



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