

Hints for a successful NJF conference!

For successful conferences it is important that

- the topic is of current interest
- significant keynote speakers are included

Implementation in general terms

Discuss your idea with your section board. Thereafter, the section board will put together a conference committee with a conference secretary acting as contact person. The conference secretary updates the section board on conference matters including its budget and manages the contacts with the participants and the general secretariat. The conference secretary reports the outcome of the conference to the General Secretary who communicates the conference in the form of a report on the web.

Budget

The conferences must be self-financing and yield a profit to facilitate a continuation of NJF activities. The conference secretary is in charge of monitoring the balance and taking appropriate steps when needed.

Timeframe

It is recommended to start planning the conference 7-8 months in advance.

In the following, flow charts of the implementation and role of partners are presented.

Section board

An idea is discussed and finally approved by the section board	Put together an organizing committee
	One section board member, 2 members from hosting country
Approves the conference budget and is in charge of the balance	If low numbers of registrations, the section board decides if the conference has to be cancelled

Organizing committee

Defines objectives -the participants must know what to expect	Appoint a conference secretary within the group
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The NJF General Secretariat

Pays the invoices which have been included in the budget approved by the section
Receives and publishes a short summary of the conference including topics, number of delegates, main topics discussed by the conference secretary to be published on the web
Receives and publishes the final conference report from the conference secretary to be published on the web

The conference secretary

Uses 'Din kurs' for administration, that is for example for registrations, invoices etc.	
Updates the organizing committee and the section board on the progress	
Submits and get an approved budget from the section board. Is responsible to keep the budget.	<p>Costs to include in the budget are</p> <ul style="list-style-type: none"> -Keynote lectures, (check need to cover travel costs, accomodations, any other expenses) -Participants, 2 options for costs of accomodations are available: <ul style="list-style-type: none"> Costs are included in the conference fees or Participants arrange and pay their own accomodations <p>Costs for meeting facilities</p> <p>NB. No meals are to be included in the budget</p> <p>Unforeseen expenses is estimated to approximately 10% of the total budget</p>
Makes a detailed program	Time schedule - balance orals and other activities, includes opportunities for informal breaks, consider, the need for excursions, adjust the detailed program to participants's travel schedules
Books keynote lecturers	
Considers whether the conference presentations could be published as a Special Issue in Acta Agriculturae Scandinavica	Of benefits for the contributors, the journal is NJF's official journal, it is peer-reviewed and has an impact factor, contact elisabeth.alexis@tandf.se
Decides guidelines and deadlines for registration, papers and posters	
Books meeting facilities	
Arranges accommodation	
Updates participants with the detailed program	The detailed program includes conference site map, timetables, fares and recommended stops for public transports to the conference location
Fixes nameplates	
Considers the need for goodie bags	
Contacts potential sponsors	
Keeps contact with the supplier of food for the conference, special diets requested must be observed	
Sends a short summary and a final conference report of the conference including topics, number of delegates, topics discussed to the General Secretariat to be published on the web	

Conference economy

Costs to include in the budget		
General secretariat	Obligatory 500 SEK or equivalent amount in EUR per participant	
Cost for possible publication as a Special Issue in Acta Agriculturae Scandinavica		Must be covered by the registration fee
Payments to lecturers	Keynote speakers	All expenses except salary to be covered including reasonable travel costs, meals and accommodation
	Other invited speakers	May pay a reduced conference fee after negotiation with the conference secretary, invited speakers have to cover costs for travel, accommodation and meal themselves
Registration fees	Minimum recommended fee:	1 day event – 2 500 SEK or equivalent amount in EUR 2 days – 3000 SEK or equivalent amount in EUR 3 days -3 500 SEK or equivalent amount in EUR Nonmembers will be charged 500 SEK or equivalent amount in EUR extra per day
	Fees for students	to be decided by the organizing committee but 500 SEK or equivalent amount in EUR is mandatory
	Late registration	registration later than 4 weeks in advance of the conference pays double fee
	Refunding	cancelling earlier than 4 weeks in prior to the conference: 50% of the fee will be refunded Later than 4 weeks in advance: no refund
	To be paid by credit card	Payments are due in 30 days after invoice date
Costs not approved in the budget		
Interpretations, language revisions, oral speech training or similar. Gifts included in goodie bags which are not sponsored by local actors. Costs for taxis or other expensive travel costs given that less costly alternatives are on hand.		

Tentative conference planning schedule

What	Suggested time for implementation	Check
a topic for a conference is presented and approved by the scientific section, a secretary is appointed	7-8 months in advance	
a first announcement to be published on the NJF web contact person carina.johansson@jti.se	7-8 months in advance	
locations, meeting facilities, hotels to be booked, consider accessibility by public transport, consider costs to be included in the budget	7-8 months in advance	
a budget is compiled and approved by the section and the general secretary	5-6 months in advance	
key-note speakers booked	5-6 months in advance	
when key-note speakers have confirmed their participation and the description is complete, it is time to establish your 'Din kurs' registration, that is create a new event on the web using 'Din kurs', follow the guidelines given in the programme for registration forms, keeping in contact with participants, create and send out invoices etc for support and password NJF web contact person carina.johansson@jti.se	4 months in advance	
publication, if considered to be a special issue contact the publisher of Acta Agriculturae Scandinavica elisabeth.alexis@tandf.se	3 months in advance	
tentative programme to be published on the NJF web contact person carina.johansson@jti.se	3 months in advance	
specify important dates for deadlines of submissions of for example abstracts, registration, payments, cancellations	3 months in advance	
excursions, transports to be booked, hosts to be contacted	1-2 months in advance	
deadline for registration	3-4 weeks in advance	
contact food supplier, NB dietary requirements, risk for food queues	3-4 weeks in advance	
contact sponsors	3-4 weeks in advance	
remind participants	2-3 weeks in advance	
detailed programme, includes conference site map, timetables, fares and recommended stops for public transports to the conference location	2-3 weeks in advance	
signs showing where the event is, poster screens on site, nameplates, goodie bags,	Some days before the start	
implementation, welcome desk with printed programme including list of participants, sponsor materials, nameplates, goodie bags, maps, USB	Day 0	
a short summary and a final conference report of the conference including topics, number of delegates, topics discussed send to the General Secretariat to be published on the web	2-4 weeks after the event	
remind participants who has not paid the registration fees	2-4 weeks after the event	

