



PROTOCOL

APPENDIX B:

PARTICIPANTS AND WAITING LISTS

INTRODUCTION

This document is an Appendix to the Protocol of the Association and consists of guidelines for defining the participants and waiting lists for the Association's congresses. However, by decision of the organizing team these rules can be applicable for other Association's activities.

PART I: ANNUAL CONGRESS

I.1. Participants List

I.1.1. There is no limitation on the amount of participants at the annual congress. However, this figure should not be lower than 100.

I.1.2. The participants list should be announced at least three months prior to the beginning of the congress.

I.1.3. All entities should be allowed to send an equal number of participants. Members of the Board, Secretariat representative(s) and a Financial Control Commission representative are omitted from the amount of participants per entity. Regional assistants, representatives of committees and representatives of other bodies of the Association may also be omitted from the subscriptions per entity in case the Board decides so.

I.1.4. After the equal division of places is done, the remaining places are distributed according to the entity ranking list established at the previous annual congress.

I.1.5. The organizing team should let an adequate body of the Association review the participants list before publishing it.

I.2. Waiting List

I.2.1. The waiting list must be made public at the latest 10 days after the participants list is announced.

I.2.2. In case of cancellations, free places should be filled first by those participants of the same entities which also had registered for the congress within a time period set by the organizing team.

I.2.3. The waiting list should be constructed in a way that secures an equal number of participants from each entity at the congress.

I.2.3.1. Potential participants with the same positions on the priority lists of each entity should be grouped together.

I.2.3.2. The positions in these groups should be ordered according to the entity ranking list.

I.2.4. The organizing team should let an adequate body of the Association review the waiting list before publishing it.

I.3. Last minute placing procedure

I.3.1. The organizers can decide to implement a last minute placing procedure in order to speed up the process of distributing free places to persons on the waiting list. This procedure can be put into place no earlier than fourteen (14) days prior to the start of the annual congress.

If the organizers decide to use a last minute placing procedure, this is the one to be used.

I.3.2. In case of a cancellation, the organizers ask all the people on the waiting list to react within the next twenty four (24) hours (minimum).

I.3.3. From those who responded in the given time (24 hours), the free place should go to the person who has the highest rank on the current waiting list.

I.3.4. If in the same time period (24 hours) more places get available, these places are given to the next person according the waiting list, of those persons who responded to the first call.

I.3.5. In case no one from the waiting list responds within the given time or the waiting list is empty, the organizers can ask all interested EGEAns to apply for the free place(s).

PART II: REGIONAL CONGRESSES

II.1. Participants List

II.1.1. Regional congresses should have a minimum number of 50 participants, excluding the organizing team.

II.1.2. The participants list should be announced at least three months before the congress starts.

II.1.3. Members of the Board and a regional assistant from the region in which the congress is held are excluded from the amount of subscriptions per entity.

II.1.4. Members of a committee or other body of the Association which is having a live meeting at the regional congress should also be omitted from the amount of subscriptions per entity if the Board and the organizing team of the regional congress agree. The same is applicable for the representative of the Association's Secretariat.

II.1.5. Distribution of the participants:

II.1.5.1. One member from each entity belonging to the region organizing the regional congress is taken. Places to EGEA regional representatives are granted.

II.1.5.2. One member from all applying entities is taken (including the region organizing the regional congress).

II.1.5.3. Procedures of part II.1.5.1. and part II.1.5.2. of this document are repeated until there are not enough places to distribute them equally.

II.1.5.4. After the equal division of places is done, the remaining places are distributed according to the entity ranking list established at the previous annual congress.

II.1.5.5. The organizing team should let an adequate body of the Association review the participants list before publishing it.

II.2. Waiting List

II.2.1. The waiting list must be made public at the latest 10 days after the participants list is announced.

II.2.2. In case of cancellations, free places should be filled first by those participants of the same entities which also had registered for the congress within a time period set by the organizing team.

II.2.3. The waiting list should be constructed according to following procedures:

II.2.3.1. Potential participants with the same positions on the priority lists of each entity should be grouped together.

II.2.3.2. The positions in these groups should be ordered according to the entity ranking list.

II.2.3.3. In exceptional cases, when the share of participants from the region organizing the regional congress would drop to under 50 % due to cancellations (compared to the original division of places) potential participants from entities belonging to that region can be accepted with no regard to the order of the waiting list.

II.2.4. The organizing team should let an adequate body of the Association review the participants list before publishing it.

II.3. Last minute placing procedure

II.3.1. The organizers can decide to implement a last minute placing procedure in order to speed up the process of distributing free places to persons on the waiting list. This procedure can be put into place no earlier than fourteen (14) days prior to the start of the annual congress.

If the organizers decide to use a last minute placing procedure, this is the one to be used.

II.3.2. In case of a cancellation, the organizers ask all the people on the waiting list to react within the next twenty four (24) hours (minimum).

II.3.3. From those who responded in the given time (24 hours), the free place should go to the person who has the highest rank on the current waiting list.

II.3.4. If in the same time period (24 hours) more places get available, these places are given to the next person according the waiting list, of those persons who responded to the first call.

II.3.5. In case no one from the waiting list responds within the given time or the waiting list is empty, the organizers can ask all interested EGEAns to apply for the free place(s).

PART III: ENTITY RANKING LIST

III.1. The entity ranking list is made at each annual congress by giving points for each entity's activity during the previous EGEA year and it is valid for all the congresses organized until the next annual

congress, including the next annual congress.

III.2. When making the list, the activities of all the entities, either candidating or full members, will be taken into consideration.

III.3. The congress organizers together with the Board can decide how many places are reserved for prospective entities. Therefore, these entities are not included in the ranking list.

III.4. The activities rated and the assigned points in order to create the ranking list are as following:

- Annual congress – 100 points
- Regional congress – 80 points
- Seminar (lasts more than 4 days) – 40 points
- Other European events – 30 points
- National event – 10 points
- Exchange – 10 points
- Hosting an EGEA body live-meeting – 10 points

III.4.1. An EGEA event will be rated as a European event if at least 50% of the participants are from a different country than the one where the event takes place. If not, the event is rated as a national event.

III.4.2. If an event is organized by more than one entity, each entity will receive 10 % less points for every involved organizing entity. Exchanges are excluded from this rule.

III.5. In a new ranking list, entities will get 50 % of the points they received in the previous year.

III.6. If entities receive the same amount of points, their order will be established by random draw.