

Hosting the 2022 FEPSAC Sport Psychology Congress

General requirements

In order to be a candidate for hosting the 2022 FEPSAC Sport Psychology Congress your society needs:

1. to be a group member of FEPSAC at the moment of submission of the candidature;
2. to submit **before December 1, 2018** to the FEPSAC Office (office@fepsac.com) a letter:
 - a. confirming the willingness to organize the congress,
 - b. the acceptance of the requirements stated in this document,
 - c. a summarized version of the information to be provided in the portfolio (see below).
3. to submit **before February 1, 2019** to the FEPSAC Office (office@fepsac.com)
 - a. a fully detailed portfolio as stipulated in this document (see below),
 - b. a letter by the President of your society acknowledging the full and continued support of the society for the candidature;
4. to attend a Managing Council (MC) meeting in order to present and/or discuss the submitted portfolio;
5. if selected as host for the 2022 FEPSAC Sport Psychology Congress:
 - a. to attend MC meetings (e.g. via skype) in the years prior to the Congress in order to update on the progress and to discuss content (e.g. pre-conference/applied workshops, social program, etc.) and organization together with the MC members.
 - b. to organise at least one on-site MC meeting in order to view the event facilities,
 - c. to advertise the event at least one year before it actually takes place (e.g., email lists, distribution of flyers or even presentations at international and national congresses/conferences).

Information to be provided in the portfolio

A. General

1. Special reasons/occasion for organising the event (e.g. anniversary of the national society of sports psychology)
2. Confirmation and acceptance of the theme as proposed by the FEPSAC MC.

B. Full contact details of applicant

Name, address, phone number, fax number and E-mail number of the official contact person.

C. General aspects of organisation

The portfolio submitted needs to confirm and ensure that:

1. English will be the official language (translation into other languages would be encouraged if local organisers can provide it);

2. Facilities and technical support are provided to hold the FEPSAC General Assembly (GA) and MC meetings (including the Past Presidents' Council);
3. Free board and accommodation (in individual rooms) in the hotel of the congress venue (or closest option if venue complex has no hotel) are provided for the members of the MC (from one day before to one day after the event, for business meetings);
4. Free transport from the closest major international airport and/or train station for the members of the MC to and from the congress venue;
5. Reduced fees for individual and group members of FEPSAC (including specific fees for students) are provided;
6. Reduced congress fees for participants from countries with low income or lower middle income, based on the World Bank Classification of the year before the congress
7. The congress theme and title, the congress topics, key note speakers, invited symposia, the scientific programme, the accompanying and touristic programme are developed and finalised following proposals by and in concordance with the MC;
8. The settlement of accounts is presented to the MC no later than two months after the closing ceremony of the event;
9. Contact is made with the FEPSAC Treasurer in order to ensure that FEPSAC receives within five months after the closing ceremony of the event a payment to its bank account of the 5% of the total amount of participants' registrations fees for the given event.
10. The congress registration fee includes the scientific program, coffee breaks and an opening and closing ceremony. There will be a congress website including the online registration procedure, the online registration payment procedure, the online submission of abstracts and the online proceedings. The congress proceedings (Book and/or usb stick) are ready before the start of the congress.
11. The host will offer opportunities for sport and recreation as well as child care.
12. The host agrees to conduct the congress in an environmentally protective way as best as possible.
13. The host agrees to provide the publisher of the official journal of FEPSAC, free of charge, with complimentary registration for one attendee or exhibitor together with suitable promotional space for the journal and related products at the congress.

D. Specific aspects of organisation

1. Organisation
 - a. Names and addresses of the members of the organisational committee.
2. Dates, venue and languages
 - a. Proposed dates;
 - b. Proposed venue;
 - c. Official language(s) if applicable, besides English.
3. Budget, registration fees
 - a. A realistic draft budget reflecting the economical feasibility of the congress;
 - b. Proposed congress fees including congress proceedings;

- c. Reduced fees for individual and group members of FEPSAC (including specific fees for students);
 - d. Sponsors.
4. Proceedings, publications, website
 - a. The website including:
 - i. the online registration procedure,
 - ii. the online registration payment procedure,
 - iii. the online submission of abstracts,
 - iv. the online proceedings;
 - b. The congress proceedings (Book and/or CD) to be ready before the start of the congress.
5. Facilities and accommodation
 - a. Is the congress venue within walking distance (maximum 15 minutes) from the hotel (place of accommodation)? If not, please specify;
 - b. Describe briefly the congress facilities (size and number of congress rooms; possibility for poster sessions; exhibition area etc.);
 - c. Describe briefly the facilities for sport and recreation;
 - d. Describe the opportunities for child care;
 - e. The number of participants that can be accommodated;
 - f. Describe briefly the standard of the accommodation;
 - g. Provide low rate accommodation for students and other participants;
 - h. The official support (e.g. governmental) for organising the congress;
 - i. The financial support;
 - j. Hosting (free of charge in individual rooms) one or two members of the Managing Council of FEPSAC to inspect the facilities.
6. Promotion of the event
 - a. Advertisement of the congress;
 - b. Contact with the media;
 - c. Contact with academic and sport/exercise related organisations.

- Document for FEPSAC group members -

Candidature for organising of the 2022 FEPSAC Sport Psychology Congress

To be mailed/sent before February 1, 2019 to the FEPSAC Office (office@fepsac.com)

Date and place of nomination (city),/...../20..... (day/month/year)
Name of group member (full name), (abbreviation)

As President I declare that (abbreviation of group member) submits its candidature to organise the 2022 FEPSAC European Sport Psychology Congress.

I hereby also declare that (abbreviation of group member):

- (a) has included all information as required by FEPSAC in the attached dossier;
- (b) will comply with the requirements as formulated by FEPSAC;
- (c) has appointed (Title Surname Initials Family name)/ (Title Surname Initials Family name) (delete what is not appropriate) as representative(s) of (abbreviation of group member) as contact person(s) on this candidature for MC;
- (d) will provide its full and continued support to this candidature during the selection process, and, when selected, in the preparation, organisation and follow-up of the 2022 FEPSAC Sport Psychology Congress.

In case this candidature is not successful for the congress in 2022, I would like my candidature to be considered for the congress in the year 2024: Yes No

In case this candidature is not successful for the congress in 2022, I would like my candidature to be considered for the congress in the year 2026: Yes No

.....
(Surname Initials Family name)

.....
(Surname Initials Family name)

.....
(Signature)

.....
(Signature)

...../...../20..... (day/month/year)

...../...../20..... (day/month/year)

Representative nominated to represent
the group member

President

FEPSAC

European Federation of Sport Psychology (IVZW)
Grasmarkt 105/39 (c/o EFPA)
Agora Galerij
B- 1000 Brussels

