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DOCUMENT

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Guidelines to host a European Scout Conference

WORLD SCOUTING

Guidelines to host a European Scout Conference

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Languages

The official languages of the World Organization are English and French. The World Scout Bureau will make all Conference Documents available in both languages.
In the event of a conflict arising out of the interpretation of this Conference Document or any other official document of the World Organization, the English text shall prevail.

Preliminary Observations

These **guidelines** relate to hosting the European Scout Conference's ordinary meetings, which are held every three years. The European Scout Conference is defined in the Constitution of the European Scout Region (Art. III). To fulfil those constitutional requirements, the Conference is organised under the oversight of the European Scout Committee (ESC).

All Member Organizations (MOs) in the European Scout Region (ESR) that are in **good standing** with WOSM can bid to host the European Scout Conference. In the case of several associations, the federation must submit the bid.

Recognising the many recommendations made to the Conference over many years, those bidding to host the Conference must consider the **cost** of the event to the Members Organizations. Hosts are, therefore, expected to consider university campuses, halls of residence, youth centres, and other venues that offer opportunities for a cost-effective conference.

The proposed **Conference dates** should recognise periods of holiday, exam times, and other essential time constraints so that participation can be maximised. Efforts should also be made to avoid pick travel seasons to ensure cost efficiency. The final dates and location will be agreed upon with the Regional Committee.

The country making the invitation must be **accessible** to everyone, regardless of nationality. Guarantees should be given to facilitate the issue of visas to citizens of all European Region of World Scouting countries, without exception. This should be confirmed by a letter of guarantee issued by the relevant authorities in the host country.

Those wishing to host the conferences will be invited to **present** to the delegates during the appropriate plenary session at the preceding European Conference, giving clear, unambiguous information, including an anticipated participation fee and possible venue. The method of presentation is at the discretion of the potential hosts. The practice of giving promotional gifts to the delegates shall be avoided[1].

Lastly, these guidelines outline key requirements for the essential aspects of hosting a Regional Conference. They aim to support the smooth operation of the Conference and the well-being of delegates, volunteers, and staff. When reviewing these guidelines, future hosts are invited to consider the key **guiding principles** as transversal to all these sections. Aiming at accessibility, safety, sustainability, safeguarding, safety, risk awareness and cost efficiency.

Programme

The European Scout Committee agrees on and delivers the Conference programme per the constitutional requirements of the Constitution of the European Scout Region. The operationalisation of the Conference planning and preparation is at the discretion of the European Scout Committee.

The Host's contribution to the Conference programme consists primarily of planning and delivering the social programme, including the opening and closing ceremonies and an International Evening. An evening based on local culture is also a welcomed activity. The European Scout Committee should approve the social programme.

Additionally, the Host may be asked to:

- Prepare daily morning meditations/spiritual moments.
- Identify the location and timing of religious services for the different denominations to organise the inter-religious service.

[1] See the Code of Conduct for Bidders of World Scout Events

- Consider an Accompanying Persons Programme – although partners may accompany participants, arranging a partners' programme is not required.

Infrastructure

Reception, welcome and accessibility

Delegates should be guided from entry points (e.g., airport, railway station, international bus services, ferry terminal) and/or provided with adequate information to arrive at the conference venue.

Careful consideration must be given to the full accessibility of the Conference venue and accommodation to ensure that those with any restrictions can participate fully in all aspects of the Conference and the programme.

Space Requirements

Plenary Room: One large room must be available, with a stage, tables, and chairs for at least 300 people, as well as video and data projection via computer. This will be the room for delivering all the plenary inputs.

Breakout Rooms: There should be around 15 meeting spaces (not necessarily all closed rooms) for breakout sessions and working groups of around 20 participants. These should be freely available throughout the entire conference period. All workplaces should have flip charts, pens, and data projections.

Meeting Rooms:

- One room for the staff, close to the Plenary Room, with enough space for around 15 people and all necessary office machinery, including IT equipment. This room should always be accessible, including two days before the start of the Conference.
- Refreshments should be available for those working in the secretariat.
- One to two meeting rooms and/or quiet spaces for translation and the Resolutions Committee.
- One meeting room (10 people) for the European Scout Committee.
- One quiet space for Listening Ears.

Exhibitions area: a designated space where organisations, members, partners, sponsors, or other stakeholders can set up booths, stands, or displays to showcase their work, services, products, or initiatives.

Receptions area: spaces suitable for hosting side events, such as receptions, may be mobilised and made available to organisations wishing to organise such events at their own cost.

Technical Requirements

- Adequate public address system in the Plenary room. There should be a minimum of four microphones at the table on the stage, one microphone at the lectern on the stage and at least four portable microphones.
- A projection screen for the Conference room should be large enough to allow concurrent dual projections in English and French. The size and/or layout of the Plenary room should also consider an additional screen.
- One data projector (and computer) of the highest resolution that is sufficiently powerful for being viewed by the audience.
- Capacity for live streaming of agreed sessions and content (if needed).

- Strong and stable internet access should be available throughout the Conference venue, and additional secured internet access should be available for the voting system.
- Interpreter equipment and cabins: The necessary setup should be arranged if the equipment is not already installed in the plenary room.

Additional requirements

- It must be possible to access the Plenary room at least 24 hours before the start of the Conference.
- During the Conference, the Plenary room should be accessible at all times for rehearsing.
- The Host should provide printing and photocopying opportunities. In addition, one small photocopier should be provided in the secretariat. Delegates wishing to use the printing services could be charged a small fee.
- Hosts should consider providing a daycare facility for those with small children to participate in the Conference. Such a facility should be provided in conjunction with the parents of the children concerned.

Accommodation

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

- Approximately 100 single rooms in the Conference centre or the central Conference hotel are required for members of the European Scout Committee, Regional volunteers and staff, special guests and delegates.
- Twin room accommodation or other classifications should be available for approximately 300 to 500 participants.
- Reasonable meals should be available, as per the Conference programme, considering the dietary, religious and sustainability requirements.
- The Conference and the accommodation venues should accommodate large groups within a limited time.
- Accommodation costs should be expressed separately from the participation fee. Each delegation is responsible for paying its own accommodation costs.
- All-inclusive packages (conference fee + accommodation) can be proposed but are not mandatory for the delegations.

Communications

Visual Identity

The Conference logo and visual identity are developed by the Host, following WOSM branding guidelines, and approved by the European Scout Committee.

The European Scout Committee shall also approve the Conference theme to support the programme.

Internal Communications to the Member Organizations

- The World Scout Bureau Europe Support Centre will develop the Conference website.
- The World Scout Bureau Europe Support Centre shall channel all official communication from the Host Committee.

- All Conference invitations and information shall be prepared for publication on the Conference website unless the planning team has agreed upon other circulation methods.
- The official invitation, which includes precise information about the venue and dates, shall be addressed in writing to all Member Organizations of the Region.
- The Host will need to provide detailed information about the Conference venue, accommodation and its booking procedure, the social programme, the participation fee, and the deadline for signing up at least one year before the start of the Conference.
- After the registration deadline, the Host Committee is expected to prepare a communication about the Conference's practicalities to send to the registered participants.

External Communications

Recognising the importance of communications for the Host, a protocol will be agreed on how external communications will be handled and divided between the Host and the Region. This is referred to in section 8.4 below.

Human Resources

The Host organisation is expected to form a Host Committee of people responsible for the key aspects of hosting the Conference as identified in these guidelines. Its members should all be available to work/volunteer during the entire Conference planning and delivery period.

The Host Committee is expected to:

- Appoint an appropriate person to liaise with the Conference secretariat, be present at daily meetings, provide immediate feedback, and provide solution-oriented support.
- Recruit a service team of young people to support the Conference organisers, the secretariat, and the delegates. It is encouraged that specific volunteers are assigned to each delegation.
- Consider a staff resource to ensure continuity during working hours.

A technician from the Conference venue will be available throughout the Conference. A Host Committee service team technician will also be available and manage all the technical equipment in the Plenary and breakout rooms. Technical support will be made available to the secretariat.

All the volunteers/staff of the Host organisation who are expected to contact Conference participants should be able to communicate in English or French.

Preparatory Meetings

A logistics liaison person from the Region, usually a staff member, will represent the Region's interests in meetings with the Host to ensure the Host Organisation Agreement is applied. At least one face-to-face meeting is envisaged by mutual agreement.

Additional contact between the planning team from the Region should occur, usually remotely, but at least one face-to-face meeting will occur at the Conference venue.

Finances

The Host is responsible for the finances of the Conference. It establishes its budget while considering the availability of local financial resources (grants, sponsors, gifts, loan of equipment, participation fees, etc.). If sponsorship is sought, this should consider the guidelines/policies on sponsorships in WOSM.

- The Conference **Budget,** including its different sources of funding, should be available in clear format (in English). Its link to the Participation Fees should be clearly outlined, including any different options considered (such as Early Bird fee, one-day fee, accommodation package, etc.).
- **Participation Fees** are determined by the Host Committee and approved by the European Scout Committee.
- A financial report should be included in the Host Conference Report and produced within six months of the Conference's end. The next Conference Host should be informed in depth about it.
- The final financial result, surplus or deficit, is the responsibility of the Host.

Participation Fee

- The Conference Participation Fee should include all Conference infrastructure-related costs (see Programme), meals, and social programmes (including any special show and special meals for the opening and/or closing ceremonies).
- The Participation Fee should also take into account:
    - The Region incurs the full cost for one preparatory meeting, including a venue visit. This preparatory meeting will consist of a meeting between the Region's host and planning team and the European Scout Committee meeting, which will occur simultaneously.
    - The full participation costs – participation fees, accommodation and travel – for fifty (50) people, inclusive of the European Scout Committee, the regional staff and volunteers involved in the planning and delivery of the Conference (including two days before and 1 day after the event), the Conference co-Chairpersons, the interpretation team and keynote speakers.
- Additionally, a Solidarity Fund should be set up to support the participation of 15 participants from Member Organizations with financial difficulties.

General Compliance

To capture all aspects of the agreement between the Region and the Host organisation, a **Host Organisation Agreement** will be signed in advance of any major decisions (including financial commitments) related to the Conference being made. This agreement will include the role, responsibilities, commitments and regulations of the relationship of the Host with the Region vis-à-vis the Conference. A full consultation will take place before essential aspects are announced, such as the date, participation fee and overall budget of the Conference. To deliver an effective Conference which meets all requirements according to local, national and international legislation, additional documentation and agreements may be required if the agreement mentioned above cannot already incorporate them.

Terms and Conditions

With the support of the Region, the Host will outline clear Terms and Conditions that shall be approved by the European Scout Committee and communicated to participants as of the registration launch.

Risk Management

A full risk register, including major risks and how they should be managed, must be prepared in collaboration with the planning team. Mitigation measures and updates should be made available upon request.

Where appropriate, event insurance should be investigated to protect against cancellation. To ensure effective risk mitigation and preparedness, the Host Committee is required to:

- Ensure all potential security, health, logistics, and operations risks are identified.
- Complete a first risk assessment no later than 12 months before the Conference.
- Conduct periodic risk reviews and submit updates at 6 months, 3 months, and 1 month before the event.
- Establish an Emergency Response Plan covering the following:
    - Medical emergencies,
    - Security threats,
    - Natural disasters,
    - Data protection breaches, etc.

GDPR Compliance

As part of the Host Organisation Agreement, both parties will jointly prepare and sign a declaration relating to the confidential data collection, treatment, and disposal.

Communications Cooperation Agreement

Both parties will contribute to developing this agreement to ensure effective collaboration in external communications. Such an agreement should nominate the relevant people for the Host and the Region.

Environmental Sustainability of the Conference[2]

With the support of the Region and existing best practices in its country (given that legal frameworks and possibilities for implementing sustainability measures vary greatly from country to country, and at times even within a country), the Host must invest in the key principles that ensure environmentally sustainable conferences. These are, but not limited to:

- Planning ahead,
- Reduce first, compensate second,
- Think local and seasonal,
- Raise awareness and empower.

[2] WOSM Guidelines for organising Sustainable Events. A new edition of the regional check-list will be issued in due time.

Safeguarding[3]

The Host, with the support of the Region, must adopt and adhere to the safeguarding requirements, measures, and procedures that will be established for the Conference to safeguard the welfare of all involved at the event by protecting them from harm. These requirements, measures, and procedures include (but are not limited to):

- Confirmation of Safeguarding checks for all volunteers to be involved by the Host.
- Tailored training (for events) of all volunteers to be involved by the Host.
- Implementation of a Listening Ears System for the Host teams.
- Assignment of members holding no other responsibilities on the event other than ensuring implementation and reacting to any situation of harm that might occur.

Continuous Improvement

The Host is expected to produce a report that includes financial reporting and evaluation to support the work of the Region and future Hosts.

European Guide Conference (WAGGGS)[4]

While this document outlines the Guidelines for hosting the European Scout Conference, the Host is also requested to make clear considerations to accommodate a European Guide Conference should the need arise.

To ensure the viability of such an addition, the Host is invited to determine **the deadline** by which WAGGGS must confirm whether they wish to hold their Conference alongside the European Scout Conference. This deadline should allow sufficient time for logistical planning, budgeting, and programme coordination.

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[3] WOSM Safe from Harm Policy
[4] For further information, reference can be made to the previous Guidelines for the Organisation of a Regional Conference.