



EBA CONVENTION PACKAGE

Based on the decision taken by the 1994 EBA-AGM to formally adopt the EBA Convention Rules and Contract, the **EBA Convention Package** contains different blocks of items - required from or useful to organisers - which can be defined as follows:

- A. What a Member should take into account when making a *Bid for hosting an EBA-Convention*
- B. The *EBA Guidelines for Holding a Convention*: offered to organisers with a view to assisting them in setting up the event without having to "re-invent the wheel". The Guidelines contain a number of useful pieces of advice and, based on actual experience, they will be further refined and kept updated each year in order to build in recent experiences made by some of the Members;
- C.. The *EBA Convention Contract* : to be signed by both parties, based on the preceding rules, and to be completed with other specific requirements (e.g. how to cancel such contract, circumstances that would lead to automatic disruption if not followed,). The contract is equally fixed for the long term but will be adapted from year to year while discussing the contract with potential organisers;
- D. The *EBA Convention Rules*: a set of rules which have to be observed by Federations when making a bid to host a EBA Convention (minimum requirements for hosting societies). The rules are fixed for a long(er) period and if changed, they will only apply to later applications;
- E. The *EBA Speaker Contract*: a specimen contract which use is recommended by EBA. Some details might of course be adapted between the contracting parties.

In this way, all items that **must** be observed are clearly separated from those that **could** be taken into account to enhance the probability of success of the organisation.

Not only will this allow all parties to exactly know what the minimum requirements are and what could be added to lay down a better proposal, it will also provide a simplified and efficient format to the EBA Board and AGM for scrutinising and following up the proposals.

Agreed with the EBA Board 2011/2015:

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_____Original Version edited by Rene Vantilt_____



WHAT A MEMBER SHOULD TAKE INTO ACCOUNT WHEN MAKING A BID FOR HOSTING AN EBA CONVENTION

The text of the “Proposal for hosting an EBA Convention” should be in English so as to allow all Members of EBA to understand the content.

- 1° Give an accurate and concise description of the time and the place where you intend to hold the Convention:
 - Dates, Town, Travel facilities towards that town by road, train, air, Convention Centre in a particular building or in a hotel, parking facilities.
 - Hotel/Convention complex if all activities are under one roof and how many room you dispose of (make a small plan where the different activities are located).
 - Indicate the meeting facilities for the delegates and the Board (AGM, RTM, Board, others ...)

If the Convention and Hotels are separated, indicate if the hotel is at walking distance (max. a few hundred meters). If the distance is greater, indicate how people will be able to travel from the hotels to the Convention site and back. Take also into account that during the day, people are frequently going back to their hotels.

- 2° Show the names of the team members that will be working for the Congress and what they are going to do.
- 3° Indicate at the same time the support you get from official bodies such as the Tourism Office, the Town Mayor, a professional office to assist you if you intent to hire them ...)
- 4° Try to explain, briefly and in your own words, what the attraction of the host country/town really is (nice country because..., enough good hotels, good food, nice and friendly people, easy to reach, no distances between Congress and hotels, all under one roof, etc etc.).

An idea: try to follow the points mentioned in the EBA Guidelines for Holding a Convention and you will cover most of the issues.

- 5° Explain how important your exhibition of bonsai will be and what you want to do.

For instance, indicate that you want to have trees from all over Europe. Indicate also if you want to show a few displays containing additional items like Shoin and Kusamono.

Say something about the quality of the trees because quality is more important than the quantity. Say perhaps that you intend to invite a professional to organise the exhibition because it is difficult to do it correctly. Not many professionals are able to do it properly.
- 6° Explain how many traders, potters, carpenters for little tables, etc. you will allow to come (and they will all pay part of your costs).
- 7° Explain what kind of other activities you intent to have

- 8° The programme is of course a proposal but the main outline should almost be final one year before the Convention will take place (at the EBA-AGM the year before your proposal date).
- 9° For the NTC, indicate how you will organise the contest so as to avoid disturbing the candidates by the general public or coaching of candidates by the attendees (individual tables, public at a distance, or on stage but still easy to watch etc...).

The NTC-result is always announced during the Gala-dinner. So, the contest must take place on Saturday and the judging by the delegates of each member country can't take place during a meeting or another activity.

- 10° A suggestion: are you offering a free podium to one or more young artists (for instance, from your country, from other EU-countries, from one or two neighbouring countries, from earlier NTC-candidates, etc? No need to pay them since it is an opportunity for them to show their talents. Avoid people that are too young because they are surely lacking maturity and stability to perform correctly.
- 11° Will there be a small exhibition by Members of your national organisation and or local clubs?
- 12° **MOST IMPORTANT:** ask the EBA-Members at the AGM or via email (the year before or two years before) what they would like! You will not get a great response, but at least, you asked everybody and offered the opportunity to take part at the activities.
- 13° Indicate that you want to closely work with the EBA-Board and already announce that you will update your project every trimester or semester (2 updates the year before).

Not really required but as extras, if you want and if you can handle it:

- 14° As an extra, if you want to invite a Japanese artist (not required but you can do it), simply indicate that there will be someone and decide later on his name as soon as all is clear.
- 15° As an extra, indicate, if possible and if any, some cultural events that will take place during the Convention and/or nice places to visit in the region. Also, ask if people are interested in a post-Convention Tour if you can organise it easily.
- 16° As an extra, indicate that attendees from overseas are most welcome (for instance from the USA) and that you intend to do something for them if requested (put them in the same hotel, foresee a tour before and/or after the Convention, visit some bonsai gardens, cultural spots ...).

ESA Convention:

- 17° **MOST IMPORTANT:** Please contact the Board of ESA if you plan to hold the EBA Convention together with the ESA Convention (as it was organised in the past)
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B. GUIDELINES FOR HOLDING AN EBA CONVENTION

1. Purpose

The guidelines are intended to *assist* the hosting National Bonsai Association to prepare a strong bid to hold an EBA convention. In the past some arrangements have been more successful than others, and if these guidelines are followed the host will not have to "re-invent the wheel" but will benefit from the experience of others.

2. Management

Good communication is essential. All stages of planning and development must be communicated in writing with copies to:

1. the EBA President
2. the EBA Secretary

In turn any communication from EBA to the host must be in writing with copies to:

1. the National Association EBA Delegate
2. the National Association President
3. the National Association Convention Manager, if nominated

A Convention is a major undertaking and if managed by a local bonsai group themselves there needs to be a sensible delegation of responsibilities. We would recommend a minimum convention committee composed of a:

- Convention Manager & Treasurer
- Programme Secretary & demonstrator/workshop co-ordinator
- Registration Secretary
- Accommodation Secretary
- Audio-Visual & interpreter co-ordinator
- Publicity Secretary
- Exhibition Secretary

Make sure all agreements with hotels/convention centres are in writing. You should be able to negotiate special rates for accommodation if the convention is held there and the convention facilities may even be thrown in free of charge.

3. Guidelines for a Convention Programme

The timetable for a Convention Programme can be quite difficult to get right and some have worked far better than others. It is a temptation to try and pack too much into the short period of time available. People do like the opportunity to meet and socialise informally - one major reason for having the meeting.



Although many people may be able to reach the Convention early on the Friday, time must be allowed for all official delegates to arrive and therefore any meetings involving them should not be scheduled too early.

People will stay to the end of the meeting on the Sunday if a major demonstration or lecture is scheduled for that time, but it should not end too late (suggest 16.00 hours at the latest) as many people living close enough to drive will want to get home before midnight !!

A major event should not be scheduled at the same time as an EBA event (EBA Meetings-AGM-RTM Board; NTC...)

Suggested format of a Programme:

Thursday		Local bonsai events only if requested by the National Bonsai Association
Friday	10.00 – 18.00 h	Registration
		Delivery of trees, set up of exhibition and trade areas
	14.00 - 18.00	Official Opening of EBA Convention&Exhibition jointly by the National Association Chairman and EBA President with or without local dignitary
	15.00 – 17.00	EBA Board Meeting
	15.00 – 18.00 h	Exhibition and Trade Fair open for public
	15.00	Guided tour through the exhibition by
Saturday	08.00 – 17.00 h	Registration
	09.00 – 18.00 h	Exhibition and Trade Fair open for public
	09.00 – 13.00 h	NTC
	10.00 – 13.00 h	Demonstrations and/or workshops
	14.00 – 17.00 h	Demonstrations and/or workshops
	15.00 – 17.00 h	EBA Round Table (RTM)
	20.00 – 24.00 h	Gala-Dinner, Awards
Sunday	08.00 – 09.00	Registration
	09.00 – 16.00 h	Exhibition and Trade Fair open for public
	09.00 – 12.00 h	Demonstrations and/or workshops
	09.00 – 12.00 h	EBA AGM
	13.00 – 16.00 h	Demonstrations and/or workshops
	16.00 h	Closing Ceremony: Words of thanks from National Association Chairman and EBA President
	16.30 h	Raffle of demonstration trees and NTC trees,
		Handing over of exhibits



C. EBA CONVENTION CONTRACT

EBA CONVENTION CONTRACT

Article 1: Contracting parties

It has been agreed between:

- a. the EUROPEAN BONSAI ASSOCIATION at one side, represented by:
 - 1., EBA-President or proxy
 - 2., EBA Board Member;

b. and the EBA Member:

..... (Name nat. org.) on the other

..... (Address)

.....

.....

represented by:

- 1., President
 - (Address)
 -
 - (Phone and/or Fax)
- 2., Convention Manager
 - (Address)
 -
 - (Phone and/or Fax)

Article 2 : Object

That, following the decision taken by the EBA-AGM 201., the annual EBA Convention 201. will be hosted by the.....

(Name nat. fed), further referred to as “the organisers”, while strictly observing the EBA Convention Rules at all times.

This decision is based on the underlying proposal, forwarded by the organisers to the EBA-Board on condition that this proposal will be adapted as follows:

- 1.



- 2.
3. etc.

Article 3 : Additional specifications

The two contracting parties furthermore agreed to observe following additional specifications :

- 1.
2. etc.

Article 4 : Delays for Update Reports

From the date of accepting a proposal by the EBA-AGM, the organisers will forward update reports to the EBA-President and Secretary, thus informing EBA about the development of the project.

These reports must be sent at least every 6 months, i.e. before (dates) and clearly indicate any change of the initial proposal and how the additional specifications are further dealt with.

The organisers will furthermore inform consecutive EBA-AGMs on the basis of an update file and discuss at these meetings all questions raised.

Article 5 : Final programme

The final programme has to be send to the EBA-President and Secretary two months before the EBA-AGM, prior to the one they will host.

At that meeting the organisers will also forward – to all national delegates present – a copy of that final programme together with all the registration forms for the convention and a list of hotel accommodations if no particular form for accommodation has been planned.

They will likewise make a proper presentation to this EBA-AGM.

Article 6 : EBA Financial support

The organizers will receive a financial support from EBA. See appendix 1!

Article 7: Displaying trees

The convention organiser must offer to each member the necessary space for displaying their trees. The number of trees or an appropriate exhibition area was agreed during the EBA-AGM one year proceeding the convention.

Article 8 : European demonstrators

The convention organiser will invite European demonstrators at their EBA convention.



Article 9 : Termination / Cancellation of the contract

If it seems that the organisers are not developing the project satisfactorily or are not following the EBA Convention Rules, this contract may be cancelled by the EBA-Board following a majority vote at an EBA-AGM, or in between consecutive AGMs, after having sought a majority vote on the basis of a written and motivated proposal formulated to all Member Associations.

The contract will be automatically cancelled :

1. if an update report is lacking for the second time
2. if

Cancellation of the contract will be notified by the EBA-board to the organisers by registered mail.

Article 10 : Liability

EBA will not take on any liability and responsibility concerning the holding and running of an EBA Convention!

Insurance:

Article 11 : Promotion and PR

EBA supports the promotion of an EBA Convention by publishing PR in its EBA NL and on the EBA Website..

Signatures:

EBA:

EBA-President or proxyDate:.....

EBA Board Member.....Date:.....

Member:.....

President:.....Date:.....

Convention Manager:.....Date.....



APPENDIX 1



EBA Conventions Financial Support from EBA

Decision RTM / AGM 2015 Vilnius / Lithuania

2. Financial support

Support Convention 1500.00 €

3. Rules for the financial support to receive from the EBA Account

- A comprehensive Business Plan must be prepared by the organizers for the proposed Convention
- This business plan must be submitted to EBA Treasurer for consideration / approval before any money can be sent to the organizing team
- Any money provided by EBA must be used for:
- Trees for NTC
- Prizes for the winning NTC participants: 200.-€ for 1. ; 100.-€ for 2. ; 50.-€ for 3.
- Gifts for all participants
- Convention promotion
- The convention fee will be cancelled
- NTC participants must be invited to the Gala Diner by the organizers free of cost.
- NTC participants to receive a free entrance pass for the complete convention.
- EBA board will supply the trophies and certificates for NTC participants and “Award of Merit” for exhibition trees.
- The convention organizers must sell the trees during the convention to the NTC participants at cost (purchase price). Trees not sold to participants to be offered to visitors at cost price. Trees must not be sold at below cost price.

Possible equipment:

Overhead Projector

Flipchart

TV Monitor

Large Back Projection Screen

Microphones

Beamer

Lectern

Other:

4.9 EBA requirements:

- a small room to accommodate up to 10 people will need to be provided for the EBA Board for the duration of the meeting ;
- a larger room suitable for an EBA Round Table and AGM (to hold up to 30 people) will need to be available for up to three hours for each meeting ;
- an "EBA Information Table" should be provided.

5. Only the EBA delegates at the AGM have the power to accept an application or to reject it if they feel it has not been properly thought through or is unsuitable for an EBA meeting.

Once accepted by the AGM, the agreement is considered as **provisional** until the Convention Contract has been signed by the organisers and two EBA Board members.

The AGM also has the power to withdraw a provisional agreement, or even to cancel a Convention Contract, if they feel that the organisers are not developing the project satisfactorily or are not following these guidelines or the requirements agreed upon in the Contract.

In between two consecutive EBA AGMs, the contract may be cancelled by the EBA-Board after having sought a majority vote on the basis of a written and motivated proposal forwarded to all Member Associations.

6. In the event of more than one bid being received for a particular year, preference will be given to the first application for that year or to the proposer who has not previously held a convention, assuming the proposals are of equal merit.

7. Upon deciding to allocate an EBA Convention, the host National Federation has to agree a contract with EBA based on the Convention Rules, to be signed by 2 EBA Board members, together with the Chairman of the National Association and the Convention Manager.

8. All communications to and from EBA must be in writing to the EBA President and Secretary.



9. It will be the responsibility of the Convention Manager to appoint a local organising committee (see recommendations in the EBA Guidelines), and to include their names in the update reports for the penultimate AGM prior to the event.

10. Speakers should have their invitations, confirmed in writing, by the Convention Manager at least 1 year prior to the event. A proper contract (see EBA specimen "Speaker Contract" in the EBA Convention Package) should be concluded.

11. The organizers will receive a financial support from EBA. (Decision AGM 2015 Vilnius).



D. DEMONSTRATOR/SPEAKER CONTRACT

(use is only a proposal, recommended by EBA)

At the occasion of the 201. EBA BONSAI CONVENTION, to be held at

 (Name & address of venue) from
 to, the

 (Name organising Association) confirms
 the invitation for

 (Name & address & email of demonstrator/speaker)
 to participate in the above Convention on (date) according to
 the following terms :

1. Subject :

2. Demonstration/Workshop material will be provided by :

	yes	no
the organisers		
the speaker		

3. Activity

Activity	Date	Time	Cost for material (if provided by the speaker)	Fee
a) Demonstration on stage				
b) Slide demonstration				
c) Studio demonstration				
d) Workshop N° 1				
e) Workshop N° 2				
f) Any other activity				
Total :				
Total fee + material :				



4. At the conclusion of the event, the plant material will be :

Designation	Please tick
a) Auctioned	
b) Retained by the demonstrator	
c) Retained by EBA	
d) Retained by (Name)	

5. A selection of anodised aluminium/ copper wire will be available in assorted gauges, please state anticipated needs :

.....

6. Tools will only be provided if specially requested. Please state your requirements, if any:
.....
.....

7. Electric power will be available at watts, please state if you intend using power tools :

8. The following equipment is available if needed, please identify what you may need

Equipment	please tick
a) Flip chart	
b) Slide projector (carousel type)	
c) Overhead Projector	
d) Beamer	
Other equipment?	



9. The following expenses will be paid by the organisers :

- 1°. Air travel or Ferry crossing to the venue ;
- 2°. 2nd class rail fare to the point of departure from the home address, or if preferred, petrol costs from home to the venue and back, at standard rate of(state amount in local currency) per kilometre ;
- 3°. Single room accommodation for nights at the Convention Hotel? Please note, if you wish to bring your partner with you, the additional costs of the room will be borne by you ;
- 4°. Breakfast for(indicate dates)
- 5°. Lunches for(indicate dates)
- 6°. Convention dinner(indicate dates)
- 7°. List any other :
- 8°. Admission to exhibition & all events when you are not involved in one of the activities listed above.

or by a flat rate:.....€
 with special conditions for accommodation and meals: Yes/No

All expenses and fees will be paid in €

This contract is binding to both parties unless unforeseen circumstances should lead to cancellation or modification of the event

	The Convention Manager	The Demonstrator/Speaker
Name :		
Address :		
Phone number :		
Fax number :		
Date :		For acceptance ::
Signature :		

Please, complete and sign both copies of this contract, retain one for your own references and return the other to the Convention Manager.