

GUIDELINES FOR EDS EVENTS

The purpose of these guidelines is to set out clearly defined recommendations and „must have” for a successful EDS event (EVENT).

1. GENERAL CONDITIONS

EVENT should be based on following principles: **accessibility, added value and integrity.**

EVENT can be hosted by EDS member organisation, Affiliate Member organisations, Associated Members organisations or Observer organisations (ORGANISER) in accordance with the EDS statutes (*Particularly Part II. Standing Orders Article 1: Events and Activities*).

EVENT IS organised in co-operation with the EDS Secretariat, the Chairman, and the Bureau members.

EDS Events should be organised in the places with easy accessible venues to ensure students mobility on a practical level. ORGANISER should identify the necessity for the visa in the earliest possible stage. Secretariat ensures support for getting visas.

EDS events should be organised in accessible time, the issues that requires voting should be discussed during the weekend, preferably on Saturday.

EDS has following TYPES OF EVENTS

- Summer University/ Annual Meeting - lasts for at least five (5) days , includes Council meeting and Annual elections;
- Winter University- lasts for at least four (4) days- includes Council meeting;
- Seminar & Council meeting;
- Policy days;
- Study Trip;
- Bureau meeting.

Participation fee

EDS Summer and Winter University may have participation fee that is affordable for students.

Participation fee for other type of events can be introduced only after the approval of the Bureau and only if the costs of the EVENT in the respective country are high and the options for the fundraising are limited.

2. TECHNICAL DETAILS OF THE EVENT

2.1. REGISTRATION

The ORGANISER prepares the registration forms. Registration forms should be clear and easy to fill in and should contain essential information only: name of the organisation, information about participant: name, contact

details, arrival/ departure time and details, visa requirements, dietary requirements, room sharing preferences/ chosen working group (WG).

Secretariat sends to registration forms to all EDS member organisation, Affiliate Member organisations, Associated Members organisations and observer organisations at least 40 days before the first day of the event

The time for registration is 10 days. Along with the registration forms, ORGANISER provides draft agenda and draft technical information. Technical information contains contact details of the involved organisers, the description of the transportation, dress code, information about visiting country/ city/region, prices, touristic areas, possibilities for staying extra nights etc.

2.2. LOGISTICS

➤ Arrival

Access: transfer and parking should be considered in the initial planning stages of the EVENT.

Transfer from the airport/bus-train station

The final information regarding the transfer from the airport/ bus/ train station should be send via e-mail or text message to participants no later than 24 before his / her arrival time in accordance to the registration form.

ORGANISER ensures transfer from the airport/ bus station/ train station.

Only if the public transport from the airport/ bus station/ train station is available and affordable(taking also into account arrival time) transfer to the place of the accommodation/event may can be arranged by participants themselves. In such a case ORGANISER provides detailed instructions for the participants (time schedule; prices, order of the payment) how to reach the place of the accommodation/event.

Except very short distances, taxi is not considered public transport.

For the participants arriving with their own cars ORGANISER provides information on free (or affordable) parking possibilities near the accommodation place.

➤ Departure

Transfer from the accommodation place is arranged by the participants themselves but proactively supported by ORGANISER with detailed information on public transport schedule, prices and possibilities to share taxi among participants with the similar departure time.

2.3. REGISTRATION OF THE PARTICIPANTS AT THE HOTEL

After Arrival, the ORGANISER registers each participant

✓ **Delegate pack**

For Summer and Winter University and Seminar & Council meeting each participant should have a name badge, (including his/ her name, organisation and position), and a pack containing an agenda, delegate list, information on sponsors, map of the venue and an evaluation form, if necessary - copies of speaker presentations and biographies.

2.3. ACCOMODATION

Accommodation should be arranged at the Hotel or in the particular cases at the Hostel of the appropriate level (In such a case ORGANISER should arrange breakfast for the participants). The best option for the accommodation is twin room. Hotel should have certain facilities: toilet and bathroom/ shower, wake up service. Free wireless is very preferable. The place of the Accommodation should be accessible from the city centre or administrative centre. Breakfast should be included.

2.4. MEALS

On the first- arrival day one meal- the welcome dinner is organised. In the full days of the EVENT participants should have 3 meals (breakfast, lunch, dinner) and coffee breaks between the working sessions.

Food should be healthy and nutritious, including fruits, vegetables and typical national dishes for particular meals.

Water should be available to everyone throughout the day.

The “Gala Dinner” (Dinner at good restaurant with formal dress code and invited speaker / speaker) is an old tradition of EDS and should be respected.

2.5. HANDOUTS, PRINTED MATERIALS AND TECHNICAL FACILITIES

Preparation of the handouts and printed materials for the Annual meeting, Council meeting/PWG and Executive Bureau meeting is under the responsibility of the Secretariat.

To reduce costs, only documents produced in the process of preceding the event should be available in the meeting room.

Secretariat informs ORGANISER at least 5 working days before the EVENT about the necessity of printer, power point, wireless and other facilities for Council meeting/PWG and Bureau meeting.

Preparation of the handouts and printed materials for the invited speakers, seminars workshops is under the responsibility of the ORGANISER.

2.6. EVALUATION OF THE EVENT.

Evaluation is an essential part of each EDS event. On the last day of the event, the evaluation forms are circulated among participant and collected by the designated Bureau member or Secretariat. The Bureau and Secretariat sum up the opinions and ensure the feedback.

3. STRUCTUE AND CONTENT OF THE EVENT

Every EDS event has its formal part (Annual meeting, Council meeting Permanent Working groups, Bureau meeting, working sessions, lectures, discussions etc.) and informal part(leisure, excursions, clubbing, meals, parties). The formal part is the main priority and prevails.

Event should comply with the initial agenda (send with the registration form) at least 70%. During all phases of the event participants should be constantly kept informed on the changes in the current programme.

3.1. FORMAL PART

3.1.1. STRUCTURE AND CONTENT OF THE EVENT

At least 50% of the total time of each event should be dedicated to the formal part.

Participants of the EVENT must attend all the lectures, discussions, workshops, WG etc. and actively take part.

Every EVENT should be assigned to a certain political, academic and scientific topic based on EDS values of freedom, democracy and market economy. The EVENT should include topics on national politics or/and history of the hosting country in order to get acquainted to the specifics of the country, as well as European level topics on higher education, politics and human rights.

EVENT should give the opportunity to improve the leadership and other political skills. Interactive discussions, trainings, workshops are highly welcome.

- **First day of event** - the arrival of participants, registration, and official opening of the event should take place. Official opening should include the welcome speech by the invited speaker/ speakers and may be organised during the dinnertime.
- **Last day of the event** (Sunday) - the official closing session of the event takes place. The upcoming events and other issues regarding planning of the EDS activities are discussed during the closing session.
 - In Winter University and Seminars&Council meetings Saturday is dedicated to the Council meeting.
 - In Annual meeting(Summer University) Council meeting is divided for 2 days.
 - At least 1, 5 hours for the official Bureau meeting should be reserved in the EVENT.

EVENT should include:

- Lecture or/ and working session/discussion etc. on the higher education related topic.

In order to strengthen EDS position as agenda setter for EPP Higher education policy, coordinate students force and to get to know the system of the education and student`s life in European countries visit to the national University headquarters and/or meeting with national/ local Student`s councils should take place. (*Besides lectures/ working sessions and discussions on higher education*).

- Lecture or/ and working session / discussion on the topic concerning an important/ current aspect of European policy;
- Lecture or/ and working session/ discussion on the Human rights related topic;

3.1.2 WORKING GROUPS (EDS WG)

EDS Working groups are integral parts of the Seminars&Council meetings and Winter/Summer Universities.

In order provide solid platform for intellectual discussion among EDS members and ensure the outcome (motions) of the highest quality at **least 3 hours** for the work of the EDS WG should be provided.

The content of the EVENT should be linked with the work of the EDS WG.

To ensure the added value of the EDS WG the Co-Chairs of the EDS WG should be consulted regarding speakers and topics for the lectures/ discussions and workshops in the process of the agenda setting . ORGANISER and EDS WG, in the co-operation with Bureau, should invite certain personalities to EVENT to talk about a topics related to recently approved or currently discussed EDS motions.

3.2. INFORMAL PART & LEISURE

Informal part of the event should provide the possibility to get know the culture and traditions of the hosting country and to establish an informal network among participants Time between formal and informal part should be given to participants in order to change into appropriate clothing .

3.2.1. EXCURSIONS

Summer and Winter University and Seminar&Council meeting should contain at least one excursion/ guided tour that shows the history, culture and architecture of the hosting city/region/ country.

Excursion to the national parliament is preferable.

Other events- Policy days, Study trips- may contain organised excursion/ guided tour or ORGANISER provides free time for this option.

3.2.2. SOCIALIZATION

Organised free time and socialization activities are an essential part of EDS traditions. The EVENT should contain the possibility to build up informal contacts among organisations and individuals in comfortable, cosy and affordable

environment. Typical national/local snacks, beverages and other of national/ local tradition are preferable.

➤ Clubbing

Each event should contain at least one evening for clubbing activities. The entrance fee in the club should be free or low/ medium, the entrance fee should be indicated in the technical details. Student`s/ ERASMUS clubs of the hosting city should be the preference.

If the place of the night-life activities is not in the walk able distance from the accommodation transfer from clubbing or other night time activities should be provided by organisers at least in Winter/ Summer University.

Concerts, theatre, opera, and other cultural activities can be the part of informal block. The price of the tickets should be indicated in the technical information and attendance.

For EDS Summer University the traditional Tournaments of EDS (sport activities) are preferable.