

EFSPI visibility - follow up

September 2001

This paper elaborates from the EFSPI visibility document (version 2) that was agreed upon in the year 2000 (see appendix), and incorporates the comments of the September 2001 Council meeting on a draft version of it.

PR materials

Agreement on the choice of the logo and textual and other displays has been made. In April each member group received 2 colour slides and 4 OHP transparencies with the logo for projection at national meetings. Quotes for other productions are requested via RfB. The costs involved are (£ 1.00 = €1.60 about):

Item nr	Description	Format	Number per batch	Price/item	Total cost
1	Colour slide	Default	30	€11.13	€333.80
2	OHP transparency	A4	60	€3.84	€230.33
3	Poster digital print 170gm gloss paper	A1	100	£ 5.88	£ 587.50
			500	£ 1.43	£ 716.75
		A2	100	£ 4.58	£ 458.25
			500	£ 1.08	£ 540.50
4	Flyer offset print, 2 colours	Folded A5	1 Film	£ 82.25	£ 82.25
			1000	£ 0.31	£ 305.50
			5000	£ 0.09	£ 470.00
			10000	£ 0.06	£ 607.48
5	Flag/banner two colour logo affixed to white banner material	3ft x 2ft	1	£ 115	£ 115
		4ft x 3ft	1	£ 140	£ 140
		5ft x 4ft	1	£ 156	£ 156
6	Metal badge with re-placable card inserted behind a window	Specimen agreed at Paris meeting	50	£ 6.04	£ 302

If funds are available, we will allocate to next year's budget in order of priority:

1. Flyer 5000 £ 552
2. Poster 100 x A2 size £ 458
3. Badge 50 £ 302
4. Banner 1 of size 5ft x 4ft £ 156

This totals to £ 1466, equivalent to €2350.

It is meant that each individual member of the EFSPI member groups will receive a flyer from the first production batch via his/her national organization.

Policy around meetings

For meetings in which EFSPI participates as an organization in one way or another, we partially distinguish between profit- and non-profit organizations to work with.

The standard proposal is given in a former visibility paper (appendix 1), and as a standardized reference we consider the full name, our logo and details of executive office and website address. A further recommendation from EFSPI could be included.

Council members who act as speaker, session chair or invited discussant, should be announced in the programme and the meeting with both their professional position and their position within EFSPI.

Meetings will in principle be announced at the website and by forwarded e-mail via the EFSPI member associations. No address lists of national groups will be provided via EFSPI. However, the list of Council members is available in the open domain of the website.

For profit meetings, we should be reimbursed for these announcements: EFSPI may receive a sum (to negotiate: 1000 Euro) and for the member associations, a reduction (to negotiate 20%) in subscription fee for their membership should be agreed upon.

Relations and Contacts

Previously, a list of relations and contacts was agreed upon. To this list the presidents/chairs of the EFSPI member groups, IFAPP and EMWA are added and more additions are welcome. These relations should receive the executive summary of our Council meetings and the annual reports as default, and any further documents on an ad hoc basis. A procedure shall be established by the Executive Office in order to explain the addressees in what capacity they receive these documents.

The details are given below in arbitrary order: