



European Society for Agronomy – Bid guidelines

The European Society for Agronomy is a network. Every two years, ESA members receive a formal call for organization. If you are interested in organizing an ESA congress, please submit your bid to the ESA president board. To simplify the submission process, we recommend sending a document of approximately 1-2 pages. Your bid should explain why you want to organize an ESA event and how you envision contributing to agronomy. Please include further details about the venue and local team.

Please send your bid to: E Le Cadre (edith.lecadre@institut-agro.fr)

Before submitting, please check the following items in order give enough information to the ESA board. (adapted from International Academy of Pathology)

1. The first requirement is that there should be strong local divisional support for the invitation. The hosting division should be a flourishing organization with some financial reserves. The division should select a capable potential President of the Congress and a capable back up person who could take over in case illness or other unforeseen events make the provisional President unavailable.
2. There should be sufficient, competent, enthusiastic, supporting, local members available to support the organization
3. The venue. The venue should include one large lecture or conference room capable of seating the maximum expected number of delegates and rooms of varying sizes for the concurrent sessions. Ideally, the venue should also have a suitable registration area, a slide preview room, a secretariat office with phone, fax, e-mail and computer facilities at the conference venue, including a room suitable for the executive meeting
5. Security and personal safety are always important considerations.
6. Entertainment, cultural aspects and tours. The venue should be situated in an area where there is plenty of scope for tours and evening entertainment.
7. International transport. The conference venue should have easy access to an international airport.
8. Visas. There should be no restrictions on visas. Registrants from any Country must be able to obtain a visa.
11. Support by local tourism organizations. This has become an important aspect of many invitations. The supporting tourism organization usually gives helpful free advice and often prepares free special brochures about the venue.