

Hosting a FEPSAC Sport Psychology Congress

General requirements

In order to be a candidate for hosting a FEPSAC Sport Psychology Congress your society needs to:

1. be a group member of FEPSAC at the moment of submission of the candidature
2. submit **before 31st March, 4 years before the congress year** to the FEPSAC Office (office@fepsac.com) a letter
 - a. confirming the willingness to organize the congress
 - b. the acceptance of the requirements stated in this document
 - c. a summarized version of the information to be provided in the portfolio (see below) [e.g., for the 2026 congress, submission should be 31/03/2022]
3. submit **before 30th September, 4 years before the congress year** to the FEPSAC Office (office@fepsac.com)
 - a. a fully detailed portfolio as stipulated in this document (see below)
 - b. a letter by the President of your society acknowledging the full and continued support of the society for the candidature
4. attend a Managing Council (MC) meeting in order to present and discuss the submitted portfolio (online attendance permitted)
5. if selected as host for the FEPSAC Sport Psychology Congress
 - a. to attend MC meetings (online attendance permitted) in the 4 years prior to the Congress in order to update on the progress and to discuss content (e.g. pre-conference/applied workshops, social program, etc.) and organization together with the MC members
 - b. to organise at least one on-site MC meeting in order for the MC to view the event facilities
 - c. to advertise the event at least one year before it takes place (e.g., email lists, distribution of flyers or even presentations at international and national congresses/conferences).

Information to be provided in the portfolio

A. General

1. Special reasons/occasion for organising the event (e.g. anniversary of the national society of sports psychology).
2. Confirmation of the conference theme as agreed with FEPSAC MC.

B. Full contact details of applicant

Name, address, phone number, fax number and E-mail address of the official contact person.

C. General aspects of organisation

The portfolio submitted needs to confirm and ensure that:

1. English will be the official language (translation into other languages is encouraged if local organisers can provide it);
2. Facilities and technical support are provided to hold the FEPSAC General Assembly (GA) and the GA is scheduled into the congress programme;
3. One room is provided at the conference venue for FEPSAC-related meetings;
4. Free accommodation (in individual rooms) in the hotel of the congress venue (or closest option if venue complex has no hotel) is provided for the members of the MC plus one office member (from one day before to one day after the event);
5. Free meals (breakfast, lunch, dinner) are provided for the members of the MC plus one office member (from one day before to one day after the event); One free meal is provided to the new MC during the new MC meeting.
6. Free transport from the closest main international airport and/or train station for the members of the MC to and from the congress venue;
7. The congress registration fee includes the scientific program, congress proceedings, coffee breaks and an opening and closing ceremony. The congress proceedings (Book and/or usb stick and/or online PDF) are ready before the start of the congress;
8. Reduced congress fees are provided for individual and group members of FEPSAC ;
9. Reduced congress fees for students;
10. Reduced congress fees for participants from countries with low income or lower middle income, based on the World Bank Classification of the year before the congress;
11. The congress theme and title, the congress topics, key note speakers, invited symposia, the scientific programme, the accompanying and touristic programme are developed and finalised following proposals by and in concordance with the MC;
12. The settlement of accounts is presented to the MC no later than two months after the closing ceremony of the congress;
13. Contact is made with the FEPSAC Treasurer in order to ensure that FEPSAC receives within five months after the closing ceremony of the event a payment to its bank account of the 5% of the total amount of participants' registrations fees for the congress.
14. There will be a congress website including the online registration procedure, the online registration payment procedure, the online submission of abstracts and the online proceedings;
15. The host will offer opportunities for sport and recreation as well as child care during the congress;
16. The host agrees to conduct the congress in an environmentally protective way as best as possible;
17. The host agrees to provide the publisher of the official journal of FEPSAC, free of charge, with complimentary registration for one attendee or exhibitor together with suitable promotional space for the journal and related products at the congress.

D. Specific aspects of organisation

1. Organisation

- a. Names and contacts of the members of the organisation committee.
2. Dates, venue and languages
 - a. Proposed dates;
 - b. Proposed venue;
 - c. Official language(s) if applicable, besides English.
3. Budget, registration fees
 - a. A realistic draft budget reflecting the economic feasibility of the congress;
 - b. Proposed congress fees (see C above regarding fees);
 - c. Sponsors.
4. Proceedings, publications, website
 - a. The website (see C above regarding website)
 - i. the online registration procedure,
 - ii. the online registration payment procedure,
 - iii. the online submission of abstracts,
 - iv. the online proceedings;
 - b. The congress proceedings are ready before the start of the congress (see C above regarding congress proceedings).
5. Facilities and accommodation
 - a. Is the congress venue within walking distance (maximum 15 minutes) from the hotel (place of accommodation)? If not, please specify;
 - b. Describe briefly the congress facilities (size and number of congress rooms; possibility for poster sessions; exhibition area etc);
 - c. Describe briefly the facilities for sport and recreation;
 - d. Describe the opportunities for child care;
 - e. The number of participants that can be accommodated at the congress venue and the city's accommodation;
 - f. Describe briefly the standard of the accommodation available and describe the availability of low rate accommodation for students and other participants;
 - g. Describe any official support for organising the congress (e.g. governmental);
 - h. Describe other financial support (e.g., university, national society, sponsors);
6. Promotion of the event
 - a. Advertisement of the congress;
 - b. Contact with media;
 - c. Contact with academic and sport/exercise related organisations.

FEPSAC

European Federation of Sport Psychology (IVZW)
Grasmarkt 105/39 (c/o EFPA)
Agora Galerij
B- 1000 Brussels



- Document for FEPSAC group members -

Candidature for organising of a FEPSAC Sport Psychology Congress

To be mailed/sent before 30th September, 4 years before the congress to the FEPSAC Office
(office@fepsac.com)

Date and place of nomination (city),/...../..... (day/month/year)
Name of group member (full name), (abbreviation)

As President I declare that (abbreviation of group member) submits its candidature to organise the(year) FEPSAC European Sport Psychology Congress.

I hereby also declare that (abbreviation of group member):

- (a) has included all information as required by FEPSAC in the attached dossier;
- (b) will comply with the requirements as formulated by FEPSAC;
- (c) has appointed (Title Surname Initials Family name)/ (Title Surname Initials Family name) (delete what is not appropriate) as representative(s) of (abbreviation of group member) as contact person(s) on this candidature for Congress organisers;
- (d) will provide its full and continued support to this candidature during the selection process, and, if selected, in the preparation, organisation and follow-up of the (year) FEPSAC Sport Psychology Congress.

In case this candidature is not successful for the congress applied for, I would like my candidature to be considered for the congress two years from then: Yes No

In case this candidature is not successful for the congress applied for, I would like my candidature to be considered for the congress four years from then: Yes No

.....
(Surname Initials Family name)

.....
(Surname Initials Family name)

.....
(Signature)

.....
(Signature)

...../...../..... (day/month/year)
Representative nominated by the group member

...../...../..... (day/month/year)
President of the group member

FEPSAC

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