



## Application guidelines

### Candidates for hosting AESOP Heads of Schools

#### 1. AESOP procedure of decision for hosting AESOP events:

- Candidates send their proposals by May 30 in the form of a **brief note of 2-4 pages**;
- AESOP's Council of Representatives will examine the proposals and vote to elect a host at our next Council meeting. This will take place on July 7th in Chicago.
- **Each candidate will be given a 10-15mn time-slot in the agenda to present its proposal.** We strongly recommend our candidates to use this opportunity to address directly the representatives. But this is up to the candidate, you may also decide to rely on the paper proposal only or to ask a member of the Council to make the presentation.

#### 2. Heads of Schools meetings, elements to provide :

##### a- Informations about the school :

- The **school's profile** and its **reasons** for hosting the event
- The **school's organisational and financial capacity** to host the event, bearing in mind that for the Heads of Schools meetings, at the difference of the Congress, we aim to ask no or a very modest financial contribution from the participants. Former experiences in hosting conferences are to mention.

##### b- Informations about the location :

- **Accessibility and hotel capacity** of the location;
- **Attractiveness of the location for Planners** (what is there to be seen, esp. regarding Planning issues).

#### 3. Practical informations :

- Application to be sent in electronic form by May 30<sup>th</sup>, 2008 to Aesop Secretary General Anna Geppert at : [Aesop.secretariat@free.fr](mailto:Aesop.secretariat@free.fr)
- Accepted file formats :
  - text files : doc, rtf
  - image files : jpg, gif, png, bmp.
- Please bear in mind that the application will be included in the materials for the Council of Representatives and **printed in Black and White.**