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1. INTRODUCTION

This framework outlines the principles, aims, responsibilities, selection process and practical rules regarding the Triennial European Academy of Forensic Science Conferences.

2. DEFINITION

- EAFS Conference: the Triennial European Academy of Forensic Science Conference organised under the patronage of ENFSI.
- The name of a specific EAFS Conference will be abbreviated referring to the year of event e.g. the EAFS2012. The name should be considered as a trade mark and has no specific meaning.
- Local organiser: Institution, responsible for preparing, hosting and running the EAFS Conference.

3. AIM

The main goals of the EAFS Conference are:

- To stimulate the progress of forensic science in Europe and to support ENFSI's objective that forensic science in Europe is at the forefront of the scientific world.
- To provide a forum for forensic scientists and forensic practitioners to exchange knowledge, skills and experiences.
- To promote intensive communication between all disciplines of forensic science and related sciences.
- To highlight and discuss specific topics that are current in the forensic community.

4. ATTENDANCE

Although the conference is focused particularly on European forensic scientists, scientists, practitioners, and stakeholders from all over the world are welcome.

5. DATE AND DURATION

- The EAFS Conference shall take place every third year.
- The Conference shall provide at least three days of scientific programme.
- There shall be a formal opening and closing ceremony.
- The opening and the closing date and time should be chosen so as to minimise travel expenses for European participants.

6. VENUE

- The EAFS Conference will take place at a location within Europe.
- This location shall be easily accessible by public transport.

7. FINANCES

- The EAFS Conference is a non-profit event.
- The total sum of the conference fee, travel expenses and costs for lodging during the conference must be at a reasonable level to enable a high scientific input from all over the world.
- If possible, there should be a reduced conference fee for students. A student's quota of 10 - 15% is considered appropriate.
- Travel expenses, costs for lodging and a moderate payment for invited speakers have to be financed by the local organiser.
- Travel expenses and costs of lodging for distinguished ENFSI contributor awardee, distinguished forensic scientist awardee, emerging forensic scientist awardee, and awardee of merit shall be reimbursed from the ENFSI budget.
- The local organiser may use contractors and sponsors suitable for that type of scientific conference.
- The local organiser has the sole responsibility for fulfilling all contracts in place for the EAFS Conference.
- Neither ENFSI nor the ENFSI Secretariat is liable for any type of claims from attendees, contractors of the local organiser or other parties, resulting from the EAFS Conference.

8. ASSIGNMENT TO THE LOCAL ORGANIZER

- The ENFSI member-institutes are the preferred organisers.
- To guarantee a complete and fair evaluation, the applicants have to submit a formal and well explained bid.
- The local organiser is assigned by the ENFSI membership during the ENFSI Business Meeting three years prior to the particular EAFS Conference. The assignment can be postponed if no applications have been submitted in time.
- The deadline for the submission is 6 weeks before the ENFSI Business Meeting in which the decision is made.
- In case of more than one applicant a secret voting will be held.
- If no applications at all are submitted by the ENFSI member-institutes, other organisations can apply instead. In this situation, it is up to the ENFSI Board to initiate a call outside the ENFSI community and to organise a decision-making process.

9. ORGANISATION AND RESPONSIBILITIES

- It is the local organiser's responsibility to provide an adequate infrastructure for the EAFS Conference, potentially adjoined ENFSI activities and to assist the participants as well as the accompanying persons in finding an appropriate accommodation.
- The EAFS Conference is planned and structured by the local organiser in cooperation with the ENFSI Board. For this reason a Board's representative will be appointed in the EAFS organising committee.
- A Scientific Committee is in charge of a well-balanced, high class scientific program.
- The Scientific Committee, coordinated by the local organizer with the support of the ENFSI Board, will include some active members of the ENFSI community probably from the Standing Committees or Expert Working Groups.
- To promote communication among the conference participants, a social programme should be organised by the local organiser. Whenever possible, a social programme for accompanying persons should be offered.
- The local organiser will present and discuss the preparations during the ENFSI Business Meetings prior to the next EAFS Conference.
- The local organisers shall issue Certificates of Attendance to all participants.
- It is the local organiser's responsibility to have the proceedings published in an appropriate form within one year after the conference.
- The local organiser might plan other activities fitting into the general concept of the conference before or after the EAFS Conference.

10. AMENDMENTS AGAINST PREVIOUS VERSION

25-05-2012

The former EAFS SC had a substantial, formal role regarding the EAFS Triennial Meetings. A general update of this framework was needed due to the abolition of the EAFS SC (split up into R&D SC and E&T SC). This role has to be taken over by other ENFSI entities.

The category of the document was changed from 'Policy' into 'Guidance' which is more appropriate to the nature of the document.

Furthermore, the positions of the WG's and SC's were made more explicit (see paragraph 9).

11-02-2022

The part 'The year is calculated by $2000 + 3n$ [$n = 1, 2, 3, 4, 5, \dots$].' was deleted from point 5.

The whole format was changed due to corporate design templates.

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