



European Teacher Education Network

European Teacher Education Network vzw

Léon Mignonstraat 3,1030 Brussels, Belgium

Enterprise No. 0708.961.914 / RPR Leuven

ETEN vzw is VAT exempt as a non-profit organization under Belgian legislation

## **ECO/TIG-LEADER SEPTEMBER GENERAL ASSEMBLY CHECKLIST**

Thank you for hosting the upcoming ETEN General Assembly (GA). The following document provides you with the basic guidelines for hosting a successful meeting event.

You may make some slight modifications to dates, activities, and logistics that you may consider needed for enhancing the event experience. Changes that may significantly affect the GA (e.g., dates) must be brought up to the ETEN Board by notifying the ETEN Secretariat, with enough time in advance, so it can be properly discussed and approved upon. You are also responsible for approaching the Board to request any extra guidance if needed.

### **1. Organising team or committee**

It is up to the hosting institution to define how you will set up a team or organizing party at your institution. However, it is recommended that you work with a team that can support you in different fronts (e.g., logistics, admin, registration & accounting).

### **2. Dates**

The GA must take place either in September or the first week of October (see statute 3.4). The hosting institution stipulates the dates of the meeting by mutual agreement with the board.

### **3. Sustainability policy**

ETEN vzw is committed to minimizing its environmental footprint. GA's have a high environmental footprint due to transportation to and from the destination, food waste, large number of disposable items and so on.

ETEN vzw welcomes any initiative that proactively reduces the event's environmental footprint and to teach participants about greener environmental practices. By having a GA sustainability policy in place, organizers and participants can effectively contribute to the reduction of environmental degradation while engaging in effective environmental sustainability.

### **4. Communication with ETEN members about the meeting**

The network platform Etenjournal.com should be used for all kinds of communication to the members of ETEN. Contact person: Mats Olsson [tystatankar@gmail.com](mailto:tystatankar@gmail.com)

### **5. Important information on [www.Etenjournal.com](http://www.Etenjournal.com)**

#### **Accommodation**

Tips about hotels and accommodation, close to or within walking distance to the event.



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### Transportation railway station / airport to the hotel, and back

Tips and options for travel. Please remember to highlight environmental friendly transports as the first options.

### Organiser's information on Etenjournal.com

It is encouraged to provide a link to the organizer's institutional webpage, a video presentation and any other that may be relevant (e.g., programs, academic calendar for international students, Erasmus offerings, international weeks, etc.). You may also find it helpful to add information about the country, region and city in which the institution is located.

### 6. Important information on the registration page

ETEN Journal has a template for the registration page. This can be requested at the ETEN Secretariat. It contains all the necessary topics to arrange.

### GDPR according to ETEN house rules

The hosting institution always acts in compliance to ETEN vzw with EU GDPR and ETEN vzw's GDPR declaration, that can be found on Etenjournal.com.

### 7. GA registration fee

The hosting institution defines, by mutual agreement with the Board, the registration fees that need to be charged to the attendees (i.e., ECOs/TIG-leaders, accompanying persons).

For the period 2022-2030, the board recommends setting up a maximum registration fee of €250. In any case, the hosting institution must consult the proposed fee with the ETEN Board when discussing the event's budget. The board may suggest any options and if needed, help the hosting institution to set up a final registration fee. The registration fee should cover the following:

- Two lunches (Friday and Saturday).
- Two dinners (Thursday, Friday).
- Thursday welcoming reception: hors d'oeuvres and beverages
- Refreshments offered (i.e., morning/afternoon snacks, etc.)
- Materials used during the meeting sessions.
- Welcome package. (Optional and in consultation with the board)
- VAT
- Any extra expenses such as meeting rooms' booking fees
- If you are directly managing accommodation bookings, these should be included in the registration fee.

### Value Added Tax VAT



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Under Belgian law for non-profit enterprises, ETEN vzw is VAT exempt (Enterprise No. 0708.961.914).

The hosting institution drafts the invoices for member institutions according to their institutional regulations.

### **8. Registration procedure**

The registration must be processed online through a link on the Etenjournal platform. In order to properly set up the registration, you must consider the following:

#### **Online Registration form on Etenjournal**

As soon as the online registration is created, the applicant should be prompted to a payment link at the etenjournal platform in which a payment can be processed by credit/debit card or a bank transfer. If needed an invoice should be provided.

#### **Participants list**

Together with the ETEN secretariat you create a list of participants for the meeting before the event. The list will be posted on Etenjournal.

#### **Processing of registration payment**

After the payment is processed, an automatic confirmation email must be created which should include an attached PDF invoice. If paying by bank transfer, you must send a collection invoice and later, when a bank transfer is received, issue a final invoice.

#### **On-site cash payments**

You can also set up an onsite cash payment system on the day of the conference registration check-in. This could be helpful for non-EU members to avoid extra costs.

### **9. Registration deadline and terms of cancellation**

The hosting institution determines the registration deadline. The deadline info needs to be posted, along with the cancellation policy, on the Eten Journal platform website and on the registration form.

#### **Cancellation policy**

The hosting institution defines a policy for cancellation of the registration which may consider:

- Severe illness
- Family calamity
- International travel bans due to a pandemic



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It is recommended to set up a cancellation deadline for a 100% return of the registration (max 3 months before the starting date), and a 50% to 25% refund (max 1 month before the event). Any cancellation refund after that period of time will be accepted at the discretion of the hosting institution on a case-by-case basis.

### **10. Budget Preparation: Income and Expenses**

During the planning stage of the event, a budget needs to be prepared and presented to the Board, no later than March of the year of the GA. It should include a registration fee estimate as well as an outline of expected expenses.

Within one month after the end of the conference, the hosting institution will provide the Board with a detailed income statement.

You should produce a list of all members who have registered and paid highlighting those who are pending for payment after the conclusion of the conference. The ETEN Board will assist in collecting any outstanding registration fees.

The hosting institution is exempted for the annual fee for ETEN vzw membership for the year in which the meeting takes place.

### **11. Evaluation**

A digital questionnaire will be asked to be completed to evaluate the meeting. Hence, this questionnaire needs to be prepared in advance and ready for completion.

### **12. Programme for the meeting**

#### **Board meeting (Thursday)**

The board arrives on Wednesday (afternoon/evening) and has a board meeting on Thursday morning. The hosting institution provides a meeting room for the board (9:00-17:00).

- Meeting room capacity for 6-12 people
- Adaptable table/desk layout
- Electric extension cords
- VGA/HDMI including SS bidirectional cables, splitters and adaptors (Microsoft and Apple devices)
- Power converters and adapters
- Printer or printing access
- WIFI guest access account
- A/V equipment such as projector, screen, audio and sound system for videoconferences
- IT assistance
- Coffee maker, water boiler for tea, drink water and a few snacks
- Lunch facilities



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### Official registration check-in (Thursday mid-afternoon)

The registration check-in procedure and the handling out of meeting welcoming packages should be done in an open space. It is suggested to hand out name tags for the participants.

### Opening GA

It is recommended for the opening of the meeting to start around 17:00 hours on Thursday. It can feature a welcoming speech, reception or any other activity that may be considered appropriate, such as a dinner buffet. Key considerations for the opening session:

- A meeting room with capacity for 80 - 100 attendees
- A presentor/host preferably speaks well English
- Entertaining programming (opening/closing act)
- A/V equipment such as a microphone, projector, screen, audio and sound system
- Lectern/podium

### ECO/TIG-leader meeting (Friday/Saturday):

#### Agenda

The hosting institution will have time for a short introduction of their institution and international work. The host can also suggest items that contribute to the development of knowledge and understandings in the area of internationalization of the network, e.g. an expert, an activity, or to explore and get familiar with the hosting institution. We encourage the hosting institution to invite domestic staff to meet with TIG-leaders and ECOs during the meeting. This will be discussed with the board in the months leading up to the meeting.

According to the statutes and house rules, the agenda will be sent out in advance to the network members for amendments. The convocation is done by mail at least 15 days in advance. The convocation specifies the date, the hour and the location of the General Assembly, as well as an agenda. This agenda and the program will mainly content network issues, proposed by the board and approved by the members and will be posted on the Etenjournal platform.

#### Meeting room setup

- One big room for a meeting with 40 - 70 people
- Possibilities for TIGS/ECOS to meet: two adjacent meeting rooms close to each other with flexible tables and chairs, not an auditorium.
- U-shape adaptable table/desk layout with a table (6 people) at the front for the ETEN Board and Secretariat to preside over the meeting
- Electric extension cords
- VGA/HDMI including SS bidirectional compatible cables, splitters and adaptors (Microsoft and Apple devices)



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- WIFI guest access
- A/V equipment such as projector, screen, audio and sound system for videoconferences
- IT assistance
- Attendees' table name tag: Name and Institution
- Coffee maker, water boiler for tea, water and snacks

### Free time activities (Saturday afternoon)

The program may include a free time activity for the Saturday afternoon. It is up to the organizing ECO to decide whether to organize an excursion activity around the city for the group or to just simply provide participants with a list featuring tourist attractions on their own: good restaurants suggestions, museums, parks, shopping areas, cultural agenda etc.

### Festive Friday dinner

This activity marks the official ending of the GA in which the President of the ETEN Board addresses the attendees and provides a thank you speech. As per ETEN tradition, after the dinner, party dancing fills in the program for the rest of the evening, however, the organizer can add extra-additional fun activities. The Board encourages you to be creative and to make a memorable social activity for the attendees.

**No programme will be arranged for accompanying persons.**

### **13. Departure (transportation railway station/airport)**

Most attendees depart on Sunday. It would be helpful if the hosting institution arranges railway/airport transportation if this is possible and not too demanding from the hosting member institution.