



IAESTE

CENTRAL EUROPEAN REGION

Guidelines

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1. Purpose

Ever since the International Association for the Exchange of Students for Technical Experience was founded 1948, it has focused on creating opportunities. Opportunities to Work, Experience, Discover. Through these journeys we learn, understand and gain. Building bridges between cultures by offering technical experiences is the vision of IAESTE.

In Central Europe, Member countries of IAESTE A.s.b.l. are mostly run by volunteering students, who have decided not just to take those opportunities, but create them for their fellow colleagues. These Members decided to form a Regional Initiative in order to learn more, have better understanding and become more by sharing knowledge and working together on common matters.

In 1998, neighbouring countries in Central Europe decided to meet up in Croatia to share knowledge about how to best run IAESTE. This very first Central European Convention was a success, and sparked a movement out of which the Central European Region was founded in 2012.

The Central European Region (CER) aims to improve cooperation between the European countries and connect them more closely. Regional working groups and projects help to continuously improve IAESTE, and give members of the different countries an opportunity to initiate change on an international level. In addition, personal development of members is one of the core goals of the region, achieved by members teaching and learning from each other at CER conferences.

This document helps to maintain this platform of continuous knowledge sharing and to be the fertile soil of any idea to grow.

2. Structure

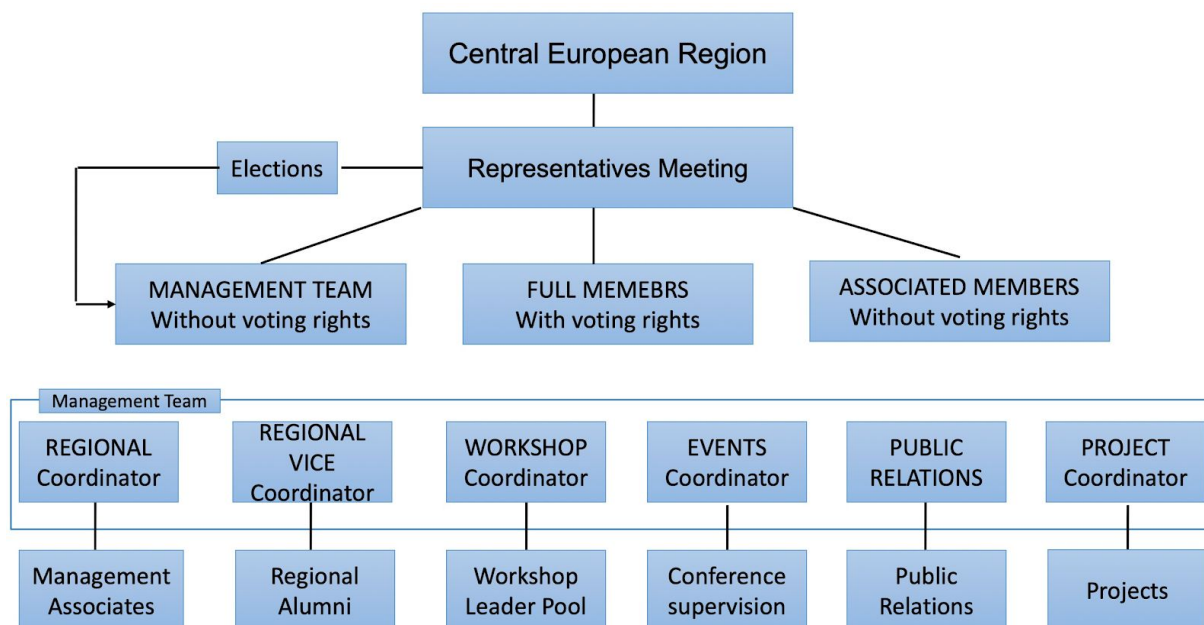
This Regional Initiative is a voluntary based contribution between Member countries of the global association of IAESTE.

A Regional Initiative is defined in the global IAESTE By-laws as approved by the General Conference 2020:

“Members and Co-operating Institutions are allowed to form Regional Initiatives with the aim of contributing to the IAESTE mission and vision by sharing knowledge, facilitating regional projects, etc. The National Secretaries of participating countries in the regional initiative shall approve all actions undertaken by Regional Initiatives. All actions undertaken by Regional Initiatives (RI) should be in line with IAESTE mission, vision, Statutes, By- laws, policies and strategy and therefore be open to everyone in the sense of Article 2c of the Statutes. IAESTE branding activities of the RI should be in line with current IAESTE A.s.b.l. branding and kept within the IAESTE network structure. They should exist as sub-domains of the iaeste.org domain. Each Regional Initiative should present an annual written report to be accessible by the General Conference and communicate their activities to the Board and their National Secretaries.” - [By-laws, Article 12](#)

This document only regulates the cooperation between Member countries of the Regional Initiative on the platforms of the Regional Initiative.

The CER Management Team is elected to support the Representatives in the collaboration of projects.



3. Membership

Members with different membership statuses have different rights and duties.

3.1. Associate Membership

Associate members have the right to:

- join all CER Representatives meetings;
- have Representatives on the cer@iaeste.eu mailing list;
- have a fixed amount of participants on the conferences of the CER;
- delegate members to the Management Team.

Associate Members have the duty to:

- have at least one Representative in the Representatives meeting;
- be responsive via email;
- be active in the Representatives meeting;
- take part in regional activities.

A failure to comply with these duties may result in loss of membership, see section 3.4. *Loss or withdrawal of membership.*

Associate Members have the right to apply to become Full Members by sending a written application to the Representatives (cer@iaeste.eu) and the Management Team (cer.management@iaeste.eu). The application must:

- be signed by the National Secretary of the country;
- introduce the contribution since joining;
- give an explanation for upgrading and vision for the future.

The application has to be presented by the Representative of the applying Member on a Representatives meeting, where the decision will be made.

3.2. Full Membership

Full Members have the same rights as Associate Members. In addition, Full Members have the right to:

- have one vote on the Representatives meeting;
- represent the Regional Initiative at the Annual Conference.

Full Members have the duty of:

- contributing to the CER budget (see section 9. Finances);
- hosting and organising a Central European Convention every $x/2$ years with x being the amount of Full members (see section 5. Conferences).

3.3. Application for Membership

Only members of IAESTE A.s.b.l. can apply for membership in the Central European Region (from now on: CER).

In order to become a Member country of the CER, the applying country (through a Representative) has to send a written application to the Representatives (cer@iaeste.eu) and the Management Team (cer.management@iaeste.eu). The application must:

- be signed by the National Secretary of the country;
- introduce the applying country's IAESTE organisation;
- give an explanation and vision for joining.

The application has to be presented by the Representative of the applying country at a Representatives meeting, where the decision will be made.

After an accepted membership application process, the organisation will become an Associate or Full member of the CER.

While it is not mandatory, it is highly recommended to contact the Management Team before sending an application.

3.4. Loss or Withdrawal of Membership

Full Members have the right to demote their Membership status to Associate Membership. Both, Full and Associate, Members have the right to leave the CER.

In order to demote or lose its membership in the CER, the member country must send a written declaration to the Representatives (cer@iaeste.eu) and the Management Team (cer.management@iaeste.eu). The declaration must:

- be signed by the National Secretary of the country;
- clearly state that the Member does not want to hold the Membership any longer;
- give an explanation for demoting their membership status or leaving the CER.

Should a country apply for CER membership and successfully become a member, all CER Associate member local committees from that country shall lose their membership in order to join the country membership.

The Representatives meeting has the right to demote full CER members to associate members or exclude them from the CER, should they not fulfil their duties.

Should a member country fail to participate in 3 continuous Representatives meetings without justifiable reasons, the Representatives can initiate a vote about whether Full Membership will degrade to Associate Membership, and Associate Members will lose their membership.

Membership can be regained by going through the application process again.

4. Decision making

4.1. Representatives

Members are represented by their Representatives in the Representatives meetings.

A Member can have maximum three Representatives:

- the first Representative
 - mandatory;
 - should be the National Secretary of the Member.
- the second and third Representatives:
 - optional;
 - act as deputies of the first Representative in case of the absence of the first Representative;
 - must be approved by the National Secretary of the Member.

The list of Representatives always has to be updated by National Secretaries.

It is mandatory to inform the Representatives (cer@iaeste.eu) and the Management Team (cer.management@iaeste.eu) about the changes.

4.2. Representatives meeting

The highest decision-making institute of the Regional Initiative is the (CER) Representatives meeting. This meeting has the exclusive rights to decide the future of the Regional Initiative, elect a Management Team, make changes to any of its own regulation or decide to give exceptions from those.

Any decisions made here by Representatives majority vote cannot be changed or overwritten with the exceptions of a following Representatives meeting where the majority of Representatives decide to.

Every participant of the meeting has the right to join the discussion and make proposals.

Representatives meetings should take place on a monthly basis, either Online or Physically.

The organisation and hosting of the Representatives meeting is the responsibility of the Regional Coordinator.

4.2.1. Voting

Only Members with a Full Membership have a right to vote on these meetings. Each Full Member has one vote.

A Representatives meeting is qualified to make valid decisions only if a simple majority of Full Member countries is present. Should a Member country Representative have to leave the meeting early, he or she may transfer the voting right of the Member country to another Member country Representative which would then vote on this country's behalf. The voting right cannot be transferred if the Member country has not been present at the Representatives meeting.

A valid decision is made by a simple majority vote of all Full Members.

If needed, the voting can be done online. This should remain an exception, as the discussion preceding the voting is very important.

In case of the absence of a Full Member from a voting, the Full Member has to comply with the decision made by the Representatives meeting. This Member has the right to open up the decision topic at the next Representatives meeting.

In case of a tie in results of the voting, the Regional Coordinator has the right to make the final decision, with the exceptions of Management Team elections.

Every voting is open and public. Should a full member request a secret voting, the voting will be secret.

5. Conferences

Conferences in the Region, under the supervision of the Management Team, are organised by the Member countries in order to help the purpose of the Region.

5.1. Central European Convention (CEC)

Central European Convention (from now on: CEC) is a biannual conference organised on a rotational basis in CER by its Full Members only.

The conference's main purpose is knowledge sharing and networking. In order to help these causes some points must appear in the agenda:

- opening ceremony;
- Workshop sessions;
- International Evening.

Dates of the event opening have to be agreed on by Representatives on the previous CEC.

5.1.1. Pricing

The fee of the CEC has to cover accommodation, food and participation in every event of the conference. The pre-conference tour and post-conference tour are excluded.

The conference participation fee is composed of two separate parts:

- The organising fee is set by the organisers and covers all expenses of conference organisation. In order to keep the conference affordable, organisers must focus on keeping it as low as possible. The highest price is 85€.
- The CER fee is fixed according to membership status and paid by the organisers after the conference to the CER Budget. The amount is defined by the participants' country membership status related to CER:
 - for Full Member participant: 6€
 - for Associate Member participant: 8€
 - for participants from all other countries: 10€

Based on this the final maximum fee for one participant is 91/93/95€.

CER Management Team members pay no conference fee.

Workshop leaders pay a reduced fee based on their status and the amount of workshops held. Cost reduction of the Workshop Leaders is described in Attachment No.1.

The cost for these reductions are covered 50% by CER budget and 50% by organisers.

5.1.2. Place reservation

As the name of the conference suggests, it is the main meeting venue of Members. In order to provide the most opportunities for participants from those Members, help the discussion between them and provide Workshops, places have to be reserved in the first round of the application for the conference.

The total number of participants at the CEC is between 150 and 200. The number of reserved places differ based on the Membership status of the Member. Each of the following receives a certain amount of reserved places:

Membership status	Amount of reserved places
Full Member	depends, see below
Associate Member (country)	6
Associate Member (local committee)*	3

Fix amount of reserved places are received by the following groups:

	Amount of reserved places
CER Management Team	6
Connect Region Management Team	5
Workshop Leaders	20

* No more than 6 people from one country may receive a reserved place in order to keep it fair towards the Associate members. This means that as soon as more than two local committees in a country are Associate Members, the total number of reserved spaces is not e.g. $3 \times 3 = 9$, but still 6.

The calculation of the Full Member places is done by subtracting the fixed reserved places for the Management Team, the CoRe Management Team, the Workshop Leaders, the Associate members from the total number of participants and then dividing this number by the number of Full Member countries. Further details can be found in the CEC Best practices.

All Workshop Leaders leading a Workshop on the conference receive a reserved place. Management Team and Workshop Leaders do not count in Members' reserved places.

Free spots remaining after the first round of registration are organized by the CEC hosting country. While it is not mandatory, focusing on international diversity is welcomed.

5.2. Local Committees of Europe Are Partners (LEAP)

Local Committees of Europe Are Partners (from now on: LEAP) is an annually organised conference for experienced IAESTE members with the purpose of developing skills and came up with new ideas that can be implemented by the participant in its own IAESTE.

Only organisations realized by IAESTE A.s.b.l. in its structure and located in Europe can apply to organise this conference. The applying country has to send a written application to the Representatives (cer@iaeste.eu) and the Management Team (cer.management@iaeste.eu). The application must:

- be supported by the National Committee of the applicant;
- introduce the applying country's IAESTE organisation;
- explain the vision and the schedule for the conference.

The application has to be presented by the Representative or a delegate with a mandate of the National Secretary of the applying country on a Representatives meeting, where the decision will be made.

5.2.1. Pricing

The fee for the LEAP conference has to cover accommodation, food and participation in every event of the conference. The pre-conference tour and post-conference tour are excluded.

The organising fee is set by the organisers and covers all expenses of conference organisation. In order to keep the conference affordable, organisers must focus on keeping it as low as possible. The highest price is defined as 140€.

6. Workshop Leaders Pool

One of the main focuses of the Regional Initiative is knowledge sharing. In order to improve and maintain the quality of it a Workshop Leaders Pool was created.

The members of the Workshop Leaders Pool are the Workshop Leaders. The Pool differentiates Junior and Senior Workshop Leaders. They are the preferred choice for hosting Workshops on conferences or other events in CER.

In order to provide high quality Workshops for more, CER and Connect Region decided to join their Workshop Leaders Pools and work on this topic together.

A guideline, accepted by Representatives of both Regions, describing the processes of this common Workshop Leaders Pool can be found separately. (attachment No.1.).

7. Working Groups

Working Groups are held upon request at the CEC to facilitate the knowledge exchange in the region.

In addition to the Working Groups below, additional Working Groups can be created. A proposal has to be made to the Representatives (cer@iaeste.eu) and the Management Team (cer.management@iaeste.eu). The application must include:

- a purpose;
- a well-defined topic;
- a Working Group Leader.
- If it should be a full day or half day Working Group

The proposal has to be presented at a Representatives meeting, where the decision will be made to accept the Working Group for the next CEC.

8. Projects

Projects across borders can be created in order to achieve a specific goal.

To start a project, a proposal has to be made to the Representatives (cer@iaeste.eu) and the Management Team (cer.management@iaeste.eu). The application must introduce:

- a well-defined purpose and a specific goal (SMART);
- a detailed project plan including resources (e.g.: which people are needed).

The proposal has to be presented to the Management Team. The Project Coordinator will be responsible for supervising the Project.

9. Finances

The CER team has a budget of its own, which is administered by IAESTE Slovakia. Accounting and auditing have to be conducted in accordance with the financial guidelines of IAESTE Slovakia.

The budget is prepared from 1st December to 30th November of the upcoming year and has to be agreed on before the first of January of each year. The yearly budget of the CER team consists of the yearly contributions of the Full members and the contribution generated by the CER related part of the CEC fee. The decision about the yearly contributions of all Full members are agreed on together with the CER budget.

The Management Team is responsible for ensuring that all Full members are invoiced by IAESTE Slovakia for the contribution to the CER Team budget with the beginning of each new calendar year. The countries should contribute to the CER budget within one month after receiving an invoice from IAESTE Slovakia.

The Management Team can spend money as agreed on in the budget and is obligated to always choose the cheapest reasonable means of transportation and accommodation when organizing physical meetings and attending IAESTE conferences. Expenses above 50€ need to be approved by the Regional Coordinator, which has to be made accessible for all CER representatives together with all related invoices.

A financial report must be presented at least twice a year by the Management Team to the Representatives, preferably at the CEC.

Every change to the CER budget needs to be approved by the Representatives.

10. Management Team

In order to help the contribution between Members of CER, Representatives of the Members are electing a new Management Team at the Representatives meeting at every autumn CEC. Members of the Management Team are there for improving the communication on regional matters.

To apply for a position in the Management Team an application has to be sent to the Representatives (cer@iaeste.eu) and the Management Team (cer.management@iaeste.eu). The application must include:

- IAESTE focused CV;
- a motivation letter.

The applicant has the opportunity to present themselves and their application before the election.

The mandate of the Management Team starts on December 1st and finishes on November 30th one year after. If someone is elected to the position after December 1st, his term starts immediately, but ends on December 1st. Elections take place at Autumn's CEC, if some of the positions are not filled, the additional elections should take place at the upcoming Representatives meetings.

If a position in the Management Team is not filled, it is the responsibility of the Regional Coordinator to cover the unfilled position's tasks and responsibilities. In case of the Regional Coordinator stepping down or not elected, the Regional Vice Coordinator takes its place. In case of both Regional and Regional Vice Coordinator stepping down or not elected, it is the responsibility of the Representatives meeting to cover the tasks and responsibilities of the unfilled positions until one of the mentioned positions are filled.

While positions differ from each other, common characteristics can be identified.

General Requirements	General Benefits
Good in teamwork	Work experience on international level
Bigger experience and knowledge in IAESTE	Good reference for later work
Good speaking and presenting skills	International friends and connections
Motivation and interest	Developing your own ideas
Curiosity and knowledge seeking	Mastering skills on different fields

The following job descriptions act as rough guides. Based on the skills and characteristics of Management Team members, responsibilities can shift around, new ones can come up.

10.1. Regional Coordinator

Main responsibilities:

- Communication in general
 - within in the Management Team
 - within the CER, between and with Representatives of Members
 - with the Board of IAESTE A.s.b.l, in alignment with the Representatives
- Organising and hosting regular meetings of the Management Team and the Representatives, either physical or online
- Managing and leading the Management Team
- Handling all financial matters specific to the CER
- General documentation (meeting minutes, guidelines, best practises)
- General mediator responsibilities within the CER
- Gathering feedback of activities in the CER and initiate a change
- Support initiatives made by the Members

Ideal candidate:

- Excellent all-round knowledge and experience in IAESTE
- Leadership experience and leadership/manager skills
- Experience in leading workshops
- Experience in finances and project management
- International experience
- Excellent organisational skills and structural thinking
- Excellent negotiation skills
- High proactivity

Benefits:

- General leadership experience

10.2. Regional Vice Coordinator

Main responsibilities:

- Acts as a deputy to and shares responsibility with the Regional Coordinator
- Looks for new possibilities in the CER
- General support for projects in the CER
- Responsible for coordination of the CER related Alumnis in the Region
- Responsible for taking minutes from every online or physical Management Team and Representatives meeting
- General documentation (meeting minutes, guidelines, best practises)
- Support application processes
 - New Management Team members (recruiting)

Ideal candidate:

- Eager to push forward
- Good all-round knowledge and experience in IAESTE
- Good organisational skills and structural thinking
- International experience
- Good negotiation skills
- High proactivity

Benefits:

- Leadership experience
- Improved team leading and team working skills

10.3. Workshop Coordinator

Main responsibilities:

- Managing the Joint Workshop Leaders Pool in cooperation with Connect Region o processing applications
 - contacting members of the pool
- Managing the Workshop feedback system
 - arrange the fulfilment of feedback forms for Workshop participants
 - analyse the results
 - keep track of the improvement of members and workshops
- Organising Workshops for conferences in the CER in cooperation with conference organisers
 - selecting or coming up with Workshop topics
 - picking Workshop Leaders
 - preparing picked Workshop Leaders
- Support organisation of Workshop in the CER
- Keep in touch with Connect Region Management Team Workshop Leaders Pool responsible
- Propose changes to the Joint Workshop Leaders Pool Guidelines
- Inform CER Member National Committees or National Secretaries about changes in the Workshop Leaders Pool
- Inform CER Member National Committees or National Secretaries about one of their members giving Workshop at any CER or Connect Region Conference

Ideal candidate:

- Big experience in leading Workshops
- Excellent communication skills
- Good negotiation skills
- Good organisational skills

Benefits:

- Improve all-round management skills
- Organising and improving knowledge sharing on an international level

10.4. Public Relations Coordinator

Main responsibilities:

- Connect with PR coordinators inside the CER
- Provide help in PR for projects and conferences in the CER
- Propose changes that could improve PR in the CER
- Create promotional content (articles, campaigns)
- Managing CER social media accounts (Facebook pages, Instagram, LinkedIn)
- Updating CER website (content wise)

Ideal candidate:

- Previous knowledge in PR and promotion
- Good visualisation skills and creativity
- Attended PR Working Group before
- Team and/or Workshop leading experience
- Graphic design skills are

Benefits:

- Improve PR in the Region and beyond
- Improve social media marketing skills
- Improve Workshop/ Working Group leading skills
- Opportunity to attend IAESTE conferences and actively take part in Working Groups

10.5. Events Coordinator

Main responsibilities:

- Communication between Management Team and CEC and LEAP organizers
- Propose innovation to CEC and LEAP
- Update CEC and LEAP practical guides after every conference if necessary
- Organization of CER Management Team physical meetings
- Managing calendar on CER website that includes all of the events and keeping it up to date
- Managing and updating best practice guides for the different events

Ideal candidate:

- Experience in project planning and organization of the conferences and events
- Good negotiation skills
- Creative and full of ideas
- Able to work with a limited budget

Benefits:

- Opportunity to work on international projects, events and conferences
- Getting experience in extensive project and events planning

10.6. Project Coordinator

Main responsibilities:

- Responsible for establishing CER project groups, finding people and managing them
- Propose and take care of ongoing and new projects within the region
- Responsible for managing communication between CER Team, Representatives and project group members
- Responsible for keeping CER website up to date (regarding the projects)
- Organize and chair meetings of the project groups (or find a person to chair them)
- Responsible for finding workgroup leaders for the physical workgroups on CEC
- Supporting rest of the CER Management Team in realizing project related to their position

Ideal candidate:

- Experience in project planning
- Basic IT knowledge (WordPress)
- Good leadership and negotiation skills
- Creative and full of ideas
- Able to work with a limited budget
- Proactive person

Benefits:

- Opportunity to work on international projects, events and conferences
- Getting experience in extensive project and events planning

11. Management Team Associates

Management Team Associate positions can be filled by multiple individuals, in order to provide support for the Management Team. These positions are informal, not elected by the Representatives, but accepted by the Regional Coordinator.

Individuals do not take responsibility for any particular field in the Region.

Management Team Associates have the right to join meetings organized in the Region.

11.1. Helper

Management Team Helper is a position ideal for individuals, who are interested in:

- joining the Management Team;
- working on an International level.

Management Team Helpers are not taking any positions and are working as associates for one or more Management Team members.

Management Team Helpers are expected to be active, participate in meetings and contribute to the work in the Region.

11.2. Advisor

Management Team Advisor could be a previous Management Team member, who is interested in continuing contributing to work in the Region, providing input and sharing experience.

12. Editorial rights

The CER Management Team has the right to change the spelling, grammar and sentence structure in order to correct English language mistakes and improve the understanding of the guidelines. Should these changes alter the content or the understanding of the content in any way, they are not permitted.

All editorial changes made need to be reported, presented and accepted at the next Representatives meeting.

Guidelines Attachment No.1.

Joint Workshop Leaders Pool Guidelines

IAESTE CER & CoRe Workshop Leaders Pool Guidelines

This document was approved by:

- CER Representatives meeting on 25/04/2020
- CoRe Representatives meeting on 26/11/2018

Objective

“While we teach, we learn”, this is a famous quote of Seneca known by many, still agreed upon by scholars nowadays. However, it is not practiced a lot. IAESTE as a learning platform is a perfect place to bring this quote into practice. As university students we gain a lot of knowledge and skills, but for true mastery you should teach them to others. While you are trying to teach, you have to restructure the knowledge in your mind in such a way that other people can understand it. When you do this the knowledge gets even more ingrained in your brain.

In IAESTE we can provide a teaching platform for both sides through Workshop leaders. In short, you should want to become a workshop leader for two reasons: to master your knowledge and skills, and to share information with others that will improve IAESTE.

Introduction

The IAESTE CoRe & CER Workshop Leaders Pool, to be called simply Pool for the rest of the document is a joint collaboration between two IAESTE Regions: Connect Region (CoRe) and Central European Region (CER).

The aim of this platform is to provide a source of Workshop Leaders for the various IAESTE Conferences, events or webinars that may take place within CoRe and CER. The Pool is also used as a training ground for any IAESTE member willing to improve their presentation and workshop leading skills.

Management of the Pool

Structure

The Pool is managed by two Pool Managers, who are both members of the corresponding Management Team of the IAESTE regions: CER and CoRe.

- The Manager representing CER is the Workshop Coordinator for CER.
- The Manager representing CoRe is the Events Coordinator in CoRe.

If any of the two Managers is incapable or not elected, the responsibility goes to the Regional Coordinator of the particular region.

Member applications

The membership management is the responsibility of the two Managers. They are in charge of processing applications for becoming members of the Pool and to promote members to a different status within the Pool. Both Pool Managers must agree on the decision of accepting applications, otherwise, the application can not go through.

Tracking of feedback

Feedbacks are essential parts of workshops: a unified feedback form will be used to evaluate workshop leaders' performance.

After each event in which workshop leaders from the Pool are participating, it is the responsibility of the Pool Managers to process the feedback collected from participants of each workshop.

The Pool Managers have to keep the overall results of the workshops in a source which is available at any time when processing applications from Junior members.

Selecting workshops for Conferences

Each Manager of the Pool can have full usage of the Pool for any conference or similar knowledge sharing event organized in his/her corresponding region.

The fee reduction for the WS Leaders depends on the Conference and can vary from one conference to another.

Members

The members of the Pool need to fulfil the following requirements:

- Be a member or an Alumni of IAESTE
- Experience in the proposed workshop topic
- Good English skills

The members of the Pool will be entitled to:

- Lead Workshops at any conference organized by CoRe or CER
- Lead Workshops at Conferences by other Organisations within the YNGO Network

The members of the Pool are NOT guaranteed to:

- To be given a workshop at a particular conference just as a result of being a member of the Pool

Among the members of the pool, there are two stages of membership: Junior and Senior.

To see who is currently in the Workshop Leaders pool, it is possible to check the list of [Senior Workshop Leaders](#) or the list of [Junior Workshop Leaders](#). Both lists are constantly being updated.

A member of the pool will keep his membership status until he/she voluntarily declares his will of being removed, or when has not been actively leading workshops for a year.

Junior members

It is the initial status for members who join the Pool. A Junior member needs to lead a workshop in pairs, not alone. A suitable partner may be:

- a) Senior Workshop Leader - It is the preferred option.
- b) Junior Workshop Leader - In the case the selected workshop partner is another Junior Workshop Leader, it must be stated why that person in particular was chosen and how it could help in conducting the particular workshop topic.

A Junior member may receive benefits in terms of fee reduction, depending on the conference.

Senior members

A Senior member is such a member that has demonstrated proficient ability to lead Workshops at various occasions. He/she is expected to use this experience to teach Junior members and guide them through the process of becoming a Senior member.

A Senior member may receive benefits in terms of fee reduction, depending on the conference.

Application process

Junior members

Anyone can apply to become a Junior member of the Pool. The requisites for becoming a Junior Member of the Pool are as stated in the Members chapter. A successful application will be ultimately approved by the decision made by the Pool Managers.

Preferably, the applicant will have attended the workshop “How to Become Workshop Leader” which will be available several times per year: at Connect Conference (CoCon), the two Central European Convention (CEC) and LEAP Conference.

The applicant will need to complete the following steps in order to complete his/her application:

- 1) Motivation letter showing the applicant’s interest in joining the Pool
- 2) CV focused on IAESTE activities and positions.
- 3) Explicit approval from the applicant’s NC, e.g.: via email.
- 4) A recommendation letter from CER/CoRe Management Team member or National Secretary or CER/CoRe Representative or National Committee member.
- 5) Prepare a general outline about how to run a workshop on a topic of interest for the candidate.
- 6) Send an email to cer.management@iaeste.eu **and** core-management@iaeste.eu

The applicant will be then invited to a small interview with the Pool Managers during which his/her motivations will be evaluated.

Senior members

A Junior member of the Pool is entitled to apply for Senior status after fulfilment of the following requirements:

- 1) To have led two workshops of sufficient length (at least 2h) in previous Conferences at CoCon, CEC, LEAP or JUMP. These two workshops may take place at the same conference.
- 2) To have an overall good feedback from his workshops (at least 80% of feedback rating were 7 or more)
- 3) Get a recommendation from the Workshop Leader(s), who the candidate has been working with

The candidate that wants to become Senior member of the Pool needs to send an email to cer.management@iaeste.eu and core-management@iaeste.eu including the documents as stated above.

The candidate will be invited to an interview with the Pool managers and they will finally make a decision upon the candidate's application resolution.

Direct Application to Senior Member

With a sufficient amount of workshop leading experience and explicit approval of the applicant's NC, a direct application to senior membership is possible. With this application the member should make a case why they are experienced enough to directly become a senior member in the most complete manner. Examples of evidence for building this case can include:

- Slides of previously given workshops
- Outline of the given workshops
- Feedback of participants in the given workshops
- Recommendation letter(s)

Fee reduction at Conferences within CER or CoRe

Members of the Pool will benefit from a reduction on the fee when attending Conferences within CoRe or CER where they lead a workshop. The amount to be reduced depends on the particular Conference under consideration.

Connect Conference (CoCon)

When leading workshops at Connect Conference, the WS Leaders will have a reduction of:

	1 Workshop	2 Workshops	3 Workshops
Senior	40% of the fee	80% of the fee	100% of the fee
Junior	30% of the fee	60% of the fee	90% of the fee

One Workshop consists of a session of 3-4 hours.

Central European Convention (CEC)

When leading workshops at CEC, the WS Leaders will have a reduction of:

	1 Workshop	2 Workshops
Senior	50% of the fee	100% of the fee
Junior	25% of the fee	50% of the fee

*A whole day workshop is considered as 2 workshops regarding the fee.

LEAP Conference

Applying to lead workshops at LEAP conference will be only possible for Senior WS Leaders. When leading workshops at LEAP, the WS Leaders will have a reduction of:

	1 Workshop	2 Workshops	3 or more workshops
Senior	25% of the fee	50% of the fee	100% of the fee