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## Call for organisations wishing to host the Academy 2015

The Academy is a joint event of WOSM and WAGGGS working in partnership at European level, organised through the European Scout Region with key participation of volunteers and staff from both Regions.

Interested associations, NSOs or MOs, are requested to indicate their interest by submitting a short paper, which addresses the points below.

The proposal on the successful candidature will be made by the Coordinating Group of the two Regional Committees, and agreed by the two committees in time to be announced at the Academy 2014, which will be held in Belgrade, Serbia.

The deadline for applications is Friday 3 October 2014, by mid-day, 12 noon CEST.

Applications should be submitted to [europe@scout.org](mailto:europe@scout.org)

Applications will be acknowledged.

### Role of the Host Association in the Academy

1. Suggest a possible location for the event. Give clear location details.  
A venue should be easily accessible to a major international airport with suitable connections to transport infrastructure.
2. Give information on what prices for the facilities have been negotiated – approximate costs (negotiations will be completed and taken over by the Region so that the Region can meet financial commitments.)
3. Please indicate how the venue meets these requirements:
  - Accommodation for about 150 people. This may be in a separate venue (see below). There could be a range of accommodation options – single, twin, multiple beds. Breakfast must be included.
  - Other meals – lunch/dinner and breaks should be provided in close proximity to the meetings space and the accommodation.
  - Apart from a plenary hall, meeting facilities should provide the possibility of 6-8 sessions happening at the same time, with for capacity of 20 to 25 persons participating in each. For the duration, there should be 1 planning team room with capacity for 10 people to work.
  - It is preferable that all facilities are located in the same venue.
4. Please note that the additional expectations the Regions have of the hosts include:
  - Logistical support
  - Location information and advice
  - The possibility to submit a Erasmus + application or any other similar possibility under the name of the host association
  - Working with regional fundraising staff to prepare and submit the funding application (s)
  - Advice on travel options
  - Negotiation of special travel or tourism options for offer to participants
  - A possible meet and greet facility
  - A social programme – sports, culture, relaxing activities – this may include options for which participants will pay for the service provided separately from the basic participation fee
  - A help desk facility on site
  - Liaison with the Region's person responsible for communications and sharing tasks in publicising the event



- A small agreed budget will be provided.
5. Some aspects not included in the responsibilities:
- Invoicing of participation fees
  - Completion of the contract for the provision of accommodation and meeting room services
  - Any and all services for the event, which require reimbursement, must be agreed in advance.
  - The Region will appoint an event coordinator who will be responsible for all aspects of the Academy.
  - The Coordinator is responsible for presenting a budget for the event to the Regional Director (WOSM) working in conjunction with the Regional Director (WAGGGS) and for controlling that budget.
  
  - The Coordinator will appoint a small support/planning team to ensure that:
    - the objectives agreed by the European Committees are fulfilled
    - the educational value of the inputs are maintained
    - a communications plan is in place with the planning and host teams aware of their responsibilities
    - all the pre event information is prepared and distributed in good time
    - the event is evaluated and reported.

It is anticipated that the candidatures can be contained in a short document of about 3 to 4 A4 pages.

August 2014