

Young Leaders Forum Guidelines

Overview

The Young Leaders Forum is to provide leadership in athletics content, information, knowledge, skills, tools and contacts to 80 or more representative of Europe's 51 athletics federations (age 18-26) at the four full working days Forum staged in conjunction with the European Athletics Championships.

The main aims of the Forum programme are to:

Sensitise the participants to the values of athletics and volunteerism and discuss how individuals can make a difference in the sport and their local community through their own efforts,
Empower the participants to design and deliver their own projects linked to athletics through the discussion of ideas, leadership skills and support opportunities,

Energise the participants to promote the growth and development of the European Athletics Young Leaders community by exposing them to the community and engaging them in discussion about its future.

Develop next generation of leaders on the grassroots level, club and Member Federation level, as well for European Athletics programmes and projects.

Invitations and Pre-Forum Information

Invitation letters, signed by European Athletics President, and a General Information paper are sent by email to all Member Federations three months prior to the event.

Registration Management and Travel Coordination

In the invitations the federations are asked to register participants in the ARENA system. Once registered, the organiser must contact the registered participants to manage their travel arrangements.

Accreditation / Stadium Tickets

The participants are to be accredited through the ARENA system. Their badges must be delivered at their accommodation on the day prior to arrivals. Their area access must allow them to sit in the Athletes' Tribune at the stadium.

Accommodation and Meals

The participants must be housed in twin rooms or dormitories (max four per room) in either a good standard youth hostel or hotel. The location of the accommodation must allow easy access to the Forum venue. Male and female participants are not placed in the same group rooms

All meals must be planned for including coffee breaks. On the evening of the first day of the Forum, the participants are to take part in a welcome dinner organised as a social activity.

Local Transportation

Transportation arrangements must be organised from/to the airport and between the hostel, the Forum venue and the stadium by the LOC.

Forum Venue

The Forum venue must include a lecture halls and four to five breakout rooms equipped with a projector and a flipchart.

When selecting venues, organisers should be sure to pay attention to the physical distance between the lecture halls and breakout rooms as the time it takes to move from one to the other can impact the timing of the Forum programme.

Programme Contents

The Forum programme featured a range of learning and interaction activities headlined by the following:

- Guest interviews conducted by selected Forum participants
- Project experience workshops led by Forum
- A panel discussion moderated by a selected Forum participant
- Interactive workshops led by facilitators
- Interaction with the athletes, fans, LOC and volunteers around the Championships

The programme will be created and communicated by European Athletics to the organiser.

Coordinator / Volunteer

It is essential to have a member of the LOC staff involved in the preparations and to have two or more individuals on site throughout the programme. Ideally, those involved should have experience of a previous Forum.

European Athletics Championships Opening Ceremony

The Forum participants should be integrated in the Opening Ceremony for the European Athletics Championships, ideally as flag bearers.

Finances

The organiser shall be responsible for all expenses related to:

- flights (economy class tickets) for all participants;
- full board accommodation for 5 nights for all participants in twin to quadruple single gender rooms (for participants) and single rooms (for lecturers) in either a good standard youth hostel or hotel;
- meals for all participants, including meals on arrival and departure;
- meeting facilities (including plenary and breakout rooms, venue dressing and coffee breaks);
- local transportation (including airport transfers) for all participants; and
- social and sporting activities.