

International Internal Meeting Hosts

IM & FM Joint Workshop

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OVERVIEW

Overview

- What is an International Internal Meeting;
- Physical vs online;
- This is how you can do it!;
- Requirements;
- What about after the event?;
- Group work;
- So how can I apply to be a host?;
- Q&A.

PHYSICAL VS. ONLINE

Physical vs. Online

- Online meetings include:
 - Comfort of your house;
 - Antisocial social programme;
 - Going to plenaries in your pajamas!;
- Physical meetings include:
 - Sightseeing, Gala Ball, Social Programme every day;
 - A chance to meet everyone once again;
 - Going back to normal! (within the COVID-19 restrictions)

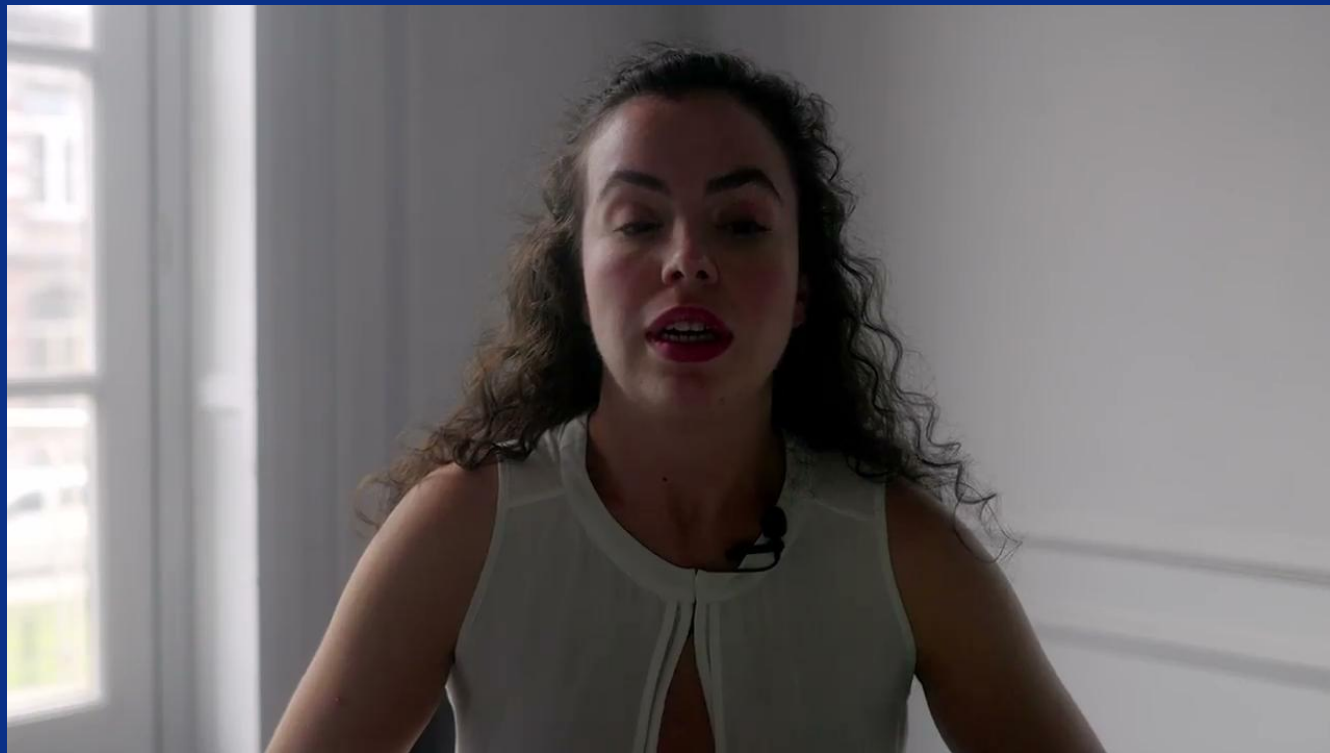
WHICH ONE DO YOU PREFER?

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THIS IS HOW YOU CAN DO IT!

This is how you can do it!



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REQUIREMENTS

Requirements

- Signed Hosting Agreement;
- Draft budget;
- Draft programme;
- Information about the logistics;
- Motivation letter;
- Proposed structure of the Organising Committee with proposed Head of OC;
- Any other relevant information.

Signed Hosting Agreement

- [Hosting Agreement Example](#)



International Internal Meetings

Incomes					Expenses				
Concept	Amount	Unit price	Number	Total	Concept	Amount	Unit price	Number	Total
Participation fees non favoured	100	€35.00	7	€24,500.00	Accommodation	350	€23.00	7	€56,350.00
Participation fees favoured	250	€31.00	7	€54,250.00	Meals	350	€6.00	14	€29,400.00
Transportation	350	€15.00	1	€5,250.00	Transport	350	€15.00	1	€5,250.00
Alumni	20	€100.00	1	€2,000.00	Merchandising	300	€10.00	1	€3,000.00
Gala ball	300	€50.00	1	€15,000.00	Hoodies	250	€15.00	1	€3,750.00
Merchandising & hoodies	250	€25.00	1	€6,250.00	Gala Ball	300	€45.00	1	€13,500.00
Partners	5	€2,500.00	1	€12,500.00	Social Programme	350	€5.00	1	€1,750.00
Grants	1	€5,000.00	1	€5,000.00	Logistics	1	€2,000.00	1	€2,000.00
					Conference rooms	1	€200.00	7	€1,400.00
					Contingency	1	€6,237.50	1	€6,237.50
				124,750.00 €					122,637.50 €
Balance							2,112.50 €		

Draft programme

	20th October	21st October	22nd October	23rd October	24th October	25th October	26th October	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30		BREAKFAST						
10:00		Workshops	Workshops	Mid Plenary	Workshops	Workshops	Final Plenary	
10:30								
11:00								
11:30								
12:00								
12:30								
13:00	Letters of Authorisation	LUNCH						
13:30	Free time	LUNCH						
14:00		LUNCH						
14:30	Opening Plenary	Workshops	Sponsors' Fair	Mid Plenary	Sightseeing	Workshops	Final Plenary	
15:00								
15:30								
16:00								
16:30								
17:00	Workshop	Dressing time						
17:30								
18:00	Opening Workshop	Reporting Time & Dinner	Mid Plenary	Dressing time	Workshops			
18:30	Officers and Freshers' Workshop							
19:00						HoD		Transportation
19:30								
20:00	Dinner					Gala Ball	PARTY	
20:30	PARTY							
21:00	PARTY							
21:30	PARTY							



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Information about the logistics

- Accommodation;
- Venues;
- Transport;
- Meals;
- General Pricing;

Motivation letter

- Surprise us! :)



Proposed structure of the OC

Head of Organising Committee

Head of Participants

Head of Marketing

Head of Public Relations

Head of Logistics

Head of Fundraising

Head of Social Programme



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WHAT ABOUT AFTER THE EVENT?

What about after the event?

3 options:

- You get profits!
- You have a perfect balance
- You have losses
 - Here comes EDF
 - Mode C - Structural Support
 - C.1. Financial assistance for organising International Council Meetings and International Strategy Meetings
 - Up to 1000 eur

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GROUP WORK

Activity

- Draft a programme for a 5 day ICM, including arrival and departure time, sightseeing, galaball, social programme, 3 plenaries and time for workshops;
- Think about partnerships and any other sources of income you can have at an ICM;

**SO HOW CAN YOU APPLY TO BE A
HOST?**

Call for Hosts

- Another one will be open soon;
- Submit your application to the Secretary General with all the elements we discussed about here;
- Contact us for any questions;
- We will support you through the whole process!

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Q&A