

Dear members,

As we are well into preparations of the Regional Platforms 2019, the time has also come to start looking for the **organisers of the Regional Platforms 2020!**

Are **YOU** thinking about it?

Are you looking for a **CHALLENGE?** ;)

Here is some **crucial information** you need to know to prepare your application:

BASIC INFORMATION

Regional Platforms (RP) are annual ESN events taking place in the five different regions of ESN with the aim to give volunteers the opportunity to learn, exchange knowledge, cooperate and become involved in the work of ESN International. The member countries of ESN are divided into [the following ESN regions](#).

The events will take place either **in October or in November** and **the number of participants will depend on the region** (please keep reading for more information).

Timing:

15th - 18th of October 2020 **or**
22nd - 25th of October 2020 **or**
29th of October - 1st of November 2020 **or**
5th - 8th of November 2020 **or**

**The dates of different Regional Platforms can overlap.*

Duration of the meeting:

Content: 2.5 days, Friday - Sunday afternoon
Arrival: Thursday afternoon
Departure: Sunday evening

Number of spots: Depends on the number of sections/countries present in each region. Please make sure to read the dedicated part of the [Events Policy Paper](#)*

Additionally, below you can find the actual number of participants at Regional Platforms 2018:

CEP Olomouc: 187
NEP Jelgava: 82
SEEP Athens Piraeus: 112
SWEP Porto: 186
WEP Fribourg: 140

**Keep in mind that if the new EPP proposal will be accepted at the CNR Glasgow, the number of National Board members will raise by one per national organisation*

Participation fee:

Ideally, the participation fee will not exceed €110

WHAT THE OC SHOULD PROVIDE

Accommodation: 3 nights (Thursday, Friday and Saturday night);

Food: 3 breakfasts, 3 lunches, 3 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. The room should preferably have movable chairs and **must have a projector**.
- **5 to 8 training rooms** for the sessions taking place simultaneously, **with movable chairs**. The training rooms should be available for the entire duration of the event. If this is not possible, the rooms should be provided for the exact duration of the workshops and sessions depending on the agenda.
- **1 storage/meeting room** for storing workshop material and holding meetings between the OC and the Content Team.

High-quality internet: For the Content Team

Workshop/small session material: one projector per classroom, flip charts, markers, post-its, etc.

*The exact material shopping list will be provided a few months prior to the event.

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, you can talk this over with your Regional Coordinator at a later stage.

** The venue, training rooms and flexibility are of crucial importance for a training event. The training rooms should be big enough for the participants to feel comfortable and safe inside of them. If the requirements mentioned here are not clear and if you have any questions, we stand at your disposal for additional clarifications and we can provide examples based on experience.*

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 Regional Coordinator 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 Content Team, that is 2 people who will be working at this event, in the following way:

- 1) The accommodation and food for the event should be covered for them by the OC. The Content Team shouldn't pay the participation fee.
- 2) In order to cover the travel expenses of the team, additional cost should be added to the participation fee set by the OC.

This works out to be **5 EUR per participant** and the Board will send an invoice to the OC for this amount after the event in order to reimburse the Content Team for their travels.

What this means, in practice, is that you will need to add a 5 EUR to the participation fee for each

participant in order to cover the logistics costs of the Content Team (costs for materials for the event are not included).

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

SUPPORT FOR 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. The **Regional Coordinators** can give you support during the application phase providing comments and suggestions for improvement to your application form and budget. Please use this opportunity and contact them **preferably one week before the deadline to submit applications** by writing to:

Joyce at cep-rc@esn.org for the CEP region,
Kit at nep-rc@esn.org for the NEP region,
Anna at seep-rc@esn.org for the SEEP region,
Nour at swep-rc@esn.org for the SWEF region,
Déborah at wep-rc@esn.org for the WEP region.

2. If you need support with **fundraising**, please check [this awesome guide by FICO](#).
3. To make your event **environmentally sustainable**, [check this guide by ESN Spain](#).
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.
However, we already know the comms experts will tell you to **NOT create a Facebook fan page** for your event, but an actual Facebook event instead.

APPLICATION AND ELECTION

The official deadline **for all applicants** to submit their application is **Tuesday 1st of October 2019**

Send a completed [application form](#) and [budget](#) to vicepresident@esn.org and regional-coordinators@esn.org.

To help you, we have prepared a **'perfect'** [application form](#) and related [budget](#).

As stated in the EPP, if the OC is not elected during the upcoming Regional Platforms of 2019, the call will be reopened and the election of the OC will take place online in the following weeks.

Let's EMPOWER our regions TOGETHER!

We are waiting for your applications!
On behalf of the Regional Support Team,