

# **BEST Events?!**

**WHAT?! HOW?!**

**Find out more with the...**

# ***NEVER ALONE GUIDE***

**The guide that will accompany you in the  
beginning of an unforgettable experience...**

**... the BEST Event of your life!!**



## **What to find in here:**

<b><i>What is BEST?</i></b> _____	<b><i>Page 1</i></b>
<b><i>What are BEST Events?</i></b> _____	<b><i>Page 1</i></b>
<b><i>How much does it cost?</i></b> _____	<b><i>Page 2</i></b>
<b><i>BEST Events quality standards</i></b> _____	<b><i>Page 4</i></b>
<b><i>Got a problem?</i></b> _____	<b><i>Page 10</i></b>
<b><i>Still have some questions?</i></b> _____	<b><i>Page 10</i></b>

## ***What is BEST?***

BEST stands for *Board of European Students of Technology*. Through our Events we help European students of technology to become more internationally minded. All our work is done by over 2000 voluntary students from almost 30 countries.

If you want to know more about BEST, go to our website <http://www.BEST.eu.org>, where you can find a list of all Local BEST Groups (LBGs) (<http://www.BEST.eu.org/aboutBEST/structure/lbgList.jsp>) => search for the one in your university and speak with them! Can you take the challenge of joining us? ;)

## ***What are BEST Events?***

BEST offers YOU two categories of external events: Leisure and Learning. They both last from 1 to 2 weeks and are organised by more than 75 Local BEST Groups spread around Europe.

Leisure Events are all about fun, friendship, new experiences and lots of BEST Spirit! ☺ In the Learning Events you can find not only that, but also an academical part that will give more knowledge in the topic of the event and, in some cases, it may even give you some credits! ☺ In this last category you can find BEST Courses (on Technology or Career Related), BEST Engineering Competitions (BECs) and BEST Events on Education.

## ***How much does it cost?***

After you receive the great news that you were accepted you have to take care of a few steps:

- ☞ When you are accepted to a BEST Event, your Local BEST Group will ask you for a deposit, which has to be paid before the confirmation of your participation.
- ☞ During the event, organisers may ask you for a fee will be collected at the beginning of the event.
- ☞ Make sure that you get receipts when you pay deposit and fee. The deposit will be returned after you evaluate the event (more info on page 5).

There are different categories for the deposit and fee amount, depending on the country your Local BEST Group is located in. ***For Winter Season 2009/2010 (Winter09)*** the categories are:

- ☞ **Category 1:** Austria, Netherlands, Norway;
- ☞ **Category 2:** Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Italy, Slovenia, Spain, Sweden;
- ☞ **Category 3:** Bulgaria, Croatia, Estonia, Hungary, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia;
- ☞ **Category 4:** Iceland, Macedonia, The Former Yugoslav Republic Of, Moldova, Republic Of, Russian Federation, Serbia, Turkey, Ukraine.

***From Spring Season 2010 (Spring10) to Autumn Season 2010 (Autumn10)*** the categories are:

- ☞ **Category 1:** Austria, Belgium, Denmark, Netherlands, Norway;
- ☞ **Category 2:** Czech Republic, Finland, France, Germany, Greece, Italy, Slovenia, Spain, Sweden;
- ☞ **Category 3:** Bulgaria, Croatia, Estonia, Hungary, Iceland, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Turkey;
- ☞ **Category 4:** Macedonia, The Former Yugoslav Republic Of, Moldova, Republic Of, Russian Federation, Serbia, Ukraine.

For ***Events on Education*** **ALL** the participants pay **no fee**.

The fees for ***Learning Events*** (*Courses and Engineering Competitions*) are calculated according to the following:

- ☞ The maximum fee is 4 Euros per day (including arrival and departure day) but no more than 45 Euros;
- ☞ Students from Local Groups in category 1 pay a 60€ deposit and **full fee**;
- ☞ Students from Local Groups in category 2 pay a 50€ deposit and **2/3 of the fee**;
- ☞ Students from Local Groups in category 3 pay a 40€ deposit and **1/3 of the fee**;
- ☞ Students from Local Groups in category 4 pay a 30€ deposit and **no fee**.

For **Leisure Events**, the amount of fee is specified by the Organising BEST Group and it can be higher than the maximum fee for Learning Events. Students should be aware that for Leisure Events **ALL** the participants are expected to pay the **full fee** and the **deposit will be of 60 Euros** despite the country of your Local BEST Group.

## ***BEST Events quality standards***

To assure the quality of the BEST events, we have established standards that should be fulfilled in all of them. **If you're accepted to a BEST Event, the organisers should provide you the following, at no extra cost:**

- ☞ A survival kit containing information about the activity, at latest 3 weeks before the beginning of the activity;
- ☞ Approximately 20 learning hours per week (for Learning Events). Learning hours consist of lectures, factory and company visits, case studies, laboratory work, group work, training, etc.;
- ☞ Course materials written in English;
- ☞ For Learning Events, a Certificate and a Course Information Form, if you take an active part in the whole event and you pass the examination;
- ☞ Transportation to the lectures and all organised activities;
- ☞ An organised social/cultural program;
- ☞ Three meals per day - at least one of them warm - during the whole course, including the week-ends;
- ☞ Proper sleeping facilities and an easy access to a shower.

## **What is not included?**

Although we are striving to offer you as much as possible to make the activity an unforgettable experience, you should be aware that you may have extra expenses related to the course, such as:

- ☞ Travelling to and from the course location;
- ☞ Extra drink and food;
- ☞ Some of the evening activities (e.g. disco tickets).

## **What do we expect from you?**

As you can see, we are trying to impose high quality standards in our work. In return, there are students' responsibilities, which you should remember about during the participation in the event.

### **Participant responsibilities:**

**1.** Participants have to pay the deposit to the sending Local BEST Group.

If you are sure that you will participate in the BEST event where you were accepted in, don't forget to pay the deposit to your Local BEST Group. It is needed to get confirmed to the event. The confirmation deadline is on the

- ☞ *13 December 2009* if you are attending an event of the Winter Season 2009/2010 (winter09) season;

- ☞ *28 January 2010* if you are attending an event of the Spring Season 2010 (spring10) season;
- ☞ *30 April 2010* if you are attending an event of the Summer Season 2010 (summer10) season;
- ☞ *25 June 2010* if you are attending an event of the Autumn Season 2010 (autumn10) season;
- ☞ *12 November 2010* if you are attending an event of the Winter Season 2010/2011 (winter10) season.

BEST Leisure event deposit is same for all students and amount to 60 Euros.

- 2.** During the event, participants have to behave in a civilized manner, respecting people independently of their nationality or beliefs and in accordance with the laws of the country where the event is being held.
- 3.** Participants must provide the host Local BEST Group with the information of arrival at the location specified on the website of the event at least one week before Arrival Day.
- 4.** Participants must arrive at the location specified on the website of the Event at the latest on Arrival Day at the time specified on the event's website, and depart from the event the soonest on Departure Day at the time specified on the event's website.
- 5.** In events with an academic component, participants have to attend all the academic part of the event. Participants have to be on time at the start of all academic sessions.

**6.** Participants have to attend all activities, take active part in them and may not leave the group unless agreed upon with the organisers.

**7.** During the event, participants have to pay the event fee specified above, according to the country category of their sending Local BEST Group.

**8.** Participants may not consume alcohol nor be visibly intoxicated during academic activities and other activities defined by the organisers in advance.

**9.** Unless medical reasons apply, participants may not consume or be visibly under the effects of drugs during academic activities and other activities defined by the organisers in advance.

**10.** Participants may not sleep during academic activities and other activities defined by the organisers in advance.

**11.** A participant will have to pay for any damaged property, if the damage was caused by him/her.

**12.** Participants have the responsibility to evaluate the event in BEST Application System after their attendance. This must be done before the correspondent deadline specified on BEST Application System.

The evaluation deadline is on the:

☞ *13 January 2010* if you are attending an event of the Autumn Season 2009 (autumn09) season;

- ☞ *14 April 2010* if you are attending an event of the Winter Season 2009/2010 (winter09) season;
- ☞ *11 July 2010* if you are attending an event of the Spring Season 2010 (spring10) season;
- ☞ *17 October 2010* if you are attending an event of the Summer Season 2010 (summer10) season;
- ☞ *16 January 2011* if you are attending an event of the Autumn Season 2010 (autumn10) season
- ☞ *24 April 2011* if you are attending an event of the Winter Season 2010/2011 (winter10) season

Important: The deposit will be given back once the student has participated to the activity if he/she respected his/her responsibilities and answered more than 70% of the questions of the evaluation form through his/her personal area on BEST Application System.

### **When and How to fill the Evaluation Form?**

The participants of every activity must enter the evaluation of the activity after it ends and before correspondent deadline specified on BEST Application System.

Answer the questions based on your experience with the course. Be honest because the information you provide is valuable for the organizers and will be used to improve the quality of BEST events in the future.

If a participant will not enter the evaluation of the activity he/she will be denied to get half of the deposit back.

### **How to find the Evaluation Form?**

The Evaluation form is located on the [My Applications](#) page of BEST website, in the box of the event in which you participated. You need to login to be able to evaluate.

### **What are the application rules?**

Each student is allowed to apply to 3 optimised events and 3 non-optimised events per season. The 3 optimised events include both BEST Courses and BEST Engineering Competitions. The 3 non-optimised events include BEST Leisure Events and BEST Events on Education. You can read more info about events types by following next

link:<http://www.best.eu.org/student/courses/helpEvents.jsp#learning>

A student can be accepted to a maximum of one optimized event and, in the same time, to any number of non-optimised events per season.

### **Important:**

A student who has confirmed his or her participation to three or more BEST Courses or BEST Engineering Competitions in any season, is not allowed to apply to BEST courses or BEST Engineering Competitions in any other future season. Moreover, a student who has confirmed his or her participation to two or more BEST Courses or BEST Engineering Competitions in the Summer Season is not allowed to apply to BEST courses or BEST Engineering Competitions in other future Summer Seasons.

If there was a strong reason why the attendance was not possible and participation cancellation took place and the motive is accepted by the

organising LBG and confirmed by the sending LBG the attendance will not be counted.

## ***Got a problem?***

If you have any serious problems getting in contact with organisers, or if you consider that one of the rules stated in this guide has not been fulfilled and you can't find a solution together with your hosts, please contact [helpdesk@bestorg.eu](mailto:helpdesk@bestorg.eu) either [Helpdesk](mailto:helpdesk@bestorg.eu) (<http://www.BESTorg.eu/student/helpdesk.jsp>) or your own Local BEST Group (<http://www.bestorg.eu/aboutBEST/structure/lbgList.jsp>).

## ***Still have some questions?***

If you still want to know more about BEST Events, check the [FAQ section](#) of BEST Application System or ask your Local BEST Group!

See you somewhere in Europe! ☺