

## Hosting the ECSA General Assembly 2021

The ECSA General Assembly, held once a year, is the primary route through which ECSA members legally make decisions and influence the direction of the association. We welcome proposals from ECSA members to host the General Assembly in 2021 and are very grateful to those who can support us in this way. If you would like to host, please complete the below form and return it to ECSA headquarters at [ecsa-admin@mfn.berlin](mailto:ecsa-admin@mfn.berlin) at least **4 May 2020**.

### Requirements for ECSA General Assemblies

The ECSA General Assembly is held once a year. Every second year, it is held as part of the ECSA conference. The General Assembly is typically a four-hour event. Where possible, we hold it alongside other relevant events to maximise the benefits for people travelling.

We aim to hold our General Assembly in a different European country each time. Good connections and access to the location and venue are important in ensuring our members can attend easily. Past General Assemblies and conferences have been held in Berlin, Geneva and Brussels. In 2020, they will be held in Trieste, Italy.

ECSA General Assemblies are typically attended by up to 100 people and include breakout sessions for ECSA Working Groups, so venues must be able to accommodate this.

ECSA covers the costs of catering for General Assemblies, while host organisations must cover the costs of venue hire, local organising costs and minor consumables (e.g. stationery). Proposals must be accompanied by a letter of support from the host organisation, detailing their commitment to covering these expenses.

Proposals to host a General Assembly must include the following:

1. Name of main contact
2. Name of host organisation / address
3. Contact details: email address / telephone number
4. Proposed date of the General Assembly (or a date range, if flexible - to be discussed with ECSA Executive Committee)
5. Venue address and description (including technical resources available, for example sound systems, projectors, WiFi)
6. The capacity of the main room, and number and capacity of available breakout rooms/spaces for ECSA working group meetings
7. Whether you are proposing to coordinate the General Assembly with other events in the same venue/city (if so, please provide details)
8. The names of the person(s) leading the organisation of the logistics of the General Assembly, and who will support this
9. The plans in place if key staff cannot fulfil their roles for any reason

10. A draft budget outlining the main costs and who will cover these costs.

The ECSA Executives would like to express their thanks to all teams bidding to host the upcoming General Assemblies for their commitment to and support for ECSA.

***Prof. Johannes Vogel, Ph.D.***

ECSA Executive Chair, on behalf of the ECSA Executives and Board of Directors  
Berlin, February 2020