

**EUROPE OFFICE WAGGGS**  
**BUREAU EUROPE AMGE**  
RUE DE L'INDUSTRIE 10  
B-1000 BRUSSELS, BELGIUM  
TEL + 32 (0) 2 893 2420  
EMAIL: europe@waggggs.org



**WOSM - EUROPEAN REGIONAL OFFICE**  
**OMMS – BUREAU REGIONAL EUROPEEN**  
RUE HENRI-CHRISTINE 5. P.O. BOX 327  
CH-1211 GENEVA 4, SWITZERLAND  
TEL + 41 22 705 11 00 - FAX + 41 22 705 11 09  
EMAIL: europe@scout.org

## **GUIDELINES FOR THE ORGANISATION OF A European Guide Conference (EGC) A European Scout Conference (ESC) A European Guide and Scout Conference (EGSC)**

### **Preliminary observations**

The invitation is made jointly by the Member Organisation (member of WAGGGS) and the National Scout Organisation (member of WOSM) of the country. In case of several associations, the federation(s) must submit the invitation.

The bidding Organisation will select/recommend at least 2 sites to present to the European Committees, which must meet the needs outlined in this document, as well as be within a reasonable cost band.

Recognising the many recommendations made to the conference over many years, those hosting the Conference MUST consider the end cost of the event to the members of the Regions, and should be prepared to consider university campuses, halls of residence, and other venues which offer opportunities to have a more cost effective conference.

The proposed dates of the conference should recognise the periods of holiday, exam times and other important constraints of time, so that participation can be maximised.

The country making the invitation must be accessible to everyone, without distinction of nationality, and guarantees should be given to facilitate the issue of visas to citizens of all countries of the European Regions of WOSM and WAGGGS, without exception. This should be confirmed by a letter of guarantee issued by the relevant authorities in the host country.

### **1. Invitations**

#### **1.1 Preliminary invitations:**

These should be addressed to the delegates of the associations during the appropriate plenary session at the preceding European Guide and Scout Conference (3 years in advance).

The presentation shall be clear and precise and simple audio-visual aids are recommended. An indication of the participation fee for the conferences shall be announced. This shall be given without ambiguity.

- The practice of giving promotional gifts to the delegates shall be avoided at all times.

#### **1.2 Official invitations:**

- The official invitation ("Host Information 1") shall be addressed in writing to all Member Organisation (WAGGGS) and National Scout Association (WOSM) of the Regions at least two years before the Conferences (with precise information about venue and dates). This invitation is signed by the Chairpersons of the Europe Committee WAGGGS and the European Scout Committee, and sent by the Europe Office WAGGGS and the WSB - European Regional Office.
- A second letter ("Host Information 2") containing more detailed on the Conference venue, the accommodation, the social programme, the participation fee, the deadline for signing up, etc., shall be sent to all associations at least one year before the start of the Conferences. The Host Committee sends this letter in full agreement with the representatives of the European Committees. All conference invitations and information shall be prepared for publication on the Joint website on [www.europak-online.net](http://www.europak-online.net) according to the guidelines for Joint Communications unless other circulation methods have been agreed by the planning team.

- An agreed booking procedure should be advised to all Guide and Scout Associations at least 9 months in advance of the Conferences.
- Further information (“Host Information 3”) on transport and other issues as decided, will be sent by the Host Committee approximately 6 months before the Conferences.
- A proposal for a common logo for all Conferences shall be submitted by the Host Committee to the representatives of the European Committees for approval, no later than two years before the Conferences. The representation of human beings should be avoided. The theme of the conference shall be elaborated by the European Committees to support the programme.
- The provision of final registration information (“Host Information 4”) with precise details of the date and time of arrival and departure of the participants is up to the Host Committee, but not more than 3 months in advance.

## 2. Infrastructure for each of the two separate Conferences (EGC and ESC)

The ideal situation is to have all conference located in the same venue. However, where this is not possible then the distance between the conference venues should be as limited as possible and transport between the two venues should be considered by the planning and host committees.

### 2.1 Conference Room:

For each conference (WAGGGS and WOSM) one large room with a stage, public address system, tables and chairs for 300 people. Video and data projection via computer must be available. One of the rooms may also be used for the joint conference (approximately 500-600 people). If it is not possible to use one of the WAGGGS or WOSM conference halls, a third conference hall is required for the European Guide and Scout conference. This should be equipped for approximately 500 - 600 people in the same way as is required for the other two conference halls.

### 2.2 Other necessary accommodation:

- One room for each of the secretariats (two rooms in total) with enough space for 10 - 15 people and for all necessary office machinery including IT equipment as agreed and accessible at all times. Refreshments should be available for those working in the secretariat. The secretariats should be situated in close proximity to the conference halls.
- One space for translation.
- One meeting room for each of the European Committees (10 people). These should be located close to the secretariats-
- One meeting room for each of the Resolutions/Recommendations Committees for 2 evenings
- Around 15 meeting spaces per conference for working groups of around 15-20. Approximately 30 meeting places are required for the Joint conference subject to the programme of the conferences. These should be freely available throughout the period of the conference. All working places should be equipped with flip charts and pens.

### 2.3 Technical Installations:

- Adequate public address system in the conference rooms. There should be a minimum of four microphones at the table on the stage, one microphone at the lectern on the stage, 4 stands with microphones in the hall and two portable microphones.
- One large projection screen for the conference rooms large enough to allow dual projections at the same time in English and French.
- One data projector and computer of the highest resolution and sufficiently powerful for being viewed by the audience.
- It must be possible to rehearse all presentations at a minimum of 24 hours before they are due to be used in the conferences.
- Live streaming of agreed sessions and content
- Electronic voting
- Internet access should be made available in both secretariats and committee rooms to as many workstations as possible.
- Internet, printing and photocopying opportunities should be provided for delegates. It could be possible to charge a small fee for these services.



- Adequate printing facilities to which all computers can have access whether PC or Macintosh
- Photocopying facilities of a high speed and standard for the production of quantities which will be the responsibility of the Host Committee. In addition, one small photocopier should be provided in the secretariats.
- Pigeon holes for all Member Countries, Committee Members, Staff, World Bureau representatives and World Committees/Board Members and special guests.
- Exhibition equipment, including one table, panel, board, etc. for each association (to be requested and paid for by the exhibitor).

#### 2.4 Simultaneous Interpretation:

If possible, equipment for interpretation should already be installed with cabins for interpreters; otherwise this should be arranged by the Host Committee. Six interpreters shall be engaged and deployed in all three conferences, preferably using volunteers referred by the Regions or through local contacts. This must be included in the conference budget.

#### 2.5 Parental crèche

Hosts should consider the possibility of providing a crèche facility to enable those with small children to participate in the conference. Such facility should be provided in conjunction with the parents of the children concerned.

#### 2.6 Accessibility of the venue

Careful consideration must be given to full accessibility of the conference venue and accommodation to ensure that those with any form of restriction have the possibility to participate fully in all aspects of the Conferences and their programme.

### 3. Accommodation

Accommodation at different price levels should be made available either in the Conference Centre itself or within short walking distance.

- Approximately 100 single rooms, in the Conference Centre or in the main Conference Hotel, are required for members of the European Committees, office staff, special guests and delegates. Twin room accommodation or other classifications should provide for approximately 300 to 400 delegates.
- Reasonable meals should be available, as per the conference programme, taking into consideration the dietary requirements of the delegates including religious requirements.
- Both the conference and the accommodation venues should have the ability to cater for large groups within a limited time.

### 4. Reception

Delegates should be guided from entry points (e.g. airport, railway station, transcontinental bus services, ferry terminal) and provided with adequate information to arrive at the conference centre. It may be advisable to limit the times for guiding delegates to the arrival and departure days of the conference.

The hosts shall organise the registration on arrival day of delegates when they arrive at the Conference Centre. Several lines for queuing should be organised and the registration should be physically separated from the check-in at the hotel. Provision should be made for both Regions to also provide conference materials in the registration area.

The hosts should provide Conference folders with final programme and additional practical information.



## 5. Programme

The Europe Committee WAGGGS and the European Scout Committee of WOSM agree and deliver the constitutional Conference Programmes.

The Host Committee:

- Has the task to plan and arrange the social programme (to be approved by the European Committees) including the opening and closing ceremonies and International evening. An evening based on local culture is also a welcomed activity
- Must identify the location and timing of religious services for the different denominations and organise the inter-religious service
- Partners may accompany delegates but there is no requirement to arrange a partners' programme
- Prepare a Conference Folder, including the final programme
- Prepare daily meditations as requested, taking into account the diversity of faiths in Europe.

## 6. Personnel

The hosting organisation(s) should form a Host Committee, made up of people responsible for reception, accommodation, local programme, finance, technical installations, press relations, etc., all of whom should be available to work during the whole period of planning and running the Conferences.

All people who will be in personal contact with conference delegates should be able to communicate in either English or French.

The Host Committee shall appoint an appropriate person to liaise with the secretariat of the Conferences.

The Host Committee shall recruit a Host Committee Service Team of young people to provide the necessary support to those organising the Conferences, as well as the delegates, including photocopying and support to the secretariats. The possibility of having 'personal assistants' to each delegation is encouraged.

A technician from the Conference Centre shall be available throughout the Conferences. A technician from the Host Committee Service Team shall also be available and manage all the technical equipment in the Conference rooms. Technical support shall be made available to the secretariats.

## 7. Public Relations

The Host Committee shall appoint one person to be responsible for Public Relations and Communications who will cooperate with the two Regions in developing a Public Relations and Communications Plan in line with the conference preparatory timetable. This shall include also all aspects of social networking and such media.

The Host Committee shall develop a team to liaise with the national and local authorities as well as the press.

A Press Conference shall be organised at an appropriate time before or during the Conferences.

## 8. Preparatory meetings

A logistical liaison person from each Region, usually a member of staff will represent the interests of the Regions in meetings with the Host Team to ensure the Memorandum of Understanding to achieve the Regional Conferences is achieved. At least one face to face meeting is envisaged by mutual agreement. Costs will be met by the host teams in country. Other costs are met by the entity incurring the cost.

Additional contact between the planning teams from the Regions should take place, usually remotely using technology, but at least one face to face meeting will take place in the year preceding the conferences, at the venue of the conferences.



## 9. Finances

The host country is responsible for the finances of the Conferences. It establishes its own budget, while taking into account the availability of local financial resources (grants, sponsors, gifts, loan of equipment, participation fees, etc.). If sponsorship is sought then this should take into account the guidelines/policies on sponsorship in both WAGGGS and WOSM.

### *Accommodation Costs*

- The accommodation costs should be expressed separately from the participation fee. Each delegation is responsible for paying its own hotel bill.

### *Participation Fee*

- The participation fee for the Conferences should include reception, meals, social programme, all costs related to simultaneous interpretation, and the ICT and AV equipment needed for running the programme.
- The participation fee must be approved by the European Committees.
- The participation fee should also take into account:
  - A negotiated contribution to the costs incurred by the two Regions for the preparatory meetings;
  - A negotiated contribution to the costs incurred by the two Regions for accommodation and travel of eight executive/administrative staff for the Conference and two days before and 1 day after;
  - A negotiated contribution towards the costs of participation – accommodation and travel for the Regional Committees – twelve personnel;
  - An agreed proposal for interpreting costs;
  - An amount equivalent to cover the Conference fee for two x ten participants from countries having financial difficulties;
  - The cost of travel, accommodation and meals for 3 key-note speakers;
  - The cost of a special show and a special meal for the opening or closing ceremonies;
  - The cost of the audio-visual and ICT equipment required;
  - The cost of agreed additional secretariat equipment;
  - Other programme related costs approved between the Planning Team and the Host Committee prior to the approval of the final budget.
  - An agreement, based on the negotiated elements above, for the dispersal of profits from the Conferences above an agreed level.

The final financial result, surplus or deficit is the responsibility of the host country. A financial report and an evaluation report should be produced within six months of the end of the conference. These should be shared in-depth with the hosts of the next Conference.

## 10. Risk Management

A full risk management document must be prepared and made available on request to the two Regions. This should identify the major risks and how these are proposed to be managed.

Where appropriate, event insurance should be investigated to provide protection against cancellation.

## 11. Diversity perspective

All work in the preparation and execution of the conferences should be adequately recorded so that the learning concerning all aspects of diversity can be shared and mainstreamed in the work of the two Regions and their member organisations.

Where necessary, the working groups of the two regions can assist in this important aspect of mainstreaming the diversity perspective and in the preparatory and implementation work.

## 12. Memorandum of Understanding

In order to capture all aspects of the agreement between the two Regions and the host organisation(s), a Memorandum of Understanding will be signed in advance of any major decisions relating to the Conference being made. There will be full consultation before important aspects such as date, participation fee and overall budget of the Conference are announced.

Agreed by the Joint Committees, 22 November 2015

