



# Protocol Appendix B

2018

# PROTOCOL

## APPENDIX B

# PARTICIPANTS' AND WAITING LISTS

## INTRODUCTION

This document is an Appendix to the Protocol of EGEA and consists of guidelines for defining the Participants' and Waiting Lists for the Association's congresses. However, by decision of the organising team these rules can be applicable for other Association's activities.

## PART I: ANNUAL CONGRESS

### I.1. Priority List

**I.1.1.** The Contact Persons are responsible for creating and sending a priority list of registrations from their entity to the respective congress organisers. This list serves the purpose of ranking the registered individuals according to their priority set by their entities.

**I.1.2.** It is the responsibility of the respective congress organisers to provide the Contact Persons with a time frame of minimum one week to hand in their priority lists.

**I.1.3.** If an entity fails to do so, priorities for the registered entity members are sorted randomly by the congress organisers.

**I.1.4.** The respective congress organisers may change the positions of individuals in an entity's priority list once, upon request of the associated Contact Persons.

**I.1.4.1.** To request this measure a Contact Persons must provide the congress organisers with an explanation and sufficient reasoning as to why this change is deemed necessary by them.

**I.1.4.2.** The request can only include the members of their entity who are currently on the latest published version of the Waiting List.

**I.1.4.3.** The request can only be sent before the beginning of the Last Minute Placing procedure.

### I.2. Participants' List

**I.2.1.** The participants' list should be announced at least three months prior to the beginning of the congress.

**I.2.2.** All entities shall have the chance to send an equal number of participants. Several places are reserved for various representatives and officials of the Association and are not counted along the regular subscriptions per entity.

**I.2.2.1.** Reserved places are for Board members, Regional Contact Persons, Supporting Roles, Financial Control Commission representative, Advisory Board representative, moderator of the General Assembly, external partners as well as Board elect, Secretariat Coordinator elect and Regional Contact Persons elect.

**I.2.2.2.** The following positions and representatives are also excluded from the subscriptions per entity, if the Board and congress organisers decide so: Regional Assistants, Committee representatives, representatives of other bodies of the Association and other individuals of the Association who are essential for the organisation of the congress.

**I.2.3.** Places for entities are assigned according to the Entity Ranking List, which is created by the Activities and Events Committee.

**I.2.3.1.** To obtain a place, one must register for the congress in a time period of minimum 2 weeks, as set by the organisers.

**I.2.3.2.** The line between the Participants' List and the Waiting List is drawn when the organisers run out of free places to distribute among the registrations. The process of sorting people into the available places is a continuous repetition of the Entity Ranking List.

**I.2.4.** The organisers should let the Event and PR Advisor review the Participants' List before publishing it.

## **I.3. Waiting List**

**I.3.1.** The Waiting List must be made public at the latest 10 days after the Participants' List is announced.

**I.3.2.** The Waiting List is an extension of the Participants' List. All places are distributed according to the Entity Ranking List and the priority lists of the entities.

**I.3.3.** In case of cancellations people from the same entities receive the free places; therefore an equal distribution of places is ensured. This also applies to cancellations of people on the Waiting List, members of their entities move up to the free places.

**I.3.4.** In case of a late registration from a member or a candidate entity that doesn't have a place yet, congress organisers may decide to place one

representative on top of the Waiting List to ensure an equal representation of all entities.

**I.3.5.** The organisers should let the Event and PR Advisor review the Waiting List before publishing it.

#### **I.4. Last Minute Placing procedure**

**I.4.1.** The organisers can decide to implement the Last Minute Placing procedure in order to speed up the process of distributing free places to people on the Waiting List. This procedure can be put into place no earlier than eight weeks prior to the start of the Annual Congress.

**I.4.2.** In case of cancellations, the organisers ask all the people on the Waiting List if they are interested in taking the free places. The people registered on the Waiting List should have the following time frames to reply to the Last Minute Placing request:

- 8 weeks before the congress starts at least 96 hours
- 4 weeks before the congress starts at least 48 hours
- 2 weeks before the congress starts at least 24 hours

**I.4.3.** From those who responded in the given time (I.4.2.), the free place should go to the person who has the highest rank on the current Waiting List. The organisers should remove people who did not reply within the given time from the Waiting List.

**I.3.4.** In case no one from the Waiting List responds within the given time or the Waiting List is empty the organisers can ask all interested individuals of the Association to apply for the free place(s).

## **PART II: REGIONAL CONGRESSES**

### **II.1. Priority List**

**II.1.1.** The Contact Persons are responsible for creating and sending a priority list of registrations from their entity to the respective congress organisers. This list serves the purpose of ranking the registered individuals according to their priority set by their entities.

**II.1.2.** It is the responsibility of the respective congress organisers to provide the Contact Persons with a time frame of minimum one week to hand in their priority lists.

**II.1.3.** If an entity fails to do so, priorities for the registered entity members are sorted randomly by the congress organisers.

**II.1.4.** The respective congress organisers may change the positions of individuals in an entity's priority list once, upon request of the associated Contact Persons.

**II.1.4.1.** To request this measure a Contact Persons must provide the congress organisers with an explanation and sufficient reasoning as to why this change is deemed necessary by them.

**II.1.4.2.** The request can only include the members of their entity who are currently on the latest published version of the Waiting List.

**II.1.4.3.** The request can only be sent before the beginning of the Last Minute Placing procedure.

## II.2. Participants' List

**II.2.1.** The Participants' List should be announced at least three months before the congress starts.

**II.2.2.** Board members and the respective Regional Team from the region in which the congress is held are guaranteed a fixed place and therefore excluded from the amount of subscriptions per entity.

**II.2.3.** The following individuals are also excluded from the subscriptions per entity, if the Board and congress organisers decide so: participants of a Live Meeting held at the congress, representatives of other bodies of the Association, external partners and other individuals of the Association who are essential for the organisation of the congress.

**II.2.4.** Distribution of the participants:

**II.2.4.1.** In the first round of distributing places a representative of each member and candidate entity, from the region in which the congress is held, shall receive a fixed place.

**II.2.4.2.** All places after the initial, regional round are distributed according to the Entity Ranking List and the priority lists of the entities (including entities from the region in which the congress is held). The line between the Participants' List and the Waiting List is drawn when the organisers run out of free places to distribute among the registrations.

**II.2.5.** The organisers should let the Event and PR Advisor review Participants' List before publishing it.

## II.3. Waiting List

**II.3.1.** The Waiting List must be made public at the latest 10 days after the Participants' List is announced.

**II.3.2.** The Waiting List is an extension of the Participants' List. The process of sorting people on the places is a continuous repetition of the Entity Ranking List.

**II.3.3.** In case of cancellations people from the same entities receive the free places; therefore an equal distribution of places is ensured. This also applies to cancellations of people on the Waiting List, members of their entities move up to the free places.

**II.3.4.** In exceptional cases, when the share of participants from the region organising the Regional Congress would drop to under 30%, the organisers together with the respective Regional Contact Person may decide to accept participants from entities belonging to said region.

**II.3.4.1.** The first participant from the respective region on the Waiting List shall be accepted.

**II.3.4.2.** All individuals from said region shall be moved up the Waiting List according to the places previously belonging to other individuals from that region.

**II.3.4.3.** This procedure is to be continued until the number of places for participants from the respective region reaches 30%.

**II.3.4.4.** At this point, the changes made to the Waiting List remain as they are and the normal procedure is to be resumed.

**II.3.5.** In case of a late registration from a member or a candidate entity of the region in which the congress is held that does not have a place yet, congress organisers together with the respective Regional Contact Person may decide to place one representative on top of the Waiting List to ensure an equal representation for all entities.

**II.3.6.** The organisers should let the Event and PR Advisor review the Waiting List before publishing it.

#### **II.4. Last Minute Placing procedure**

**II.4.1.** The organisers can decide to implement the Last Minute Placing procedure in order to speed up the process of distributing free places to persons on the Waiting List. This procedure can be put into place no earlier than eight weeks prior to the start of the Regional Congress.

**II.4.2.** In case of cancellations, the organisers ask all the people on the Waiting List if they are interested in taking the free places. The people registered on the Waiting List should have the following time frames to reply to the Last Minute Placing request:

- 8 weeks before the congress starts at least 96 hours
- 4 weeks before the congress starts at least 48 hours
- 2 weeks before the congress starts at least 24 hours

**II.4.3.** From those who responded in the given time (II.4.2.), the free place should go to the person who has the highest rank on the current Waiting List. The organisers should remove people who did not reply within the given time from the Waiting List.

**II.4.4.** In case no one from the Waiting List responds within the given time or the Waiting List is empty the organisers can ask all interested members of the Association to apply for the free place(s).

## PART III: ENTITY RANKING LIST

**III.1.** The Entity Ranking List is made by the Activities and Events Committee by giving points for each entity's activity during the previous EGEA year and it is valid for all the congresses organised until the next Annual Congress, including the next Annual Congress.

**III.2.** When making the Entity Ranking List, the activities of all the entities, either candidates or full members, will be taken into consideration.

**III.3.** An activity needs to fulfil a certain set of criteria to be considered for the Entity Ranking List.

**III.3.1.** The activity and all its details are required to be published in advance through the activities calendar on the EGEA website and accessible for all individuals of EGEA. It is the responsibility of the organisers to make sure that the activity and its details are known.

**III.3.2.** The summary on the activity page needs to be written in English, even if it is not the main language of the activity.

**III.3.3.** The activity needs to be aimed for and attended by participants not only from the organising entity/ies.

**III.3.4.** If the participants' list cannot be verified from the activity registration form on the website, the organisers are required to send the participants' list to the ActCom.

**III.4.** Points for the Entity Ranking List will be calculated according to the formula: (number of days of the organised activity) x (number of participants).

**III.4.1.** Points will be awarded only for participants belonging to EGEA or its partner organisations.

**III.4.2.** A maximum of 10 participants from the organising entity/ies will be considered. This rule does not apply for exchanges, where only participants from visiting entity/ies will be considered.

**III.4.4.** If an activity is organised by more than one entity, each entity will receive 10% less points for every involved organising entity. Exchanges are excluded from this rule.

**III.5.** In the new Entity Ranking List, entities will get 50% of the points they received in the previous year.

**III.6.** If entities receive the same amount of points, their order will be established by a random draw.

