

AM bidding procedure guide

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Related documents:

- AM_organisation_schedule general.xlsx
- EAA HANDBOOK PART 5.1 Guidelines to bid for hosting an EAA AM.docx

1. Introduction

The EAA is extremely encouraged by the fact that institutions and organisations continue to express serious interest in hosting and co-organising future EAA Annual Meetings (AM) together with the associated European Archaeology Fair (EAF; formally, the exhibition associated with the AM). At present the EAA is already working with, or has entered negotiations with, partners who have agreed to organise the Annual Meeting and Fair up to and including 2030. Due to the continued success and growth of these events, the EAA has decided to open a more formal bidding process to select future venues for years after 2030. This will facilitate the participation of any interested party and will accomplish with the compromise of transparency and equal opportunity that EAA is committed to respect always.

2. Bidding Procedure

1.1. Preliminary contact

Institutions and organisations interested in hosting a future EAA Annual Meeting together with the European Archaeology Fair are welcome to send a preliminary expression of interest by approaching the EAA Secretariat at any time and in writing to the EAA Senior Manager at administrator@e-a-a.org; this can follow after any preliminary contacts with the EAA staff, Officers or Executive Board members. This informal first contact can be made at any time. The EAA Senior Manager will provide instructions, information and guidance in preparing a formal bid.

1.2. Formal bid

Following preliminary contact, the interested organisation is invited to provide a formal bid in accordance with the requirements of the Guidelines to bid for hosting an EAA Annual Meeting. The formal bid should include mainly:

- information about the venue, its capacity, location and facilities, including a graphic site and capacity plan
- information on the potential to organise the online component of the AM (technical equipment, relevant experience)
- basic information about the hosting town with particular emphasis in its carrying capacity and travelling indications
- a preliminary budget
- a list of partnership/supporting organisations (these can come as formal letters of support attached to the bid)

The formal bid for hosting an EAA Annual Meeting and the European Archaeology Fair in a selected year must be submitted by 31 January, five years in advance of the proposed AM (i.e., 68 months prior to the AM). The submission can be done at any time, but EAA Board will consider simultaneously the bids received by 31 January. The EAA does not understand a formal bid as a definite commitment by the host to organise an AM.

Following evaluation of the bid by the EAA Executive Board and staff along the specified criteria, EAA AMs rotation system within Europe and any added competitive value to prospective attendants, a preliminary visit to the proposed venue is carried out by the EAA President and / or a small delegation of the EAA's Officers / Executive Board members and staff. This is normally arranged between spring and autumn following receipt of the bid (latest 58 months prior to the AM). The aim of this first on-site contact is to meet the people in charge, discuss themes and ideas, evaluate the local commitment to the Meeting and to provide the necessary sponsorship of the budget, and to plan and discuss the venue's suitability. The EAA covers the travel expenses of this visit, while the bidding organisation carries any on-site costs associated with the visit.

A final decision about the formal bid is made within 15 months of its submission, i.e. by 30 April four years in advance (53 months prior to the AM). The final decision is accompanied by detailed Guidelines for approved AM host, provided by the EAA Secretariat.

1.3. Letter of Intent (LoI)

The decision to approve a bid is formalised by signing a Letter of Intent (LoI) between the local AM organiser and the EAA, signed by both parties, whereby the local AM organiser accepts the conditions of the EAA to organise an AM and EAF as specified in the Guidelines for approved AM host. The LoI is signed and countersigned at least 48 months prior to the AM in question. The decision is announced to EAA members via email, EAA web and The European Archaeologist newsletter and is also announced at the Annual Membership Business Meeting (AMBM) 3 years prior to the AM in question (i.e., 36 months in advance). Upon interest of the local organiser, the first announcement could be coordinated with the local entities to accomplish with the demands of local visibility and other purposes.

1.4. Memorandum of Understanding (MoU)

A second on-site visit by EAA Officers and staff is arranged normally in the spring, 2 years prior to the AM (28 months in advance). At that meeting, all venues for academic and social programme, arrangements and plans are confirmed together with plans for local sponsorship, support, local provisions, events and funds.

The arrangements are formalised by signing a binding Memorandum of Understanding 24 months prior to the AM. The MoU stipulates all legal and fiscal details of the relationship between the EAA and the AM organiser. Any agreements between the AM organiser and any third party involved in the AM organisation must also be concluded by this time and reported to the EAA.

The AM organiser is expected to work in cooperation with the EAA Secretariat during at least 18 months preceding the AM. The Scientific Committee meeting is held in November of the previous year (10 months in advance).

1.5. Reporting and contacts

The AM organiser is invited to attend three meetings of the EAA Executive Board, the first during the AM two years in advance (24 months prior to the AM), the second in early spring of the year preceding the AM (18 months prior to the AM) and the third in the year of the AM (6 months prior to the AM), where the AM organiser reports on the progress made. The AM organiser is

also invited to give a presentation to the EAA members at the AMBM in the year preceding the future proposed AM (12 months prior to the AM). A third on-site visit is arranged in spring of the year of the AM (5 months prior to the AM) if deemed necessary by either party.

In the AMBM during the AM, EAA Board presents a preliminary financial report of the current AM. Local organisers must be ready to pass information and cooperate in the production of this report.

Following the AM, the AM organiser is obliged to submit a full report, including the final financial report, to the EAA no later than 31 December of the year of the AM.

The main local organiser, normally the chairperson of the Scientific Committee of the AM, must be ready to take part in the Scientific Committee of the previous and following AM.