



## Call for the Host of the 3rd IPSF European Regional Symposium

The International Pharmaceutical Students' Federation (IPSF) European Regional Office (EuRO) is calling for interested Member Organisations to **host the 3rd IPSF European Regional Symposium (EuRS) to be organised in July 2022.**

The IPSF EuRS is the key regional event of the IPSF EuRO held annually for pharmacy students and recent graduates especially focused on the European region. The event aims to gather students to discuss the work of IPSF in the European region and to share their insights on topics of pharmaceutical interest. The general program shall last from 4 to 5 days and shall include Regional Assembly sessions during, at least, 3 full days. The IPSF EuRS should preferably take place during the second full week of July 2022.

The program and package for this event includes, but it is not limited to:

- Official Opening Ceremony;
- IPSF EuRO Regional Assembly;
- Meetings and sessions, to be determined by the IPSF EuRO RWG;
- Social program;
- Accommodations, meals and the necessary transportation during the event.

A Member Organisation applying to be the host of the 3rd IPSF EuRS must fulfil the following:

- 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;
- Include in the application a presentation up to 25 slides with information such as motivation for hosting the event, provisional budget, expected number of participants, venues, tentative dates, preliminary schedule and description of program, proposed Reception Committee. A motivational video (up to 3 minutes long) can be included;
- **Submit the application until the 1st of August 2020, 23:59 GMT+2.** The presentation and optional video should be sent to Mr. João Guedes, Chairperson of EuRO ([chairperson@euro.ipsf.org](mailto:chairperson@euro.ipsf.org)) and Ms. Jelena Lusic, Secretary General ([secgen@ipsf.org](mailto:secgen@ipsf.org));
- Provide a support letter from the Executive or Board of the applying Member Organisation, reflecting the Member Organisations' approval and support of the application.

A Member Organisation interested in hosting the 3rd IPSF EuRS should note the following:

- 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 Article 14.4 of the IPSF Domestic Rules. The budget shall cover the



registration fee of all members of the Regional Working Group (RWG) and, if financially feasible, 1-2 IPSF Executive Committee members;

- The 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 participants;
- The total registration fee shall not be above 55 Euro per night in the first registration period. It is highly recommended to organise the event for less than 40 Euro per night;
- The necessary technical support (e.g. computers, projectors, audio system, good and stable internet, livestream) and materials (e.g. flipcharts, writing utensils) for the smooth running of the event should be made available;
- 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 Member Organisation. However, the members do not have to be part of the Executive or Board of the applying Member Organisation;
- Please read the Article 14 of the IPSF Domestic Rules and Article 11 of the IPSF Standing Orders very carefully. An extract of the Official Documents is attached to this letter and can also be found in the [IPSF Website](#). All the event regulations defined by IPSF Official Documents are to be followed at all times;
- 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 3rd EuRS shall be co-opted to the IPSF EuRO RWG 2021/2022;
- The election of the host of the 3rd IPSF EuRS will happen during the IPSF EuRO online 9th Regional Assembly in August 2020. The applicants will be presenting their applications to the IPSF EuRO Member Organisations and all Official Delegates will be able to raise questions during the respective session of the Regional Assembly;
- 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.

For any further information please contact Mr. João Guedes, Chairperson of EuRO ([chairperson@euro.ipsf.org](mailto:chairperson@euro.ipsf.org)).

Please, **consider notifying** Mr. João Guedes, Chairperson of EuRO ([chairperson@euro.ipsf.org](mailto:chairperson@euro.ipsf.org)) of your **intention to apply until the 25th of July 2020, 23:59 GMT+2**.

Yours sincerely,

Mr. João Guedes

**Chairperson of the European Regional Office 2019/20**