

## GUIDELINES AND TIMELINE FOR ORGANISATION OF EPA COUNCIL OF NPAS SYMPOSIA AT NPA NATIONAL CONGRESSES

The aim of these Symposia is to reinforce dialogue and exchange between the EPA and its National Society/Association Members (NPAs) and to promote national psychiatric concerns at European level.

<b>November-December of the previous year</b>	<b>Call for Symposium proposals</b> for the next year sent to all NPAs (unless enough proposals have already been received)
<b>By end of January</b>	Submission of <b>expressions of interest by NPAs</b> (including the proposed dates and locations)
<b>March-April</b>	<b>Decision by the Council of NPAs</b> on which Symposia are to be organised (2 Symposia per year, depending on the EPA annual budget)
<b>5-6 months before the Symposium</b>	<p><b>Discussion between the hosting NPA and the Steering Committee</b> on the key aspects of the Symposium (topic, programme, speakers, exact date and venue). The topic should be relevant to the Council of NPAs' current priorities. The speakers should include at least 2 EPA experts, ideally from different European regions, and at least one speaker from the hosting country.</p> <p>Based on this discussion, submission of a <b>detailed proposal by the hosting NPA</b> (on a template provided by the EPA)</p>
<b>4-5 months before</b>	<p>Estimation of the <b>Symposium budget</b>:</p> <ul style="list-style-type: none"> <li>- <b>The EPA covers</b> travel and accommodation expenses for up to 6 EPA speakers.</li> <li>- <b>The hosting NPA covers</b> all the expenses incurred onsite (room, AV equipment) and any other logistical arrangements, if needed (e.g. translation, printed materials).</li> <li>- <b>The hosting NPA should also provide</b> free access to its national congress for the Symposium speakers, if it is organised during the national congress.</li> </ul>
<b>3-4 months before</b>	<p>Preparation and signing of the <b>Symposium Agreement</b> between the EPA, the hosting NPA and the local PCO/travel agency, if any is involved</p> <p>After the Agreement is signed, <b>invitations to the Symposium speakers</b> co-signed by the EPA President and the hosting NPA President</p> <p>Beginning of the <b>Symposium promotion</b> by the hosting NPA and the EPA through their communication tools (websites, newsletters, etc.). The EPA logo is to be systematically used on the Symposium programme as well as in all promotional and descriptive tools.</p>
<b>2-3 months before</b>	<b>Travel and accommodation arrangements</b> for the speakers done by the hosting NPA or its PCO/travel agency
<b>Date of the Symposium</b>	Organisation and supervision of the Symposium <b>onsite</b> by the hosting NPA/PCO
<b>1 month after the Symposium</b>	Submission of a <b>brief event report</b> and a <b>request for payment</b> from the hosting NPA/PCO to the EPA for reimbursement of the eligible expenses (i.e. travel and accommodation of EPA speakers), accompanied by a financial report and the original invoices for each individual expense (e.g. flight tickets, hotel invoices)

**Nota bene:**

An EPA Council of NPAs meeting may be proposed and hosted by the same NPA adjacent to the EPA Symposium. In this case, the hosting NPA provides a room and AV equipment for the meeting, accommodation (1 hotel night) for all meeting participants, as well as free registration to the national congress (if the meeting is during the national congress).