during the first preparatory meeting, mapping tasks from 18 months prior through post-event evaluation.

3. Financial Framework

ENOTHE funds catering and entertainment up to €46,500 for 450 participants. Budget varies, according to the established limits (see catering section), and the number of participants.
Any costs exceeding these limits must be covered by the Host or sponsorship.

3.1 ENOTHE-Funded Items

- Host organising committee – registration for up to 5 persons
- Keynote Speakers – registration, accommodation (2 nights) and travel
- Catering (5 coffee breaks, 3 lunches, 1 welcome reception, 1 social dinner)
- Entertainment for Social Dinner and/or Opening ceremony and/or Closing ceremony

3.2 Host-Funded Items

- Venue (including IT and IT personnel, housekeeping, security and equipment/materials)
- Delegate Bags / Souvenirs
- Additional entertainment or catering beyond budget

4. Venue Management

The Host provides its own institution’s campus as the ENOTHE AM venue.
Venue must include:

- Plenary room for all delegates
- Meeting rooms for oral presentations, workshops, symposiums/meet-ups, poster with a pitch. All rooms must be equipped with necessary technical IT equipment and materials (e.g., flipcharts, markers, furniture, etc.).
- Poster presentations areas equipped with poster boards, preferably located in a space that delegates will naturally pass during coffee breaks and lunches.
- Marketplace and sponsor exhibition zone;

- Registration / Check-in and information area. The check-in area must be available on the afternoon before the first day of the AM (for at least two hours), and on the first day of the AM, starting one hour before the programme begins.
- Suitable and reliable wireless internet (Wi-Fi) in all event and social spaces.
- Audiovisual equipment in all rooms (eg. beamers, laptops, microphones)

The entirety of the ENOTHE AM venue must be accessible for physical and sensory needs. The Host is responsible for providing clear signage and maps, with the official AM logo or image, for all event areas.
If use of the campus venue is not possible, the Host must seek external sponsorship to cover venue expenses. The Host must obtain ENOTHE's approval before booking a venue that is not part of the Host institution's campus.
If the AM venue is located far from social event sites, the Host is responsible for arranging transportation or providing clear information about available public transport options.

5. Programme, Registration and Evaluation

ENOTHE manages AM theme and topics / tracks, registration, programme structure/design, and abstract review. The Host ensures suitable logistics and room allocation (e.g. adequate number of rooms based on the programme structure. Estimate of 7/8 rooms (50/60 capacity each) plus the plenary room - for 450 participants).
Presentation formats may include: Oral Presentation, Symposium, Poster, Poster with a pitch presentation, Workshop (hands-on approach), Meet-Up, Matchmaking event.

Certificates are issued digitally by ENOTHE. The Host and the Host Organizing Team will receive a certificate from ENOTHE.

The post-event evaluation survey is designed and distributed by ENOTHE.

6. Marketing, Branding, and Communication

ENOTHE develops the event's visual identity, manages the AM webpage and social media, and coordinates online promotion. Hosts provide timely updates and share ENOTHE posts.

Where possible, the Host may explore sponsorship opportunities for photo or video coverage and seek national, regional, or local media engagement to promote their institution and Occupational Therapy education through the ENOTHE AM.

7. Human Resources

Up to 5 volunteer organising committee members (students and/or teachers) receive ENOTHE-sponsored registration. Roles include support in meeting rooms, poster areas, registration/check-in, and logistics.
A list of these persons must be shared with ENOTHE upon application.

8. Delegate Experience

• Identification badges include name, institution, country, and QR code to programme. ENOTHE is responsible for the design and production.
• The Host may choose to provide delegate bags or other souvenirs for all ENOTHE Annual Meeting participants.
• Host provides venue nearby accommodation listings and transportation information to ENOTHE for website content.
• Optional tours may be organised by Host, directly managed with participants. No ENOTHE involvement.

Delegates who require invitation letters for visa purposes contact ENOTHE Office who will prepare them. In some cases, the Host institution may also need to provide supporting letters.

9. Social and Cultural Programme

All ENOTHE AM social events are open to all delegates and are included in the AM registration fee.
• Welcome Reception – End of Day 1, light snacks and non-alcoholic beverages.
• Social Dinner – End of Day 2, seated dinner (no alcoholic beverages covered by budget. If the Host wishes to serve alcoholic beverages, they should either seek sponsorship or arrange a paid bar at the venue).

If social events are held outside the AM venue, locations must be easily accessible to ensure full delegate participation, as these occasions are key networking opportunities during the AM.

• Entertainment (Social Dinner and/or Opening ceremony and/or Closing ceremony) is optional: funding up to €1,500.

• Surplus food to be donated to local charity.

10. Catering

Catering includes 5 coffee breaks, 3 lunches, 1 welcome reception, and 1 social dinner.
Cost limits per person:

• Coffee Breaks – €30 (total for the 5 coffee breaks, per person)

• Welcome Reception – €4 (per person)

• Lunches– €36 (total for the three lunches, per person)

• Social Dinner – €30 (per person, including non-alcoholic drinks)

• Total per person for all meals of the whole event– €100

Whenever possible, meals should be prepared using locally sourced ingredients and reflect the cultural and culinary diversity of the Host city or country.

Special dietary and cultural considerations/requirements must be respected. The ENOTHE Office will collect this information through the delegate registration form and inform the Host of specific needs.

ENOTHE encourages the Host to seek sponsorship for the different catering events.

11. Keynote Speakers

ENOTHE AM features 3 keynotes:

• 1 jointly selected by Host institution and ENOTHE (country OT education expert)

• 1 jointly selected by SPOTeurope and ENOTHE

• 1 Hanneke van Bruggen Lecture keynote speaker (member nominations)

ENOTHE funds travel, accommodation (2 nights), and registration. ENOTHE handles travel,

accommodation and registration of the keynote speakers. Tokens of appreciation are provided by ENOTHE.

12. Marketplace and Sponsor Opportunities/Exhibitions

ENOTHE manages MarketPlace applications via online form. Non ENOTHE members abide by the ENOTHE exhibitor/sponsorship package available at the AM webpage. The Host may contact local or national Occupational Therapy-related companies, associations, or organisations that could be interested in sponsorship opportunities / exhibitions and derive them to ENOTHE. Host provides tables, internet, power, and materials for the marketplaces and sponsors exhibition.

13. Hosting eligibility

ENOTHE Ordinary member institutions applying to host must:

a) Be active and in good standing order within ENOTHE.
b) Demonstrate the capacity and experience to organise events of a similar scale.
c) Provide adequate venue and technological infrastructure.
d) Ensure accessibility and inclusivity for all participants.
e) Obtain institutional approval and support.
f) Commit to financial accountability and environmental sustainability.

14. Application

14.1 Requirements

Applicants must submit to info@enothe.eu , a comprehensive proposal package including:

1. **Institutional Profile** (e.g. alignment with ENOTHE aim, ENOTHE engagement history, event experience)
2. **Proposed Venue(s)** and facilities overview
3. **Proposed October Dates**
4. **Host organising committee** (5 key personnel and roles)
5. **Letters of Support** from institutional leadership and/or partners
6. **Motivation letter** outlining the expected benefits for the institution and national Occupational Therapy education, as well as anticipated challenges and the Host's alignment with the responsibilities stated in this protocol.

14.2 Deadline

Complete applications must be received **no later than 22 months before** the proposed conference date.

For the 2027 ENOTHE AM hosting application deadline is December 19th 2025.

14.3 Selection

All applications received within the informed application deadline, will be reviewed by the ENOTHE Board which will assess and rank them providing a final decision within two months of the submission deadline.

For the purposes of selection, the following criteria are considered:

- Geographical diversity and balance: ENOTHE network and previous AM locations
- Motivation letter: including expected benefits for institution, country's Occupational Therapy education, challenges and positioning regarding hosting protocol stated host responsibilities
- Proposed venue: adequacy and technological infrastructure; accessibility and inclusivity for all participants.
- Institutional Profile: e.g. alignment with ENOTHE aim, ENOTHE engagement history, event experience
- Letters of Support from institutional leadership and/or partners