

Procedure for selection of the conference  
candidate for the organisation of the  
**5<sup>TH</sup> Nature & Sports Euro'Meet 2019**

**Nature & Sports Euro'Meet** is a professional conference, open to all, organized every two years. The event brings together stakeholders of tourism, sports, environment and local development around the key theme of the strategic development of recreational outdoor sports activities. This event is supported by ENOS (European Network of Outdoor Sport).

**ENOS** is a non for profit European network which aims to make promote the economic, social and educational values of outdoor sport: [www.nature-sports.eu](http://www.nature-sports.eu). ENOS members include other European networks, private professionals of outdoor sport, universities, federations or clubs, public bodies and other delivery agencies.

**Philosophy:** **The host candidate should consider the event as a commitment for its territory to promote greater development / advocacy of outdoor sports.** The candidate, in agreement with ENOS, will choose up to 2 broad key themes to be discussed and debated at the event. The ENOS Board will then work closely with the organiser to help to provide recognized European experts to present at the event. Host candidates are most likely to be local authorities or non for profit bodies from environment, tourism, sports or local development sectors concerned with the sustainable development of tourism and outdoor recreational sports.

ENOS would like to highlight that there is an extensive amount of organisation required for the Nature and Sport Euro'Meet. Therefore the organiser needs to have the required time and capacity to do this effectively, with full support from the ENOS Board.

By hosting an event to share and debate different ideas, the Euro'Meet encourages coordinated and concerted solutions. It is an excellent opportunity for the organizer to develop learning and skills within their territory.

## Roles of the 2 organisations :

1. Nature & Sports Euro'Meet 2019 Local Organising Committee
2. ENOS Board

**A Local Organising Committee** will need to be created with national and local stakeholders. The candidate organisation will choose a president (elected person) of the Organising Committee, along with a secretary and a key project manager with time dedicated to organising the Euro'Meet event. There should be a minimum of 2 meetings per year. A representative of the ENOS Board should be invited to main Organising Committee meetings. **The ENOS Board will help to** recruit and advise on experts in the field and support the Local Organising Committee. The ENOS Board will invite, as a minimum, the president and the key project manager to their meetings concerning Euro'Meet. The ENOS Board will help the organiser through the whole process including selection of the experiences, agreement on the themes and development of the programme etc. The main tasks of the organiser will include:

- ✓ choosing 2 themes for the seminar (by March 2018) in partnership with the ENOS Board
- ✓ Implementing a call for good case studies (by September 2018). This will be done with the technical help of the PRNSN<sup>1</sup> (Pôle Ressources National des Sports de Nature - animator of ENOS)
- ✓ recruiting / contacting high quality speakers (including key note speakers) - there could be a minimum 24 speakers in total
- ✓ building the event programme to include:
  - an opening and closing plenary,
  - 3 to 4 workshops / seminars for each theme
  - site visits (at least one set of 8 visits and may be 2) including transportation
  - technical conferences to share learning (at least 4)
  - poster presentations
  - time and space for networking, and
  - a 2 hours slot for General Assembly of ENOS (AGM)

Communication should be in accordance with Euro'meet brand guidelines, see Appendix 1. A specific web site, or set of web pages, must be created (including online registration) by the organizer. Communication is required to be, at least, in French and English. It can include other languages dependent on the host country. Euro'Meet 2019 sponsors would need to have the approval of ENOS Board.

The PRNSN, on behalf of ENOS, manage a large database of European stakeholders who can be sent mailings up to 3 times a year, and the ENOS / Euro'Meet website will also be used for promotion.

The programme, speakers and online registration need to be ready in between six months and one year prior to the conference dates.

## Format of the conference

Planned period: The conference should be scheduled for 3 days during EWOS- European Week of Sport 2019, which the EU has indicated to be the last full week of September. Tuesday to Thursday is recommended but not mandatory. The day before the Euro'Meet, a network day may be proposed, as at previous Euro'Meets <http://www.visitmournemountains.co.uk/Euro-meet/Network-events>.

The registration fees should be kept as low as possible (ideally no more than 300€) including:

- ✓ registration to the whole conference
- ✓ coffee breaks
- ✓ lunches and gala dinner.

A special rate for students and ENOS members must be provided.

Additionally, consideration should be given to providing the following options:

- ✓ A package for participants to include registration fees and accommodation, with options ranging from budget to high quality accommodation.
- ✓ An option for one day registration
- ✓ Early bird registration

Simultaneous translation in English, French, and other languages if judged necessary by the organiser, will be required for the event.

## Venue

The venue should offer the following:

- Good accessibility for national and international delegates
- Transportation from the airport or large train station (including shuttle buses?)
- A good range of accommodation options
- A Conference center with good facilities, including:
  - A plenary room for 150 participants (minimum size)
  - 2 rooms to accommodate up to 150 people
  - Networking space

## Budget

- The host candidate must guarantee to invest a minimum amount of 1/3 of the total budget
- Registrations should be for a maximum of 70% of the total budget
  - ✓ Budget (expenses) should include:
    - ✓ All the access to facilities
    - ✓ Transportation for site visits
    - ✓ Full expenses (including transportation) covered for Key Note speakers
    - ✓ Registration and accommodation for ENOS Board (12 persons maximum)
    - ✓ Registration costs, as a minimum, for all other speakers
    - ✓ Translation costs

## Procedures for presentations of candidacy for 2019

- ✓ A letter of intention should be made to ENOS as soon as possible with the first elements of the dossier
- ✓ The deadline for the dossier is **MAY 15th 2017**
- ✓ For assessment, a presentation by video conference may be organized
- ✓ The ENOS Board will select the organizer by the end of JUNE 2017
- ✓ **However, the candidate organizers (ideally the key person and the president of the Organising Committee) should plan to come to the 2017 Euro'Meet.**

## Dossiers should include the following information (3,000 word maximum):

- ✓ All relevant information about the candidate territory and the organisational support
- ✓ Potential members of organizing committee (noting the Head/s and their experiences)
- ✓ Why the candidate committee believe that they should host the Nature & Sport Euro'Meet?
- ✓ Other information including: potential themes / presentation of the venues / sponsors / agreements or preliminary support from European, national and local Organisations
- ✓ 1<sup>st</sup> draft of proposed budget which should match with the objectives of the meeting
- ✓ Letter(s) of support from relevant organisations
- ✓ Time schedule and action plans for conference preparation
- ✓ Proposed communication plan national and international

We would ask that candidate committees respect fair and equal competition and that they do not make excessive or unreasonable promises, distribute gifts, or otherwise undermine fellow candidates.

## Contact

Please address any questions relating to this call, or the application procedure, to ENOS through e-mail:

[enos@nature-sports.eu](mailto:enos@nature-sports.eu) and [denis.boissiere-enos@nature-sports.eu](mailto:denis.boissiere-enos@nature-sports.eu)

To find out more about ENOS and Euro'Meet 2017, please visit our website: <http://www.nature-sports.eu/>

More information about previous Nature and Sport Euro'Meet events can be found here:

2015 <http://www.visitmournemountains.co.uk/Euro-meet>,

2013 <http://euomeet-2013.nature-sports.eu/>,

2011 <http://euomeet-2011.nature-sports.eu/>

5th



**NATURE & SPORTS**  
**EURO'MEET**  
2019

Name of the city and or Country to be added