

GUIDELINES: HOSTING AN ENAS EXPERIENCE

WHAT? WHY? WHEN?

ENAS supports member universities organising events aimed at fellow members typically labelled as ENAS Experiences. An ENAS Experience is a training / staff development event covering a detailed topic related to the daily work in the University sport departments and take place in the sport centre or at the University. The events usually last between 3 and 6 days (including travel days). Fees are kept as low as possible, include simple hotel accommodation (2 stars or more) and all meals between the start and end of the event. Each event includes a tour of local facilities and is expected to attract between 15 and 40 participants on average.

ENAS facilitates the registration process through its website and collects a registration fee from each participant. The host is responsible for the financial result of the Experience according to the details provided above.

FINANCIAL SUPPORT

Upon request, ENAS provides a hosting subsidy up to €1.200. The host receives €200 as basic support, once the event will has been realised. In addition to this, they will receive €200 for every 10 participants until the maximum amount of €1000. This subsidy has to be requested within 60 days after the event has taken place upon presentation of the event result.

APPLICATION & CONTACT

Apply to host and Experience with topic of your choosing (local specialty or interest) via the ENAS website or by contacting Margo directly. With any questions, please contact Margo.

Thank you for considering to host an ENAS Experience. Our work relies on your continuous support.



Margo de Lange - *ENAS Officer*
Mobile: +49 17645895188
E-mail: margo@enas-sport.net

HOST RESPONSIBILITIES

- Apply to host before the deadline.
- Make local arrangements covering at least:
 - Accommodation 2** or more
 - All meals
 - Social activities
 - Local transport between hotel, University and social event locations
- Develop communication materials (templates provided upon requested)
- Write short report/comments after the event and provide financial follow-up to receive hosting subsidy.

POTENTIAL TOPICS

Potential topics for ENAS Experiences:

- Targetting the inactive population
- Coach Education and Training
- New fitness trends
- Student Engagement in University Sport
- High performance programmes
- Event Management
- ...

More detailed topics and the programme for the event are to be discussed and decided in collaboration with the ENAS Officer.

PROGRAMME (EXAMPLE)

Day 1 Arrival before 4 PM – Introduction session from 5.00 PM – End session at 6.30 PM – Dinner at 7.00 PM

Day 2 & 3 Start session at 9 AM – Coffee break at 10.30 AM – Simple lunch at 12.30 PM – Session part 2 at 2 PM – Coffee break of 3.30 PM – End session at 5 PM – Optional Social Event – Dinner at 8 PM

Day 4 Departures

AGREEMENT:
HOSTING AN ENAS EXPERIENCE



I, _____ [Name contact person],
declare to acknowledge the general guidelines regarding 'Hosting an ENAS Experience' and in particular the possibility to request a hosting subsidy of up to €1.200 within 60 days after the event has taken place as official representative on behalf of the hosting institution
_____ [Name hosting institution]
for the ENAS Experience event taking place between
_____ [Date] and _____ [Date]
in _____ [City & country].

If you want to avail of the hosting subsidy mentioned above, send an invoice of up to €1.200 directly to ENAS (also via e-mail) under reference of 'Hosting ENAS Experience [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 _____