

PROTOCOL OF ORGANIZATION

BIENNIAL OF EUROPEAN TOWN AND TOWN PLANNERS

European Council of Spatial Planners (ECTP-CEU)

September, 2015

The European Council of Spatial Planners (ECTP-CEU) is the only entity authorized to organize such conferences as it has registered the "*Biennial of European Town and Town planners*" trademark.

The Biennial of Towns and town planners a held up to now are: Lyon (I 1995), Rome (II 1997), Herne (III 1999), Rotterdam (IV 2001), Barcelona (V 2003), Copenhagen (VI 2005) Budapest (VII 2007), Nancy (VIII 2009), Genova (IX 2011), Cascais (X, 2013); and of course, the 11th , Dublin , October 14-16 2015.

This Protocol is drawn up to facilitate the work of coordination and organization of the various agencies and / or authorities concerned in organizing The Biennial of European Town and Town planners, and clarifies the roles of ECTP-CEU, the host city, the Regional Government and / or the national government.

1. ECTP-CEU's role

ECTP-CEU brings its background and experience of previous Biennials developed since 1995 and ensures the design and good development of the Biennials.

ECTP-CEU provides, in addition to the format of Biennial, its professional contacts with planners of international prestige, its mailing lists, contacts with authorities, universities, associations, etc., and guarantees scientific quality.

ECTP-CEU is involved actively in the design and conception of the Biennial. The organizing and Scientific committees are nevertheless essential, as described further below.

ECTP-CEU organizational involvement focuses on advice on the format, on search and confirmation of renowned speakers, but is not expected to interfere in its management.

ECTP-CEU undertakes to disseminate and promote the Biennial in Europe as much as it can.

2.-What is the expected content of Biennials of European Towns and Towns Planners?

The Biennials of European Towns and Towns Planners are characterized by a high scientific content in Plenary sessions, and very practical Workshop sessions.

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To ensure the necessary rigor in establishing the scientific content, the Biennials of European Towns and Towns Planners have a Scientific Committee, to be elected from the organizer of the Biennial and the ECTP-CEU Executive Committee. For efficiency reasons it is estimated that the appropriate amount of members of this Committee is about 5.

An Organizing Committee is also required, responsible for protocol, relationships, actions and parallel visits, organization of cultural acts, the Welcome Reception, the Opening Ceremony, Closing, Exhibition(s), etc..

Biennials are usually three days long, alternating Plenary Sessions Lectures and Workshops. The workshop sessions are led by a President and a Workshop Reporter.

At the end of the Biennials, Chairmen Reporters formulate conclusions that will later be published, not only the conclusions but also most interesting papers and communications.

With guidance we present the following calendar-type scheme of a Biennial of European Towns and Towns Planners:

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format Biennial of European Towns and Town Planners					
	Reception				
Time table	Wednesday	Thursday	Friday	Saturday	
8:30		Reception for Participants			Paralell exhibicion
9:00		Opening Ceremony			
9:30		Plenary Session 1	Plenary Session 3	Conclusions	
10:30		Debate	Debate	Coffe	
11:00		Coffe	Coffe		
11:30		Workshops	Workshops	Closing Ceremony	
13:00		Lunch	Lunch	Lunch	
14:00		Plenary Session 2	Plenary Session 4	Technical	
15:00		Debate	Debate		
15:30		Coffe	Coffe		
16:00		Workshop	Workshops		
18:00					
20:30	Welcome cocktail		Official dinner		
21:30		City tour			

3.- The host City's role

First, the host city should choose the theme of the Biennial, according to the Scientific Committee of the Biennial.

The chosen theme should develop urban questions of current interest for the city or the country where the Biennial is hosted, and with a general formulation that has sufficient interest for European planners.

Secondly, the host City, together with the Regional and / or National Government involved, shall bear all the expenses generated by the Biennial, and it must obtain financing through the Government, financial Institutions or private Entities, etc.

Access to the Biennial should be at a reasonable fee, and hosts are expected to consider lower fee for ECT delegates, and free access for the Young Planners group.

4.- What budget for a Biennial of European Towns and Town Planners ?

It varies, depending on a number of aspects such as the technical visits, parallel acts, amount of Keynote speakers but mainly on what sponsoring is available.

As guidance, a list of services that must be provided by the organization is presented below.

4.1. Pre-Congress actions.

The conference organizers will bear the cost of one travel for an ECTP-CEU representative to the City. This representative will supervise the organizational activities, committee participations, (Organizer, Scientific), the signing of agreements with organizations or institutions funding or supporting the Biennial, or the Biennial presentation of the media of the host city.

These pre-Biennial actions occur at least seven months before the Biennial, to have sufficient time to promote and disseminate the Biennial.

4.2. Speakers, Reporters and Chairmen.

The host city will bear the costs of travel, subsistence and accommodation and Speakers' fees, Reporters and Chairmen of the workshops.

The amount of people under this chapter is variable depending on the final program of the Biennial. For guidance, the following is a base:

- General Reporter (1)
- Workshop Reporters (2)
- Workshop Chairs (2)
- Plenary Speakers (3-6)

Any fee for these individuals will be covered by the host city. Reporters and Chairs will generally be ECTP-CEU members, who would not request a fee, but would need to have travel & accommodation (and conference fee) covered.

4.3. Committee Members.

The host city will bear the costs of travel, subsistence and accommodation of members of the Scientific and Organizing Committee, apart from those mentioned earlier.

4.4. Exhibition and publication

The host city will organize an exhibition in the main location of the Biennial; the material will be provided by the participants. The installation of the exhibition and relevant costs of the exhibition must be covered by the Biennial host.

4.5. ECTP-CEU Rights

ECTP-CEU receives, for collaboration and advice in organizing the Biennial, travel and accommodation costs for the ECTP-CEU Secretariat and one extra person to be designated by the ECTP-CEU ExCo.

Protocol agreed and signed by:

For ECTP-CEU

For the Biennial Host