



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 Autumn meeting manual

Thank you for hosting the upcoming ETEN Autumn meeting. The following document provides you with the basic guidelines for hosting a successful meeting event.

1. Organising team or committee

It is recommended that you work with a team that can support you in different fronts (e.g., logistics, admin, registration & accounting).

1-2 members of the board will also be appointed to be your contact with the ETEN vzw in the planning process.

2. Dates

The meeting must take place either in September or the first week of October. 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. ETEN vzw welcomes any initiative that proactively reduces the event's environmental footprint.

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

5. Important information on www.Etenjournal.com

Accommodation

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

Transportation railway station / airport to the hotel, and back

Tips and options for travel.

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 information (e.g., programs, 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

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. Registration fee

The hosting institution defines, by mutual agreement with the Board, the registration fees that need to be charged to the attendees.

The registration fee should cover the following:

- Welcoming reception (day 2): light buffet and drinks
- Two lunches (days 3 and 4).
- Gala dinner (day 3).
- Coffee breaks and light snacks (morning and afternoon day 3, morning day 4)
- Name tags with name, institution, country, ECO and/or TIG-leader, board member.
- Welcome 'package'. Optional, please take into account sustainability issues.
- VAT
- Cultural activities

Value Added Tax VAT

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 and send it to the board before the event.

Processing of registration payment

After the payment is processed, a 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.

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 Etenjournal website and on the registration form.

Cancellation policy

The deadlines and terms for cancellation and refunds should clearly be specified for acceptance in the registration form. No refunds will be considered after the specified deadlines. The hosting institution sets the deadline for refunds of 100%, 50% and 0%.

10. Budget Preparation: Income and Expenses

The budget should be presented to the Board by April of the year of the meeting.

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

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 prepared and sent by the board in collaboration with the hosting institution.

Programme for the meeting

Day 1: Board meeting.

The board has a meeting from 9.00-17.00. The hosting institution provides a meeting room for the board (9:00-17:00).

- Meeting room capacity for 6-12 people
- Electric extension cords
- Printing access
- WIFI guest access account
- Regular A/V equipment
- IT assistance
- Coffee maker, water boiler for tea, drink water and a few snacks
- Lunch facilities

Day 2: Board meeting and official registration check-in.

Board meeting (continued) 9.00-12.00

Registration is approximately from 14.00 - 16.00.

The registration check-in procedure should be done in an open space so that participants can mingle.

Opening ceremony

It is recommended for the opening of the meeting to start around 4 PM. It can feature a welcoming speech, reception or any other activity that may be considered appropriate, followed by a light buffet and drinks

- A presenter/host
- Entertaining programme
- A/V equipment

Day 3: ECO/TIG-leader meeting from 9.00-17.00

Two rooms needed: A large room for 60-80 ECO's and a nearby smaller room for 25 TIG-leaders.

The hosting institution will have time for a short introduction of their institution and international work.

We encourage the hosting institution to invite domestic staff to meet with TIG-leaders and ECOs during the social parts of the meeting. This will be discussed with the board in the months leading up to the meeting.

Meeting room setup

- Table/desk layout with a table (5 people) at the front for the ETEN Board and Secretariat.
- Electric extension cords.
- WIFI guest access
- A/V equipment such as projector, screen, audio and sound system.
- IT assistance if needed.

Gala dinner

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.

Day 4:

Short meeting 9.00-12.00

Two rooms needed: A large room for 60-80 ECO's and a nearby smaller room for 25 TIG-leaders.

Lunch

Afternoon activities

The program should include afternoon activities. It is up to the hosting institution to organize cultural trips and or events for the participants.

It is also advisable to provide participants with a list of tourist attractions to visit on their own.

No separate program will be arranged for accompanying persons.