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## What you need to know to organise a EUPEA Board Meeting

A EUPEA Board Meeting takes place twice a year.

The Board Meetings are organised by Physical Education organisations in the different European countries. The cooperation with a PE or Sports Institute or the Faculty of a University is possible and also appreciated in order to reduce costs.

The Board is composed of about 12 persons. It is usually so that a couple of people of the organising PE organisation attend to the EUPEA board meeting and tell the meeting about the own national situation of PE.

### Practical information

#### HOTEL

The Board Meeting is organised in a hotel

- where the participants can stay in decent (mostly single) rooms
- where the Board has the disposal of a meeting place in the same building or in the surroundings in a school or university (walking distance)
- decent internet services

The hotel is situated near to the city centre and is easy to reach.

The hotel has no closing hours.

#### PROGRAMME

The EUPEA board sends a draft for the programme. The organisers adapt it and send it to the EUPEA secretariat (info@eupea.com).

We appreciate to meet with some colleagues of the national association for a discussion.

A visit of the city, a formal reception (for example the mayor or a politician involved in education and/or sport) or going to a special place would be a nice contribution to the programme and can be done in one evening.

The board normally needs about 9-12 hours of meeting sessions.

An example:

The board meeting starts Thursday afternoon with two sessions

For example meeting 1: 16.00-17.15 and meeting 2: 17.45-19.00 followed by a dinner.

On Friday morning there are another two sessions

For example meeting 3: 9.00-10.15 and meeting 4: 10.45-12.00 followed by a lunch.

On Friday afternoon there two further sessions

For example meeting 1: 13h30-15h00 and meeting 2: 15h30-17h00.

A cultural or social program can be organised in the evening, together with a dinner.

On Saturday morning there is another session

For example meeting 3: 9.00-10.30

After this, the organiser is free to suggest a program, for example presentations by keynote speakers or a local event in relation with PE.

### **AGENDA AND SECRETARY**

The agenda is made by the EUPEA Board, to fit into the programme. The organizing association provides the secretary before, during and after the meeting. The mission of the secretary is

- to organize the meetings in close co-operation with the secretary of EUPEA,
- to take part in the meetings and to assist the chair of the meetings,
- to assist in writing the minutes of the meeting.

### **PAYMENTS**

The organisation sets a separate price for both lodging and meals.

The participants pay the hotel by means of credit card, directly to the hotel. They pay the conference fee (meals and social programme) to the organising association.

### **AVERAGE PRICES**

The conference fee should not exceed 150€ (including 2 dinners, 1-2 lunches, 2-2,5 days meeting room with coffee breaks and social program). A co-operation with an institute would be appreciated in order to reduce costs.

Hotel prices should not exceed 100€ per person per night.