



European Association for Palliative Care
EAPC Onlus: Non profit-making Association - Non Governmental Organisation (NGO) recognised by the Council of Europe
Association Européenne pour les Soins Palliatifs
EAPC Onlus: Organisation à but non lucratif d'utilité publique - ONG reconnue par le Conseil de l'Europe

EAPC Web Site
Site Internet EAPC:
<http://www.eapcnet.org>

EAPC Congress “Distribution of Assignments”

EAPC	PCO	Chair Scientific Committee (SC)	Local Organisers (LO)
Liason between EAPC Board, Congress Committees and PCO	Logistic organisation of Scientific Committee meetings	Preparation of Scientific Programme; Drafting of minutes (Scientific Committee meetings)	Promotion on National Level
Budget control in liaison with PCO	Prefinance/ Budget Management (in liaison with EAPC)	Contacts with Scientific Committee members	Search for and contact with national exhibitors (in liaison with PCO)
Coordination travel, acomodation and free services for EAPC Board and EAPC staff	Provide for standard letters for EAPC and SC	Contact with Invited Speakers regarding Scientific Programme	Social Events (in liaison with PCO)
Coordination of special closed meetings of EAPC Committees	Technical Arrangements	Decision of special arrangements for Speakers (in liaison with EAPC)	Local sponsorship: search for, contact with and solicitation (in liaison with PCO)
	Contact with Invited Speakers regarding travel arrangements & liaise with Chair /	Room assignment and time schedule of scientific sessions and satellite symposia (in liaison with PCO, LO, EAPC)	Eventual national special closed meetings (in liaison with EAPC and SC)
	SC Management of accomodation, travel arrangements, and Tours (with LO)	Coordination of Satellite Symposia (in liaison with PCO, LO, EAPC)	Coordination of contact and arrangements with Sponsors & Exhibitors (in liaison with PCO)
	Technical arrangements for Exhibition & contact with Sponsors for this (in liaison with EAPC)	Contact with Scientific Journals for Abstract/Keynote publication	Collaboration with PCO for on site management
Update of the general information in the section Congresses of EAPC web site	Graphic & Design (printing) Congress website creation & update	Approval of the First Announcement, Preliminary Program, Final Program and the respective Website updates (in liaison with EAPC)	Contact with other national scientific societies and Non-Profit
	Contact with Scientific Journals and Publishers for promotion & booths		Requests for national CME accreditation
	Assist EAPC in the preparation of a Press Book and provide for printing of necessary number of copies	Coordination of Abstract evaluation and selection	Collaboration for preparation of Press Book and translation of it in the national language
	Registration & Abstract processing agreed with EAPC & SC & LOC	Assignment of oral presentations from Abstract in the sessions	Contacts with national Authorities





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Contact with Collective Members	Simultaneous translation	Organisation of requests for International CME Accreditation	Coordination Non-Profit Associations participation
Contact with all National & International Non-Profit Associations	On site management and staff in collaboraqtion with LO	Contact with Abstract submitters	Contact with national press (in liaison with EAPC)
	Organisation of technical needs for Non – profit Exhibition		Requests for Patronages
Preparaton & coordination of EAPC - EJPC common booth	Dispatching of Programme		
	Provide EAPC/SC/LO with statistical data		
	Update of mailing lists: participants, exhibitors, sponsors		
Coordinate post-congress comment page	Periodical announcements by e-mail (in liaison with EAPC)	Deliver report post-congress comment page	Deliver report for post-congress comment page
	Provide EAPC with periodical reports: expenditure/income, sponsorship (opportunities agreed with EAPC)		
	Provide EAPC/SC/LO with periodical registration reports		

