

The types of AEGEE events

As you know, in order to know about the events, you can visit www.aegEE.org/events and subscribe to EVENT-L. But how can you find some orientation in the jungle of many events?

First a hint to the difference between local and European events:

Local events are organized by an AEGEE local and are not announced in the calendar of events. Those events do not involve AEGEE-Europe and they can be held in any language and schedule.

European events are organized by one or more locals or other bodies e.g. Working Groups (**WG**). This event is announced in the online calendar of events (**CoE**) and all AEGEE members can apply. The fee should be kept as low as possible and include at least lodging and two meals. Often two or more locals organize an exchange for their members (thus, it's not open for everybody) but they are considered as European events as well.

AEGEE-Europe events are organized by at least two locals from different countries and deal with a European topic. Of course AEGEE-Europe has to decide whether an event can have this status or not. These are statutory events like AGORA and EBM. But even events within AEGEE-Europe Projects and Year plan projects.

The dates for the non-local events have to be confirmed by the Secretary General of the CD because it should be avoided that more European events take place at the same time. These overlapping can not always be avoided but at least during the AGORA it should work.

Now let's start with some practical explanation:

We already mentioned the **statutory meetings**: AGORA and **European Boards Meeting**. The **AGORA** is the General Assembly where about 1.000 AEGEE-members meet twice a year -in spring and autumn- in order to discuss proposals, strategies and projects for the next term. Also the Comité Directeur (CD), the members of the Commissions, some project teams like the Summer University Coordination Team, the Secretary and Chairperson of the AGORA/EBM are elected by the AGORA. Furthermore, the AGORA approves the Moral Report of the CD, the Financial Report and the Budget presented by the Treasurer and any modifications to the Statute of AEGEE-Europe.

The second statutory meeting is the EBM which takes place for the first time in March, 2005 in Malta. The **European Boards Meeting** (until some months ago called Planning Meeting) takes place once a year (at least 1 month before the SPRING Agora). It is a kind of staff-meeting: Working Groups, Commissions, Project Teams and of course the CD have to participate, while the local boards send their delegates. As you can see, the EBM has a concrete target group: the decision-makers within AEGEE. This "restriction" should lead to more concrete results for the workshops (biggest part of the EBM takes part in the form of workshops). Also the CD presents an update of the Strategy Plan in advance so that the boards can comment it according to the proposals and the workshop results. So the CD can modify the strategy plan for the next Agora where it has to be approved.

Other important tools for AEGEE are the **Internal Education (IE)** events organized by the **Academy** (Human Resources Working Group) with the help of experienced AEGEE-members as trainers. The main one is the European School 1 (ES1): one week of intense work consisting in lectures, simulations and case-working will introduce the participants to more or less all aspects of AEGEE – how to run an Antenna, how to raise funds, how to attract new members etc. For the advanced members who want to become active on European level, there is the European School 2 (ES2), dealing with project management and the development of skills for working in a team.

Then, we have the **thematic** European Schools, dedicated to a particular topic: PRES (Public Relations), FRES (Fund Raising), ITES (Information Technology) and SUPS (Summer University Project School- in order to learn how to organize a great SU, with all its aspects like task division, FR, treasury, dealing with participants..)

And for trainers? Well, they have their “own” IE event: **Training for Trainers**, where they learn how to prepare successful educational events.

IE events do exist not only on European level but even on local level: the **Local Training Course (LTC)** takes place during a weekend and is a good way to motivate the members of close locals, giving them the possibility to learn about AEGEE basics and structures as well as to meet the AEGEE people of the nearest Antennae.

Also the **Regional Meeting (RM)** organized by an antenna in cooperation with the Network Commission (**NetCom**) is an opportunity to hold some lectures and case working, apart from the discussions about regional matters and problems.

Other types of events are **seminars** and **conferences** dealing with topical interest often organized or supported by WGs or Project Teams, **meetings** like RM, **celebrations** like the 20th anniversary of AEGEE-Europe last year, **exchanges** and of course **recreation** like ski-weekends.

EVENTS WORKING FORMAT

Agora Enschede, May 2005

Article 1: Definition

(1) 1An event is a project or an activity within a project, with a defined group of participants who remain together in one or more locations for a defined period of time. 2An event is organised by one AEGEE antenna, or by multiple antennae in cooperation. 3Other bodies of AEGEE-Europe and other organisations can also be involved as partners.

(2) 1In exceptional cases AEGEE-Europe may organise events in cooperation with a local organiser which is not an AEGEE antenna. 2The Comité Directeur reserves the right to bar all AEGEE bodies from any cooperation with specific organizations, if this is deemed detrimental for AEGEE as an association.

Article 2: Local Event

- (1) ¹A Local Event is organized by an AEGEE local. ²It does not need any recognition or involvement of AEGEE-Europe as long as it is not against the principles of AEGEE-Europe ³The event can be held in any language most suited to the target audience. ⁴The event is not announced in the Calendar of Events.
- (2) The organising local may take fees for accommodation, food and participation.

Article 3: European Event

- (1) ¹A European event is an event as defined in Article 2, including the additional provisions set out in this article. It is organized by one or more bodies or members of AEGEE-Europe. ²The topic is selected by the organizers of the event. ³The event shall be in accordance with the principles of AEGEE-Europe. ⁴An exchange among locals is also considered to be a European Event.
- (2) ¹The event should be open for all AEGEE members, and whenever possible also to non-AEGEE members. ²The event should be proposed as a European Event at least two months in advance to the Comité Directeur, which will have to confirm the status and the date of the event. ³After confirmation the event is published in the Calendar of Events as a European event.
- (3) ¹Accommodation should comprise of breakfast and at least one more meal per day for all participants. ²This must be provided for the lowest possible fee.

Article 4: AEGEE Event

- (1) ¹An AEGEE event is an event as defined in Article 3, including the additional provisions set out in this article. ²It is organised by one or more locals in cooperation with at least one working group or commission, or as part of a European or AEGEE-Europe project. ³The topic is selected by the organizers of the event in full collaboration with the CD, the involved working group, commission or project team, fitting to the year plans of any of these bodies.
- (2) ¹The status of AEGEE Event can only be obtained by approval of the CD, after being proposed by the involved working group, commission or project team. ²The event should be announced three months in advance and the date of the event has to be confirmed by the Comité Directeur and the involved European Bodies. ³After confirmation the event is published in the Calendar of Events as an AEGEE-Event and will have priority over European and local events for presentation during the Statutory Meetings.
- (3) The event should be open for all AEGEE members, and whenever possible also to non-AEGEE members.

Article 5 : AEGEE- Europe Event

- (1) ¹ An AEGEE-Europe event is an event, as defined in Article 4, including the additional provisions set out in this article. ²The event is mentioned within the Year Plan of AEGEE-Europe and the status of AEGEE-Europe Event must be approved by the Comité Directeur. ³Statutory meetings are also considered to be AEGEE-Europe Events.
- (2) The event should be open to all AEGEE members, and whenever possible also to non- AEGEE members and shall have at least 50 participants of which 50% from a country other than the hosting country.
- (3) ¹The event has to be announced at least four months in advance in the Calendar of Events. ²The date and topic of the event are subject to approval by the Comité Directeur. ³After confirmation the event is published in the Official Calendar of Events. ⁴The event has priority over other events for presentation during the Statutory Meetings. ⁵The organizers are allowed to use the logos of AEGEE-Europe and, if the case the relevant project

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- (4) ¹Accommodation should comprise of breakfast and at least one more meal per day for all participants. This must be provided for the lowest possible fee. ²Participants will be provided with a partial or full reimbursement of their travels, whenever possible.

Article 6: Event coordination

- (1) European events, AEGEE events and AEGEE-Europe events shall not be planned to coincide with an AEGEE-Europe event already listed in the Calendar of Events, except where the Comité Directeur specifically decides that this is acceptable.
- (2) ¹Local organisers are responsible for checking the Calendar of Events before making firm plans. ²When organizing a European event, local organisers should prevent clashes with already announced AEGEE events and AEGEE-Europe events at all times. ³The CD is responsible for preventing clashes between AEGEE events or AEGEE-Europe events with already announced European events. ⁴The Comité Directeur, upon receiving request to reserve a date, is to send a confirmation and has two weeks to make a decision. ⁵When a decision has not been made within two weeks, the organizers can proceed as intended. ⁶This affects only European events and their dates.
- (3) ¹Dates shall be considered “booked” for AEGEE-Europe events only after the event is entered in the

calendar. 2The CD shall ensure that AEGEE-Europe events are not planned for dates that will have a negative impact on activities already shown in the Calendar of Events.

(4) 1Working groups and project teams are responsible for ensuring that AEGEE events on similar topics complement each other and do not overlap. 2Locals are responsible for contacting the relevant working group or project team to ensure that their plans for European events do not clash with plans for AEGEE events or European Events.