

Procedures for the Congress Organising Committee Candidate(s) 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 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 Coordinator, a Role Description for the Congress Organising Committee, a General Prerequisites Document, the application procedure (this document), and a formal Application Form (with the relevant deadline for submission). The EFPSA Congress Manual, that outlines the Congress in detail, should also be made available to interested persons, and can be obtained by contacting the Events Officer.

The Organising Committee of the EFPSA Congress is to be approved at either the General Assembly III of the Congress or at an e-Voting at the beginning of the mandate. Prior to the General Assembly III or the e-Voting, Congress candidate Organising Committees should submit presentations to the Events Officer. These presentations are delivered prior to the General Assembly III or the e-Voting.

Procedures for Presentations

Completed applications should be submitted by the date specified in the Call. Upon submission of applications, candidate Organising Committees should be reminded of the requirements to submit their presentation to the Events Officer prior to the General Assembly III or the e-Voting.

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

Presentations should include the following information:

- The country from which the group is applying, including the name of the Member Organisation that represents that country. .
 - The names of the members in the candidate Organising Committee (noting the Coordinator/s), and a list of experiences possessed in events organisation that makes them suitable for planning the Congress.
 - Why the candidate Organising Committee believes they should host the Congress.
 - Other information may be presented including: potential themes / venues / sponsors / agreements and/or preliminary support from Universities or National/Local Organisations.
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- We would ask that candidate committees respect fair and equal competition and that they do not make excessive or unreasonable promises, distribute gifts during the presentation or otherwise undermine fellow candidates.
 - Please note that if there is more than one candidate Organising Committee, presentations should be presented in alphabetical order of the host country.

Nominations

All candidate Organising Committees should note that the outcome of their application is decided by the EFPSA voting body. The voting members will vote immediately following the conclusion of all presentations, in case the selection occurs at the General Assembly III. In case of an e-Voting, voting members will vote during the period of the first e-Voting . We wish you the best of luck in your application and presentation!

Procedures for the successful candidate-committees

The elected candidate Organising Committee should be provided with a 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 related to the Call, or the application procedure, to the EFPSA Events Officer through e-mail address: events@efpsa.org

More information about the EFPSA Congress and all documents mentioned above can be found at the Congress webpage: <https://more.efpsa.org/congress2021/>