

Call for Annual Congress 2026 Organiser

Utrecht, 20.07.2025

The Event Advisor of the Board of EGEA is opening the call for the **host of the Annual Congress 2026**.

The **Annual Congress (AC)** is EGEA's largest and most significant gathering of the year, combining educational, cultural and organisational elements, and culminating in the **Annual Meeting of the General Assembly** - the highest decision-making body of the Association.

Organising the AC is a unique opportunity for entities to contribute meaningfully to the development of the network. Hosting this event reflects both a commitment to EGEA's values and the capacity to lead a major international youth project.

DUTIES OF THE ORGANISING TEAM

The organising team is responsible for the full execution of the event, in accordance with the requirements laid out in the [Protocol](#). These include, but are not limited to:

- Hosting the Annual Meeting of the General Assembly, Regional Meetings and any additional EGEA activities coordinated with the Board
- Ensuring a minimum of 150 participants, not including the organisers
- The Annual Congress should be organised in September 2026, the final month of EGEA's working year
- Managing all aspects of participant registration and communication, including Participant and Waiting Lists, in accordance with Appendix B of the Protocol
- Setting the participation fee within the limit specified in Appendix C
- Appointing a Main Coordinator to act as the point of contact with the Board and ensure effective coordination
- Signing a GDPR agreement with the Board to ensure compliance with data protection regulations

Additionally, organisers are expected to integrate **EGEA's Theme Year for 2026** into the programme and promotional materials and are encouraged to draw on sustainability principles as outlined in the [Green Book](#).

The selected organisers will receive continuous support from the Board, particularly through the **Event Advisor**, who can provide templates, feedback and guidance throughout the preparation period. Close collaboration is expected, particularly

regarding the organisation of the **Annual Meeting of the General Assembly** and communication with participants.

A **financial report** must be submitted by the **Main Coordinator** to the Treasurer and Financial Control Commission no later than 30 days before the following Annual Meeting of the General Assembly. The organising team is also encouraged to contribute to EGEA's collective knowledge by documenting best practices and lessons learned for future organisers.

APPLICATION PROCEDURE

Entities interested in hosting the Annual Congress must submit a complete application in PDF format, which includes:

- ***Name(s) of the applying entity or entities***
- ***Location and proposed venue(s)***
- ***Preliminary dates of the event***
- ***Estimated number of participants***
- ***Motivation for hosting the congress***
- ***Initial programme concept***
- ***Overview of the organising team and the proposed Main Coordinator***
- ***Accessibility and logistical considerations***
- ***Budget overview, proposed fee and potential sponsors***
- ***Any relevant experience hosting EGEA events or large-scale projects***

Applications must be submitted in writing to the BoE. Therefore, applicants must send their full application (as an attachment, links are not acceptable) by email to egea@egea.eu.

The deadline for submitting applications is 20th of August 2025 23:59 CEST.

Following the close of the application period, all submitted applications will be made accessible to EGEA members. During the **Annual Meeting of the General Assembly** (GA25) in September 2025, all applicants will have the opportunity to present their proposal to the General Assembly.

The decision will be made by a formal vote of the General Assembly.

Should any explanation or further details be needed, please feel free to contact the Celine at event.advisor@egea.eu or reach out to the Board via egea@egea.eu.