



EUROPE

10th European Scout & Guide Centre Manager's Conference

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OPEN CALL FOR HOSTING

Background

Since 1989, managers of Scout & Guide Centres around Europe have gathered every two years to take part in the European Scout & Guide Centre Managers' Conference. The 9th such conference took place in VVKSM Scout Centre De Brink, Belgium in October 2005 and brought together around 80 participants, planning team and guests.

The Conference is one of the most popular and best supported events that take place in Europe, and has a very special atmosphere due to the participants all having the same background through working at, or being involved with, Centres.

This paper is an invitation for any National Scout Organisation or Member Organisation that is interested in hosting the 10th conference. It is a guide line for a centre to see what the basic

requirements for hosting this event are.

Dates

It is planned that the 10th conference will take place in October 2007, probably from Wednesday 10 or 17 to Sunday 14 or 21.

The proposal as to who the host of the 10th conference will be needs to be approved at the joint meeting of the European Scout Committee and the European Committee WAGGGS in February 2006.

If necessary, a trip would be made to sites offering to host the event, in January or February of 2006, to get information and see the site.

In autumn 2006 or winter 2007 the planning team will have one of its meetings at the selected Centre.

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. The fee for the 2007 CMC is set for a maximum of € 325.- per person (2005: € 300.-).

This fee includes the basic centre fee, activities in the programme, costs for the work and travel of the planning team and the administration over the 2 year cycle. All these costs have to be considered when preparing a hosting proposal.

REQUIREMENTS OF THE HOST CENTRE

The European Scout & Guide Centre Managers' Conference belongs to the top 5 of major events that take place within Europe and thus requires considerable facilities. These include:

Location

- An active Scout / Guide Centre open to all members of WAGGGS and WOSM, at least one full time staff member 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;
- Relatively easy access from all parts of Europe, including with regard to entry regulations and visas for certain countries.

Infrastructure

- Accommodation of a good standard for 80 people;

- Facilities 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;
- 2 sets of facilities able to accommodate 30 people (one can be the main plenary room);
- At least 6 sets of facilities 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), colour printer and phone line;
- Technical facilities such as photocopier(s), internet café, overhead projector(s), beamers, flip charts, TV and DVD/video, stationery;
- The ability to receive messages / faxes etc. and for participants to telephone / fax out of the centre;
- A shop selling, at least, stamps, phone cards, postcards, etc.;

Services

- Host a meeting of the planning team free of charge in the beginning of 2007;
- The ability to assist participants upon arrival and to help arrange extra time in the country for holidays etc.;
- Host the planning team as of the Monday before the start of the conference.

WHAT TO DO NEXT?

When a National Scout Organisation or Member Organisation has a Centre that meets these requirements and 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 Wednesday before dinner and departure on Sunday after breakfast, including 2 coffee/tea breaks per day from Wednesday morning until Saturday evening, a themed evening and full bedding (sheets, blankets or duvets with covers, pillows and pillow covers and towels);
- Pick-up (Wednesday) and drop-off (Sunday) for all participants from the nearest train station or airport. For the planning team pick-ups on Monday.
- The Infrastructural and services requirement as mentioned before.

It is possible that, after receiving your application, one or more of the planning team may travel to the Centre, if none have first hand knowledge of it, to get a better idea of the potential that exists.

Once your application has been received, we will keep you up to date with the situation and will contact you for more detailed information as needed.

OFFERS TO HOST

Offers must be sent in writing, together with full information about the Centre and a letter of confirmation of the National Scout Organisation / Member Organisation if the offer is not made by the National Headquarters.

Offers need to arrive not later than:

30 January 2005

at the address as stated below.

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:

Mark Knippenberg at,
mknippenberg@euro.scout.org

Or

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Annexes

- CMC 2005 Programme
- Calculation Sheet