



## Open call for hosting the 15<sup>th</sup> European Guide & Scout Centre Manager's Conference (CMC 2017)

To: - International Commissioners, Europe Region WAGGGS  
- International Commissioners, European Scout Region  
- Guide & Scout Centre Managers in Europe

### Background

Since 1989, managers of Guide & Scout Centres around Europe have gathered every two years to take part in the Guide & Scout Centre Managers' Conference (CMC). The 14<sup>th</sup> conference took place at Kaprálov mlýn in Brno, Czech Republic in October 2015 and brought together around 40 participants, planning team members and experts. This paper is an invitation for any National Scout Organisation (NSO) / National Scout Association (NSA) or Member Organisation (MO) / Component Association (CA) or Scout/Guide Centre that is interested in hosting the 15<sup>th</sup> conference. It is a guideline for a centre to see what the basic requirements for hosting this event are.

### Dates

It is planned that the 15<sup>th</sup> CMC will take place in or near October 2017, preferably over a weekend.

### Costs

It is always the aim to keep the cost of the conference as low as possible to ensure that as many centre managers as possible can attend. Part of the requirement of the bidding centre is to make a funding application for the event to the Erasmus + programme through the national agency administering such grants.

The fee should include:

1. Overnight accommodation, food, coffee breaks and closing evening celebrations for up to 70 participants + 6 planning team members;
2. Activities / excursion in the conference programme including transport;
3. Transport to and from the venue to the nearest airport and/or major railway station;
4. Costs for the travel of the planning team to and from the venue for the conference including the overnight accommodation and food for two additional nights (PT arrives early to set up for the conference);
5. Cost for the travel, accommodation and food for 2 experts for 2 nights during the conference;
6. The costs for the conference gift (Polo, T-shirt, Scarf, mug, etc.);
7. All office material, the use of internet and all technical equipment;
8. The cost of hosting 1 meeting of the planning team for 3 days including the flight tickets.

**IMPORTANT:** The budget needs to be prepared on the basis of 60 participants and 5 planning team members (excluding the host venue manager) **but** needs to break even for the fixed costs at 40 participants.

It should be noted that any surplus or deficit on the conference is the responsibility of the hosting association and/or centre.

All these costs have to be considered when preparing a hosting proposal.

### Requirements of the Host Centre

The Guide & Scout Centre Managers' Conference is a large-scale event and therefore requires considerable facilities. These include:

### Location

An active Scout / Guide Centre open to all members of WAGGGS and WOSM, with at least one full time staff member (preferably the manager) to work with the planning team for the event. In a location that





will encourage a good atmosphere for the event and provide opportunities to see some of the local country and culture;

- The host venue manager will be an active member of the planning team.
- Needs relatively easy access from all parts of Europe (preferably not more than 1.5 hours by coach/train from the nearest major international airport), including ease of accessibility with regard to entry regulations and visas for certain countries.

### Infrastructure

- Accommodation of a good standard for at least 70 people;
- A main plenary room that can seat around 100 people with full technical facilities;
- A catering operation able to accommodate 100 people in one sitting and the ability to prepare good meals and tea/coffee breaks throughout the day;
- At least 2 rooms able to accommodate 30 people (one can be the main plenary room);
- At least 4 rooms able to accommodate 10 to 15 people (two of which can be those described above);
- A good social area for the late evening events (bar etc.);
- An office for use by the planning team for the whole event equipped with internet (wireless and cable), printer and copy machine;
- Technical facilities such as photocopier(s), internet access (wireless), beamers and flipcharts in each meeting rooms, DVD/video, stationery;
- The ability to receive messages etc. and for participants to telephone / out of the centre;
- A shop selling, stamps, postcards, etc although this is not a high priority.

### Services

- Need to host a meeting of the planning team within the overall proposed budget in spring 2017;
- The ability to assist participants upon arrival and to help advise possibilities for extra time in the country for pre/post conference exploration, personal time etc.;
- Host the planning team as of two nights before the start of the conference.

### What to do next?

When a NSO/NSA or MO/CA has a Centre that meets these requirements, which would be willing to host the event, please do the following: Prepare a full application that details exactly what is available and can be offered at the Centre. This application should be based on experience and knowledge of prior conferences and should include:

- Full details of the Centre, the facilities and the possibilities;
- Proposal for out of Centre activities such as excursions and post conference tours;
- A price per person based on arrival on 1<sup>st</sup> day before dinner and departure on 5<sup>th</sup> day after breakfast, including 2 coffee/tea breaks per day with snacks, a themed evening and full bedding (sheets, blankets or duvets with covers, pillows and pillow covers and towels) . The price can be listed in several variants (e.g. with grant support and without grant support)
- Pick-up and drop-off for all participants and planning team members from the nearest main train station and/or airport.
- The infrastructural and service requirements as mentioned previously. You need to use the provided spreadsheet for the exact cost calculation. Once your application has been received, we will keep you up to date regarding the progress of the procedure and will contact you for more detailed information as needed.
- Experience with grant proposals (Erasmus + is the most probable source for funding) and name of the person responsible for the grant application.

### Offers to host this event

Offers must be sent in writing, together with full information about the Centre and a letter of confirmation of the NSO/NSA / Mo/CA if the offer is not made by the National Headquarters. Offers need to arrive not later than: **1 October 2016** at the address as stated below.



**WOSM - EUROPEAN REGIONAL**

**OFFICE**

**OMMS – BUREAU REGIONAL**

**EUROPEEN**

RUE HENRI-CHRISTINE 5. P.O. BOX 327

CH-1211 GENEVA 4, SWITZERLAND

TEL + 41 22 705 11 00

europa@scout.org



**EUROPE OFFICE WAGGGS**

**BUREAU EUROPE AMGE**

RUE DE L'INDUSTRIE 10

B-1000 BRUSSELS, BELGIUM

TEL + 32 (0) 2 893 24 20

europa@europa.waggsworld.org

Once the host centre has been selected and confirmed, all other applicants will be informed in writing of the decision. If you have questions or need further information, please contact:

Tanya Tulloch at: [Tanya@OurChalet.ch](mailto:Tanya@OurChalet.ch)

Our Chalet World Centre, Hohliebweg 1, CH-3715 Adelboden

Tel: +41 33 673 1226 Fax: +41 33 673 2082

World Association of Girl Guides and Girl Scouts  
Association Mondiale des Guides et Eclaireuses



World Organization of the Scout Movement  
Organisation Mondiale du Mouvement Scout