



Call for hosting the XXVII JEF Europe European Congress

The host section for the XXVII JEF Europe European Congress will be selected during our next Federal Committee Meeting in Prague!

We are therefore launching the call for bids to host the European Congress in 2023.

Please see below, what is needed to host the most important statutory event.

- Team of Volunteers - depending on capacities and know-how (10-20 people)
- Strong project and event management capacities (major events organised in the past)
- Finding HOTELS and VENUES (preferably Congress Centers that offer both in order to avoid buffer times)
- Proposing Catering (all meals from Friday lunch to Sunday lunch included) and Coffee Breaks
- Proposing a draft budget
 - 2-3 Night Accommodation, Venue rental, Equipment, Meals for around 160 people with flexibility for more
 - on the income side: 50 EUR Delegate fee (about 100 official delegates), 80 EUR Observer fee (between 60 and 100 observers)
 - co-funding by the host section (in cash or in-kind)
- List of Transport Options (to the hosting city, from the airport to the hotel, venue etc. with different means of transportation)
- Social programme (official event, etc)
- Proposal of a communication plan and tools
- Timeline of the preparation of the event (Secretariat will assist you in the implementation)
- Look for Fundraising opportunities/Sponsorship/Co-Funding/Donations
- Coordination to be assured by Local Head of Team on the ground (from your section) and the Secretary General

The bid should include:

- All relevant logistical information (venues, accommodation, catering, local transport, international transport options, social programme)
- A detailed, balanced and realistic budget
- A brief presentation of the team
- A brief risk assessment

Deadline for submitting applications: 30 October 2022



Please note that the Congress applications require careful examination by the Secretariat and the Executive Board. **We therefore strongly encourage you to submit your applications on time.**

For your convenience, you can find:

- [the winning bid for the Congress XXV](#), proposed by JEF France
- [the website of the event](#)
- [the winning bid for the Congress XXVI](#), proposed by JEF Belgium

These documents may serve as guide and support to your application.

The Federal Committee in Prague will decide upon the bid and the section that will have the chance to host our most important event.

Please send the bids to sg@jef.eu and robin.mudry@jef.eu.

Feel free to contact the Secretariat of JEF Europe (sg@jef.eu) to receive support in the process.