

Event Policy Paper

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1. Explanation of Rule Categories

- Rules with (1) must be followed.
In case of the OC obligations, violating *one* of these rules may result in the Board not recognizing the event as an official EESTEC event.
In case of participant obligations, violating one of the pre-event rules can lead to that participant being rejected from the event.

- Rules with (2) are strongly encouraged to be followed.
In case of the OC obligations, violating *three* of these rules may result in the Board not recognizing the event as an official EESTEC event.

- Rules with (3) are general suggestions.
Following these rules will lead to the event being considered as an extremely high quality event.
Violating these rules will not lead to sanctions.

EESTEC Commitments include: EESTEC Local Committees, EESTEC Junior Local Committees, EESTEC Observers.

2. Rules and Guidelines

2.1. Language

- The official language of all events is English and both participants and organizers are obligated to speak it exclusively during academic and non-academic parts of the event. Exceptions can be made between members of the organizing LC, in case of issues connected to the the event and urgent situations. **(1)**

2.2. Obligations of the Organizing Commitment

Before the event

- **Event Announcement and Applications**
 - Every EESTEC event must be announced through eestec.net **(1)**
- **Participant list**
 - One participant per commitment must be accepted in case there are more applications from different commitments than number of participants that can be accepted. (for example: if there are two applications from one commitment and one application from another, do not accept two participants from once commitment and zero from another). **(1)**
Exceptions can be made:
 - in case gender balance is a big issue
 - academic knowledge/experience of a participant is too high or too low for the topic of an event
 - Participants list must be posted to the CP list at least 24 hours before contacting participants and posting to Facebook groups. During these 24 hours, CPs can make appeals and any irregularities/mistakes should be corrected before posting to social media. **(1)**

Note: The two rules above do not apply to Advanced Skills Workshops. The first rule above does not apply to Operational Events.

- **Arrival and departure**
 - If the organizers are not able to pick up participants from the airport/station, they must provide them necessary information how to get to the meeting point/accommodation. **(2)**
 - Participants must be informed by organizers about basic information:
 - location of the hostel
 - location of the bus station/train station/airport
 - places where lectures will be
 - what to bring
 - general prices (for example: transportation, taxi, drinks etc.)
 - description of local habits that should be respected

This information must be provided at least 7 days before the event by email or Survival Guide. **(1)**

- **Accommodation**

- In case there are mixed rooms on the event, participants need to be informed beforehand. In case the participants are not willing to stay in mixed rooms, this has to be accepted and adjustments must be made. **(2)**
- Clean sheets and blankets must be provided otherwise the OC must mention that to the participants beforehand. **(2)**

- **General**

- The OC should have at least one person, who has been a participant on an EESTEC event, in the organizing committee of the event or as an Oversight person. **(3)**

During the event

- **Academic part**

- The topic must be in accordance with the description of the event. **(1)**
- Presenters/Speakers/Trainers are required to speak and to make a presentation in English or a translator must be present. All materials regarding the academic part must be in English. **(1)**
- Every lecture or presentation must be in suitable rooms (clean, with enough space for everyone). **(2)**
- It is encouraged to use labs or practical exercises to apply the knowledge gained in lectures. **(3)**

- **Accommodation**

- Rooms must be on proper temperature. That means the rooms have to be heated or air conditioning has to be provided if the climate requests it. **(2)**
- Every participant should have enough time to get ready for particular activity. In accordance with that, organizers must wake up participants on time or to inform them when they are supposed to be ready (pay attention: number of participants, especially girls, number of bathrooms, etc.) **(3)**

- **Food**

- We strictly recommend to the organizers to pay attention to food quality and to have a variety of meals (fruits and vegetables are also food). **(2)**
- Participants' special needs must be respected. For example: If you have accepted a participant who has special needs regarding food you must ask him/her before the event what are his/her food needs, so you can provide him/her appropriate food on time. **(2)**
- Meals should be divided equally throughout the day and serving snacks additionally is encouraged. **(3)**

- **General**

- Organizers must watch over participants and socialize with them during the event. **(2)**
- A balance should be made between the academic and non-academic parts so participants will have energy for both. **(3)**
- Prepare everything on time and try not to improvise, make a plan B before the event. **(3)**
- It is good to have one training provided by EESTEC trainer (for example Team building) because that is how the quality of an event is raised, participants become closer and awareness of EESTEC spirit is raised. **(3)**
- Energizers and "Here I come, here I go" song raise EESTEC spirit on events. **(3)**
- **Non-academic part**
 - Participants must be accompanied to and back from the party place. In case they prefer going home on their own, they need to get instructions of how to get back to the accommodation. **(2)**
 - Commitments are encouraged to look for affordable prices or provide cheap drinks on small parties beforehand. **(3)**
 - Clubs and places for parties should have enough space to serve all participants (participants shouldn't be separated). **(3)**
 - Everybody likes different music so it is encouraged to have different types of parties. **(3)**

2.3. Obligations of the participants

Before the event

- **Event Announcement and Applications**
 - Every official participant must apply through eestec.net **(1)**
- **Participant list**
 - People who are accepted must confirm their participation within 48 hours after CP contacts them. **(1)**
- **Arrival and departure**
 - Accepted participants must fill the form with arrival and departure information before the deadline, otherwise OC isn't obligated to send them necessary information about transportation/or wait for them. **(1)**

During the event

- **Food**
 - Accepted participants must write in their application their special needs. If they do not, the OC is not obligated to provide them food according to their needs. All participants should keep in mind that they are guests, and they should be reasonable with special requests. **(2)**

- **Academic part**

- Participants must respect the academic part and should not disturb others during the lectures. **(1)**

3. Event Standards (RoP)

Besides the rules and guidelines above, the Event Standards from the EESTEC Rules of Procedure must be followed. As an extra reminder, they have been added below.

9.2 Events

The events are divided into:

1. Workshops
2. Exchanges
3. Exclusive Workshops
4. Operational Events
5. Advanced Skills Workshops

9.2.1 General Event Standards

An event has to be officially announced to all Contact Persons by the Organizing Committee at least eight weeks before the beginning of the event.

The event length must be at least six days, including arrival and departure days.

Accommodation and three meals per day (one of which must be a hot dish) must be provided by the Organizing Committee.

The participant list first must be officially announced to all Contact Persons by the Organizing Committee at least four weeks before the beginning of the event and at most one week after the application deadline.

Organizing Committees are encouraged to accept at least one applicant from an EESTEC Observer.

The announced number of participant places must be at least ten.

If the conditions regarding any category of an EESTEC event are not fulfilled, the event is not an official EESTEC event.

The International Board is obliged to provide a feedback form to the OC CP that is unified for every event and reflects the compliance of the event with the RoP. The International Board is obliged to share the summarized results of the forms with the Organizing Committees of the event and the General Assembly. The summary cannot reveal the identity of the event participants.

9.2.2 Workshops, Exclusive Workshops and Exchanges

In Workshops and Exclusive Workshops, academic activities must be in English and must not be less than 15 hours. The academic activities can be classroom lectures, practical exercises, laboratory work or technical trips.

In Exclusive Workshops, the Organizing Committee specifies the criteria a participant needs to fulfill in order to be able to apply. Exclusive Workshops may only be conducted in agreement with the International Board.

Each EESTEC Commitment has to prioritize their members who applied and has to send the list to the Organizing Committee, which only has to respect the priority list if it is sent within 48 hours after the application deadline of the event, unless otherwise defined in the Event Policy Paper.

Only in EESTEC exchanges the Organizing Committee can ask for a participant fee.

9.2.3 Operational Events

The Operational Events have to be officially announced to all Contact Persons by the International Board at least eight weeks before the beginning of the event.

The International Board is responsible for announcing a call on the CP list for finding an Organizing Committee.

The International Board, in cooperation with the EESTEC Bodies if required, is responsible for setting the selection criteria for the participants and for selecting the participants.

9.2.4 Advanced Skills Workshops

In Advanced Skills Workshops, academic activities must not be less than 15 hours. The academic activities can be classroom lectures, practical exercises, laboratory work, or technical trips.

The Organizing Committee is responsible for setting their own academic criteria in order to select the participants.

The Organizing Committee has to submit an application with a detailed description of the event to the International Board and get its approval, in order to have the right to organize an Advanced Skills Workshop.