

EUROPEAN EYE BANK ASSOCIATION

Annual Meeting - Host Application Form



Please present your application using the following format, enclosing any accompanying material where necessary:

Details of proposed location

1. Year of Annual Meeting
2. Meeting dates [please give estimated start and end dates]
3. Host city and country
4. Organising Eye Bank(s):
 - a. Coordinating/Lead Eye Bank
 - b. Associated Eye Banks
5. Venue [please give address]
6. Can all the activities [oral presentations, poster presentations, commercial exhibition, coffee breaks and lunch] be accommodated in the aforementioned venue?
7. Give details of the main lecture theatre/conference hall to be used for the scientific sessions [e.g. seating capacity, audio-visual equipment etc]
8. Summarise accommodation availability [number and categories of hotels foreseen; approximate room costs; location of hotels relative to the meeting venue]

Transport

1. Where is the venue located in relation to the nearest international airport [give distance and name of airport] and how accessible is the venue from the airport by public transport [rail/bus/tram]
2. How far is the principal railway station from the venue?
3. Is the venue easily reachable by car?
4. Are there any travel restrictions or special visa requirements for non-EU citizens wishing to attend the meeting?

Theme and scientific topics

1. Will there be a scientific / central theme for the meeting?
2. How many oral presentations do you expect to schedule and what will be the principal scientific topics that you would hope to cover [i.e. will there be a session on donor selection, corneal evaluation and storage, a technicians session etc]?

Local organization and financial arrangements

1. Name of Local Meeting Organisers and Chair Person
2. What other conferences have been organised in the proposed location?
3. What support will the organisers receive from their institution?
4. What support will the Annual Meeting receive from the local region and/or town/city?
5. How many participants do you anticipate will attend and what is the likely registration fee for EEBA members and non-members?¹
6. Please add a cross-calculation with your application
7. Meeting website will be available through EEBA website and is committed; the EEBA website manager will assist with all necessary insertions to avoid any extra costs for organizer.
8. The organizer is responsible for financing the printing of EEBA Annual Directory; the whole data collection and layout will be provided by Directory Supervisor and website manager.

PLEASE SEND YOUR APPLICATION BY **THURSDAY 15TH JANUARY 20XX** TO THE EUROPEAN EYE BANK ASSOCIATION SECRETARIAT, VIA PACCAGNELLA N.11 – PADIGLIONE RAMA, 30174 ZELARINO - VENICE, ITALY
(FAX: +39 041 965 6421; E-MAIL: admin@europeaneyebanks.org)

¹ For information about participant numbers and registration fee amounts from previous annual meetings please feel free to contact the EEBA Secretariat