



IE WG Manual

V 3.0

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1 IE WG

[...]

The International Events Working Group is monitoring the international events held by the (Prospective) Affiliated Societies/ (Prospective) Adjunct Members on a permanent basis.

It ensures that the events organized will be of the highest quality by providing guidance and support to the organizers in order to plan and deal with an international event successfully and that the general rules for a EUROAVIA event, stated in point 3.5.5, are being correctly applied. To achieve this purpose, the International Events Working Group is assigning a tutor for each (Prospective) Affiliated Society, willing to organize an international event, in order to maintain communication with the organizers on a regular basis.

The International Events Working Group is responsible to ensure that the 5-year timeframe for an Affiliated Society to organize an international event is correctly applied. In the event that an Affiliated Society is not able to organize an international event in that timeframe, due to economic or other serious reasons, on the expiry of the five (5) years, the International Events Working Group, together with the International Board, can allow the Affiliated Society to organize a Cultural Exchange with another local group of EUROAVIA, gaining one (1) more year to organize the international event. It is also responsible for making sure that a reasonable timeframe will exist between organizing international events in order to avoid overlapping one another.

[...]

EUROAVIA Bylaws, Official version as of 13/4/2018, section 3.6.15

1.1 Subunits

The working group is structured in two subunits: maintenance crew and tutors.

Maintenance Crew

This subunit is in charge of updating the calendars used by the WG; events, exams and holidays of the (P)AS/(P)AM, and the databases of the working group.

They also keep track of the AS that need to host events according to the 5-years rule, ensuring that they are aware of their responsibilities with EUROAVIA, as well as the PAS after their first congress. This implies that they are the first approach of the IE WG to the (P)AS willing or imposed to organize the event.

Besides, they keep organized the archive of the WG.

1.1.1 Tutors

This subunit guides the organization team of the AS which will host the event. The tutor will be responsible of giving them advises and guidelines, solving any doubt they could have while organizing the event.

The tutor is the link between the WG and the organizing team, therefore, it is their task to be continuously informed about the status of the event. **It means being able to give updates of the event when the working group requires.**

2 International Events

[...]

Those academic, educational, cultural and social events that are not organized on a purely local basis, and will be open to all members of the (Prospective) Affiliated Societies are considered official EUROAVIA international events if they fulfil the following minimal criteria:

- a. They have at least 15 EUROAVIA members, from other than the hosting (Prospective) Affiliated Society, registered after the end of the Free Cancellation period of the Applications;
- b. They provide accommodation, meals and transportation for all the participants during the whole event;
- c. The event lasts at least 3 (three) days, plus the arrivals and departures days.

The organizers are responsible for declaring their wish to organize a public event to the International Board. The use of the name EUROAVIA is subject to the permission of the International Board.

The International Board can temporarily give the status of EUROAVIA International event to any other event organized by an Affiliated Society of EUROAVIA whose aim is to pursue the permanent goals of the association.

Besides the EUROAVIA Congress the following events are considered international:

- a. Workshop;
- b. Air Cargo Challenge;
- c. Symposium;
- d. Fly-In.
- e. TNT

[...]

EUROAVIA Bylaws, Official version as of 13/4/2018, section 3.5

2.1

2.2 EUROAVIA Congress

Congresses are the only events that are required to be hosted every year, one EMEAC and one AMEAC, according to the statutes. These are priority events since they are essential to the association.

Good parts: Schedule is given by the IB. The organization team needs to solve the logistics of the event: congress rooms, transportation, meals, accommodation, etc...

Bad part: Organization has to be flexible with the scheduled times, as delays are likely to occur.

Advises: The organization team will have to lead with 50 people approx. so consider have at least have 6 people available at the same time during the event to take care of the group.

2.3 Fly-In (minimum 15 participants)

These events involve a more informal approach to an International Event. They usually include cultural activities to present the city to the EUROAVIA community. Usually includes visits to university centres, companies and monuments of the city.

Good parts: Flexible schedule and simple organization.

Bad parts: Informal event, can be hard to find sponsors.

Advises: Try to create an attractive schedule in order to catch participants. Maybe the organizing AS could take advantage of a congress or Air Show happening in their city while the event's period. All the activities must be well planned.

2.4 Symposium (minimum 15 participants)

A symposium is a technical event usually organized around a specific topic. Lectures, workshops and company visits involving this topic should be included to widen the experience of participants in this field of engineering.

Good parts: It might be easier to find participants and sponsors, since the topic may seem attractive to companies and participants.

Bad parts: It might be difficult to arrange enough speakers and professionals to deal with the lectures and/or workshops. Moreover, many last minutes changes regarding the availability of the speakers used to appear, so make sure there is enough industrial/academic activity in the area to complete the schedule.

Advises: Try to organize all the activities (lectures, visits, workshops) around one single topic. Do a study of your surrounding industry, university departments or technical potential in your local association to select the topic of the event and then plan the activities.

2.5 Air Cargo Challenge

Air Cargo Challenge is a technical competition aimed at university students using their engineering and scientific knowledge to design, document, build and fly the aircraft according to the regulations of this event.

Traditionally, the winning team (representing their own AS) is the one in charge of organizing the next ACC. If this is not possible, a call for hosting the event will be done.

It's an event that Stuttgart organizes every 4 years because they always win. So, in case of doubts, contact them XD (probably, they won't answer).

Advises: Ask for help to the last ACC organizer, and don't lose the contact with the IEWG and the IB, empathize on the logistics, as it can involve more than 200 people.

2.6 Workshop (minimum 15 participants)

Workshops can be defined as the events where members of EUROAVIA come together to learn and develop new skills. These workshops can be focused on soft skills such as Formation Workshop (also referred to as FoWo), technical skills, management, design or a type of skill that an organizer comes up with. The definition and the theme of a workshop must be approved by the International Board. Under the roof of the EUROAVIA Training System, regular training workshops are organized. EUROAVIA Trainers attend different kinds of workshops organized, as trainers or trainees.

There are two Workshops which are the most typical on EUROAVIA: the Formation Workshop (FoWo), which usually happens at the end of the year; and the Rocket Workshop (RoWo), usually on summer.

The FoWo lasts a week, and the participants will receive soft skills trainings during the whole event's period.

The RoWo is a technical event where the participants will learn how to build a rocket and will have the opportunity of launching it at the end of the event.

Good parts: usually workshops are very attractive and it's easy to get participants, especially the ones taking place during the holiday seasons. Also, companies are more interested in sponsoring these technical events.

Bad parts: the organizing team must provide materials and a work zone to develop the event. Also, a number of people specialized in the topic of the workshop is required in order to provide help. In a RoWo you must provide a safe zone to launch the rocket, and an insurance in case it happens an accident.

Advises: don't be afraid of proposing a new type of workshop. Be sure that all the things you do are legal (for example: launching a rocket in a permitted area).

2.7 TNT

This international event offers EUROAVIANS the opportunity to understand the importance of soft skills, rise their expertise in this field and to gather all the tools necessary to divulge this knowledge as trainers. The participants will be provided with knowledge on preparation and delivery of training sessions for students. On completion of the event and after having delivered

one first training session, participants of the Train New Trainers are qualified to become EUROAVIA Trainers.

Good parts: The schedule during the business meeting is mainly organized by the ETS working group.

Bad parts: The communication between the three parts (trainers, IEWG, local groups) can be difficult and usually it leads into misunderstandings, specially when there are some trainers in the organizing board of the local group. Moreover, it is necessary to provide the accommodation also for the trainers and to ask for the material list needed for the training sessions. Getting participants is hard. Furthermore, this event usually lasts longer than a standard event, so the organization can get complicated.

Advices: focus mainly on logistics and look for any kind of sponsors. Many companies, not only aerospace companies, may be interested in soft skills training, so they might be able to support the event.

3 Highly recommended / traditional activities

3.1 Company visits

During the event you should ensure a day (or half a day) for company visits. Obviously, there can be more than one company.

These visits happen usually after the Spirits night. It's important to tell the people that should attend in a presentable way.

3.2 Spirit's night

During all international event, each participating AS/PAS has to bring a bottle of some specific (alcoholic) drink from their country's region, as well as typical sweets. All those drinks will be consumed by everyone in an organized way, during Spirit's Night.

Things the organization team should provide for Spirit's Night:

- A "private" place to host it (with a toilet);
- At least one big table;
- Laptop with internet access to play music and speakers;
- Seats for everybody;
- Water;

- Plastic glasses: normal ones and a small one (for shots);
- A bucket

Things the participants should provide for the Spirit's Night:

- Spirits
- Country flags
- Sweets or snacks
- Regional music to play while presenting the drinks.

Each AS/PAS has to briefly present the drink and share a little bit of it with everybody attending. Also, during the presentation usually some traditional song is played, and the locals teach the rest of the participants some specific dance. Obviously, this varies from event to event, just use imagination.

3.3 Training session

A member of the ETS WG deliver a session in which the participants will have the chance of develop their soft skills focused in a specific topic selected by the trainer. This is usually one of the most dynamic activities of the event, because allows to improve the relationship between participants.

4 Organization guidelines

First steps:

- 1) Type of event and topic.
- 2) Preliminary Financial plan and Schedule.
- 3) Dates.

Priorities:

- 1) Accommodation.
- 2) Website (Application & cancellation rules, survival guide). Preparation of the application form.
- 3) Sponsors and Brochure.
- 4) University (cooperation, congress rooms)
- 5) Final Dinner.
- 6) Spirits Night.

Second priorities:

- 1) Company visits and activities.
- 2) Meals.
- 3) Transportation.
- 4) Survival guide.

Details:

- 1) Promotional material (Flyers, posters, social media posts).
- 2) T-Shirts.
- 3) Welcome Pack.
- 4) Lecturers Gifts (in the case we had lecturers on the event).
- 5) Accreditations and diplomas for the participants.

4.1 Preliminary schedule

To be able to start the Preliminary Financial Plan, it's required to elaborate a preliminary schedule. By doing so, it will be easier to schedule the activities along the day, movement between workspaces, breaks and so on. This will be explained afterwards.

4.2 Preliminary financial plan

The financial plan is based on the schedule of the whole event. In its preliminary form it states the goals of the organization team and the expected results. It must include expected costs and incomes for the whole event in accordance to the schedule.

A preliminary financial plan should consider the **number of participants**, the **number of days we want the Event to last** and the **expected expenses** considering the activities we want to have (schedule). It should also have some possible sponsors, and the expected amounts of money that we will get from them.

We strongly suggest using dynamic tables in excel when creating it. Try not to depend on an exact number of participants. For example, you could input the number of people with a formula, allowing the organisation team to adapt to different situations (cancelations, changes, budget problems).

It's also highly recommended

Once we have it, we can distribute the work to achieve those goals.

4.3 Dates

When considering an event for a AS it is important to fix the dates first, considering the others in the calendar to avoid overlapping. Once the AS have fixed the dates of the event and the preliminary schedule and financial plan, it will be time to contact the IB.

After the event period and activities (schedule), the **starting of the application period** is the most important.

If the organisation team and the trainer had followed the steps mentioned before and the coordination with other WGs for the promotion and the website has been correct, one application period should be enough to get the participants. If this doesn't happen, you may reconsider what have failed before risking the event itself.

This situation is quite frequent when things are done quickly, without a clear plan or when there is a lack of experience in the organisation team and the tutor.

The problems that lead to a lack of applicants are:

1. Wrong/lack of promotion through social media (Wrong coordination with CM WG)
2. Do not send the presentation mail to officially inform other AS you are hosting an event (Organisation team)
3. Wrong combination dates/place to make the event attractive (Tutor/Organization team)
4. Lack of information in the website, do not specify a time zone for the opening of the applications (recommendation to use UTC).
5. Schedule not clear or not suitable enough for the type of event you are organising.
6. Open applications too late.
7. Not clear application rules/form.
8. Server problems, website issues.

4.4 Website

A website for the event should be created. If you need help to get the web domain, you can contact the IT WG (it@euroavia.eu), or if you prefer you can open a specific part for the event on your own AS website.

The website must count at least with:

- Information about the event: small description and schedule. If you want you can include additional information, such as photos of the final dinner's place or the hostel; or detailed information of the activities and lectures. You can add information about your university,§ your city and your AS as well.
 - Application and cancellation rules.
 - Link to the application form: be sure to open it on time and that is private, that means, that only the members of your team can check who applied.
 - Survival Guide: it's preferable to post it on the website and send it through the participants group as well.
 - List of participants: **(The privacy policy must be accepted to show the name in the web)**
- The participation list usually consists in two tables: one for Admitted and one for Waiting, including *Name/Surname, Affiliated society (AS) or IB/DIB/WG and the status of the application* (waiting for the AS membership confirmation – Confirmed – Paid - Cancelled)

4.5 Survival guide

It should explain how to get to the accommodation place from the nearest or the most convenient airports, preferably via public transportation, indicating the bus/train number to take and the stop. It should also include a taxi telephone number, the hotel data, tourist information about the city, the schedule for the event and the organization team contact information, as well as any other information relevant to the participants.

Other important information that should be mentioned:

- Money currency;
- Bus/Metro/Taxi prices;
- The possibility to exchange money, maybe in the airport;
- List of things to pack:
 - Towels (if the accommodation doesn't provide);
 - Laptop (in case there is needed for the event);
 - Cap/hat (if necessary)
 - Umbrella/raincoat (if necessary)
- Drink and flag for Spirit's Night.
- Formal clothes for the Final dinner

4.6 Brochure

The brochure is the document the organization use to present the event to companies to get sponsorship. There, the event is explained, and the schedule and financial plan included; as well as the benefits that the company would get if it finally decides to become sponsor of the event.

An example of this document and a manual with the guidelines to create the brochure can be given to the organization.

If they need help or advice to write it, they can ask the CR WG. Any case, it's highly recommendable to send the definitive brochure to the CR WG before presenting it to the companies.

CompanyRelationsWorkingGroup@euroavia.eu.

4.7 Application rules

Every AS organising any type of event should provide the applicants with the Application Rules before the application procedure is opened.

Application rules must explain:

- Application rounds;
- Important dates;
- Cancellation rules and procedure;
- Application fee.

For the event organization, a template of the application rules will be given to the AS so they can complete it with the specific rules they need.

4.8 Final Dinner

The last night of the event, a formal dinner is organized. The organization team doesn't have to look for an expensive place, but they should have in mind that people will be nicely dressed and choose a restaurant according to that. It is highly recommended to look for traditional foods of the region.

Choose wisely the menu, having in mind the food preferences of the participants (allergies, vegetarians). Also, try to ensure that the participants can drink as much as they want, that means, that drinks are included in the menu price.

As it's the last night, you can think of a place to party after the dinner.

4.9 Application form

Application form should be available in the official website of the event. The application form should ask at least for the following information:

- First name
- Last name
- Gender
- Date of birth
- Nationality
- Affiliated society: (it is recommended to provide a multiple choice list the different AS)
- Email
- Phone number
- Do you mind staying on a mixed-gender room?
- Nutritional restrictions (i.e. vegetarian, lactose intolerance, allergies, halal, kosher...)
- Medical problems: Yes/No
 If yes: which one in particular?
- T-shirt size

Advise: It can be created directly in a google form and easily linked to the website. If it is expected that the ID document (number of document or even a scan) will be needed for any activity such as the company inform in the form that every participant will need to submit to the organization team by email.

The participant must agree with the following terms in order to apply for an International Event:

Statement of responsibility exoneration

I accept that participating to any of the Association’s activities I am responsible for myself and therefore exonerate and relieve EUROAVIA **-(LOCAL HOST HERE)-** and its members from any civil and penal responsibility, for any potential damage, accident, injury and illness (including death and any kind of invalidity) caused to myself or others and connected or coming from the execution of the Association’s activities and the use of the facilities and the equipment EUROAVIA International needed to execute them, here included accidents and injuries to myself caused by others’ actions.

Waiver for shooting and publication of images, video and audio recording

I authorize the photography and/or the video and audio recording of myself, only done for institutional purposes, during any activity or event organized by the Association. I agree with the processing and publication, only for institutional purposes, of video and audio records, photos and/or images of myself on the website euroavia.eu, on the Facebook & Instagram pages, Twitter and on the EUROAVIA Newsletter.

EUROAVIA Privacy Policy

I accept the Privacy Policy of EUROAVIA (https://euroavia.eu/index.php?option=com_content&view=article&id=188&Itemid=1070) and authorise AS **(LOCAL HOST HERE)** to use my personal data for the event.

Acceptance policy

As a general fact, for all the International Events (except congresses) the **First come - First served** will be used, considering at the beginning only **the first 2 members of each AS**, the rest of the applicants will be in the waiting list until the end of the application round (this can be modified by the AS).

Another 1 member of each AS will be selected from the waiting list **(in the order they applied)** if the places are not completed. If any cancellation occurs, the empty places will be filled with people from the waiting list.

You should include that, for all the events, the AS can send a priority list of their participants when they receive the confirmation mail of them.

Advise: Put a check box just to let the participant to select it and define it as a mandatory field to be filled in the form. Do not give the multiple choice YES/NO.

4.10 List of participants

Firstly, it is mandatory to check that all the participants have accept the privacy conditions thus they let you publish their names in the website. The participation list **MUST be updated on the website of the event from the first day** not only after the application period is closed! It also should be updated every few days or at least every week. Keep in mind that people usually check who else is coming when applying for an event, putting the list may increase people motivation to join.

Moreover, the list should be actualized regularly. See their name after the application gives the participants confidence and avoid them to start bombarding the organizer team with questions and emails. Usually the list is divided in two tables: one for Admitted and one for Waiting.

4.11 Alumni (it means former EUROAVIANS)

Is recommended to invite alumni to your event, both local and international alumni. The experience exchange between participants and alumni would be very beneficial. Since they used to make an active conference where used to offer their vision about the industry and give students to make all the questions they have and ask for any advice. In the same way it is a great opportunity to promote the Alumni association and inform the young EUROAVIANS about all its benefits.

It is recommended to contact the alumni association (alumni@euroavia.eu) in advance in order to organize the availability, and the schedule of these activities. Traditionally it used to be located before/ after the congress or during any regular event.

What have to be organized by the AS?

- Contact students and let them know about the meeting
- Room for the meeting including equipment (beamer, whiteboard, marker, plugs..)
- Accommodation for the students (maybe also alumni if they want) including breakfast
- food (lunch, dinner, coffee breaks)

What is organized by the Alumni Association?

- Contact the alumni and let them know about the meeting
- Organize the schedule of the meeting:
 - Alumni Meeting Opening“: Opening the event, incl. Introduction, schedule,...
 - Alumni Presentations“: Alumni who are present can hold a presentation about their current work, their EA experience, other interesting topics.
 - Alumni Association“: Explain what the Association does, gather ideas for improvement

5 Events organisation

To ensure that everything is organised within reasonable time periods, there is a general structure of things that need to be done as the event approaches. This is a general guide, however, having an organization schedule can be helpful to distribute the tasks properly throughout the months before the event.

The job of organising an event can be stressful, tiring and exasperating, a team is required in order to fulfil all the tasks properly before and during the event. It is important to keep track of who is in charge of each individual task so that nothing is being left out.

The steps to correctly apply for an International Event are:

1) Prepare a preliminary schedule. It doesn't have to be very detailed, is just to help you to have a clear image of what do you want to do in your international event.

2) Prepare a preliminary financial plan. It doesn't have to be definitive, just enough clear and a bit pessimistic to have an idea of the cost of the event.

9 months up to the event	8 months up to the event	7 months up to the event
<ul style="list-style-type: none"> · Organisation team created. · Dates chosen and approved by IE WG. · Contact the University. · Start looking for accommodation. · Elaborate the brochure. 	<ul style="list-style-type: none"> · Look for sponsors. · Look for possible places for the final dinner and the spirits night. · Narrow down accommodation possibilities. 	<ul style="list-style-type: none"> · Prepare the website. · Start preparing the event's promotion: posters for the social media and potential sponsors.
6 months up to the event	5 months up to the event	4 months up to the event
<ul style="list-style-type: none"> · Updated financial plan and brochure. · Essential information in website: Event information, schedule, sponsors. 	<ul style="list-style-type: none"> · Accommodation booked. · Start looking for the transport, meals and the night's activities. 	<ul style="list-style-type: none"> · Website completed. · Event's merchandising (T-Shirts, certificates, etc.) · Start promoting the event (internally).
3 months up to the event	2 months up to the event	1 months up to the event
<ul style="list-style-type: none"> · Applications are opened. 	<ul style="list-style-type: none"> · Participants list is closed and published. · The WhatsApp group with all the participants and main organised is created. · The schedule is closed and published in the website. · Mayor expenses have been covered (not necessarily paid) with sponsorships. 	<ul style="list-style-type: none"> · All the participants have paid Everything is ready for the event. · Merchandising and materials needed for the event have been received. · An excel file with the arrivals and departures have been created and filled to keep track