



International
Pharmaceutical
Students' Federation
European Regional Office

European Regional Symposium Guidelines

/IPSFEuRO

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IPSF



INDEX

1. IPSF and the IPSF European Regional Office	3
2. The European Regional Symposium	3
2.1. Regional Assembly	4
2.2. IPSF Official Documents	4
3. Bid	4
4. Finances and Partnerships	6
4.1. Grants	6
5. Registration	7
6. EuRS Program	8
7. Logistics	9
7.1. Insurance	9
7.2. Participant Kit	9
7.3. Accommodation	9
7.4. Meals	10
7.5. Venue	10
7.6. Helping Team	10
8. Promotional Strategy	11
9. Post Symposium Tour and Alumni Weekend	12
10. Environmental Sustainability	12
11. Preparation Timeline	13



1. *IPSF and the IPSF European Regional Office*

The International Pharmaceutical Students' Federation (IPSF) was founded in 1949 by eight pharmacy student associations in London, United Kingdom. The Federation now represents approximately 500,000 pharmacy and pharmaceutical sciences students and recent graduates, in over 92 countries and areas worldwide. IPSF is the leading international advocacy organisation for pharmacy and pharmaceutical sciences students. We promote improved public health through the provision of information, education, and networking opportunities as well as a range of publications and professional activities.

The IPSF European Regional Office (EuRO) is one of the five regional extensions of the Federation. The IPSF EuRO is the youngest of the Regional Offices (RO), established in 2013, during the 59th IPSF World Congress in Utrecht, the Netherlands. It pertains to all matters happening in Europe and it comprises 35 Member Organisations (MOs), representing approximately 110 000 pharmacy and pharmaceutical sciences students and recent graduates.

The European Regional Symposium (EuRS) is the key annual event of the IPSF EuRO and is co-hosted by a single EuRO Member Organisation (MO), represented through a Reception Committee (RC), and the IPSF EuRO, represented by the Regional Working Group (RWG).

In August of 2014, the IPSF EuRO held its 1st Regional Assembly (RA) during the 60th IPSF World Congress in Porto, Portugal. In 2018, the first EuRO Regional Assembly as a separate event from the IPSF World Congress was organised by AEFUL, Portugal in Lisbon, Portugal. In 2019, the 1st IPSF EuRS was organised by PPSA, Poland and took place in Warsaw, Poland.

2. *The European Regional Symposium*

The IPSF EuRS is the key regional event held annually by EuRO, for pharmacy and pharmaceutical sciences students and recent graduates, especially focused on the European Region.

The event aims to gather students to discuss the work done during the current mandate, by the RWG and its MOs, and to share their insights on topics of pharmaceutical interest. EuRS is to be organised in July, preferably around the second week of the month, and always properly distanced from the IPSF World Congress. EuRS is expected to have 120-150 participants, every year.

2.1. *Regional Assembly*

The RA is the highest decision-making body of IPSF EuRO, where participants will have the opportunity to transpose your opinions and ideas into official changes and documents, approved by all Official Delegates (ODs) - Article 13.3.1.a of IPSF Domestic Rules - of the regional office.

The RA is the equivalent to the General Assembly that takes place during the IPSF World Congress, but it's specific for a given regional office. The Regional Assembly is aimed primarily at the Official Delegates of the IPSF EuRO MOs and IPSF member organisation's students who wish to observe. The Regional Assembly shall consist of, at least, 3 full days and the program shall include Regional Assembly sessions during all days of the event. Only IPSF EuRO Full Member Organisations (FMs) have rights to Voting Rights during the RA. The IPSF Members in Association (MiAs) and remaining participants cannot vote, but are fully encouraged to participate in the discussion and use emotion cards!

2.2. *IPSF Official Documents*

They give guidance to the Federation's structure and procedures and must be followed equally by every region. The most recently updated version of the Official Documents has been distributed to the Official Delegates before the event. The most updated version of the Official Documents can be seen on the IPSF Website and should be extensively studied by the Reception Committee and all involved with the organisation of the EuRS.

Please read the Article 14 of the IPSF Domestic Rules and Article 11 of the IPSF Standing Orders very carefully. All the event regulations defined by IPSF Official Documents are to be followed at all times.

3. *Bid*

What you must know if your association wishes to host a Regional Symposium of the European Regional Office:

- Be an IPSF EuRO Member Organisation for, at least, two years at the moment of the application and be in good standing with the Federation. The Member Organisation must have no current outstanding debts towards the Federation;
- The bid should include a presentation up to 25 slides in .ppt format with information such as provisional budget, expected maximum number of participants, possible assembly venues and tentative dates. A motivational video from the organising team (up to 3 minutes long) can be included in the bid;

- Provide a support letter from the Executive or Board of the applying Member Organisation, reflecting the Member Organisations' approval and support of the application.

The IPSF Executive Committee has the power to decline the application, with valid reason provided to IPSF EuRO CPs, no later than 1 week after the voting.

The structure of the Reception Committee is not predefined, so you have the flexibility to build a team that will be capable of hosting the event successfully. Here are examples of previous structures:

1st EuRS 2019	2nd EuRS 2020
Chairperson Vice Chairperson Treasurer 2 Registration Coordinators 1 Sponsorships Coordinator 2 IT Coordinators 1 Media and Publications Coordinator 2 Social Programme Coordinators 2 Logistics Coordinators	Chairperson Vice Chairperson Treasurer 1 Sponsorships Officer 1 Media and Publications Officer 2 Logistics Officers 1 Social Officer 2 Registration Officers

The host Member Organisation will be required to sign an Event hosting contract with IPSF.

The Reception Committee shall be exclusively composed of members of the host Member Organisation. However, the members do not have to be part of the Executive or Board of the applying Member Organisation.

The host is required to work closely with the IPSF EuRO RWG, which shall supervise the planning and organising of the IPSF EuRS. The host will be required to submit updates and reports whenever required and requested by the IPSF Executive Committee and IPSF EuRO RWG. The Chairperson of the EuRS shall be co-opted to the IPSF EuRO RWG.

4. *Finances and Partnerships*

The Finances of the event are completely separate and independent from the IPSF Finances and are the sole responsibility of the host member organisation. All decisions concerning Finances of the event are to include the supervision of IPSF Treasurer, which has a final word on all Finance-related discussions among IPSF and the RC.

The event will only be sustainable if enough financial support is granted, either from fees income or from sponsors. Sponsorships are a great way to increase the budget and, therefore, improving the quality of your event. For this matter, there are some techniques to help you increase the chances of securing sponsors:

- Creating a Partnership Prospectus for the event;
- Creating a professional video;
- Establish a vast number of contacts;
- Schedule 1:1 meetings.

There are also some informations stated on the IPSF Official Documents that you should bear in mind when projecting the budget:

- The finances of the 3rd IPSF EuRS are totally independent from IPSF and shall be the financial responsibility of the host IPSF Member Organisation. All invoices from the event will be audited by the IPSF Treasurer, and any discrepancies will be investigated by IPSF;
- No profit shall be generated from this event. Any excess funds from the event will be treated according to the IPSF Domestic Rules (Articles 14, 4. Finances). The budget shall cover the IPSF EuRO Regional Working Group and the nominated Executive Committee members registration fees;
- The event registration fee shall include accommodation, meals, transportation and social activities during the event. It is strongly recommended that the accommodation is cheap and basic, but also clean, safe and comfortable for all delegates;
- The budget shall cover the registration fee of all members of the RWG and, if financially feasible, 1-2 IPSF ExCo members;
- The registration fee should not be above 55 Euros each night for the first registration period. However, it is highly recommended to organise the event for less than 40 Euros per night.

4.1. *Grants*

To enhance the possibilities for all members being able to attend your event, grants can be created. This should be described on the budget.

5. Registration

Since the RA is the main goal for the organisation of EuRS, the Official Delegates shall have priority over others, when space is limited. It's provided two phases for participants to register: the 1st phase - usually dedicated to Official Delegates to ensure the representation of each EuRO Member Organisation and to students who belong to those Member Organisations - and the 2nd phase - with the vacancy left for worldwide Member Organisations to participate. The 2nd phase usually takes place right after the 1st ends. Both phases should generally last at least for two/three weeks long.

An Invitation Letter for VISA requests purposes should be facilitated by the Reception Committee only after the registration process is complete.

At least nine months before the event, the following must be circulated to the IPSF Executive Committee (ExCO) and EuRO MOs:

- A preliminary program;
- Registration information giving details of the early and late application deadlines;
- Details of the event fees and description of payment methods;
- It is recommended that the event poster for pharmacy school notice boards shall be distributed to Member Organisations.

Upon registration the participants should receive an event file containing the following items:

- An event programme;
- A name badge;
- A Regional Symposium folder, respectively, applicable only to Official Delegates.

Follow up information by the Reception Committee should include:

- Information on the registration and deadlines;
- Information on event venue, programme and post-event tour.

After the event is accomplished, participants should receive a certificate of participation. The criteria for providing this certificate should be defined prior to registration and knowledgeable to the attendees.

It's also important to release feedback forms in order to improve future European Regional Symposia.

6. *EuRS Program*

The Regional Symposium programme must include at least:

- An official Opening Ceremony;
- Committee/SEO/CP meetings and workshops IPSF related;
- IPSF working sessions of the RA;
- International Night;
- Gala Night.

It's also recommend to have:

- Other plans and tours, which the RC plans together with the ExCo
- Auction Night, where the profits made will be included in future EuRO's budgets.

During the more formal nights, spotlight for sponsors should be considered as a way to give them time to promote themselves.

Regarding the programme, it was investigated, during the preparation of the 2nd IPSF EuRS 2020, the possibilities to accomplishing the Motion 61 approved during the 7th EuRA, that mandates the EuRO RWG to investigate on the possibility of having additional IPSF-related working sessions at the IPSF EuRO Regional Symposium (starting at the 2nd IPSF EuRO Regional Symposium), open for every participant as long as it doesn't overlap with Regional Assembly Sessions. This investigation led to the creation of sessions that would have to follow some criteria:

- IPSF-related working sessions, which means they should be always focused on the work of the Federation, including, but not limited to, Policy and Advocacy; Professional Development; Public Health; Pharmacy Education; EuRO Initiatives; and Student Exchange.
- Those sessions would have to be built in a way they are not overlapping current initiatives organized for pharmacy students in the European region.
- The sessions should be of a duration of 1h30 to 2h00.
- There should be sessions open to every participant of the European Regional Symposium. Sessions like the 1st Attendees Meeting, ODs Meeting, European CPs Meeting and European SEOs Meeting should be open to the respective group of participants.
- The sessions should not overlap with the Regional Assembly Session.

It was decided to hold 8 different sessions, in three sessions of 2h, four sessions of 1h30 and one online session. Also as mandated by Motion 53 approved during the 7th EuRA, there shall be an online Official Delegate Meeting before every European Regional Symposium. Considering this, it's not needed to organize an additional Official Delegate Meeting during the European Regional Symposium.

Examples of previous IPSF EuRS programmes:

Agenda

	10th July	11th July	12th July	13th July	14th July
9:00 - 11:00			Regional Assembly Medical University of Warsaw		
11:00 - 11:30	11:00-12:30 CPs and SEDs meeting	Coffee break			
11:30 - 13:00	coffee break		Regional Assembly Medical University of Warsaw		
13:00 - 14:00	13:00-14:30 ODs meeting	Lunch break			
14:00 - 15:30			Regional Assembly Medical University of Warsaw		Warsaw sightseeing
15:30 - 16:00			Coffee break		
16:00 - 17:30			Regional Assembly Medical University of Warsaw		
17:30 - 19:00	Opening Ceremony Central Agricultural Library	Polish Night	Free time	International Night	Gala Night Palace of Culture and Science
19:00 - 22:00					

2ND IPSF EUROPEAN REGIONAL SYMPOSIUM Programme

	Tuesday 14 th JULY	Wednesday 15 th JULY	Thursday 16 th JULY	Friday 17 th JULY	Saturday 18 th JULY
Morning	Arrivals	Regional Assembly		Policy Session	
		COFFEE BREAK			
		Regional Assembly			
		LUNCH			
Afternoon	OBs Meeting InRo in your corner	Regional Assembly	Regional Assembly		Porto Guided Tour
		COFFEE BREAK			
	OBs Meeting InRo behind the scenes	Regional Assembly	IPF Workshop IPSF Policy Workshop	Regional Assembly	
Night	Opening Ceremony	Dinner	Portuguese Dinner	Gala Night	Departures
	Hangout Night	Porto Nightout	International Night		

#CANTSKIPPORTO

7. Logistics

7.1. Insurance

Both participants and the Reception Committee should be covered from possible incidents during the event to avoid any constraint such as Civil Liability Insurance and Personal Accident Insurance.

7.2. Participant Kit

Every attendee usually receives a participant kit with either promotional material and/or important information about the event compiled in a booklet.

7.3. Accommodation

Some concerns should be thought about while searching for the best suitable place for your participants:

- Preference for individual rooms;
- Proximity to the event venues;
- Availability of amenities (access to the disabled, internet connection, ...)

7.4. Meals

Meals during the event are essential to meet the dietary requirements of each participant by being sensitive to those with these kinds of demands. It's important to consider and evaluate the possibility of having different types of diets such as:

- Dairy-Free;
- Food allergies;
- Gluten-free;
- Vegan;
- Vegetarian;
- Religious restrictions (Halal, Kosher,...).

7.5. Venue

All workshops' and Regional Assembly's (RA) venues are recommended to happen in the same place and as near as possible to the accommodation.

The RA venue shall have enough space to accommodate all participants comfortably, ensuring also the distribution of MO providing enough privacy for intra delegation discussion.

The venue should relate to the following specifications:

- Find suitable venues for the maximum number of attendees proposed on the bid;
- Arrange the best intra-event transportation solution to optimize schedule;
- Ensure, during the event, that everything is in place and maximize the comfort of the participants.

The necessary technical support (e.g. computers, projectors, audio-amplification system, good and stable internet, livestream, power sockets, microphones) and materials (e.g. flipcharts, writing utensils) for the smooth running of the event **must** be made available; One person of the Reception Committee shall be appointed to be responsible for technical support.

7.6. Helping Team

To support the Reception Committee, during the event, an Helping Team with local students is recommended to be created. The number of people should be proportional to the number of participants.

8. Promotional Strategy

For a good promotion of the event a plan for the different platforms should be developed ahead of time to provide enough time for preparation. Here are some suggestions:

- Start at least 2 months before the opening registration period;
- Create different types of promotion techniques to engage more audience;
- Open channels of communication for participants to see their questions quickly solved;
- Invest both in social media promotion, but on-site promotion so that your event reaches out as many students as possible;
- Try to follow a professional design to convey reliability to your audience.

Aside from social media promotion, the website is one of the most important platforms to use in your favour. This is the place where you can provide every detailed and technical information about the event.

Here is a promotion schedule as an example:

Type of visual content	Publish date	Month
Official Poster	3	January
"5 motives to come to EuRS"	5	
International Night	7	
Gala Night	9	
Sightseeing Porto	14	
Sightseeing Porto - Cais da Ribeira	16	
Food Porto - Francesinha	21	
Food Porto	23	
Full programme of EuRS	25	
Only Fee prices EuRS	25	
PROMOTIONAL VIDEO	26	
Sightseeing Portugal - Guimarães	28	
Sightseeing Portugal - Braga	30	
Full programme of PST	1	
Only Fee prices PST	1	
Countdown Registrations: 7 days left	4	
"How to do your Registration?"	4	
Full programme of AW	5	
Only Fee prices AW	5	
Countdown Registrations: 5 days left	6	
Countdown Registrations: 3 days left	8	
Countdown Registrations: Tomorrow!	9	
OPEN REGISTRATIONS	10	

Use dynamic materials such as videos and gifs to create engaging posts. Contests are also a good way to encourage the audience to share your pages in order to increase your event's reach. Don't leave your page empty for too long: frequent posts means more engagement.

It's very important that you provide the information in a very direct and coherent way so that your audience can easily follow it without getting confused. Use your promotion to guide sequentially your audience's interest. Videos about the team, host city and event's programme are also a smart way to create excitement around your event.

9. *Post Symposium Tour and Alumni Weekend*

The Post Symposium Tour (PST) has the purpose not only of providing cultural enrichment to all participants, but also enriching the relationship between all of the IPSF family.

The Alumni Weekend (AW) exists as an effort to include individuals with knowledge and previous experience within the federation, that could also motivate other attendees to engage more in IPSF by experience sharing. The AW is only targeting official IPSF Alumni, which are approved by a preceding General Assembly. However, provided that the person applies for the IPSF Alumni Membership (to be voted on the GA on that year, following EuRS) it can be decided by the IPSF ExCO to allow the participation in the AW.

None of these extra events are obligatory to organise together with EuRS.

10. *Environmental Sustainability*

Even though presenting an event which is almost entirely eco-friendly might be difficult, due to the low budget available to the RC, there are a few areas that can be tackled in order to meet this goal.

Here are a few examples:

- Implementation of more ecological logistical materials in order to reduce the amount of waste produced and encouraging reuse and recycling of consumable materials (e.g. give preference for an online version of booklet and reusable cups/bottles, if needed, use recycled paper instead of normal, provide recycle bins,...);
- Reuse of every material possible (badge holders, lanyards,...);
- Work with local charities which receive leftovers.

11. Preparation Timeline

<p>Regional Assembly, July-August Year x</p>	<p>Election as event host; Co-opting the Chairperson of the Reception Committee to the upcoming RWG; Submit contact details to the IPSF Secretariat.</p>	
<p><i>October - December Year x</i></p>	<p>1st RWG Face to Face Meeting - Progress report and RWG decision on:</p> <ul style="list-style-type: none"> - RC Structure and Team; - Final dates and location; - Revised event programme and budget; - Main venues; - Division of main responsibilities among RWG and RC (including external strategy for sponsors/partners); - Fees and timeline for registration process; - Promotional plan including the logo, website and other relevant materials. <p>Signing of event contract.</p>	
	<p>1st CP Meeting</p>	<p>Progress report:</p> <ul style="list-style-type: none"> - Final date and location; - Revised event programme and budget; - Fees and timeline for registration process.
	<p>Development of the promotion plan and promotion of the event; Launch of the website and activation of relevant social media accounts; Engagement in sponsorships contacts (with the IPSF EuRO Regional Relations Officer); Establishment of the Cancellation Policy.</p>	
<p><i>January - March Year x+1</i></p>	<p>2nd RWG Face to Face Meeting</p>	
	<p>2nd CP Meeting</p>	<p>Progress report:</p> <ul style="list-style-type: none"> - Presentation of detailed event programme; - Registration status; - Sponsorship status.
	<p>Promotion of the event; Engagement in sponsorships contacts; Assurance of venues and accommodation contracts; Registration periods: 1st phase - February - and 2nd phase - March.</p>	



<i>April - June</i> <i>Year x+1</i>	Promotion of the event; Engagement in sponsorships contacts; Formalization of the social programme.	
<i>July</i> <i>Year x+1</i>	3rd RWG Face to Face Meeting	
	Regional Symposium	Intermediate Symposium report to the Regional Assembly; Intermediate Financial report to the Regional Assembly.
<i>August-September</i> <i>Year x+1</i>	Regional Assembly/CP Meeting/other	Final Report.