

FEPSAC

European Federation of Sport Psychology (IVZW)
Pleinlaan 2
B- 1050 Brussels



ORGANISING A FEPSAC MANAGING COUNCIL (MC) MEETING

The Managing Council (MC) of FEPSAC meets, twice a year, normally in April/May and October/November. These meetings are organised across Europe.

Hosting a MC Meeting has **benefits** for the local organizer. The MC members will contribute to seminars, workshops, conferences or other activities commensurate with their roles and expertise free of charge for the organisers. Furthermore, the local host is not responsible for paying travel costs for the MC members.

The requirements to bid for hosting a FEPSAC MC meeting are:

1. The organiser shall provide accommodation, meals (breakfast, lunch, and dinner) and free transport to and from the point of arrival in the country, for the members of the MC.
2. Usually the meetings last four days (Thursday–Sunday) including arrival and departure days. The night between Saturday and Sunday must be included to secure cheap flights. Meeting on Thursday normally **starts at 14.00hrs**.
3. At least twelve hours on the programme must be reserved for MC meetings.
4. The bid of the (potential) host shall be submitted to the MC by email to the Secretary General with copy to the President. This should be received **four weeks** before the MC meeting which precedes the one the host applies for. Changes in the final programme can only be made in agreement with the Secretary General and the President.
5. Invitations to the program being hosted should be sent out at least three months before the meeting.
6. The invitation must contain the address, the email and the telephone (fax) number of the meeting place/hotel and the name of a person who can be contacted on the travel day (to announce delays etc). **It is recommended that the MC meeting is as close to a main airport as possible.**
7. The final programme shall be presented to the MC **no later than one week before the scheduled meeting**. If possible, the FEPSAC contribution to the local organisers should be in one block.

The application to host an MC Meeting must contain proposed date and city of the meeting. Questions with regard to hosting an MC meeting can be directed to office@fepsac.com.

President

Anne-Marie Elbe

Vice Presidents

Markus Raab

Xavier Sanchez

Secretary General

Nadine Debois

Treasurer

Antonis Hatzigeorgiadis

Members

Maurizio Bertollo

Rita De Oliveira

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Lina Vaisetaite

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