The Eurographics Conference Steering Committee and the Conference Monitoring Officer

The Conference Steering Committee's job is to provide the Local Organisers with information to fulfill the expectations and the quality measures of Eurographics. Most of the communication with the Local Organising Committee is done by an assigned Conference Monitoring Officer who assists in ensuring that the event is a success. These have the following functions:

- Assessing applications. This may entail a preliminary visit to the proposed location, both to see the place and to meet the Local Committee and Local Organiser's representatives. The Conference Steering Committee will make a recommendation on applications to the Eurographics Executive Committee.
- Negotiating a contract. As Eurographics representative, the chair of the Conference Steering Committee will negotiate a contract for the Event with the Local Organiser. The contract will follow the structure of the EG sample contract, which includes the responsibilities of both partners, limits for conference fees, and the financial interface with EG. The budget itself is under the sole responsibility of the Local Organiser.
- Advising. EG will provide the Local Committee and Local Organiser with advice gained from previous Eurographics events. Any queries arising in connection with organisation should be directed to Eurographics through the Eurographics Conference Monitoring Officer. All matter of higher importance should always be CCed to the chair of the Conference Steering Committee.
- Monitoring. The Eurographics Conference Monitoring Officer will monitor the progress of the Event by holding meetings and exchanging information with the Local Committee and Local Organiser. He/she will ensure that the Contract is adhered to, agreeing any variations allowed for in the Contract on behalf of Eurographics. His/her tasks include:
  - Reporting progress to the Eurographics Executive Committee.
  - Proposing remedial actions if any are required.
  - Agreeing the final accounts on behalf of Eurographics when they are submitted by the Local Organiser, and forwarding them for approval to the Eurographics Executive Committee.

The cost of monitoring activities with respect to the conference must be budgeted for as an expenditure in the Conference Budget. The amount required should be negotiated with both the chair of the Conference Steering Committee and the Monitoring Officer at the time of contract negotiations. It is usually expected that the Conference Monitoring officer holds at least one meeting with the local organizers, one to two years before the conference takes place. A second visit should be planned for if there are any open issues left.