

european geography association for students and young geographers



**the annual congress manual**  
how to organize an annual egea congress ?

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# CONTENTS

- Introduction .....2
- Be a candidate ! ..... 3
- I think we can do it ! ..... 4
- Let's prepare the base ..... 5
- The organizing team ..... 7
- Candidating for the congress ..... 9
- We got the congress ! .....10
- Division of duties ..... 11
- Finding the sponsors .....12
- Detailing the general congress program ..... 13
- The way of presenting the congress toward **egea** ..... 14
- The annual congress program ..... 16
- Financial balance of the annual congress ..... 19
- Post-congress activities and duties .....22
- Why we did it all ? ..... 23
- Ending note ..... 24

## INTRODUCTION

'**the annual congress manual**' is just a proposition or introduction for congress coordinator and entire congress organizing committee about the way of organizing of an **egea** congress.

The proposal for making the manuals for organizing different **egea** events was accepted during the XIV<sup>th</sup> **egea** General Board Meeting, which took place in Dijon during September 2002<sup>nd</sup>.

Everything written in here makes just a base for the **egea** congress organization, but the base which is strong enough to support plenty of 'details' which should be planned by the organizing committee of a congress. This proposition is written in order to help new generation of **egea** dealing with student congresses. The proposition can be used only for **egea** purposes.

The proposals written in here are made on many advantages and disadvantages of plenty **egea** congresses, not just on one, no matter the examples are mostly based on one event.

Except this booklet, '**the annual congress manual**' is including next in appendix which may help you in organizing the annual **egea** congress:

- Appendix 1 – letter of recommendation
- Appendix 2 – congress project
- Appendix 3 – chronological plan of duties before the congress
- Appendix 4 – chronological plan of duties during the congress
- Appendix 5 – participants of the congresses
- Appendix 6 – a letter for the sponsorship finding
- Appendix 7 – announcing the online homepage
- Appendix 8 – subscription form
- Appendix 9 – description on homepage how to register
- Appendix 10 – received subscription forms sent on time
- Appendix 11 – congress places distribution
- Appendix 12 – participants division
- Appendix 13 – official invitation
- Appendix 14 – congress brochure
- Appendix 15 – registration desk instructions
- Appendix 16 – congress book
- Appendix 17 – protocol – congress program
- Appendix 18 – excursion booklet
- Appendix 19 – daily geographer example – nr.2 (page 1 & 2)
- Appendix 20 – congress questionnaire
- Appendix 21 – example of one workshop report

In this manual, the appendix links are notified with green color.

## BE A CANDIDATE !

The word 'congress' itself is bringing the feeling of something which should be considered by great respect and taken as a huge responsibility by all the organizers and participants. It is just partly the truth. Partly because it is still all about a student volunteering activity. Therefore, **egea** congress is something completely different than a happening people usually consider by a congress – **egea** congress is a mixture of fun and work for all the participants and the organizers at the same time.

The main aim of the **egea** congresses is to bring the geography students and young geographers from different European universities together and to encourage them to exchange the information, experiences and the knowledge among themselves. For achieving mentioned aim many times successful method was the combination of official and unofficial parts of the congress program – combination of workshops, presentations, excursions, meetings, official openings and closings with the prepared thematic parties, funny presentations, sport competitions, games... Well prepared this method by the organizing committee is the guarantee of a successful congress.

Since it is all about the voluntary work and no one is paid for organizing the **egea** congress, it is just the question of will of the group of the students from one European university whether they want to organize the annual **egea** congress or not. By taking this in consideration, every active **egea** entity with more than 10 active members is able to make an annual **egea** congress – no matter of financial situation of entity, at university, in country... If the strong will exists, there is also enough time to find all the sponsorship which should fill in the congress budget.

Because of that, please, read entire manual and its appendixes and see how is actually easy to organize an annual **egea** congress and how huge satisfaction and experience it can bring to every member of organizing committee. If you can find yourself and your closest geography entity's colleagues in it, candidate your entity for organizing the next **egea** annual congress.

## I THINK WE CAN DO IT !

If the entity is active enough within **egea**, which means that the nowadays members are well introduced to **egea** (they have been to some **egea** congresses) and if those members still have energy to make some happening together, the entity is ready to prepare **egea** annual congress for sure.

In every active **egea** entity there is always one person or small group (up to three of them) very interested in making the initiative for some national or international happening. The same is with the **egea** congresses. Now, the question in described entity is: Who will stand up and say: 'I think we can do it!'. Of course, it is all about being of candidate for annual **egea** congress.

Except the mentioned question, the question of timing is also extremely important. Actually, in every phase is very important to follow the deadlines. The deadlines written in this manual are ideal, but they are not to far away from reality.

If some entity really wants to organize and prepare well the annual **egea** congress, the phase of making the initiative should start at the beginning of the spring during the year which is before the one when the annual congress is planned (actually, some year and a half before the happening itself). Probably this sounds pretty crazy, but that is reality, since the time is needed within the entity to decide whether they are going to candidate itself or not, to name the organizing committee, to prepare well the base of the planned congress and to prepare the congress itself well.

Finally, if there is an active entity, a person or group of them inside of the entity who want to organize the annual **egea** congress, if they have approval from the entity and if they start dealing easily with that year and a half before the planned happening, they choose the right way to organize great annual **egea** congress without any stress.

## LET'S PREPARE THE BASE

After entity's authorities gave the green light for making the candidature of the entity for the annual **egea** congress of the next season, comes the phase where it is very important to make great base of the planned congress – the base which will be able to stand all other interventions which would be made in next year – year and a half period.

First of all, the base should be made by one person or group of persons (up to three of them), those ones who gave the initiative to entity's authorities. Those persons are some kind of leading organizing team of the planned congress.

The leading organizing team should prepare the base of the planned congress. It means that they need to:

- define possibility of organizing a congress considering:
  - the organizing team – Do we have enough active members?
  - financial tasks – Can we find enough sponsors?
  - location of the happening – Do we have idea where it can happen?
  - **egea** organization – Can we win other possible candidates?

If the answers are mostly positive for all mentioned questions, the leading organizing team is ready to start writing the project of the planned congress. This project should consist of:

- Introduction
- The purpose of the congress
- Accommodation
- Agenda of the congress
- The program of the congress
- Expenditures
- The list of associations cooperating within **egea**
- Organizers

The most important for the leading organizing team in this moment is to find the suitable accommodation place which should have enough beds and showers to cover some 120 persons. Of course, within the accommodation facilities, there should be a huge dining room, several places (rooms) for workshops, huge place for presentations, opening and closing ceremonies and another one (or the same one) for the parties. Location of the accommodation place should be on the major traffic lines (trail, roads...) or very close to them and it should offer interesting subjects for workshops, their excursions and main excursion in nearby. The best congress place is isolated one, because of the better integration of the participants – not spreading around to the town / city center, bars, discothèques...

After finding the accommodation, for writing a project, it is very important to make general agenda of the congress and the program generally. Considering the

program, there should be written planned expenditures of the congress in total. At this moment it is not necessary to name the workshops or detail anything in the project. The most important thing is to have the congress at the paper generally, since it is needed for the presentation toward the institutions and potential sponsors. Because of that, the project should be written in the language of the country where the congress will be held and in English. Written project is clever to present to some institutions – first of all the geographical ones (departments, faculties, institutes) in the city where is the entity's university. The goal of the presentations is to collect the signs of the professors, magisters, doctors of science etc. at the prepared letters of recommendation for the congress. While having that support, the congress itself is gaining the power which can be very important later, if the congress will be approved by **egea**, for finding the sponsorship.

After collecting the signatures (the best time is during some faculty / department / institute meeting of professors), in the existing project annex the list of professors who signed the letters – make the Committee of recommendation list within the project.

Both, the example of **the letter of recommendation** and the **congress project** can be found in the appendix. The example of the letter of recommendation is taken from the **egea** Ljubljana, which organized XII<sup>th</sup> annual **egea** congress (Bohinj 2000). The project is taken from the **egea** Zagreb, which organized regional **egea** congress for EuroMed **egea** region (Fužine, 2002). All the appendixes exist here to be copy-pasted and a bit transformed for your **egea** purposes.

When the leading organizing committee made a project and collects the first round of recommendations, it is the moment to focus on the congress and its presentation toward **egea**. During this phase the leading organizing committee is responsible to gain the members of congress organizing committee, the students who will together with the leading organizing committee fill in the base of the congress with details and prepare the entire congress.

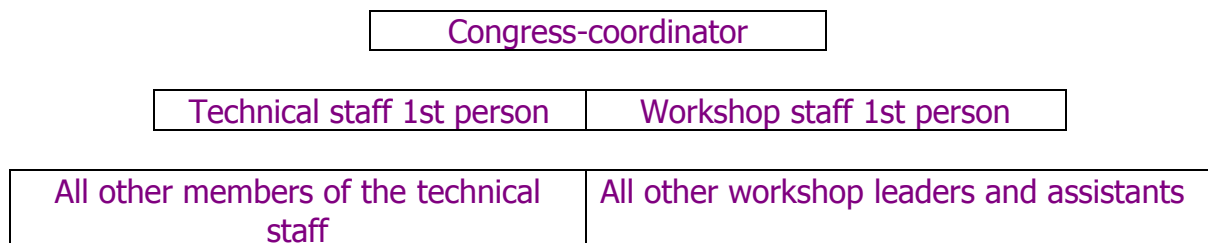
## THE ORGANISING TEAM

The members of this team should be (become) the team, since the team work is always well noticed and respected. In addition, only the team-working atmosphere is leading the organizers to have an easy organization with lot of joy. Otherwise, students won't give themselves to this, because it is all, after all, just a volunteer job.

The members of the organizing team should have a great will to work for the congress, to be prepared for working all night and day when it starts, to be introduced to **egea** organization and its unwritten rules, ...Congress organizing team should also be chosen by the skills students showed already in some other happenings. It is good to have somehow experienced team members.

There is a proposition that the organizing team should be divided – to consist of technical staff (which members are dealing with everything except the workshop leading) and a scientific staff (which members are just preparing and running the workshops). Of course, mentioned two groups are in contact all the time during the organizational time and during the congress (the organizational separation can not be seen, since there is no any!). The reason of separating is just to let scientific staff to prepare the really good workshops (without thinking about other organizational work). The contact between those two groups is very important during the organizational period, since the workshop leaders must state to the technical staff which equipment they need, for how long, when,... It should be co-ordinated by someone, so during the organizational period and also during the congress, someone from the scientific team (some workshop leader) should be responsible for collecting the needs from all the workshops to the technical organization.

Hierarchy within the organizational team in whole is very important, because of better and faster communication in the preparation and congress period, and because of making people responsible to each others – everything is in the chain which must work. Also, with the hierarchy system there is no confusion that must or should do something.



The number of the organizers depends on many things. For annual congress there should be 8 or more (10) workshops. There should also be 8 (or 10) workshop leaders. The assistants for the workshop leaders are not necessary, since workshop leaders are not dealing with the organizational work of anything except their workshop. They have plenty of time to prepare the workshop well. It is good if the



workshop leaders are the students who are well interested in the theme they are going to lead (e.g. they are writing final thesis about it...). The subjects of the workshops should be about different geography branches and the topics should be interesting globally (the best is to have introducing and examining some problem, which is happening usually in whole Europe, but also at the congress area - so the participants can compare it and maybe bring some solution or conclusion which can be useful after the congress for the area development [good for asking sponsorship from local authorities!]). One of the workshop leaders should be responsible to collect all the needs from all the workshop leaders and to know the steps of all workshop leaders through organizational time. He/she is the one who is in 'everyday' contact with congress coordinator (he is the first one in hierarchy on the second level).

Except the workshop leaders, congress needs to have a technical staff. Their number can vary very. E.g. if you do not need the drivers (for car/van transport), the congress staff can be just 5 students (including Technical staff 1st person and Congress coordinator as well). Anyway, the number 8 represents the best one for whole technical staff team. So, the total number of the Congress organizing team is 16 for annual **egea** congress. Of course, all of them must be active.

Bigger number of organizing members is allowed, of course, but maybe it is not bringing very good results when congress starts (too much confusion and too many domicile students!).

The technical staff consists of the congress Technical staff 1st person who is responsible to congress coordinator and other technical staff members who are responsible to the Technical staff 1st member. Maybe this doesn't sound very good, but in practice (during the congress) it is the best thing – everybody knows to whom they are responsible and everybody know all the information, since all the information are going very fast in both directions (from the top of hierarchy to the bottom and backwards).

## CANDIDATING FOR THE CONGRESS

When the entire congress organizing team is ready – the students with will and skills are chosen by leading organizing team, they need to become the team in reality. The proposition is to make a team building atmosphere meeting. It is the meeting for gaining the unity between the members of the entire organizing team – it should be unofficial in every way, maybe somewhere out of town (maybe at the place where the planned congress will be organized) and it shouldn't be strict. People are supposed to talk there spontaneously about the congress, their visions of that and expressing the ideas by brainstorming method. Those kinds of meetings can really build the good team and it can give the plenty of ideas which can be used for the preparation of the congress or during the congress.

After becoming the team, the members of the team must know their duties, their responsibilities. First step definitely is to make a good presentation toward **egea** organization in order to win other possible candidates. The presentation of the candidates and the decision which entity will organize next **egea** annual congress usually happens during the **egea** congress – at the General Board Meeting, where representatives of the affiliated entities are voting between the candidates after their presentations. To be a candidate, entity should state that a month before the annual congress officially (by e-mail) to the Board of Executives.

More simple, the congress organizing committee (coordinator) should send an e-mail to the Chairman of **egea** at the end of August (13 months before realization of the planned congress), where they are announcing to the Board of Executives that they are the candidates for the next annual **egea** congress. For the candidature, in order to win other possible candidates and to make commercial for the congress to the possible participants, organizing team should prepare presentation of the planned congress. That presentation can be made like mixture of the poster, leaflets, slides, postcards, music, lecture, food and drink, performances, shows... Everything should be presented during the General Board Meeting within 5 – 10 minutes. Everything is up to organizing committee, their vision and the time they will need and have to prepare a good presentation.

For good and promising presentation toward **egea** the organizing team is needed to be in a function – really to work as a team. Technical staff should prepare short presentation of the country, location, accommodation, little details in a program and excursion; workshop staff should prepare the introductions for the workshops – the subjects and short explanations. Then it is all about their art vision how to make presentation of all that in 5-10 minutes and get the congress. Of course, everything presented should be real and truth!

## WE GOT THE CONGRESS!

After the presentation of all the candidates for the next annual **egea** congress during the General Board Meeting, the voting procedure takes place and the winner is known right after it. If you won, you are ready to really prepare the annual congress.

The organizing team has entire year to prepare really great happening. There are a couple of things which should be done during the annual congress where you won other candidates:

- ask the new Chairman of **egea** to write official certificate in which is stated that your entity is going to organize the next annual **egea** congress. The certificate should also content the name of the coordinator. It must be signed by the Chairman and there must be the **egea** stamp affixed
- take from the Board of Executives the list of the professors from different European universities which are supporting the **egea** annual congresses\*

Both documents should be taken during the congress where the candidature won, because of making the procedures faster within **egea**.

Next step for the congress organizing committee is to fill in the list of members of the recommendation committee in the already written congress project and also to put inside the information about the workshops and excursion (subjects, the main scientific aim). The written congress project is finalized now and it can be used for finding a sponsorship.

\* the list is still not existing, but one Board of **egea** Executives can make some form, similar to Letter of Recommendation in appendix, spread it to entity's contact persons all across the Europe and ask them to find up to 5 professors who will sign that letter – that they are supporting the **egea** in making annual congresses generally. The Board of **egea** Executives can collect (physically) all those letters and write the list of **egea** supporters, listed by the universities. Such kind of document can help a lot in gaining the importance of the **egea** congresses and by this document the congress projects can be taken enough seriously by potential sponsors (institutions, companies...).

## DIVISION OF DUTIES

The congress project materials are ready and the team is ready and should be well introduced to its duties. Immediately after getting the organization of the next annual **egea** congress, the organizing committee should make a meeting and divide the preparation duties (the things the members of organizing committee will do before the congress):

- coordinator
  - coordinate the entire team (planning and timing)
- technical staff
  - finding the sponsorships on different levels
  - making congress program and planning details (needed equipment, congress excursion(s)...) and finding the equipment
  - presentation toward **egea** (potential participants)
  - keeping in touch and making further agreements concerning accommodation, transportation, excursion...)
- workshop staff
  - planning the workshop activities and scientific background
  - making a list of needed equipment and other wishes to the technical staff (workshop excursions)
  - making the presentation of workshops toward **egea** (potential participants)

As it is written before, it is very important to have the hierarchy structure – it is gaining the responsibility in every member of organizing team and it is the fastest flow of information during organizing and realizing the happening.

There should be one person above the others in both the technical staff members and workshop staff members. Those persons should be responsible to the coordinator about the movements in their organizing branches. Because of more functional meetings, technical and workshop staff members should make separate meetings more than the together ones. The responsible persons should make the meetings with the coordinator.

Before the meeting which is happening right after getting the congress (meeting for division of duties), the best thing is to make a meeting of three persons – congress coordinator, technical staff coordinator and workshop staff coordinator. They should bring together the plan of all preparation duties, put it on the paper and divide it concerning the team (technical or workshop) which should make that job and concerning the timing – chronological structure of the planning and done work.

In appendix, you will be able to find [chronological plan of duties](#) for the regional Euromediterranean **egea** congress in Fužine (Croatia, organized by **egea** Zagreb in 2002).

## FINDING THE SPONSORS

Since the members of entire organizing committee know their main and detailed duties (after the meeting where they took those duties), except the preparation the detailed congress program, there is the need to find the sponsors who will support the happening.

It is all about the organizing committee and their skills how much the congress will cost. Anyway, there is always amount of money they can count on – the income from the participant fees. In appendix **participants of the congresses**, you will be able to find the division of annual congress participants by categories of the congress fees. When you take in care where you are going to organize the congress, you can easily come to the result how much money you can count on from the participants.

The rest congress expenditures should be covered by sponsorship. One year the organizing committee has is enough to try to find sponsors on different levels chronologically:

- find the sponsorship of the 1st level  
(right after getting the congress and updating the project):
  - apply with project for major financial support (to international and greatest national contests)
- find the sponsorship of the 2nd level  
(at the beginning of the year when congress will be held)
  - national institutions: ministries, university, faculty, institutes, regional councils, municipality councils, city councils, national and local tourist board offices, huge companies, transportation companies
- finding the sponsorship of the 3rd level  
(with starting three months before the annual congress)
  - small companies: sponsorship in goods (paper, cartridges, drinks, food...), propaganda materials of tourist board(s), free renting of equipment (computers, lap-tops, LCD and slide projectors, amplifiers, speakers...)

For all the potential sponsors which organizing committee list as a possible ones and which should be 'attacked', the same (already written) project is valid. This project should be sent to every of them by regular mail or given on hands, together with the introduction letter (out of project – project should be appendix of the letter). In the letter should be shortly explained whole congress and, what is more important, what are the advantages for the focused institution / company for supporting the congress (what congress is actually bringing to them!). It is extremely important.

In the appendix you will be able to find the letter which was used for **finding the sponsors** of the 3rd level for regional **egea** Euromediterranean congress 2002 (organized by **egea** Zagreb in Fužine).

## DETAILING THE GENERAL CONGRESS PROGRAM

The organizing team should detail the congress program. The base should be made by just a few persons, but the details should be made by all the organizing committee (more ideas, take the best choices, visions, team work...)

Actually, the details of the congress program starts from the first day until the beginning of the congress and still lasts during the congress. The most important thing now (before the congress starts) is to predict all the happenings, how they will go chronologically, what equipment will be needed to full fill them and to find it all (collect) before the start.

At the end of this phase (within one month before congress actually starts), organizing committee should divide the duties they have during the congress. Those duties should be listed chronologically hour by hour, day by day, since then there shouldn't be interventions and meetings considering congress program at the congress itself. This planning also brings to all the members of organizing committee more spare and relaxing, enjoyable time during the congress.

The example of **chronological plan of duties during the congress** hour by hour, day by day can be found in appendix. It is the example from the regional **egea** Euromediterranean congress 2002 (organized by **egea** Zagreb in Fužine).

## THE WAY OF PRESENTING THE CONGRESS TOWARD EGEA

When the annual **egea** congress is about, the presenting of the congress toward **egea** organization starts at the previous annual congress (one year before the happening). That is the presentation for getting the organization of the congress. The organizing committee should inform the members of the Board of **egea** executives (or **egea** Chairman) that they are in will to organize the congress and that they have a candidature presentation for the annual congress before the one they are in will to organize. They should do that at least a month before the annual congress (where the candidature will be considered) starts.

If the candidature passes the **egea** General Board Members, you got next congress and your duty and commercial is to present the happening to **egea** organization from time to time. Also, it is very important to follow all the articles in the **egea** Protocol, considering the annual congress you are organizing. The main aim of the presentation of the congress toward **egea** is finding the potential participants.

Since the congress coordinator is the member of **egea** Board of Executives, his duty is to inform other BoE members about the way of preparation the congress. For the spring regional congresses, congress organizing committee should prepare some commercial leaflets for the potential participants and spread it on those congresses. There they can (if present) also make some short presentations of the next annual congress. After the regional congresses in spring (at the end of April), organizing committee should send a commercial article about the congress in order to be published in the '**egea** Newsletter'.

In the middle of the May, the congress homepage with, if possible, all information should be put online. At the same time the link of the congress homepage should be put at the **egea** homepage generally and on the **egea** Forum on the same pages. The e-mail of the invitation for visiting the homepage should be sent to all the BoE – regional contact persons, in order to be forwarded to all entities across the Europe. The homepage should bring almost all the information from the Congress project and plenty of other things within the most important are the sections: How to register? (the description, subscription form), How to get there? (by train, bus, hitchhiking...) and 'A bit about the country and location'. In the appendix you are able to find the examples from Euromediterranean regional **egea** congress 2002 (organized by **egea** Zagreb in Fužine, Croatia). There is a letter where the organizing committee is **announcing the online homepage** to the **egea** entities by e-mail. There could be found also the **subscription form** and the **description from the homepage how to register**. In appendix are also the documents with list of the **received subscription forms sent on time**, the **congress places distribution** (the calculation) and final chosen **participants division**. In the appendix is also the example of the **official invitation** and **congress brochure** send via regular mail to all chosen participants. In order to have better vision, the Internet homepage of mentioned congress is still online and you can check: <http://hpd.botanic.hr/geo/egea-zagreb>

So, the registration should be done by the **egea** rules – all the entity members who wants to apply must fill in the subscription form and give it before the deadline to entity's contact person. The entity contact person must collect all the subscription forms, make the priority list and send it all together in one envelope to the stated addresses of congress organization before the deadline date (which should be the 15th of June). At the 30th of June the organizing committee should collect all the received forms and put all the data in computer. According the priority lists, they should make the list of congress participants. Of course, some places should be excluded from the amount of free places (BoE members, homepage, magazine and newsletter editors and a few places for guests of the organizing committee). At the 1st of July, organizing committee should announce the list on the congress homepage and send e-mails to all people who sent subscriptions with all the results. Also, to publish it at the **egea** Forum. The same day (1st of July) the invitation letters with the congress brochures should be sent to all the chosen participants. At the congress homepage should be also clearly written the way of congress places distribution and the way of entrancing people from the waiting list.

With this structure, all the chosen participants will receive the official invitation letters with the brochures about the congress before the 15th of July, which is making opportunities to solve all visa and financial sort of problems. In case of not coming for the congress, people should feel responsible and send that information to the organizing committee.

Before the 15th of August, the contact person of each coming entity should state whether everybody are coming (if the money from all invited participants is collected and that it will come with that person to the congress, no matter someone will not come. In the same period, the **egea** Chairman is asked to prepare with the other BoE members agenda and other materials for the General Board Meeting, in order to be sent to all the representatives of the entities at the beginning of the September via e-mail. At the beginning of September, congress co-coordinator (also **egea** BoE member) gives the list of the entities which will be present at the congress and its representatives to the **egea** Chairman. **egea** Chairman is responsible to send the General Board Meeting Agenda and Materials to all of them at the beginning of the September.

During the September, concerning presentation toward **egea**, organizing committee should keep the contact with them in order to gain the will for the congress generally and the responsibility in the chosen participants to come there or quit on time when still someone from the waiting list can get in.

At the end of September / beginning of October annual **egea** congress should start.



## THE ANNUAL CONGRESS PROGRAM

After doing all mentioned preparations during year and a half, there comes the moment of the real happening – the congress itself. If everything was prepared according to all mentioned things in this document and similar to the other ones given in appendix, there should not be many problems in organizing the event on the spot. It is because the congress organizing team was working pretty hard, they have planned everything and they, actually, live for that week time. For that week they should have the **chronological plan of the duties during the congress**, where is the list of all congress duties divided by all members of the organizing committee. So, everybody should know their duties and work according them. Of course, planned program and list of duties is the 'hard base', since nothing can be planned in that way and all the members of the organizing committee should have skills for improvising.

During the congress itself there shouldn't be plenty of meetings of the organizing committee and no meetings of all of them together at all. In order not happening such kind of things the planning should be made well and hierarchy is already made at the very beginning – the hierarchy within the organizing committee who is responsible to whom. For example, if the coordinator sees that the party is not going its way, he is not making the meeting of all the organizers, but he tells that just to the 1st person in the hierarchy of the technical staff committee. This person is also not making the meeting of technical staff committee, but just tells it to the person responsible for the parties. He tells it to his associates and than they try to do something to full fill the plan. Of course, congress coordinator can also tell it directly to the person responsible for organizing the party. The same thing is with workshop leaders, drivers, daily geographer editor, announcer of the presentation, a photographer, excursion leaders...

So, a couple days before congress starts, part of the organizing committee (**chronological plan of duties before the congress**), should be on spot, prepare and test everything they can before coming of the participants. When the participants start coming there should be the registering – checking the data, paying, signing the tourist and law papers, getting the keys of the rooms, materials about the congress, propaganda materials... (the **registration desk instructions** can be found in appendix). It is very important to welcome the participants well (imagine yourself how you would like to be welcomed after hours and hours of traveling!). Most the things and the duties can be found in the appendix in **chronological plan of duties during the congress**. Even it is from one regional congress, the point about the congress organization on the spot can be found there (the example is taken from the Euromediterranean regional **egea** congress organized by **egea** Zagreb in Fužine, Croatia).

In the appendix can be found also the **Protocol – congress program** of the regional Euromediterranean **egea** congress 2002 (organized by **egea** Zagreb in Fužine,

Croatia). Of course, the program of the annual congress is a bit different, but the base is pretty the same as it is on regional ones.

The biggest difference is amount of people (doubled), amount of days (2 days more), amount of workshops (doubled) and both **egea** General Board Meeting and **egea** regional meetings instead of just one **egea** regional meeting. There the program should be changed. Of course, the organizing committee is the one who will make the congress program, but here can be found just the list of some things which can help them (maybe in order of not forgetting something):

- registration of participants. In the appendix can be found the [instructions for registration desk](#) and the [congress booklet](#) example (from the Euromed regional congress 2002, organized by **egea** Zagreb in Fužine, Croatia).
- official congress opening
  - short welcoming speeches of the congress coordinator, guest presenting institutions and companies who sponsored the most, presentation of the workshops and congress generally
- presentation of the country, region and the town where congress is happening (up to 60 minutes, can be included into the official congress opening)
- thematic evening parties (international, national, social games, evening of artists, cultural evenings, farewell party....)
- workshop activities (special places – rooms, outdoors..., half a day or more workshop fieldworks or excursions...)
- presentation of the main congress excursion(s)
- announcing board on very visible place at the place where should be the mail-boxes for the letters toward organizing committee and for the articles for 'Daily Geographer'
- Daily Geographer everyday appearance (the best time is after the evening 'official' program (presentations) ends and the party is about to start). The editions should be put also near the mentioned mail-boxes and the announcing board. In the appendix can be found the [Daily Geographer](#) example (from the Euromed regional congress 2002, organized by **egea** Zagreb in Fužine, Croatia).
- presentations of scientific works of the participants (if they mentioned in the subscription form and sent the abstract on time)
- presentations of the entities (participants are presenting themselves through the entities with performances, shows, singing... every entity 5-10 minutes)
- main congress excursion(s) (there can be one of two excursions, since two buses are needed). The excursion should last for whole day and give the participants the vision of the natural, cultural and social heritage of the area, country. It can be organized as a scientific field trip (lead by professors or well informed students – organizers), but also as a one day break of the congress hard work and fast tempo. In the appendix can be found the [excursion booklet](#) example (from the Euromed regional congress 2002, organized by **egea** Zagreb in Fužine, Croatia), which was given to all the participants when the excursion started.
- some other for filling in the program and making it more interesting (such are the different kind of exhibitions, sport competitions, drinking contests...). If

the participants should take part in some of competitions, it is important to announce the happening with the poster on the announcing board. That poster should include the place for self-writing the name of the teams, members of the teams. Don't forget to put the pencil there ☺

- the regional meetings of all four **egea** regions should take place before the **egea** General Board Meeting. Those meetings should be organized at the same time and should be prepared by the Board of **egea** Executives. As well the **egea** General Board Meeting should take place there (some day after the regional **egea** meetings) and it should be also organized by BoE. Of course, the organizing committee should help them in all technical issues. During the meetings, just the stated representatives of the entities are responsible to be present there. For the other participants the best way is to organize some other happening, but it should be take in count not to do something very attractive at those moments, not to stint on the entities' representatives.
- closing ceremony with the workshop presentations (workshop achievements should be presented by the workshop participants, not the leaders. They have 15 minutes to present their work using whatever they want. The usual way is part with the funny performance and serious part). The ceremony should continue with giving the official certificates for all the participants for attending the congress and announcing the new Board of **egea** executives (their decision about the duties within the Board).
- at the very end of the congress (during the last breakfast), participants should get the questionnaires about the congress organization. It is very good way for making the evaluation of the happening. The example of the **congress questionnaire** can be found in appendix (the example is from the EuroMed regional congress 2002, organized by **egea** Zagreb in Fužine, Croatia).

## FINANCIAL BALANCE OF THE ANNUAL CONGRESS

Here can be found and explained mostly all annual congress expenditures. Of course, it is not fixed – it is ideal version – congress can cost pretty less, but it depends in which country it is going to be organized and it depends well on the skills of the members of the organizing committee (what they can get for symbolic amount or for free). The amounts written in here are based on the prices in the Republic of Croatia. In mentioned expenditures equipment rental (computers, projectors, telephones, VCRs, TVs...) is not included, as well as the telephone expenses during the congress (fixed lines, Internet connections, mobile connections...).

### accommodation expenditures

Accommodation and full pension expenses during the congress (including all facilities and tourist tax)	6 days x 120 persons x 16 €	11.520 €
Accommodation and full pension expenses right before and right after the congress (including all facilities and tourist tax)	3 days x 8 persons x 16 €	384 €
Accommodation and full pension expenses before the congress – team building meeting (including all facilities and tourist tax)	1 day x 16 persons x 16 €	256 €

### transport expenditures

Buses for the main congress excursion(s) rental (including drivers, gas and road taxes)	1 day x 2 units x 450 €	900 €
Van rental for the needs of the congress right before, during and right after the congress (without drivers, gas and road tax expenses)	10 days x 2 units x 100 €	2.000 €
Van rental for the needs of the congress preparation - team building meeting, checking the congress place and excursions' itineraries (without drivers, gas and road tax expenses)	2 days x 2 units x 100 €	400 €
Gas for the rented vans, personal cars of the organizing committee and all other transport expenditures (such are the road taxes, oil...)		850 €

### entrance fees expenditures

For the places which should be visited during the workshop excursions and main congress excursion(s)	6 places x 120 persons x 5 €	3.600 €
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### the congress preparation expenditures

Copying expenditures (leaflets for candidature, project materials, congress brochures, congress booklets, excursion booklets, Daily geographers and other material for copying – for the workshops and technical organization)	12.000 both-side copies x 0,05 €	600 €
Candidature expenditures (transport and fee expenditures for going to the annual <b>egea</b> congress where candidature should be presented)	3 persons x 300 €	900 €
Other candidature expenditures (posters, slides, national food and drinks for presentation)		200 €
Cartridges for printers (color and black)	5 units x 40 €	200 €
The paper for the preparation of the congress (for letters for sponsorships, press-releases, original materials...)	20 pockets of 500 A4 paper pieces x 4,80 €	96 €
Other material (such are the pencils, markers, big format papers, huge copying materials, other needs of workshops, hard A4 papers for certificates, CDs for the party music, accreditation cards, envelopes for sending the letters for sponsorships, invitations to participants,...)		800 €
Telephone expenditures (calling the sponsors and arranging things, fax sendings, Internet connection...)	14 months x 50 €	700 €
Posting expenditures (sending regular mail for the sponsorships, invitations for participants...)		435 €
The organizing committee expenditures (a symbolic crackers and drinks expenditures during the preparation meetings for the all members of the organizing committee)		360 €
T-shirts for the participants	150 units x 7 €	1.050 €
Shirts for the organizing committee	32 units x 15 €	480 €
Expenditures for the congress program (sport competitions equipment, drinking contest – 80l of beer, national evening – food, drinks and music)		1.000 €

**post-congress expenditures**

Expenditures toward <b>egea</b> (according to the <b>egea</b> Protocol and Statutory base – 5% of all participants' fees)		500 €
Acknowledgment expenditures (making the certificates – acknowledgments on hard A4 paper and post expenses for sending them together with the congress reports to all the persons, companies and institutions which helped in realization of the congress project)	150 units x 1,80 €	270 €
Congress report expenditures (300 pieces of congress reports on CD – cover, CD and burning expenditures) – 150 for participants and archive, 150 for persons / companies / institutions which helped the realization	300 x 1,40 €	420 €
Sending the congress reports to the participants and BoE members and archive of <b>egea</b> foundation in Utrecht	110 units x 2,20 €	242 €

**reserve funds**

Possible non-planned expenditures		1.000 €
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**total expenditures**

Accommodation expenditures		12.160 €
Transport expenditures		4.150 €
Entrance fees expenditures		3.600 €
The congress preparation expenditures		6.821 €
Post-congress expenditures		1.432 €
Reserve funds		1.000 €
<b>TOTAL</b>		<b>29.163 €</b>

**participants' fees income**

A fee group (100% of fee amount)	47 participants x 136 €	6.392 €
B fee group (50% of fee amount)	38 participants x 68 €	2.584 €
C fee group (33% of fee amount)	15 participants x 45 €	675 €
<b>TOTAL</b>		<b>9.651 €</b>

**planning the income**

<b>egea</b> organization (participants' fees)	33,09%	9.651 €
Sponsors, individual donations...	66,91%	19.512 €
<b>TOTAL</b>	<b>100,00%</b>	<b>29.163 €</b>

## POST-CONGRESS ACTIVITIES AND DUTIES

After congress itself finishes, everybody from organizing committee need rest: "unslept" nights, concentration, duties, parties, euphoria...It all makes people very, very tires. The most important thing after the congress ends is to convince entire organizing committee that the business is not over yet. Namely, some post-congress activities should be done by the organizing committee members.

First of all, after participants leave the congress place, a number of organizers should be responsible to stay one more day and easily tide up the congress place and surroundings and to collect all the materials and the equipment and bring it out from the congress place.

Next phase starts after a bit resting (but not more than a week, since you'll never collect them all again to work on it). The organizing committee should make the final work. There the workshop leaders are responsible to make the workshop reports, the excursion leaders for excursion report, the participants who had scientific presentation should be asked to send immediately their reports or abstracts and other members of organizing committee are responsible to collect all other congress information and results, in order to be put in workshop report.

After doing all this and completing the other organizational structure of the made congress (e.g. financial), the congress report should be made on CD. Further, the CDs should be burnt and sent to all the participants, BoE members, **egea** achieve and all the persons, companies and institutions which helped the realization of entire project.

Once when it was sent, the members of the organizing committee should get the certificates from the congress coordinator and coordinator himself and entire entity the certificate from **egea** Chairman for organizing the congress. At that point the entire congress project has finished and, if the things are done more or less considering morality and this manual, the result should be satisfying for everybody – the participants, the organizers and the institutions.

The [example of one workshop report](#) can be found in appendix. It is the example from the regional Euromediterranean **egea** congress 2002, organized by **egea** Zagreb in Fužine, Croatia.

## WHY WE DID IT ALL ?

What organizing of an **egea** congress can bring to someone depends on person himself / herself. It is well connected with the way person sees the **egea** congresses.

First of all, it is the voluntary work and no one can earn money on it. The only thing what can be earned is great experience which no one can take from you. Of course, the organizers shouldn't pay the congress fee and some other expenditure during and while preparing the congress, but the money is still not coming to anyone's pocket. Because of that, the key for finding the members of the organizing committee at the very beginning of organization is extremely important. There should be the people who are in great will to do such kind of thing and to give themselves in that.

The congress itself can bring new information, skills, knowledge and experience to all the participants and the organizers. Also, if the workshops are prepared to bring some solutions, their results can be useful for greater amount of people than present on congress – to municipalities, regions, faculty, institutes, other students...

Except great experience and meeting new interesting people from all across the Europe, the certificate for being an organizer of all that can be put in personal CV. Anyway, don't work for the **egea** congress if you are working it because of the certificate! The biggest satisfaction is the thing that so many people from all around Europe actually came for something you've been organizing and that they spent nice time there.



## ENDING NOTE

I hope that the **egea** annual congress, its organizational structure and the right ways of the organization is clearer to the ones who read this manual and its appendix. It is a bit obscure, but it is still the pioneer work of this kind in **egea**. This is not a law, this is something which can help and be useful for the next generations of **egea** congresses organizers.

If you have any question, suggestion, comment, request or something else, feel free to contact the writer of this manual:

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