

EEA Conferencing Services

Through its Bonn Office, the European Evangelical Alliance (EEA) offers online and offline conferencing services to its members (National Evangelical Alliances (NEAs), Affiliate Members) and networks (EEA Hope for Europe networks). The EEA Bonn Office provides services to the EEA community in the following areas:

- General administration (including IT services, database maintenance, etc.)
- Internal and external communication (including EEA newsletter, EEA website, other EEA publications, mailbox management)
- Financial administration
- Fundraising
- Project and event management

The specific online & physical conferencing services offered by the EEA Bonn Office include:

<p>EEA Events Package, incl.</p> <ul style="list-style-type: none"> • Participants registration and management • Payment processing of participants fees • Simple event logo • Dedicated event subpage on the EEA website with basic information and registration tool • Event advertising through EEA channels (newsletter, website, social media) 	<p>paid conferences: 500 € + 7% of participants fees</p> <p>free conferences: 500 € + 8 € per participant</p>
<p>EEA Online Conferencing Services, incl.</p> <ul style="list-style-type: none"> • Technical setup of conferencing platform (by choice: Webex, Zoom, AdobeConnect, or others) • Technical helpdesk for participants (via chatbox, e-Mail and – if required – WhatsApp) • Optional: Speakers management and support (technical advice, slides and other content, conference flow instructions via speakers WhatsApp group, technical helpdesk) 	<p>350 € per conference day (6 hours of programme) per support person</p> <p><i>(+Speakers management and support = second support person)</i></p>
<p>EEA Online/Physical Conference Facilitation, incl.</p> <ul style="list-style-type: none"> • Advice on and co-development of conference agenda (pre-event) • Moderation of conference sessions • Interviews with session speakers • Participants surveys and feedback tools (post-event) • Optional: Editing of video material 	<p>500 € per conference day (4 h preparation & advice, 6 h programme moderation, 2 h collection of feedback) for 1 event facilitator/moderator</p> <p>Fees for editing of video material: to be negotiated</p>

In addition to these exemplary packages, the EEA Bonn Office offers flexible solutions that are customized to the individual needs of the member or network.