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World Organization of the Scout Movement  
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Всемирная Организация Скаутского Движения  
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المنظمة العالمية للحركة الكشفية

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To: International Commissioners

25 May 2009

**Invitation and Guidelines for hosting The European Scout Symposium 2010**

Dear Friends

Since 2000, Commissioners, Executives and other key personnel working at national level in NSOs/NSAs from all over Europe have gathered every three years to take part in the European Scout Symposium. The third such event took place in Cyprus in March 2006 and brought together over 120 participants, planning team and guests.

The European Symposium is part of the process of implementing the Strategy at all levels of the Movement in particular at national and regional levels. This event will be an important step before the 20<sup>th</sup> European Scout Conference in 2010 and will support the development of the Regional Scout Plan for 2010-2013 and beyond.

**Background**

This paper is intended as information for any NSO/NSA that may be interested in hosting the next European Scout Symposium in 2010. The paper is not definitive but is intended as a guideline for an NSO/NSA to see what the basic requirements are for hosting this important event.

**Dates**

A proposal as to who will host the next European Scout Symposium will be based on applications presented by NSOs/NSAs and will be approved by the European Scout Committee, **no later than 15 August 2009**. It is envisaged that the next European Scout Symposium will take place in late February or early March 2010.

**Costs**

It is anticipated that participation fees will fund this event and therefore we would like to ensure the costs are as low as possible so that as many associations as possible are able to attend. The participant fee should cover the costs of accommodation, interpretation, transport to the venue from train station etc. if needed, meals and meeting facilities as well as allowing a small amount for incidental costs.

For information, the fee for the last Symposium in Cyprus in 2006 was EUR 300 per person with a reduced fee of EUR 200. We anticipate the same fee structure for the next European Scout Symposium.

Hosting such an event should not be at the expense of the hosting organisation or consume significant effort that will detract from the association's existing responsibilities.

## **Requirements for the Host Country/Venue**

The European Scout Symposium requires suitable facilities. These include:

### **Location**

- A Conference Centre, a Scout Centre, a Youth Centre or similar, in a location that will encourage a good atmosphere for the event
- Relatively easy access from all parts of Europe, including with regard to entry regulations and visas for certain countries
- Not more than 1 hour from an international airport as the event will be confined to a weekend.

### **Infrastructure**

- Accommodation of a good standard for up to 130 people
- Facilities that can seat around 130 people with full technical facilities (sound, projectors, screens etc) and with the possibility to install interpretation equipment.
- A catering operation able to accommodate 130 people in one sitting and the ability to prepare good meals and tea/coffee breaks throughout the day
- At least 12 sets of facilities able to accommodate 10 to 15 people for group work;
- A good social area for the late evening events (bar etc.);
- An office for use by the planning team for the whole event equipped with computer, printer, phone line and Internet access.
- Technical facilities such as photocopier(s), video projectors, flip charts, TV's, stationery
- Wireless internet access
- The ability to receive messages/faxes etc. and for participants to telephone/fax out of the centre
- A shop selling, at least, postcards, stamps, phone cards for participants

### **Service**

- Host a meeting of the planning team before the event at little, if any, cost
- Handling all the visa requests of participants (invitation letters, dealing with embassies, Ministry of Foreign Affairs etc.)
- Taking care of all transport of the participants to and from the venue from within the country
- The ability to help arrange extra time in the country if participants need it
- Minimum of 2 support staff, provided by the hosting NSA, to take care of all administration and technical services during the Symposium.

### **What to do next**

If you feel that there's a location in your country that meets the requirements and you would like to host the event, you must first contact your national headquarters and get their support. You then need to prepare as full an application as possible, which details exactly what you have available and can offer at your centre.

The application should be based on experience and knowledge of prior events and should include:

- Full details of the Centre, the facilities and the possibilities;
- Proposals for the 'Hosting Country' evening;
- A price per person based on arrival on Thursday (before dinner) and departure on Sunday (after lunch); full board catering, including coffee breaks, a 'hosting country' evening and other organisational expenses.
- Last but not least, a brief motivation of why such an event should be organised in your country.

Once your application has been received, we will keep you up to date with the situation and will contact you for more detailed information as needed. Once a decision has been made, you will be informed.

## **Roles and Responsibilities:**

### **1. Hosting Committee**

The Hosting Committee is responsible for all the aspects linked to:

- The infrastructure and the facilities of the venue,
- The administration of the event,
- Free time and social evening,
- Organising the arrival and departure for participants
- Materials and stationery needed
- Official invitations and support for participants needing a visa

### **2. The Planning Team**

The Planning Team is responsible for:

- Sending the invitation to all NSOs/NSAs and individuals concerned
- The programme, the content and the working methods for all the sessions
- The facilitation of all sessions
- Setting clear and well in advance the materials, space and support needed for all sessions and activities
- The budget and the expenses of the event
- Liaising with colleagues to access funds to secure high levels of participation
- The evaluation of the event

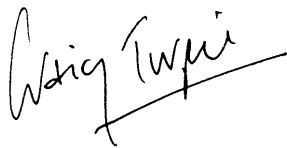
### **Offers to host**

Any NSO/NSA wishing to host this event must send its offer in writing, together with full information about the proposed venue, via the International Commissioner. Offers must be sent to arrive at the World Scout Bureau – European Regional Office (address given above) no later than 1 August 2009.

Once the country/national association has been selected and confirmed, all the others that applied will be informed in writing of the decision.

If you have questions or need further information, please contact Radu Stinghe, Director, Youth Programme at [rstinghe@scout.org](mailto:rstinghe@scout.org).

Yours sincerely



Craig Turpie  
Chairman, European Scout Committee