



Guide to NVF Seminars

1. Contact a NVF secretary
2. Create a draft program
3. Make a draft budget
4. Make a timetable and a project plan
5. Organize and evaluate the seminar

1. Contact a NVF secretary

As the NVF consists of six (6) independent national NVF associations, each with its own laws, economy, traditions, processes, etc., it is a good idea to contact a NVF secretary early in the process. Please contact the secretary in the country where the seminar is organized. Note, that the working groups **have no finances of their own** and **cannot conclude contracts**.

NVF Secretaries

Denmark: Marianne Worm (mwo@vd.dk)

Finland: Anne Ranta-aho (anne.ranta-aho@vayla.fi)

Faroe Islands: Marita Svartá (masv@lv.fo)

Iceland: Sigríður Inga Sigurðardóttir (sis@vegagerdin.is) & Sólveig Gísladóttir (sogi@vegagerdin.is)

Norway: Marit Due (marit.due@vegvesen.no)

Sweden: Petter Åsman (petter.asman@trafikverket.se)

2. Create a draft program

It is recommendable to present the draft program to a NVF Secretary in the country where the seminar is organized. They can also provide information on deadlines, for example, if an application for financial support for a seminar or other activities need to be made to the NVF National Board.

Help questions:

What is the purpose of the seminar?

The seminars and meetings can vary in formality. For instance, several working groups have good experiences with virtual lunch meetings. Remember also the NVF language policy.

What should the theme be?

Who is the target group?

NVF seminars are typically open seminars, meaning that even people who are not members of the NVF can also participate. You should consider inviting or involving the other NVF working groups to the seminar. Consider also inviting people from NVF co-operating associations: Baltic Road Association (BRA) and World Road Association (PIARC). Through these associations you can reach more participants or even presenters.

Registration and participation fee

Consider how the event registration and participation fees are handled.



Where and when will the seminar be held (physical, online, hybrid)?

Seminars can often be held on your own premises. Whenever possible, use the member organizations' facilities for meetings and seminars to minimize the costs.

If you need to rent an external, paid venue, be aware of the reservation and cancellation policies/terms. Please note, that the working groups cannot make reservations on behalf of the NVF. Contact the NVF Secretary in the country where the seminar is organized.

Seminars can be organized as physical, online or hybrid events. It is recommendable that anyone who cannot travel may participate online.

3. Make a draft budget

NVF seminars are not intended to generate a profit, but rather to be self-sustaining.

It's absolutely necessary that the NVF Secretary approves the seminar budget. When you start to prepare the budget, please contact the NVF Secretary in the country where the seminar is being organized.

Start to prepare a budget early in the process, it can be adjusted along the way. See the Excel 'Template for Seminar Budget'. Always remember to check whether the prices include VAT.

NVF seminars should not be expensive to attend. Remember that members must ask their employer to commit time and resources to attend.

Please note, that the seminar budget will only cover shared expenses, such as venue rental and catering. The participation fee consists of these costs. Hotel booking costs will not be included in the seminar budget. It is also possible that the organizer reserves a block of hotel rooms, but the participants are responsible for confirming and paying the hotel rooms by their own by a specific deadline.

For working group meetings, participants can also pay for their own lunch in the cafeteria. If the event is held at a conference venue, it is recommendable to make an agreement of a conference package (incl. catering). The facilities are usually included as a part of the conference package.

4. Make a timetable and a project plan

The chairperson or the vice-chairperson of the working group need not be the project leader for organizing the seminar. It is important that you have thought about how you will organize the planning of the seminar, and who will be responsible for what.

Also consider when and how you will promote the seminar for example on the NVF website, LinkedIn, your own networks, etc. You can contact NVF Webmaster Raija Kuisma (raija.kuisma@kuisma.no) or NVF Finland (nvf@vayla.fi).

5. Organize and evaluate the seminar

Organize the seminar and remember to take some photos for use in annual reports and the like.

You can post presentations, recordings etc., on the website so that the participants can access the material afterwards. Contact NVF Webmaster Raija Kuisma (raija.kuisma@kuisma.no), who can help with this.

It's good to evaluate the seminar afterwards (e.g., professional benefit, budget realization, number of participants, marketing). (Contact NVF Secretary and/or nvf@vayla.fi.)