

GUIDELINES: HOSTING AN EXECUTIVE COMMITTEE MEETING

ABOUT ENAS

The European Network of Academic Sports Services (ENAS) is the association of Sports Offices in Higher Education Institutions in Europe. It is a non-governmental, international alliance with a common interest in the promotion of higher education sport and physical activity. ENAS was founded in 1997 in Chambéry, France and currently has over 120 members from 21 countries in Europe.

'NETWORKING FOR BETTER STUDENT SPORT'

WHAT? WHY? WHEN?

The ENAS Executive Committee meets on a regular basis to follow up on all ENAS projects. In general these meetings take place 4 times per year: February, May, September and November (during the ENAS Conference). Each ENAS EC meeting is hosted by an ENAS member. We hope to benefit the host with the ENAS EC presence and are open to help where we can to raise the importance of higher education sport by meeting with University representatives (possibly at dinner or lunch) or otherwise at the hosts' request.

An ENAS meeting usually takes 2 days and 2 overnights for up to 11 persons. Most of the time, ENAS EC will arrive on Monday morning and leave Wednesday morning. The actual meeting takes place on Monday afternoon and Tuesday. Exact days and dates are to be arranged with the host.

The host is responsible to finance the EC Meeting according to the details provided on the right of this page. Upon request, ENAS can provide the host with a hosting subsidy up to €1.500 or the actual cost of the meeting if this would be less than €1.500. This subsidy has to be requested within 60 days after the meeting has taken place by way of a direct invoice provided to the Treasurer.

THANK YOU / CONTACT

Thank you for considering hosting an ENAS EC Meeting, our work relies on your continuous support!



Margo de Lange - ENAS Officer

Mobile: +49 17645895188

E-mail: margo@enas-sport.net

THE ENAS EC

Up to 10 EC Members and 1 ENAS Officer

HOSTING CONDITIONS

The following elements should be provided by the host at his/her own expense:

- Accommodation: 2 nights hotel, single room, breakfast included. (keep it simple)
- Meeting room & facilities
- Meals: 2 dinners, 2 lunches and 3 coffee breaks

HOSTING OPTIONS

Other elements that can be provided by the host at his/her own expense:

- Transport to/from airport or trainstation, specifically where connections are difficult.
- Meeting with University representatives
- Tour of the University sports facilities
- Social programme event on Monday or Tuesday evening

All details are to be discussed and decided on in collaboration with the ENAS Officer.

MEETING PROGRAMME (EXAMPLE)

Sunday Early arrivals – hotel at own expense or ENAS if due to difficult travel

Monday Arrival before 12 PM – Simple lunch – Start meeting at 2 PM – Coffee break at 3.30 PM – End Meeting at 5.30 PM – Go to hotel – Dinner at 7.30 PM

Tuesday Start meeting at 9 AM – Coffee break at 10.30 AM – Simple lunch at 12.30 PM – Meeting part 2 at 2 PM – Coffee break of 3.30 PM – End Meeting at 5 PM – Optional Social Event – Dinner at 8 PM

Wednesday Departures

AGREEMENT:

HOSTING AN EXECUTIVE COMMITTEE MEETING



I, _____ [Name contact person],
declare to acknowledge the general guidelines regarding 'Hosting an ENAS EC meeting' and in particular the possibility to request a hosting subsidy of up to €1.500 within 60 days after the meeting has taken place as official representative on behalf of the hosting institution
_____ [Name hosting institution]
for the ENAS Executive Committee meeting that has taken place between
_____ [Date] and _____ [Date]
in _____ [City & country].

If you want to avail of the hosting subsidy mentioned above, send an invoice of the actual cost of the meeting up to €1.500 directly to ENAS (also via e-mail) under reference of 'Hosting EC Meeting [month] [year]', details below.

Att. Henri ten Klooster
Sports Centre de Bongerd
Bornsesteeg 2,
6708 PE Wageningen
THE NETHERLANDS

E-mail: treasurer@enas-sport.net AND margo@enas-sport.net

Signed on behalf of the meeting host,

Date _____

Signature _____

Name _____