

## **GUIDELINES FOR THE ORGANISATION OF CONFERENCES**

This document contains some indications regarding the organization of Ascola conferences, the Academic Society for Competition Law.

### **WHERE**

The decision to organize conferences is taken by the General Assembly upon proposal made by the Board.

A balance is sought between countries and continents. Usually, two conferences take place in Europe and the third one on another continent.

Within a continent or country, there is a tendency to wish a place which is easily accessible. More peculiar places should not be set aside however as members are often happy to discover a new region together - and fostering social links is part of our mission.

Within the city where a conference is planned, organizers should provide clear, unambiguous information on

- Travelling to the area
- Within the area where the conference takes place, the auditoriums where the debates take place.

Organizers should make a selection of hotels not located too far from the premises of the conference and describe these places to allow members to choose what they see fit. Ideally, contacts should be taken with these places to negotiate special conditions.

### **FOR HOW LONG**

So far, most conferences have started on a Thursday night (meeting of the board, reception for all members) and extended until Saturday noon.

There is a possibility to organize longer conferences - for instance conferences starting on a Thursday night and extending until Sunday morning with a social event on the Saturday night.

In case of such a longer format, hotel costs will however be higher for participants and for the organizers (hotel nights)

## **WEBSITE, CALL FOR PAPERS**

The conference will be announced on the website of Ascola as soon as the decision has been taken to organise it.

The site will contain a link to the website of the conference, to be established by the organisers. The website of the conference must make it clear that the conference is held with Ascola.

That conference website must be able to welcome papers submitted in response to the call for papers.

## **PLENARY SESSIONS, WORK SHOPS**

The conference should start with a plenary session featuring keynote speeches. The opening is generally made by a representative of the hosting institution, or the region. Key figures are also presented. The selection of speakers should always be made remembering that the conference is international by nature and should not focus on the country where the conference is taking place.

The schedule should be planned to ensure the participation of as many members as possible, as long as the quality of their presentation is sufficient. This echoes two missions of ours - encourage the development of quality scholarship, and support the professional development of our members.

Where this is justified by the number of papers submitted by members, interventions could be followed by comments or, alternatively, parallel sessions should be held.

It is advised to organise at least one part of the conference in the form of work sessions

- to allow junior members to present papers
- and to make it possible for participants to cover more national developments in the context of the topic chosen for the conference.

## **SELECTION OF SPEAKERS**

When the conference is decided, an organising committee is established by the organising institution. That committee is made of representatives of Ascola and the organising institution, in equal numbers. The representatives of Ascola are taken from within the board, upon proposal made by the Chair. The task of the organising committee is to assist in the organisation, particularly the selection of papers. Papers are selected on the basis of quality.

## **PARTICIPANTS**

The conference is primarily meant for members of Ascola. Speaking is reserved to Ascola members. Non-members may attend, wherever they are from. They should then be charged a fee, which cannot be lower than the one charged to Ascola members. This is particularly so for

practitioners. Whoever participates, the focus should remain on independent academic discussion.

### **TRAVEL EXPENSES**

Ascola finances travel expenses (second class flight/train tickets, public transportation from and to the airport, hotel rooms) for speakers. Other participants should take care of their expenses. Organisers are invited to negotiate a good deal with a hotel where participants can book rooms.

The financial contribution from Ascola should go the financing of travel and accommodation for Ascola members.

### **CONFERENCE FEES**

Originally, the participation to Ascola conferences was free for the members of the association. This was due to the fact that, through their annual dues, such members contributed to financing the expenses associated to conferences.

We have now changed our policy and have decided to charge lower annual dues but ask for payment for the participation to conferences also for Ascola members. This ensures that the members who cannot participate pay a lower sum annually.

As regards the payment for conferences: we have experimented with separate fees for the participation to the conference as such and for the social event on the Saturday night.

For these two fees (conference, dinner) we have gone up to 100 Euros or so for members (the amount may be higher for non-members). The dinner fees should be exclusively for the dinner. The conference fees go to the organisers at their disposal. They can be used for covering smaller costs such as catering or name tags or conference folders etc.

Members from the organizing university and students are welcome. They are not required to pay conference fees.

The payment of conference fees can be made via Ascola or charged directly by the organizing university.

The fees paid by non-members should be integrated in the budget in order to alleviate the burden represented by the organization of the conference for Ascola.

### **SPONSORING**

Sponsoring is accepted and even encouraged, be it from public or private bodies. We can offer to print their logos in materials or on our website. There may also be a speech during the conference or the dinner. There may also be the possibility for members of the sponsoring organisation to participate in the conference.

The board members of Ascola usually do not engage in trying to find sponsors, yet we are all willing to help if we can do anything (e.g. write letters, talk with people etc.).

### **ASCOLA CONTRIBUTION**

As a matter of experience, Ascola usually contributed 10.-15.000 Euros to the conferences. These funds were consumed by covering travel expenses and hotel rooms. Any financial contribution by Ascola needs to have a clear nexus to the academic purpose of our organisation, otherwise we would not be acknowledged as charitable organisation under German law.

It is expected that local costs will be covered by the organising institution, except the social dinner on the Friday night (for which a separate fee can be charged to participants).

### **SOCIAL EVENTS**

Traditionally, organisers have sought to offer some kind of social programme to conference participants.

On the Thursday night, a reception is usually offered by the organising institution. It can also be offered by a sponsor.

A social dinner takes place on the Friday night. In the past, participants have been asked to pay a specific fee for this.

We have also experimented with the organisation of an additional activity on the Saturday afternoon for members staying until the Sunday. This has been acclaimed as an opportunity to socialize for the members.

### **PUBLICATION**

Conferences give rise to the publication of proceedings with Edward Elgar. Elgar does not charge Ascola for this and has a good distribution network.

As the publication takes place under the auspices of Ascola, a quality control is carried out by members of the association.

The proceedings are opened to contributions presented during the conference, as long as they match the required standard.

Brussels, June 2013.