

Criteria for „Recommended PCO” certification in Hungary

In 2009 the Federation of Hungarian Event Organizers, the Association of Hungarian Travel Agents and Tour Operators and the Hungarian Convention Bureau invited the applications of Professional Congress Organisers with international references for the listing of these offices. The aim of the tender was to provide a list that includes Hungarian congress organisers with the adequate references and experience for the high quality organisation of international conferences in Hungary.

The listed professional congress organisers met the following criteria:

- Min. 2 colleagues of the office have min. 3 years of experience in organising international conferences;
- The office organises international conferences regularly, for which it provides full services. (In the last 5 years it organised min. 3 conferences that meet the criteria of the International Congress and Convention Association.);
According to the criteria of ICCA, a conference can be qualified international if the number of participants exceeds 50 persons, coming from at least 3 countries..
The organisation can be qualified fully comprehensive if the office does the following tasks related to the conference: budget calculation, registration, tourism services and completes the duties of the academic secretary (abstract handling, editing the abstract book and the programme, correspondance with the lecturers, contracting with the sponsors and exhibitors, etc.)
- The office has a website and software able to handle on-line registration and review of the abstracts;
- The office is not under liquidation, final liquidation or bankrupt.