



EUROPEAN COMMISSION
RESEARCH DIRECTORATE-GENERAL
Directorate C - Science and society
Education and Science
Young people and Science

GENERAL GUIDELINES
ON THE ORGANISATION
OF THE EUROPEAN UNION CONTESTS
FOR YOUNG SCIENTISTS

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Introduction

The European Union Contest for Young Scientists is an annual event that takes place in different Host Countries (usually in the respective capital city) during a week in mid-September. Each year, organisers of participating National Contests send their first prize winning teams to the European Contest where they compete at the European level for prizes and awards.

The Commission provides funding for up to a 100% of the “core” activities i.e. the necessary and required s for ensuring a European level competition of this nature. In general, the core activities should be supplemented by contributions from the organisers, and by any sponsorship that it can attract in order to complement the “core” programme with activities that add a cultural aspect to the Contest. Typically, 25-50% of the total budget can be met in this way.

The Contest is supported through a formal contract between the Host Organiser and the Commission, but due to the nature of the exercise there is a high degree of task sharing. The purpose of these guidance notes is to set out the nature of the principal tasks along with an indication as to who is responsible; provide a checklist and scheduling of tasks; and provide a list of eligible cost categories.

These guidelines are, therefore, aimed at organisations wishing to host the Contest. In consequence, where possible, the various sections of these guidelines follow as closely as possible the time sequence of events following signing of the contract with s indicated in the margins.

It must be remembered that, like any contest, the Contest has certain rules and regulations. These are set out in annex 1.

Finally, it must also be remembered that the Contest brings comparatively young people together in essentially a foreign country for several days. For many, the Contest might be the first time abroad. The safety and correct supervision of the Contestants and the appropriateness of their accommodation and suitability of any travel arrangements must remain paramount considerations in the planning and execution of the event.

Definitions

The Commission

This refers both to the institution itself as well as officials of the European Commission. A secretariat within the European Commission handles routine enquiries and supports the Contest, the meetings of the National Organisers and the Steering Group. An administrative project officer (PO) within the Commission will be appointed as a principal point of contact regarding administrative and contractual issues. Delegation or attribution of specific groups of tasks (e.g. press and communication) can be made by the PO to other Commission services. The Host Organiser must ensure that the PO is fully informed as to any contacts reasonably considered as being important to the execution of the contract.

The Host Organiser

This refers both to the organisation that is responsible for executing the European Union Contest for Young Scientists as well as to the person appointed within that organisation to co-ordinate and manage the event. Such a person could be the respective National Organiser or someone appointed by him/her; the person appointed must have good experience in managing an event of this nature.

The National Organiser(s)

This refers both to the institution and to the person within it that is responsible for the organisation and execution of a participating National Contest. A meeting of the National Organisers takes place each year during the Contest. Exceptionally, the Commission might convene a meeting at other times in the year. Guidelines that set out the conditions for adherence to the Contest and the two classes of participation (full and guest) are given in annex 2.

The Steering Group

This is a group of five national organisers that provide advice and assistance with the organisation of the Contest. The group comprises a dynamic membership of the national organisers of the preceding contest, the current contest, and the contest scheduled for the year to come. In addition, every three years a National Organiser from an EU Member State and a National Organiser from an Accession State is selected to serve on the Steering Group.

The Contestants

These are the young people who, having been selected as first prize winners of their National Contest, have been put forward by their respective National Organisers and accepted by the Commission as competitors in the Contest, following checks on compliance to the Rules. The ages of the Contestants at the time of the Contest are in the range 14 to 21 years (see the Rules). In consequence and in general, the Contestants comprise both minors and young adults (18 years and more). The execution of the Contest must take this into consideration without differentiating inappropriately between contestants.

During the Contest, the Contestants and their Escorts must be clearly identified by a badge or some other device.

The Escorts

Each delegation of Contestants that comprise young people of less than 18 years must be escorted and supervised by a responsible adult (21 years or over) during the entire duration of the event, including travel to and from the designated place of departure. The Escort could be the respective National Organiser, or someone appointed from him/her. The Escort, therefore, participates in all aspects of the Contest that involve the Contestants. This is clearly a position of utmost responsibility and trust.

The Jury

A Jury of international scientists and technologists is appointed by the Commission to judge the competing projects. Annex 3 sets out the Rules to which the Jury members must abide.

The Secretary

This refers to the person or persons that the Host Organiser provides to support the work of the Jury during its deliberations at the Contest location. The Secretary is not the same as the Contest Secretariat (see next section) since he or she needs to work closely with the Host Organiser (for preparation of certificates etc) and needs local knowledge so as to be of more general assistance as required to the Jury members.

The Contest Secretariat

The European Union Contest for Young Scientists is supported by a Contest Secretariat that handles routine enquiries, supports the meeting of National Organisers (and the Steering Group), and provides general help in preparation for the Contest. The Contest Secretariat is a Commission official and is not responsible for those parts of the Contest that are to be executed by the Host Organiser itself. The Contest Secretariat participates in the final event where its role is primarily to support the Commission delegation to the Contest and represents the Commission at a stand.

The Student Helpers

The Host Organiser appoints Student Helpers to assist with the setting up of the exhibition stands, the logistics of managing the teams of Contestants including chaperoning etc. The Students Helpers are not, however, in any sense substitutes for Escorts and the appropriateness of the behaviour of the Student Helpers themselves is the responsibility of the Host Organiser. The Student Helpers should be clearly identified (e.g. badges or T-shirts). Often Student Helpers include past participants in the contest, and as such their experience is very helpful.

The Prize Winners

The Prize winners are the Contestants who, in the judgement of the Jury are to be awarded either a Core Prize or a Special Donated Prize.

Donor(s)

A Donor is any organisation, including the Host Organiser that donates a prize to the Contest that can be awarded following assessment of the Jury to the Contestants. The Donor must inform the Commission as to any special conditions for award, ideally in June before the Catalogue is finalised, but certainly before the Contest is due to start. Any non-discriminatory conditions for the withdrawal of a prize must also be given.

Sponsor(s)

This refers to any legal entity wishing to contribute, either in kind or financially, to the Contest in order to increase the success of the event. The Host Organiser is responsible for identifying any Sponsor(s) but must inform the Commission, which retains, in duly justified cases, the possibility to decline sponsorship rights. The Host Organiser bears the responsibility to ensure that there is an appropriate balance between the offer of sponsorship and the need to ensure that commercial interests are not being inappropriately promoted. The Contest is not a vehicle for enhancing corporate image, but rather (in the context of sponsorship) a mechanism whereby an organisation can highlight its commitment to science and science career development.

Third Party Organisation

Any organisation involved in the Contest but not a recipient of any direct or indirect EU grant component under the contract.

The Contract

The *Contract* is a formal commitment between the Host Organiser and the Commission and sets out respective rights and obligations. Specifically, it includes a description of the work, structures along the lines of work packages and deliverables (e.g. catalogue, venue, stands, and ceremony) and the agreed eligible costs. Unless otherwise formally agreed (in writing from the Commission), no costs can be considered as eligible (for reimbursement) if they are incurred either before or after the start and end date as set out in the Contract. The Host Organiser must alert the Commission immediately if they foresee a problem or if any other contractual issues arise.

Indicative Time Schedule and Deadlines

ACTIONS	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP Contest	OCT	NOV	DEC
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DISTRIBUTION OF TASKS BETWEEN EUROPEAN COMMISSION AND HOST ORGANISER 18TH EU CONTEST FOR YOUNG SCIENTISTS						
	ELIGIBLE COST CATEGORIES	COMMISSION	HOST ORGANISER	N.O.	SPECIAL DONORS PRIZES	JURY
A	Accommodation booking and management		11, 18, 19, 20, 44, 54, 55, 56			
B	Meals, travel arrangements, badges		11, 18, 19, 20, 30, 41, 44, 46, 53, 54			
C	Exhibition					
	Venue, equipment (including special requirements from contestants), stands, etc		"30, 32, 34, 35, 36, 37, 42, 43			
	Decoration, etc					
	EU flags, Banner	16-	15-			
	Offices and its equipment (including Jury office!)		38, 39, 40			
	Medical assistance, security, and others					
D	Transport and activities, including scientific excursions, lectures					
E	Press & Public Relations & Media	19, 21, 46	18, 20, 57			
	Application forms	4, 9, 10	1, 5, 11	6, 7, 8		9
	Application Brochure (sent with Application Form)	2-	1, 3, 5, 35			
	EU Contest official catalogue	23, 25	11, 22, 24, 45			
	Guide about Contest and Budapest (sent with tickets)		17-			
	Posters and other printed material (flyers)	16-	14, 15			
F	National Marketing (website, leaflets, publicity, etc)	13-	12-			
G	Relations with National Organisers					
	Meeting of National Organisers		33-			
	Steering committee meetings					
H	Prizes, prize certificates and participation certificates		26, 28, 29		27, 29	
I	Travel to the host national town : airfares and local transportation					
J	Other					
	Special programme for Jury and Nobel Laureates	Approval				
	Jury invitations	44, 45	46, 47			48, 49
	Nobel Laureates selection and invitations	Approval				
	Souvenirs for participants (T-Shirt, bags, etc.)		31-			
	Budget - eligible costs	42-				
	Secretariat for Jury		50, 51			
	Student helpers					
	Participation		52, 53, 55			

The Application Forms and Brochure

Documents to be prepared

Subject to Commission approval of the final texts and layouts, the Host Organiser produces the application forms for the Contestants and their National Organisers in March of the year of the Contest.

The Commission supplies to the Host Organiser in electronic format the application forms. There are two types of application forms: one for the competing Young Scientists Contestants (a 8 page document in A4 format); and one for the National Organisers (a 10 page document in A4 format). These serve different purposes and under no circumstances can text or layout be changed without prior approval. Examples of the forms are at annex 4.

The Host Organiser must make these documents available both on paper and in electronic format. The Host Organiser posts electronic versions on a dedicated website (see publicity and promotion) and informs the other NOs. Sufficient paper copies are produced so that copies can be sent to each National Organiser and guest country. The Host Organiser is responsible for distributing these paper publications.

Also in March of the year of the Contest, the Host Organiser must produce a short Brochure in electronic format, and post it on the dedicated web-site. A paper-“invitation” to go to the dedicated web-site may be produced to be distributed to the NOs as well as for (inter)national marketing purposes. The text of the brochure should comprise a description of the Contest, EC contact point, details of prizes to be awarded, rules and conditions and an updated list of National Organisers. The brochure should give information on the Host Organiser, the venue (dates, location), contact points, acknowledgements for sponsorship, and can highlight in summary form any special features of the forthcoming Contest. An example of the core text for the Contest Brochure is available on request from the Contest Secretariat. It should be noted that this document has relatively short lifetime serving principally to introduce the event, and provides details on how to submit projects. The brochure needs not, therefore, to be overly sophisticated.

Submission of application forms

In accordance with the Rules (annex 1), only the National Organisers can propose teams of young people to represent their country. Each National Organiser, therefore, fills out a set of forms giving their contact information, titles and summary information on the projects submitted, and details of their national competition. The National Organiser also identifies the person who will escort their team of Contestants to, during and from the contest. The Escort could be the National Organiser him(her)self or a responsible adult acting on their behalf. Since the Host Organiser supplies the travel tickets to and from the contest, the National Organiser must also indicate on the forms as accurately as possible the location of the single point departure and return, and the arrival and departure dates of its delegation (Contestants plus one Escort). In signing the form, the National Organiser takes responsibility for the compliance of the submitted projects with the Contest rules.

Each Contestant also fills out a set of application forms clearly identifying themselves (with two photographs) and their contact details, giving some personal background information (any special requirements such as dietary or access facilities), summary information on the project, and their requirements in terms of technical support. In signing the forms each Contestant also commits him or herself to follow and respect the Rules of the Contest. A full description of the project is appended to the Contestant application form in accordance with the suggested format.

The National Organiser is responsible for forwarding his (her) forms, together with a full and complete set of Contestant forms and the description of the projects to the Commission respecting the close date for submission that is given in the brochure and on the forms (usually the second Tuesday in June of the year of the Contest). Wherever possible electronic versions of the forms and texts and two paper copies should also be sent since this facilitates considerable the following steps.

Processing of applications

On receipt of the application forms and the project descriptions, the Commission checks them for conformity with the Rules for the Contest. Copies are made as required, and the Commission sends the Contestant forms and project descriptions to the members of the Jury.

The Commission also sends a full set of documentation including the National Organisers forms to the Host Organiser, along with a summary table listing projects, contestants, and nationality. The Host Organiser needs this information in order to finalise the in situ facilities to accommodate the number and size of the competing teams, arrange travel tickets, and describe the projects and the contestants in the Contest Catalogue.

A deadline for the receipt of applications is imposed to ensure that sufficient time is given to the Jury members so that they can start their preliminary evaluation, and also so that the sufficient time is allowed for the production of the Catalogue. Late submissions are treated on a case-by-case basis in so far as they do not compromise these two key steps.

Publicity and Promotion

The Contest Website

The Host Organiser is responsible for setting up and maintaining a website whose purpose it is to support the Contest that they are arranging. Inter alia, the web site must make it clear that the event is a EU event sponsored primarily by the Commission and must therefore include a link to the Contest home page where information about the rules and regulations etc are posted.

The website must provide background and practical information in a form useful to National Organisers, Contestants and the general public. Electronic versions of the Contest Brochure, forms, promotional and publicity material, and general information about the venue should be made available through the site.

The Commission will supply logos and devices appropriate to the Contest.

Posters, leaflets or flyers and banners

The Host Organiser produces promotional posters and/or flyers whose primary purpose is to advertise the exhibition in the region in which it takes place so that potential visitors are aware of it (essentially local schools).

Approximately 10 copies of the posters are also sent to each of the National Organisers. The posters and flyers must acknowledge prominently EC support but can also include logos of sponsoring organisations.

Commission approval of the style and format is required before these materials are produced.

The Commission provides the Host Organiser with appropriate EU Contest banners, for placing at the entrance of the exhibition building, and, as appropriate inside, and at other key events that might take place elsewhere : press conferences, awards ceremony etc.

Contest programme

The Host Organiser must also produce and distribute at the Contest a summary description of the Contest giving the programme of activities and key information including emergency service numbers etc.

Media coverage

The Host Organiser makes provisions within its budget so that up to four journalists (usually from the country of the Contest) can attend the Contest. The Host Organiser is responsible for the invitations and organisational aspects (for example press room etc).

The Commission, at its own cost, can invite extra journalists (around 10) to provide a wider European coverage. The Commission covers the hotel and daily allowance costs of these extra journalists.

The Host Organiser must make, however, the appropriate hotel reservations provided that the Commission provides information within 4 weeks of the Contest. The Host Organiser also ensures that the journalists have full access to key facilities (for example a press room) and events (such as the reception, the awards ceremony, VIP events, press conferences etc; see section on programme).

The Commission will take responsibility for additional European-level promotion and public relations (identification of media audiences, profile building, press invitations, press releases and follow-up) but these activities do not absolve the Host Organiser from its responsibility to handle local arrangements.

To ensure co-ordination, both the Commission and the Host Organiser will nominate a specific press contact point. If the Commission uses a contractor to handle certain tasks, the Host Organiser will liaise simultaneously with both the Commission and its contractor as to what is being done.

The Contest Catalogue

The Host Organiser produces a Contest Catalogue. This is a key document and serves several purposes to:

- introduce the Contest
- record the projects submitted with descriptions of the Contestants;
- introduce the Jury Members;
- describe the prizes on offer;
- place the contest in the national context;
- explain European Commission activities aimed at young people;
- acknowledge sponsorship;
- identify key people and contact points.

In consequence the Host Organiser must make the Catalogue available before the Contest starts.

Typically the Catalogue is in colour, printed on good quality paper and is of the order of 50 A4 pages long. It is produced in the style of the Host Organisers choice but also contains information that is supplied by the Commission. Examples of Contest catalogues are available from the Contest Secretariat on request.

The Commission proposes some texts covering:

- The introduction from the EC Commissioner for Research
- Background information on the Contest
- Administrative information concerning the Contest (Contestants eligibility, prizes on offer, judging process)
- An index of the Contestants (on receipt of the application forms), project titles and Country of origin
- Photographs and project summary (again on receipt of the application forms)
- Details of the Jury (summary CV and photographs),
- Details of the prizes
- Information on past winners (including an updated list)
- General text on the EU and young people
- Updated list of National Organisers

The Host Organiser incorporates the above texts in a single document for which it is responsible for supplying text on:

- Introduction by national VIP(s)
- Detailed programme for the event
- Indexed floor plan
- Details of the venue
- Key information on service numbers etc.
- Details of any special cultural activities
- Details for the Awards Ceremony
- Details of the press event
- Details of the Host Organisers
- Details of any sponsorship
- Advanced notification of next year's event.

The Host Organiser must ensure that the cover of the Catalogue features the Contest logo, the logo of the European Commission, and the official title of the event (Xth European Union Contest for Young Scientists, city, country, dates).

The Commission is not responsible for proof reading the drafts, but its approval must be sought before printing. The Commission will check a certain amount of key information relating to the Prizes, the Contestants and the Jury.

The Host Organiser must include a suitable clause limiting liability in case of errors or omissions etc.

The Prizes

The purpose of the Contest is to promote the ideals of co-operation and interchange between young scientists. The selection of prize winners is a key element of the Contest. There are two types of prizes: Core Prizes and Special Donated Prizes.

Core Prizes

Core Prizes are cash prizes and are the principal prizes awarded and are split into three classes:

3 first prizes of 5000 €each

3 second prizes of 3000 €each

3 third prizes of 1500 €each

Total budget is 28 500 €

The Host Organiser is responsible for transferring the monetary value of the Core Prizes to the account identified in the prize-winning Contestant forms within 30 days of the contest.

Prizes are awarded to projects; if a project comprises a team then they share the prize. Hence, in accordance with the Rules the maximum number of core prizes winners (all classes included) is $3 \times 3 \times 3 = 27$, the minimum is 9 (one single Contestant project per class).

In addition to the monetary prize, and in cases where a Special Donated Prize is not awarded, the Jury offers up to six first prize winning Contestants (three teams of one or two; one team of three, one of two and one of one) the opportunity to represent the Contest at either the London International Youth Science Forum or the Stockholm International Youth Science Seminar. These are not competitive events, but they are events in which the contributions of the participants play an important role in their success.

The Host Organiser must include suitable financial provisions in the budget to cover the full costs of the prizes and for participation in these events including travel to and from the events and any registration fees, accommodation and food. The Commission agrees the costs with the organisers of the events and reserves the right to change or modify details of attendance in such events. In any case the Jury, in deciding to confer these extra honours, will take into consideration the age (see details of the prize in the

Contest Catalogue) and suitability of the candidate.

If there are insufficient first prize winners, the offer to represent the Contest can be made to second prize winners within the total budget available.

Special Donated Prizes

The Host Organiser and/or a Third Party Organisation such as a sponsor can donate prizes that the Jury can award to Contestants. Typically, such prizes are study visits or equivalent to leading science organisations or events. The Jury judges the appropriateness of awarding these prizes taking into account the interests of the contestants. The Donors must specify any conditions for the award of donated prizes to the Commission before the Contest and certainly before the finalisation of the Contest catalogue.

Such prizes should not compete in a financial or symbolic sense with the Core Prizes. (If such a situation were to arise, consideration should be given to combining it (them) formally with one or more first prizes).

If such donated prizes involve travel to a specific location (such as study-trips, attendance at events etc) the cost of the travel can be included as an eligible project cost if known at the time of the negotiation of the Contract with the Host Organiser. As a general rule of thumb, the Commission recommends that the age of the contestants be taken into consideration in cases where prizes involve travel and accommodation away from home.

Travel considerations notwithstanding, the Donor is responsible for delivering and (where necessary) organising or implementing the donated prize including any necessary arrangement as regards, insurance and compliance with safety requirement.

Since these are Donated Prizes neither the Commission nor the Host Organiser is liable for any cancellation or withdrawal of offer. The Donor should take into consideration any consequence so arising before offering a prize. The primary underlying principal of the Contest is to encourage young people to take an interest in doing and working in science; any bad experiences in fulfilling expectations generated by the promise of prizes can be counter productive.

Certificates

As a general rule, the Host Organiser produces the certificates for the Core prizes based on the texts supplied by the Commission. The President of the Jury on behalf of its members and the Director General (or the most senior Commission representative present) co-signs the Core prize certificates. In the case of (first) prize winners receiving extra honours these are also mentioned on the certificate and should be accompanied either at the time of the Contest or shortly afterwards by information setting out the conditions of award and the non-discriminatory circumstances where an award might need to be withdrawn due to unforeseen circumstances.

It is also customary to offer certificates of participation to each Contestant during the Awards Ceremony.

Donors of prizes should ideally produce their own certificates based on the form of

words in annex 5; alternatively they could inform the Host Organiser who could consider producing the certificates in the same format as for the Core prizes. These certificates should, however, be signed both by a representative of the Third Party Organisation, and the President of the Jury. They will not be signed by a representative of the Commission neither will they be handed out by the Commission. They should be accompanied either at the time of the Contest or shortly afterwards by information setting out, where appropriate the conditions of award and the non-discriminatory circumstances where an award might need to be withdrawn due to unforeseen circumstances.

The Core activities and the Cultural programme

The Commission offers financial support for the core activities associated with the Contest, and even in these circumstances there is an expectation that the Host Organiser will make a substantial contribution.

Indicatively, the core programme is:

Saturday (Day 1)

08:00	Contestants and Escorts arrive and register and start setting up their exhibitions.
12:00	Welcome and briefing session
14:00	Setting-up stands (continued)
19:00	Evening meal (e.g. buffet) and light cultural event
22:00	Return to hotel accommodation

Sunday (Day 2)

08:00	Setting-up stands (continued)
12:00	Opening Ceremony
12:30	Lunch at exhibition venue
14:00	First round of judging begins
18:00	Evening event and meal
22:00	Return to hotel accommodation

Monday (Day 3)

08:30	Second round of judging
10:00	Exhibition open to public
12:30	Lunch at exhibition venue
14:00	Third round of judging
17:30	Evening event and meal
22:00	Return to hotel accommodation

Tuesday (Day 4)

08:30	Final round of judging
10:00	Exhibition open to public
12:30	Lunch at exhibition venue
14:00	Special lecture
15:00	Rehearsal for Prize Ceremony
17:30	Evening event and meal
22:00	Return to hotel accommodation

Wednesday (Day 5)

09:00	Interactive science discussion event
10:30	Return to hotel
11:30	Press Conference
12:00	Awards Ceremony
13:30	Lunch/Reception
15:00	Return to exhibition/dismantling stands
19:00	Farewell event and evening meal

Thursday Departure

The object of the programme is to focus attention on the exhibition. General cultural activities should be restricted to the evenings of Monday and Tuesday. Any activity that takes the Contestants away from their stands during the hours of 9:00-17:00 on Monday and Tuesday should be avoided.

The Host Organiser may offer a cultural event to early-arriving contestants or those who for flight departure time reasons might need to travel late on Thursday.

The main media event is the awards ceremony; this is the culmination of the Contest and all efforts need to be made to increase its impact.

An informal opening reception, however, should be provided (with an adequate buffet) at which some words of welcome can be offered by the Host Organisers and key people should be identified (Jury, Student Helpers, Secretary/Secretariat, Commission officials, special guest etc).

Conference bags souvenirs trophies etc

Cost for producing a Contest bag containing Contest material (catalogue, programme summary) and souvenirs (T-shirts, pens, etc) can be included as an eligible cost; as an option to the issuing of participation certificate a symbolic trophy might be included for the Contestants. Wherever possible the costs of this Contest bag should be amortised by sponsorship or locally available material.

The Host Organiser should consider budgeting for a limited number of symbolic gifts to be awarded at the final farewell dinner to the Jury members and any special invitees who have contributed towards the success of the event (this EXCLUDES Commission personnel)

The Venue and the Facilities

The Host Organiser must take steps sufficiently before the event (even in the absence of firm numbers of participants) to book and reserve suitable venues for the exhibition (including facilities need by the Jury, the Commission and Journalists) and the Awards Ceremony, and the associated Press conference that takes place just before.

Estimations can be based on past experience. Typically 80-85 projects are submitted each year involving 130-150 contestants. Each project needs a space allocation (see next section and annex 6) from which a minimum floor area for the exhibition itself can be inferred.

A room needs to be provided for approximately 3 hours on the morning of the 4th day for the meeting of the National Organisers (around 50 persons).

The Stands

The Host Organiser provides stands so that the contestants can display their projects. The stands must conform to a set of standard dimensions given in annex 6. The stands must be positioned on the same floor and placed so as to have sufficient room between the rows: the stands constitute the public exhibition and the Host Organiser must take this into consideration.

In addition to being of the correct dimension, each stand has to be well lit, supplied with easy and safe access to electrical power, and ideally should have a lockable cupboard in the bottom section for the storage of material and personal belongings. If no such storage space is included then a secure and controlled storage area must be provided. The Host Organiser must inform all national organisers concerning the size of the stands in the application brochure and should not depart significantly from the dimensions given in annex 6.

Each stand should be clearly identified with the name of the contestant(s), the project title, their national flag and the European Union flag.

The Host Organiser should provide space for a stand for the Commission. This stand should be prominently positioned and acts as an information point for the EU Contest. The Commission will supply the backdrop for its stand (poster boards of approximately 2 meters high and 3 meters wide, but the Host Organiser will supply a table, two chairs and a PC connected to internet.

In addition to this, and compatible with the spirit of the Contest, the Host Organiser can provide stands for Sponsors; in this case either such costs are identified before conclusion of the contract or are borne by either the Host Organiser or the Sponsor itself.

The Offices

The Host Organiser must provide a secure office for the 15 Jury members (on arrival) with appropriate facilities. The host organiser must provide at least 16 copies of all proposal descriptions including the application forms. Furthermore, basic office stationary, scissors, pens, paper, staplers, rulers etc. must be available, as well as 2 computers with Internet connections, 1 beamer, 1 telephone/fax, 1 photocopier machine. The Host Organiser will provide light refreshments and can arrange for lunches to be served in this room. The Host Organiser will provide a wall-mounted table to list the projects vertically, and the Jury members horizontally, to assist the Jury in planning the interviews. The Host Organiser will ensure that the work of the Jury is supported by a full time Secretary and access to the Student Helpers if required.

The Host Organiser will provide a secure office for the Commission staff (4 people)

with: 1 computer with Internet connections, 1 telephone/fax. Coffee, tea and light refreshments should be provided. The Commission will arrange its own secretarial support.

The Host Organiser will provide an office for invited Journalists (approximately 14) with the following facilities: 2 computers with Internet connections, 2 telephone/fax. Coffee, tea and light refreshments should be provided.

Eating zone

The Host Organiser provides lunch usually at the place of the exhibition to all the participants (see section on attendance and participants) and due account should be made to special dietary requirements declared on the application forms. Young people eat a considerable quantity of food and so the Host Organiser must make suitable provisions. No alcohol is to be available at these lunches.

Other arrangements can be for other participants; jury members; VIPs etc.

Contest reception

The Host Organiser should provide an appropriate reception area/counter to act as information and help point.

Security First aid and safety

The competition brings together young people from across Europe. The Host Organiser must ensure that first aid and resuscitation equipment and the personnel to use it are readily at hand (and its existence is verified at any extra mural event).

The venue itself must conform to national fire regulations with well sign posted emergency exits. The procedure in case of fire should be clearly explained especially to the contestants and their escorts. Access by emergency vehicles and links with hospital facilities must be adequate. The Host Organiser must take out adequate insurance (or ensure that an appropriate insurance policy exists) to cover possible damages and litigation).

The Jury and Judging Process

The Commission selects the Jury on an annual basis in order to ensure that each year approximately 1/3rd of the 15 members are replaced and that a sufficient distribution of expertise is present. Can only be nominated as a jury-member of the EU Contest, the person that has not been a jury-member of a national contest in the same year. Based on past experience the approximate composition of the Jury is:

Field of project	Frequency	Number of experts
Biology	21%	2
Physics	16%	2
Engineering	14%	2
Environment	14%	2
Chemistry	8%	2
Computing	8%	1
Medicine	8%	1
Mathematics	5%	1
Materials	2%	1
Social Sciences	2%	1

The President of the Jury is expected to serve at least 3 consecutive years (maximum 4). See annex 3 for the terms of reference of the Jury.

Selection of the Jury

The Commission selects the Jury, and passes their contact details (short CVs and photographs; electronically or by courier) to the Host Organiser before end May of the year of the Contest. Other National Organisers are informed of the identities of the Jury at the same time. The Commission ensures that the Jury receives details of the Contestants and their projects following receipt of the latter in early June but no later than the end of that month.

The Host Organiser is responsible for liaising directly with the Jury concerning travel and accommodation arrangements, and any special requirements concerning facilities (dietary and access requirements). The Host Organiser must, however, alert the Commission as to any problems with liaising with the Jury, so that appropriate steps can be taken in good time in the case of illness or withdrawal from the Contest.

The work of the Jury is remunerated over the 4 working days of the Contest (Monday to Thursday inclusive). All the associated costs are in principle eligible contract costs. See section on Eligible Costs.

Judging process

Judging takes place in two steps:

1) A preliminary review is conducted by members of the Jury before the Contest. At this stage a Jury member may seek expert advice if the subject is outside his or her area of expertise.

The criteria used to assess projects shall be the following:

- originality and creativity in the identification of and the approach to the basic problem;
- skill, care and thoroughness in designing and carrying out the study;
- following through of the study from conception to conclusion;
- reasoning and clarity in the interpretation of the results;
- quality of written report (within the confines of the specified limits);
- presentation and ability to discuss the project with the Member of the Jury.

In applying all these criteria, allowance shall be made for the age and educational level of the Contestants, and the quality of the resources available to them.

Preliminary marks in the following categories:

- Excellent project.
- Very good project - which could be improved in certain minor respects.
- Generally good project - which could be improved in certain areas.
- Fairly good project - which contains definite weaknesses.

2) A final assessment on the basis of interviews and discussions with the contestants during the exhibition.

During the final assessment the Jury meets, and on the basis of both preliminary assessment and the interviews, selects the Prize Winners.

Following an overview delivered by the President of the Jury, the Prize Winners are announced at the Award Ceremony.

The President of the Jury may, at any time, inform the Commission where, in the opinion of the Jury, any of the following is apparent:

- The contestants have received undue assistance from “experts”;
- The contestants have had undue privileged access to resources; or
- The contestants have clearly plagiarised ideas from others.

In such cases, the Commission will withdraw the project from the competition, and even after the event, demand if necessary, the return of any prize monies.

The decision of the Jury is final.

Support for the Jury

The Jury is supported by a Secretary and Student Helpers (see section on support facilities and eligible costs) and will have a dedicated secluded area for its confidential deliberations.

In order to plan the interviewing, the Jury will meet in the evening of Day 1 and decide who is going to assess which project and approximately when. Interviews take place over Days 2, 3 and 4. The Secretary with the assistance of the Student Helpers will give to each team an approximate timetable specifying when the interview(s) will take place and hence when the contestants will have to be present as a complete team to present their work.

Since the Jury members will be identified clearly as such by a badge (but not named individually on the timetable) the Contestant will be able to recognise when they are being questioned by a Jury member. The interviews will not be confidential in the sense that onlookers and visitors will not be excluded, but it will be made clear that an assessment is taking place. In this way, other Jury members, not formally assessing a project, will still have the opportunity of speaking with contestants, but more from a general interest point of view. Their impression could nonetheless be taken into account during agreement on the overall ranking of projects.

Not all Jury members will be able to evaluate each project, but each project must be assessed (i.e. the contestants interviewed) by at least 3 Jury members (but not necessarily at the same time). On the basis of 50 competing projects, and typical interview duration of no more than ½ hour per project, the total Jury interview time in person hours is thus $50 \times 1/2 \times 3 = 75$ person-hours of interviewing. With 15 Jury members each can be expected to spend 5 hours interviewing contestants (i.e. assess 10 projects on average). The Host Organiser must make allowance for this in the timetable/programme.

The Contestants must be prepared for the interviews: either one interview conducted by all three Jury members (ideally) at the same time, or 2 or 3 interviews (again each lasting up to 30 minutes) in the case that one or more of the Jury members ascribed to a particular project is engaged in interviewing a different set of Contestants.

1. First meeting of the jury. [Before the first interview session.]

Based on the project descriptions, each member of the jury marks the projects he/she has been assigned for evaluation using the letters A,B,C to indicate

A = Worthy of a prize

B = Maybe worthy of a prize

C = Not worthy of a prize

The jury discusses the possibilities for reducing the number of projects to be considered in more detail to one third of the total number of projects.

2. Second meeting of the jury. [After the first interview session.]

The jury reduces the number of projects to be considered to at most one third of the total number of projects.

3. Third meeting of the jury. [After the second interview session.]

The jury reduces the number of projects to be considered for a prize to 12 -15.

Assign jury members so that each of the remaining 12-15 projects are examined by at least six jury members.

4) Fourth meeting of the jury. [After the third interview session.]

Each jury member ranks the projects examined: 1, 2, 3, 4, 5, 6,....

The jury discusses the table with all the rankings by members of the jury. Following this discussion, the jury makes its decision about the prizes.

The Secretary will produce the prize certificates (see section on prizes).

The Commission will produce a press release.

Attendance and participation in the event

The eligible costs of the Contest (i.e. those that can be recovered from the Commission in accordance with the Contract) allow for the participation of the following classes of people:

1. The Contestants including guest contestants (numbers to be estimated at the time of the proposal submission on the basis of the number of potential competing countries and an average team size of 4)
2. One Escort per competing country (either the national organiser or an adult nominated by him(her))
3. The 15 Jury members
4. 3 Alumni
5. 4 Journalists (the Commission might at its own cost provide more)
6. 15 Special invitees or guests
7. 10 Student Helpers
8. 4 Local Staff
9. Representatives from institutions donating prizes
10. Commission officials (see travel and accommodation section)

The Host Organiser is responsible for identifying and inviting special guests and VIPs. Assistance can be provided by the Commission, but the responsibility for arranging the participation of guests and speakers remains with the Host Organisers.

Past contest winners “Alumni” can also be added and incorporated into the activities in a way that their own experience adds an extra dimension to the Contest.

Participation of others in the Awards ceremony and associated Press conference as well as any duly justified departure from the numbers given above, can also be an eligible cost with the agreement of the Commission during contract negotiation.

However, extra members of the delegation (i.e. excluding 1 and 2 above), friends, family members, observers etc. are not eligible costs. If such supernumeraries wish to participate they are solely responsible for arranging and paying for their own travel and accommodation; furthermore they are not entitled to take part in any part of the proceedings except to visit the exhibition of projects itself which is a public event. Any help provided by the Host Organiser is at its own discretion and cost.

Should such supernumeraries wish to participate in the associated cultural activities, and the prize giving ceremony, and have access to the food and refreshments offered to the participants, they must be prepared to cover the associated costs, and even in these circumstances the Host Organiser is not obliged to accommodate their needs. It is unreasonable to expect that the Host Organiser could anticipate such costs and the extra facilities required in his budget.

It is recommended that the Host Organiser issues all legitimate participants with

badges, and food and refreshment tokens and any tickets to cultural events on arrival. Judges, Commission officials VIPs etc. need not use tokens but are identified by their badges. Such tokens can be distributed to supernumeraries at the discretion of the Host Organiser but both parties should be aware that the costs involved cannot be recovered later from the Commission.

Travel and accommodation

The Host Organiser is responsible for supplying the participants (see previous section) with travel tickets, making appropriate reservations, booking and paying for hotel accommodation. The Host Organiser must therefore deal directly with the participants concerning their arrival and departure times and place of origin (much of this information is included in the National Organisers' forms). The Host Organiser must make suitable provisions in his (her) budget for reserving, booking and sending (where necessary) travel and accommodation tickets, vouchers, etc. to the agreed participants. This is a task that should not be underestimated and the services of a professional travel agent as a subcontractor should be considered.

There are two exceptions:

- *Guest countries* are expected to cover their own costs for travel and accommodation but the Host Organiser usually makes appropriate hotel reservations on their behalf or assists them with this process.
- Commission officials, and any journalists invited by the Commission, have a separate procedure for the reimbursement of travel and accommodation costs (although normally they would expect to be in the same hotel as the Jury). The host organiser should, however, ensure that rooms have been reserved, but the Commission is responsible for supplying a list of attending officials and journalists.

Different classes of participants are entitled to different classes of accommodation and travel:

As a general rule the accommodation offered to the Contestants together with their Escorts, the Student Helpers, should be secure, clean, and comfortable. Travel to and from the Contest location should be provided (or be easy). Essential emergency facilities and a permanently manned reception must be provided. The level of the accommodation offered should be equivalent to (or better) than that offered to residential students at university. Youth hostels or even hotel accommodation can be offered but in these circumstances the possibility (and appropriateness) of room sharing should be considered.

Other participants and in particular the Jury members and any special guest should be offered an appropriate level of hotel accommodation.

It should be made clear to all participants in hotels that unless otherwise explicitly indicated, all extras (mini-bar, snacks, telephone, services) are at their own cost and they will have to settle any bills incurred as they leave the hotel.

s following the Contest

Media Report

The Host Organiser is encouraged to give to the Commission copies of any local media reports that have arisen from the Contest.

Follow up of Prizes

The Host Organisers must ensure that Prize Winners are able to claim their prizes. In the case of “Core Prizes” the monetary value of the prizes must be transferred to the winners within 30 days. For the other prizes for which the timing might be dependent of scheduled events, the Host Organisers must make suitable arrangements so that the Prize Winners know how and when they will receive the prize.

The respective National Organisers of the winners of non “Core Prizes”(special/honorary/donated prizes) will have to assure that the Commission receives, within a 30 days period after the event takes place, a summary report describing their stage/training or attendance to the event.

Contractual Issues

The Host Organiser is bound by the conditions of its contract which set out inter alia details of the payment schedule and reporting periods. The Host Organiser must alert the Commission to circumstances that could lead to a conflict with the conditions set out in the contract.

Annex 1 – Rules of the Contest

THE EUROPEAN UNION CONTEST FOR YOUNG SCIENTISTS

RULES AND REGULATIONS

AIMS AND OBJECTIVES

Article 1

The European Union (EU) Contest for Young Scientists, (hereinafter “the Contest”) was established in 1989, to promote the ideals of co-operation and interchange between young scientists. The Contest builds on the efforts made in each participating country to attract young people to careers in science and technology.

LEGAL STATUS

Article 2

The Contest is co-funded under the EU 6th Framework Programme for Research and Technological Development and is part of a broader initiative to reinforce the links between science and society and further the emergence of a European Research Area. It is managed by the Directorate-General for Research of the European Commission (hereinafter referred to as the ‘the Commission’).

PARTICIPATING COUNTRIES

Article 3

Participating countries are:

- Member States of the European Union.
- Countries associated with Framework programme.
- Countries with which the Commission has come to an agreement at government level about their participation in the Contest.

An updated list of eligible countries will be made available by the European Commission at the beginning of each year.

Article 4

Special guest status can be extended by decision of the European Commission to allow the participation of contestants from other countries.

Article 5

Projects and participants from the European Schools are also permitted to participate provided that they have not competed in the national contest of the country where the respective school is located.

Article 6

Participating and guest countries are entitled to nominate up to 3 projects involving a total of no more than 6 contestants.

The European schools are entitled to nominate 1 project involving no more than 3 contestants.

LOCATION AND TIMING

Article 7

The Contest will be organised each year in a different country. The countries eligible to host the Contest are:

Member States of the European Union
Associated States to the European Union

Countries from Central and Eastern Europe, Russia and the New Independent States can also apply to host the Contest but preference will normally be given to a Member State of the European Union or one of the Associated States.

Applications to host the event can only be submitted by the approved National Organisers in eligible participating countries and must be endorsed by the appropriate national government ministry.

Article 8

The Contest normally takes place in September. It consists of:

- an Exhibition where contestants display their projects;
- Opening Ceremony, Awards Ceremony, Press Conference, and Official Reception.

CONTESTANTS

Article 9

Contestants will be admitted only if they have:

- a) won a first prize in their national competition; and
- b) are designated by the Jury of the respective national contest to present their project at the EU Contest in accordance with these rules.
- c) have not previously participated in the EU Contest, even if the project intended for presentation is different.

Article 10

Contestants must conform to all of the following age and education requirements:

- a) be less than 21 years of age on the last day of the month of the EU Contest (September) but more than 14 years of age on the first day of the month of the EU Contest (September);
- b) have not completed more than one year of higher education studies at the time of the Contest;
- c) have completed their project before entering university.

Article 11

Contestants can present individual projects or team projects of not more than three individuals per project (see article 6). Rules concerning age and education requirements are applicable to all members of a project team.

Article 12

In case of a team project, all members of the team must be present at the Contest. If one or more members of the team are absent, other than on the grounds of ill health, the Commission will decide, on a case by case basis, whether the remaining team members will be admitted to present the project.

Article 13

Contestants shall be available for interviews at the times stated by the Jury, be prepared to explain their projects to visitors and join in all the events that are organised.

Article 14

Contestants shall disclose to interviewing Jury members all material and information sources they have used in carrying out their projects and shall identify individuals or organisations who have supported or guided their work.

Article 15

Where a project has lead to publications, patents, trademarks or similar, the relevant documents have to be made available to the Jury. Appropriate steps should be taken before the Contest to protect intellectual property rights etc.

Article 16

Where, in the opinion of the Jury, contestants:

- a) are estimated to have received undue assistance from experts;
- b) have benefited from undue privileged access to resources;
- c) have clearly plagiarised ideas from others without indicating the source;

they will be excluded from competition by the Commission.

Article 17

Contestants must behave in a manner that is appropriate to someone representing their country abroad at an international event.

PROJECTS

Article 18

Projects are accepted from all fields of scientific endeavour, including the social and economic sciences.

Projects that in any way are deemed to represent a risk to public health and safety shall however not be accepted at the exhibition. In particular experiments that involve radioactive substances, dangerous equipment, toxic and carcinogenic materials are all excluded from public display.

Article 19

Projects must respect the prevailing codes of ethics (including experimentation on invertebrates and non-invertebrates) in the country of origin as well as any considerations agreed to at the European or international level.

Article 20

Projects consist of a written report and suitable material for display in a public exhibition.

Article 21

Projects submitted must be supported by a written affidavit from the President of the Jury of the national young scientist competition to certify that the project has won first prize in the national competition.

Article 22

The written project report has five parts:

- a) A typewritten presentation (or essay). Hand written presentations are not admissible. The presentation should describe the project. It may be accompanied by original illustrations (graphs, drawings and photographs).
 - It may consist of up to a maximum of 10 pages of written text (A4 format; single sided; double spaced and unbound in a minimum character size of 10 point);
 - It may be accompanied by up to a further 10 pages of illustrations (A4 format; single sided and unbound);
 - No extra materials such as video tapes and diskettes can be accepted as part of the typewritten presentation;
 - The presentation can be written in any of the official Community languages.
 - Contestants are reminded, however, that the working language of the Jury is English.
- b) A one page scientific summary in English containing the most important points of the project (aim of project, materials and methods, observations and conclusions).
- c) A clear concise project title in English for the Contest Catalogue. This may be accompanied, if required, by the full scientific title.
- d) The full original scientific title, in the original language.
- e) A straightforward description of the project of not more than ten lines in simple English for publication in the Contest Catalogue. Contestants through their National Organiser must ensure that this brief project description is readily understandable by the reporting press, other media, and interested members of the wider public.

Article 23

The Project Display for Public Exhibition.

The project display is an essential element for the Jury to appreciate the quality of the project. This requires:

- a) Project displays to be set up by contestants at the Science Exhibition.
- b) Projects to be suitable for public display and conform to the strictest safety requirements.
- c) Projects shall be presented on a stand, respecting the dimensions as described in the Contest's annual application brochure. The display is part of the contestant's project and must exhibit the essential parts of the work. The display may consist of working models, videos and other demonstration material. A project display that exceeds the stand dimensions will not be admitted.
- d) Exceptions can only be admitted under conditions specified in the Contest's annual application brochure. The Commission reserves the right to refuse the public displays of any material which may present a risk to health and safety or which is judged by the Commission to be otherwise unacceptable for public display.

- e) The stand and electrical connections will be provided by the Host Organiser. Contestants shall inform themselves via their National Organisers and/or the Commission about the specifics of the power supply in the country concerned.
- f) A VHS video recorder and TV monitor will be provided by the host National Organiser on request. Other equipment will only be provided if it is paid by the contestant or the respective National Organiser in advance of the Contest.
- g) Any other pieces of equipment (computers, printers, etc.) must be brought by the contestants themselves or rented locally at their own cost. Contestants have to insure all their equipment, or in the case of hired equipment, to check that insurance cover is included. Neither the Commission nor the host National Organiser will accept any responsibility for loss or damage.

THE NATIONAL ORGANIZERS

Article 24

National Organisers represent the body/institution that is responsible for the organisation of the national contest in the respective country.

Article 25

National Organisers are responsible for submitting to the Commission projects selected by the respective national Jury and for all subsequent communication with the Commission. They ensure that the rules concerning the number of projects per country and the eligibility criteria for their contestants are fully respected.

If, following submission to the Commission, a project is withdrawn, National Organisers shall inform the Commission immediately.

Article 26

National Organisers ensure that all applications from their contestants arrive by the specified deadline: the first Tuesday in June of the year concerned. Late entries will not be admitted.

Article 27

National Organisers should ensure that when their contestants are aged between 14-17 years old that they are accompanied throughout the duration of the Contest. (See Art. 50)

Article 28

National Organisers may delegate responsibility to accompany contestants under 18 years old (see article 29) to an escort. The escort shall not be less than 21 years old. His or her duties shall be the same as those of the responsible National Organiser.

Article 29

In the case where contestants are under 18 years old, National Organisers shall arrange that contestants will travel as a group under supervision both from and back to their country of origin.

Article 30

National Organisers select one international train station or airport from which their contestants will depart and return to their country. The departure point shall be chosen so that it will provide the easiest and most convenient direct routing to the Contest venue.

Article 31

National Organisers or escort(s) assigned by them constitute together with their contestants the respective country's official delegation and are the only ones that can enjoy access to all public and private events associated with the Contest.

Article 32

National Organisers shall, through their organisation, meet the costs of any travel to and from the point of international departure in the given country from where the respective delegation travels to the Contest.

Article 33

National Organisers shall keep their contestants informed as to the travel arrangements, on the basis of information to be provided by the host National Organiser of the Contest.

Article 34

National Organisers shall advise their contestants about all the travel documentation that may be required and shall request the assistance of the Commission at the time of the deadline for applications if such assistance is needed.

Article 35

National Organisers undertake:

- a) to deal with any import/export procedures that may be required for material that is needed for the display of their projects;
- b) to ensure that all display material arrives on time for the Contest and that it is duly exported back to their own country at the end of the Contest;
- c) to cover all expenses related to the transport of any extra material that may be needed for the display of projects;
- d) to send to the Commission, as soon as possible after the Contest, details of any media coverage that their contestants have received.

Article 36

National Organisers assume responsibility for the well being and behaviour of their delegation. This requires them:

- a) to ensure that their delegation travels with adequate health, accident and travel insurance that covers them for the travel and the duration of the Contest.
- b) to handle any linguistic or other problems that may arise during the Contest or in relation to associated activities.
- c) to ensure that they have their own measures in place to assure their delegation's behaviour remains beyond reproach.

Article 37

Where there are grounds to believe that a National Organiser or its nominated escort is failing in their duties in respect of the Contest, the Commission reserves the right to inform the appropriate authorities and ask for remedial . If no satisfactory solution is then forthcoming, the Commission may cancel its association with the body in question and ask the country concerned to review arrangements at national level.

Article 38

National Organisers may nominate a Steering Group to discuss with the Commission all policy matters and practical questions related to the Contest. The Steering Group will comprise a core membership of:

- The host national organiser of the forthcoming Contest
- The host national organiser of the previous Contest
- Two further members to be designated by National Organisers from amongst themselves.

THE HOST NATIONAL ORGANIZER

Article 39

The host National Organiser, in association with the Commission, selects the venue for the Contest where all projects can be displayed in an equitable fashion.

Article 40

The host National Organiser takes care of local sponsoring which would be expected to cover at least 25 % of the total budget.

Article 41

The host National Organiser draws up with the Commission the Contest programme and arranges for the event to be open and attractive to the members of the public such as schools, teachers, the media, etc. In doing so, the host National Organiser takes the necessary precautions to ensure that the work of the Jury will not be impeded.

Article 42

The host National Organiser's responsibilities include:

- a) The printing and distribution of all Contest literature (application form, catalogue, prize certificates, posters etc.).
- b) The travel arrangements of all official parties as identified during the negotiation of the contract (article 48) whose expenses will be covered by the European Commission.
- c) The accommodation arrangements of all official parties as identified during the negotiation of the contract (article 48).
- d) The supply of VHS video recorders and TV monitors, where they have been requested to a limit of one per country.
- e) The provision of suitable rooms at the venue for the Jury, Commission staff, Press and National Organisers/Escorts.
- f) The briefing of the host country's media about the Contest.
- g) The payment of prize moneys into bank accounts of contestant, their parents or guardians within 60 days after the event.

Article 43

The host National Organiser shall appoint local student helpers to assist with the Contest or care for similar arrangements. In selecting student helpers, age and experience of candidates will be taken into consideration.

THE EUROPEAN COMMISSION

Article 44

Under its overall policy and managerial responsibilities referred to in *Article 2* above, the Commission will work towards the future development of the Contest and the promotion of youth science.

Article 45

The Commission will call annual meetings of National Organisers to discuss with them issues of general importance or practical matters in relation to the Contest.

Article 46

The Commission will call meetings of the Steering Group when needed to discuss important matters between the National Organisers' annual meetings.

Article 47

Under the rules of the respective research programme, the European Commission will provide the essential funding for the organisation of the Contest. To this end the Commission will sign a contract with the host National Organiser.

Article 48

On the basis of the contract with the host National Organiser the Commission shall cover the following expenses:

- The renting of the venue for the Science exhibition including suitable rooms for the Jury, Commission staff, Press and National Organisers/ Escorts.
- Production of printed material.
- Travel and accommodation expenses of contestants as specified in *Article 6*.
- Travel and accommodation expenses of one adult escorting person per country (either the national organiser or a nominated escort).
- The costs will be granted when the contestants to be accompanied are aged 18 or over) travel and accommodation expenses of Official parties if agreed during negotiation of the contract.
- Prizes and awards
- Facilities for the Commission, host national organiser and jury.
- Renting of VHS video recorder and TV monitor for projects on display.
- Conception, assembly and dismantling of the stands for contestants including electrical connections, etc.
- Further expenses related to organisational arrangements such as student helpers, souvenirs, badges, etc.

Article 49

The Commission may decide to cover other expenses insofar as they contribute to the quality of the organisation of the event or to its media impact.

Article 50

Under the contract mentioned in *Article 47* the Commission will not accept to cover expenses incurred by any of the participants that are not referred to in *Articles 48* and *49*.

THE JURY

Article 51

The Jury is composed of scientists from the different participating countries and covers the broadest spectrum of scientific disciplines. Jury members carry out their duties as individuals and not as representatives of an institution or country. Their ways of working are laid down in separate rules and regulations which are assimilated to those of other Commission evaluation panels.

PRIZES

Article 52

Following evaluation of all competing projects the Jury shall select outstanding projects to receive prizes. The decision of the Jury is final.

Article 53

Prizes can take the form of monetary awards or non-monetary awards. The level and description of prizes will be publicised by the European Commission well in advance before every Contest.

Article 54

Monetary prizes will be paid into the bank account of the contestant/prize winner(s) or by cheque. Where a prize-winner has no bank account, the Commission will only authorise payment into the bank account of the contestants' parents or guardians.

Article 55

Guest entries will not be eligible for the EU Contest main prizes, but might be eligible for special prizes (the conditions will be made known at the time of the contest); but the entries will, however, be evaluated and publicly commented upon by the Jury.

Annex 2 – Participating Countries

Guidelines on participation in the Contest.

As a general rule, all member states of the European Union, Associated Candidates Countries and other Associated Countries (as well as the European Schools) are eligible to participate in the Contest.

Since the EU Contest brings together winners at the national level, however, participating countries must clearly demonstrate that they have viable national contests whose rules are not in contradiction with the rules of the EU Contest. Furthermore, it is customary to ensure that the National Contest is endorsed by the competent national central government administrations to avoid any problems of legitimacy.

Countries, other than those referred to above, can participate as guest countries subject to prior agreement with the Commission.

In order to participate for the first time, a formal agreement at the political level is required. Furthermore, participation is not automatic and usually follows only after a period as an “observer” country.

Annex 3 – List of countries eligible for participation

EU members states	26	Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxemburg, the Netherlands, Portugal, Spain, Sweden, United Kingdom Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia
Associated States	9	Belarus, Georgia, Iceland, Israel, Norway, Russia, Switzerland, Turkey, Ukraine
Guests (these countries are not eligible to win a prize)	4	China, Japan, Korea, USA
other	1	European school
total	39	

Annex 4 – Guidelines for Jury Members

FUNCTIONS

1. The scientific assessment of projects competing at the EU Contest for Young Scientists is entrusted to a Jury composed of independent scientific experts.

APPOINTMENT

2. The Members of the Jury and its President shall be appointed by the Director of the Science and Society Directorate, on behalf of the Commission; alternate Members are not admissible.
3. In appointing Members, the Commission shall ensure a reasonable distribution of expertise and shall also pay attention to the balance between nationalities, between male and female members and representatives of academia, research centres, and industry.
4. The Commission shall seek names of potential members from national representatives through the Program Committee and from scientific and professional bodies. The Commission may also seek names from among its own list of contacts.
5. Normally, one-third of the Members shall be replaced once a year.
6. In carrying out their activities in the Jury, the Members shall act as individuals and not as representatives of an institution or country.
7. During the Membership of the Jury of the EU Contest for Young Scientists, Members of the Jury shall not be members of any jury responsible for national contests for young scientists.
8. The names of the Members of the Jury shall be published in the EU Contest catalogue.
9. The Commission observer on the Jury will be the Head of Unit, responsible for the Contest under the "*Promoting Science and Technology Excellence*" activity of the HP program or a commission official nominated by him.

TASK FOR JURY MEMBERS

10. Jury members are responsible for the scientific assessment of projects competing at the EU Contest. The assessment is carried out in a two-stage process:
 - The preliminary assessment based on written project descriptions;
 - The final assessment, following the conducting of interviews at the Contest.
11. The criteria used to assess projects shall be the following:
 - Originality and creativity in the identification of and the approach to the basic problem;

- Skill, care and thoroughness in designing and carrying out the project;
- Following through of the project from conception to conclusion;
- Reasoning and clarity in the interpretation of the results;
- Quality of written presentation and ability to discuss the project with Jury Members.

PRELIMINARY ASSESSMENT

12. To enable the Members of the Jury to carry out the preliminary assessment the Commission shall transmit to them a full description of all projects competing at the Contest.
13. The Members of the Jury shall assess projects, assign marks and return the completed assessment form in time to the President of the Jury.
14. For projects outside their own area of competence Jury Members are welcome to consult competent colleagues.
15. In marking the quality of projects Members of the Jury shall use the following categories:
 - α - Excellent project;
 - β - Very good project, which could be improved in certain minor respects;
 - γ - Generally good project, which could be improved in certain areas;
 - δ - Fairly good project which contains definite weaknesses.
16. In addition to the marking, Members of the Jury may indicate their level of confidence with regard to the assessment of any proposal. Confidence shall not be expressed with regard to projects for which the Jury Members relies on the advice of colleagues.

FINAL ASSESSMENT

17. The President of the Jury shall collect the assessment forms and consolidate them in a synoptical table, which will be made available to other Members of the Jury at the beginning of the Jury's first session.
18. The President of the Jury shall also draw up a provisional plan for the conducting of interviews by Members of the Jury. The plan shall make sure that each contestant is interviewed by at least two Members of the Jury at their display stand.
19. In conducting interviews Members of the Jury will act as scientific assessors and as advisors to contestants. Guidelines for the conducting of interviews are to be found in the Annex to these Rules.

20. In assessing the quality of the scientific achievements of the contestants, allowance shall be made for age, education level and outside assistance contestants may have benefited from.
21. The Jury may at any time inform the Commission where, in the opinion of the Jury, any of the following is apparent:
 - a. Contestants are estimated to have received undue assistance from experts;
 - b. Contestants have had undue privileged access to resources;
 - c. The contestants have clearly plagiarized ideas from others; in such a case, the Commission may exclude the project from the competition.
22. The Commission reserves the right to refuse the public displays of any material which may present a risk to health and safety or which is judged by the Commission to be otherwise unacceptable for public display.
23. Following the conducting of interviews, Members of the Jury shall review their preliminary assessment and establish a final project ranking. The decision making shall be based on consensus rather than on formal votes.
24. Following the decision about the ranking of the projects, the President of the Jury will select a number of Members of the Jury to provide a written scientific appraisal in English of the prize-winning projects. Each appraisal should be brief (no more than 10 lines) and must be readily understandable to the reporting press and the general public.
25. Where an Honorary Award or Special Prize is made, the President of the Jury provides a short statement as to why it was granted to the particular project or prize winner concerned.

PRIZES

26. The Jury can award prizes as follows:

- Up to 3 first prizes worth €5,000 each;
- Up to 3 second prizes worth €3,000 each;
- Up to 3 third prizes worth €1,500 each.

Associated with the first prizes:

- London International Youth Science Forum
- Stockholm International Youth Science Seminar

The projects compete on the basis of their work and interviews with the Contest Jury for a number of prizes, which are divided into two types:

- *Core Prizes*, which are the principal prizes awarded, and which are monetary prizes and
- *Special Donated Prizes*; typically, these prizes are study visits or equivalent to leading science organisations or events.

They are offered to contestants that, in the judgement of the Jury, would benefit from the specific experiences that these prizes offer. At the discretion of the Jury, a prize winner can receive both a Core Prize and a Special Donated Prize.

In addition to this, and in cases where a Special Donated Prize is not awarded, the jury offers up to six first prize winning contestants the opportunity to represent the Contest at either the London International Youth Science Forum or the Stockholm International Youth Science Seminar.

27. Special Donated Prizes:

In support of the Young Scientist competition initiative, the **European Patent Office** in Munich and each of the seven EIROforum organisations is pleased to offer a prize of a 1-week placement for 1 person in their organisations

1. CERN : The European Laboratory for Particle Physics
2. EFDA : The European Fusion Development Agreement
3. EMBL : The European Molecular Biology Laboratory
4. ESRF : The European Synchrotron Radiation Facility
5. ESA : The European Space Agency
6. ESO : The European Southern Observatory
7. ILL : The Institute Laue-Langevin

AWARDS CEREMONY

28. The President of the Jury will be called upon to perform the following functions:
- to give an overall scientific assessment of the EU Contest. This should be readily understandable to reporting press and the general public;
 - to be available to congratulate prize winners and to hand out, together with the other invited dignitaries the prize certificates to contestants and prize winners.
 - to be available to answer questions at the press-conference following the Awards Ceremony.

OTHER

29. The President of the Jury and Members of the Jury are expected to be available throughout the Contest to talk to the reporting press following consultation with the European Commission.

Following on from the criteria set out in point 12 of the present rules, Jury Members in conducting the interviews during the Contest, should structure their interviews so as to find out about the following points:

- Who is the originator of the project?
- Has the contestant satisfactorily surveyed the field?
- Has he/she defined a new approach?
- How does he/she present materials and methods?
- Do materials and findings on display go beyond what is comprised in the written project description?
- Is the contestant aware of the limitations of his equipment, methods, etc?
- Has the contestant thought about concepts for her/his future work and/or about alternative hypotheses?

Annex 5 – Project assessment forms

EUROPEAN UNION CONTEST FOR YOUNG SCIENTISTS
Interview - Project Evaluation

PROJECT NUMBER:

COUNTRY:

CONTESTANTS:

Scientific field :

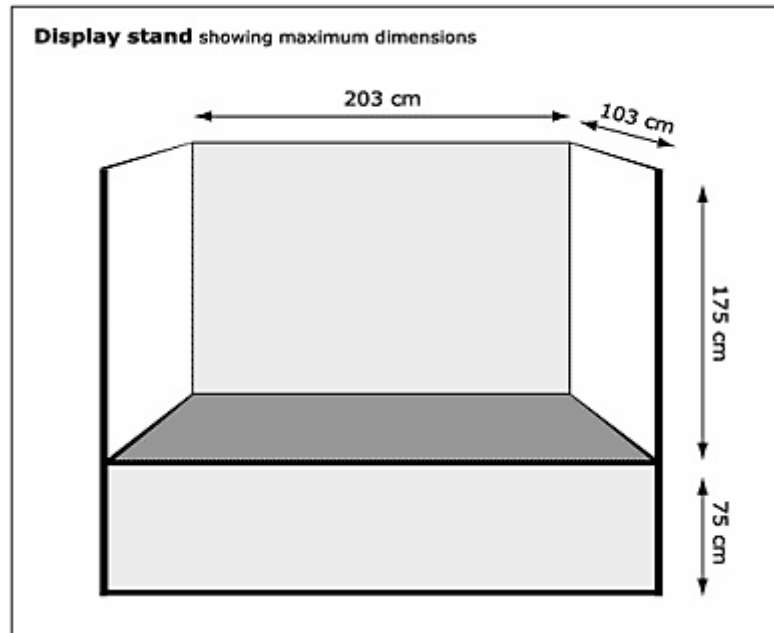
Committee Members:

Ranking :
5 points : excellent
4 points : very good
3 points: good
2 points : satisfactory
1 point: weak

1. Originality and creativity in the identification of and the approach to the basic problem :	Points .../5
2. Skill, care and thoroughness in designing and carrying out the study:	.../5
3. follow-through of the study from conception to conclusion:	.../5
4. Reasoning and clarity in the interpretation of the results:	.../5
5. Quality of written project:	.../5
6. Presentation and ability to discuss the project with the Member of the Jury:	.../5
TOTAL POINTS	/30

Annex 6 – Exhibition Stands

The back wall is 175 cm high and 203 cm wide. The sidewalls are 175 cm high and 103 cm wide. The shelf is 75 cm above the floor. Please take into account that there will be a sign on the top front of the stand indicating the name, project and country of the participant.



Annex 7 – Draft budget summary

- Accommodation
- Meals, including evening activity
- Exhibition
- Transport & Activities
- Press & Public Relations
- National Marketing
- Planning & Organisation
- Travelling to contest
- Prizes
- Other costs

TOTAL COST

Less monetary support secured from
Russian Government (dependent on EU
confirmation of monetary commitment)

BUDGET TO STAGE 19th EU CONTEST FOR YOUNG SCIENTISTS

All costs subject to confirmation pending final negotiation and
scope of event (number of delegates etc).
European Union Contest for Young Scientists

ACCOMMODATION

1. Contestants (standard, double where possible)

130 contestants, 5 night stay.

2. Escorts or National Organiser (standard, single)

37 escorts, 5 night stay

3. Jury (single)

15 jury members, 5 night stay

4. Host staff (standard, single)

4 host staff, 6 night stay

5. Student helpers (standard, double)

10 helpers, 6 night stay

6. Journalists (standard, single)

4 journalists, 2 night stay

7. Other Special invited VIP (Business, single)

15 people, 4 night stay

8. Reservation of rooms only for:

Commission Staff (As for Jury Member)

3 people, 5 night stay

Commission VIP (Business, single)

2 people, 2 night stay

Commission selected journalist (etc)

14 people, 2 night stay

TOTAL ACCOMMODATION

MEALS, INCLUDING EVENING ACTIVITIES

1. For the Contestants

130 contestants

Lunch incl. soft drinks (Monday Tuesday)

2 x snacks, fruits (a.m. + p.m.) (Monday Tuesday Wednesday)

Evening meal incl. soft drinks (Monday Tuesday)

2. For the Jury

15 jury members

Coffee, tea, soft drinks

Lunches incl. soft drinks, 2 x snacks, fruits (a.m. + p.m.)

Dinners incl. drinks

3. For the Journalists

14 journalists

Lunches incl. soft drinks, 2 x snacks, fruits (a.m. + p.m.)

Journalists Dinners incl. drinks

4. For Contestants, Jury, Commission, Invited guests etc

200 attendees

Opening reception Sunday evening

5. For Special VIPS

14 people

Lunches incl. soft drinks, 2 x snacks, fruits (a.m. + p.m.)

6. For attendees at Prize giving reception

300 attendees

Buffet lunch or equivalent

Farewell dinner

TOTAL MEALS ETC

Scientists19th
EXHIBITION

1. Exhibition hall

Reception area, Jury office, Press Room, Office for EU-staff)

2. Stands

(2m x 1m x 75 positions) incl. lighting and power

Stands (patent office + sponsors) 6 m2, incl. lighting

3. Office Equipment

Office equipment hire (PC+Internet)

Office equipment hire (telephone fax)

4. Medical assistance, first aid/standby and Security

Staff costs

TOTAL EXHIBITION

TRANSPORT & ACTIVITIES

1. Scientific excursion /transfer

2. Scientific lectures

3. Theatre halls

4. Cultural exchange

5. Local transport - Programme

6. Transportation N/A

7. Prize Award - Hall rental

8. Prize Award - Personnel N/A

9. Prize Award - Programme

TOTAL TRANSPORT & ACTIVITIES

PRESS & PUBLIC RELATIONS

1. Photographer, video
2. Badges
3. Banners (EU, H, Contest)
4. 2 Application Forms (National Organiser + Contestants)
5. Practical Information Brochure (send with Application Form)
6. Guideline leaflets (send with tickets)
7. Contest Catalogue (printing & design)
8. Programme leaflet (given at arrival)
9. Mailings (postage)
10. Various (folders, letter forms, papers, envelopes etc.)
11. Certifications:
for all contestants + for prize winners
12. Invitation cards for opening and award ceremony
13. Multimedia CD-ROM about the Contest
14. Press release, Press conference, Press cooperation
15. DHL courier and mailing services

TOTAL PRESS & PUBLIC RELATIONS

European Union
Contest for Y

S16th

NATIONAL MARKETING

1. Leaflets
2. Poster
3. Advertisements (target group: schools, pupils, students, youth, teachers..)
4. Website

TOTAL NATIONAL MARKETING

PLANNING AND ORGANISATION

Management
incl. payroll fringe costs, insurance, taxes €20,520
Overheads Innovation Association, max. 20 % of the eligible costs
Insurance

TOTAL PLANNING & ORGANISATION

TRAVELS TO CONTEST VENUE

To cover:

Contestants, escorts

Local transport - Airport (coaches), taxis

Jury, Nobel Laureates, Journalists, Student helpers, National Organisers, VIPs,

TOTAL TRAVELLING

^s PRIZES

1. First prize

3 first place monetary @ €5,000 per winner €15,000

2. Second prize

3 second place monetary @ €3,000 per winner €9,000

3. Third prize

3 third place monetary @ €1,500 per winner €4,500

4. Special prize – Stockholm

Attendance at Stockholm International Youth Science Seminar
@ €340 per person (subject to changes)

5. Special prize – London

Attendance London International Youth and Science Forum
@ €1,700 per person (subject to changes)

6. European Patent Office

No cost, 6 people to attend

7. EIROforum

No cost, 7 people to attend

TOTAL PRIZES €37,720

OTHER COSTS

Student helpers €1,500

Souvenirs for participants (T-Shirt, bags, pen, mouse pad) €3,500

Jury support cost €5,000

TOTAL OTHER COSTS €10,000