



E3S – European Sensory Science Society

April 2021

Guidelines and rules for Eurosense conference organisation

1. Eurosense Local Organiser should always be a National Sensory Society member of E3S that organises the conference with/or without other national organizations (e.g. Universities or Research Centres).
2. The Local Organiser Committee (LOC), the chairs and the scientific committee are appointed by E3S (based on a proposal of the Local Organiser)
3. Conference Chairs: at least one chair must be member of the National Society organising the conference
4. Organising Committee (LOC): has to include (even if not only) members of the Local National Society and a past organiser indicated by E3S; E3S shall appoint either a chair from the previous edition, or a person who has experience of chairing Eurosense, to serve for each edition, as an advisory member to the current LOC.
5. E3S approves the Scientific Committee selected by the local organiser. The Scientific Committee must include the current E3S chair and at least one E3S delegate for each national society member of E3S.
6. Conference Chair (s) and the LOC represents the E3S at Eurosense.
7. E3S should be informed/involved in Eurosense organisation as detailed below and have visibility at the conference
8. Scientific content: The LOC shares with the E3S board the topics and the selection of the invited speakers in a framework of substantial autonomy of the local organiser
9. The programme has to include 4 E3S events: the Early Career Research Seminar Symposium (organised by the E3S Next Generation Group (former Student and Early Career Researcher Group); The Eurosense Student Awarding, the Established Researcher Awarding Ceremonies and a Workshop organised by E3S (E3S Workshop). The latter 3 events are co-organised with the E3S board; The former with the E3S Next Generation Group. The E3S, as co-organiser of the conference, should be mentioned in the opening.
10. E3S and Local Organiser utilize the financial resources coming from Eurosense to organise events, awards, or any other initiatives in favor of young sensory professionals and researchers. A provisional plan of the use of this money is approved by the E3S board and presented to the General Assembly.
11. Usually, Sensometric society is organising tutorials on the morning before the starting of the conference.

Notes on the budget:

1. **ELSEVIER** will fully fund The Conference (including Early Career Research Seminar). When all actual costs have been determined after The Conference, if, the conference results in a financial loss, Elsevier, will accept full responsibility and E3S will have no responsibility.

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2. The budget for The Conference will be managed and monitored throughout the campaign by **ELSEVIER**. Additional cost areas may be considered by express permission from **ELSEVIER**. For each conference edition, the LOC, appointed by E3S, and the E3S treasurer will be able to review the budget. The LOC and the E3S treasurer should receive provisional budgets at the beginning of the collaboration, after the registration deadline and a final copy of accounts after the conference.
3. The budget will make provision for Scientific Committee members (up to 20) to receive complimentary registration, 3 nights accommodation and a complimentary gala dinner ticket.
4. The budget will make provision for LOC members (up to 9) to receive complimentary registration, complimentary gala dinner ticket and up to 3 nights accommodation.
5. The budget will make provision for the Early Career Research Seminar chairs appointed by E3S (up to 2) to receive complimentary registration, complimentary gala dinner ticket and up to 3 nights accommodation.
6. The budget will make provision for Keynote speakers (up to 9) to receive a complimentary registration, a gala dinner ticket, 3 nights' accommodation at the conference hotel and an economy travel allowance based on their geographical location.
7. The budget will make provision for the Program chairs to receive a complimentary registration, a gala dinner ticket, 3 nights accommodation at the conference hotel and an economy travel allowance based on their geographical location.
8. The budget will make provision for up to six student helpers, to receive a complimentary registration and gala dinner ticket, and an allowance of €100 per night for up to three nights accommodation. The local organiser is responsible to select the student helpers.
9. The budget will make provision for up to one hundred students (100) to register at a reduced rate of €100. The cost is calculated as the difference between the standard student registration rate and €100, multiplied by 100.
10. The budget will contain a provision to make a royalty payment to the local organizer (national sensory science society) of €10,000 per edition of the conference.
11. After all income is collected, and expenses met, 15% of the resulting profit will be shared with the national organizing society.

Communication

1. The symposium will be branded as “Eurosense: xth European Conference on Sensory and Consumer Research”. The logos of Elsevier, and the E3S will be used on all promotional material and be visible on site.
2. The E3S logo will be placed on the symposium home page and hotlinked to E3S website (www.e3sensory.eu).
3. E3S (logo and/or name) will be mentioned in all the official emails or other communications (e.g. social networks) of the chairs and organising committee