

Dear Network,

it is my pleasure to open the call for the OC of the very first General Assembly!

Below you can find some pretty important pieces of information you will need to fill in the application form:

## BASIC INFORMATION

A General Assembly (GA) is the statutory meeting of ESN, and thus its highest decision making body.

### Timing:

*19th - 23rd of November 2020*

or

*26th - 30th of November 2020*

or

*3rd - 7th of December 2020*

### Duration of the meeting:

**5 days** from Thursday (arrival day) to Monday (departure day) with plenary sessions from Friday to Sunday.

### Number of spots:

Three National Delegates per NO

Board

GA CT

One representative per ESN international team

One representative per Sections' Initiative

Arbitration Board

Audit Commission

Guests

**The number of participants cannot exceed 200 people.**

For more information, please make sure you read the dedicated part of the [Events Policy Paper](#).

### Participation fee:

Ideally, the participation fee will not exceed **120 EUR**

## WHAT AN OC SHOULD PROVIDE

**Accommodation:** 4 nights (Thursday to Monday)

**Meals:** 4 breakfasts, 3 lunches, 4 dinners

**Coffee breaks:** for all days (twice a day)

**Room requirements:**

- **One big room** for the plenary sessions, ready to welcome all participants at the same time
- Up to five classrooms for the sessions to take place simultaneously, **with movable chairs**

**High quality internet:** for the Chairing Team, and to support the ESN live stream

**Session materials:** one projector per classroom, flip charts, markers, post-its, etc.

**Social programme:** applicants for the OC can give options for the evening activities and are encouraged to provide cultural and integration activities for the participants. If you don't have a clear idea what to offer at this moment, don't stress too much about it, you can talk this over with the GA CT at a later stage.

The applicants for the OC are encouraged to stay mindful of the causes of ESN while planning the events. Should you wish to have any activities connected to the causes, the support in planning these activities will be provided by the GA CT and ESN International.

More important information on general regulations for ESN events is also available in the [Events Policy Paper](#).

## BUDGET AND CONTRACT

**The OC should also include the costs of the Chairing Team**, 3 people who will be working on this event, in the following way:

- 1) The participation fee for the event should be covered for these 3 people by the OC.
- 2) In order to cover the travel expenses of the 3 members of the team, additional cost should be added to the participation fee set by the OC.

This works out to be **7 EUR per participant** and the Board will send an invoice to the OC for this amount after the event in order to reimburse the Chairing Team for their travels.

What this means, in practice, is that you will need to add 7 EUR to the participation fee for each participant in order to cover the logistics costs of the Content Team.

**Finally, the OC and ESN International will sign a cooperation agreement stating the above-mentioned before the chosen OC is officially appointed by the Board.**

## SUPPORT WITH THE APPLICATION

As we know it may not be easy to take up this challenge, **we have several support structures in place for you.**

1. If you need support during the application phase please use this opportunity and contact the CNR CT **preferably one week before the deadline to submit applications** by writing to [coordinator@esn.org](mailto:coordinator@esn.org)
2. To rock at **fundraising** and make the event affordable, please check [this awesome guide by FICO \(link\)](#).
3. To make your event **environmentally sustainable**, [check this guide by ESN Spain \(link\)](#).
4. Before setting up any **communication** for your event, please confirm everything with our ComCom friends by writing to them at [comcom-team@esn.org](mailto:comcom-team@esn.org). However, we already know the comms experts will tell you **NOT to create a Facebook fan page** for your event, but an actual Facebook event instead.

**APPLICATION AND  
ELECTION**

The official deadline to submit an application is: **29th of October 2019!**

Send a completed [application form](#) and [budget](#) to me and the CNR CT at [vicepresident@esn.org](mailto:vicepresident@esn.org) and [coordinator@esn.org](mailto:coordinator@esn.org).

To help you, we have a standard example of the [application form](#) and related [budget](#).