

# Guidelines for European conventions

## 1. Convention date

The European conventions shall be held every second year in the even years, providing one of the participating associations will host it.

The conventions should be held in the summer, preferably in the months of June, July or August.

The decision of the final date is up to the hosting association.

The conventions should preferably have a program for 3 days.

The date of each country's national convention needs to be respected. The European Convention should preferably be 3 weeks away from the European National conventions.

All Associations should preferably block the weekend of the European Convention so that no other dances can be arranged.

## 2. Location

The dance location should have at least 4 (preferably 5) dance halls.

If these halls are not within walking distance, transport should be provided at regular intervals during the event.

The main hall should be a minimum size of 1,000 sq. meters.

Suggestion for dance programs:

- Mainstream
- Plus
- Advanced 1 & 2
- Challenge 1 & 2
- Round Dance
- If possible Basic

The expected numbers of participants should determine the spread over the halls.

If there is no 5<sup>th</sup> hall available, then round dancing must be provided in time slots in at least two halls.

Dressing rooms must be available in or at least near the halls.

Other halls for related dance forms or demonstrations will be up to the organizing association.

A location for vendors will be appreciated.

## 3. Caller & Cuers

### General

The callers and cuers will be nominated by the national associations; the final decision will be taken by the hosting association. Preferably the national associations should nominate the callers/cuers but include more than their allocated number to choose from. The extra caller/cuer chosen by the hosting association may then be chosen from those lists or from another country not represented. This can also mean from the hosting association list.

**All lists of nominees should include the highest level to be called/ cued by each person.**

A separate room for the callers & cuers should be available.

### Callers

The callers for the convention should be living in the area covered by the participating associations (but need not be citizens of that country). The number of callers per association should be as follows:

BAASDC	2
DAASDC	2
SAASDC	2
EAASDC	3
NVSD	1
Hosting Association	1
<b>CSCTA</b>	<b>1</b>

All callers should preferably be able to call the A2 program.

At least three callers should be able to call the C 2 program, or the highest level required for each Convention.

### Cuers

The cuers for the convention should be living in the area covered by the participating associations (but need not be citizens of that country).

The number of cuers per association should be as follows:

BAASDC	1
EAASDC	1
SRDA	1
NVSD	1
<b>CSCTA</b>	<b>1</b>

Hosting association *1*

All cuers should **preferably** be able to cue and teach up to phase VI.

The cuers hired will be of sufficient quality and experience that they can give advice in planning a good program considering the area in which the convention is to be held.

### Payment

This includes accommodation (if possible private) and refreshments (tickets or money).

Every Caller or Cuer gets a flat fee plus a reasonable compensation for travel expenses which should be kept to a minimum necessary. The participating organizations specify together the amount of the payments.

The suggested flat fee should be about € 400 (based upon the price level, year 2004). The hosting association can review the flat fee in line with inflation.

This is for the hosting of couples but not children.

## **4. Advertising**

The flyer of the European Convention will be published once a year free of charge in the Magazines of each participating association. It should cover no more than four pages.

## **5. Flyer**

The front page of the programme should be according to the agreed design of the previous conventions. The design is a blue background with circular stars surrounding an outline map of Europe and dancers in gold colour printing.

## **6. Badges**

The Convention badges should be the design agreed upon and used for the previous European Conventions.

The organizers of every new convention will provide new shingles with year and place.

New badges will be available for first time participating dancers.

Plain badges that not have been sold, must be accepted by the association that will host the next convention. The badges will be "sold" for the purchase price.

Providing engraved badges is up to the hosting association.

## **7. Admittance fee**

The price for the participating dancers should be as low as possible.

Pre-registration at a reduced price should be possible. If necessary the participating national associations should provide help with pre-registration and payment.

Extra can be charged for after parties, meals etc., but it must be clear exactly what is included and what is extra. It must be made clear if a meal is included in the price of the afterparty.

## **8. First Aid**

First aid should be available on-site. The hosting association will provide this according to the local (national) regulations.

## **9. Hall interior**

Each hall should have a podium of at least 60 cm height and sufficient room for sound equipment and 2 persons to move around.

The main hall should preferably have a stage large enough to accommodate all the programme staff and presidents at the same time.

Decoration of the halls is up to the hosts.

## **10. Ceremonies**

At the official ceremonies the representatives of the participating associations and all callers and cuers on the program should be recognised.

At this time the convention banner will be handed over to the hosts of the next convention.

Some kind of introduction of this next convention would be appreciated.

The Ceremonies have to be held in English. They may be translated in the language of the hosting association.

## **11. Food & Refreshments**

Hot & cold drinks must be available close to the dancing halls during the whole event.

A restaurant in or close to the building is ideal. If this is not available there should be directions to facilities in the neighbourhood.

## **12. Parking**

It is an advantage to have sufficient parking space near the halls.

If possible one area restricted for campers and caravans. (Check with local regulations)

## **13. Signs**

All signs or directions should be in English or pictorial. They can be translated into the language of the hosting association

### **Revision 3 as agreed by the:**

**BAASDC British Association of American Square Dance Clubs**

**CSCTA CzechoSlovak Callers and Teachers Association**

**DAASDC Danish Association of American Square Dance Clubs**

**EAASDC European Association of American Square Dance Clubs**

**SAASDC Swedish Association of American Square Dance Clubs**

**SRDA Swedish Round Dance Association**

**NVSD Association of Dutch Square Dancers**

**In their joint meeting on June 25, 2009 in Barmstedt Germany**