

A group of young people, mostly teenagers, are standing on a red running track. They are dressed in casual clothing like jackets, hoodies, and jeans. Some are wearing lanyards with ID badges. In the background, there is a large brick building with a grey fence and a green field behind it. The sky is overcast.

Session Concepts of EYP

Denmark

An outline of what is expected of Head Organisers, and what to expect as Head Organisers.

In this document you can find a *short* introduction to Head Organising, useful in the process of preparing an application to Head Organise a Regional or National Session of the European Youth Parliament in Denmark.

Please note: All Head Organisers are expected to participate in the HO-academy weekend taking place shortly after being selected. The date of the weekend will be decided by the HOs and board together, but HOs are expected to prioritise this event highly.



Regional Sessions

The core skeleton for REGIONAL SESSIONS in Denmark:

Regional Sessions in EYP Denmark have been decided to be a low-threshold introduction to EYP for all parties involved, Schools, Delegates and Officials alike. This includes Head Organisers. There are certain frames Regional Sessions are to fit into, in order for participants to be able to join, and the National Committee to be able to organize several events annually.

Specifications:

Time:

Regional Sessions are to take place in the autumn, between September and December. Date specifications are up to the Head Organisers to suggest and the National Committee to confirm.

In order for Regional Sessions to be as low-threshold as possible, Regional Sessions are to take place during a weekend, Friday-Sunday.

Location:

Regional Sessions are to take place in a localised area, with delegates from 3-5 schools within daily travelling distance. This way, schools can participate with a bigger pool of their students, and delegates can sleep at home. Schools get a better offer, and the Organising Team does not have to fundraise for accommodation.

Partnerships:

The event should take place at, or in close cooperation with, a host/partner school, willing to support or host the event. This school can be offered to participate with an entire class if needed. The partner-school should provide a contact person for the Head Organisers to stay in contact and coordinate with. The school should provide rooms for the core-programme of the event.

The event should *ideally* be supported by the municipality, at least with a municipality officer being able to guide or supervise the Head Organisers in their [Fundraising] process.

Fundraising and budget:

Fundraising for the Regional Session is a shared process between the Head Organisers and EYP Denmark. EYP Denmark will fundraise for and with the Head organisers, in order to provide at least 10000 DKK to each granted Regional Session.

It is completely possible to organise a Regional Session within the budget of 20 000 DKK, and for less than half if local organisers can accommodate foreign officials. If the local organisers are not able to provide sufficient



host beds, the session is depending on a local community house or budget hostel to accommodate officials. The necessary budget – and fundraising effort - will increase reflecting this.

Session pitch:

As Part of an application to Head Organise a Regional Session, the applicants should provide the following:

- Motivation Letter
- Short Vision for the Session
- ROUGH Budget outline
- Host school and school contact
- List of regional schools to invite



National Session

The core skeleton for NATIONAL SESSIONS in Denmark:

National Sessions in EYP Denmark are the main events of the organisation. This means that more dedication are needed from both Schools, delegates, Organisers and the National Committee. There are less limits to what a National Session can be, but also a greater responsibility with Head Organising one.

We refer to the **Policy on task division for National Sessions** for further clarification.

Specifications:

Time:

National Sessions are to take place in the winter/spring, between January and March. Date specifications are up to the Head Organisers to suggest and the National Committee to confirm.

In order for National Sessions to be the high-quality and high-recruitment events they can be, they should be organised with an orga-day, a CJO-day and minimum three days of core-programme for delegates. The General Assembly of EYP Denmark is held in continuation of the National Session, the day after the General Assembly. This makes it suitable for the session to end on a Saturday.

Location:

National Sessions can take place anywhere in Denmark, but preferably in a location with a high EYP presence/history. Schools from all over Denmark are invited, and all participants need to be offered accommodation. The selection of schools are coordinated by the National Committee, but Head Organisers can request for participants from a host school to be guaranteed a spot.

Partnerships:

The event could, but are not required to, take place at, or in close cooperation with, a host/partner school, willing to support or host the event. This is a clear benefit, both reducing costs and increasing school partnerships, but not a requirement if the Head Organisers have other feasible ideas.

The event should *most ideally* be supported by the municipality, and *at least* with a municipality official having agreed to guide or support the Head Organisers in their venue and fundraising process. A partnership with a municipality is a CLEAR advantage, but also not a definitive requirement here.



Fundraising and budget:

Fundraising for the National Session is a shared process between the Head Organisers and EYP Denmark, but with most of the weight on the Head Organisers. The Board of the National Committee will be at the disposal of the Head Organisers, but not provide the same direct funding as for the Regional Sessions. EYP Denmark will fundraise together with and with the Head Organisers.

Before confirming that the event will actually take place, the Head Organisers needs to get approval, a so called *Green Light*, from the Board of the National Committee. A Green Light is based on a confirmed minimum budget for a minimum standard session. The Head Organisers should therefore work with two budgets:

The Minimum Budget: Contains *the bare minimum* to hold a session. Accommodation here is typically on camping equipment in a gym or similar, and food is prepared by organisers. Nothing fancy, and literally the bare minimum to go through with an event. A minimum budget is typically around 50 000 DKK.

The Optimal Budget: Contains anything and everything the Head Organisers envision to hold the perfect session. Accommodation is typically envisioned in a nice Hostel or cheap Hotel, and food is catered. Nice things are included in order to make a pleasant experience for all parties involved. Officials are aimed to receive travel reimbursement as far as possible. A typical optimal budget is 150 000 DKK and up.

The end product that is the session will typically end up being somewhere between the minimum and optimal budget.

Session pitch:

As Part of an application to Head Organise a National Session, the applicants should provide the following:

- Motivation Letter,
- Vision for the Session,
- Minimum and Optimal Budget outline, including participant numbers,
- Draft session programme,
- Venue proposals for all session activities, including accommodation,
- Draft Fundraising plan.