

Appendix 1

National Society responsibilities and arrangements

1. Propose an active Local Organising Committee (LOC) to the ESE Executive Committee.
2. Attendance of the LOC chair at the Programme Organising Committee (POC) meetings.
3. Attendance of the LOC chair on update teleconference calls with the Congress Committee Chair, POC Chairs and ESE Team/Congress Organisers from 1 year prior to the congress.
5. Regular communication and meetings with the LOC. The LOC chair should maintain notes from the meetings, and key decisions and actions should be provided to the ESE Team. Attendance at site visits with the ESE Team and members of the ESE Executive Committee. Assistance with planning of these site visits.
6. Assistance in selection of local hotel accommodation, including the HQ hotel.
7. Assistance in liaising with the convention bureau/marketing bureau/city council regarding subvention funding and any additional support for the congress i.e. travel passes etc.
8. Suggestion of social venues and entertainment to the Congress Committee Chair, ESE Team and for the Welcome Reception, Informal Social Event and President's Dinner. Planning of these events in liaison with the ESE Team.
9. Carrying out site visits and local planning, when requested by the ESE Team.
10. Working with the ESE Team to identify and connect to local sponsorship opportunities for the Congress and pre-congress activities (see 11). Communication should be maintained with the ESE Team to ensure effective organisation.
11. Responsibility for the identification and development of the programme of a Pre-Congress Course in liaison with the Congress Committee Chair and ESE Team. This has historically been a Thyroid Ultrasound Course, but this arrangement can be changed upon agreement. Identification of local sponsorship opportunities for the pre-congress course (see 10).
12. Responsibility for identifying chairpersons for the main programme.
13. Responsibility for chairing scientific sessions and on request.
14. Contacting the civic authorities to request hospitality from the city.
15. Support to the Congress Committee Chair and ESE Team for advice on local matters including force majeure events (e.g., pandemic).
16. Participation in the Opening and Closing ceremonies at the Congress, including the Closing Ceremony of the year prior to the Congress year.
17. LOC Chair to have responsibility for approval of written final meeting programme, with the Congress Committee Chair and POC Chair(s).
18. Local/regional promotion, including dissemination of publicity materials supplied by the Secretariat, either by email, web, or post as requested.
19. The LOC may be asked for assistance in the organisation of a press conference for local media representatives and journalists.
20. The Chair of the LOC may be asked to attend the ESE Executive Committee meeting at the Congress one year prior to their congress.
21. Other responsibilities may be delegated to the LOC by either the ESE Executive Committee, Congress Committee Chair or ESE Team as required.