



LYMEC EVENTS GUIDE

LYMEC events guide

This guide booklet will help you with any doubts or questions you might have when organizing a LYMEC event. In case you have more questions do not hesitate and contact us.

LYMEC Office
Rue de l'Arbre Bénit 93
1050 Bruxelles

office@lymec.eu

Document prepared by : Slaven Klobucar

GLOSSARY

LYMEC Office

The LYMEC Office is based in Brussels, Belgium. The office is in charge of the administration of the events, selection of the participants, dealing with visa issues, payments and the technical part of the organization of a LYMEC event.

Participation of the LYMEC Office falls under the budget of the event. LYMEC staff is reimbursed 100% and they do not pay the participation fee.

LYMEC Bureau

The LYMEC Bureau is an elected body of LYMEC that steers the organization politically. LYMEC Bureau will appoint one Bureau member in charge of an event and that Bureau member will be a part of the organisational team.

During the Congress the Bureau takes a stronger role. They plan and propose the Congress agenda, and lead the Congress until the Chairs have been appointed.

Participation of the LYMEC Bureau falls under the budget of the event. LYMEC Bureau is reimbursed 100% and they do not pay the participation fee.

LYMEC Auditors

LYMEC Auditors are two elected persons who audit LYMEC's finances. Their travel expenses are not part of the Budget of the Congress but they are not required to pay the participation fee.

Libertas magazine editor-in-chief and the head of the ELSN Network

They are not reimbursed for their travel expenses but they do not pay the participation fee on the Congress.

Congress chairs

The LYMEC Congress chairs are appointed by LYMEC Bureau and there are normally three chairs. The Chairs' travel expenses are fully covered and part of the event Budget. They also do not pay the participation fee.

Individual members' delegates

They are elected via an online voting. They are not reimbursed for their expenses and they do pay the participation fee.

Organisational team leader

Besides LYMEC staff and a Bureau member in charge of an event, there is also a organisational team leader appointed by the LYMEC Bureau. The person is fully reimbursed for the travel expenses and that person is not required to pay the participation fee.

Organisational team

The seminar team is running the seminar or a conference. The Seminar team consists of the following persons:

1. Seminar team leader, appointed by LYMEC Bureau
2. Local seminar team member, appointed by the local organizer

3. LYMEC Assistant, appointed by LYMEC's Secretary General
4. LYMEC Bureau member, appointed by the LYMEC Bureau

These persons are in charge of defining the program, inviting the speakers, arranging the lectures and leading the program on spot.

For other terms used in this document please refer to the last section of this document where you can find the Congress alphabet which clearly explain different roles and procedures.

Payments

Due to the new regulation of the Kingdom of Belgium, the laws regarding VAT have become stricter. In that view all the invoices will be paid directly from Belgium to the local supplier. There will be no transfer of funds from LYMEC to a member organization.

Depending on the organization paying the invoice (to be agreed with LYMEC Office and Treasurer on invoice-to-invoice basis) the invoices should be entitled on:

In case LYMEC covers the expense **LYMEC asbl**
Rue de l'Arbre Bénit 93
1050 Bruxelles, Belgique

TVA: BE0863.179.343

In case ALDE covers the expense **ALDE aisbl**
Rue Montoyer 31
1000 Bruxelles, Belgique

Note: *the title of the event and the year of the event*

In case ELF covers the expense **ELF**
Mme Susanne Hartig
Square de Meeus 38
1000 Bruxelles, Belgique

Note 1: *the title of the event, date and location*

Note: *This even is organized by European Liberal Forum – ELF, European Liberal Youth – LYMEC and xxxx, with the support of the European Parliament*

Before any invoice is issued it is advisable that the final content of the invoice is agreed with the LYMEC office.

Important: VAT (TVA) regulations of Belgium

It is of out most importance to follow the Belgian law when it comes to the VAT on services. Detailed description on how to plan the invoices and spending can be found in [Appendix 1](#) attached to this document.

LYMEC Events

LYMEC Seminar and Conference

In general LYMEC holds several seminars per year, two independent seminars, two seminars preceding the Congresses and a Leaders meeting.

Before starting to organize the seminar, a draft program and draft budget needs to be agreed with LYMEC Bureau and a contract must be signed.

Following that, LYMEC will launch a call for participants and appoint a Bureau member, LYMEC Assistant and Seminar team leader, while the local organisers will appoint one or two seminar team members. The seminar team will start planning the programmatic part of the event and start inviting the speakers.

The local organisers will then assist LYMEC Office in booking the venues and accommodation for the participants as well as help with some of the other technical issues that are agreed along the way. However to maintain a high level of our events the following conditions must be satisfied:

Accommodation

The participants should stay in double rooms (sometimes triple rooms are also acceptable) with a shower and a toilet. The accommodation should be close to the city center and the venue of the seminar/conference. The accommodation facility should provide the participants with a breakfast.

LYMEC Office will provide you with the exact number of participants as outlined in the contract and a rooming list will be sent to the local organisers and the hotel precisely defining who will stay with whom in the hotel rooms.

Booking a single room for our participants is generally not our practice. However, there might be a need to book them as well especially in case of the speakers, high officials or persons with medical needs.

Venue

Preferably the accommodation and the venue should be in the same place or near by. The venue needs to fulfill the following conditions:

Outlook of the room: Presidential table with four chairs and a theatre like setting of the chairs for the participants, preferably with the tables in front of them

IT Equipment: Laptop connected to a projector and the screen accompanying the projector. Microphones should be provided in case the size of the room requires it.

WiFi WiFi connection should be available to all the participants in the Conference room. The same thing does not need to be the case for the rooms in the hotel

Refreshments The room should have a table with the still water and glasses for all the participants

Welcome table

Two tables should be setup in front of the conference room for LYMEC Office to be able to distribute its promotional material and do the registration of the participants.

Cultural evening

It is our tradition that on each of our seminars we host a cultural evening. Each participant is asked to bring food and drinks from their countries and they are then presented on the first day of the event after the dinner. Local organisers should ensure the following for this programme point:

- A room for the cultural evening
- Glasses, spoons and a knife
- Light music in background (of your choice)

Meals

On each of our events there are always persons with dietary needs that need to be followed. That information will be provided to you in time after the approval of the participants.

Breakfast

The breakfast should be included in the hotel price and served in the hotel restaurant

Lunch

The lunches should be close to, or in the venue of the seminar. The budgets will be adapted to the respected countries, but should contain minimum of one main dish per person (not sandwiches). Deserts and drinks do not be included.

Dinner

The dinners can take place away from the hotel and the venue. The budgets will be adapted to the respected countries, but should contain minimum of one main dish per person (not sandwiches). Deserts and drinks should not be included in the budget

Special dinners or farewell dinners

This dinner can be in a more expensive restaurant and the budget will cover one drink per person (non-alcoholic, wine or a beer)

Coffee breaks

Coffee breaks should be provided twice a day during a full day of a seminar programme. The coffee breaks should include only tea and coffee.

Visas

LYMEC Assistant will draft the visa letters signed by the LYMEC Secretary General and they will be sent to the local organisers. The local organisers should co-sign it and send it to the respected consulates in their counties.

Speaker's fees

Normally we try to avoid paying the speaker's fees but in case the speaker can contribute to our event considerably, we are willing to arrange a speakers fee that should never be higher than 200 Euros plus travel refunds in economy class.

Travel refunds

Our practice is that each participant is reimbursed 80% of their travel cost with maximum of 200-250 Euros depending on the event. The LYMEC Bureau, Office and seminar team are reimbursed with 100%. All participants need to fly economy class, or travel with second class trains.

Other technical requirements

To maintain the high level of our events we would like to inform you about the following details well:

Technical reader:	The reader is made by the LYMEC Office in coordination with the local organisers. It is available on our web site and can be downloaded in form of a PDF. The reader is not to be printed out and will not be distributed on the event due to our “No paper” policy.
Programme	The latest program will not be distributed to the participants either but will be printed either on a large paper and taped on a visible wall or preferably will be put on the projector as a Power Point presentation.
Promotional materials	LYMEC Office will bring a number of promotional materials that will be distributed to the participants during the registration. The local organisers are welcome to contribute with their promotional materials and promotional materials of the hosting country.
Signup sheets	LYMEC Office will print and collect the signature on several occasions during the event, starting with the registration on the first day.
Facebook event	LYMEC Office will create a Facebook event with the approved participants that will be used as a communication tool.
Participation fees	LYMEC Office will be collecting the participation fees on spot during the registration and during the coffee breaks.
Gifts to speakers	The chocolate is bought and brought to the seminar venue by the LYMEC Office. Each speaker and the local organisers will receive the gift chocolate.
Photographing	Local organisers are also kindly asked to take photos of the event and send the photos after the event to the LYMEC Office.

Participants

There is usually around thirty participants with the LYMEC Bureau and Staff (not the full composition of the Bureau)

LYMEC Congress

LYMEC Organises two Congresses per year each preceded by a seminar. Before starting to organize the seminar and the Congress, a draft program and draft budget needs to be agreed with LYMEC Bureau and a contract must be signed.

Following that, LYMEC will launch a call for participants/delegates, a call for resolutions and statute changes as well as in some cases call for Bureau members, auditors, Committee of Arbitrage and Discipline members and so on...

The local organisers will then assist LYMEC Office in booking the venues and accommodation for the participants as well as help with some of the other technical issues that are agreed along the way. However to maintain a high level of our events the following conditions must be satisfied:

Accommodation

The participants should stay in double rooms (sometimes triple rooms are also acceptable) with a shower and a toilet. The accommodation should be close to the city center and the venue of the seminar/conference. The accommodation facility should provide the participants with a breakfast.

LYMEC Office will provide you with the exact number of participants as outlined in the contract and a rooming list will be sent to the local organisers and the hotel precisely defining who will stay with whom in the hotel rooms.

Booking a single room for our participants is generally not our practice. However, there might be a need to book them as well especially in case of the speakers, high officials or persons with medical needs.

Venue

Preferably the accommodation and the venue should be in the same place or very close by. The venue needs to fulfill the following conditions:

Outlook of the room:	Please see Appendix 2
IT Equipment:	Laptop connected to a projector and the screen accompanying the projector. Two fixed and two portable microphones should be provided. The Congress should be either streamed or video recorded. Second laptop should be provided in the back of the room with a printer installed on it. There should be also a stack of papers and scissors provided.
WiFi	WiFi connection should be available to all the participants in the Conference room. The same thing does not need to be the case for the rooms in the hotel
Refreshments	The room should have a table with the still water and glasses for all the participants
Welcome table	Three tables should be setup in front of the conference room for LYMEC Office to be able to distribute its promotional material and do the registration of the participants

Cultural evening

There will be no cultural evening during the Congress, only Seminar

Farewell party

A farewell party on Saturday should be organized in some of the clubs. Please try to arrange a Club where we will not be required to pay the entrance fee and that the drinks will not be too expensive as a number of our participants is coming from Eastern European countries where the standard is not as high.

Meals

On each of our events there are always persons with dietary needs that need to be followed. That information will be provided to you in time after the approval of the participants.

Breakfast

The breakfast should be included in the hotel price and served in the hotel restaurant

Lunch

The lunches should be close to, or in the venue of the seminar. The budgets will be adapted to the respected countries, but should contain minimum of one main dish per person (not sandwiches). Deserts and drinks should not be included in the budget

Dinner

The dinners can take place away from the hotel and the venue. The budgets will be adapted to the respected countries, but should contain minimum of one main dish per person (not sandwiches). Deserts and drinks should not be included in the budget

Special dinners or farewell dinners

This dinner can be in a bit more pricier restaurant and the budget will cover one drink per person (non-alcoholic, wine or a beer)

Coffee breaks

Coffee breaks should be provided twice a day during a full day of a seminar programme. The coffee breaks should include only tea and coffee.

Visas

LYMEC Assistant will draft the visa letters signed by the LYMEC Secretary General and they will be sent to the local organisers. The local organisers should co-sign it and send it to the respected consulates in their counties.

Speaker's fees

No speaker's fees will be available for the Congress, only Seminar

Travel refunds

The LYMEC Bureau, Office and seminar team and chairs are reimbursed with 100%. All the other Congress participants will not be reimbursed, except those who will also participate on the seminar preceding the Congress.

Other technical requirements

To maintain the high level of our events we would like to inform you about the following details well:

Technical reader:	The reader is made by the LYMEC Office in coordination with the local organisers. It is available on our web site and can automatically be downloaded in form of a PDF. The reader is not to be printed out and will not be distributed on the event
Programme	The latest program will not be distributed to the participants either but will be put on the projector as a Power Point presentation.
Promotional materials	LYMEC Office will bring a number of promotional materials that will be distributed to the participants during the registration. The local organisers are welcome to contribute with their promotional materials, promotional materials of the hosting country or similar.

Signup sheets	LYMEC Office will print and collect the signature on several occasions during the event, starting with the registration on the first day
Name tags	LYMEC Office will prepare and print the nametags
Facebook event	LYMEC Office will create a Facebook event with the approved participants that will be used as a communication tool.
Participation fees	LYMEC Office will be collecting the participation fees on spot during the registration and during the coffee breaks
Gifts to speakers	The chocolate is bought and brought to the seminar venue by the LYMEC Office. Each speaker and the local organisers will receive the gift chocolate
Photographing	Local organisers are also kindly asked to take photos of the event and send the photos after the event to the LYMEC Office
Voting Box	As there is always some voting procedure during our Congress we will need one voting box in case it is a non-electoral Congress and four in case it is an electoral Congress.
Scrutineers	Your organization should provide two persons as those that will count the votes on the Congress
Congress Assistants	Your organization should provide two persons as those that will be the assistants to the LYMEC Secretary General in various on spot tasks as the registration, printing, copying, cutting...
Congress Book	Unlike before, the Congress book will not be printed either. Only five copies should be printed and given to the Secretary General
Printing of materials	We will need to print 5 Congress books

of printing will be outside of the Congress Budget.

Participants

There is usually around 120 participants with the LYMEC Bureau and Staff.

Fundraising

What's in it for them?

The words sponsorship and advertising are almost interchangeable. Both rely on some sponsors giving you money in return for an indirect service. Always thus look at the documents that you think that you will produce and think: "How can I use their logo, mention their name or raise their profile?". When considering whether to allow a sponsor representative to speak at the event, always consider it carefully: Would their speech be relevant? If yes, in which part(s) of the agenda? What is his/her reputation as a speaker?

What should I ask for?

Money isn't everything. Often organisations can provide more in non-financial terms. This might be to get all your copying done, or special printing. It might be a discount for accommodation, the use of a venue/conference rooms or other supplies. The other option is through receptions, and the provision of food (and drink!)

Possible sponsors

Your organization.

Your organisation should provide logistical support to the event, and you should organise an organising team of 3-4 people that will help you for the logistical part (finding a venue for the meeting, an hotel, nice restaurants, places to go out, answering to participants' questions, etc.). In some occasions, the organisation may even contribute financially to the event.

Your mother party and/or their parliamentary group.

Your party (especially if in government, locally or nationally) and its Members of Parliament may have offices with copying facilities, a potential venue and also funds. These are all key to an event so always check. As speakers, find out what their key interest area is. Some will be keen, others will provide money, maybe a reception, but will not wish to do anything else. Others will want something more active, might ask for some activity in return, such as all attending a public rally. Don't just look at MPs though, remember that candidates can make useful speakers, and often can help with trying to get the event in to the media. There may also be some special interest groups linked to the party which have access to funds. These however are often best used for long term funding opportunities.

The local branch of your party

The local party can often help with small things like transport to and from the train station, lending equipment such as projectors and also housing volunteers. If they are in control locally they may also be able to fund a reception, or provide a venue.

Different political figures

If you ask them to give a lecture at their office, they might pay for a coffee break etc.

Members of European Parliament (MEPs).

All MEPs have access to funds through the European Parliament, via the famous EP budget line "3701", and are willing to help, especially for a LYMEC event (some are regularly solicited). The MEP must fill in an application form (with the help of the event organiser of course) and hand it over to the ALDE Group (our political group in the European Parliament), which will decide on the amount of funds to be attributed to the project. Each MEP has a maximum amount that it can spend per year/semester, and he/she decides how to allocate these funds. We usually get about 5,000 euros

per MEP, which allows funding e.g. Seminar travel refunds. You must however contact MEPs of your country, as they can only fund projects within their respective countries. No chance therefore for those MOs which don't have MEPs...

Foundations.

There are several international foundations, including the well known ones like FNSt (Friedrich Naumann Stiftung, www.fnst.de) or SILBA (www.silba.dk), funding international events, and more national ones like TIMBRO in Sweden (www.timbro.se).

The key requirement though is to look closely at what their aim and objectives are and to tailor each bid to match them as closely as possible. Always check to see who has already approached them, and also what form their bids take. It is important to ensure that you speak to the LYMEC Bureau as it can cause problems for others if you bid for money which a bid has already been arranged for.

Private companies

If allowed in your country, you may always try to contact private companies and try to get their sponsorship. It doesn't always necessary have to be financial, but can be e.g. using their meeting rooms etc.

Different lobbying organization, etc.

Depending on the theme of the event, it may be an oil company, an embassy...? Just be aware that they do want to lobby you.

Use your imagination.

Also if needed, re-define your goal: if they cannot pay for the accommodation, ask them to pay for lunch. If they cannot pay for the coffee break, ask if you can use the meeting room....

LYMEC Congress alphabet

A – ABSTAINING

if you don't want to vote yes or no to a suggestion you abstain

A - AMENDMENTS:

if you want to change the writing of a resolution or motion you need to make an amendment. Amendments always have to be written.

A - AUDITORS:

LYMEC has both internal and external auditors. The internal auditors are elected at the congress and will examine the accounts and the general management of LYMEC and to give a report to the Congress. The external auditor is a professional auditor.

B - BUDDY SYSTEM:

A system to introduce new congress delegates to LYMEC by providing an experienced LYMEC buddy

B - Bureau,

Elected members who are responsible for political leadership of LYMEC during a 2-year mandate

C – CHAIRS

At the beginning of the congress we elect chairs who leads the meeting and make sure that

everything is working.

C - COMMITTEE OF DISCIPLINE AND ARBITRAGE

1 committee that deals with issues of discipline and conflict within LYMEC.

D - DELEGATES FOR ELDR CONGRESS

On every congress LYMEC elects ten delegates to the congress of ELDR, the mother party of LYMEC. Feel free to run in the elections.

F - FRINGE MEETINGS

The Congress may be divided into fringe meetings. A rapporteur will be appointed in each 50 fringe meeting and be responsible for presenting a report of the meeting to the Congress.

I - IFLRY:

LYMEC is the official regional youth organisation of the International Federation of Liberal Youth (IFLRY) in Europe.

I - INDIVIDUAL MEMBERS:

Citizens and residents of a European country, aged between 14 and 35 years can become individual members of LYMEC. The individual members among themselves elect delegates to the congress.

L- LANGUAGE:

The congress proceedings are held in English, but it is recommended to also speak English outside of the meeting room in order to be inclusive and meet new friends

M- MEMBERSHIP ISSUES:

The congress decides on whether to accept and expel member organizations.

M - MOTIONS:

Motions are proposals of an internal, statutory or organisational nature.

M- MANIFESTO:

The manifesto is the common political ground on which LYMEC bases its work

N- NUMBER OF VOTES

Votes are distributed to member organizations based on their number of members.

O – ORGANISATIONAL TEAM

The Member Organisation that organise the congress select an organisational team who take care of all practical questions. So if you have any questions about logistics you contact them.

P- POLICY BOOK:

The book where all LYMEC resolutions are put after the congress. If you want to check if LYMEC already have a policy please have a look.

Q- QUORUM

The Congress can only take decisions when the quorum of one-third of the votes is present.

R- RULES OF PROCEDURE: The rules of procedure (RoP) sets out the rules of LYMEC's meetings

R - RESOLUTIONS

Policy proposals. Adopted resolutions are all listed in the LYMEC Policy Book, unless removed or amended by the congress.

S - Secretary General

Elected executive director in charge of daily functioning of LYMEC

S – SCRUTINEERS:

At the congress we elect some people who takes care of counting the votes when the chairs are in doubt if it is a for or against.

S – STATUTES:

The statutes are telling us about procedures and how to do things at the congress

S - SNAP VOTE:

A snap vote can be held in the beginning of the congress to decide on the order in which the resolutions shall be discussed.

T- TAKING THE FLOOR:

You ask the chairs to take the floor by raising your hand. The chairs keep a speakers list. Always use a microphone when taking the floor.

U- URGENCY/EMERGENCY RESOLUTIONS:

The Congress can decide through a simple majority vote to accept emergency motions or resolutions that by their urgent nature could not have been proposed before the official deadline.

V- VOTING RIGHTS:

Full member organizations and individual members that have paid their membership fee has the right to vote

W- WORKING GROUPS:

The Congress can set up working groups to strengthen the political, programmatic and organisational development work within LYMEC

Example of a Congress program

Legend



Fringes



Congress



Leisure and meals



Online registration needed



Coffee and tea provided



Wifi available

Help desk

During the event help desk is available 9h – 20h



Slaven Klobucar

Head of the Office

Finances (Membership fees, participation fees), Statutes, Regulations

0032.485.213.508

slaven@lymec.eu



Adam Gono

Assistant

Registration of the delegates, technical issues, leader of the help team

0032.484.644.068

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IN CASE OF EMERGENCIES CALL 112

LYMEC EVENTS ARE PAPER FREE

FRINGE REGISTRATIONS ARE ON THE LYMEC WEB SITE





LYMEC CONGRESS PROGRAM

NOVEMBER 2013, BUCHAREST, ROMANIA







17:00 19:30	Registration of the delegates	Hotel lobby
17:30 19:00	<p>Fringe hosted by Julis, JOVD, CUF and RU</p> <p>Campaigning for EP elections 2014</p> <p>Kerstin Runtreiber, Toine Schouteten, Erik Carter, Esben Vahr and Christian Kjølhedde</p> <p>Max 40 participants</p>	<p>Conference room Observator Floor : 5</p> <p>Julis, JOVD and RU, CUF</p>
20:00 24:00	<p>Cultural evening</p> <p>Participants are invited to bring traditional food and drinks from their countries</p>	<p>Conference room Panoramic Grand Ballroom Floor : 8</p>

15th November Friday

09:00 11:00	<p>Fringe hosted by VU Denmark</p> <p>Financial framework for the future – Liberal ideas exiting the crisis</p> <p>Andreas Møller and Niklas Milthers</p> <p>Max 35 participants</p> <p>REGISTER ONLINE</p> <p> </p>	<p>Conference room Belvedere Floor : 8</p> <p>venstres ungdom vu.dk</p>
09:00 11:00	<p>Fringe hosted by Lynneth Mollis</p> <p>ROLE PLAY: International Arms Trade</p> <p>Lynneth Mollis</p> <p>Max 20 participants</p> <p>REGISTER ONLINE</p> <p> </p>	<p>Conference room Observator Floor : 5</p> <p>IMS</p>

<p>09:00 11:00</p>	<p>Fringe hosted by LHG Germany and ELSN A new chance for European Liberal Students Benedikt Bente and Josephine Dietzsch</p> <p>Max 35 participants</p> <p>REGISTER ONLINE</p>  	<p>Conference room Orizont Floor : 8</p> 
<p>11:00 13:00</p>	<p>Registration of the delegates Payment of the participation fees (Only non European single payment area countries)</p>	<p>Hotel lobby</p>
<p>11:30 13:00</p>	<p>Fringe hosted by JOVD, Netherlands The fundamentals of Euroscepticism Timo Roeleveld and Ashmita Krishna</p> <p>Max 30 participants</p> <p>REGISTER ONLINE</p> 	<p>Conference room Belvedere Floor : 8</p> 
<p>11:30 13:00</p>	<p>Fringe hosted by Julis, Germany The future of European refugee policy Benedikt Yavuz and Julian Scholtes</p> <p>Max 30 participants</p> <p>REGISTER ONLINE</p> 	<p>Conference room Observator Floor : 5</p> 
<p>11:30 13:00</p>	<p>Fringe hosted by IMS Delegates Human rights as cornerstones of a common (and liberal) European Identity Jelena Jesajana, Ermanno Martignetti and Kseniya Shvedova</p> <p>Max 30 participants</p> <p>REGISTER ONLINE</p> 	<p>Conference room Orizont Floor : 8</p> <p>IMS</p>
<p>13:15 14:15</p>	<p>Lunch</p> 	<p>Hotel Restaurant</p>
<p>15:00 15:15</p>	<p>Opening speeches</p> <p>AGENDA POINT 01</p> 	<p>Conference room Panoramic Grand Ballroom Floor : 8</p>
<p>15:15 16:00</p>	<p>Congress Technical points</p> <p>AGENDA POINT 02-06</p> 	<p>Conference room Panoramic Grand Ballroom Floor : 8</p>

16:00 17:00	Congress Reports	AGENDA POINT 07-10 	Conference room Panoramic Grand Ballroom Floor : 8
17:00 17:30	Coffee break		In front of the conference room
17:30 19:00	Congress Finances, Statutes and Policy Book	AGENDA POINT 11-13 	Conference room Panoramic Grand Ballroom Floor : 8
20:30	Dinner		Hotel Restaurant

16th November Saturday

09:00 10:30	Congress New members and disaffiliations	AGENDA POINT 14 	Conference room Panoramic Grand Ballroom Floor : 8
10:30 11:00	Coffee break		In front of the conference room
11:00 12:45	Congress Resolutions	AGENDA POINT 15 	Conference room Panoramic Grand Ballroom Floor : 8
13:15 14:15	Lunch		Hotel Restaurant
14:30 16:00	Congress Resolutions	AGENDA POINT 15 	Conference room Panoramic Grand Ballroom Floor : 8

<p>16:30 18:00</p>	<p>Fringe hosted by JD, Netherlands Post-electoral South Caucasus Pauline Kastermans</p> <p>Max 20 participants</p> <p>REGISTER ONLINE</p> 	<p>Conference room Belvedere Floor : 8</p> 
<p>16:30 18:00</p>	<p>Fringe hosted by the European Liberal Forum Young Voices: Towards a Centripetal or Centrifugal Europe? Igor Caldeira and Renate Weber MEP</p> <p>Max 30 participants</p> <p>REGISTER ONLINE</p> 	<p>Conference room Observator Floor : 5</p> 
<p>16:30 18:00</p>	<p>Hosted by KOL & FCY Finland and mHNS Croatia Eastern enlargement of the European Union Ivan Nekic and Markus Ylimaa</p> <p>Max 30 participants</p> <p>REGISTER ONLINE</p> 	<p>Conference room Orizont</p>  
<p>18:00 18:45</p>	<p>Congress Manifesto EP Elections 2014</p> <p>AGENDA POINT 16</p> 	<p>Conference room Panoramic Grand Ballroom Floor : 8</p>
<p>18:45 19:00</p>	<p>Congress Other Business and Closing</p> <p>AGENDA POINT 17-18</p> 	<p>Conference room Panoramic Grand Ballroom Floor : 8</p>
<p>20:30 21:30</p>	<p>Dinner</p> 	<p>Hotel Restaurant</p>