

Open call for hosting the 17th European Guide & Scout Centre Manager's Conference (CMC 2023)

To: - International Commissioners, Europe Region WAGGGS
- International Commissioners, European Scout Region
- Guide & Scout Centre Managers in Europe

Background

Since 1989, managers of Guide & Scout Centres around Europe have gathered every two years to take part in the Guide & Scout Centre Managers' Conference (CMC). The 16th conference took place at Larch Hill Scout Centre, Ireland in October 2019 and brought together around 80 participants, planning team members and experts. This paper is an invitation for any National Scout Organisation (NSO) / National Scout Association (NSA) or Member Organisation(MO) / Component Association(CA) or Scout/Guide Centre that is interested in hosting the 17th conference. It is a guideline for a centre to see what the basic requirements for hosting this event are.

Dates

Due to Covid19, the planning team sent out a survey in summer 2020 to all previous participants to gauge interest for 2021. Based on the responses received then and further on, we have taken the decision to postpone the conference until 2023. It is planned that the 17th CMC will take place in or near October 2023, preferably over a weekend. In previous years the event had its programme over two and a half days.

Planning Team

The planning team consists of a WAGGGS representative (this time chairing the team), a WOSM representative, three volunteers from European Scout and Guide Centres, and one staff representing the host centre. Please note that your bid should foresee having a representative working on this event around 4 to 8 hours per month, with the ability to participate in meetings and calls as a member of the planning team.

Costs

It is always the aim to keep the cost of the conference as low as possible to ensure that as many centre managers as possible can attend. Part of the requirement of the bidding centre is to make an application for funding the event, such as an Erasmus + programme through the national agency administering such grants, or a similar fund.

The fee should include:

1. Overnight accommodation, food, coffee breaks and closing evening celebrations for up to 70 participants + 6 planning team members;
2. Activities / excursion in the conference programme including transport;
3. Transport to and from the venue to the nearest airport and/or major railway station;
4. Costs for the travel of the planning team to and from the venue for the conference including the overnight accommodation and food for two additional nights (The planning team arrives early to set up for the conference);

5. Cost for the travel, accommodation and food for 2 “experts” /external presenters for 2 nights during the conference;
6. The costs for a conference gift (Polo, T-shirt, Scarf, mug, etc.);
7. All office material, the use of internet and all technical equipment;
8. The cost of hosting 1 meeting of the planning team for 3 days including flight tickets and transportation to the centre (optional depending on familiarity of committee members with the centre).

IMPORTANT: The budget needs to be prepared on the basis of 60 participants and 5 planning team members (excluding the host venue manager) **but** needs to break even for the fixed costs at 40 participants.

It should be noted that any surplus or deficit of the conference is the responsibility of the hosting association and/or centre.

All these costs have to be considered when preparing a bid to host.

Requirements of the Host Centre

The Guide & Scout Centre Managers' Conference is a large-scale event and therefore requires considerable facilities. These include:

Location

- An active Scout / Guide Centre open to all members of WAGGGS and WOSM, with at least one full time staff member (preferably the manager) to work with the planning team for the event. In a location that will encourage a good atmosphere for the event and provide opportunities to see some of the local country and culture;
- Easily accessible from all parts of Europe (preferably not more than 1.5 hours by coach/train from the nearest major international airport), including ease of accessibility with regard to entry regulations and visas for EU countries.

Infrastructure

- Sleeping accommodation of a good standard for at least 70 people;
- A main plenary room that can seat around 80 people with full technical facilities;
- A catering operation able to accommodate 80 people in one sitting and the ability to provide good meals and tea/coffee breaks throughout the day;
- At least 2 rooms able to accommodate 30 people each (one can be the main plenary room);
- At least 4 rooms able to accommodate 10 to 15 people (two of which can be those described above);
- A social area for evening events (bar etc.);
- An office for use by the planning team for the whole event, equipped with internet, printer and scanner;
- Technical facilities such as photocopier(s), internet access (wireless), beamers and flipcharts in each meeting rooms, DVD/video, stationery;
- It is desirable to be able to provide Wifi access for all participants.
- A staff member (ideally management level) from the host venue will be an active member of the planning team.

Services

- Needs to be able to host a meeting of the planning team, included within the overall budget in spring 2023 (optional);
- The ability to assist participants upon arrival and to help advise possibilities for extra time in the country for pre/post conference exploration, personal time etc.;
- Host the planning team for two nights before the start of the conference.
- The ability to provide a contact service that participants can share with people back home in case of emergencies;

What to do next?

When a NSO/NSA or MO/CA has a Centre that meets these requirements, which would be willing to host the event, please do the following: Prepare a full application that details exactly what is available and can be offered at the Centre. This application should be based on experience and knowledge of prior conferences and should include:

- Full details of the Centre, the facilities and the possibilities;
- Proposal for out of Centre activities such as excursions and post conference tours;
- A price per person based on arrival on 1st day before dinner and departure on 5th day after breakfast. The price can be listed in several variants (e.g. with grant support and without grant support). Price should include:
 - o 3 meals a day plus 2 coffee/tea breaks per day with snacks
 - o a themed evening
 - o Full bedding (sheets, blankets or duvets with covers, pillows and pillow covers and towels).
 - o Pick-up and drop-off for all participants and planning team members from the nearest main train station and/or airport.
- The infrastructural and service requirements as mentioned previously.
- Experience with grant proposals (Erasmus + is the most probable source for funding) and name of the person responsible for the grant application and deadlines that need to be met. Please include a budget spreadsheet to show the cost calculation.

Once your application has been received, we will keep you up to date regarding the progress of the procedure and will contact you for more detailed information as needed.

Offers to host this event

Offers must be sent by email, together with full information about the Centre and a letter of confirmation of the NSO/NSA / MO/CA if the offer is not made by the National Headquarters. Offers need to arrive not later than: **15 January 2023** at the address as stated below.

Once the host centre has been selected and confirmed, all other applicants will be informed in writing of the decision. If you have questions or need further information, please contact:

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