Rules and Opportunities for Inviting and Supporting Invited Speakers 2024 Annual Meeting

a) All the SCs will have the equivalent of 2 free registrations to support 2 invited speakers

Total 22 invited speakers

b) All the SCs will also have **in total** 7 free registrations to support 7 invited speakers.

The Secretariat will handle the requests from SCs about the 7 supports. The requests are accepted considering on *i.* a first come first serve basis; *ii.* on equal repartition of support among SCs; *iii.* scientific relevance of the invited speaker

Total 7 invited speakers

c) Every SCs can select among members of ASAS 1 invited speaker. The invited speakers will receive free registrations from EAAP and up to 1000 $ from ASAS to partly cover travel and lodging costs.
   o The exact amount of the ASAS support will be later agreed between ASAS and the speaker. The President of SC **should inform** the selected invited speaker that he/she will get free registration from EAAP and partial travel and accommodation support from ASAS to be agreed with ASAS itself and can be up to 1000 $. The selected invited speakers should be informed to contact ASAS for this reimbursement
   o The selected speaker must be an active ASAS member but if he/she is not, he/she will not be eligible to get the financial support from ASAS. The President of the SC and the EAAP Secretariat, in this case, **should inform** the invited speaker and invite him/her to become ASAS member.
   o This support **cannot be shared between two or more speakers** (can be offered only to one single speaker)

Total 9 invited speakers

d) The <u>total</u> number of invited speaker for all SCs from CSAS/EAAP agreement is 1 invited speaker. SCs can select among members of CSAS. The speaker invited through this program will receive free registrations from EAAP and 1000 $ from CSAS to partly cover travel and lodging costs (similar system as in point *d*).

   o The Secretariat will handle the requests from SCs for managing the 1 support, but mainly is based on *i.* first come first serve basis; *ii.* equal repartition of support among SCs; *iii.* scientific relevance of the invited speaker
   o The exact amount of the CSAS support will be later agreed between CSAS and the speaker. The President of SC **should inform** the selected invited speaker that he/she will get free registration from EAAP and partial travel and accommodation support from CSAS to be agreed with CSAS itself and can be up to 1000 $. The selected invitedspeakers should be informed to contact CSAS for this reimbursement
   o The selected speaker must be an active CSAS member, but if he/she is not, he/she will not be eligible to get the financial support from CSAS. The President of the SC, and the EAAP Secretariat, in this case,**should inform** the invited speaker and invite him/her to become CSAS member.
   o This support **cannot be shared between two or more speakers** (can be offered only to one single speaker)

Total 1 invited speaker

e) The <u>total</u> number of invited speaker for all SCs from ALPA/EAAP agreement is 1 invited speaker. SCs can select among members of ALPA member organizations. The speaker invited through this program will receive free registrations from EAAP and 1000 $ from ALPA to partly cover travel and lodging costs (similar system as in point *d*).

- o The Secretariat will handle the requests from SCs for managing the 1 support, but mainly is based on *i.* first come first serve basis; *ii.* equal repartition of support among SCs; *iii.* scientific relevance of the invited speaker
- o The exact amount of the ALPA support will be later agreed between ALPA and the speaker. The President of SC **should inform** the selected invited speaker that he/she will get free registration from EAAP and partial travel and accommodation support from ALPA to be agreed with ALPA itself and can be up to 1000 $. The selected invited speakers should be informed to contact ALPA for this reimbursement
- o The selected speaker must be an active ALPA member, but if he/she is not, he/she will not be eligible to get the financial support from ALPA. The President of the SC, and the EAAP Secretariat, in this case, **should inform** the invited speaker and invite him/her to become ALPA member.
- o This support **cannot be shared between two or more speakers** (can be offered only to one single speaker)

Total 1 invited speaker

h) Invited speakers can also be supported through sponsors pursue by each specific Commissions.

When the Commissions will obtain sponsors, the received funds will be "fenced" for that Commission in the EAAP budget and will be utilized only to support invited speakers decided by the President of the relative Commission. Those funds can be utilized even in future years. Please contact the Secretariat for further information.

Important information:

- The speakers are asked to register normally and EAAP will reimburse by a bank transfer after the annual meeting. The reimbursement will be given following the procedure below and providing the travel expense form filled and signed. The receipts and request of reimbursement cannot be sent after **November 20th 2024**. In this case EAAP cannot make reimbursements.
- The timing for requesting invited speakers is **no later than February 29th 2024**.
- Each SCs can share the equivalent of 1 free registration in max 2 invited speakers **only for the possibilities *a)*, *b)* or *c)***.
- The Council suggests having at least one invited speaker for every Challenge and Discovery Session.
- The Council also suggests Presidents of the SCs to consider the gender issue when inviting speakers to have an adequate representation of female scientists.

New EAAP-ADSA agreement 2024

Each year, four invited speakers (members of ADSA), will be selected by EAAP in two symposia organized during the ADSA Annual Meeting in July. Two invited speakers per symposium.
The selected invited speakers will have free registration from EAAP and they will receive financial support from ADSA to participate to the EAAP Annual Meeting in August of the same year.
During the EAAP Annual Meeting, EAAP will organize two symposia, that are a repetition of the two symposia from the July ADSA annual meeting.

1. EAAP will inform the Presidents of Study Commissions who are close to dairy topics, to check all symposia in ADSA 2024 and select two among the most interesting ones.
2. Once the symposia are selected, the Presidents of the interested SCs will have to select two good speakers among those who have ADSA membership
3. The EAAP office, will follow the registration formalities in collaboration with the ADSA Secretariat who will arrange the travel costs.

This new agreement will substitute the previous agreement of having two (sometimes four) invited speakers from ADSA.
ADSA will mutually organised the selection during the EAAP meeting.

Travel and expense reimbursement procedure

Reimbursement of expenses is processed using a travel expense form, all forms are subject to approval.

How to fill in the form:

- In case you have received an invitation letter please check any deadlines for presenting the form and follow instructions mentioned in the letter
- Fill in the main details such as name, destination, purpose of the travel and number all items
- When inserting dates in the form please refer to the date of purchase and not the date of travel, especially in case of foreign currency expenses
- When expenditure is incurred in a foreign currency please use the link at the bottom of the form for the exchange rate and conversion
- Banking information – please complete all bank details requested
- Travel with private car – we reimburse €0.30 per km (you can indicate this in the lower part of the claim form – "declared travel expenses without original receipts")
- Original receipts such as restaurant, taxi or train/bus tickets need to be sent to our office in Rome; please number all receipts before sending them
- Electronic copy via email will be sufficient for receipts not available in paper copy such as invoices/confirmations for flights and hotels
- Therefore, if the receipts you are submitting for reimbursement are all in electronic form, you can send everything via email (including the scanned and signed claim form); if there are any original receipts you will need to send everything to our office via regular mail