



PLANNING NATIONAL ASSEMBLY/LEADERS MEETING

GENERAL PLANNING: National Board, in collaboration with Local Board

SHARING OF RESPONSIBILITIES

VENUE:

When a local branch accepts to host a National Assembly/Leaders Meeting, the hosting branch decides on the best venue for its own convenience and informs the National Board.

The following needs to be taken into consideration:

- (i) Availability of sitting space for Delegates
- (ii) Availability of internet access (a guest password be generated for delegates' use)
- (iii) Availability of computer and projector for presentations
- (iv) Availability of space for snacks
- (v) Availability of toilet facilities and dust bins

TRAVEL:

1. National Board is responsible for travel expenses of Delegates from their cities to the city of the National Assembly/Leaders Meeting.
2. The various local branches are responsible for travel expenses from the place of residence to and from the airport, bus/train station, both to and from designated venue of National Assembly to the airport and/bus or train station.
3. Hosting branch is responsible for official local travel within the city of designated venue.

ACCOMMODATION:

1. Hosting branch is responsible for accommodation for Delegates. The cheapest option possible is recommended, taking convenience into consideration, where necessary.

FEEDING:

1. Hosting branch is responsible for feeding of Delegates.

FUNDING:

1. Hosting branch applies for support from University, International Office, Studentskampsnad, Student Parliament and other funding sources, including private companies and organisations, where possible.
2. Hosting branch shall communicate regularly with National Board for necessary advice and collaboration.

FINAL PREPARATIONS BY HOSTING BRANCH:

1. Registration space for Delegates
2. Name tags for delegates
3. Institutional Folders for National Assembly documents for delegates
4. Site map and directions from residence to venue, eating place and other vital areas of the city/campus
5. Arrival and pick-up group to welcome delegates and lead them to residence/venue
6. Telephone numbers of contact persons in case of need
7. Social event by hosting branch
8. Provision of security personnel, where necessary
9. Invitation of Rector/International Office, Student Parliament, Local Partners for opening speeches
10. Collaboration with National Board for a local person as Chairman if the National Board does not get any suitable person
11. Token of gifts for various speakers/partners at the event, where possible

National President

October 2011

