

## HANDBOOK

### For visiting an event officially representing your association

*(developed by the Youth Committee of the European Choral Association –Europa Cantat in 2008)*

#### *What to consider when visiting an event officially representing your association*

##### **A. Before the event**

- Plan your trip early enough in advance and book your flight early in order to reduce costs for your association or the event organisers (depending on who is paying the trip)
- Inform your association AND the organisers of the events about your arrival and departure times
- Prepare your travel (*do you need a visa? Passport? Is your passport/ID still valid? How do you get from the airport to the hotel / venue and back? Have the organisers booked a hotel for you or do you need to do so?*)
- Prepare your stay
  - o Do you have any official presentation to make? If yes - when and where? Do you want to use a powerpoint or video? Until when should you send it to whom? Do you want to distribute a printout of your presentation? Will you bring it or will the organisers on the spot do so? How many copies will be needed? Bring a paper where people on the spot can write down their e-mail address to receive a digital copy of your presentation
  - o Or will you be asked to hold a speech on behalf of your association? (When? How long? Who else is speaking? What do they want you to say?)
  - o Inform yourself about the programme and details (if possible)
  - o Contact the local organisers in advance with any questions you may still have
- Prepare your material
  - o Do you want to / should you bring information material of your association? How much? Who will send it where and when?
  - o Are there any “gadgets” that you could take to give away to different people you meet?
  - o Do you have any personal material, other infomaterial you want to take?
  - o Bring visiting cards if you have any
  - o Bring a camera or video camera (or make space on your mobile phone so that you can take pictures and make films)

## B. During the event

- Are you special guest or are you worker/volunteer?
  - o Depending on the answer, your tasks / the time you have available etc. will be different and also you may need different information
  - o Where will you receive the information you need?
  
- Prepare tasks if possible
  - o If you have to make a speech: prepare your notes and check them with the organisers
    - *(order to be checked!): Speak on behalf of your association / thank all people who have to be thanked (check this with organisers) / transmit greetings from your association / say a sentence in the language of the host country if you can (organisers can help you with this) / welcome the participants / express your joy about the fact that so many (young) people have come from so many different countries (if this applies)*
  
  - o If you have to make a presentation, make sure you have checked in advance which technique is available, go to the room half an hour earlier and check if your presentation is showing correctly, if the sound works, etc. / If you asked to make photocopies, ask where they are, make sure they will be at the venue when you need them
  
  - o Think of packing / wearing proper clothes – if you are not sure what is needed (there are cultural differences between different countries!) check with the organisers or with your association
  
- contact participants
  - o in advance e.g. via event Facebook pages
  - o during the events (e.g. via a blackboard, simply addressing them during meals or after a concert, , write down some questions you want to ask them (do you know our association? Do you know our youth work? Are you interested in participating in the decision-making processes of the association? Etc. )
  
- contact special guests
  - o via the guest office / protocol office if there is one
  - o during meals or after concerts
  - o tell them about your organisation, ask them what they are doing, check if there could be a common interest
  
- contact composers/conductors
  - o Think in advance what you want to ask – do you want to suggest them to another event? Do you want to learn something from them directly?
  
- contact local organisers
  - o Think in advance what you want to ask – do you want to learn more about how their event is organised? Or do you want to discuss a future project with them? Be aware of the fact that the local organisers usually have very little time!

- meet other members of your association
  - o Ask them if they have any question about what the association does / offers
  - o Do they have any wishes you could transmit to the Board / office?
- visit all possible events and take some feedback notes to report back to the Board/office of your association later
  - o Did you discover any great conductors / composers / choirs / ensembles?
  - o Would you like to recommend somebody for something specific?
  - o Would you like to give some evaluation feedback to the local organisers and to your own association about the quality, the venue, the repertoire etc.?
- Also write down important things about the event in general that you would like to take home for the federations, as suggestions tips etc. If you are at home you probably will have forgotten most of it
- enjoy your stay: this is the best promotion: positive attitude towards the event, the music and the effort put in the event

### **C. After the event**

- report about the stay to your association via mail or if they have a special form, through this form. The association may be interested in the following aspects:
  - o How many participants where there?
  - o How was the organisation on the spot?
  - o How were the guests treated? How was the information flow?
  - o How was the atmosphere?
  - o How was the quality of the participating choirs?
  - o How was the quality of the atelier conductors and of the atelier concerts?
  - o Is there an atelier conductor you saw at work whom you would warmly recommend for further ateliers or the festival?
  - o Were there any major problems?
  - o Is there anything your associatoin and the local organisers could learn for next time?

- Sonja
- *Send any pictures you may have taken to the EC General Secretariat – Sonja*
- *Send any contact-addresses of people to whom you spoke and who showed interest in further EC-activities or information - Sonja*
- Send a thank you message to the local organisers
- Don't forget to keep in contact with new persons you met and to follow up on promises you made!
  - o E.g. if you promised, put people in contact with other people from your organisation