



# How to organize a WSCF Europe Conference



(revised August 1998, October 2006, August 2012 and March 2020)

*In this booklet you will find guidelines for organizing a WSCF-Europe conference. You can use this as a resource and checklist in your preparations for the event. The preparations should begin at least 12-18 months before the conference. All your comments, additions or corrections connected to these guidelines are very much appreciated. Do not hesitate to contact the regional office whenever you want to share some comments.*

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## CONFERENCE PREPARATION

### TIMETABLE

ERA recommendation on conference & fundraising	9-24 months before
Application for funds and partnerships	12-18 months before
Reservation of conference centre (meeting rooms and accommodation)	9-12 months before
Call for Team Members	6-9 months before
Preparatory Meeting	4-6 months before
Promotion of the conference online- call for applications	4-6 months before
Inviting speakers/trainers/resource persons	3-5 months before
Final Program	2-3 months before
Selection of participants, Travel arrangements, last changes	1-2 months before
Final preparatory meeting	1-5 days before

### THEME

The European Regional Assembly (ERA), which is held every other year gives recommendations to the newly elected European Regional Committee (ERC). The ERC then organizes at least one conference per year but depending on funding and personal commitment there is no maximum limit. The topics are chosen based on the recommendations of the ERA, but the ERC has the freedom to prioritize topics based on funding and current situation of the federation.

The (specified) theme, the country and the dates of a conference as well as the fundraising activities are agreed upon with the whole ERC. The final theme should be chosen taking into account the priorities of the current donors of WSCF Europe to ensure funding. The themes of WSCF Global and other regions may also be taken into consideration. Depending on the chosen theme there may be the opportunity to work closely with partners on the event.

The preparation of the first conference(s) of an ERC-term may start before the ERA. In this case, the 'old' ERC is partly responsible for an event not taking place in its own term. Many of our regional conferences are funded by the Council of Europe's European Youth Foundation. Applications for these conferences must be sent about one year in advance to the EYF. This means that the ERC is responsible for (the theme of) the first conference(s) in the next term. The outgoing ERC should try to include possible new ERC members into the process to offer them a space to develop skills and to smoothen the process of taking over.

## VENUE

The choice of the country is made by the ERC and is influenced by the topic of the conference, the composition of the Preparatory Committee (PrepCom), regional balance, and the need for movement building in the Europe region.

The choice of the conference centre is normally made by the Regional Secretary and PrepCom, in consultation with the Host Committee (HostCom), and is influenced by the price, transport, and availability of facilities such as a plenary room large enough for all participants and interpretation equipment, a place for social and noisy activities which can be used until a late hour, a chapel, etc.

Furthermore, venues that offer an environmentally friendly surrounding (e.g. in reducing waste, offering regional/Fairtrade food... ) should be favoured.

## DATES AND SCALE OF THE EVENT

Be aware that weekend travel costs are much higher than traveling during the week. Also keep in mind, that students and young employees are free on the weekends more often, as they will have classes or work during the weeks. It is useful to review the semester times, as exam times are usually busy, and people are not that likely to travel then.

The average number of participants for a conference is 20–40, for an ERA it is 30–60. Generally, conferences are 4-5 working days with an extra arrival and departures days, to allow adequate time for group-building and thematic work. Smaller events with fewer participants would not necessarily be this long.

## FUNDRAISING

The Regional Secretary is responsible for fundraising for WSCF activities, in cooperation with the Fundraising Coordinator. The Program Coordinators, however, will be involved in this process and should prepare an overview of the proposed thematic content of the conference for the use of the regional secretary in writing applications. For local funding of special projects and conferences ERC members, national offices, and hosts may be asked to help find alternative funding sources.

The Regional Secretary needs to be informed about all fundraising plans and activities! We must be clear, direct and concise when dealing with all funders so we must not confuse them with multiple requests from various people.

*Visibility is very important to the donors so they should not just be visible at the Conference and in the report, but they should be mentioned also in every call, post, article...*

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## FINANCIAL- BUDGET

It is very important that the PrepCom sticks to the budget. Not only because WSCF Europe cannot afford deficits, but also because organizing a conference within the limits of the budget is part of the leadership training of WSCF. Anybody can organize an event with a lot of money; not everybody can organize a conference with a limited amount of money! Before the preparation starts, you can get the latest reports and budgets from the Regional Office. Included in the budget should be:

Expenses:

- a) PrepCom meeting/PrepCom reimbursements (All costs of PrepCom/HostCom members are normally reimbursed)
- b) Accommodation of all participants, organizers, guests, etc.
- c) Travel costs & visas for participants (The amount reimbursed by WSCF depends on the funds received for the conference. See Appendix III for specific guidelines regarding travel reimbursements)
- d) Travel costs of resource persons
- e) Costs related to the program (workshop and working group supplies, printing, etc.)
- f) Excursion
- g) Local transport
- h) Follow-up, printing of reports and mailing of reports
- i) Mozaik printing costs + Salary of the Editor
- j) Miscellaneous gifts for speakers, PrepCom, HostCom, etc.
- k) Overhead costs (costs made by the regional office): 10% of the total budget.

Income:

- a) Grants
- b) Participation fees (full fees and subsidized fees)
- c) Individual contributions (e.g. Participants paying their travels by themselves)

For an example of a budget, see Appendix V.

*Notes: It is important to include overheads in the budget, since it is easier to raise funds for so called designated money (projects) than for undesignated money (used for salary, rent, etc.).*

*Before making the budget, look at the report form of the donor agencies. It is helpful to know what kind of categories they are working with. This makes the reporting afterwards easier. Carefully examine donor priorities and make sure the conference is meeting their criteria.*

*It can be helpful to keep on updating the budget during the preparatory process, as the actual costs and participant contributions become known. This way there won't be any unpleasant surprises at the end.*

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## THEMATIC

The theme of the conference needs to meet both thematic priorities of the WSCF European Regional Assembly (given in Policy Papers) and priorities of our funders.

## PLENARY SESSIONS/LECTURERS AND WORKSHOPS

Resource persons for plenary sessions (lectures, forums) and workshops must be invited. It is important to search - in time! - for competent, communicative people as resource persons. Members of the PrepCom and the ERC should suggest names for potential lecturers. Senior Friends can be considered as well. When contacting Resource Persons such as lecturers and workshop leaders it is good to state that honorariums and fees are not possible, or (depending on the funding) very limited. The travel and accommodation costs will be covered. High quality experts don't necessarily come with a fee!

Resource Persons should be asked ahead of time to submit a contribution to Mozaik as well as to write for the website. It may be an incentive for them to come to the event if they will also be published. After the event, the Event Coordinator should let the Mozaik Editor-in-Chief know the contact details for all resource people.

Selected applicants and PrepCom members as well as ERC members are also potential resource persons! They can be asked beforehand to prepare something, for example workshops or working groups, panel discussions or even lectures if they are well qualified. Members of the hosting SCM can also give a presentation about the topic in the local context of the conference.

## PRE-POST-MEETINGS, CAUCUSES AND SENIOR FRIENDS EVENTS

Bigger meetings may include sub-group meetings (caucuses) across gender, confessional or regional divides, either as a ‘pre-meeting’ or as a part of the program. They may be related to a campaign that will run on the same topic.

Though it is not necessary, the ERC may decide to host a Senior Friends Event that corresponds with the conference. It is important to have a PrepCom set specifically for that event that stays in communication with the Event Coordinator, Regional Staff and HostCom.

## EXCURSION AND EXPOSURE TO LOCAL COMMUNITY AND ENVIRONMENT

The PrepCom and HostCom can decide to arrange an excursion, depending on the theme of the conference, and any donor guidelines/restrictions. When the theme of the conference is higher education, a visit to a nearby institute of higher education might make sense; a refugee camp can be visited when the theme is connected to refugees, etc. A short amount of free time is also highly appreciated by participants but isn’t always feasible.

## THE PREPARATORY AND HOST COMMITTEE

*It is helpful to make a task list that includes all tasks and the person responsible for it. This list becomes more and more specific during the process of preparation. Who is exactly responsible for what? Specify members of PrepCom, HostCom, and staff and continue to update it.*

## PREPARATORY COMMITTEE

### COMPOSITION OF THE PREPCOM

The PrepCom (3–5 members) of a conference consists of (one or both) Program Coordinator(s) from the ERC, ideally a student from the hosting SCM, interested students from other countries, and a staff person from the Regional Office. When forming a PrepCom, interests of regional, denominational, and gender balance should be kept in mind. The coordinator should also have in mind a few other volunteers, perhaps to act as proxies, in case any PrepCom member should withdraw.

The Program Coordinator should have the final responsibility for the work being done by the PrepCom and HostCom. This person should already have experience with WSCF Europe. In special cases this responsibility can be shared by two people.

It is helpful to make a list of all responsibilities, and then to assign them to members of the PrepCom and HostCom. To prepare the conference the PrepCom members meet once in person before the conference and numerous times online (via Skype and Email or any other way). They will also arrive early to the Conference for a last PrepCom meeting.

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## THE PREPCOM MEETING

Four to six months before the conference there should be a PrepCom meeting that has all the members of the Prep and Host Com present to work on the planning of the event.

Depending on the time the PrepCom is meeting possible tasks could be:

- Putting together a concrete schedule
- Plan sessions
- Invite speakers
- Write the call for applications
- Select participants
- Develop a concept for worship
- Create Conference Posters
- Create a schedule for ongoing preparations
- Divide tasks
- Get familiar with each other

*The PrepCom should always have the grant application as basis for all further considerations in order to fulfil the criteria!*

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## RESPONSIBILITIES

It is important that each member of the PrepCom and HostCom understands their responsibility for the conference. This is **your** conference – it's a great opportunity to learn and try new things – you should not feel shy about your work. If you need more support the regional office is there to help.

Below is a suggested guideline for understanding responsibilities as a PrepCom. The list is not complete, and every conference has its very individual requirements and each Team its own gifts and talents, so the list should be revised and adapted constantly.

- Creating a Flyer, Invitation Letter, Schedule, Welcome Letter;
- Finding Lecturers and Workshop Leaders;
- Recruiting participants;
- Promoting the event with the help of the regional office and the Links Coordinator Online (this may be through social media, emailing, blogging, etc.);
- Preparing pre-conference blogs and press releases;
- Preparing worships or delegating the work to participants;
- Preparing the content of the conference, that isn't done by outsiders (workshops, panel discussions, Bible Studies, Film screenings, etc.);
- Daily tasks and evaluation of the conference;
- Introductory sessions and Safe-Space Guidelines (See Appendix XII).

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## PREPARING THE PROGRAMME

Before making the program the PrepCom reflects on the theme and the aims of the conference. If the vision and the aims of the conference are clear, the PrepCom considers what methods could be best used to implement those aims.

This is discussed as a group in regard to funding applications already submitted at the first in-person meeting. They should be able to take the vision of the ERC and put it into action.

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## HOSTCOM:

The HostCom is made-up of the student from the hosting SCM on the PrepCom, and one or two other local members of the SCM or Staff Person. It is very important that there is a clear task division between the PrepCom and the HostCom.

Some of their tasks can be as follows (as above it is important to keep the individual character of the team and the conference in mind and adapt the list to it):

- Working with the Regional Secretary and Event Coordinator to find a venue suitable for the event;
- Arranging meal and coffee times with the venue;
- Helping to arrange excursions;
- Clearly outlining travel directions to the venue;
- Setting up the venue and rooms and making sure proper equipment is available;
- Helping to purchase any needed supplies that can be picked up locally.

*Not all Conference Teams are lucky enough to have local HostCom members on board, in case there is no one available from the movements, the PrepCom has to pick up these tasks as well.*

## PROMOTING THE CONFERENCE

### OVERVIEW OF THE PROMOTION OF THE CONFERENCE

#### 1. FIRST ANNOUNCEMENT

As soon as the theme and dates are fixed (by ERC) a short announcement of the conference should be put on the WSCF website and sent to the national SCMs. This helps them in their planning- they can now start looking for interested SCMerS and prepare them to apply as soon as the call for applications is out. This should also be shared on all relevant Social Media Channels.

#### 2. CONTACTING ALL NATIONAL MOVEMENTS AND RECRUITING PARTICIPANTS

Immediately after the first PrepCom meeting (or before, depending on the time of the meeting) an invitation goes to the national SCMs and on the website/social media, which includes:

- A promotional flyer including information about the theme, venue, arrival and departure days and deadline for applications;
- Information about travel reimbursements and participant fee. See Appendix III;
- Program outline;
- Application form (or online application form on the website).

#### 3. CONTACTING APPLICANTS

The applicants who are not selected are informed by the PrepCom. The selected applicants are sent:

- a) Letter of confirmation and preparation (see below: preparation of participants). In this letter, a confirmation of the final financial agreement made by the office and participant should be included;
- b) Outline of the programme;
- c) Preparatory papers on the theme (if wanted by the PrepCom);
- d) Travel instructions;
- e) Information about visas, Bureaux de Change, etc.

*Applicants that need Visa will require more attention- they should apply as soon as possible as the process can take a lot of time. Furthermore, they will need special documents/letters of invitation that will be written by the Regional Office and distributed by the PrepCom to them.*

#### 4. SENDING WELCOME LETTER AND PROMOTING PRE-CONFERENCE CONVERSATION

Once the welcome letter is prepared, this may not have been ready when the applicants were contacted about participating, send it forward and promote the blogs written by PrepCom members as well as encourage participants to contribute.

In the case of the European Regional Assembly, a booklet is sent to the participants with the program and the procedures of the Assembly. Sending of these mailings is done by the Events Coordinator, in co-operation with the regional office and ERC Board. The ERC is responsible for all aspects of the ERA.

#### INFORMING SCMS

Why is it important to inform the SCMs in time?

- It takes time to distribute the information from the PrepCom to the European office, to the national offices of SCMs, to the local groups, and finally to the members.
- National and local meetings provide a good opportunity to mention WSCF activities, but people do not meet every week.
- It takes time to publish it in the national mailing/magazine. It may even need to be translated.
- Fundraising at the local level for the conference costs of the participants should be done a long time before the conference. Donor agencies also have deadlines.
- Many participants need time to save money for (part of) the participation fee.
- It takes time to find the most suitable participants for a conference. And they need time to plan/change their school and work agenda and prepare for the program.
- Some Eastern Europeans need a visa. It may take a month or more to get this which can affect the travel budget.
- Participants need to find the most economic and environmental way to travel which can take some time.

## PARTICIPANTS AND GUESTS

#### SELECTION OF PARTICIPANTS

There are certain questions a PrepCom should ask themselves in order to create the ideal program for the ideal group. These questions can be:

- Is there a special target group for the conference?
- Should a participant have a specific expertise, or should s/he be a leader?
- In this case it would be useful to add some questions on the application form to make the selection of participants easier.
- Do we pay attention to balance of criteria like age, profession, nationality, confession, expertise, SCM background...?
- Do we have restrictions from our donors that should be kept in mind?

The PrepCom receives all the application forms that are collected on the website. Ideally national offices/contact persons (and not straight from the local groups), will be in touch with the Coordinator with regards to priority of participants and to support the application of their members. If the national movements don't give an order of priority, the PrepCom, in cooperation with the regional office, has to do it. This is sometimes difficult since they normally don't know the applicants.

Selection is based on the aims of the conference (if there is a specific target group), the qualifications of the applicants, and regional, gender and denominational balance. Sometimes a stronger representation of the hosting movement is helpful for so-called "movement building." If finances are limited, a stronger representation of the neighbouring countries could be considered as well.

Sometimes the applicants are too young or too old—some youth funds will not finance people older than 30 or 35. The final list of participants is given to the regional secretary for review, and then back to the PrepCom or HostCom to be used for the registration.

*The regional office can let the group know how many prior events the applicant has attended as it is nice to give priority to those people who have not had the opportunity to attend before.*

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## VISA

Some participants need a visa. The regional office deals with this in cooperation with the hosting SCM. If a selected applicant needs a visa, an official invitation is written by the regional secretary or the hosting SCM, addressed to the relevant embassy, and is sent to the applicant or directly to the embassy by mail (!) and by fax or email.

Visa arrangements should be done as soon as possible. If the selection procedure is late the visa arrangements should start before the selection, at the risk that the applicant is not selected finally. Make this clear to the applicant!

In the official invitation the following should be mentioned:

- Dates and venue of the conference (sometimes the dates are changed a bit, if participants want to stay some extra days)
- Passport number and date of expiry
- The statement that all board and lodging costs are covered by WSCF Europe.

See Appendix XI for an example of an invitation letter.

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## GUESTS

Sometimes representatives of other organizations (EYCE, Syndesmos, JECI-MIEC, YMCA, CEC, etc.) are invited in order to strengthen contacts with those organizations. The regional office can provide more advice on this.

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## PREPARATION OF THE PARTICIPANTS

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### ISSUING RESOURCE MATERIAL AND PRACTICAL INFORMATION.

Should participants prepare something beforehand? This must be made clear in the mailings sent in advance of the conference, e.g. the welcome letter. Participants can be asked to bring along national drinks and food, Bible & worship materials, proper clothes. They can be asked to prepare a presentation of their national movement (for the movement market) and its work on the theme of the conference or to prepare for the cultural evening (national dances, songs, games, etc.).

On top of that they can be asked to prepare an input, a morning prayer, a paper, or to bring along a symbol or a photo. Or, a reader can be prepared to acquaint them with the topic of the conference through various articles and papers, so they are better able to discuss the ideas when they get to the conference.

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## HEALTH & ACCIDENT INSURANCE

Participants of WSCF conferences are responsible for their own health insurance. Participants (especially from Eastern European countries) who are not able to pay this insurance could ask WSCF Europe to give them financial help. This should be negotiated beforehand. Accident insurance has been arranged by the WSCF Inter-Regional Office for all WSCF events.

## LOGISTICS/TRANSPORT

The Host Committee is responsible for arranging transportation to and from the venue and during the excursion. Public transport is often used and highly encouraged. Clear details and maps should be sent to the participants along with emergency contact numbers if someone gets lost.

## COMMUNICATION

Good communication structures/agreements: during the preparation, the conference itself and afterwards among the members of the PrepCom, with staff, with the hosts, with the participants. Set up a clear communication strategy for the PrepCom, HostCom and Staff and remember that participants should only be contacted in an organized fashion and replied to immediately!

*It can be helpful to divide the channels of communication to different PrepCom members- like this Facebook, social media and Email can be split and team members can focus on smaller tasks.*

## SETTING STANDARDS ECOLOGICAL

Remember, ecological transportation is highly encouraged – even when travelling long distances train and bus travel is preferred. The European Regional Assembly recommends that all WSCF Europe Events:

- Use organic and local products;
- Ensure provision of fair-trade coffee and tea;
- Avoid consumption of exotic fruits;
- Develop guidelines concerning water and energy use;
- Encourage efficient use of paper and use of recycled paper;
- Encourage catering vegetarian/vegan food at the WSCF Europe events and evaluate this policy
- To consider vegetarian menu as obligatory (we have a vegetarian policy).

*Though all these recommendations may be hard to meet the PrepCom and HostCom should think ecologically during planning.*

## GENDER BALANCE

At WSCF-E it is aimed to bring together a diverse group, not just balancing male and female participants and resource people, but also through prioritizing more diverse applications.

## CONFERENCE

### CONFERENCE MANAGEMENT

There are many tasks that need to be managed during the conference so remember to make sure that the PrepCom has a clear understanding of their roles and duties. Participants can be asked to help with several things.

During the conference an (adjusted) outline of the daily program should be posted on the wall, in addition to the daily (oral) announcements so that everyone knows when and where they should be at all times.

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### PHOTOS

There should be a group photo taken during the week. Also, photos should be taken during all the sessions and workshops. Participants can be recruited to take this responsibility. Picture CDs can be made on the last day for all the participants to take home and the images can be uploaded to the WSCF Europe Flickr account so they can be easily shared. The images will be used in social media, reports and on the website.

*Please make sure to get the participants permission beforehand- this can easily be done through a question in the application form, or on a paper at the conference.*

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### CATERING

There should be coffee breaks and snack available during the day. Also, the PrepCom is responsible for providing beverages and snacks for the welcome party, throughout the rest of the week participants can be held responsible for evening party needs.

Dietary needs for meals should be made known to the kitchen beforehand and if there are any problems with the food the HostCom should work to help alleviate the problem.

*The vegetarian policy can cause trouble in some countries- the HostCom can explain the kitchen more detailed what vegetarian food means and which meals could be included in the plan for the week.*

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### FACILITIES

The HostCom will make sure that all the equipment such as microphones, translation equipment, projectors, flipcharts, workshop materials, computers, etc. are in working order for all the sessions of the day so that time is not wasted fixing equipment and gathering materials.

Make sure to inform the WSCF Europe office to provide you with supplies such as name tags, CDs, pens and pencils, folders, songbooks, computers, or art supplies, that are needed for the conference as they may not need to be purchased new.

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## ARRIVAL OF THE PREPCOM

The PrepCom and Hosts should arrive to the venue at least two days in advance to finalize any programming as well as to set up the venue. Tasks include:

- Posting donor logos and signs - it is important to ensure enough visibility of promotion materials of events donors.
- Posting maps and room location names - Maps of the town/city should be available for participants. A map can be posted on walls as well as can be a part of the welcome pack.
- Posting the schedule - schedules should be posted in areas where the event takes place.
- Finalizing the schedule - a PrepCom should go through the schedule and update it according to changes so that participants receive an up to date program.
- Making the welcome pack and name tags - a welcome pack should contain-schedule, Mozaik issue, sexual-harassment guidelines, safe-space guidelines, other available publications of WSCF-E, a map of the town.
- Room assignments (for workshops and accommodations) - It is important to find out what technical requirements resource persons may have and allocate rooms accordingly. Enough attention should be paid to room assignments for both participants as well as resource persons.

All the programming should be ready to execute before the participants arrive. The PrepCom will have to make sure that all the tasks are clearly distributed to make sure that the conference will run smoothly.

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## CONFERENCE OFFICE

Sometimes a special ‘conference office’ is created, especially when large-scale events take place. In the office information about the conference (including resource materials, extra program booklets) and about WSCF in general (Mozaik, posters, leaflets) is available. Other things available might be telephone, projector, USB sticks, camera, computers and printer, electric cables, copy machine, calculator, flip charts, markers, pens, scissors, glue, tape, pins, string, paper, etc.

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## SUPPLIES FROM THE WSCF EUROPE OFFICE

The following things can be brought by WSCF Europe staff:

- Laptop (for the reporters/minute-takers);
- Participant reimbursement and Expense Forms;
- Participation Fee Receipts;
- Sexual harassment Guidelines (Booklets for the pastoral care persons and two-page documents for the Welcome Pack);
- Safe Space Guidelines;
- Photo Release forms;
- WSCF Europe leaflets;
- Cash money (or via SCM) for reimbursements;
- Staplers, paperclips and calculator for reimbursements;
- Name tags;
- Song books;
- Mozaiks (the current issue – enough for all the participants and extra to have delivered to SCMs. Past issues can also be brought if the topic is relevant);

- WSCF Badges;
  - Any promotional material received from SCMs or partners that can be shared;
- Any other required printing that can be done beforehand. This is important as printing can cost money at the venue.

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### ARRIVAL & REGISTRATION

Sometimes participants and resource persons need to be picked up from the railway station or airport. When they arrive at the conference centre a registration takes place.

This might include:

- Distribution of Welcome Package;
- Assignment of rooms;
- Assignment of home groups (if used);
- Name badges;
- Handing over of additional practical information (e.g. where to find first aid, telephone, pastoral care, bar, lists for signing up for interest groups and workshops, billboard for complaints & complements, post office, bureau de change, etc.).

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### WELCOME PACKAGE

A folder of information, which might include:

- Conference schedule;
- Sexual Harassment Guidelines - short version;
- Safe Spaces Guidelines;
- Blank paper for notetaking (& pen);
- WSCF Europe leaflet;
- Sub Regional Materials;
- Mozaik;
- Map of the city;
- Additional information about the topic, country, or organisers.

*In consideration of our motivation to be eco-friendly, consider sending out as much material beforehand and ask participants to print it themselves, if needed and just go through it digitally. To highlight certain topics, you can mention and explain them in the welcome session.*

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### FACILITATORS, CHAIR

The PrepCom may decide to appoint one PrepCom member each day to take responsibility for the running of that day. Other possible 'facilitators' of a conference: chairs, moderator, time facilitator. Next to these facilitators one could think of asking stewards, barkeepers, minute-takers, etc., to help.

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### PASTORAL CARE

Pastoral care should be available throughout the conference by qualified participants or organizers. It is up to the PrepCom how they would like to assign this task; they may ask participants to step into the role or Senior Friends or local chaplains to attend, etc. It is important to have balance between denomination and gender so that people feel free to talk to the Pastoral Care people. The PrepCom should meet with the Pastoral Care people to make sure that the Safe Space is being upheld as they may have a better insight into the

group dynamic. Full copies of the sexual harassment guidelines are provided for the Pastoral Care people.

Pastoral Care people and the PrepCom may also decide to have a “sacred space” or worship room set up if the venue permits to allow a space for quiet discussion, reflection and meditation throughout the week.

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## COMMITTEES AND PARTICIPANT LEADERSHIP

To involve participants in the program and to share the work it may be useful to establish various committees with specific responsibilities. These committees can be set up by participants at the event depending on their need.

Examples could include:

- Cultural (or social or fun) committee responsible for the cultural banquet/evening, market of national movements, farewell party, etc. They may be responsible for providing beverages for the group (and creative solutions to arrange this, make sure they are respecting participants and the venue).
- Worship multi-denominational committee responsible for the morning and evening prayers or Sunday morning service.
- Report committee responsible for blogging throughout the course of the conference, taking pictures of the event, and helping staff gather quotes and interviews for reporting to partners and funders.

The PrepCom can also give space for participants to lead ad hoc games, workshops, or discussion groups during free time and evenings.

## FINANCES AT THE CONFERENCE

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### REIMBURSEMENTS AND PARTICIPATION FEES

For a full explanation of this please see Appendix III for the full Financial Policy. One Regional Staff person will be present and will set up a schedule to meet with every participant, guest and leader during coffee-breaks, free time and meals, to do the following:

- Have the participant sign two copies of a participation list. This list should include name, address, date of birth, etc. The European Youth Foundation has a special list for signatures, to be filled out if the EYF (the Council of Europe) is one of the donors.
- Collecting the participation fee (bank transfer can be arranged as well, which should include bank fees).
- Distribute travel reimbursements. Original copies of travel tickets are needed.
- Take copies and request travel receipts for all travel that is not reimbursed to know the full cost of the conference.
- Have participants fill out a Photo and Quote release form for permission to use their image/quotes Online and in reports.

## CONFERENCE CONTENT

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### INTRODUCTION

The first section of the Schedule should be arranged to include an introduction to the Conference, explanation of the week, expectations of participants and introduction to

WSCF Europe. It is up to the PrepCom how to arrange the time however the following should be included:

- Welcome by the organizers;
- Welcome by local authorities such as Churches, political authorities or SCM;
- Presentation of the program and theme of the conference;
- Presentation of WSCF Europe, Mozaik, and Sub Regional materials (if suitable) and local SCM;
- Presentation of co-organization and partners;
- Presentation of PrepCom, HostCom and their roles;
- Presentation of code of behaviour Sexual Harassment Guidelines and a workshop on Safe-Spaces and explanation of the Safe Spaces Guidelines;
- Introduction of pastoral care persons, PrepCom and HostCom;
- Practical venue announcements regarding sleeping arrangements, meals, rooms available to use.
- Presentation of the participants, ice-breaking games

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### WORKSHOP ON SAFE SPACES

One of the first items on the agenda of the event should be a short workshop on Safe Spaces. PrepCom members should use the Safe Space Guidelines as a tool to create a presentation or discussion about what a Safe Space is and the importance of it when interacting among different cultures. See Appendix XII.

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### INTEREST GROUPS AND HOME/SMALL GROUPS

Characteristic of interest groups and home groups is that the groups come together several times - usually daily throughout the conference. Participants get the opportunity to get to know the other members of the group better. Not all conferences have these groups – it is up to the PrepCom how to structure the event to suit the needs of the theme.

An **interest group** can deal with one specific subject all through the conference, led by a resource person or facilitator (for example, one of the participants).

A **home/small group** may be arranged to bring a balanced group of participants together so they can enjoy deep discussion throughout the week together. A home group is a place where one can share experiences very informally. These groups make sense when the number of participants is larger.

*It is helpful to have clearly defined topics of discussion for the home groups, especially for the first few days; otherwise participants might have difficulty opening the dialogue.*

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### CULTURAL BANQUET & MARKET OF NATIONAL MOVEMENTS

Participants are normally asked to bring along national food and drinks for a cultural evening and to show/teach national dances, games, etc. They are also asked to take leaflets, posters, programs, t-shirts, etc. with them from their movement and about their country.

The cultural evening and the movement market can be separate or combined. The cultural evening is normally a real ice-breaking event. During the cultural presentations, the PrepCom or Cultural Committee may want to set a time limit for each country, as participants can often continue presenting for long periods of time, causing the intercultural evening to extend late into the night (or morning). It is good to plan the

intercultural evening at the beginning of the conference. Sometimes participants need facilities and time to prepare food!

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### FREE TIME

Time after lunch is usually provided as a siesta time. It is important to allow participants' free time as the conference can be quite intense and the rest is needed. It allows people to recover from speaking a different language all day and spare time to further meet the other participants. If the group is willing, they can create their own informal programs to fill the time. Generally, program should be balanced with adequate amount of break time.

*Since participants may want to exploit the opportunity to do sightseeing in the foreign place and so to use the program time for individual free time to explore the place (as there were such cases in the past) it is important to prevent that by informing participants in particular that reimbursement is available only as long as a participants attend 90 % of the event.*

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### WORSHIP

Morning prayers and/or evening meditations can be organized by the PrepCom or a Committee of interested participants with various faith backgrounds. Participants are normally asked to bring along worship material and the office will bring some supplies. A WSCF Europe songbook has been made with several diverse hymns and songs and this songbook should be used.

There should be both ecumenical and denominational worships prepared. During the conference there should be ecumenical worship times; as well, worship should be prepared with sensitivity to gender and language.

On Sunday morning you can attend a church or make your own Sunday morning service. It is good to have listings of local Orthodox, Catholic and Protestant Parishes as some participants may require attendance of mass or services.

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### EVALUATION

At various stages an evaluation can take place, especially when the PrepCom thinks it important to adjust the program if necessary.

A good practice is to end each day with a short daily evaluation or group discussion. See Appendix X for some helpful ideas.

At the end of the event there should be adequate time for a formal evaluation of the conference as a whole. This may be done with a paper evaluation form in conjunction with a group debrief and discussion. Some elements of an evaluation: objectives, working methods, participation, obstacles and tensions.

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### "THANK YOU" CEREMONY AND FINAL PARTY

Presents, speeches, thank-you messages, etc. for resource persons, PrepCom, Regional Staff, HostCom, kitchen staff, interpreters, or whomever. There should be a Final Farewell party to send everyone home in high spirits!

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### FOLLOW-UP

One of the biggest challenges of a WSCF Europe conference is to find ways to increase the multiplying effect of the event. The conference is successful if the participants feel responsible and enthusiastic to make this international experience fruitful in their own contexts. Raising this sense of responsibility is a task of both the PrepCom and the sending

SCMs. The PrepCom should pay special attention to participants from the younger and more inexperienced movements. The participants are also encouraged to share more specific results and conclusions of the conference with their movements. It is important to mention the follow-ups at the local level, etc., in various reports!

The last day could include workshops that help to put the tools learned at the conference into tangible activities and tasks that can be done by participants at home. Participants should be encouraged to blog for the WSCF Europe website, write for Mozaik and stay in touch with one-another and the office. They will be signed up to the monthly newsletter and encouraged to follow us on social media.

## AFTER THE CONFERENCE

### FINANCIAL REPORT

It is very important that Event Coordinator, Regional Secretary and the Treasurer take responsibility for the financial report. The final financial report corresponds with the budget outline. The final report is based on what happens during the conference (cash) and what happens in the European office (bank transfers).

The hosting SCM may also have their own accounts when they have raised funds which flow to their bank account and when they have paid costs.

The report of the (cash) transactions during the conference includes income (a bank transfer from WSCF to the local SCM\*, participant fees, etc.) and expenditures (reimbursements, local costs, sometimes conference centre, etc.). The report of the regional office includes income (donor agencies) and expenditures (bank transfer to local SCM, costs of PrepCom members, interpreters, sometimes conference centre, etc.). All proofs of expenditures should go to the European office.

The European staff will work closely with the HostCom to arrange payments before the conference and pay bills during and after the conference.

*Please make sure to collect all bills- even if people do not wish to receive reimbursement, it is important to collect them and hand them in as “individual contribution”!*

### REPORT

The importance of a good, readable report is evident, especially having in mind the follow-up of a conference. It is also important to make a report as soon as possible. Not only the participants, but also the donor agencies expect a report soon after the conference! Normally two reports have to be prepared: a special report form of the donor agencies and a more extensive, narrative report for everybody interested in the subject to be posted on the website. The Event Coordinator should work closely with the office staff to determine how the reporting will be done. The PrepCom should know beforehand what is required by the donor agency, so that the information needed for the special report form is available.

It is helpful to reflect beforehand on the kind of report you want. What will be the role of the participants? To involve participants effectively you may give them specific tasks. For example: Could you write an A4 about your impression of ...? Could you give your opinion about ...? Could you discuss and report on the following three questions ...? etc. Most of

the people are more willing to give their opinions than to take notes. This is also a way to hear the voices of the silent ones among the participants.

The PrepCom and office staff can together prepare a list of tools and contact information of leaders and experts to share after the conference linking participants to important information, pictures and videos of the event and resources that will help them share the information at home.

*For more guidelines offered by the EYC, see Appendix II.*

## LETTER TO PARTICIPANTS

After the conference the office staff will take responsibility for creating a letter to participants following the conference. It can be sent one-two weeks after the conference and should contain contact information of all the lecturers, workshop leaders and other contacts made during the event.

It can be a link to all the resources created and friendly reminder on how to take the information participants have learned into their own communities.

## APPENDIX I- SAMPLE LETTER TO A LECTURER

Dear \_\_\_\_\_

My name is \_\_\_\_\_ and I am writing to you on behalf of the World Student Christian Federation- Europe region. Let me please briefly introduce ourselves. World Student Christian Federation is an oldest ecumenical organization embracing students from various Christian denominations. We are an ecumenical network of Student Christian Movements and we organize several events per year to bring young Christian students from all over Europe together to encounter each other and discuss different topics. For more information visit [www.wscf-europe.org](http://www.wscf-europe.org). Should you like to know more, I will be more than happy to answer your questions.

In a few months \_\_\_\_\_ we will hold a conference in \_\_\_\_\_, on the topic of \_\_\_\_\_. (Please find attached the schedule of the seminar as well as a short description of the event that could provide more information about the event and its content). That is why me, on behalf of WSCF-E, would like to kindly ask you whether you would be willing to deliver a lecture on the topic that would concern your own field of work which could be a valuable part of this seminar. We would be very grateful if you could deliver a lecture/talk/debate/ on the topic \_\_\_\_\_. It would be much appreciated, if you could support our meeting with a lecture/introduction on \_\_\_\_\_.

At our events we are spending 5-6 days to explore a specific question in the field of higher education, theology, solidarity and gender. The aim of these events is to make students of our member organization think on a different way, meanwhile living our faith together and working for justice and peace by discussing topics of public interest.

We would like to invite you to spend the whole conference with us, where the accommodation and meal will be provided. (We also can cover your traveling costs, but unfortunately our finances are not enabling us to pay for the lecture, which are traditionally held on WSCF conferences on volunteer basis.)

I would like to provide you with some practical information. The seminar will take place in e.g.: \_\_\_\_\_ (Date and time). All your travel costs, accommodation, and lodging will be covered. You are invited to stay for the whole seminar with us or just a part as you wish to stay. There will also be a chance to publish your lecture in our magazine Mozaik and on our website.

We would be very grateful to you if you consider this invitation from the WSCF-E to come to our seminar to deliver a lecture.

Attached please find the flyer, schedule, and the brief project summary for more information.

If you have any further questions, please do not hesitate to contact us.

Thank you very much in advance for your time and consideration.

I look forward to hearing from you!

Kind regards

## GUIDELINES FOR THE LECTURERS INVITATION

### OUR FINANCIAL POLICY

Our events are non-profit oriented and financed by EU funds. All members of the preparatory team are working on a voluntary basis. The budget of an event is very limited therefore we cannot pay any honorarium to our lecturers. Therefore, we invite our

lecturers as a sign of our interest and appreciation to stay with us for the whole event. We cover the accommodation and food costs, although we are asking to mind an environmentally friendly and possibly cheap way to get to the conference venue. The airport transfer shuttle, taxi or special transportation methods should be financed by the lecturer, our financial policy involves public transport methods only.

We will make sure to wait for the lecturer at the station and take care about the wellbeing of the lecturer during the conference as well. The lecturer is welcome to participate in the program we are offering, although the WSCF students should get an advantage to ask questions and shape the discussion. The lecturer is a special guest at our events.

## APPENDIX II- GUIDELINE FOR LECTURES

The following guideline can be sent to the lecturer who is interested in delivering a lecture/workshop at the event.

- In our events lecturers are very valuable and special guests whose presence we highly appreciate. Lectures are providing intellectual discussion material for the event. Lectures might introduce a theory to help a better understanding on phenomena and providing provoking approaches are also welcomed.
- Audience of the lecture: Audience will be the gathering of students at the age of 20-30. They are prevalently students of humanities, social sciences, theology and at times with background in natural sciences. Each member of the audience is interested in the topic more than the average university audience as they have applied to the conference, but probably with less factual knowledge, so it is a huge potential that might be used and mobilized.
- Considering the content/or level of material depth, we ask for a semi scientific, semi popular lecture as the students gathered have very different backgrounds and level of knowledge of the given topic.
- The lecture should not take longer than 45 minutes. At least the same amount of time should be given for questions and comments
- We ask for a power-point presentation that enables to follow the main points of the argumentation
- We would like that the speaker should talk free and slow to the audience. It helps to follow the content as most of the students are non-native English speakers.
- There will be a moderator who will take care about introducing the lecturer, remind the lecturer on time keeping if required, and collect questions from the participants and moderate the discussion followed by the lecture.
- In addition, the lecturer is welcomed to provide any material that he/she thinks would be beneficial for his/her audience to read before the lecture.

## APPENDIX III- TRAVEL REIMBURSEMENTS AND PARTICIPATION FEE GUIDELINES

There are two versions of different Financial Policies that can be used for the conference or event. It is dependent on the location of the conference and funding available. Some places may be more expensive to host a conference than others (venue, food, cost of travel, etc). The standard fee will change depending on the budget – below are just examples. Financial Policy (Participants choose their own participation fee)

### FINANCES & FUNDRAISING

At WSCF, we fundraise lots of money towards our conferences to make them as good value as possible. In fact, this is what our staff spend much of their time doing. We ask that our participants contribute or fundraise a small amount of money themselves towards the cost of the conference and their travel expenses. This shows us (and our donors) that you're committed to attending our conferences. Fundraising is also a brilliant way to let more people know about WSCF and our work.

You can find out more about fundraising in our fundraising pack, available on our website.

### PARTICIPATION FEES

The standard participation fee is €425. The student participation fee is €175.

However, we recognize that many students would find it difficult to fundraise or contribute this amount, and we want our participation fees to be fair for everyone.

To make things as fair as possible, we suggest that you contribute or fundraise the equivalent of 25% of your monthly income as a participation fee, and the same amount again towards your travel expenses. If you're a student, remember to include student loans, grants, bursaries, part-time jobs and support from family and friends in your income calculations. Here are some examples to help you work out your participation fee:

	Monthly income	Participation fee
Graduate Working Full Time	€1700	€425
Full Time Student (Western Europe)	€700	€175
Full Time Student (Eastern Europe)	€200	€50

The minimum participation fee is €25.

Please get in touch if you have any questions about participation fees. Our email address is [wscf@wscf-europe.org](mailto:wscf@wscf-europe.org).

### TRAVEL COSTS

All successful applicants are required to bring receipts and tickets proving the cost of their travel to the conference, whether or not they apply to the travel solidarity fund. Whether you travel by train, bus or plane, please choose the cheapest available ticket for your chosen mode of transport.

### TRAVEL SOLIDARITY FUND AND TRAVEL BURSARIES

All successful applicants are invited to contribute or fundraise towards the travel solidarity fund, which helps students on a low-income travel to our conferences.

If you would like to apply for a bursary from the travel solidarity fund, please state this in your application form. Please apply only if you are on a low income and you would find it difficult to fundraise for your travel costs.

If you apply for support from the travel solidarity fund, you must confirm the cost of your travel with WSCF Europe before booking tickets. Our email address is [events@wscf-europe.org](mailto:events@wscf-europe.org).

The following table explains the maximum reimbursements available to participations from the travel solidarity fund, based on country of residence, as a percentage of total travel costs.

Austria, Denmark, Finland, France, Germany, Iceland, Ireland, Netherlands, Norway, Sweden, U.K., Greece, Italy, Portugal	25%
Croatia, Estonia, Latvia, Lithuania, Poland, Slovakia, Czech Republic, Hungary, Slovenia	70%
Albania, Armenia, Azerbaijan, Belarus, Bulgaria, Georgia, Macedonia, Romania, Russia, Serbia and Montenegro, Ukraine	90%

## CANCELLATIONS

If your application is accepted and you cancel your participation less than seven days before the start of the conference, you will be required to pay €100 towards conference costs.

WSCF Europe conferences are funded by the European Youth Foundation of the Council of Europe.

## FINANCIAL POLICY (PARTICIPATION FEE BASED ON COUNTRY OF ORIGIN)

The participation fee for the full conference is 125 EUR.

A reduced participation fee is available to participants from certain countries. These are:

Albania, Armenia, Azerbaijan, Belarus, Bulgaria, Georgia, Macedonia, Romania, Russia, Serbia and Montenegro, Ukraine	€20
Croatia, Estonia, Latvia, Lithuania, Poland, Slovakia	€30
Czech Republic, Hungary, Slovenia	€45
Greece, Italy, Portugal	€75

Participants will be reimbursed for their travel expenses by the cheapest mode of transportation at the following rates:

Albania, Armenia, Azerbaijan, Belarus, Bulgaria, Georgia, Macedonia, Romania, Russia, Serbia and Montenegro, Ukraine	90% reimbursement
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Croatia, Estonia, Latvia, Lithuania, Poland, Slovakia, Czech Republic, Hungary, Slovenia	70% reimbursement
Greece, Italy, Portugal	40% reimbursement
Austria, Denmark, Finland, France, Germany, Iceland, Ireland, Netherlands, Norway, Sweden, U.K.	no reimbursement

Please check the price of your travel ticket with the conference organizers before booking your travel. Do not purchase any travel tickets until the conference organizer have confirmed that you can do so.

*Finances should not be a barrier for attending the conference. Should you need financial support to participate, please do not hesitate to contact you national SCM and, if needed, WSCF-Europe.*

*The Numbers mentioned here are just a brief guideline and have to be reviewed and adjusted for every event!*

## APPENDIX IV- GUIDELINES FOR DRAFTING A REPORT

A report on an activity held at the European Youth Centres or with the support of the European Youth Foundation is not simply an administrative instrument for the evaluation of the efficiency of the educational program of the Youth Directorate. It could, and should, be a tool for the expression and the participation of young people active in non-governmental organizations, in the political and social debate at national and international level. The Youth Directorate aims at propagating, through its co- management structures and communication networks, the ideas and positions of young people. However, we can help you to be heard only if your opinions are clearly and forcefully expressed in the reports from your activities.

You are not obliged to follow the simple guidelines below. Their purpose is to help you produce a document which presents your activity in a way which facilitates the further utilization of the outcome, and not to limit the authenticity of your expression. You should feel free to draft the response the way you like and be faithful to the nature and the spirit of your activity and your organization. Nevertheless, if you compose your report in the suggested manner, you will facilitate our task in identifying and promoting your original message without interpreting it.

The staff in the office will work closely with you on conference reports – don't let grammar or language be a restriction, they will help to edit and submit the report.

### THE BASIC QUESTIONS

1. What do you need the report for? What kind of message you would like to communicate? You should to make up your mind on this from the very beginning of the activity.
  - To keep a written memory of the event.
  - To share the participants' experiences with others within the organization or beyond?
  - To contribute to various political discussions held at national and international level?
  - To contribute to the development of educational methods (especially for intercultural learning and guiding group dynamics)?
  - To develop ideas which will be used to influence public opinion through the media and various public activities?

For each of these objectives (or a combination of them), the content elements, the style of presentation, and the emphasis on various aspects of the activity will be different.

2. Who is your target audience? It could be useful to imagine who will read the report - this would help you to choose the right style (and the right length). The Council of Europe has a reporting form that will help you determine the length of the report. If you foresee different types of publics for your report, consider drafting different versions with different amount of details.
3. What is your message? If you wish your report to have a political significance, you should pay special attention to ideas and proposals which are commonly accepted by the participants in your activity. Although these ideas should not claim to be representative of the opinion of all young people (or even of the official stance of your organization, unless you have special mandate in this respect), it is still

significant that a number of socially aware and politically active young people, coming from different cultures and backgrounds, have reached consensus on issues which usually divide opinions in our societies.

One of the objectives of the Youth Directorate of the Council of Europe is to disseminate and publicize the opinions of young Europeans, as well as to introduce them into the discussions on national and European youth policies. The reports from various educational and training activities are a source of information and arguments in this respect. If you want your views to be put forward to the political sphere in their authentic form, you should present them in a way that does not require much rewriting - and therefore interpretation (which could be in fact misinterpretation). So be precise and selective when you summarize the outcome of your activity.

To get your message across, you need to be selective and analytical. It is not enough to describe what you have done and what methods you've used, but you also need to analyse the evolution of personal attitudes and perceptions and the group dynamic, the links that have been created between individuals and cultures and the whole range of other changes (and challenges) that you have experienced. Which decisions have worked particularly well and why? What has gone wrong and for what reasons? Thus, you become a part of the learning and multiplication processes which the Youth Directorate seeks to promote.

Make sure all the elements of the report which constitute your message—recommendations/views and arguments—are written in a separate section, otherwise it would be too difficult to extract them from the rest of the report.

## PARTICIPATIVE REPORT WRITING

It is important to involve all the participants in the process of report production— this is a part of the overall educational context. It always helps them to keep in mind that one of the purposes of the activity is to issue a number of statements to be communicated to a larger (or a specific) public.

You may find it useful to instruct participants to take detailed notes during the session, and at the end write down on half a page the ideas, facts and impressions which they consider to be particularly important. This can be part of the final evaluation form or could be done through having a couple of interviews with participants. A good technique for making participants feel they “own” the report, that they “identify” with it, is to distribute the first draft to all of them and ask them to make corrections and additions. This would help you to avoid losing some of the content of the discussions and presentations.

On the other hand, the participants would feel responsible and much more committed to the result of the activity if they are involved in the preparation of the report. To present the whole richness of plenary and group discussions in a succinct form is not easy. It requires an exercise in synthesis - outlining the essence of a discussion, the main lines of argument, the main points of divergence, and, above all, identifying the real subject of the discussion.

Do not hesitate to cut down the final text of the report, if it is too long, by removing repetitions and keeping only the main idea of a lengthy statement. However, where facts are presented regarding the actual situation with respect to a certain issue, it would be better to keep the detail, as sometimes apparently minor details may have a major value for a reader.

The Event Coordinator will work on the report and can ask for help from the PrepCom. Do not wait too long after the end of the activity, because many of your impressions and

memories will fade away, and the message will not have the necessary persuasive force. There are also deadlines to meet for particular funders.

## EXPERTS' INPUT AND REFERENCE MATERIAL

Your report (or parts of it) may be published one day. In this case, but also out of respect for the law, please indicate the source and the authors of all reference material you have used (copies of articles, extracts from books, pictures and photos copied from printed sources). Be sure that your references are correct—written permission from the copyright holder might be needed in case of publication. If you include experts' lectures, indicate the name and address of the lecturer(s) and clearly separate the text of the expert input from the body of the report.

## APPENDIX V- SAMPLE BUDGET/FINANCIAL REPORT

This is just a sample, the methodology used, and the names of the categories can be often found in the guidelines sent out by the donors.

	Expenditure					
	Preparation		Activity		Follow up	
	Amount	Description	Amount	Description	Amount	Description
<b>Travel/Accommodation</b>						
Participants travel			8750	25 participants, 350€ per person on average for European participants		
Participants accommodation and meals			9000	25 participants, 6 nights, 60€ p.P/p.N		
Travel Team and Trainers	2100	6 IPC members, 350€ per person on average	3150	6 IPC members and 3 trainers, 350€ per person on average		
Team and Trainers accommodation and meals	1080	6 IPC, 3 nights, 60€ p.P/p.N.	3420	a) 6 IPC members, 7 night, 60€ p.P/p.N b) 3 trainers, 5 night, 60€ p.P/p.N		
Travel other (interpreters ...)			180	60€ for visa costs for 3 participants		
Other accommodation and meals			400	Local transportation during local visits		
Visa costs						
Local transportation						
<b>Sub-total</b>	<b>3180</b>		<b>24900</b>		<b>0</b>	
<b>Fees</b>						
Trainers/experts			1500	Trainer/External Resource Lead (CoE trainers' pool) will work for 3 working days and 500 € per one working day.		
Translators/interpreters						
External experts						
Other contributions						
<b>Sub-total</b>	<b>0</b>		<b>1500</b>		<b>0</b>	
<b>Material/Administrative costs</b>						
Equipment/room hire						
Equipment/office supplies			800	Hire of the room for the activity		
Translation/interpretation						
<b>Sub-total</b>	<b>0</b>		<b>800</b>		<b>0</b>	
<b>Communication/Visibility</b>						
Printing			200	Printing materials for participants for the activity	400	Printing of publication Mozaik.
				Design and spread of a promotional poster and video of the activity		Design and elaboration of publication Mozaik. The structural grant received by our organisation is used to cover the office rent costs and staff salaries cost. We include the Mozaik production costs under this work plan as it is directly linked to the work plan activities implementation. This is already approved practice from our previous work plan applications and reports.
Brochures/flyers/publications (concept/design)			800		1000	
Web site						
Phone charges						
<b>Sub-total</b>	<b>0</b>		<b>1000</b>		<b>1400</b>	
<b>Other costs</b>						
Bank fees						
Other			600	Dinner in the city	500	Posting costs
			3700	5 volunteers will be working for 370 hours during the project preparation, implementation and follow-up phases of the project. We will provide a detailed report of the hours worked by the volunteers individually for the each phase of the project in the final report. For the determined average hour please see our answer below in the next section of the Budget of the VEF		
VTR						
<b>Sub-total</b>	<b>0</b>		<b>4300</b>		<b>500</b>	
<b>Total</b>	<b>3180</b>		<b>32500</b>		<b>1900</b>	
				<b>Total expenditure (= total income)</b>		<b>37580</b>



# APPENDIX VI- PREPARATORY COMMITTEE CHECKLIST

## Things that should be on your Task lists

Title	Description
<b>Preparatory team</b>	
Publish call for applications	This includes a text for the website and further promotion and a survey where people can fill in their personal data.
Choose team members	In this process also include ERC members, include them as team members or in decision taking.
First call	The team should get to know each other, first expectations should be expressed here and an introduction to the process should happen, beforehand information on the current status of the preparations and the documents from application and donor should be sent out to everyone.
In Person Meeting	Start soon to find dates for a preparatory meeting, this is very important not just for a successful event, but also for the working mode of the team
Travels	Don't forget to book tickets early for prep meeting and event (arriving 1/2 days earlier)
<b>Location</b>	
Accommodation	Look for Youth Hostels, Church Houses etc. Also ask them for deals including meeting room and food. Compare the best options. The local SCM should help you to research.
Meeting venue	A good meeting room should be big enough also to host creative activities, small group work and informal activities. Asking whether the equipment (posters etc) can stay there over night is very helpful. Often also technical equipment (Flipchart, Projector...) can be rented out or is already included in the rent.
Catering	Ask Hotel or meeting venue for options. Don't forget coffee breaks, they are very important for group dynamics
Special needs	Communicate special/dietary needs with the Hotel and Caterer
Hotel for Speakers	Book accommodation for speakers, it should be single rooms
<b>Preparatory meeting</b>	
Time	Start looking for a date soon
Place	Try to use the same venue and accommodation as for the event itself. This helps you to design sessions and activities.
Program	Depends on the state of your preparations, ask also the team for their interests. And make sure to take time for team activities.
Invite guests for prep meeting	Such as hosting movement other resource people.
Create welcome pack prep meeting	sum up all info on the meeting, agenda, how to get around,...
<b>Participants</b>	
Identify Target Group	Who should be the participants of the training? What criteria should we apply in the selection? How can we promote the call?
Write call for applications	Produce a call for applications and an application form
Create conference poster	Produce a poster for the conference to advertise for the event
Publish and promote the call	Promote the call well, the links coordinator and communications officer can help you in this. Also approach individuals and post the call in old event facebook groups. Also send reminders some time before the deadline. A good amount of time until the deadline is 3-4 weeks.
Choose participants	Keep in mind the target group you identified in the beginning and the criteria that might come from the donors, but also from within the team. Other ERC members can help you in commenting on participants of previous events.
First communication wave	Inform participants on them being accepted, ask them to confirm their participation again, you can also ask them already for their travel details
Confirm tickets	The participants should propose tickets before booking in order to keep the costs low.
Email declined participants	Inform them maybe after the accepted participants have confirmed their participation. In case they do not confirm, a waitinglist is helpful
Second communication wave	Thematic preparation, last travel arrangements, include them already in prayers, energizers etc.
Third communication wave	Welcome pack
Collect travel options	This helps you to keep track on who arrives when and who could travel together, it can be included in the welcome pack
<b>Program</b>	
Identify Topic	What is the topic of the conference? What aspects are of importance? How do we understand the topic and our role in delivering the training?
Identify Objectives	What should be the objectives of the training, what should participants learn.
What elements should be part of the program	What methods, topics etc. would you like to include in the program? It can be a short idea, a method, a game, a topic, a speaker...
Design the program flow	How do these above mentioned elements go together? How can we make a program out of the ideas that makes sense as a whole.
Identify speakers	Who can be invited as speakers
Design sessions	Write a detailed program, including precise descriptions of each sessions. This helps to keep track of the activity and preparations
<b>Further steps</b>	
Email Address	Create an Email Address for the Team. Everyone should be able to access it, but the communication should follow rules (one or two people sharing the communications, marking not-answered messages as unread...). The team should be regularly informed about what is happening and emails should be checked daily.
Create a Poster	A poster is important for the promotion of the event, the call for applications and the meeting itself. Remember to include the logos of the donors.
Welcome pack	Should include the program, travel instructions, travel times of the other participants, reimbursement instructions, cancellation instructions, fun facts about the location, things to prepare, things to keep in mind, safe space guideline, sexual harassment guideline, vegetarian policy, contact information
<b>Reporting</b>	
Facebook Group	
update finance sheet	indicate finances of prep meeting in the sheet constantly, this helps to keep track on the finances
Room Allocation	Try to mix them up.
Evaluation	There should be a session included in the program and a written online evaluation should take place.
Write the report	The guidelines are provided by the donors, the whole team should be included in writing the report.
Prepare the certificates	A certificate is a good thing to be provided to the participants and a letter of recommendation for the team members.

# APPENDIX VII- SAMPLE CONFERENCE FLYER

CALL FOR PARTICIPANTS, WSCF-EUROPE CONFERENCE  
**"HUMANITY RECLAIMED: YOUTH PERSPECTIVES ON DIVERSITY AND INCLUSION"**  
 29 NOVEMBER – 6 DECEMBER 2018  
 THESSALONIKI, GREECE  
 APPLICATION DEADLINE: 15 SEPTEMBER  
 MORE INFORMATION: [WWW.WSCF-EUROPE.ORG](http://WWW.WSCF-EUROPE.ORG)



WSCF COUNCIL OF EUROPE EYF

**"Confessing Church today - Combating right wing populism as Christians"**  
 WSCF-Europe and Council of Europe Study Session  
 European Youth Centre Budapest, Hungary  
 4th-8th May 2020  
 Application Deadline: 1th March 2020  
 For more information visit: [www.wscf-europe.org](http://www.wscf-europe.org)



WSCF COUNCIL OF EUROPE



Call for participants, WSCF-Europe Youth Meeting:  
**"CHALLENGE IT: Exploring Approaches and Innovation for Combating Youth Extremism"**  
 2-6 November 2019  
 Utrecht, Netherlands  
 Application deadline: 15 September  
 For more information visit: [www.wscf-europe.org](http://www.wscf-europe.org)

WSCF COUNCIL OF EUROPE EYF

**CALL FOR PARTICIPANTS**

*If you want peace, you dont talk to your friends, but to your enemies.*  
 DESMOND TUTU

*We see futures cut short and potentials unrealised... We must not let this be... We have to hope too much in the potential of our children to leave things as they are.*  
 NELSON MANDELA & GRACA MACHEL

*Peace cannot be kept by force; it can only be achieved by understanding.*  
 ALBERT EINSTEIN

**HOW IS PEACE POSSIBLE?**

22-26 OCTOBER 2018, FRANCE (STRASBOURG)  
 APPLICATION DEADLINE: 30 JUNE  
 MORE INFORMATION: [WWW.WSCF-EUROPE.ORG](http://WWW.WSCF-EUROPE.ORG)

WSCF COUNCIL OF EUROPE

## APPENDIX VIII- SAMPLE APPLICATION QUESTIONS FOR PARTICIPANTS

The Online application form can be tailored for each event. Some questions that are standard include:

- What is your motivation for taking part in the conference?
- We will have participant-led workshops exploring the theme in using creative methodologies or focusing on particular regions. Would you like to lead an interactive workshop for approximately 10 people? If YES, please describe your experience of leading workshops, your ideas for the workshop and any equipment you will need.
- One of the main goals of WSCF conferences is to spread information and tools on the theme to SCMs and churches. How will you, as a delegate, share what you've learned at this conference?

### SAMPLE

- Email Address

#### Personal Details

- First name: \*
- Last name: \*
- Date of birth: \*
- Gender: \*
- Preferred Pronoun: \*
- Country of origin: \*
- Place of residence (full address): \*
- Phone number : \*  
Please include country code, for example (+38).
- Profession / Study: \*
- Religious Affiliation/Denomination: \*  
If applicable.
- What WSCF-member movement do you belong to?

#### Special Needs

- Contact person in case of emergency: \*  
Please include name, contact details and your relation to the person.
- Dietary needs: \*  
Please note that at the event, vegetarian food will be served as default. Please inform us about your special dietary needs (e.g. food allergies, vegan, kosher diet, etc.).
- Disability: \*  
Do you have any health condition or disability that we should take into account to enable your participation at this event? If so, please explain how we can make your full participation possible.

#### Motivation to join

Feel free to answer the following questions in as much or as little detail as you find necessary.

- What is your motivation to apply for this training? \*
- What is your relation to the topic "XXX"? \*
- How would you like to contribute to the training (practically and theoretically)? \*
- What would you like to learn during this training? \*

**Information Release: Can your contact details be stored in our database? \***

Please note that we will never pass on your details to a third party. Information stored on our website is to enable us to stay in contact with you after the event!

- Yes
- No

**Photo and press release information \***

I grant permission to WSCF-E to release the following information about me. This information, unless otherwise specified, may be used for publicity, fundraising, or other purposes related to our work. I understand that only items with a corresponding “Yes” circled will be released.

	Yes	No
Photos		
Quotes		

My name used as a reference for future WSCF-E participants

- Yes
- No

Where did you find the information about event?

- WSCF social media
- WSCF website
- Friends, family, word-of-mouth
- Other media
- Other:

I would like to subscribe to:

- WSCF-E Newsletter

## APPENDIX IX- SAMPLE PRESS RELEASE

Together with the Staff the PrepCom can use the below example as a template for writing a Press Release before the event begins. As a PrepCom, you can decide if you'd like to release local press releases in the local language, press releases during the event, and following the event. The office has a database of European-wide church news contacts that the release will be sent to.

### PRESS RELEASE

For immediate release: 17 October 2011

Christian students link communication, gender and faith

Photo opportunity: 24-28 October

Approximately 40 university students from across Europe will gather in Løgumkloster, Denmark to join an ecumenical dialogue about the how their gender is communicated through language, culture and faith.

"I envision this conference being a safe space for exciting and challenging ideas and discussions around the issues of gender, communication and faith, and where those three meet", says Paul Crome (22 Protestant), WSCF Europe Gender Coordinator and chair of the planning committee.

WSCF Europe's vision of "Living faith together for justice" is intrinsic to all their work but especially in this conference where students will challenge the power that language can have in discriminating genders.

Gabriela Bradovkova (24 Catholic), questions in her blog leading up to the conference: "The same words, different genders, different reactions, different judgment... unequal tolerance? And consequently, can we speak about a gender power in language? What does it say about our society? Does it say anything relevant at all?"

Over the four-day event students will listen to experts and each other having fruitful discussions learning from one another and answering the questions posed above. Like all WSCF conferences students will build friendships across borders and cultures.

#### Notes

1. Pictures, interviews and more detailed reports are available upon request following the event.
2. WSCF-Europe is a network of twenty-four Student Christian Movements (SCMs) in countries across Europe. It is part of the World Student Christian Federation (WSCF), a global federation of over 100 SCMs. WSCF's key values include social justice, youth leadership, ecumenical dialogue, and gender justice.
3. Communicating Gender was one of two annual conferences organised by WSCF-Europe and will be attended by nearly 40 students and young people from SCMs across Europe. A senior friends (alumni) event will take place at the same time. It was held in Løgumkloster, Denmark from 24.10.-28.10.2011. The conference was funded by the European Youth Foundation (EYF), the World Council of Churches World Youth Programme.

## APPENDIX X- EVALUATION FORMS AND IDEAS

### SAMPLE EVALUATION FORM FOR THE ENTIRE EVENT:

#### PART 1. PREPARATION

A: Did you get enough practical information before the Assembly (what to bring, how to get there, etc.)? Yes No

B: Did you receive enough materials about programme and its parts? Yes No

C: Was the communication sufficient? Yes No

Comments:

#### PART 2.

Please evaluate on a scale from 1 (worst) to 5 (best). Additional comments are mostly welcome!

##### **The venue**

Accommodation 1-5

Food 1-5

Surroundings 1-5

Other comments:

##### **The programme**

Opening worship 1-5

Ecumenical worships 1-5

Denominational worships 1-5

The social activities (parties, the atmosphere) 1-5

Senior Friends' presence in the meeting 1-5

##### **First day**

Introduction to the venue and theme 1-5

Lecture XXXX 1-5

Workshop I (write the title of the workshop here, please) 1-5

Lecture XXXX 1-5

Intercultural evening 1-5

##### **Second day**

Workshop II (write the title of the workshop here, please) 1-5

Excursion 1-5

##### **Third day**

Lecture XXXX 1-5

Workshop III (write the title of the workshop here, please) 1-5

Lecture XXXX 1-5

Roleplay 1-5

##### **Fourth day**

Bible Study 1-5

Student panel 1-5  
Lecture XXXX 1-5  
Workshop IV (write the title of the workshop here, please) 1-5  
Movie 1-5

### **Fifth day**

Workshop V (write the title of the workshop here, please) 1-5  
Brainstorming for the future 1-5  
Final party 1-5

### **Additional comments:**

Do you feel you know more about the topics of XXX after this conference? Yes No Already knew

Do you feel you know more about WSCF after this conference? Yes No Already knew

Did you learn some skills in XXXX? Yes No If you answered yes, please explain:

Please explain your experience at the conference (including positives and negatives):

---

### **PART 3.**

#### **The future**

Would you participate in another conference? Yes No

Would you be interested in serving on the preparatory committee for an upcoming conference? If yes, please sign up on the provided sheets Suggestions for topics?

What kind of activities would you like the WSCF Europe to create in the future?

Final additional Comments:

### **OTHER EVALUATION METHODS:**

- What's good—what's bad?  
Participants are requested to name one point (or more) of the conference that was good and one point that was bad. Or—if it is an evaluation halfway through—one point that is good and one point that may be improved.
- “Phonogramme”  
Participants stand in a circle. One of the organisers indicates different heights with his or her hand, corresponding to different appreciations: low=bad, middle=so-so, high=good. When one of the organisers says a particular part of the conference (lectures, board & lodgings, cultural programme, atmosphere, etc.) the participants indicate their appreciation by humming when the organiser's hand is at the corresponding height. Moving his/her hand up and down, a “phonogramme” is thus developed, for all to hear while no-one opens his/her mouth visibly.
- Circle Evaluation  
Participants stand in a circle. The question is: how did you experience e.g., the social life of the group? They have to step forward—a bit or a lot—to express positive feelings, or to step backward to express negative feelings.

### **DAILY EVALUATIONS:**

At the end of each day it can be a very good idea to get a sense of the group so that changes can be made for the coming days of the event.

- Happy/Unhappy Faces  
Hand out a small slip of paper with the following emoticons: :-):-/:-( Ask participants to circle their feeling towards the day and write one sentence regarding their experience or thing they would like to see improved.
- Short Evaluation
- Hand out a short form with the following questions: How has the day been on a scale 1-5? What do you look forward to tomorrow?

## APPENDIX XI- SAMPLE VISA INVITATION LETTERS

To: XXXX Subject: NAME trip to LOCATION DATE

Dear Sir/Madam,

I am writing to confirm that NAME – date of birth DATE, ADDRESS, will travel to XXX to participate at a conference of World Student Christian Federation (WSCF) Europe region of which the LOCAL SCM is the hosting member. HE/SHE is attending this meeting as a participant from HOME COUNTRY and is invited by WSCF Europe and LOCAL SCM. Therefore, he/she will be reimbursed for all the travel costs related to this trip and also his/her insurance is covered. The data of NAME passport is following: Number: Date of issue: Date of expiry: Issued at:

The World Student Christian Federation is a movement of young Christians of over a hundred years standing and has brought together young Christian leaders from partner churches, partner organizations and specific individuals from around the world for ecumenical exchange visits and trainings. None of the visitors have overstayed their welcome. During her staying in LOCATION, NAME's accommodation and all unexpected costs of the visit will also be covered by WSCF Europe.

The venue of the meeting is: ADDRESS

The hosting organization is: LOCAL SCM ADDRESSSS Contact Person: E-mail: Phone:

On behalf of: World Student Christian Federation – Europe Region

We hope that NAME travelling to LOCATION should not meet any difficulties. As the conference will start DATE, we kindly request that her visa application will be handled with urgency.

Please do not hesitate to contact us if you require any further clarification.

Yours faithfully,

SCM CONTACT PERSON    WSCF REGIONAL SECRETARY SCM    WSCF Europe

## APPENDIX XII- SAFE SPACE GUIDELINES

**WSCF Europe aims to create safe spaces for intercultural and ecumenical dialogue. A safe space is where everyone feels respected and is able to learn by stepping out of their comfort zone. They are free of intimidation, fear and harassment. Safe spaces give you an opportunity to learn by stepping out of your comfort zone.**

Safe spaces are created together. Everyone who attends our conferences is responsible for making sure there is always safe space.

During times of discussion, it's everyone's responsibility to make sure that those around them feel safe.

- Be willing to speak up if you feel unsafe. Chances are someone else feels the same.
- Make sure those around you have the opportunity to speak, while remembering that no one should be forced to share,
- refrain from judging the individual or from making broad judgemental statements. Confidentiality after a discussion is essential.
- Don't reignite a sensitive discussion outside the context of small groups or plenary discussion.
- Keep in mind that most participants are speaking a second language, so they may express their opinion in a harsher way than they intend.

Please let someone know if you feel unsafe for any reason. You can speak to a pastoral care person, or a member of the conference leadership team.

### WHAT IS A SAFE SPACE?

A place where anyone can express themselves without fear of being made to feel uncomfortable, unwelcome, or unsafe on account of biological sex, race/ethnicity, sexual orientation, gender identity or expression, cultural background, age, physical or mental ability or religion or denomination; a place where commonly agreed guidelines protect each person's self-respect and dignity and encourage everyone to respect others.

Three keys to creating safe space are:

- Respect
- Confidentiality
- Active Listening

***Always remember the Golden Rule: "Do unto others as you would have them do unto you"***

### RESPECT

Respect is a regard for the rights, dignity, feelings, wishes, and abilities of others. It is possible to respect another person while disagreeing with their point of view.

## CONFIDENTIALITY

To make the conference and ERA a safe space for everyone, we ask you to respect the confidentiality of every individual at the conference and not to repeat personal details or stories shared by other participants outside the conference.

## ACTIVE LISTENING

Active listening helps to create a safe space for dialogue. It is a way of listening and responding to another person that improves mutual understanding.

Active listening means you give your full attention to listening to another person, rather than thinking about how to respond. Once they've finished speaking, summarise what they've said, and ask questions to make sure you've understood them.

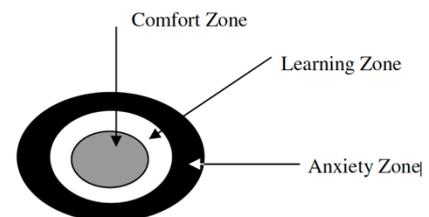
- Look at the speaker directly
- "Listen" to the speaker's body language • Keep your posture open and inviting
- Allow the speaker to finish
- Summarize the speaker's comments
- Be candid, open, and honest in your response

## COMFORT ZONES

You're in your comfort zone when you feel physically, mentally, emotionally and spiritually comfortable. Your comfort zone is a place you know very well.

Sometimes to learn and experience new things we have to step out of our comfort zone, which is both exciting and frightening.

- The comfort zone - what you know and are comfortable with.
- The learning zone - challenges you and takes you out of the known.
- The anxiety zone - where you only feel uncomfortable and are no longer learning.



Tips for stepping out of your comfort zone:

- Remember it will feel uncomfortable, be ready for it!
- Learn to recognize the boundaries between comfort and learning, and learning and anxiety
- Do it in a safe space with other people where you can talk to others about it

## APPENDIX XIII- SEXUAL HARASSMENT GUIDELINES

BELOW YOU WILL FIND A SHORTENED VERSION OF THE SEXUAL HARASSMENT GUIDELINES, IT SHOULD BE GIVEN TO EVERY PARTICIPANT – THE FULL BOOKLET VERSION SHOULD BE READ BY ALL PREPCOM MEMBERS AS WELL AS THE PASTORAL CARE PERSONS.

### RESPECTING HUMAN INTEGRITY

#### SEXUAL HARASSMENT GUIDELINES OF WSCF EUROPE

WSCF Europe should be an open and safe space where we meet each other in Christian community, respecting each other and free from intimidation. However sexual harassment is a reality in our lives and in our churches. Therefore, these guidelines intend to raise awareness as the first step to preventing harassment from happening. They also provide a way of dealing with it if it does occur.

The sexual harassment guidelines are not aimed at controlling consensual behaviour between people - but both people must consent.

### CULTURAL DIVERSITY

Created all in God's image, we are still different. This diversity is a great richness which we can learn from and celebrate together. In a cross-cultural context we have different ways of behaving and approaches to people, spiritual traditions and cultural backgrounds. Meeting together we cross the borders of difference, but we have to take care of each other and not impose our ways of being on others.

What is normal and friendly for one person can be a hurtful invasion of space for someone else. Relying on your culturally based common sense may not be enough, as words, phrases, signals and gestures may carry different meanings in different cultures. So be sensitive and aware of other peoples' feelings, so that everyone in the group can feel comfortable.

### WHAT IS SEXUAL HARASSMENT?

Sexual harassment is deliberate or repeated unwanted verbal comments, gestures or physical contact of a sexual nature that is considered to be unwelcome by the recipient. It can be verbal, from unnecessary comments on dress and appearance or "jokes" to offensive language, propositions or verbal abuse. It can be non-verbal, from unwelcome staring, gestures and touching to physical assault.

In the great majority of cases men harass women. So sexual harassment is more than an individual matter – it reflects a wider pattern in society. However harassment can also occur between people of the same gender or women harassing men.

The experience of the person is what counts, and this depends on each individual and the context. Harassment is not what someone intends to do, but their action and its impact on how the other person feels about it.

## WHAT TO DO IN A CASE OF SEXUAL HARASSMENT?

Silence is the best friend of violence - any sexual harassment is a violation of the person. If someone feels sexually harassed, do not remain silent. Ignoring sexual harassment does not make it go away but, indeed, it makes it worse as the harasser may misinterpret a lack of response as approval of the behaviour. There are several things that can be done to stop the sexual harassment:

- Do not blame yourself. Sexual harassment is not something you bring on yourself;
- Do not delay - this only increases the possibility that the behaviour will continue;
- Do not hesitate to seek help - it is probable you are not the only one being harassed, so speaking up can prevent others from being harmed;
- If it is possible, try and tell the harasser to stop yourself;
- If you feel unable to do this, no-one should blame you - talk to someone, anyone you feel you can trust;
- If you wish you can speak to a named responsible person, who will be at every conference. They will listen to you and help you to deal with the situation, confidentially;
- If the harasser does not stop, the named person in consultation with the PrepCom will ask the harasser to leave the event.

THE WHOLE COMMUNITY IS RESPONSIBLE FOR ONE ANOTHER - HARASSMENT DAMAGES OUR WIDER COMMUNITY AS WELL. EVERYONE SHOULD LOOK OUT FOR SIGNS OF SOMEONE BEING HARASSED, SUCH AS WITHDRAWING FROM THE GROUP. IF YOU SEE OR HEAR OBVIOUS HARASSMENT, IT IS YOUR BUSINESS AND YOUR RESPONSIBILITY TO TELL THE HARASSER TO STOP OR TELL OTHER PEOPLE. DON'T WALK PAST IT.

## APPENDIX XIV- ICE-BREAKERS, WORKING METHODS AND GAMES

Use the following ideas and activities in a creative way and adapt them to your needs!

### GETTING TO KNOW EACH OTHER

- **Interviews with collage**

In pairs. Participants are asked before the conference to bring along magazines with colourful pictures. One person makes a collage about the other person, using information acquired through interviewing the other person. When everyone is finished, all collages are presented to the group and can be stuck on the wall.

- **Portraits**

In pairs. A sheet of paper is folded in half. Person A draws the left part of the face of person B; person B draws the right part of the face of person A. Each write down some characteristics s/he imagines when looking at the face of the other. For example: extrovert, serious, relaxed, scholarly, emotional, etc. When both of them have finished (not before!), the drawings plus comments are shown to each other and talked about. Before drawing, indications of the hairline, eyes, nose and mouth are made in the middle of the paper. When drawing and writing, only one's own half of the paper should be visible. N.B. The partners should not know each other. Still, they should feel at ease, because it can become personal.

- **Question Time**

Everybody writes down on a piece of paper one question. For example: What is the first thing you do in the morning? What hobbies do you have? Which famous person would you like to meet? When did you last cry? The questions are put in a bucket, and participants—one after the other—take one of the slips of paper, read the question, answer it and put it back into the bucket.

- **Dominos**

One person in the groups starts by announcing two personal characteristics: “On my left side I have two brothers, on my right side I play the piano.” Then someone else who shares one of those characteristics takes this person's left or right hand (according to the characteristic they have in common) and adds a characteristic of their own on the free side—for example, “On my right side I play the piano and on my left side I love skiing.” If a stated characteristic is not shared, find another one. In the end you have a circle in which everybody is linked to everybody else. People may put their arms round each other, lie down, etc. Play quickly.

- **Travel stories**

Much can happen before participants actually arrive. They may have met problems with visas, public transport, luggage, humiliating customs officers, etc. It is good if they can tell their stories, in plenary or in pairs. Everyone should first give her/his name!

- **Hospitality: How Do We Welcome?**

All the participants sit in a circle. They receive badges on which they write their names. The badges are collected and put in a basket. Then person A has to pick out one badge, say the name, B, and find the person. Before pinning on the badge, person A has to be welcomed by person B. After that person B picks out a badge, etc. Different ways of greeting (handshakes, hugs, kisses), different attitudes (a warm welcome, a distant welcome), different offerings (water, coffee, meals), etc.

- **Quality Initials**

Each person thinks about one or two initials of her/his name (e.g. Chris Grant: “C” and “G”) and finds affirming qualities that describe her- or himself, corresponding to those letters (e.g. “cheerful” and “generous”). Everyone shares her/his name and qualities.

- **The Name Game**

Every participant tells her/his name and favourite colour/food, etc. Two groups are formed. A sheet goes up between the two. One person sits on either side of the sheet. The sheet goes down. Whoever names the data of the person in front of her/him first, wins.

- **Names and ...**

Members of the group give their name and also tell one of the following:

- something new and good that has happened to them during the last week,
- something that they are excited about at present,
- the name of a person (or a group of persons) they like to greet (friends, heroes, etc.),
- two simple and silly characteristics which a foreigner might associate with their country (e.g. Switzerland = watches and hiking; Russia = vodka and fur hats). Are these things an important part of their identity?

- **Snowballs**

Give everyone a sheet of paper and ask them to put it on their head. Ask people to draw a self-portrait on their paper, while it's still on their head. Then ask everyone to take the paper off their head, but not show anyone. There will be lots of laughter at this point. You can now get people to write something on their sheet by way of introduction to the session. For example if it was a session on the Bible you could ask people to write their favourite/least favourite Book or if you just wanted people to get to know each other they could put their favourite country or food, or three words that describe them. Then you all screw up your pieces of paper, have a paper snowball fight, pick up a piece of paper and try and return the picture to the owner. Afterwards you can go around and people can read out loud what they wrote on their sheet of paper as a way of introducing the workshop.

- **People Bingo**

Create a grid Bingo Sheet that has a different description in each box. Things like

“someone who likes broccoli” or “someone who doesn’t live in the country they were born”. Each person needs to find someone to match each description and write his/her name in the box. The winner is the first to write names in every box, and to have them checked and verified by the group.

## EXPECTATIONS

Two questions are asked: “Why did you come here?” and “What does your movement want you to bring home?” The participants receive a paper cut in the shape of a footprint and are asked to write short answers to the questions on them. Participants stick up their answers on the wall creating a path “to the event” and “from the event”.

A variation can ask the same questions, but participants receive two sticky notes and are asked to write short answers to the questions on them. Two large sheets are put up, one marked “WHY,” the other “WHAT.” Participants stick up their answers on the corresponding sheet. Then comes a second request: “Organise the answers.” After some discussion, similar definitions could be placed together, common aims and motivations identified, etc.

## CULTURAL EVENING

The cultural evening is a substantial part of WSCF conferences; it is not really a ‘working method.’ Participants are asked to bring traditional national food and drinks to the conference, which are put on tables during one of the first evenings of the conferences. This is the ‘minimal’ idea. You can ask participants to present the food to everybody. You can ask participants to prepare a story, song, a game, a dance, etc., for the cultural evening.

## MOVEMENT MARKET

Another fixed part of the programme is the movement market, at which the participants present their respective movements. They may put written information on a table, show short films or posters, t-shirts, etc. They may also be asked to tell in what way the SCM’s work is related to the subject of the conference. The cultural evening and the movement market may be combined, but if so, start with the presentation of the SCMs.

## WARMING UP /ICE-BREAKING

- **Musical Chairs**

The game with chairs and music. The number of the chairs is the same as the number of the players, minus one. While the music plays, everybody dances around the chairs; when the music stops, everybody seeks a chair. The person who doesn’t get a chair is out; s/he takes one chair with him and play continues to the last person. Fun music is important! Music may come from various cultures. You may introduce this game as an example of what happens in the world: we have limited resources and only the fittest survives...

- **Music & Imagination**

Everybody is moving in a big room, while nice and appropriate music plays. The leader tells everybody to imagine/act walking in the desert, rushing in Manhattan, moving in a pot with syrup, being blind, etc. • Game with socks in pairs, or with one pair volunteering. They have to take off their shoes and try to take away each other's socks.

- **Song Festival**

Ask for volunteers. They make a circle, facing outwards. There is one person inside, who has a hat/cap. As soon as s/he puts the hat on the head of one of the volunteers, this person immediately starts to sing a song. If not immediately, s/he is out. When the hat is taken away the singer stops. Another person gets the hat, sings a song until the hat is taken away. Etc.

- **The Atom Game**

Participants move about in a room, making clusters of 2, 4, 6 ..., until 30-40.

- **Body Parts**

Participants move, and the leader calls out to the participants to create small groups with various body parts that are allowed to touch the ground. For example: "3 people, 4 feet, 2 arms and a nose", or "6 people, 9 feet, 6 arms, 1 stomach"

- **Knots**

Everyone closes her/his eyes and moves together, each person taking another person's hand in each of her or his hands. When each person has two hands, then all open their eyes and try to untangle themselves without dropping hands. The group must work together to get out the knots. It leads to amusing situations because, although the group may end up in one big circle, most of the time there will be a knot or two in the circle, and even two or more circles, either intertwined or separate.

## CREATIVE WORKSHOPS

- **Statements I**

A statement is written down on a big sheet of paper (e.g. "Without the Church the world will perish.") Participants decide whether they agree or disagree and form two groups. One group tries to convince the other by arguing. If a person gets convinced by the arguments of the other group, s/he joins the other group.

- **Statements II**

Statements are written down on a big sheet and participants indicate to what extent they agree or disagree by putting stickers on the paper:

	Agree	Agree a bit	Don't know	Disagree a bit	Disagree
Statement I					

Statement II					
-----------------	--	--	--	--	--

In this way one sees the diversity of opinions clearly.

- **Symbolic objects**

Symbols can be used during workshops and worship. Participants can be asked beforehand to take a symbol with them. Examples: o Something to construct a Church. During the workshop/worship the participants explain why their object is (or should be) an important part of the Church. o A family photo that tells something about your youth. (Which can trigger personal talks.) o A recent photo of your own newspaper that tells something about your country, about the theme of the conference, about your own main concern, etc.

- **Movie/Video**

Before the video is shown, the participants get the task of finding answers to questions like: “Which person can you most identify with?” “Which dialogue strikes you?” “What do you think is the theme, the message of this video?” Etc.

- **Simulation game**

In a simulation game there is a given starting situation in the form of formal structures, procedures, tasks, etc. The participants are assigned a role in this situation and receive specific information related to the role. What happens after this starting situation is up to the participants. This working method takes a long time. An example of such a simulation game is a The Court, held during a WSCF conference on “500 Years of Resistance,” where participants from the Latin American and European regions discussed the European conquest of Latin America in 1492. There were the accusers, the defenders, the jury and the judge. OR a large group can be involved in a large-scale economics “game” that allows trading/manufacturing etc.

- **Dream or “Soap-Box” Session**

Such a session is possible when there is a relaxed atmosphere and trust. The group could, for instance, lay in a green, sunny meadow. Each participant is allowed to talk about anything s/he feels like, without anyone objecting, disagreeing or disapproving. People can vent their frustrations, convey their hopes and fears, express their likes and dislikes, without feeling condemned or judged for what they say.

- **Silent discussion**

On a big sheet of paper, one writes down a word or a statement. Others react by writing down around this word/words their associations or comments or questions. People can react to the reactions, etc.

- **Painting**

Every participant makes a painting about the theme of the conference. A specific task can be required: emotions, dreams, highlights, etc. Invite a workshop leader who has experience!

- **Photo association**

Put a number of photos on a table (a set of black & white photos is available at the European office) and ask the participants to pick out one or two photos that—according to them—tell something about ... the core of their faith, their SCM, the theme of the conference, etc.

- **Definition**

Each participant is asked to write down a definition of a word, e.g. 'communication', or a description of a concept, e.g. 'the vision of WSCF.' The participants are asked to share it with another person and to try and establish a common definition or description. This is repeated in fours, eights, etc. Finally, the whole group arrives at one common definition/description.

## BIBLE STUDY & WORSHIP

- **'Swedish method'**

A Bible text is copied, one copy for each participant. The text can be read aloud. Then everybody reads it again and makes signs on his or her own copy. For example: ? = I don't understand this sentence, this word, this part! = I think this is important \* = this is moving (or: this irritates me) After about 10–15 minutes, people can share their comments and feelings, and questions can be raised. A theologian may facilitate and help the group further.

## FOLLOW-UP

- **Letter of commitment**

Participants write themselves a letter at the end of the conference, in which they point out what they want to do with the experience of the conference (for themselves, for the SCM, for society). The letters are put in envelopes with the addresses and sent to them one month after the conference by the PrepCom or the staff.

- **Action-plan**

Participants make an action-plan for their SCM with an objective that is connected to the theme of the conference.

- **Interviews In pairs.**

They ask each other: what did you learn, what was the most inspiring, what are you going to do with this experience, what are you going to report to your SCM, etc.? This is written down and could be used for the conference newsletter, conference report, SCM magazines, etc.

## SAYING GOODBYE AND WEEK-LONG ACTIVITIES

- **Messages to each other**

This could be a nice part of the last evening. Every participant gets a (coloured) A4

paper on his/her back. Pens are available. People walk around and write down their greetings or messages on the backs of their fellow participants.

- **Secret Friends**  
Each person draws the name of another participant. Throughout the week they are asked to find creative ways of making the person feel welcome, giving gifts (without financial value), or making the person feel special. At the end of the week the secret friends are revealed.
- **Envelopes**  
A table of envelopes with each participant name on it are displayed and throughout the week participants can write notes and messages to individuals. At the end of the week the envelopes are given to each participant.

## APPENDIX XV- GROUP DYNAMICS AND LEADERSHIP

*(Resources: Branch-building book of the Australian SCM; WCC Resource Guide/GA Canberra; YWCA's Common Concern 12/97; Syndesmos Orthodox Youth Organisations Resource Handbook, "Working with Groups"; EELLTP Training Event 1993; David Kantor, Team Roles, 1996)*

Whenever we think about groups, we tend to consider what a group does, i.e. the content, without paying much attention to the process or how the group is achieving the objectives. There are good group processes and bad group processes. Good preparation beforehand contributes to a good group process.

### WHAT IS A GOOD GROUP PROCESS?

- Everyone participates positively in the work, able to share their relevant insights, ideas and experience.
- Suggestions are judged on their merit rather than on the status of the speaker. Every contribution is valued by first being responded to with empathy.
- The person with the most experience of the task or subject being dealt with plays an active role, but neither that person nor any other dominates the group. Each person takes full responsibility for what happens.
- At the end of the session, everyone feels satisfied with the group progress and with their part in it.
- The group has a strong identity and good cohesiveness.
- The results are the best possible; the group is effective.

### WHAT PREVENTS A GOOD GROUP PROCESS?

- People who dominate the discussion, making it difficult for others to take part.
- Discussions which become a dialogue between some participants, preventing the full participation of all.
- Constant interruptions—people should be able to complete what they have to say.
  - Over-intellectual or alienating language or behaviour.
- Repetition of points or ideas already covered.
- Gender dynamics. Relative participation of women and men.
- Some members of a group may have very clear and strong views on a particular subject, which may at times make it difficult for those who haven't formed clear views to develop their own. There should be sensitivity to this, and space for all to explore new ideas.

### WHAT HELPS A GROUP PROCESS?

- Suitable size

- Openness and honesty. Even in the face of conflict.
- Group members need to feel safe, accepted, relaxed. Then people will share, test out their ideas, etc.
- Realistic expectations. Not too high, not too low.
- Non-verbal communication: encouraging smile, nod of approval, laughter in the right place.
- Achieving something. People must feel they have achieved something for the group to be successful. If aim/direction of the group is not clear, however, lack of motivation and achievement could be the result.
- Good leadership: awareness of these forces in the group.

## SMALL GROUPS

Discussions in small groups, next to the plenary sessions, are a way of promoting greater participation of individuals during the conference. The variety of participants at a WSCF conference is high: in some parts of Europe people are more used to discussing in a foreign language and in plenary than in other parts. Small groups offer a less intimidating forum for discussion than a large group, in which usually only a few people participate. People tend to have more time and feel more comfortable in expressing their ideas in small groups. They also allow you to get to know each other at a deeper level.

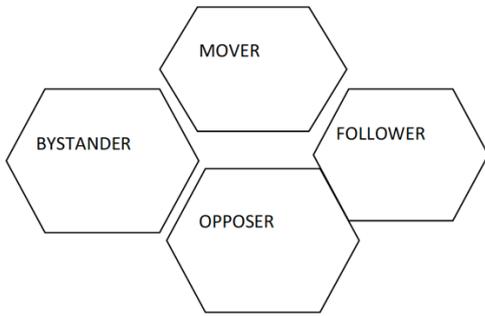
## THE TASKS OF A GROUP:

Generally speaking, a group session consists of the following:

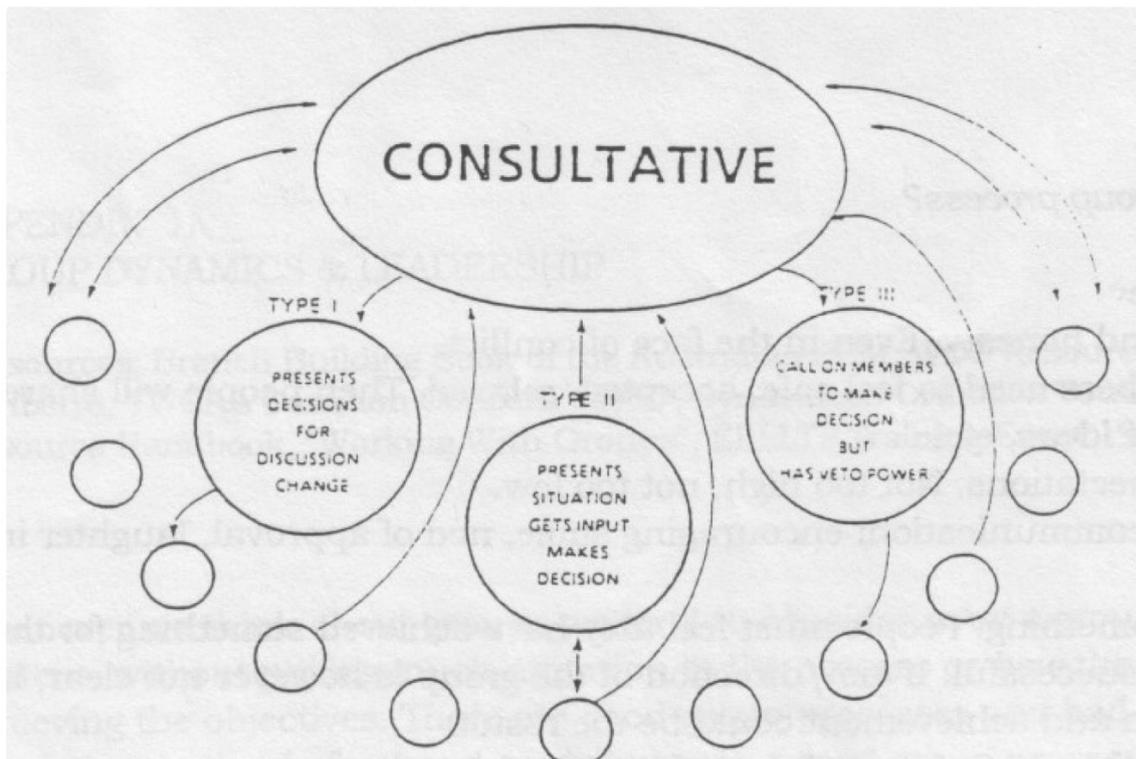
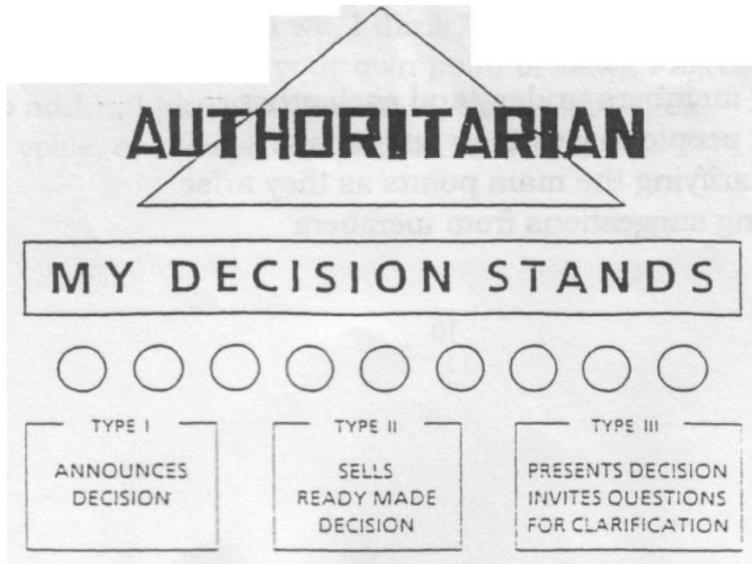
Information:	Giving and asking information and suggestions on topic
Opinions:	Giving and asking opinions
Explanation:	Giving and asking examples
Clarification:	Checking understanding, restating in different ways
Summary:	Summarizing, searching for consensus when needed
Decision-making:	There are different styles of decision making, from a more authoritarian to a more consultative approach

## TEAM ROLES:

In every group there must be one of each characteristic to complete the goals. They aren't personality dependant, but rather each person must assume one or another role as they see fit in order to make sure that there is direction, correction, completion and perspective on the task at hand.



Mover: Without Movers there is no direction  
 Opposer: Without Opposers there is no correction  
 Follower: Without Followers there is no completion  
 Bystander: Without Bystanders there is no perspective



## APPENDIX XVI- LIST OF ABBREVIATIONS

CEC	Conference of European Churches
CESR	Central European Subregion
CEUC	Conference of European University Chaplains
CF	Centennial Fund (of WSCF global)
ERA	European Regional Assembly
ERC	European Regional Committee
EU	European Union (not to be confused with the Council of Europe)
ExCo	Executive Committee of WSCF at the global level
EYC	European Youth Centre
EYCE	Ecumenical Youth Council in Europe
EYF	European Youth Foundation
EYJ	European Youth Forum
JECI–MIEC:	International Young Catholic Students—International Movement of Catholic Students (Also IYCS–IMCS)
NGO	non-governmental organization
NSR	Nordic Subregion
SCM	Student Christian Movement
Syndesmos	World Federation of Orthodox Youth Organisations
WCC	World Council of Churches
WSCF	World Student Christian Federation
IRO	Inter-Regional Office of WSCF
YMCA	Young Men’s Christian Association
YWCA	Young Women’s Christian Association