

## EACI - Guidelines for ECCE conferences

Dear representative of the national creativity association,

Please find enclosed the details for the ECCE concept. This is especially essential information for those associations who think about nominating themselves for the next ECCE conference.

### **EACI: European Association for Creativity & Innovation**

The EACI is a not-for-profit European association, which focuses on spreading (knowledge about) creativity & innovation throughout Europe. Key focus is the bi-yearly conference, the website, the mailing list and the (informal) network of connected associations. The EACI is open to all European (not-for-profit) associations/organisations.

### **ECCE: European Conference on Creativity & Innovation**

The ECCE is the bi-yearly EACI conference. ECCE XX: where XX stands for the following number.

### **EACI Board**

This wider board consists of all member associations have a seat, they can vote on items concerning the EACI, like the vote for the location of the next conference and the votes for projects to be carried out.

### **EACI Exec Board**

This senior board oversees the general direction, ensures the ABCD-formula and the Creativity & Innovation focus remains in EACI (related) activities and supports the EACI Board and EACI project teams with advice, knowledge and network.

### **The conference**

The EACI conference (ECCE) is the bi-yearly conference organised by a local EACI connected association.

The EACI uses the ABCD formula in terms of the audience it addresses, this also applies to the ECCE:

- A** - Academics: this means presenting the latest research papers in C&I
- B** - Business: appliances of C&I in business life
- C** - Consulting: tools, techniques and training
- D** - Diverse: whatever doesn't fit into these categories

### **If you want to organise an ECCI**

The process to nominate your country/association as organisers for the next ECCI is as follows:

1. Please review this document thoroughly
2. Nominate yourself by sending a message to [info@eaci.net](mailto:info@eaci.net)
3. Ensure a representative of your association can attend the ECCI conference
4. Ensure a representative of your association can attend the EACI Board meeting during the ECCI conference
5. During the EACI Board meeting the EACI wider Board will vote on the country/association for the next ECCI
6. At the closing ceremony of the current ECCI, the next organisers will be announced!

### **Your rights: What do you get?**

- The right to use the name ECCI for your conference
- Access to the EACI network:
  - The wider board (representatives of connected associations)
  - The mailing list (previous attendees of ECCI conferences and interested people, +/- 1.000 key people Europe/World Wide)
- Exposure on the front page of the [EACI.net](http://EACI.net) website
- When needed your own [EACI.net/ECCIXX](http://EACI.net/ECCIXX) URL and [ECCIXX@eaci.net](mailto:ECCIXX@eaci.net) e-mail account
- Exposure on EACI connected websites
- Access to the knowledge of previous ECCIs
- Commitment from the EACI Board to assist where needed (knowledge and network)
- The ability to use the EACI Exec Board as ambassadors for your conference
- The honour to be in the list of EACI conferences

### **Your duties: What do you need to commit to do?**

- The organising association is free to shape the conference the way they see fit. The minimal format requirements are:
  - It has to be clear this is an EACI conference, the EACI name and website need to be mentioned
  - The official name of the conference needs to be ECCI XX (where XX is the following number), subtitle/slogan/theme is free to choose
  - It has to address the ABCD-formula (including the Academic reviews!) and it has to address both Creativity & Innovation.
  - It needs to provide an overview (digital / physical) of the contents

- It has to allow for the official opening and closing by a member of the EACI Exec Board (also to have the announcement for the next ECCE organiser in 2 years)
- A fee per participant needs to be paid to the EACI at the end of the conference, to cover for the EACI association's costs for the website, maintaining the mailing list, stagiaire/trainee and general EACI out-of-pocket costs (this fee is linked to the number of actual participants to ensure these costs don't pressure your budget too much)
- Allowing the members of the EACI Exec Board + one EACI stagiaire/trainee free attendance to the conference
- Allowing the EACI Board to have a meeting during the conference and organise a space and lunch for them

### **Benefits**

The EACI is a not-for-profit association. The ECCE is a separate activity, organised by the hosting country/association. This hosting country/association has the financial risk, so they also have the largest gains for this. The EACI only requires a minimal operating fee for maintaining and supporting the European network.

We wish all who want to organise an ECCE conference good luck!

If you have any questions, please feel free to contact the EACI Exec Board directly (individually) or via [board@eaci.net](mailto:board@eaci.net)

Creative regards,

### **The EACI Executive Board**