



Basic requirements for the European Scout Symposium

1 – Duration

The event is normally based on 2.5 full days for participants.

Arrivals to plan for Thursday evening to enable a prompt start at 0900 on Friday morning and departures after lunch on Sunday.

Nothing particular is required on Thursday evening.

2 – Location

The location should be near to a busy international airport with easy transfers possible. It is preferable to have multiple airlines and low cost possibilities.

3 – Participants

Anticipated levels – NSOs – 100-120

Regional Support – 6

Guests – 4

Total maximum requirement – 150

4 – Personal accommodation

A majority in shared twin rooms

About 30 of rooms should be single – at a supplement

If there is the possibility of multiple occupancy and cheaper options, this will be welcomed

5 - Meeting rooms

One main meeting room to cope with maximum capacity

- Tables between the rows (classroom style)
- Podium at front
- Full audio visual capacities – including the capacity for streaming and multi-media

Break out rooms

- preferably about 6 for small group work
- capacity for about 25 in conference rows

Separate area for coffee breaks

Other informal spaces for smaller group discussions

6 – Catering requirements

- Thursday - accommodation only - participants would make their own arrangement relating to their arrival time.
- Friday - Breakfast, coffee break, Lunch, Coffee break, Dinner
- Saturday - Breakfast, coffee break, Lunch, Coffee break, Dinner (possibly a cultural night)
- Sunday - Breakfast, coffee break, Lunch.

7 Host team

- Arrange airport meet and greet and transfers to venue
- Provide an information desk facility
- Provide support for last minute requirements
- Assist in room set-up and preparation
- Assist in audio-visual and other media provision including streaming and social media
- Provide cultural inputs
- Share touristic information
- Provide a Welcome pack – within the budget
- Arrange display stands/boards for delegates and possible equipment loan

8 – Parameters

The event is a Regional event. Any venue booking will be paid directly to the venue, but will be negotiated by the hosts and the Region with the venue to get the best possible deal. There would therefore be no financial liability on the host association.

The immediate past events operated on the following basic fees:
in 2013: EUR 340 in a 4* hotel, in 2010: EUR 290 in a 3* hotel.

