



Rotaract Mediterranean

Multi-Districts Information Organisation

Event Guidelines

Rotaract Mediterranean MDIO – Event Guidelines

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1. Rotaract Mediterranean

Article 1

Rotaract Mediterranean MDIO, formerly MED MDIO, is the entity that consolidates and disseminates rotaractors news throughout Mediterranean districts and countries. A board and various Representatives of the Mediterranean countries supervise it.

Article 2

The main aim of Rotaract Mediterranean MDIO is to develop international relations between Rotaract clubs and districts in the Mediterranean region. Rotaractors of the Mediterranean Districts have been working really hard to nurture productive and sustainable relationships between each other, their districts and all over the Mediterranean region.

2. Rotaract Mediterranean MDIO Events

2.1 Purpose

Article 3

The purpose of the Mediterranean Rotaract events (M2R and MEDICON) is to stimulate, inspire, and inform rotaractors about Rotaract on a Mediterranean level. Develop and promote acquaintance and understanding as well as provide a forum for the exchange of ideas. In order to increase the impact on every level and Rotarians are welcome to participate along with rotaractors. In order to host one of the events, future Host Organizing Committee (HOC) shall follow the instructions described in these guidelines.

Article 4

Med MDIO organizes 2 or 3 official events during the Rotary year:

- 1 or 2 Mediterranean Rotaract Meeting (M2R);
- 1 Mediterranean Rotaract Convention (MEDICON).

2.2 M2R

Article 5

The Rotaract Mediterranean Meeting (M2R) is a conference held once a year and hosted by a district within the Mediterranean Region. To aid international exchange, Rotaract Mediterranean holds a one-weekend meeting known as M2R. The meeting allows rotaractors from all over the Mediterranean to come together to exchange ideas and have fun. It is the best weekend to make international friends. M2R includes Rotaract Mediterranean plenary, sightseeing, summer activities, parties, and a wonderful gala dinner.

Article 6

The Meeting of Mediterranean Rotaract (M2R) is a 4 day event, preferably held in autumn or end of summer of each Rotarian year.

2.3 MEDICON

Article 7

MEDICON stands for Mediterranean Convention and is the biggest Rotaract Mediterranean event during the Rotary year. It gathers more than 500 guests from the three continents bordering the Mediterranean Sea and beyond. During the four days of the Convention, visitors have the opportunity to meet fellow rotaractors, exchange ideas and attend conference sessions and theme workshops.

The Host Organizing Committee provides a rich cultural program with sightseeing, guided tours, and concerts as well as great parties throughout the convention with a special Gala Dinner and After Party on Saturday night.

Article 8

The Mediterranean Convention is the biggest Mediterranean Rotaract event, a 4day event (Thursday-Sunday) held in the spring of each year.

3. Requirements to host an event

3.1 The candidature process

Article 9

HOC candidates must send the bid document of their proposals within the mentioned period to the General Secretary, in order to be eligible.

Article 10

Candidates are advised to inform the Board of an intention to candidate as soon as possible, so that the Secretary can guide the candidates through the candidature process.

Article 11

The announcement of the candidature opening needs to be done at least one and half month before the closing candidature day. That time period will help the candidates to build their files but also to let CRs enough time to reach everyone in their country.

Article 12

The application needs to include one specific date in the time period given by the executive board while announcing the opening candidature. The time period given by the executive board is thanked to not have 2 main events from MDIOs in the same time period. Those dates are also chosen depending on the incapacities to move of the year (eg: Ramadan).

Article 13

The application needs to include one specific place (name of the city).

Article 14

The venue of the Med MDIO meeting should be located not far from an international airport for easy access.

Article 15

There is no preference regarding geographical region. It is encouraged however to spread the Med MDIO meeting over Europe, Asia, and Africa.

Article 16

The application needs to include a hotel proposal/ several hotel proposals with associated price.

Article 17

The application needs to include a social project linked to the event.

Article 18

The application needs to include at least one workshop proposal.

Article 19

The application needs to include one night out on Friday and a night party after the gala time.

Article 20

The application needs to include information about transportation to the event (flights, train, international airports near).

Article 21

The application needs to clarify which transportation is included during the event.

Article 22

The application needs to include Packages & pricing.

Article 23

The bid document must include a preliminary budget to justify the cost of packages offered, together with the chosen venues and proposed program for the whole event. The budget proposal that needs to be filled is the specific document "Mediterranean Rotaract budget proposal" (the one attached to the opening candidature announcement)

Article 24

Candidates need to be present during the presentation of the candidature (during the event related) to present his/her application. If the vote is not during an M2R or a MEDICON a presentation video with slides associated will be required.

3.2 Selection process

Article 25

The Med MDIO Board and Country Representatives will vote the venue of the Med MDIO events. At least 2/3 of the votes in total need to be collected to approve the voting.

Article 26

The votes need to be done during an official event meeting. If for any reason the vote cannot be done during an official meeting during an event, then the decision will be held during one of the monthly Mediterranean meeting

3.3 Extension of timelines & exceptional procedures

Article 27

If no candidate applied during the voting limit given by the secretary, one official extension will be made. There will be at least 3 weeks delay from the announcement of extension to the ending of the extension to let the Country representatives get in touch with their clubs and do the process.

Article 28

The announcement of the extension needs to be send by the secretary within a 7 days maximum after the end day of the main period when nobody applied

Article 29

If no candidature is received after the normal time plus the official extension, the first candidate that respects the different criteria exposed before in these event guidelines will be elected mandatory.

3.4 The Host Organizing Committee

Article 30

Med MDIO Events or Meetings of Rotaract club members from more than one district, particularly from districts in more than one country, concerning Med MDIO activities are to be held under the guidance of the host DRR and the Rotaract District Committee. Such meetings are subject to the advanced approval of the DRR(s) of the involved districts.

Article 31

For better relation and to continue in our will to connect with the Rotary, the host organizing team needs to get in contact with his/her governor related. We advise to have during the event a governor or at least one of his representatives

3.5 Legal Frame and Insurance

Article 32

The organizing committee assumes full legal responsibility for the entire organization and execution of the event. It is strongly recommended to be covered with public liability insurance for possible bodily injury and property damage caused by any of the participants of the event.

4. Organization of an event

4.1 Registration

Article 33

The events dates must be announced 12-10 months prior to the event.

Article 34

To avoid website issues and to help the HOC focusing on the event organization, the registration will of the packages will be made through the site of Mediterranean Rotaract

Article 35

Registrations must open at least 6 months before the event start date.

4.2. Packages

Article 36

During the event registration there would be different wave to attract people and for the HOC team to have money entrance. The first wave would be called the early bird and will be the cheapest one. They will be after 2 to 3 different waves with a distance of 7 to 20 days.

Article 37

A package for each CRs and board members needs to be planned with an early bird price, apart from the early bird wave, no matter when they registered.

Article 38

The participation fee includes basic accommodation for three nights (Thursday, Friday, Saturday)

Article 39

The participation fee includes the following meals have to be provided: Breakfast on 3 days (Friday, Saturday, and Sunday mornings) and at least another meal per day on Thursday, Friday, and Saturday (lunch or dinner including the gala dinner on Saturday). No meals other than the breakfast are to be provided on Sunday.

Article 40

The participation fee includes meeting room rental for convention and workshops as well as coffee/drinks during the meeting.

Article 41

The participation fee includes transportation during the four-day event.

Article 42

The participation fee includes the Mediterranean fee per participant donated to the executive board.

Article 43

The amount of people for an M2R is between 50 to 150 participants.

Article 44

The amount of people for an MEDICON is between 150 to 250 participants.

4.3. Payment

Article 45

The treasurer of the event or the person of the HOC related to that subject is strongly recommended to contact the Mediterranean Rotaract treasurer to check the financial situation and avoid problems before registration.

Article 46

The basic bank info necessary to the payment needs to be provided in the registration email. In this email we can advise to use Transferwise, an app that is making instantly money transfer in different currencies with almost any charge.

Article 47

After 15 days without paying, a first reminder needs to be sending individually to the participant. We will let them 10 other days to pay

Article 48

Ten days after the first reminder, a mail will be send saying that the participant will have now only 5 days left to pay. If he doesn't pay her/his package will be cancel or resell.

Article 49

For any kind of money transfer or bank problems link to the country situation, please contact the treasurer and the board and an exceptional procedure can be put in place in this specific case.

4.4. Media & Marketing

Article 50

Each event needs to create a logo and keep the same graphical charter during all their communication for more clarity on the social media and official presentation.

Article 51

After the election the HOC has to confirm to the Med MDIO Executive Board the exact date of the MEDICON or M2R to be announced on the social media of the Mediterranean Rotaract.

Article 52

A Facebook page needs to be created following those rules: M2R + City or MEDICON + Country name. This page needs to be created at least right after the official announce (within 1 to 2 week maximum).

Article 53

The communication about the different packages and their price needs to be done at least 60 to 45 days prior the registration opening. This period is very important to let the time to spread the word and also to let people organized themselves.

Article 54

Candidates are supported to open communication channels (such as Instagram and Facebook pages) as candidate, before their election to give more credibility to their candidature. There is no doubt this point will be watched and considered during the voting's.

Article 55

The HOC team needs to communicate to the head of marketing & social media of the Mediterranean Rotaract a timeline with general information such as the registration opening date and future steps to plan the diffusion information the best way possible. This is a key step because without communication an event can't recruit rotaractors.

Article 56

A dedicated photograph/team of photographs need to be identifies prior the event. They will be put in contact with the head of social Media of the Mediterranean Rotaract at least 15 days prior the event.

Article 57

We advise to create a Whatsapp group with the participants to help mainstream the event. The group link can be send in the confirmation email (with bank details).

Article 58

A pitch adapted to social media needs to be prepared by the HOC team and send before the packaged opening to help the county representative promote the event

4.5. Communication with the participants

Article 59

A validation email needs to be sent right after the registration to confirm that the package is confirmed. In this email, we will mandatory find the banks details and other additional info.

Article 60

A form with several info such: gala theme, evening themes, room preference, presentation of the activities (and associated choice if needed), needs to be send 2 month to 45 days before the event.

Article 61

From 30 days to 15 days, a mail needs to be sent retaking all the info needed to participate to the event (planning, venues, how to go to airport to the place, advices...).

5. Structure of the event (all part)

5.1. Accommodation & standards

Article 62

The hotel for the event needs to have enough room capacities for welcoming all the participants, at least one room to do the board meeting, and to be rated of major website like booking with an acceptable note (at least 7/10).

*5.2. Opening ceremony***Article 63**

The material requirement to do an opening ceremony is: microphones, a scene, a projector (tested previously by the HOC team) and speakers to put the different anthems.

Article 64

It is important to keep in mind that opening ceremony isn't linked with the Friday night party. This is a formal time.

*5.3. Gala night***Article 65**

The material requirement to do a gala is: microphones, a scene, a projector, a speech desk and speakers to be heard in the entire place.

Article 66

At least 1h-1h30 of time needs to be schedule for gala preparation. The gala will start approximately between 7pm and 8:30pm.

Article 67

The transportation way in and back to the gala needs to be included in the package price. It is important to keep in mind that for the gala participants would wear fancy close so it is strongly recommended to go for a bus if the venue is not in the hotel.

Article 68

The meals during the gala time need to be served. Alcohol also has to be included in the gala dinner.

Article 69

A party time needs to be planned after the gala to at least 4 am. It is strongly recommended to do the gala time and the Saturday night party in the same place because participants will dislike moving. If the night time party is at another place, it has to be in a close walking distance from the gala and to be privatized (people would stay in gala outfits).

*5.4. Board meeting***Article 70**

The material requirement to do a board meeting is: a quiet room reserved for half a day in case the meeting is longer than planned, desks and chairs, a projector (tested previously by the HOC team), water and some hot drinks.

Article 71

Agenda of the event shall include at least one Med MDIO executive board meeting. It is important to place it in the schedule to not cut the board & Country representatives from the participants, so preferably in the “early” morning when there are no activities.

5.5. Transportation

Article 72

An explanation of the transportation needed to reach the event place is mandatory. It will have to be explained from the airport to the hotel place.

Article 73

Transportations for nights and free activities need to be included in the package.

5.6. Activities & workshop

Article 74

Some free activities need to be planned in the regular packages.

Article 75

Activities at the expenses of the participants can be submitted. The price of those extra activities needs to include transportation also.

Article 76

A workshop needs to be planned in the event with no time conflict with other things.

Article 77

The workshop can take a lot of from: make a speaker coming, a project or brainstorm about Rotaract. The workshop can also be linked with one of the Mediterranean action of the year (for that you need to get in contact with the responsible of actions in the Mediterranean Rotaract board).

5.7. Social project

Article 78

The goals of those events are to discover cultures, share our projects but also to be in action. It is major that at least one social project is proposed to the participants.

Article 79

It can touch any fields you want. To give concrete examples, it can be tree planting, hospital or care helps, visiting a local association ... No money as to be asked to the participants to do social actions.

5.8. Respect a timing during the events

6. Pricing of an event

6.1. Range of price for M2R

Article 80

The M2R Price needs to be between 220 euros to 280 euros. The maximum price cannot be reached even at the last wave.

Article 81

All the waves need to be ideally 10 euros difference to encourage people registering as soon as possible.

6.2. Range of price for MEDICON

Article 82

The MEDICON Price needs to be between 250 euros to 300 euros. The maximum price cannot be reached even at the last wave.

Article 83

All the waves need to be ideally 10 euros difference to encourage people registering as soon as possible.

6.3. Mediterranean fee

Article 84

In any case scenario, MED fee is not mandatory. It is the main revenue of Mediterranean Rotaract and the reception of it can put the MDIO in danger.

Article 85

For an M2R hosting, the MED fee needs to be collected as 5 euros per participant. As said in the **article 42**, this fee needs to be include in the package price and cannot be asked directly to the participants during the event by any reason.

Article 86

For an MEDICON hosting, the MED fee needs to be collected as 7 euros per participant. As said in the **article 42**, this fee needs to be include in the package price and cannot be asked directly to the participants during the event by any reason.

Article 87

The MED fee amount needs to be sent within a maximum period of 15 days after the event. If not, the executive board can start a procedure with possible sanctions for the country linked to this infraction.

6.4. Exceptional procedures

Article 88

For any kind of price changing after voting the official proposition, the approval of the change needs to be voted during an official meeting. It will need to be justified in comparison with the candidature budget.

Article 89

An exceptional package for local can be put in place in very specific reason. It is mainly about the change of currency reasons and need to be clearly regaled by the Mediterranean board. This procedure needs to be previously studied by the executive board and will be studied differently for any case scenario. For starting this procedure valid argument needs to be formally identified through an official email request to the president.

Article 90

Mediterranean Rotaract explicitly declines any responsibility and reimbursement claims regarding the entire events. All profit and loss are to the charge of the organizing committee

7. Relations with Mediterranean Board

7.1. Referent of the Mediterranean Rotaract in charge

Article 91

The country representative of the country in charge of the event would be the official representative of the HOC team during the Mediterranean meetings. He/She needs to be involved in all meetings with Mediterranean presidency and HOC Board representative.

Article 92

The president and the vice president will be the direct contact in the Mediterranean board of the Host Organization Committee. They can be reached for any question related to event. b. Referring about advancement

Article 93

From 10 to 12 month before, the event candidate need to be elected with a related HOC team. Those HOC team members will have a one or several identified main representative(s) that will be in touch with the president and vice president of Mediterranean Rotaract.

Article 94

To communicate, a Whatsapp® group will be created including, the host DRR, the president, the vice president, the CR Mediterranean country representative and the/ several representative(s) of the event.

Article

95

Starting 6 month before the event, a call need to be planned at least each month with the HOC team and at least 1 representative of the executive board in the position of presidency or vice presidency. Those meetings are mandatory and cannot be moved or cancelled without any major reasons