

**To all the Higher Educations Institutions Members of FESET**

**December 2019**

**OPEN BID for the 2022 FESET Seminar**

We are glad to announce and to invite you to the open bid to host the 2022 FESET Seminar.

Every two years, FESET organizes a seminar for its members and other interested persons on socio-educational topics as a means of realizing the aims and purposes of our association. This bid calls upon our members to put forward their candidacy in hosting the next 2022 FESET Seminar.

The bid should include:

- (I) a letter of intention including the motivation to host the FESET Seminar 2022, the latter in relation to the mission, strategic priorities and network of the candidating HEI;
- (II) a demonstration of the capacity of the hosting member to organize a 3-day seminar for at least 100 participants.

The latter includes in general:

- (1) The provision of suitable rooms according to the program (amphitheater for key notes, plenary sessions and the general assembly ; classrooms for workshops etcetera) ;
- (2) The provision of special price accommodation for the participants;
- (3) An administrative local support and a dedicated office;
- (4) Simultaneous translation for the plenary sessions (French and English);
- (5) Catering including one evening event ;
- (6) Field visits, if included in the seminar program ;
- (7) Social activities for the participants as an additional offer ;
- (8) Demonstration of the attention that is being paid to the ecological sustainability of the seminar organization, i.e. paperless, plastic-free, mobility and energy issues.

The hosting member selects the student or group of students for the FESET Award, in accordance with the conditions of the FESET Award.

FESET, by its Seminar Committee, provides the title of the seminar, describes the content and organizes:

- (1) Promotion of the seminar, in close cooperation with the organizing HEI ;
- (2) Registration procedure for the participants ;
- (3) Management of scientific parts : choice of the key note speakers, choice of applicants for the workshops and other forums, cost of the FESET Award to be attributed to a student or group of students of the hosting member.

The general and specific conditions will be regulated by a contract between FESET and the hosting member.

The specific dates for the seminar will be set in collaboration between FESET and the hosting member.

The bid should reach our president, Mrs. Joke Maes ([joke.maes@ucll.be](mailto:joke.maes@ucll.be)) , with copy to our vice-president, mrs. Eeva Timonen-Kallio ([Eeva.Timonen-Kallio@turkuamk.fi](mailto:Eeva.Timonen-Kallio@turkuamk.fi) ), via email by 28 February 2020, signed by an authorized person to commit the hosting member.



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[www.feset.org](http://www.feset.org)

The final decision will be taken by the **Board of FESET by 30 March 2020**, and announced during the FESET Seminar 2020 in April, Porto, Portugal. The results of the reviewing process of the bids will be communicated to the candidating HEI's **before 5 April 2020**.

Yours sincerely,

Joke Maes, FESET President

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**FESET- Formations Educateurs Sociaux Européens / European Social Educators Trainings = FESET**  
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