



CAHIER DES ETATS GENERAUX
AEGEE-EUROPE • N.º 2 NOVEMBRE 1993

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LETTER FROM THE EDITOR

There were several calls and faxes from AEGEE members all over the network asking about the pictures of last edition of the NB -Cahier des Etats Generaux -. For instance, there was a member of AEGEE-Eindhoven asking me where did I get the picture that appeared in the last edition on page 7: "It is a bar three houses away from my place".



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I am glad that you liked the game and

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tried to guess where are all these nice places located. Yes! it was a game that started: Are you the perfect european?. Nothing was written at the bottom of any picture. Any of them didn't have anything to do with the articles. There where just nice places in Europe. Some of them very famous and some not very well known, and maybe two or three that only can be recognized by people that live in that places (The bar in Eindhoven perhaps?).

This was my different way to feel Europe, with images without words. Because sometimes we have the feeling that in AEGEE, when you get deeply involved in the active work -meetings with no end, discussions about the same topic two times...three times...a lot of times...- you loose an important part of experience Europe: walk trough the streets (not sightseeing please!) breathing its air and thinking: "This is such a nice place".

Its time also for a break, its time to forget all about being six or seven hours in the same - awful most of the times - room. I want a break of that sentence: "AEGEE is not a travel agency, we are different we actively experience Europe organizing events" O.K, I know this by hart but some times we repeat it so much that we feel we are committing a crime if we...just want...to go for a walk. Experience Europe its also looking at its beauty without a reason.

I almost forget it, now that you had enough time to think about it, I will tell you the eageder answer:
- I could be more concrete, but then it is no mystery at all-

Athina, Freiburg, Bonn, Santiago, Bordeaux, Eindhoven, Delft, London, Vienna.

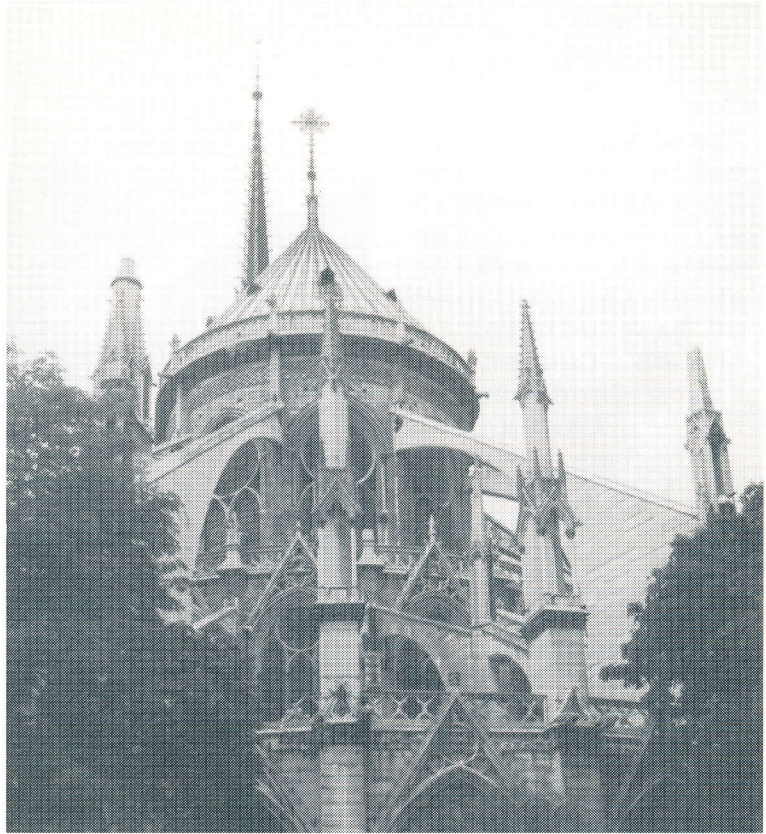
under microscope

I am sending you warm greetings from cold and at the moment rainy Praha. My name is Dana Rysánková and I'm member of the *Comité Directeur* of AEGEE-Europe.

I suppose most of you have already the idea what AEGEE is, have visited several congresses or summer universities, perhaps even have organized some of them, have already heard about the European Level of AEGEE and know more or less what AGORA is. However, I'm going to offer you something special.

Probably during your travels through all our beautiful antennae you have heard something about the *Comité Directeur*, the coordination center of AEGEE-Europe, and certainly have noticed how favourite object of gossiping it is. And maybe you have asked yourself who are those people, what are they like?

And so, here they are. One by



one will explain you their tasks - their small contributions to the big thing called AEGEE- and (what's more) will open their minds to you, so that you will see that:

The *Comité Directeur* is not only 16 people of at least 7 nationalities who represent the association in public and coordinate the whole network, as the theory says.

But the *Comité Directeur* is also 16 different personalities with their own stiles, interests and ways of humour.

And I'll tell you that the *Comité Directeur* is also 16 tired people who desperately need a help of you and your antenna to work efficiently.

And now five, four, three two, one- we are starting. And I'm happy to present you Ulla Bisgaard from Aalborg, Denmark, who is Vice-president and responsible for European Institutions.

Hallo Ulla,
welcome under

microscope.

Your task is European Institutions, please explain what it means, with which European Institutions AEGEE is in contact and what is their role in Europe.

As responsible for the contact of AEGEE-Europe to European Institutions (incl. The European Community -EC-, The Council of Europe -CoE-, The conference on Security and Cooperation in Europe -CSCE-, and several others) I have the formal contact to these institutions together with the President of AEGEE-Europe.

Most big organizations will only deal with NGO's (non governmental organizations) if they have a formal contact person, this goes especially for the EC and the Council of Europe. The beforementioned institutions are quite different in the function and power, but equally speaking about Europe today. These institutions hold formally as well as informally

the future of Europe in their hands. All countries in Europe are represented in either the EC, The CoE or in the CSCE.

In which way can AEGEE cooperate with them and why is it useful for us?

As a highly recognized student association AEGEE can see itself as a natural partner in all 3 institutions due to our great involvement in many fields not only connected to the environmental issues, North-South and East-West relations and other subjects - that is, when our WGs function and are alive and we can concentrate on certain themes or subjects through congresses and academies.

We find support here for our events as well financially as morally, and this helps us to get a lot of attention for what we believe in and work for.

How can the antennae help you in your work?

Antennae have to recognize that

they have elected the CD as their European Board and coordinators, and thus they have to trust in them and their work for the association as such. To make my work run smooth and professionally, I need the antennae to get in contact with me in the time for events, for which they seek subventions in the EC or CoE, meaning 6 months in advance at least for the EC and 1 year for CoE. And they should for God's sake never contact people in the EC by themselves before letting me know. It really ruins lots of good reputation for AEGEE.

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I love to tell dirty jokes

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Imagine such a horrible situation there's no AEGEE, what would you do?

I would probably be involved in other kind of student work. Perhaps I would even be involved in political student work, for instance in the Danish Student Union. Perhaps I would be editor in the local student newsbulletin at Aalborg University in order to leave more space for articles about

international student congresses and events... Perhaps I would play volleyball!!

Now something about you:

-If you should characterize yourself in 5 words, which would you choose?

Myself in 5 words... let me think Hmmm, since my star sign is Gemini, and it is very strong in my case, I would say impulsive, curious, pigheaded, ambitious, and last but not least, too nice/too bad (I love to tell dirty jokes!).

-What kind of people do you like/dislike?

I like open-minded people, who are not too self-conscious. A good sense of humour (preferably black) and being talkative, also about the serious sides of life and the world we live in. These are the values I appreciate in a person. I dislike arrogant and close-minded people.

-Have you experienced some funny stories recently, or can

you tell us your favourite joke?

To many actually, especially at European School in Medina del Campo this summer and the SU in Geneva. I bumped into so many fellow-joke tellers, and everybody was almost dying from laughter, some of the jokes we told were deadly dangerous to your health -just ask Marco and Johannes!!

-How does the man of your dreams look like?

A real "MORENAZO"!!! No, I'm just kidding... Hmmm, well, he has to be a humorist and a thinker, and he must have sex appeal -how about that??!

-What would you like to do 50 years from now?

In 50 years from now I'll be 73 years old, and I will probably be in good shape (it's running in the family) chopping wood and fishing salmons somewhere in the North of Norway!

And what is your view of AEGEE and Europe?

5 COMMUNICATION

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Big question. AEGEE is an association, which in its small way contributes to a positive development in Europe, I'm sure. Even though it might not always be that visible to us, AEGEE members have contributed a lot these last years to make other students aware of European history, culture and lifestyles.

Europe as such I find a strange place. It is full of contradictions and problems reflecting history. By getting to know my own continent better, I feel more capable to relate to the rest of the World.

COMMUNICATING, MOTIVATED OR DYING

Introduction, 2 points about the way people regard agora's and PM's.

What a fun we had during the Presidents meeting in Santander. Meeting many nice people, having parties during the night, and during the day, well we had nothing else to do, so let's join the meeting and some workshops. I like

to hear myself speak, so I don't care what I'm saying, as long I'm talking. By the way, do the workshops have any meaning or importance at all?

This is a little bit the way of working during the agora's and PM's, in my eyes. Many good points are mentioned, nothing is done with. Many people who want to be involved in a discussion, but just willing to promote themselves.

To make the discussion about communication and structure more fruitful during the Agora in Utrecht, I'd like to create a certain basis. It is a summary of what is said during the PM in Santander and the following up discussion on E-mail.

There are three discussion points which are strongly related to each other:

1. Do we have to change the structure of AEGEE-Europe (Particularly the CD)
2. how can we improve the communication within AEGEE

3. How can we motivate people to do something within AEGEE

The way of total thinking is: we need motivated people, so the communication within AEGEE will improve, and the present structure can stay as it is. Major problem is for both the local and the european level to find motivated people. What is the reason for this?

1. Personal problems (money, study, etc.)
2. The present structure doesn't give the right possibility, so the people who want to work can't work.
3. Due to rumours that everything is going bad, people don't dare to do something.

Motivation

This is, we believe, the key concept to the problems that AEGEE has gone through and is going through nowadays. Both discussions on structure (arousing after the CD's statement at the PM Santander) and communication boil down to this concept. The discussion on the

aim is desperately seeking for motivated AEGEE members so that it will really a worked out and bottom up aim.

Motivating members to deal with European level issues and to work at the european level requires a good flow of information at the local level.

Agoras are a good opportunity to involve members. The delegates are elected members of the antennae so their task is one of representation rather than decision. The other members can very well be involved with a meeting before the AGORA where issues on the agenda of the agora are discussed.

Another key is the word Mobility. Antennae which are not situated at the very center of Europe usually complain about not being able to travel so much. But mobility does not mean to be physical. Writing for One Europe or the News Bulletin is a perfect way of mobility for the script will travel around many more times than one possibly could.

Communication

Talking about communication in its technical view seem to us interesting, but it is not enough. We think the problem of communication in AEGEE is strictly connected with all those questions of definition of what we expect from AEGEE. During the workshops at the PM Santander we found out that there were six important information-flows within AEGEE. To find out where there could be problems, we should analyze all six flows.

To find out where the problems of communication occur, all six flows have to be analyzed. We have to look if there are some other flows, flows with the Working groups etcetera.

We have to find out the relevance, the expectation of the sender and receiver of information. If we have found the problems, we can start searching for solutions and try to improve the communication.

Communication means nothing if people don't want to communicate,

which deals with motivation again.

Structure



The discussion about structure is mainly discussed by another taskforce. Main point is the idea of Jos Eikhout to make a more professional CD which will be situated in a central place, from where they will arrange everything. It will be existing of a daily board, supported by three people concerned with communication. Other possibilities are to elect CD members on a fixed task. To improve the efficiency, the CD member can be helped by a thinktank. The thinktank it is meant to create ideas, find solutions in problems etc. Just to help the CD member to work better. In this way the number of CD members can be reduced.

I hope that everybody who will take part in the workshops about communication, structure or some other workshop will come well prepared and with some preknowledge.

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dying

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Frank Copier



29.5.82

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CRISIS! WHAT CRISIS?

Marco González-Vélez
Comité Directeur
AEGEE-Europe

If you've been in Santander you had the opportunity to contemplate what looks like the burst out of a big crisis: an statement by the CD that was more than sensible, but a cry for help; the discussions about the lack of an image of AEGEE; the tension crushing the air feeding everyone's mind with the impression of a dead point; ideas to save the situation; SWAT analysis on ourselves stating all our problems; the discussion on "Mobility with a purpose" as a project that could redefine us; the creation of a Task Force to help us out of this mess.

And then an italian girl in her first AEGEE event rises on her feet and mourns nobody had ever told her we were in phase of destruction. What the hell was she doing in the last meeting of a dying association?

The reply was lightning "are you a frustrated woman" said Ulla. Apart from being a joke, sort of, the reply meant the girl had got all wrong from the beginning. Which makes me wonder if the same happened to more newcomers to our own private world; an

statement meant to shock people's minds is literally believed, word by word.

Because to say that we are in crisis is not fully correct. AEGEE is more alive than ever, we have more antennae, more congresses, more members. More and more people go to Agoras and become interested in the European Level. There were never so many activities all over Europe.

But AEGEE is also at stale, stuck, paralysed. I'll try to explain a little bit from the inside how the CD sees the problem. The CD works like hell -at least some of us- and sometimes can't see if that work has any effect at all. In fact sometimes it has no effect at all. We all want to do something, create, organize, and this association doesn't change in anything for better. At this point in my CD life my opinion is that our work is needed for preventing the association from going backwards, and more important, from tearing apart. We are trying to build something while it gets destroyed at the same rate we build it; the result is maintenance. The result is also frustration, mostly within the CD about their work and the association, but also among the europeanly active members towards the CD. I

remember this summer European School, Medina del Campo, where I was three hours, at the gate of the Castle we were lodge in -closed till eight in the morning-, trying to cheer up a famous CD member suddenly fallen into depression; reason: our job is worthless, we're not able to change anything, all projects are rejected and shot down... This same CD member is now thinking about continuing, which suggests us another subject of discussion: AEGEE-Europe as a drug.

Why this is happening? the prime cause of all the problem is growth. As Gerard -the president of Amsterdam- pointed out correctly, AEGEE has growth to much (I still consider it good though, that we are a big association with good basis). This, not bad per sé has forced some collateral effects. Some years ago the CD was spending a lot of their time in directly organizing the biggest events of the year (still in our working formats AEGEE-Europe events) in collaboration with the antenna it was to take place. These events gave clearly the profile of what AEGEE-Europe was interested in and was working on, thus showing a line of action. Those events were also the peak of the year, with all-over-Europe-speakers, high quality lodging... People wanting to go to the

biggest event were going there and not to the Agora, like it is now (which gives another collateral effect: over crowded Agoras). And may seem the least important, but it isn't, it made the CD feel like really making a valuable work, because it was something they could touch, something you can tell it's failure or success.

But now that's impossible, the work of coordinating the network simply overwhelms most of us. It's just we've grown so much that every day more and more antennae have projects worth to apply to European Institutions (we've decided to divide this task into two, one would be only to make the applications and follow up for congresses and projects). The thing with european institutions happens in every other field of action of the CD, plus the AEGEE tradition of very big independence of the antennae from AEGEE-Europe (inherited partly from the time when the CD was up to what they wanted and left the antennae run free, and partly consequence of having only two levels), tradition which makes coordination nearly impossible. Every group organizing something in an antenna wants to show they are the best and can make it alone, and don't want anybody to interfere, less tell them what

to do.

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O t h e r consequence (phase II) of growth, is that communication gets slower. Now it's not possible to now all what's going on just by mouth to ear when you see each other in Agoras or PMs. Communication from CD to antennae gets worse because not all antennae open the mailings and get to know what's in the News-Letter, even if things are read, it's not always by the same persons, therefore some people have information, but not an overview. The same in the other way, even if information is sent to AEGEE-Europe that doesn't mean it reaches all CDs. therefore CDs don't have an overview themselves just by being CDs (with the possible exception of those living near Delft), thus we can't fully explode the possibilities of advising and helping the antennae.

Those are some of the reasons of the frustration I've explained above. A fully idealistic CD member (normally all considering it's a job not paid for) normally gets burned out after one year, if one is to hooked with AEGEE probably will continue and be burned out at the same time that working full time (don't ask me who was at the gate of the Castle). The only way to resist is get a little bit cynical, a

little bit tough, see things a little bit from the outside; and just try to work the best you can in what you can.

After all this analysis you'll ask what do I propose. I'm not sure, and any draft of such would take another article bigger than this. I hope the statement will shock your minds so you can do something, and I wish it'll be something for better and not for worse. I will only say I do not think the solution is a reduction of the CD, any action in that way should provide means to ensure with absolute certainty that the volume of work now done is still being done.

And be glad to be in this association, probably the one that reflects more upon itself, quality that makes it almost human, certainly thrilling.

Attention, The Conference "The Mediterranean Area", that was being organized by AEGEE-Barcelona, it's cancelled. Only three weeks ago, they lose a sponsorship from the Generalitat de Catalunya and it has turned impossible for them to carry on with the project.

17.11.93
21.11.93

Xenophobia, Are you a Racist?

There is no doubt that racism and intolerance have increased in Europe in the last years. Not only but especially in Germany, racial discrimination has grown to alarming dimensions.

Confronted with such a reality we see our contribution to solve this borderless problem in the organisation of a European conference on this urgent topic.

The aim is to investigate the causes and consequences of xenophobia in Europe and to discuss possible solutions. To that end we will examine historical, economical, socio-cultural and political aspects. Nevertheless priority is given to a psychological approach of the problem. The confrontation of the individual with the question to what extend each one of us is subconsciously afraid of

strangers is in our opinion a key to find a way out of the dilemma.

The basis of these aspects will be presented in panel discussions and lectures, while workshops give us the opportunity to approach the problem in a more specific and personal way.

Besides these official events we offer you an interesting and diverse social programme, such as: sightseeing, theatre performance, pub-hopping, European Night or a Brunch with Jazz-Music.

Send your application to:

AEGEE-Freiburg
Frankreichzentrum
- Haus zur lieben Hand.
Löwenstrasse 16
79085 Freiburg
Fax: 49-761-2032006

AEGEE

AEGEE-Sevilla organizes, from 9th till 13th of November the first Academy on Renewable Energy. Economical aspects, Ecological impact of the new technologies, energy policies, legislation, bioclimatic Architecture and open air spaces climaization.

Info: AEGEE-Sevilla, Pabellón de Uruguay. Av/ de Chile s/n. 41013-Sevilla.
Tel:4231777.

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Please, don't forget to send the information about your conferences to the AEGEE-Europe office in order to put it in the Calendar. Also, if you want to be sure that your next event will appear in the NB, don't forget to send the info also to Lea

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SOON CONGRESS

COMMUNICATION

IN THE NINETIES



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The ways of communication have changed dramatically in the 20th century. The process is a slow one but the implications on every part of life are fundamental.

Today's economy depends entirely on information. Being informed too late can decide whether you win or lose a fortune. Speed is critical and this made modern communication technologies and absolute must for any company in today's world. What are these technologies? What can we expect to come?

Communication is not only technology, it is also social behavior. The way you dress, is that not also communication? You can tell a lot about somebody's character just by seeing what car he drives and what colour he was chosen for it. How do we communicate?

Communication technologies have had a great effect on the society as a whole. In many households the television is placed in the center of the lounge. People don't go out anymore. We cannot live without a telephone. Impersonal contact has become less personal. More and more people feel lonely. Why? What can we do about it? Where are the dangers and where are the opportunities in the future.

These topics and others shall be discussed. On Friday, November 12th we want the emphasis to be more on the technical side. Saturday, November 13th, will emphasise the social aspects of communication.

GENEVE, 10 - 14 NOVEMBRE 1993

PROGRAMME / PROGRAM

Wednesday, November 10

18.00-20.00 *Arrival and enrolment*
20.15- *Public conference*

Thursday, November 11

07.00-17.00 *Arrival and enrolment*
14.00-17.00 *Visits: CICR, UN, CERN, Old Town*
18.00 *Official opening of the congress*

Friday, November 12

09.00 *Conference: Introduction to the congress theme*
10.15 *Conference: Communication in ten years time; an outlook*
12.30 *Lunch*
14.00 *Conference: Perspectives of Virtual Reality*
15.00 *Workshops: Data protection / Information, trade / Telebanking, Teleshopping, Tele... / Tomorrow's working place / Visit EBU / Visit Bourse / New communication technologies and the impact on the environment.*
17.15 *Evaluation of the Workshops*

Saturday, November 13

09.15 *Conference: The 'walking' society / A sketch of a new society*
10.45 *Conference: Consequences of new communication technologies in our society.*
Conference: The ear as basis of communication
12.00 *Panel-discussion: The ethics of the development of the communication society.*
12.45 *Lunch*
14.00 *Workshops: The cultural differences in communication between the different European countries / The perverse effects of communication / Communication and creating an advertising message / Information technology and Democracy*
16.30 *Evaluation of the congress*
18.00 *Closure of congress*
21.30 *EUROPEAN NIGHT!*

Sunday, November 14

10.00 *Brunch & departure*

Les conférences et workshops seront principalement tenus en Français /
The conferences and workshops will be mainly held in English
(This program is still subject to changes)

ETHNIC MINORITIES
CONGRESS
17.02.94-20.02.94

The question of minorities is Europe's evil: the future of our Europe depends on whether the different nations are able to live together peacefully, to become more tolerant with each other to accept the different cultures, traditions, and to cooperate on a better society.

It's estimated that in Hungary live 200-220 thousand of Germans, 110 thousand Slovaks,

80 thousand of Slovannianpeople. The number of Bulgarians is about 2500 and there are approximately 6000 Greeks, 3000 Armenians, and 10-15 thousand of Polish in Hungary. The number of Gypsies is roughly about 400-6000 thousand and the number of their legal organizations was 99 last year.

Due to the frustration and fears from discrimination that lived in the past centuries and generations, they are not willing to admit their ethnic

background.

The new minority law in Hungary may can solve educational, social problems of these ethnic groups.

The CSCE declared on its document on Human Rights: "The rights of national minorities has to be respected as a part of the internationally accepted Human Rights and an important factor of existing peace, justice, stability and democracy in the challenging countries"

With these congress AEGEE-Budapest aims to help understanding what does it meant to be a member of an ethnic minority group in Europe today, and how could their problems be eliminated.

We would like to point out the importance of the education system, the families, ethnic communities and the responsibilities of mass-medias and the local channels and papers.

More information:
AEGEE-Budapest
BUE Budapest
University of
Economics
H-1093 Budapest
Fövám tér 8.
Fax: 36-1-117-4539

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How to organize a conference

I. Idea

Right, you got to have a vision. A vision that will keep you going during the dark hours of the preparation of your congress. And there will be dark hours. But if you really believe, that your theme is worth it, that it is important and that there has to be this congress, then one day you'll awake to the splendid dawn of your own congress.

II. People

Discussion of the brainstorm, aim: Stick people to the idea. Wrong way: Hostile vote over several subjects. In the end there should be at least consensus, better fascination. In the end there should be a union of people an idea. You don't need the full staff yet, but enough driving energy gathered. Continuity: Don't worry about leading organizers going away before the congress takes place. But they positively have to look for successors who are equally motivate to pull it through!

III. Timing

Take it slowly. Guideline: one year + (for absurdly big things 1.5-2 years). Reserve date and theme at AEGEE-Europe, Calendar of Events. Time table: You'll break it but make it. It keeps you going and helps you to assess, when to do what.

Cancellation deadline (for example: "If we don't have enough money four weeks before, we call it off"): Maybe, but rather keep going. Experience shows: It works out in the end. Most congresses look like disaster two weeks before they take place and end up with a

profit. Believe in it as long as there is a glimpse of hope yet. Really do!

IV. Sizing

Depends on two preconditions: Money and target group. For example: A congress on European taxes will drown in sponsors' money so you could have 500 people there, but only 80 might actually apply. A congress on esoteric might come the other way around. Never forget: Often smaller congresses attract more motivated people and thus are stronger on output.

V. Golden Principles

- * Don't panic!
- * Don't think about your liability!
- * Think the impossible to get what's possible! 90% perfection is still dreamlike!
- * Care for team spirit and small incentives to organizers (free pizzas on night shifts can't kill a budget!) Don't be greedy on yourselves, for you personally invest very much in this thing.

Well, the following paragraphs will tell you, how it should be. It never is.

VI. The thing itself

1. Programme

a) Research

Digging into the theme, reading books, talking to people, authors, journalists, professors, gather material, Look for firms, associations, foundations, authorities concerned with the subject. There are compendia of these

organizations available, featuring a glossary. Buy one and make the best investment in the history of your antenna.

b) Approaching speakers

Call them first, outline the project, let them know it's big -they usually underestimate it- have a chat, get new information.

Money: Travel costs yes, salary this: "Well Sir/Madam, we're an association without fixed subsidies, so we have to procure money for each single event. At the current state of organization we cannot yet overlook our financial situation..." most speakers accept this. Later: Don't undermine idealism, only pay if you don't have a choice. Tell the speakers who get money to keep their mouth shut. And for national speakers there is yet a better way: Your antenna can be recognised by the financial authorities as an association working for the common good, with the effect, that donations to you are exempted from taxes (check out your country law on this). You can offer a donation receipt over the amount of their salary. They can deduct the amount from their tax bill, which brings them real money, though they might not know it. Explain it and save money!

Send them the leaflet and the info they want to have. Keep going, call them again and again, keep them up-to-date, or they will throw you out of their agendas.

c) Getting "Material Information"

Think about exhibitions, movies, theatre pieces, concerts, readings, special food, excursions, all connected

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to the theme of your congress.

(a, b, c, d, happen quite simultaneously)

d) Rest of the programme

Breaks, coffee (please no charge for it!). Don't get carried away with your programme. There are so many things to say, but don't give people more that they can process.

European Night, pub crawls, guided tours through town, receptions by local authorities. Food: Try your very best to get it for free, you can do a lot of fund-raising there (yes, you can fundraise things like cheese, bread, drinks, hamburgers, think of the receipts of donations).

f) Locations

Stay at the university to save money. If you go outside: Don't forget about insurance, for we can damage more than you can pay!

So, that's your programme!!! Write it down and look gleefully at it. Because you need it for PR and sponsoring.

2. Sponsoring

See special chapter, forget neither public nor private sponsors.

3. PR

See special chapter, just three things: you need:

Attention of the media (the press department of your university have a long list of addresses of media) Don't think too small: Call TV, Radio, national papers. If they come, big hit, if not, so what.

Attention within your university (posters, leaflets, stands, look for lodgers -sell your guests to haul people into AEGEE).

Attention within AEGEE (Agora, PrezMeet, Poster and Leaflets to the antennae).

4. Lodging

Prefer private lodgers. Gyms or youth hostels look like the like all over Europe. Incentives for lodgers: Free participation at the lectures, free European Night, kind treatment. But reserving a gym as a backup is always clever.

5. Languages

Not everything can be done in body language. You need:

Translation equipment: Check the offer of Bart Kruitwagen, a former CD member who made a job out of procuring the stuff. Bart still loves AEGEE, may save you 2.000 ECU. Phone xx31-80-528816 (NL, Nijmegen).

Translators: Take students who study translation, offer credentials and some money, it's for hard work. Let them or native speakers check the articles in your leaflets and brochures.

6. Printed matter (other than PR)

a) Brochure of the congress

High circulation to get money for advertisements. Should give an introduction into the theme, a programme, information for the participants and some general information on AEGEE.

b) Brochure on the proceedings and results

The output of the last congress

is the best advertisement for the next congress, so take pins in making it. Show you're strong on substance!

One personal remark: I HATE mistakes in headlines. Avoid them.

7. Invitations

a) AEGEEists

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By mailing to the antenna (Contents: nice looking leaflets, posters, application forms, information how to get where, relevant phone and fax Nrs.) You should consider visa problems, specially of eastern europeans. So let there be three months to procure the visa, check the requirements for the different countries in advance and be prepared to meet them from your side.

b) Professional

During your research and through your PR efforts you might find people willing to come to your congress without delivering a speech or writing it (authors, professors from other universities, whoever). Charge them 100 ECU+, they are used to do so. Offer organizational help, but don't pay anything

c) VIPs

Just invite them as long as they have some links to your theme. Think of Vaclav Havel at "Quo Vadis Czechoslovakia?" in Prague.

8. Essentials on those very days

a) Reception desk

Should be open on arrival day from midday till midnight. Put up signs! Location: central, easy to reach from the railway

station, highways, airport, harbour, whatever. You'll spend 12hrs there, so it should be a nice place to hang around at. More important is a phone. Have a shuttle service and drivers ready.

Lodgers should come along and take their guests away. Consider sponsored snacks, sauna napkins, all the things that make you feel welcome.

b) Working stuff

A pile of things to hand out to your arriving guests, should contain: Nice maps and tourist information (available at the local tourism authorities), sites of events should be marked in the map, address of lodging place, congress brochure, list of important public and AEGEE phone numbers, one week bus ticket (if you can afford it/get it sponsored), notepad, biro, name tag, service voucher.

Service voucher: piece of cardboard, stating "I am hungry". No, seriously: kind of a ticket for all the things that you offer to your guests (meals, parties, entrance fees...). Once they make use of one of these offers, you just tick the item off on the voucher. If they lose them, bad for them.

c) Congress office

Is the brain of the congress. It serves many functions.

Reception after arrival. There must be a phone. Fax and computers are handy. Communications: cellular phone and city beepers are no useless-yuppie-gadgets, try to get some sponsored for a week. All relevant papers about the congress must be in the office. At any time there should be one

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competent person, knowing the organization inside out. Have a task force (3-5 people) at hand for driving, carrying flowers, preparing presents for the speakers and for all the things you have forgotten, and these will inevitably be many. Organizers: Keep the office up-to-date about where you are. Congress is a four day exercise in trouble shooting and the office is the heart of it. It's also the Headquarters of speakers service.

d) Speaker's Service

Ideal: One female hostess for every speaker. Aim: be nice to your speakers. Why: your reputation and -by this- your next congress. Lodge them at a nice hotel, fetch them from the hotel airport. Have cars and drivers ready for them. Give them a little present after the speech/discussion. Arrange an opportunity for them to take their meals at a Restaurant. Don't force them to join the participants at lunch/dinner. Make nice signs with their names, still readable in the 45th row.

If you can afford it, you

should invite your speakers for a dinner in a not-cheap restaurant on one evening (but rather pre-arrange a menu than à la carte). This is also a nice incentive for the organizers, who are toiling to make a congress on their favourite subject without being able to enjoy it themselves.

e) Driver Service

Sponsoring should procure (fully insured) limos and vans. Car producers have a number of vehicles ready for such purposes. Saves you risks and boosts your image.

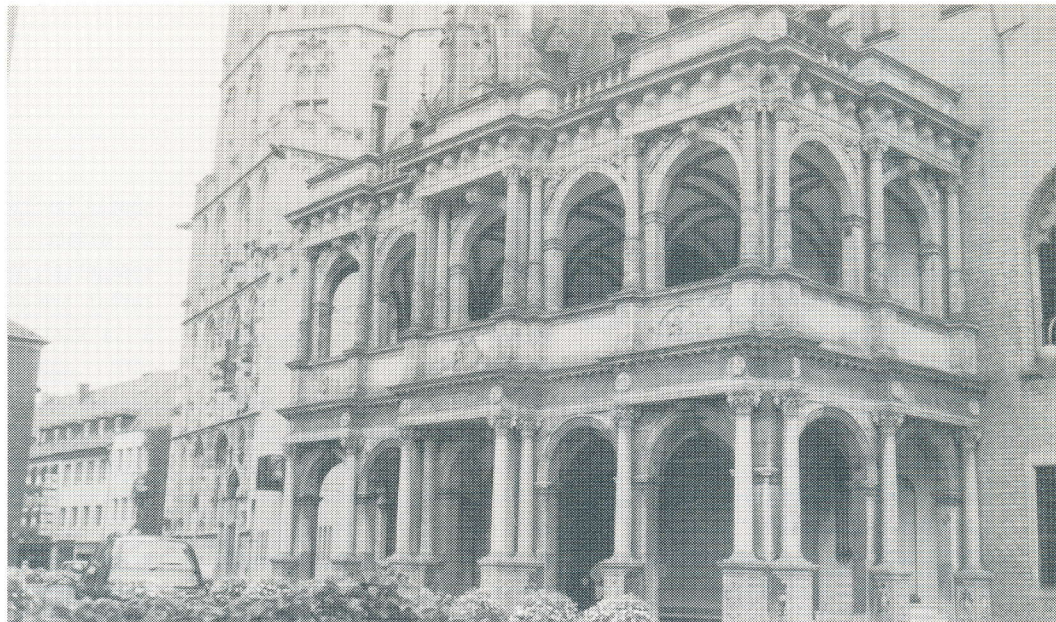
VII. Organisation of the Organisation

1. Who's in charge here?

Nobody can do it alone, yet everything must be done: so share the burden! Make task forces for the above mentioned points. Well, I personally do not fully believe in "self-organisation of groups". So I recommend having responsables for each task force. Being "responsible" means, and this must be very clear.

15





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|-------|---------------|--------------------------------------|--------------------------|
| 28-30 | October 1993 | Ecological Congress | Gliwice-Zabrze |
| 03-05 | November 1993 | The future of european cooperation | Utrecht/Amsterdam/Genève |
| 06-07 | November 1993 | Agora | Utrecht |
| 09-13 | November 1993 | Renewable Energy | Sevilla |
| 10-14 | November 1993 | Communication in the nineties | Genève |
| 19 | November 1993 | Realizing European Advertising | Nijmegen |
| 18-21 | November 1993 | The Mediterranean Area | Barcelona |
| 18-21 | November 1993 | Simulation of the European Community | München |
| 24-28 | November 1993 | Xenophobia! Are you a racist? | Freiburg |

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Don't be so shy! Send an Article

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