

## A. ORGANISATION OF MEETINGS – RULES AND GUIDELINES WITHIN ACTINPAK

Based on our experiences and discussions with COST Association, the Steering Group of ActInPak has drafted some rules and guidelines for the organisation of meetings, to help hosts in advance of a meeting. The document consists of both specific ActInPak rules, as well as generic COST rules, all focusing on organisational matters. Separate documents exist on financial support and reimbursement FAQs.

### MAIN ACTINPAK RULES - ACTINPAK MEETINGS ARE:

- » organised as a dedicated meeting in the other event, not as a parallel session
- » without attendance fees for ActInPak participants, applicable as well to the co-organised event
- » open for the participants of the co-organised event; these participants will be actively invited
- » stating ActInPak as organiser on the program, website and all other publication by including the Action number and title (COST Action FP1405 Active and Intelligent Fibre-based Packaging – Innovation and Market Introduction (ActInPak)) as well as the logos of ActInPak, COST, and EU
- » organised with industry and implementation in mind
- » addressing the goals of the ActInPak [Work Plan](#) and [Memorandum of Understanding](#) (MoU)
  
- » It is highly recommended that the local organiser compiles the work presented during the ActInPak sessions / Training School and publishes it either as a special issue / conference proceedings / a book of abstracts / a white paper or in any other relevant format of publication. These publications should be sent to the Action Chair at the end of the event. This enhances dissemination of the COST Action to a wider audience and opens up the potential for new networking activities.
- » The Local Organiser takes care of all organisational, administrative and secretarial matters that come along with hosting a meeting, such as printing and distributing name badges and collecting signatures for the attendance list.

### GENERAL COST GUIDELINES:

#### 1. CO-ORGANISATION OF AN EVENT WITH ACTINPAK

*[Guidelines for COST Action management, monitoring and final assessment, meetings, section 6.3.1]*

Co-organisation of an event between the COST action and an 'external' organisation is acceptable if there is a clear benefit to the COST Action in relation to the scientific and networking objectives outlined in the COST Action MoU. The COST Action must be fully integrated into the scientific programme and must have direct involvement in the general organisation of the event. This implies a good representation in the organising committee of COST Action Participants, and as speakers and/or session chairs at the event, i.e. at least 40%. In addition, a good/fair representation of COST Action Participants as audience and a fair share of local organiser costs and expenses related to Invited Speakers are also recommended. It is advisable to co-organise an event combined with MC and WG meetings so as to consolidate travel expenses for the COST Action. Moreover, the following conditions must be respected:

- » COST must be visible as a co-organiser on the event's specific website and publication materials;
- » Promotional material disseminated at events must follow the instructions and standards defined in [Guidelines for the Dissemination of COST Action Results and Outcomes](#);
- » **ActInPak rule:** ActInPak participants should not be charged attendance fee in the co-organised event.
- » If applicable to receive Local Organiser Support (LOS), the institution should assign a local organiser (LO) in the e-COST platform that will be responsible for the coordination with ActInPak.

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## 2. ActInPak WORKSHOP / CONFERENCE

[\[Guidelines for COST Action management, monitoring and final assessment, meetings, section 6.3.5\]](#)

This type of activity must be organised by the COST Action and is open to the broader scientific community. The Scientific/Organising Committee of the event is expected to announce a 'Call for Abstracts' including the meeting's topics and also guidelines to researchers on how to submit an abstract/paper. It is expected that the WG Leaders (and Vice-Leaders) will contribute to the content of the scientific programme and have an active participation, e.g. selection of Invited Speakers, and session chairs/speakers amongst the COST Action Participants. The selection of COST Action Participants and Invited Speakers must take into account the COST Policies. Moreover, the following conditions must be respected:

- » COST must be visible as the organiser on the event's specific website, and publication materials;
- » Promotional material disseminated at conferences must follow the instructions and standards defined in Guidelines for the Dissemination of COST Action Results and Outcomes;

The COST Action should strive to engage with industry, policy makers, standards organisations, national authorities, and any other stakeholders, if relevant to the topic, objectives and deliverables of the COST Action, by inviting them to the COST Action Workshop/Conference.

## 3. ActInPak TRAINING SCHOOLS

[\[Guidelines for COST Action management, monitoring and final assessment, meetings, section 6.4, Vademecum, section 5\]](#)

Training Schools aim to facilitate capacity building on a topic relevant to the theme of the Action through the delivery of intensive training on a new or emerging subject. They can also offer familiarisation with unique equipment or expertise and are typically, although not exclusively, considered to be for the benefit of Early Career Investigators (ECI) and PhD students. They are not intended to provide general training. COST supports the participation of two categories of participants: trainers and trainees. The following conditions must be respected when organising a Training School:

- » The MC/Core Group must approve the Trainers and the Trainees based on clear criteria taking into account the COST Policies, in particular the Excellence and Inclusiveness Policy;
- » A Training School must have COST Action scientific and networking objectives as its main focus. The COST Action also has to be one of the primary organisers of the Training School and must be clearly promoted on all dissemination channels, namely the official website of the COST Action and event, brochures and all training material;
- » The programme of the Training School must incorporate theoretical and practical components (i.e. a participant discussion session alone is not sufficient);
- » Training Schools are recommended to last a minimum of 3 days;
- » A ratio of at least 3 Trainees to 1 Trainer is recommended;
- » Training School must be held in a Participating COST Country or in an approved NNC;
- » A reasonable country balance should be respected concerning Trainee participation;
- » If applicable to receive Local Organiser Support (LOS), the institution should assign a local organiser (LO) in the e-COST platform that will be responsible for the coordination with ActInPak

## 4. CO-LOCATION OF COST ACTINPAK SESSION IN AN EVENT NOT ORGANISED BY A COST ACTION

[\[Guidelines for COST Action management, monitoring and final assessment, meetings, section 6.3.1\]](#)

Organisation of COST Action activities within or adjacent to an 'external' event is acceptable if there is a clear added benefit to the COST Action in relation to the scientific and networking objectives outlined in the COST Action MoU. Repeated *co-location* of COST Action activities with 'external' events is not recommended, unless a valid explanation provided by the Action MC is accepted by the COST Action Science Officer. A COST Action scientific session in an 'externally' organised event must have the COST Action number and title in the programme. No more than 1 Invited Speaker per 5 COST Action participants should be included in the session. Multiple COST Action sessions in the same event should be avoided and if possible be replaced by having the event co-organised with the COST Action.