

**Deep Foundations Institute (DFI) & European Federation of Foundation Contractors (EFFC)**  
**International Conference on Deep Foundations**  
**Early June 2018**  
**Rome, Italy**

**Conference Overview:**

This conference will be the 6<sup>th</sup> in a series of joint conferences by the two host organizations, DFI and EFFC. Past conferences were held in 2000 (New York, NY); 2002 (Nice, France); 2006 (Amsterdam, The Netherlands); 2010 (London, UK) and 2014 (Stockholm, Sweden).

In the past the conference has been three full days with the 2<sup>nd</sup> day including a half day jobsite tour. For 2018 in Rome it has been decided to shorten the technical program to two days and possibly plan for optional site visits on the day after the 2-day conference.

Attendance of past conferences has ranged between 200-300 with 25-40 exhibitors. A banquet dinner will be included as in the past, at an offsite venue, and likely as a separate ticket item beyond the conference registration fee. Additionally, a program for spouses/companions will be organized.

DFI and EFFC's goal with this conference is to include not only technical presentations for educational reasons but also business development content in order to attract attendance of contractors, investors/owners, authorities, large construction companies, government officials, etc. Presentations on future projects that will start after 2018 that require deep foundations should be sought. Projects that have global appeal should also be solicited. Presentations on risk and quality control would also be encouraged. An emphasis will also be placed on encouraging students and young professionals to attend and we will look to include a Young Professional Programme as was implemented during the London, UK conference in 2010.

One suggested theme is Sustainable Urbanization in line with Data Management Systems. Other suggestions are welcome by organizing committee.

**2018 schedule at a glance:**

- *Day 1 (Pre-Conference)*  
Exhibition Set-up 9AM-3PM followed by opening reception at ~6 or 7pm
  
- *Day 2 (1<sup>st</sup> full day of Conference)*  
8:30 AM – 5 PM Lectures in Session Room  
Continental Breakfast, AM Break, Lunch Buffet, PM Break in exhibit hall  
Banquet dinner starting at 7 or 8pm
  
- *Day 3 (2<sup>nd</sup>/final day of Conference)*  
8:30 AM – 5 PM Lectures in Session Room  
Continental Breakfast, AM Break, Lunch Buffet, PM Break in exhibit hall followed by exhibitor breakdown
  
- *Day 4 (possible/optional)*

8:30 AM-12 PM possible site tours

## **General principles**

1. The EFFC will be provided with 5% of the total delegate revenue generated for up to 250 delegates and 10% of total delegate revenue for over 250 delegates. All remaining revenue from delegates, conference stands, sponsorship etc, shall go to the DFI. The DFI will take the financial risk in the conference and will therefore have the final decision on budgeted items but will consult with the EFFC as its conference partner.
2. The technical content of the conference programme will be determined by the organising committee and sub committees (see below) which will have both DFI and EFFC representatives and ideally representatives from the Italian Federation.
3. The venue will be chosen by the DFI with input from the EFFC
  - DFI may subcontract to deliver elements of the conference, such as management of the venue, sale of exhibition places etc
4. The DFI will take the financial risk in the conference. The EFFC will support the content of the conference and actively promote it to its Member Federations and encourage the National Federations to promote the conference to their Member companies.
5. An Exhibition of 50-75 stands will be held over the course of the conference, the DFI will be responsible for selling the conference space and sponsorship.
6. A gala dinner will be organised by the DFI as an optional part of the programme.
7. Intention is to achieve 300 delegates with space for up to 500.
8. Delegate rates will be mutually agreed, but the intention will be to keep them in line with previous conferences - €602 for early registration, with rates for members and non-members.
9. There will be a Young Professionals programme with funded/complimentary registration and potentially travel fees for graduate/student geotechnical engineers.
10. Delegate fees should cover breakfast and lunch and a cocktail reception.

## **Marketing Processes**

11. The DFI will design all marketing materials for the conference with EFFC input. And input from the organising committee. Some of this work may be outsourced.

The marketing shall include:

- Website
- Promotional brochures for email and direct mail campaigns
- Social media
- Advertising in DFI and EFFC magazines/newsletters and outside sources
- Call for Papers and online paper review process website
- Production of conference proceedings – DFI will hold copyright on all papers published.
- Promotion to other co-operating organisations.

## **Logistics and operations**

12. DFI will provide or sub-contract

- Management of registration of delegates
- Management of peer review of papers
- Management of revenue and costs in line with the budget agreed with the EFFC
- Liaison with local hotel/travel agencies to secure better rates for delegates
- Management/purchase of audio visual materials
- Management/purchase of food and drink
- Management of set-up of sessions and exhibition
- Management of companions tour/site visits
- Management of attendee and exhibitor lists
- Production of evaluation forms for attendees and exhibitors.

## **Programme Development and Speaker Liaison**

DFI/EFFC will collaborate to:

13. Work with the organising committee to develop the programme, recruit speakers and manage submission and review process.

14. Recruit after dinner speaker for the gala dinner

## **Financial Arrangements**

15. DFI to create the budget for review and approval by the EFFC and will maintain a working budget throughout the planning of the conference. The DFI will produce the final budget after the event has finished.

16. DFI shall be responsible for accounting of all revenues and expenses.
17. Updated budgets will be provided at scheduled committee meetings through the development of the conference.
18. A final financial statement will be produced and the DFI shall pay over EFFC share of the profits (see revenue share above) within 30 days of acceptance of the financial statement by the EFFC.
19. All financial liability for the conference rests with the DFI. The EFFC shall not be liable for any costs should the conference not cover its costs.

### DFI/EFFC Conference Committee Responsibilities Summary

Currently the EFFC representatives that have been appointed to work with the DFI to develop the conference are:

Jose Candela – Officer for Spain

Andrea Acerbi – Officer for Italy (TBC)

Ciaran Jennings – EFFC Secretary.

The following details the organising committees and sub committees that are required to run the conference. The EFFC will need to identify volunteers to contribute to each of these

#### **Organizing Committee Chair**

- Chairs Organizing Committee Meetings.
- Liaises with DFI Executive Director, DFI Europe President, Conference Partner EFFC, Conference Technical Committee Chair and European Cooperating Associations/Society representatives
- Appoints Conference Sub-Chairs and Committee Secretary. Presides over selection of Sub-Committee members.
- Keeps contact with Sub-committee chairs throughout planning process prior to conference.
- Familiarize with DFI checklists and milestones.
- Maintains Conference Timeline throughout planning process with DFI Headquarters Staff.
- Finalizes, with assistance of Site Visit Sub-committee chair location(s) for Day 2 sites
- Liaises with DFI Headquarters to coordinate the site visit schedule
- Attends DFI Winter Planning Meeting (Jan or Feb) in year of Conference to report on status of Conference planning and discuss general issues/questions.
- At Conference:

- Master of ceremonies at Opening Ceremony and Banquet.
- Oversees Implementation of Conference Plan.

### **Technical Committee Chair**

- Responsible, with Session Chairs/Moderators, and other committee members for development of the Conference "Call for Papers", to consist of topics of interest to the overall worldwide deep foundation engineering and construction community
- Responsible for the selection of the John Mitchell Lecturer and Keynote Lecturers to be invited to speak at the Conference
- Responsible, with assistance of Session Chairs/Moderators and other committee members, for selection of papers for presentation.
- Reviews and revises DFI's "Conference Author Guidelines", a Guideline for policies, collection, notification and deadlines for authors.
- Reviews and revises DFI's "PaperGuidelines.doc." a paper format guide for distribution to authors upon abstract acceptance.
- Appoints & Chairs sub-committee for review of abstracts, then drafts and final papers.
- Co-ordinates with DFI Headquarters notification of Authors and Speakers per DFI's Conference Author Guidelines.
- Establishes Final Program. *(All materials collected, recorded and distributed at DFI Headquarters)*
- Suggests potential job sites for optional post-conference technical tours.
- At Conference:
  - Attends pre-session meetings ½ hour prior to each session start with Session Chairs/Moderators, Facilities Chair, DFI Events Manager and Speakers.

### **Session Chairs/Moderators**

*(require 2 per session, total to be determined once # of sessions is determined)*

- Assist Technical Committee Chair with selection of papers for presentation.
- Assist Technical Committee Chair with assignment of Reviewers to abstracts and final papers.
- Monitors reviews of papers in their Session and fills in as a reviewer if none available.
- At Conference:
  - Serve as Moderator of one Conference Session.
  - Attends pre-session meeting ½ hour prior to session start with Technical Committee Chair, Facilities Chair, DFI Events Manager and Speakers.

### **Young Engineers Programme Chair**

- Identifies companies for solicitation of monetary support of program via sponsorships
- Liaise with DFI Headquarters and Cooperating Association representatives, for advertisement of the program to worldwide organizations
- Lead the review, with sub-committee members, of applications received from young delegates and select winners
- At Conference:
  - Welcome young delegates and introduce them to sub-committee members and other conference attendees

### **International Advisory Committee (IAC) Coordinator**

- Identifies associations/leaders across the globe to serve on the IAC, which provides worldwide input and participation in the conference, encourages paper submissions from their region, promotes the conference internationally and liaises with related professional societies in their region, reviews paper submissions and encourages others to review papers.
- Invites them to serve on the committee

- Follows up with the committee members to ensure they are promoting the conference in their region and liaising as agreed

### **Sponsorship/Exhibits Chair**

- Makes contact in coordination with DFI Headquarters, EFFC representative and Cooperating Association/Society representatives to potential Sponsoring and Exhibiting Companies. DFI headquarters will contact DFI members and any other contact lists provided to headquarters.
- Requires phone work and some written correspondence may be necessary. DFIHQ will assist by sending marketing materials to companies identified. Individual should be well connected and gregarious.
- At Conference:
  - Greets as many exhibitors and sponsoring company representatives as possible, thanking them for their participation. DFI trustees, DFI Europe board members and EFFC leadership encouraged to do the same. DFI Staff will do same.

### **Committee Secretary**

- Attends Organizing and Technical Committee Meetings.
- Takes Minutes and distributes to Conference Chair and DFI Headquarters for review and distribution to committee.

### **Social Activities Chair**

- Companions Tour
  - Identifies major attractions or unique venues for companions' tour
  - Coordinates with DFI Events Manager for planning of Companions' Program
- Banquet
  - Identifies speaker and/or entertainment for the dinner
  - Coordinates with DFI Events Manager for planning of dinner program
- Should be familiar with local area
- Often assisted by spouse of committee member

### **Technical Site Visit Chair**

- Identifies, with approval of Organizing Committee Chair, local site visits for attendees to visit as an option following the conference
- Coordinates with owners of sites on logistics of site visits.

### **Facilities Chair**

- Intends to spend majority of time in Session Room.
- At Conference:
  - Stays in close contact with Registration Desk Staff and Events Manager
  - Appoints and supervises Conference Session Contacts
  - Liaises with venue's A/V department for workings of microphones, projectors, etc. and Engineering department for Climate Control and Lights.
  - Attends pre-session meeting 1/2 hour prior to each session start with Technical Committee Chair, Session Chairs/Moderators, DFI Events Manager and Speakers.

**Conference Session Contacts** (*preferable to have 1-2 per session, usually volunteer students who benefit from free admission to session while helping*)

- Full-time in Session Room.
- Reports to Facilities Chair.
- Attends pre-session meeting 1/2 hour prior to each session start with Technical Committee Chair, Session Chairs/Moderators, Facilities Chair, DFI Events Manager and Speakers.
  - **Climate Control**

Keeps contact with hotel-designated individual to make changes to session room temperature or learns to operate room thermostat. Should periodically confer with Facilities Chair for feedback on room temperature. Attendees will differ on desirable room temperature. Room will change temperature suddenly as people exit/enter en masse. Anticipate unexpected temperature changes as property thermostat auto settings change.
  - **Audio Visual**

Constant session room presence required. Keeps contact with hotel-designated individual to anticipate A/V needs and changes on-site. Familiarize with equipment in use to react to problems. Anticipate unexpected problems with equipment. Keeps schedule of speakers with A/V Usage listed. Coordinates and readies equipment for each session with Hotel A/V representative. Periodically confers with Facilities Chair for feedback on Audio Visual performance. Passes microphone during Q&A segments.
  - **Lights**

Constant session room presence required. Learns to operate room lights and sits close to controls. Keep contact with hotel-designated individual to react to problems. Anticipate unexpected problems. Should periodically confer with Facilities Chair for feedback on lighting.