



# **Protocol Appendix B**

# PARTICIPANT AND WAITING LISTS

## INTRODUCTION

This document is an Appendix to the Protocol of EGEA and consists of guidelines for defining the Participant 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: 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 congress organisers. This list serves the purpose of ranking the registered individuals according to their priority set by their entities.

**I.1.2.** Congress organisers 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.** Before the start of the Last Minute Placing procedure, the congress organisers may change the positions of individuals in an entity's priority list once, upon request of the associated Contact Persons if sufficiently justified.

**I.1.4.1.** The request can only include the members of their entity who are currently on the latest published version of the Waiting List.

### I.2. Participant List for the Annual Congress

**I.2.1.** The Participant List should be announced at least three months prior to the beginning of the congress.

**I.2.1.1.** The Participant List only concerns individuals of the association and therefore must not be made available for the public. It can be distributed via e-mail to all people that registered for the congress and/or for logged in members on the website.

**I.2.2.** All entities shall have the chance to send an equal number of participants. Fixed Spots, as listed below, are not counted along with the regular spots 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 a representative from each of the upcoming Regional Congresses in the next EGEA working year, the Board Elects, Secretariat Coordinator Elect, Regional Contact Persons Elect, one Regional Assistant from each Regional Team, one Regional Assistant appointed by each RCP Elect, and one Team Representative from each official EGEA Team.

**I.2.2.2.** The Board and congress organisers have the right to reserve places for other positions in EGEA, such as but not limited to Regional Assistants, workshop leaders and Trainers.

**I.2.3.** Places for entities are assigned according to the Entity Ranking List, which is created by the Event Advisor.

**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 Participant 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 Advisor review the Participant List before publishing it.

### **I.3. Participant List for Regional Congresses**

**I.3.1.** Paragraphs I.2.1. and I.2.3. also apply for Regional Congresses.

**I.3.2.** Board members, one Annual Congress representative, 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 spots per entity. If a congress has more than 80 participants, one Team Representative from each official EGEA Team is also guaranteed a fixed place and excluded from the amount of spots per entity.

**I.3.3.** The following individuals may be granted a fixed spot by the Board of EGEA and congress organisers and therefore be excluded from the regular spots per entity: 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.

**I.3.4.** Distribution of the participants:

**I.3.4.1.** In the first round of distributing places a representative of each member and candidate entity, from the respective region in which the congress is held, shall receive a fixed place.

**I.3.4.2.** 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 Participant List and the Waiting List is drawn when the organisers run out of free places to distribute among the registrations.

## I.4. Waiting List

**I.4.1.** The Waiting List must be announced at the latest 10 days after the Participant List is announced. The publication procedure follows 1.2.1.1.

**I.4.2.** The Waiting List is an extension of the Participant List. All places are distributed according to the Entity Ranking List and the priority lists of the entities.

**I.4.3.** In case of a cancellation, the place goes to the next person on this entity's priority list, if possible.

**I.4.4.** In case of a late registration from a member entity or nominated candidate entity that doesn't have a place yet, congress organisers have to place one representative on top of the Waiting List to ensure an equal representation of all entities.

**I.4.5.** In exceptional cases, when the share of participants from the region organising a 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 their region, and ignore individuals on the Waiting List from other regions, until the share of 30% participants of their own region is reached again.

**I.4.5.1.** The first participant from the respective region on the Waiting List shall be accepted.

**I.4.5.2.** All individuals from said region shall be moved up the Waiting List according to the places previously belonging to other individuals from that region.

**I.4.5.3.** This procedure is to be continued until the number of places for participants from the respective region reaches 30%.

**I.4.5.4.** At this point, the changes made to the Waiting List remain as they are and the normal procedure is to be resumed.

**I.4.6.** The organisers should let the Event Advisor review the Waiting List before publishing it.

## I.5. Last Minute Placing procedure

**I.5.1.** 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.5.2.** 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.5.3.** 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.5.4.** 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).