

Procedures for Congress Organising Committee Candidate for the annual EFPSA Congress

Call for a Congress Organising Committee

The host country and Organising Committee for the EFPSA Congress is established two years in advance of the Event. The Call for an Organising Committee is published prior to the upcoming Congress, and candidates are voted on at the third General Assembly of the Congress by EFPSA Member Representatives (MRs).

The Call outlines the nature of the EFPSA Congress, and the role of the Congress Organising Committee. Attached to the Call should also be a document providing a role description for the Congress Organising Committee, the application procedure (this document) and a formal application form (with a relevant deadline for submission). The EFPSA Congress Manual (outlining the Congress in detail) should also be made available to interested persons, through contact with the Events Officer.

Prior to the third General Assembly, Congress candidate- Organising Committees should submit presentations to the Events Officer. These presentations are delivered at the third General Assembly of the Congress prior to MR voting.

Procedures for General Assembly Presentations

Completed applications should be submitted by the date specified in the Call and will be provided to MRs prior to the upcoming Congress. Upon submission of applications, candidate- Organising Committees should be reminded of requirement to submit presentations to the Events Officer prior to the third General Assembly at Congress.

Candidate presentations should be made either by the members of the group submitting the application, or by representatives of the group. Presentations should be no more than 10 minutes in length, after which a round questions will follow (maximum of 5 minutes). This session will be moderated by the Events Officer.

Presentations should include the following information:

- What country and EFPSA Member Organisation is applying
- Who is on the Organising Committee (noting the Coordinator/s), and what experiences do they possess in organisation of events such as the Congress
- Why does the candidate- Organising Committee believe they should host the Congress
- Other information may be presented including: potential themes / venues / sponsors / agreements or preliminary support from Universities or National Organisations
- We would ask that candidate-committees respect fair and equal competition – and that they do not make excessive or unreasonable promises, distributes gifts during the presentation or otherwise undermine fellow candidates.

Please note that if there is more than one candidate- Organising Committee, presentations should be made in alphabetical order of the host country.

Nominations

All candidate- Organising Committees should note that the outcome of their application is decided by EFPSA Member Representatives (MRs). The MRs will vote immediately following the conclusion of all presentations. We wish you the best of luck in your application and presentation!

Procedures for the successful candidate-committees

Before leaving the Congress, the successful candidate- Organising Committee should be provided preliminary knowledge transfer. This should include the bundle of general official event documents (Minimal Requirements document, Event Promotion Guide, Event Financing Manual, EFPSA CVI Brandbook, and if available, a Portfolio template) and the latest Congress Knowledge Transfer document.

Contact

Please address any questions relating to the Call, or the application procedure, to the EFPSA Events Officer through e-mail: events@efpsa.org

More information about the EFPSA Congress, and all documents mentioned above, can be found at the Congress webpage: <http://www.efpsa.org/events/congress/>