



EUROPEAN POPULATION CONFERENCES

Terms of Reference

EPC 2026 Bologna

The European Population Conference (EPC) is the flagship event of the European Association for Population Studies (EAPS). The EPC is a leading, general population conference convening scholars and other experts from a wide range of disciplines, as well as policy makers and stakeholders, to discuss the latest developments in population research, population trends and dynamics as well as their causes and implications.

The EPC is organized every two years in a different European city by EAPS in collaboration with local organizing partners. Depending on circumstances and local conditions, an EPC can be organized as an in-person conference, as a hybrid event or as a fully virtual event. The final decision about the format of the conference will be taken by the EAPS Council, in consultation with the organizing partners, as specified below.

This document describes the tasks and the division of responsibilities of the partners.

A. Responsibilities of National Organizers

- **Conference Venue.** The national organizers shall rent a suitable venue for the dates of the conference, including rooms just before and after the conference for side meetings. The conference venue needs to be able to host a Plenary session of about 900 participants (or provide an alternative), have meeting rooms for up to 12 simultaneous sessions ranging from 50 - 200 participants, have space for 3 poster sessions (about 100 posters each), have rooms for side meetings, exhibition booths, offices for EAPS and national organizers, presentation equipment (beamers, screens, sound), food & beverages and other services.
- **Insurance.** The conference venue should have insurance to cover any injury or losses that may occur to participants for the duration of the conference.
- **Contract.** If needed, a conference hosting contract may be signed between EAPS and/or the national organizers and local conference partners (e.g. university, conference centre, professional conference organizer) for hosting the conference, including the rental of conference facilities and related costs. A hosting contract should include a cancellation clause. EAPS will be consulted about the terms of the hosting contract.
- **National Organizing Committee.** To rally support for the conference in the host country, the national organizers may install a National Organizing Committee. EAPS shall be informed about the composition of such a committee. EAPS encourages national organizers to involve early career colleagues in the preparations of the EPC.
- **Coordinator.** The national organizers shall appoint a conference coordinator who will liaise with the EAPS Executive Director and EAPS Secretariat and who



will manage and coordinate all local arrangements. In the year before the conference, the conference coordinator usually works full-time to prepare the conference.

- **Supporting Staff.** The national organizers shall provide supporting staff around and during the conference to carry out tasks such as (1) onsite registration of participants; (2) provision of information at the conference site; (3) checking of participant badges at the entry of meeting rooms or other security issues if applicable; (4) technical assistance during sessions, and (5) any other services needed for a smooth organisation of the conference. Usually, students are engaged for these activities
- **Conference Website.** EAPS will open and maintain a special EPC conference website for all conference and organizational matters, including online registration and online payment of registration fees (see below). The national organizers shall provide up to date practical information for this website including information on local conference facilities, hotel facilities, international travel to the conference, local travel (to/from the airport and to/from the conference site), visa, tourist facilities and any other relevant information. This information shall in principle be added to the EPC website by the national organizers.
- **Accommodation.** A range of hotel accommodations at varying prices should be made available with online booking. Reduced prices for accommodations need to be negotiated when possible.
- **Visa.** The national organizers are charged to handle all requests for visa. The IOC shall be informed of any irregularities.
- **Conference Logo.** The national organizers shall provide a (choice) of conference logos for selection by EAPS/IOC.
- **Flyer/Poster.** Flyers and posters of the conference shall be produced and distributed by the national organizers in collaboration with EAPS/IOC.
- **Conference Program.** The national organizers shall produce, print, and distribute a (summary) Conference program in collaboration with EAPS. The full scientific program will be available online through the conference software Pampa (see below).
- **Book of Abstracts** (optional/on demand). To reduce the ecological footprint of the conference a Book of Abstracts will be optional and only be provided on demand. The national organizers shall produce, print, and distribute the Book of Abstracts; unedited copy will be provided through Pampa. Note that all Abstracts will be available online on the conference website.
- **Conference Bag** (optional). The national organizers may provide a conference bag for participants including EAPS information and conference and promotional materials; this is optional.
- **Communication.** The national organizers are responsible for communication with participants regarding all local organizational matters such as accommodation, travel, and the like. Communication regarding the scientific program shall be the responsibility of EAPS/IOC.
- **Side Meetings/Pre-Conference Program.** Side meetings are an important part of an EPC and make attending the conference more attractive. The national



organizers shall provide meeting/session rooms at or near the Conference venue for 1 or 2 days before the conference for side meetings. Side meetings cannot be held during the regular and plenary sessions of the conference. The national organizers may charge room rental and services fees for side meetings.

- **Host Country sessions.** The national organizers have the possibility to organize one or two scientific sessions on topics that are of special relevance to the host country and/or host institution.
- **Exhibition.** The national organizers shall organize an Exhibition where research institutes, statistical offices, public and private agencies, including publishing companies, may highlight their activities. The conference venue should have sufficient space for an exhibition of up to 20 booths of varying sizes. The exhibition space should be centrally located and easily accessible for participants. The national organizers may charge fees to exhibitors for the use of booths and services. The national organizers will decide on the level of these fees in consultation with EAPS/IOC and will collect these fees. The national organizers are expected to manage all requests from exhibitors and to encourage national and international exhibitors to join the exhibition. EAPS requests that one exhibition booth in a prime location be provided to it free of charge to exhibit its publications and materials.
- **Poster Sessions.** The national organizers shall provide space and facilities (poster boards) for 3 poster sessions of about 100 posters per session. The poster space should be centrally located and easily accessible for participants.
- **Social Program.** The national organizers shall organize a Welcome Reception for all participants immediately following the Opening Ceremony. Any other social events that the national organizers may wish to organize, such as an EPC Party, are optional and depend on available funds. EAPS/IOC will be consulted on all social events.
- **Fundraising.** The national organizers are responsible for local fundraising for the conference and shall inform EAPS/IOC.
- **Sponsored Sessions.** As part of the fundraising a limited number of sponsored sessions may be organized by EAPS/IOC and by the national organizers. The number and content of sponsored sessions as well as the amount of sponsoring need the approval of EAPS/IOC.
- **Bank Account.** The national organizers shall consider opening a separate bank account for financial transactions related to the conference, including exhibition fees and fees for side meetings, and shall keep records of all transactions.
- **Registration Waivers.** At the request of the national organizers, registration fees for some local organizers may be waived in consultation with EAPS/IOC. Registration fees for EAPS Council and EAPS Secretariat will be waived
- **Preparatory Meetings.** The national organizers will host a kick-off meeting of EAPS/IOC preferably in the host country some 18 months before the conference. A second (virtual) preparatory meeting of EAPS/IOC will be held some 6 months before the conference where the scientific program is finalized. A final meeting of EAPS/IOC shall take place immediately before the conference, preferably at the Conference site.



- **Travel and stay EAPS.** All conference travel and accommodation costs for the EAPS Council and the EAPS Secretariat, including for the preparatory meetings and the conference itself, will be part of the conference budget and will be covered by EAPS as part of the EAPS lump sum.

B. Responsibilities of International Organizers (EAPS/IOC)

- **IOC.** The Council of EAPS will be the International Organizing Committee for the conference; representatives of the national organizers will be invited to join the IOC. The IOC oversees the overall organization of the conference, while EAPS and the national organizers have specific implementing responsibilities.
- **Conference Management Software.** EAPS shall manage the scientific program, including adequate conference management software for handling submissions. It is likely that the Pampa conference software will again be used for EPC 2026. All costs of this software and the related scientific program website will be pre-financed by EAPS and will be included in the conference budget as part of the EAPS lumpsum. (For EPC 2024 these costs were about Euro 20.000).
- **Conference Website.** EAPS shall be responsible to develop and maintain the EPC website, the central conference hub (<https://www.eaps.nl/epc/european-population-conference-2026>). This dedicated section of the EAPS website provides direct access to the scientific program and includes all organizational and other information for participants, including online registration and payment of registration fees. Information from the national organizers will be made available on this website, such as on venue facilities, travel, accommodation, visa, tourist options and other relevant information. The costs of the conference website are part of the EAPS lump sum.
- **Conference Budget.** The conference shall sustain itself financially with a balance of income and expenses. The IOC is responsible for the conference budget that should include all income and expenditures.
- Registration fees are the main source of income for the conference and shall be collected by EAPS and included in the conference budget.
- Income from the conference exhibition and/or side meetings, as well as local sponsoring, shall be collected by the national organizers and included in the conference budget.
- A balanced budget is a necessary condition for a successful EPC. In the exceptional case of an unexpected monetary loss (e.g. due to unforeseeable circumstances) the Council of EAPS, in consultation with the national organizers, shall decide if and how this loss can be covered with EAPS contingency funds. The Council of EAPS shall, in consultation with the national organizers, also decide on the use of any monetary surplus of the conference that will be used to further the objectives of EAPS.
- **EAPS Lump Sum.** The conference budget shall include several earmarked expenditures for direct and indirect organizational costs of EAPS (the EAPS lump sum); this lumpsum is part of the conference budget. The lump sum includes the



costs of the EPC website, the conference management software (Pampa), EPC related Secretariat costs as well as the costs of travel and stay of the EAPS Council and Secretariat for the preparatory meetings and for the conference. (For EPC 2024 the EAPS lump sum totalled Euro 40.000).

- **Registration Fees.** The registration fees for participants will be set by the EAPS Council in consultation with the IOC. The fees for the Conference Exhibition and for Side Meetings (if any) will be set by the national organizers in consultation with the IOC.
- **Scientific Communication.** EAPS shall be responsible for the scientific communication of the conference, including the Call for Submissions and all related communications regarding the scientific program with conveners, session organizers and authors. EAPS shall assist the national organizers with the preparation of the Conference Summary Program and a Book of Abstracts (if any).
- **Conference Coordinator.** The Executive Director of EAPS is the international coordinator and focal point of the conference jointly with the EAPS Executive Secretary who is the main liaison with the national organizers.

C. Hybrid or Virtual Conference

- If it is not possible to organize a regular, fully in-person conference, the EPC may be organized in a hybrid or fully virtual format. In this exceptional case, the division of responsibilities will be adjusted.
- The decision about the timing and format of the conference (in-person, hybrid, or virtual) will be taken by the EAPS Council in consultation with the national organizers. This decision will be taken well before the planned conference dates to allow adjusting of the conference organization.
- In the case of volatile external conditions (like the covid-19 pandemic), the signing of the conference hosting contract by the national organizers will be postponed as much as possible to allow for flexibility.
- In the case of a fully virtual or partly hybrid conference format, the costs of the local conference venue (which usually make up most of the conference budget) will be lower. The costs for the virtual conference platform and related online facilities will be higher. As the latter costs will usually be borne (and pre-financed) by EAPS, the conference budget should be adjusted accordingly.
- The principle of a balanced budget will be maintained if the budget should be adjusted.

Note

EPC 2024 confirmed that European Population Conferences can be financially self-supporting. With careful planning, an EPC can also generate income, both for EAPS and the local organizers. As a rule of thumb for EPC budgeting, total expenditure can be estimated between Euro 250.000 - 280.000, including an earmarked lump sum of at least Euro 40.000 for EAPS. Total income can be estimated between Euro 270.000



- 300.000 (based on 900 participants with some 25-30% students as was the case at EPC 2024).

EPC 2024 participation by status. EAPS Members 574 (61%); EAPS Student Members 258 (27%); Invited (Council/NOC, other) 27 (3%); Non-members 88 (9%). Total 947 (100%).