



# CO-HOST INFO PACKAGE

EUROPEAN  
HEALTH MANAGEMENT  
CONFERENCE



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## ABOUT THE EUROPEAN HEALTH MANAGEMENT CONFERENCE

The European Health Management Conference is Europe's preeminent conference on health management. Each year it is attended by **over 400 healthcare stakeholders including health managers at various levels, healthcare professionals, decision and policymakers, researchers, and academia**. Our conference is the occasion to access high-calibre research, tools and evidence from renowned researchers, academics and professionals to navigate the extended period of instability and insecurity being experienced by our health systems.

EHMA is a recognised and respected amplifier of best practices in the evolution of health management, and our Conference plays a crucial role in engaging with the full ecosystem of European health management systems. **Our Conference is a highly accessible and well-established place where people can debate and engage in issues that affect them, where they feel they can advocate for change, and find solutions.** While cynicism with politics grows, engagement in the EHMA Conference is a way for people to contribute to public life and support issues which are of concern to them.



## CO-HOSTING THE CONFERENCE

Every year the European Health Management Conference is supported by one or more Co-Hosts, that are usually EHMA Members. Co-Hosts play a crucial role in ensuring the connection of the European Health Management Conference with the hosting country, and that the local health systems and practices receive the best spotlight. Co-Hosts support the exchange of knowledge by disseminating the Call for Abstracts.

### **Our collaboration**

The European Health Management conference is a mission-driven event. All our stakeholders come together with the intention of improving people’s health and wellbeing by reviewing and improving the guidance and leadership needed to administer health at the individual, organisational and systemic level. In other words, to achieve the EHMA vision of excellence in health management for a healthy Europe.

As a not-for-profit membership organisation, it is important to EHMA that all our collaborations further our vision and mission and are conducted in line with our values.

**Our vision** Excellent health management for a healthy Europe.

**Our mission** Support the spread of knowledge on effective health management.

**Our values** Excellence, quality, inclusiveness, relevance, and respect.

The EHMA values are also evident in every layer of the conference:

**Excellence** Maintain the highest level of credibility and value.

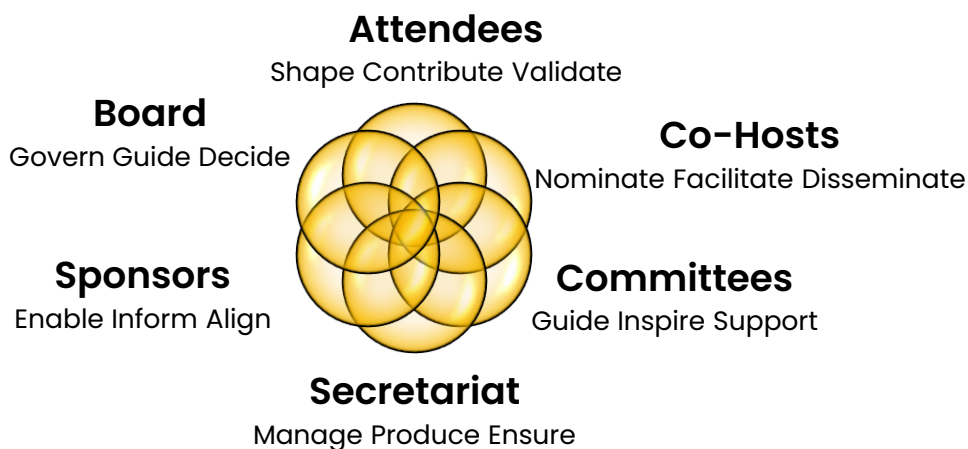
**Quality** To honour the standards of our stakeholders.

**Inclusive** A balanced and non-discriminatory environment irrespective of gender, age, political ideology, sexuality, or profession.

**Relevant** Addressing the current and future needs of health systems management.

**Respectful** We consider the needs of the full diversity of stakeholders in all decision making.

The successfully design and delivery of the EHMA conference requires the unison of six core stakeholders, each with specific but also overlapping roles:



## WHAT YOU CAN EXPECT FROM EHMA

The EHMA Conference is a core part of our work. We have a small team of staff dedicated to the leadership, management, logistics, and evaluation of the conference. We do not use a Professional Conference Organiser, instead we do this work in house. The following are the tasks that EHMA takes care of:

- Engagement with the co-host to ensure their experience is positive and productive.
- Management of the Conference Committee.
- Identification of the conference theme, topics, and tracks.
- Manage all Conference marketing, communications, and dissemination.
- Manage the Call for Abstracts and the abstract review.
- Develop the overall programme of abstract sessions.
- Ensure that focus sessions and workshops are in line with the Conference theme and follow the guidelines set by the Conference Committee.
- Liaise with session speakers and moderators, including the preparation of speaker briefs, preparatory calls and presentations.
- Manage the finances for the conference, including income, expenditure, contracts with suppliers, fundraising, and sponsors.
- Manage participants registrations and communications with delegates.
- All conference-associated logistics, including the organisation of the opening reception and social dinner.



## **WHAT SUPPORT IS NEEDED FROM CO-HOSTS**

Co-Hosts can have different levels of involvement based on availability, resources and interests. The level of involvement is agreed with EHMA before the relationship is announced, and responsibilities are set out in a memorandum of understanding.

### **Financial and in-kind support**

- There is no fee for co-hosts to partner in the EHMA Conference, instead in-kind support is required.
- Co-hosts should anticipate providing in-kind support to the conference typically through the provision of the venue and catering, although other options are available.
- The Conference has been most commonly hosted in universities, whose premises are offered free of charge by Co-Hosts. We appreciate that not all Co-Hosts will have access to such locations or resources. It is possible to consider different models which EHMA can develop in collaboration with the Co-Hosts.
- Regarding staff time, on average co-hosts should anticipate 4 to 6 hours of staff time per month in the first months, increasing up to 16 hours per month in April and May, before the conference takes place typically in June.
- Advise on the identification of sponsors, local and international.

### **Leadership support**

- Nomination of one or more representatives to join the Conference Guidance Committee. The Committee advises on the overall conference programme; the plenaries and speakers; and all other sessions.
- Suggestion of session speakers and moderators.
- Facilitate connections with national and local authorities.
- Stay in touch through regular meetings (usually monthly in the 12 months leading up to the conference).
- Nomination of the Master of Ceremony.

### **Academic support**

- Dissemination of the call for abstracts, locally and internationally.
- Identify between 10 and 30 abstract reviewers to ensure the quality of the research selected for presentation.
- Identify 5 to 15 people to take part in the EHMA Rapporteur Programme (for example they can be students or young professionals).
- Suggest names for Track Chairs.
- Identify potential site visits.

## Attendee support

- Dissemination of registration information to attract the maximum number of participants from your region. Typically 25% to 35% of attendees come from the host country.

## Policy support

- Support connections with local Health and Tourism Ministries. EHMA can draft letters and all logistics needed for these interactions.
- Co-sign letters to WHO, the European Commission, and other influential agencies as needed to encourage their presence at the conference.

## Logistic support

- Provide the use of premises free of charge or cover the rental cost of the venue.
- Provide AV equipment and IT support.
- Cover the costs of the catering services (coffee breaks and lunches) during the three days of the conference.
- Recommend locations for the Opening Reception (day 1) and Social Dinner (day 2).
- Provide logistical support (i.e. volunteers, hosts).
- Identify social activities to take place before or after the conference (i.e. cultural visit, guided tour, morning run, etc.)

### TESTIMONIAL FROM A PREVIOUS CO-HOST

ALTEMS accepted with great enthusiasm EHMA's invitation to host the 28<sup>th</sup> Annual Conference of a scientific society that has left a tangible mark in the development of healthcare systems in Europe.

ALTEMS shares at least three distinctive features with EHMA. The first is the significant rooting of all the activities carried out on scientific evidence and research, that is robust but at the same time relevant for the institutions. The second aspect concerns the openness towards the multiplicity of disciplines called to develop adequate managerial models for healthcare systems. Finally, the third aspect is precisely the importance that the two organisations give to the relationship with all the many actors who populate the healthcare scenario.

EHMA, as well as ALTEMS, cultivate relationships and collaborations with academic institutions, with healthcare systems' institutions of member states and the EU Commission, but also with industry and NGOs, those that represent the interests of patients and citizens primarily.

Prof. Americo Cicchetti  
Director of ALTEMS, Università Cattolica del Sacro Cuore, Italy  
Co-Host of EHMA 2023

## BENEFITS FOR THE CO-HOSTS FROM THIS COLLABORATION

Co-Hosting the EHMA Conference provides a large array of benefits.

- The Conference is a prestigious opportunity to profile your organisation as a leader in the field of health management. Co-Hosts of the EHMA Conference receive international recognition and visibility before, during, and after the event.
- Co-hosts can showcase local and national best practices in health management and experts from their organisation, or their region.
- Local professionals and students have easy access to high-level health management knowledge and can present their research to an international audience.
- With 300-500 delegates from Europe and the world, the EHMA Conference provides opportunities for local tourism, businesses, and the economy.
- Depending on their level of involvement, Co-Hosts receive a package of free tickets to the conference and to the social dinner. The individuals involved in the Rapporteur Programme who are not abstract presenters receive free access to the Conference.
- Co-Hosts or their representatives are asked to speak at the Opening and Closing Ceremonies. Co-Hosts are also invited to propose a topic of a Plenary Session or speakers to the Plenary sessions.



## VENUE TECHNICAL REQUIREMENTS

DURATION	3 days + ½ day for set up
DATES	First half of June, with a preference for the first week of June.
LOCATION	<p>Close to public transport and hotels. Possibly near or at a reasonable distance from the city centre.</p> <p>As the EHMA conference is an academic conference it is typically hosted in university campuses, but it can be elsewhere.</p>
CAPACITY	400 to 500 people
ROOMS	<p>1 auditorium and 5-6 additional break-out rooms.</p> <ul style="list-style-type: none"> <li>• An auditorium with capacity for 400 people</li> <li>• 1 breakout room with capacity for 150 people</li> <li>• 5 breakout rooms with capacity for 50 people</li> <li>• <i>Ideally breakout rooms have adjustable seating (so we can move chairs/tables for different configurations), but this also is not essential.</i></li> </ul>
ROOM EQUIPMENT	<ul style="list-style-type: none"> <li>• Auditorium: lectern with microphone, projector, laptop/computer, portable microphones.</li> <li>• Breakout rooms: projector, laptop/computer, 1 microphone</li> </ul>
EXHIBITION SPACE	Open space area to host the catering, a poster exhibition of 50-100 posters, and room for about eight exhibitors (one table and 2 chairs per exhibitor).
EXHIBITION SPACE EQUIPMENT	<ul style="list-style-type: none"> <li>• Poster holders (50-100)</li> <li>• Plugs and cables</li> <li>• 1 microphone and speaker</li> </ul>
CATERING	<p>We are able to organise catering, but if the venue requires, we will use their facilities:</p> <ul style="list-style-type: none"> <li>• Each day we require 2-4 coffee breaks and 1 lunch for all attendees.</li> <li>• 1 welcome reception (light catering, and drinks) on the first day (Wednesday).</li> </ul>



## **FUTURE AND PAST CONFERENCES**

- |      |   |
|------|---|
| 2028 | Open for nominations  |
| 2027 | Open for nominations  |
| 2026 | In consultation phase with potential co-hosts   |
| 2025 | Taking action to improve health for all<br>Rennes, France (4-6 June)  |
| 2024 | Shaping and managing innovative health ecosystems<br>Bucharest, Romania (5-7 June)  |
| 2023 | Health Management: Sustainable solutions for complex systems<br>Rome, Italy (5-7 June)  |
| 2022 | From people to systems: leadership for a sustainable future<br>Brussels, Belgium (15-17 June)   |
| 2021 | Health Management: Managing the present and shaping the future<br>Online through the lens of Lisbon, Portugal (15-17 September)       |
| 2020 | Health Management: Realigning Systems, contexts and players<br>Online through the lens of Rotterdam, The Netherlands (17-19 November) |
| 2019 | Health Management 2.0<br>Espoo, Finland (17-19 June)  |
| 2018 | Making it happen<br>Budapest, Hungary (20-22 June)  |
| 2017 | Health Futures<br>Milan, Italy (13-15 June)   |
| 2016 | New models of care, reinventing healthcare: why, what, how<br>Porto, Lisbon (14-16 June)  |
| 2015 | Evidence-based management: better decisions, better healthcare<br>Breda, The Netherlands (15-17 June)                                 |
| 2014 | Leadership in healthcare: from bedside to board<br>Birmingham, England (24-26 June)   |
| 2013 | What healthcare can we afford? Better, quicker, lower cost health services<br>Milano, Italy (26-28 June)                              |
| 2012 | Public healthcare: who pays, who provides?<br>Bern, Switzerland (13-15 June)  |

- 2011 Integration in Health and Healthcare  
Porto, Portugal (22-24 June)
- 2010 Managing Radical Change in Health: Quality, Efficiency, Equity  
Lahti, Finland (June 30 – July 2)
- 2009 Success in a Changing Market: Innovation, Funding, Communication  
Innsbruck, Austria (24-26 June)
- 2008 The Politics of Health  
Athens, Greece (25-27 June)
- 2007 Managing Values in Health Care  
Lyon, France (27-29 June)
- 2006 Entrepreneurial Behaviour: Opportunities and Threats to Health  
Budapest, Hungary (29 June – 1 July)
- 2005 Managing Innovation in the Health Sector  
Barcelona, Spain (29 June – 1 July)
- 2004 Citizen Empowerment: Opportunities and Threats for Health management  
Berlin, Germany (23-25 June)
- 2003 The Health Workforce: Managing the Crisis  
Caltanissetta, Italy (25-27 June)
- 2002 Managing the Pressures: Health, Quality and Money  
University of Gdansk, Poland (26-28 June)
- 2001 Managing Turbulence, Technology, Demography and Social Values  
Granada, Spain (27-29 June)
- 2000 Managing Demand For Healthcare  
Orebro, Sweden (28-30 June)
- 1999 Managing Healthcare Across Public-Private Boundaries  
Dublin, Ireland
- 1998 Managing Alliances for Health and Healthcare  
Trinity College, Dublin Ireland (24-26 June)
- 1997 Changing Management in Healthcare New Conditions, Missions and Skills  
Scheveninge, The Netherlands (25-27 June)
- 1996 Healthcare Futures: The Managerial Agenda  
Cascais, Portugal

## **CONTACT**

For more information on the Conference and being a Co-Host, please contact:

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For additional information about the European Health Management Conference and its past editions, please visit the official conference website:

[EHMA Annual Conference - ehmaconference.org](http://ehmaconference.org)