



**GENERAL GUIDELINES
ON THE ORGANISATION
OF THE EUROPEAN UNION CONTESTS
FOR YOUNG SCIENTISTS**

Version June 2021

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Introduction

The European Union Contest for Young Scientists is an annual event that takes place in different Host Countries (usually in the respective capital city) during a week in late-September. Each year, organisers of participating National Contests send their **first prize** winning teams to the European Contest where they compete at European level for prizes and awards.

The Commission provides funding for up to a 100% of the “core” activities i.e. whatever is deemed necessary to ensure a European level competition of this nature. In general, the core activities should be supplemented by contributions from the organisers, and by any sponsorship that can be attracted in order to complement the “core” programme with activities that add a cultural aspect to the Contest. Typically, 25-50% of the total budget should be met in this way.

The Contest is supported through a formal grant agreement between the Host Organiser and the European Commission, but due to the nature of the exercise there is a high degree of task sharing. The purpose of these guidance notes is to set out the nature of the principal tasks together with an indication as to who is responsible, provide a checklist and scheduling of tasks and provide a list of eligible cost categories.

These guidelines are, therefore, aimed at organisations wishing to host the Contest. In consequence, where possible, the various sections of these guidelines follow as closely as possible the time sequence of events following signing of the grant agreement as indicated in the margins.

It must be remembered that, like any contest, the Contest has certain rules and regulations. These are set out in annex 1.

It should also be noted that the Contest brings comparatively young people together in essentially a foreign country for several days. For many, the Contest might be their first time abroad. **The safety and correct supervision of the Contestants and the appropriateness of their accommodation and suitability of any travel arrangements must remain paramount considerations in the planning and execution of the event.**

Finally, it should be borne in mind that the contest is an initiative of the European Commission and, as such, the presence of the EC should be visible and acknowledged and feature prominently in all publicity associated with the contest.

All enquiries can be addressed to:

RTD-EU-YOUNG-SCIENTISTS-CONTEST@EC.EUROPA.EU

Definitions

The Commission

This refers both to the institution itself as well as officials of the European Commission. A secretariat within the European Commission handles routine enquiries and supports the Contest, the meetings of the National Organisers and the Steering Group. An administrative project officer (PO) within the Commission will be appointed as a principal point of contact regarding administrative and contractual issues. The delegation or attribution of specific groups of tasks (e.g. press and communication), can be made by the PO, to other Commission services. The Host Organiser must ensure that the PO is fully informed as to any contacts reasonably considered as being important to the execution of the grant agreement.

The Host Organiser

This refers both to the organisation that is responsible for executing the European Union Contest for Young Scientists as well as the person appointed within that organisation to co-ordinate and manage the event. Such a person could be the respective National Organiser or someone appointed by him/her; the person appointed must have good experience in managing an event of this nature.

The National Organiser(s)

This refers both to the institution and to the person within it that is responsible for the organisation and execution of a participating National Contest. A meeting of the National Organisers takes place each year during the Contest. Exceptionally, the Commission might convene a meeting at other times in the year. Guidelines that set out the conditions for adherence to the Contest and the classes of participation are given in annex 2.

The National Organisers must ensure that only one team is entered into the contest per subject discipline for any country thus guaranteeing the legitimacy of the contest as an event where only first prize-winners compete against each other. If any NO is found to have entered 2 teams from the same subject discipline, one of the teams will be eliminated or moved to another discipline.

National Organisers must ensure that each Contestant attending EUCYS is accompanied to and from the Contest and supervised at the Contest by a responsible adult.

The Steering Group

This is a group of three national organisers that provide advice and assistance with the organisation of the Contest. The group comprises a dynamic membership of the national organisers of the preceding contest, the current contest, and the contest scheduled for the year ahead. The Steering Group will meet at least once a year.

The Contestants

These are the young people who, having been selected as first prize-winners of their National Contest, have been put forward by their respective National Organisers and accepted by the Commission as

competitors in the Contest, following checks on compliance to the Rules. The ages of the Contestants at the time of the Contest are in the range 14 to 20 years (see the Rules). In consequence and in general, the Contestants comprise both minors and young adults (18 years and more). The execution of the Contest must take this into consideration without differentiating inappropriately between contestants. Contestants from the same country cannot compete against others in the same subject. It is up to the NOs to ensure that this does not happen. It is a contest for first prize-winners and this rule must be respected at all times.

During the Contest, the Contestants and their Escorts must be clearly identified by a badge or some other device.

The Escorts

Each delegation of Contestants that comprise young people of less than 18 years must be escorted and supervised by a responsible adult (21 years or over) during the entire duration of the event, including travel to and from the designated place of departure. The Escort could be the respective National Organiser, or someone appointed by them. The Escort, therefore, participates in all aspects of the Contest that involve the Contestants. This is clearly a position of utmost responsibility and trust.

The Jury

A Jury of 18 to 20 international scientists and technologists is appointed by the Commission to judge the competing projects. The rules to which the Jury members must abide are set out in annex 3.

The Secretary

This refers to the person or persons that the Host Organiser provides to support the work of the Jury during its deliberations at the Contest location. The Secretary is not the same as the Contest Secretariat (see next section). The secretary is expected to work closely with the Host Organiser (for preparation of certificates etc) and needs local knowledge in order to be of more general assistance as required to the Jury members. The secretary should be provided by the host organiser and be proficient in PC software including MS Excel and MS Office. The secretary should also be prepared to take minutes during the final Jury meeting and collate citations of the winning projects. The work of the secretary is confidential.

The Contest Secretariat

The Contest is supported by a Contest Secretariat which handles routine enquiries; supports the meeting of National Organisers (and the Steering Group), and provides general help in the preparation of the Contest. The Contest Secretariat is a Commission official and is not responsible for those parts of the Contest that are to be executed by the Host Organiser itself. The Contest Secretariat participates in the final event where its role is primarily to support the Commission delegation to the Contest.

The Student Helpers

The Host Organiser appoints Student Helpers to assist with the setting up of the exhibition stands and the logistics of managing the teams of Contestants including chaperoning etc. The Students Helpers are not, however, in any sense substitutes for Escorts and the appropriateness of the behaviour of the

Student Helpers themselves is the responsibility of the Host Organiser. The Student Helpers should be clearly identified (e.g. badges or T-shirts). Often Student Helpers include past participants in the contest, and as such their experience is very helpful.

The Prize-Winners

The Prize-winners are the Contestants who, in the judgement of the Jury, are awarded a Core Prize, an Honorary prize or a Special Donated Prize.

Donor(s)

A Donor is any organisation, including the Host Organiser that donates a prize to the Contest that can be awarded following assessment of the Jury to the Contestants. The Donor must inform the Commission about any special conditions for the award, ideally before the Catalogue is finalised, but certainly before the Contest is due to start. Any non-discriminatory conditions for the withdrawal of a prize must also be given.

Sponsor(s)

This refers to any legal entity wishing to contribute, either in kind or financially, to the Contest in order to increase the success of the event. The Host Organiser is responsible for identifying any Sponsor(s) but must inform the Commission, which retains, in duly justified cases, the possibility to decline sponsorship rights. The Host Organiser bears the responsibility to ensure that there is an appropriate balance between the offer of sponsorship and the need to ensure that commercial interests are not being inappropriately promoted. The Contest is not a vehicle for enhancing corporate image, but rather (in the context of sponsorship) a mechanism whereby an organisation can highlight its commitment to science, science education and career development.

Third Party Organisation

Any organisation involved in the Contest but not a recipient of any direct or indirect EU grant component under the grant agreement.

The Grant Agreement

The *Grant Agreement* is a formal contract between the Host Organiser and the European Commission and sets out respective rights and obligations. Specifically, it includes a description of the work, along the lines of work packages and deliverables (e.g. catalogue, venue, stands, and ceremony) and the agreed eligible costs. Unless otherwise formally agreed (in writing from the Commission), no costs can be considered as eligible (for reimbursement) if they are incurred either before or after the start and end date as set out in the *Grant Agreement*. The Host Organiser must alert the Commission immediately if they foresee a problem or if any other contractual issues arise. The earliest start date for the grant agreement is the first of the month following the date that the proposal is submitted by the Host Organiser to the EC for evaluation. Although the start date can be after this date it cannot be before this date.

Indicative Time Schedule and Deadlines

ACTIONS	Jan	Feb	Mar	Apr	May	Jun		Jul	Aug	Early Sep	Sep	Late Sep	Oct	Nov	Dec
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The visual identity of the Commission must be present and acknowledged on the highlighted aspects below and furthermore the EC must be consulted and agreement sought for all visual aspects.

	ELIGIBLE COST CATEGORIES	COMMISSION	HOST ORGANISER
A	Accommodation booking and management		13, 38
B	Meals, travel arrangements, badges		13, 32, 38
C	Exhibition		
	Venue, equipment (including special requirements from contestants), stands, registration area		24, 25, 26, 27, 28, 33
	Decoration, etc		
	EU flags, Banner	Approval	-
	Offices and its equipment (including Jury office!)		29, 30, 31
	Medical assistance, security, and others		
D	Transport and activities, including scientific excursions, lectures		
E	Press & Public Relations & Media		11, 12, 39
	Application forms	2	3, 4, 1,5,
	Application Brochure (sent with Application Form)		
	EU Contest official catalogue	16, 15	16, 14
	Guide about Contest and Host city (sent with tickets)		10-
	Posters and other printed material (flyers)	Approval-	9
F	National Marketing (website, leaflets, publicity, etc)	-	8-
G	Relations with National Organisers		
	Meeting of National Organisers		
	Steering committee meetings		
H	Prizes, prize certificates and participation certificates	20	17, 18, 19, 20, 40
I	Travel to the host national town: airfares and local transportation		
J	Other		
	Special programme for Jury and Nobel Laureates	Approval	
	Jury invitations	34	35, 36
	Nobel Laureates selection and invitations	Approval	
	Souvenirs for participants (T-shirt, bags, USB sticks, pins, etc.)		22, 23
	Budget - eligible costs	-	
	Secretary for Jury		37
	Student helpers		
	Participation		
	Eligibility check	6	
	Jury access to host database		7
	Award ceremony protocol		21

The Application Forms and Brochure

Documents to be prepared

The Commission supplies the application forms to the Host Organiser electronically. **Action 1**
There are two types of application forms: one for the competing Young Scientists and one for the National Organisers. These serve different purposes and both should be completed. Neither the text nor the layout can be changed without prior approval of the EC.

Subject to Commission approval of the final texts and layouts, the Host Organiser makes the application forms available on-line for the Contestants and the National Organisers in March of the year of the Contest. **Action 2**

The Host Organiser makes the application forms available electronically to download on the dedicated contest web site and informs the other NOs when they are available. **Action 3**

The Host Organiser also publishes essential information about the Contest on the web site during March. This should comprise a description of the Contest, EC contact point, details of prizes to be awarded, rules and conditions and an updated list of National Organisers. The website should give information on the Host Organiser, the venue (dates, location), contact points, acknowledgements for sponsorship, and can highlight in summary form any special features of the forthcoming Contest. An example of the core text for the Contest website is available on request from the Contest Secretariat. It should be noted that this text has a relatively short lifetime serving principally to introduce the event, and provides details on how to submit projects. The presentation needs not, therefore, to be overly sophisticated. **Action 4**

All publications, including the website, should acknowledge the EC prominently.

Submission of application forms

In accordance with the Rules (Annex 1), the National Organisers propose teams of young people to represent their country. Each National Organiser, therefore, must complete a set of forms giving their contact information, project titles and summary information on the projects being submitted together with details of their national competition. The National Organiser also identifies the person who will escort their team of Contestants to, during and from the contest, and provides their contact information, dietary requirements and other essential information. The Escort can be the National Organiser or somebody nominated by the NO. As the Host Organiser supplies the travel tickets to and from the contest, the National Organiser must also indicate on the forms as accurately as possible the location of the single point departure and return, and the arrival and departure dates of its delegation (Contestants plus one Escort). Any request to deviate from these rules should be addressed to the EC and will be considered on an individual basis. In signing the form, the National Organiser takes responsibility for the compliance of the submitted projects with the Contest rules.

Each Contestant completes a set of application forms clearly identifying themselves, enclosing a digital photograph and giving their contact details. They should also specify any special needs such as access facilities, dietary requirements or other pertinent information. By signing the forms each Contestant takes responsibility to follow and respect the Rules of the Contest. A full description of the project should be appended to the Contestant application form in accordance with the specified format.

The National Organiser is responsible for submitting all forms and project descriptions by the closing date, usually the first Tuesday of June during the year of the Contest.

A deadline for the receipt of applications is imposed to ensure sufficient time for the Jury to work and to produce the Contest Catalogue.

Late submissions are treated on a case-by-case basis. The Host Organiser will contact those countries that have not submitted their projects by the closing date and will inform the EC. The decision to accept late projects is at the discretion of the EC. Projects submitted more than one week after the established closing date will not usually be granted permission to attend the Contest.

Processing of applications

The Host Organiser will use specially adapted software to process the applications and will use the information therein to finalise in situ facilities for the contest, to organise the travel and to describe the projects and contestants in the Contest Catalogue. It is therefore important that this information is correct.

Action 5

The EC will carry out the eligibility checks on all projects.

Action 6

The Jury will be given access to the Host Organiser's project database so that they can start their preliminary evaluation.

Action 7

Publicity and Promotion

The Contest Website

The Host Organiser is responsible for setting up and maintaining a website whose purpose it is to support the Contest that they are arranging. The web site must make it clear that the event is **an EU event sponsored primarily by the European Commission**. It must include a link to the EC Contest home page where information about the rules and regulations of the contest etc. are posted. It should also include a link to the Innovation Union and European Research Area directorate.

Action 8

The Host Organiser should also include links to sponsors' web sites if requested.

The website must provide background and practical information in a form useful to National Organisers, Contestants and the general public. Electronic versions of the Contest Brochure, forms, promotional and publicity material, and general information about the venue should be made available through the site.

Access to social media should also be accessible from the Host website home page (buttons for Facebook, Twitter and YouTube).

The Commission will supply logos appropriate to the Contest.

Posters, leaflets or flyers and banners

The EC presence should be visible and acknowledged and feature prominently in all publicity associated with the contest. Furthermore, the visual identity of the Contest must be approved by the European Commission.

The Host Organiser produces promotional posters and/or flyers whose primary purpose is to advertise the contest in the country in which it is taking place so that potential visitors are aware of it (essentially local schools).

Action 9

Commission approval of the style and format is required before these materials are produced/printed.

Approximately 10 copies of the posters should be sent to each of the National Organisers and to the Contest Secretariat, including the EC Media representative. The posters and flyers must acknowledge EC support prominently but can also include logos of sponsoring organisations.

The visibility of the contest in the host country is important. The Exhibition should be opened at certain times to the general public. The contest is an event to promote science to young school children and should be used for this purpose.

A to Z Short guide

The Host Organiser is responsible for producing and distributing at the Contest a summary description of the Contest giving the programme of activities and key information including emergency service numbers etc.

Action 10

Media coverage

The local media, from the host country, should be invited by the host organiser but the Commission must be informed of the presence of these journalists. The journalists from the host country can participate at any special event that might be organised during the contest as well as at the press conference following the Awards Ceremony.

Action 11

Up to 8 International journalists will be invited; their travel and accommodation costs will be covered by the Host Organiser. Selection of these journalists should be in collaboration with the EC Media Advisor. The Host Organiser is required to make the appropriate hotel reservations for the International Journalists, in a different hotel to the Jury,

Action 12

The Host Organiser provides a fully equipped Press Room for all journalists as well as for the EC media Team (see checklist). **Action 13**

EC media personnel should have full access to key facilities and events (such as meals, VIP events, the awards ceremony, press conferences etc; see section on programme).

The Commission's Media Advisor will be responsible for additional European-level promotion and public relations (identification of media audiences, profile building, press invitations, press releases and follow-up) but these activities do not absolve the Host Organiser from its responsibility to handle local arrangements.

To ensure co-ordination, both the Commission and the Host Organiser will nominate a specific press contact point. If the Commission uses a contractor to handle certain tasks, the Host Organiser will liaise simultaneously with both the Commission and its contractor as to what is being done.

The Contest Catalogue

The Host Organiser produces a Contest Catalogue in which the presence of the EC is visible and acknowledged. It is a key document and serves several purposes such as to: **Action 14**

- introduce the Contest
- present the projects submitted including a short abstract and Contestant details;
- introduce the Jury Members;
- describe the prizes on offer;
- place the contest in the national context;
- present the European Commission activities aimed at young people;
- acknowledge sponsorship;

identify key people and contact points.

Consequently, the Host Organiser must make the Catalogue available several weeks before the Contest starts.

Typically the Catalogue is in colour, printed on good quality paper and is of the order of about 50 A4 pages. It is produced in the style of the Host Organisers choice but also contains information that is supplied by the Commission. Examples of previous Contest catalogues are available from the Contest Secretariat on request.

The Commission will supply some texts covering:

- The introduction from the EC Commissioner for Research, Innovation and Science
- Background information on the Contest
- Background information on Science Education being carried out by the EC
- A section on Science with and for Society and Responsible research and

Action 15

innovation

- Administrative information concerning the Contest (Contestants eligibility, prizes on offer, judging process)
- Details of the Jury (CVs and photographs),
- Details of the prizes and sponsors
- Information on past winners (including an updated list)
- General text on the EU and young people

The Host Organiser incorporates the above texts in a single document for which it is responsible for supplying texts on:

- Introduction by national VIP(s)
- Detailed programme for the event
- Indexed floor plan
- Details of the venue
- Key information on service numbers etc.
- Details of any special cultural activities
- An index of the Contestants, project titles and Country of origin that can be created from the Application forms
- Photographs and project summaries that can be created from the Application forms
- Updated list of National Organisers
- Details of the Awards Ceremony
- Details of the press conference
- Details of the Host Organisers
- Details of any sponsorship
- Advanced notification of the following year's event.

The Host Organiser must ensure that the cover of the Catalogue features the Contest logo, the logo of the European Commission, and the official title of the event (Xth European Union Contest for Young Scientists, city, country, dates).

The Commission will check a certain amount of key information relating to the Prizes, the Contestants and the Jury. **The Host Organiser must include a suitable clause limiting liability in case of errors or omissions etc.**

Action 16

The Host Organiser should request that all sections of the Contest Book are checked by all relevant entities. For example, contestant and NO information should be sent to NOs for verification; sponsor information should be sent to sponsors for verification; jury information will be checked by the EC.

The Host Organiser should print enough copies of the Contest catalogue so that requests for the catalogue can be met after the contest. The host organiser is expected to provide 50 copies of the catalogue to the EC after the event.

The Commission is not responsible for proof reading the drafts but its approval must be sought before printing.

The Prizes

The purpose of the Contest is to promote the ideals of co-operation and interchange between young scientists. Through the contest the EC supports the process of formal and informal science education in schools and it reinforces links between science education and science careers.

The selection of prize-winners is a key element of the Contest. There are three categories of prizes: Core Prizes, Honorary Prizes and Special Donated Prizes.

Core Prizes

The Core Prizes are cash prizes and they are the principal prizes awarded at the contest. They are split into three classes:

- 4 first prizes of 7.000 € each
- 4 second prizes of 5.000 € each
- 4 third prizes of 3.500 € each

The Host Organiser is responsible for transferring the monetary value of the Core Prizes to the account identified in the prize-winning Contestant forms within 30 days of the contest.

Action 17

Prizes are awarded to projects. If a project comprises a team then the team share the prize. Hence, in accordance with the Rules the maximum number of core prize-winners is $4 \times 4 \times 4 = 64$, the minimum is 12 (one single Contestant project per class).

Honorary Prizes

In addition to the monetary prize, and in cases where a Special Donated Prize is not awarded, the Jury offers up to six projects (three teams of one or two; one team of three, one of two and one of one) the opportunity to represent the Contest at either the London International Youth Science Forum (three Contestants) or the Stockholm International Youth Science Seminar (two Contestants). These are not competitive events but they are events in which the contributions of the participants play an important role in their success.

The Host Organiser must make suitable financial provisions in the budget to cover the full costs of the prizes and for participation at these events including travel to and from the events and any registration fees, accommodation and food. The Commission agrees the costs with the organisers of the events and reserves the right to change or modify details of attendance in such events. In any case the Jury, in deciding to confer these extra honours, will take into consideration the age (see details of the prize in the Contest Catalogue) and suitability of the candidate.

It should be noted that the names of the contestants who win the trip to Stockholm are forwarded to SIYSF immediately after the contest.

If there are insufficient first prize-winners, the offer to represent the Contest can be made to second prize-winners within the total budget available.

In the case where the winners are under 18 years of age, they must be accompanied, to the events, by an escort. The costs for the escort will also be borne by the host organiser. For the participation in SIYSF, the winners have to be over the age of 18 at the time of their trip to SIYSF.

Special Donated Prizes

The Host Organiser and/or a Third Party Organisation, such as a sponsor, can donate prizes that the Jury can award to Contestants. Typically, such prizes are travel and study visits or equivalent, to leading science organisations or events. The Jury judges the appropriateness of awarding these prizes taking into account the interests of the contestants. The Donors must specify any conditions for the award of donated prizes to the Commission before the Contest and preferably before the finalisation of the Contest catalogue.

The Donors should prepare a written document with an explanation of the prize and any specific conditions associated with the prize before the contest. This document should be sent to the Host and the host should have it ready to be given to the winning contestants during the Award ceremony. These documents should be updated annually.

The Host Organiser should encourage sponsors to donate prizes open to all contestants.

Special donated prizes should not compete in a financial or symbolic sense with the EC Core Prizes. (If such a situation were to arise, consideration should be given to combining it (them) formally with one or more first prizes).

If such donated prizes involve travel to a specific location (such as study-trips, attendance at events etc.) the cost of the travel can be included as an eligible project cost if known at the time of the negotiation of the grant agreement with the Host Organiser. As a general rule of thumb, the Commission recommends that the age of the contestants be taken into consideration in cases where prizes involve travel and accommodation away from home.

The Host Organiser is responsible for liaising with the Special Prize donors to inform them of the winning contestants together with all relevant contact details. The EC should be copied in all e-mails.

Action 19

Travel considerations notwithstanding, the Donor is responsible for delivering and (where necessary) organising or implementing the donated prize including any necessary arrangement regarding insurance and compliance with safety requirement.

Since these are Donated Prizes, neither the Commission nor the Host Organiser is liable for any cancellation or withdrawal of offer. The Donor should take into consideration any consequence so arising before offering a prize. The primary underlying principal of the Contest is to encourage young people to take an interest in science and any bad experiences in fulfilling expectations generated by the promise of prizes can be counterproductive.

In the case where the winners are under 18 years of age, they must be accompanied, by an escort, to the event. The costs for the escort will also be borne by the host organiser or the donator if this is agreed beforehand with the donor organisation.

A list of current Special Donated Prizes is given in the annex.

Certificates

The Host Organiser produces the certificates for the Core prizes based on texts supplied by the Commission. The President of the Jury and the Director General (or the most senior Commission representative present) co-sign the Core prizes certificates. In the case of (first) prize winners receiving extra honours these are also mentioned on the certificate and should be accompanied either at the time of the Contest or shortly afterwards by information setting out the conditions of the award and the non-discriminatory circumstances where an award might need to be withdrawn due to unforeseen circumstances. The document referred to above should be given with the prize certificates.

Action 20

It is also customary to offer certificates of participation to each Contestant during the contest or at the Awards Ceremony.

The Host Organiser should also produce certificates in the same format for the Special Donated Prizes. These certificates should be signed both by a representative of the Third Party Organisation, and the President of the Jury. They will not be signed by a representative of the Commission and will not be handed out by the Commission. They should be accompanied by information setting out, where appropriate, the conditions of the award and the non-discriminatory circumstances where an award might need to be withdrawn due to unforeseen circumstances.

The Core activities and the Cultural programme

The Commission offers financial support for the core activities associated with the Contest, and even in these circumstances there is an expectation that the Host Organiser will make a substantial contribution.

Indicatively, the core programme is:

Friday (Day 1)

- 09:00 Contestants and Escorts arrive and register and start setting up their exhibitions.
- 12:00 Welcome and briefing session
- 14:00 Setting-up stands (continued)
- 19:00 Evening meal (e.g. buffet) and light cultural event (Separate event for Jury and Contestants)
- 22:00 Return to hotel accommodation

Saturday (Day 2)

- 09:00 Setting-up stands (continued)
- 10:30 Jury Meeting
- 12:00 Opening Ceremony
- 12:30 Lunch at exhibition venue
- 14:00 First round of judging begins
- 17:00 Jury Meeting
- 18:00 Evening event and meal
- 22:00 Return to hotel accommodation

Sunday (Day 3)

- 09:00 Second round of judging
- 10:00 Exhibition open to public
- 12:00 Jury Meeting
- 12:30 Lunch at exhibition venue
- 14:00 Third round of judging
Exhibition open to general public
- 17:00 Jury Meeting
- 17:30 Evening event and meal/ 2 EIROforum lectures (1.5 hours)
- 22:00 Return to hotel accommodation

Monday (Day 4)

- 08:30 Fourth round of judging
- 10:00 Exhibition open to public/local schools
- 12:30 Lunch at exhibition venue
- 14:00 Fifth round of Judging
- 16:00 Special lecture/event
- 16:30 Jury deliberations with full secretarial support, preparation of project citations, certificates and signing of certificates
The HO should organise a meeting room in the Jury hotel for final deliberations and dinner as the final meeting can be long
- 15:00 Rehearsal for Prize Ceremony
- 17:30 Evening event and meal
- 22:00 Return to hotel accommodation

Tuesday (Day 5)

- 09:00 Brunch for students and NOs or early lunch
- 12:30 Return to hotel
- 13:00 Awards Ceremony
- 15:00 Press Conference
- 15:00 Reception
- 15:00 Return to exhibition/dismantling stands
- 19:00 Farewell event and evening meal for Jury and Contestants

Wednesday (Day 6) Departure

Any activity that takes the Contestants away from their stands when the Jury are doing their rounds should be avoided. However, consideration should be given to providing the contestants with entertainment on or near their stands to prevent boredom. The EC will provide some entertainment and will agree the procedure with the Jury beforehand. Further planned entertainment should be agreed with the EC in advance.

The Host Organiser may offer a cultural event to early-arriving contestants or those who for flight departure time reasons might need to travel late on the last day.

The main media event is the Awards Ceremony; this is the culmination of the Contest and all efforts need to be made to increase its impact. It should be borne in mind that the contest is an initiative of the European Commission and, as such, the presence of the EC should be visible and acknowledged and feature prominently during the Awards Ceremony. **The protocol for the Awards ceremony should be sent to the EC two weeks before the start of the Contest** with all known speakers, their photos and their short CVs. The EC should be invited to speak immediately after the Master of Ceremony introduces the event.

Action 21

A rehearsal should be planned well in advance to take place during the contest to which the EC and all sponsors should be invited and expected to attend.

An informal Opening Reception should also be provided (with an adequate buffet) at which some words of welcome can be offered by the Host Organisers. The EC should be invited to speak immediately after the welcome address given by the Host country. All key people should be introduced including the Jury, Student Helpers, Secretary/Secretariat, Commission officials and any special guest etc.). The Host organisers are advised to request that Speakers keep their talks short at this event. The Opening ceremony is a seated event.

Conference bags souvenirs trophies etc

The Host Organiser should produce a Contest bag containing Contest material (catalogue, programme summary) and souvenirs (T-shirts, pens, pins, USB sticks, etc.). Wherever possible the costs of this Contest bag should be amortised by sponsorship or locally available material.

Action 22

The Host Organiser should budget for a limited number of symbolic gifts to be presented at the final farewell dinner to the Jury members and any special invitees who have contributed towards the success of the event (this EXCLUDES Commission personnel).

Action 23

The Venue and the Facilities

Fast reliable internet connection should be available free of charge for all at the Contest venue and at the accommodation. The Host Organiser must take steps sufficiently before the event (even in the absence of firm numbers of participants) to book and reserve suitable venues for the exhibition (including facilities needed by the Jury, the Commission and the Journalists) and the Awards Ceremony, and the associated Press conference that takes place just afterwards.

Action 24

Estimations can be made based on past experience. Typically 80-90 projects are submitted each year involving 130-150 contestants. Each project needs a space allocation (see next section and annex 6) from which a minimum floor area for the exhibition itself can be inferred.

A room should be provided for approximately 2 hours on the morning of the 4th day for the meeting of the National Organisers (around 50 persons).

Registration

The host organisers are expected to set up a registration area at the beginning of the contest for all Participants, Jury members and Journalists. Journalists will require a separate Registration area with their own host. Special press badges should be issued. All participants should receive a contest bag. **All participants should receive easily identifiable badges.**

Action 25

The Stands

The Host Organiser provides stands so that the contestants can display their projects. The stands must conform to a set of standard dimensions given in Annex 6. The stands must be positioned on the same floor and placed so as to have sufficient room between the rows; the stands constitute the public exhibition and the Host Organiser must take this into consideration.

Action 26

In addition to being of the correct dimension, each stand should be well lit, supplied with easy and safe access to electrical power, and ideally should have a lockable cupboard in the bottom section for the storage of material and personal belongings. If no such storage space is included then a secure and controlled storage area must be provided. The Host Organiser must inform all National Organisers about the size of the stands in the application brochure and should not depart significantly from the dimensions given in Annex 6. The stand should have seating for up to three contestants depending on the project.

Each stand should be clearly identified with the name of the contestant(s), the project title, their national flag and the **European Union flag**.

The Host Organiser should provide space for a stand for the European Commission. This stand should be **prominently positioned and act as an information point for the EU and the Contest**. The Commission will supply the backdrop for its stand (poster boards of approximately 2,5 meters high and 7,5 meters wide), but the Host Organiser will supply three small tables, six chairs, a PC and large screen connected to internet and a lockable cupboard.

Action 27

In addition to this, and compatible with the spirit of the Contest, the Host Organiser should provide stands for major Sponsors, if requested, (e.g. Intel, EIROFORUM) and should bear the costs. Advice can be sought from the EC and stand costs are considered eligible costs.

Action 28

The Offices

Jury meeting room

Action 29

The Host Organiser must provide a secure office for the 18 to 20 Jury members (on arrival) with appropriate facilities. Furthermore, basic office stationary, scissors, pens, paper, staplers, rulers etc. must be available, as well as at least 2 computers with Internet connections, 1 beamer, 1 telephone, 1 fast photocopier machine, 1 interactive whiteboard. The Host Organiser will provide light refreshments and can arrange for lunches to be served in this room. The Host Organiser will ensure that the work of the Jury is supported by a full time Secretary and access to the Student Helpers if required.

EC office

Action 30

The Host Organiser will provide a secure office for the Commission staff (4 people) with: at least 2 computers with Internet connections. The Commission will arrange its own secretarial support.

Press room

Action 31

The Host Organiser will provide a large room for invited Journalists with the following facilities: 5 computers with Internet connections, enough internet accesses, 1 separate desk with one computer and phone (with access to jury room), 10 plugs to charge mobile phones and laptops, 1 fast photocopier machine). The EC media advisor can advise on exact requirements. Furthermore, basic office stationary, scissors, pens, paper, staplers, rulers etc. must be available. Coffee, tea and light refreshments should be provided as well as a rest area.

Eating zone

The Host Organiser provides lunch at the place of the exhibition for contestants and participants (see section on attendance and participants) and due account should be made for special dietary requirements declared on the application forms. Young people eat a considerable quantity of food and so the Host Organiser must make suitable provisions. **Alcohol should not be available to students at these lunches or during the evening dinners.**

Action 32

Different arrangements should be made for catering for the Jury and VIPs.

Contest reception/Information Point

The Host Organiser should provide an appropriate reception area/counter to act as information and help point at the venue throughout the event.

Action 33

Security, First aid and Safety

The competition brings together young people from across Europe and further afield. The Host Organiser must ensure that first aid and resuscitation equipment and the personnel to use it are readily at hand (and its existence is verified at any extra mural event).

The venue itself must conform to national fire regulations with well sign posted emergency exits. The procedure in case of fire should be clearly explained especially to the contestants and their escorts. Access by emergency vehicles and links with hospital facilities must be adequate. The Host Organiser must take out adequate insurance (or ensure that an appropriate insurance policy exists) to cover possible damages and litigation).

The Jury and Judging Process

The Commission selects the Jury on an annual basis in order to ensure that each year approximately 1/3rd of the 18 members are replaced and that a sufficient distribution of expertise is present. Experts can only be nominated as jury-members of the EU Contest if they have not been a jury-member of a national contest in the same year.

Action 34

Based on past experience the approximate composition of the Jury is:

Field of project	Frequency	Number of experts
Biology	21%	3
Physics	16%	3
Engineering	14%	2
Environment	14%	1
Chemistry	8%	2
Computing	8%	2
Medicine	8%	2
Mathematics	5%	2
Materials	2%	1
Social Sciences	2%	1

The President of the Jury is expected to serve at least 3 consecutive years (maximum 5). See annex 4 for the terms of reference of the Jury.

Jury members can remain on the Jury for up to 5 years. In exceptional circumstances the EC reserves the right to appoint Jury members for more than 5 terms.

Selection of the Jury

The Commission selects the Jury based on their area of expertise and the needs of the contest, and passes their contact details (short CVs and photographs) to the Host Organiser before the end May of the year of the Contest. National Organisers are informed of the identities of the Jury at the same time. The Commission ensures that the Jury receives details of the Contestants and their projects by the end of June.

The Host Organiser is responsible for liaising directly with the Jury concerning travel and accommodation arrangements, and any special requirements concerning facilities (dietary and access requirements). The Host Organiser must, however, alert the Commission as to any problems in liaising with the Jury, so that appropriate steps can be taken in good time in the case of illness or withdrawal from the Contest.

Action 35

The work of the Jury is remunerated over the 4 working days of the Contest plus one day for working remotely. Thus, the Jury will be reimbursed for 5 days. The costs should be in line with the EC rules on reimbursing experts (In 2014 the experts rate is €450 per day). The HO should check with the EC for current reimbursement rates. All the associated costs are in principle eligible grant agreement costs. See section on Eligible Costs.

Action 36

Judging process

Judging takes place in two steps:

1) A preliminary review of the projects is conducted by members of the Jury before the Contest. At this stage a Jury member will be asked to review approximately 15 projects and may seek expert advice if the subject is outside his or her area of expertise. A preliminary meeting usually takes place in Brussels at the beginning of September with costs borne by the EC directly.

The criteria used to assess projects shall be the following:

- originality and creativity in the identification of and the approach to the basic problem;
- skill, care and thoroughness in designing and carrying out the study;
- following through of the study from conception to conclusion;
- reasoning and clarity in the interpretation of the results;
- quality of written report (within the confines of the specified limits);
- presentation and ability to discuss the project with the Member of the Jury.

In applying all these criteria, allowance shall be made for the age and educational level of the Contestants, and the quality of the resources available to them.

Preliminary marks in the following categories:

- Worthy of a prize - A
- Maybe worthy of a prize – B
- Not worthy of a prize – C

2) A final assessment on the basis of interviews and discussions with the contestants during the exhibition.

During the final assessment the Jury meet, and on the basis of both preliminary assessment and the interviews, selects the Prize Winners.

Following an overview delivered by the President of the Jury, the Prize Winners are announced at the Award Ceremony.

The President of the Jury may, at any time, inform the Commission where, in the opinion of the Jury, any of the following is apparent:

- The contestants have received undue assistance from “experts”;
- The contestants have had undue privileged access to resources; or
- The contestants have clearly plagiarised ideas from others or
- The contestants do not acknowledge software used or
- The contestants withhold information from the Jury.

In such cases, the Commission will withdraw the project from the competition, and even after the event, demand if necessary, the return of any prize monies.

The decision of the Jury is final.

Support for the Jury

The Jury is supported by a Secretary and Student Helpers (see section on support facilities and eligible costs) and will have a dedicated secluded area for its confidential deliberations.

Action 37

The Jury will meet on the morning of day 2 to decide who is going to assess which project and approximately when. Interviews take place over Days 2, 3 and 4. The Secretary with the assistance of the Student Helpers will give to each team an approximate timetable specifying when the interview(s) will take place and hence when the contestants will have to be present as a complete team to present their work.

As the Jury members will be clearly identifiable as such by a badge (but not named individually on the timetable) the Contestants will know when they are being interviewed by the Jury. The interviews will not be confidential in the sense that onlookers and visitors will not be excluded, but it will be made clear that an assessment is taking place. In this way, other Jury members, not formally assessing a project, will still have the opportunity of speaking with contestants, but more from a general interest point of view. Their impression could nonetheless be taken into account during agreement on the overall ranking of projects. However, **National Organisers and Escorts should not be present during the interviews and will be asked to leave if necessary.**

Not all Jury members will be able to evaluate each project, but each project must be assessed (i.e. the contestants interviewed) by at least 5 Jury members. The Jury members will spend approximately 12 to 15 hours interviewing the Contestants.

Based on the project descriptions, each member of the jury initially marks the projects he/she has been assigned for evaluation using the letters A,B,C to indicate:

A = Worthy of a prize

B = Maybe worthy of a prize

C = Not worthy of a prize

Ensure that all projects receive at least 5 Jury visits.

Final meeting of the jury. [After the final interview session.]

Before the final ranking meeting, the experts for each scientific discipline within the jury should meet to decide on the ranking within their respective disciplines.

The jury discusses all the rankings with members of the jury. Following this discussion, the jury makes its decision about the prizes.

The last meeting of the Jury will be minuted. The Jury, with the assistance of the Jury secretary and the EC secretariat will produce a list of winners to be typed by the secretary and signed by all the members of the Jury. The President of the Jury will allocate citations to be written by the Jury members so that these can be used during the Awards ceremony. The secretary will be responsible for collating these documents and producing a version in large print that can be used by the President of the Jury during the awards ceremony.

The Secretary will assist in the preparation of the prize certificates (see section on prizes).

The Commission will produce a press release.

Attendance and participation in the event

The eligible costs of the Contest (i.e. those that can be recovered from the Commission in accordance with the grant agreement) allow for the participation of the following classes of people:

1. The Contestants (numbers to be estimated at the time of the proposal submission on the basis of the number of potential competing countries and an average team size of 3)
2. One Escort per competing country (either the national organiser or an adult nominated by the NO)
3. The 18 – 20 Jury members
4. 3 Alumni
5. National Journalists
6. Up to 8 International Journalists
7. 15 Special invitees or guests
8. At least 20 Student Helpers
9. 4 Local Staff
10. Representatives from institutions donating prizes including EIROforum, LIYSF, SIYSS, JRC, INTEL
11. Commission officials - at the expense of the EC

The Host Organiser is responsible for identifying and inviting special guests and VIPs. Suggestions will be provided by the Commission, but the responsibility for arranging the participation of guests and speakers remains with the Host Organisers.

Past contest winners “Alumni” can also be added and incorporated into the activities in a way that their own experience adds an extra dimension to the Contest.

Participation of others at the Awards ceremony and associated Press conference as well as any duly justified departure from the numbers given above, can also be an eligible cost with the agreement of the Commission during grant agreement negotiation.

However, extra members of the delegation (i.e. excluding 1 and 2 above), friends, family members, observers etc. are not eligible costs. If such supernumeraries wish to participate they are solely responsible for arranging and paying for their own travel and accommodation; **furthermore they are not entitled to take part in any part of the proceedings except to visit the exhibition of projects itself which is a public event.** Any help provided by the Host Organiser is at its own discretion and cost.

Should such supernumeraries wish to participate in the associated cultural activities, and the Award Ceremony, and have access to the food and refreshments offered to the participants, they must register for this in advance according to the rules set by the Host Organiser and be prepared to cover the associated costs. Even in these circumstances the Host Organiser is not obliged to accommodate their needs. It is unreasonable to expect that the Host Organiser could anticipate such costs and the extra facilities required in their budget.

It is recommended that the Host Organiser issues all legitimate participants with badges, and food and refreshment tokens if applicable and any tickets to cultural events on arrival. Judges, Commission officials, VIPs etc. need not use tokens but are identified by their badges. Such tokens can be distributed to supernumeraries at the discretion of the Host Organiser but both parties should be aware that the costs involved cannot be recovered later from the Commission.

Travel and accommodation

The Host organiser should remind participants of the need to bring their EHIC Health Card with them while other nationals should bring equivalent insurance. The Host Organiser is responsible for supplying the participants (see previous section) with travel tickets, making appropriate reservations, booking and paying for hotel accommodation. Contestants, National Organisers, Escorts and Jury Members are responsible for travel from and to home from the nearest port. The Host Organiser must therefore deal directly with the participants concerning their arrival and departure times and place of origin (much of this information is included in the National Organisers' forms). The Host Organiser must make suitable provisions in their budget for reserving, booking and sending (where necessary) travel and accommodation tickets, vouchers, etc. to the agreed participants. This is a task that should not be underestimated and the services of a professional travel agent as a subcontractor should be considered.

Action 38

There are three exceptions:

Countries which have a Science and Technology agreement with the EU but are not Neighbourhood Countries are expected to cover their own costs for travel and accommodation but the Host Organiser usually makes appropriate hotel reservations on their behalf or assists them with this process

Commission officials have a separate procedure for the reimbursement of travel and accommodation costs (although normally they would expect to be in the same hotel as the Jury but not the journalists). The host organiser should, however, ensure that rooms have been reserved. The Commission is responsible for supplying a list of attending officials and journalists.

Special Donated Prize sponsors are expected to cover their own costs for travel and accommodation but the Host Organiser usually assists with this process.

Different classes of participants are entitled to different classes of accommodation and travel:

As a general rule the accommodation offered to the Contestants together with their Escorts and the Student Helpers, should be secure, clean and comfortable. Travel to and from the Contest location should be provided (or be easy). Essential emergency facilities and a permanently manned reception must be provided. The level of the accommodation offered should be equivalent to (or better) than that offered to residential students at university. Youth hostels or even hotel accommodation can be offered but in these circumstances the possibility (and appropriateness) of room sharing for the Contestants should be considered. National Organisers and Escorts should be accommodated in single rooms and are not expected to share rooms.

Other participants and in particular the Jury members and any special guest should be offered an appropriate level of hotel accommodation.

It should be made clear to all participants in hotels that unless otherwise explicitly indicated, all extras (mini-bar, snacks, telephone, services) are at their own cost and they will have to settle any bills incurred as they leave the hotel.

Following the Contest

Media Report

Action 39

The Host Organiser is asked to give to the Commission copies of any local media reports that have arisen from the Contest.

Follow up of Prizes

Action 40

The Host Organisers must ensure that Prize Winners are able to claim their prizes. In the case of "Core Prizes" the monetary value of the prizes must be transferred to the winners within 30 days. For the other prizes for which the timing might be dependent of scheduled events, the Host Organisers must make suitable arrangements so that the Prize Winners know how and when they will receive the prize.

The respective National Organisers of the winners of non "Core Prizes" (special/honorary/donated prizes) will have to assure that the Commission receives, within a 30 days period after the event takes place, a summary report describing their stage/training or attendance to the event. The Host Organiser should follow this up. Details should already have been given to the winners during the Award Ceremony.

Contractual Issues

The Host Organiser is bound by the conditions of the Grant Agreement signed with the EC which sets out inter alia details of the payment schedule and reporting periods. The Host Organiser must alert the Commission to circumstances that could lead to a conflict with the conditions set out in the grant agreement.

Annex 1 – Rules of the Contest

THE EUROPEAN UNION CONTEST FOR YOUNG SCIENTISTS

RULES AND REGULATIONS

AIMS AND OBJECTIVES

Article 1

The European Union (EU) Contest for Young Scientists, (hereinafter “the Contest”) was established in 1989, to promote the ideals of co-operation and interchange between young scientists. Through the contest the EC supports the process of formal and informal science education in schools and it reinforces links between science education and science careers.

The Contest builds on the efforts made in each participating country to attract young people to careers in science and technology.

Each participating country can nominate one national science competition to the Contest. It is the responsibility of the participating country to nominate their competition, usually with a letter to the EC from the ministry of Education or Science or Research.

LEGAL STATUS

Article 2

The Contest is co-funded under Horizon 2020: The EU Framework Programme for Research and Technological Development and is part of a broader initiative to reinforce the links between science and society, responsible research and innovation and to further the emergence of a European Research Area. It is managed by the Directorate-General for Research and Innovation of the European Commission (hereinafter referred to as the “the Commission”).

PARTICIPATING COUNTRIES

Article 3

Participating countries are:

- Member States of the European Union
- Countries associated to Horizon 2020
- Neighbourhood Countries
- Countries that have a Science and Technology agreement with the EU but are not Neighbourhood Countries

An updated list of eligible countries will be published, by the European Commission, at the beginning of each year.

Article 4

Special guest status can be extended by decision of the European Commission to allow the participation of contestants from other countries, but these countries must have bilateral Science and Technology agreements with the EC.

Article 5

Projects and participants from the European Schools are also permitted to participate provided that they have not competed in the national contest of the country where the respective school is located.

Article 6

All participating countries are entitled to nominate up to 3 projects involving a total of no more than 6 contestants.

The European schools are entitled to nominate 1 project involving no more than 3 contestants.

LOCATION AND TIMING

Article 7

The Contest will be organised each year in a different country. The countries eligible to host the Contest are:

- Member States of the European Union

- Countries associated to Horizon 2020
- Countries from Central and Eastern Europe, Russia and the New Independent States can also apply to host the Contest but preference will normally be given to a Member State of the European Union or one of the Associated States.
- Applications to host the event can only be submitted by the approved National Organisers in eligible participating countries and must be endorsed by the appropriate national government ministry.

Article 8

The Contest normally takes place at the end of September. It consists of:

- an Exhibition where contestants display their projects;
- Opening Ceremony, Awards Ceremony, Press Conference, and Official Reception.

CONTESTANTS

Article 9

Contestants will be admitted only if they have:

- a) won a **first** prize in their national competition; and
- b) been designated by the Jury of the respective national contest to present their project at the EU Contest in accordance with these rules.
- c) not previously participated in the EU Contest, even if the project intended for presentation is different.

Article 10

Contestants must conform to all of the following age and education requirements:

- a) be less than 21 years of age on the last day of the month of the EU Contest (September) but more than 14 years of age on the first day of the month of the EU Contest (September);
- b) have completed no more than 1 semester of higher education at the time of the contest.

Article 11

Contestants can present individual projects or team projects of not more than three individuals per project (see article 6). Rules concerning age and education requirements are applicable to all members of a project team.

Article 12

In case of a team project, all members of the team must be present at the Contest. If one or more members of the team are absent, other than on the grounds of ill health, the Commission will decide, on a case by case basis, whether the remaining team members will be admitted to present the project. Normally the EC would require a letter from the contestant giving permission for the project to be included without that contestant or withdrawing from the contest.

Article 13

Contestants shall be available for interviews at the times requested by the Jury, be prepared to explain their projects to visitors and join in all the events that are organised.

Article 14

Contestants shall disclose to interviewing Jury members all material and information sources they have used in carrying out their projects and shall identify individuals or organisations that have supported or guided their work.

Article 15

Where a project has led to publications, patents, trademarks or similar, the relevant documents have to be made available to the Jury. Appropriate steps should be taken before the Contest to protect intellectual property rights, etc.

Article 16

Where, in the opinion of the Jury, contestants:

- a) are estimated to have received undue assistance from experts;
- b) have benefited from undue privileged access to resources;
- c) have clearly plagiarised ideas from others without indicating the source;
- d) are withholding information about the project or themselves;
- e) have not acknowledged the use of certain software.

they will be excluded from the competition by the Commission.

Article 17

Contestants must behave in a manner that is appropriate to someone representing their country abroad at an international event.

PROJECTS

Article 18

Projects are accepted from all fields of scientific endeavour, including the social and economic sciences.

Projects that in any way are deemed to represent a risk to public health and safety shall however not be accepted at the exhibition. In particular experiments that involve radioactive substances, dangerous equipment, toxic and carcinogenic materials are all excluded from public display.

Article 19

Projects must respect the prevailing codes of ethics (including experimentation on invertebrates and non-invertebrates) in the country of origin as well as any considerations agreed to at the European or international level.

Article 20

Projects consist of a written report and suitable material for display in a public exhibition.

Article 21

Projects submitted must be supported by a written affidavit from the President of the Jury of the national young scientist competition to certify that the project has won first prize in the national competition.

Article 22

The written project report has up to seven sections (minimum five sections):

- a) A typewritten presentation (or essay). Hand written presentations are not admissible. The presentation should describe the project. It may be accompanied by original illustrations (graphs, drawings and photographs).
 - It may consist of up to a maximum of 10 pages of written text (A4 format; single sided; double spaced and unbound in a minimum font size of 10);
 - It may be accompanied by up to a further 10 pages of illustrations (A4 format; single sided and unbound);
 - No extra materials such as video tapes and diskettes can be accepted as part of the typewritten presentation;
 - The presentation can be written in any of the official Community languages.
 - Contestants are reminded, however, that the working language of the Jury is English.

- b) A one page scientific summary in English containing the most important points of the project (aim of project, materials and methods, observations and conclusions).
- c) A clear concise project title in English for the Contest Catalogue. This may be accompanied, if required, by the full scientific title.
- d) The full original scientific title, in the original language.
- e) A straightforward description of the project of not more than ten lines in simple English for publication in the Contest Catalogue. Contestants, through their National Organiser, must ensure that this brief project description is readily understandable by the reporting press, other media, and interested members of the wider public.

Article 23

The Project Display is an essential element of the project for the Jury and public to appreciate the quality of the work. It requires:

- a) Project displays to be set up by contestants at the Science Exhibition;
- b) Projects to be suitable for public display and conform to the strictest safety requirements;
- c) Projects shall be presented on a stand, respecting the dimensions as described in the information posted on the EUCYS host organiser's official website. The display is part of the contestant's project and must exhibit the essential parts of the work. The display may consist of working models, DVDs and other demonstration material. However, a project display that exceeds the stand dimensions will not be admitted.
- d) The Commission reserves the right to refuse the public displays of any material which may present a risk to health and safety or which is judged by the Commission to be otherwise unacceptable for public display.
- e) Contestants are expected to conform to the Host country electricity supply and should find out about this in advance.
- f) No commercial logos will be allowed on the Stands used by the Contestants to display their project.
- g) Contestants are responsible for bringing and setting up their own equipment. They should ensure that their equipment is insured or in the case of hired equipment, check that insurance cover is included. Neither the Commission nor the Host Organiser will accept any responsibility for loss or damage.

THE NATIONAL ORGANISERS

Article 24

National Organisers represent the body/institution that is responsible for the organisation of the national contest in the respective country.

Article 25

National Organisers are responsible for submitting projects selected by the respective national Jury and for all subsequent communication with the Commission and the Host organiser. They ensure that the rules concerning the number of projects per country and the eligibility criteria for their contestants are fully respected.

If, following submission to the Commission, a project is withdrawn, National Organisers shall inform the Commission immediately.

Article 26

National Organisers ensure that all applications from their contestants arrive by the specified deadline: the first Tuesday in June of the year concerned. Late entries will not be admitted.

Article 27

National Organisers should ensure that when their contestants are aged between 14-17 years old that they are accompanied throughout the duration of the Contest.

Article 28

National Organisers may delegate responsibility to accompany contestants under 18 years old (see article 29) to an escort. The escort shall not be less than 21 years old. His or her duties shall be the same as those of the responsible National Organiser.

In all cases National Organisers must ensure that all Contestants are accompanied by a responsible adult from the moment they leave home until their return. No Contestant should attend the Contest unaccompanied by an adult.

Article 29

In the case where contestants are under 18 years old, National Organisers shall arrange that contestants will travel as a group under supervision both from and back to their country of origin.

Article 30

National Organisers select one international train station or airport from which their contestants will depart and return to their country. The departure point shall be chosen so that it will provide the easiest and most convenient direct routing to the Contest venue.

Article 31

National Organisers or escort(s) assigned by them constitute together with their contestants the respective country's official delegation and are the only ones that can enjoy access to all public and private events associated with the Contest.

Article 32

National Organisers shall, through their organisation, meet the costs of any travel to and from the point of international departure in the given country from where the respective delegation travels to the Contest.

Article 33

National Organisers shall keep their contestants informed as to the travel arrangements, on the basis of information provided by the host National Organiser of the Contest.

Article 34

National Organisers shall advise their contestants about all travel documentation that may be required and shall request the assistance of the Commission at the time of the deadline for applications if such assistance is needed.

Article 35

National Organisers undertake:

- a) to deal with any import/export procedures that may be required for material that is needed for the display of their projects;
- b) to ensure that all display material arrives on time for the Contest and that it is duly exported back to their own country at the end of the Contest;
- c) to cover all expenses related to the transport of any extra material that may be needed for the display of projects;
- d) to send to the Commission, as soon as possible after the Contest, details of any media coverage that their contestants have received.

Article 36

National Organisers assume responsibility for the well-being and the behaviour of their delegation. This requires them:

- a) to ensure that their delegation travels with adequate health, accident and travel insurance that covers them for the travel and the duration of the Contest.
- b) to handle any linguistic or other problems that may arise during the Contest or in relation to associated activities.
- c) to ensure that they have their own measures in place to assure their delegation's behaviour remains beyond reproach.

Article 37

Where there are grounds to believe that a National Organiser or its nominated escort is failing in their duties in respect of the Contest, the Commission reserves the right to inform the appropriate authorities and ask for remedial action. If no satisfactory solution is then forthcoming, the Commission may cancel its association with the body in question and ask the country concerned to review arrangements at national level.

Article 38

The National Organisers must ensure that only one team is entered into the contest per subject discipline for any country thus guaranteeing the legitimacy of the contest as an event where only first prize-winners compete against each other. If any NO is found to have entered 2 teams from the same subject discipline, one of the teams will be eliminated or moved to another discipline.

THE HOST NATIONAL ORGANIZER

Article 39

The Host National Organiser, in association with the Commission, selects the venue for the Contest where all projects can be displayed in an equitable fashion.

Article 40

The Host National Organiser takes care of local sponsoring which would be expected to cover at least 25 % of the total budget.

Article 41

The Host National Organiser draws up with the Commission the Contest programme and arranges for the event to be open and attractive to the members of the public such as schools, teachers, the media, etc. In doing so, the Host National Organiser takes the necessary precautions to ensure that the work of the Jury will not be impeded. Thus, the Host National Organiser will make sure that nobody else but the members

of the EU Contest Jury and European Commission staff are present during the interviewing. National Organisers and Escorts will be asked to leave during interviews.

Article 42

The Host National Organiser's responsibilities include:

- a) Setting up a local web site that will be used solely for the contest.
- b) The preparation of the Application forms in conjunction with the EC
- c) The printing and distribution of all Contest literature (catalogue, prize certificates, posters etc.).
- d) The travel arrangements of all official parties, identified during the negotiation of the grant agreement (article 48), whose expenses will be covered by the European Commission.
- e) The accommodation arrangements of all official parties as identified during the negotiation of the grant agreement (article 48).
- f) The provision of suitable rooms at the venue for the Jury, Commission staff, Press and National Organisers/Escorts.
- g) The briefing of the host country's media about the Contest.
- h) The payment of prize money into bank accounts of contestant, their parents or guardians within 30 days of the event.
- i) Paying the Jury within 30 days of the event.

Article 43

The host National Organiser shall appoint at least 20 local student helpers to assist with the Contest or care for similar arrangements. In selecting student helpers, age and experience of candidates will be taken into consideration.

THE EUROPEAN COMMISSION

Article 44

Under its overall policy and managerial responsibilities referred to in *Article 2* above, the Commission will work towards the future development of the Contest and the promotion of youth science.

Article 45

The Commission will call an annual meeting of National Organisers, during the contest, to discuss with them issues of general importance or practical matters in relation to the Contest.

Article 46

The Commission will convene an annual Steering Group meeting comprising past, present and future contest hosts to discuss important matters between the past, present and future contests.

Article 47

Under the rules of the respective research programme, the European Commission will provide the essential funding for the organisation of the Contest. To this end the Commission will sign a grant agreement with the host National Organiser.

Article 48

On the basis of the grant agreement with the Host National Organiser the Commission shall cover the following expenses:

- The renting of the venue for the Science exhibition including suitable rooms for the Jury, Commission staff and Press.
- Production of printed material.
- Travel and accommodation expenses of contestants as specified in Article 6.
- Travel and accommodation expenses of one adult escorting person per country (either the national organiser or a nominated escort).
- Prizes and awards
- Facilities for the Commission, Host National Organiser and Jury.
- Conception, assembly and dismantling of the stands for contestants including electrical connections, internet connections, etc.
- Further expenses related to organisational arrangements such as student helpers, souvenirs, badges, etc.

Article 49

The Commission may decide to cover other expenses insofar as they contribute to the quality of the organisation of the event or to its media impact.

Article 50

Under the grant agreement mentioned in *Article 47* the Commission will not accept to cover expenses incurred by any of the participants that are not referred to in *Articles 48* and *49*.

THE JURY

Article 51

The Jury is composed of scientists from the different participating countries and covers the broadest spectrum of scientific disciplines. Jury members carry out their duties as individuals and not as representatives of an institution or country. Their ways of working are laid down in separate rules and regulations similar to those of other Commission evaluation panels.

PRIZES

Article 52

Following evaluation of all competing projects the Jury shall select outstanding projects to receive prizes. The decision of the Jury is final.

Article 53

Prizes can take the form of monetary awards or non-monetary awards. The level and description of prizes will be publicised by the European Commission well in advance before every Contest.

Article 54

Monetary prizes will be paid into the bank account of the contestant/prize winner(s) or by cheque. Where a prize-winner has no bank account, the Commission will only authorise payment into the bank account of the contestants' parents or guardians.

Article 55

Participants from MS and Associated Countries are eligible for all core prizes. Participants from Neighbourhood Countries and countries with S&T agreements are eligible to be awarded one group of core prizes i.e. one first prize, one second prize and one third prize, if deemed appropriate by the jury.

Annex 2 – Participating Countries

Guidelines on participation in the Contest

As a general rule, all member states of the European Union, countries associated to Horizon 2020 (as well as the European Schools), Neighbourhood countries and countries with a Science and Technology Agreement with the EU are eligible to participate in the Contest.

As the EU Contest brings together first prize-winners at national level, the participating countries must clearly demonstrate that they have viable national contests whose rules do not contradict the EU Contest rules. Furthermore, it is customary to ensure that the National Contest is endorsed by the competent national central government administrations to avoid any problems of legitimacy.

In order to participate for the first time, a formal agreement at political level is required. Furthermore, participation is not automatic and usually follows a period as an “observer” country.

Annex 3 – List of countries eligible for participation

EU Members States and the European Schools	28	Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, European Schools
Associated Countries	14	Albania, Bosnia and Herzegovina, Faroe Islands, Iceland, Israel, Macedonia, Montenegro, Moldova, Norway, Turkey, Serbia, Switzerland ¹ , Ukraine, United Kingdom
Neighbourhood Countries	14	Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
Countries with a Science and Technology Agreement with the EU (except the Neighbourhood Countries)	14	Argentina, Australia, Brazil, Canada, Chile, China, India, Japan, South Korea, Mexico, New Zealand, Russia, South Africa, USA
Total	70	

¹ Switzerland is associated to parts of Horizon 2020 but not to the programme "Science with and for Society" which finances EUCYS. Therefore, Swiss participants and their escort have to pay for their travel and accommodation costs.

Annex 4 – Guidelines for Jury Members

FUNCTIONS

1. The scientific assessment of projects competing at the EU Contest for Young Scientists is entrusted to a Jury composed of independent scientific experts.

APPOINTMENT

2. The Members of the Jury and its President shall be appointed by the Director of the Innovation Union and the European Research Area Directorate, on behalf of the European Commission, alternate Members are not admissible.
3. In appointing Members, the Commission shall ensure a reasonable distribution of expertise and shall also pay attention to the balance between nationalities, gender and representatives of academia, research centres and industry.
4. The Commission shall seek names of potential members from national representatives through the Programme Committee and from scientific and professional bodies. The Commission may also seek names from among its own list of contacts.
5. Normally, up to one-third of the Members shall be replaced once a year. A jury member can remain on the jury for up to 5 years. In exceptional circumstances the EC reserves the right to appoint Jury members for more than 5 terms.
6. In carrying out their activities in the Jury, the Members shall act as individuals and not as representatives of an institution or country.
7. During the Membership of the Jury of the EU Contest for Young Scientists, Members of the Jury shall not be members of any jury responsible for national contests for young scientists.
8. The names of the Members of the Jury shall be published in the EU Contest catalogue.
9. The Commission observer on the Jury will be the Head of Unit, responsible for the Contest, namely the Science with and for Society Unit of the Innovation Union and European Research Area Directorate of the Directorate General for Research and Innovation or a Commission official nominated by the Head of Unit therein.

TASK FOR JURY MEMBERS

10. Jury members are responsible for the scientific assessment of projects competing at the EU Contest. The assessment is carried out in a two-stage process:
 - The preliminary assessment based on written project descriptions;
 - The final assessment, following the conducting of interviews at the Contest.
11. The criteria used to assess projects shall be the following:

- Originality and creativity in the identification of and the approach to the basic problem;
- Skill, care and thoroughness in designing and carrying out the project;
- Following through of the project from conception to conclusion;
- Reasoning and clarity in the interpretation of the results;
- Quality of written presentation and ability to discuss the project with Jury Members.

PRELIMINARY ASSESSMENT

12. To enable the Members of the Jury to carry out the preliminary assessment the Host Organiser shall make available to them, via a secure website, a full description of all eligible projects competing at the Contest
13. The Members of the Jury shall assess projects and assign marks and return the completed assessments to the President before the first meeting of the Jury.
14. For projects outside their own area of competence Jury Members are welcome to consult competent colleagues.
15. In marking the quality of projects Members of the Jury shall use the following initial categories:
 - Worthy of a prize
 - Maybe worthy of a prize
 - C - Not worthy of a prize;
16. In addition to the marking, Members of the Jury may indicate their level of confidence with regard to the assessment of any proposal. Confidence shall not be expressed with regard to projects for which the Jury Member relies on the advice of colleagues.

FINAL ASSESSMENT

17. The President of the Jury shall collect the assessments and consolidate them in a table, which will be made available to other Members of the Jury at the beginning of the Jury's first session.
18. The President of the Jury shall also draw up a provisional plan for the conducting of interviews by Members of the Jury. The plan shall make sure that each contestant is interviewed by at least five Members of the Jury at their display stand.
19. In conducting interviews Members of the Jury will act as scientific assessors and as advisors to contestants. Guidelines for the conducting of interviews are to be found in the Annex to these Rules.
20. In assessing the quality of the scientific achievements of the contestants, allowance shall be made for age, education level and outside assistance contestants may have benefited from.
21. The Jury may at any time inform the Commission where, in the opinion of the Jury, any of the following is apparent:

- a. Contestants are estimated to have received undue assistance from experts;
 - b. Contestants have had undue privileged access to resources;
 - c. The contestants have clearly plagiarized ideas from others; in such a case, the Commission may exclude the project from the competition
 - d. The contestant is withholding information...
22. The Commission reserves the right to refuse the public display of any material which may present a risk to health and safety or which is judged by the Commission to be otherwise unacceptable for public display.
 23. Following the conducting of interviews, Members of the Jury shall review their preliminary assessment and establish a final project ranking. The decision-making shall be based on consensus rather than on formal votes.
 24. Following the decision about the ranking of the projects, the President of the Jury will select a number of Members of the Jury to provide a written scientific appraisal in English of the prize-winning projects. Each appraisal should be brief (no more than 10 lines) and must be readily understandable to the reporting press and the general public.
 25. Where an Honorary Award or Special Prize is made, the President of the Jury provides a short statement as to why it was granted to the particular project or prize-winner concerned.

PRIZES

26. The Jury have the sole responsibility of awarding prizes to projects.
27. The projects compete, on the basis of their project work and interviews with the Contest Jury, for a number of prizes that are divided into two categories:

Core prizes and Special donated prizes

Core Prizes

28. *Core Prizes* are the principal monetary prizes awarded:

- Up to 4 first prizes worth € 7,000 each;
- Up to 4 second prizes worth € 5,000 each;
- Up to 4 third prizes worth € 3,500 each.

Associated with these first prizes are the following Honorary Prizes that might be awarded:

- London International Youth Science Forum (3 prizes)
- Stockholm International Youth Science Seminar (2 prizes)

They are offered to contestants who, in the judgement of the Jury, deserve and would benefit from the specific experience that these prizes offer. At the discretion of the Jury, a prize-winner can receive both a Core Prize and a Special Donated Prize.

Special Donated Prizes:

29. Special Donated Prizes are typically study visits or equivalent to leading scientific organisations or events.
- In support of the Young Scientist competition initiative, the Joint Research Centre offers 3 projects (up to 9 students) a prize of a one week placement at the JRC site at Ispra in Italy to visit:
 1. The Institute for the Protection and Security of the Citizen (IPSC)
 2. The Institute for Environment and Sustainability (IES)
 3. The Institute for Health and Consumer Protection (IHCP)
 4. The Institute for Prospective Technological Studies (IPTS)
 - the eight EIROforum organisations offer a prize of a 1 week placement for 1 person at their organisations:
 1. CERN : The European Laboratory for Particle Physics
 2. EUROfusion-JET : The European Fusion Facility
 3. EMBL : The European Molecular Biology Laboratory
 4. ESRF: The European Synchrotron Radiation Facility and ILL : The Institute Laue-Langevin
 5. ESA : The European Space Agency
 6. ESO : The European Southern Observatory
 7. ILL : The Institute Laue-Langevin
 8. XFEL European XFEL Free-Electron Laser Facility

AWARDS CEREMONY

30. The President of the Jury will be called upon to perform the following functions:
- to give an overall scientific assessment of the EU Contest. This should be readily understandable to students, the reporting press and the general public;
 - to be available to congratulate prize winners and to present the prize certificates to contestants and prize winners, together with the other invited dignitaries;
 - to be available to answer questions at the press-conference following the Awards Ceremony.

OTHER

31. The President of the Jury and Members of the Jury are expected to be available throughout the Contest to talk to the reporting press following consultation with the European Commission.

Following on from the criteria set out in point 12 of the present rules, Jury Members in conducting the interviews during the Contest, should structure their interviews so as to find out about the following points:

- Who is the originator of the project?
- Has the contestant satisfactorily surveyed the field?
- Has the contestant defined a new approach?
- How are the materials and methods presented?
- Do materials and findings on display go beyond what is illustrated in the written project description?
- Is the contestant aware of the limitations of the equipment and methods used?
- Has the contestant thought about concepts for future work and/or about alternative hypotheses?

Annex 5 – Project assessment forms

JURY ASSESSMENT FORM

Project code:

Project title:

A few lines on the project:

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Assessment (Jury member initials)

A = Worthy of a prize; B = Maybe worth of a prize; C = Not worthy of a prize
(These marks will be expanded during the contest to the following marks: A+, A, A-, B+, B, B-, C+, C which will be transformed numerically from 1 to 8)

<i>Assessment criteria</i>	<i>Comment</i>	<i>Mark</i>
Originality and creativity in the identification of and the approach to the basic problem		
Skill, care and thoroughness in designing and carrying out the project		
Following through of the project from conception to conclusion		
Reasoning and clarity in the interpretation of the results		
Quality of written presentation		

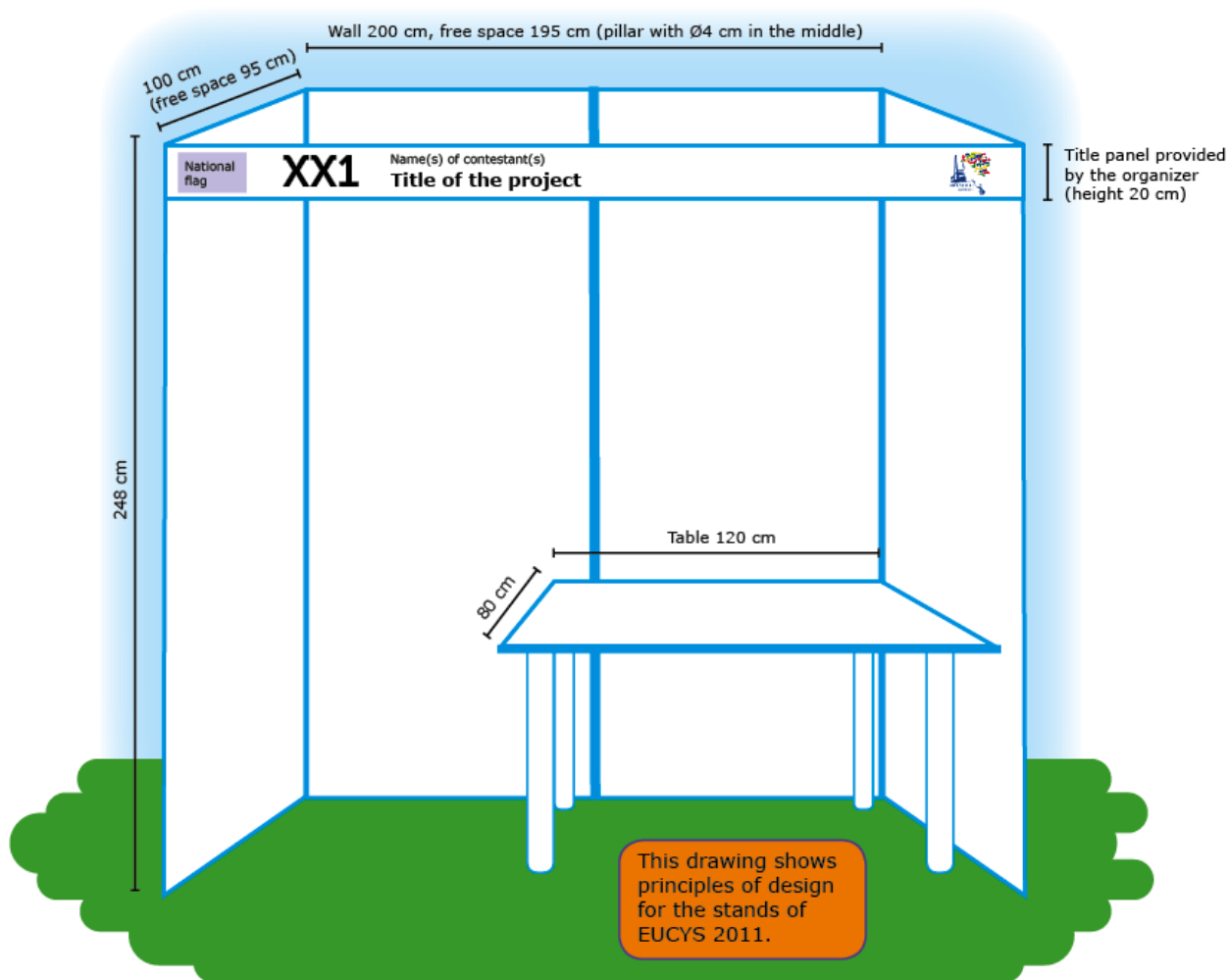
	<i>YES</i>	<i>NO</i>
If the project has led to publications, patents, or trademarks, the Jury has had access to the relevant documents?		
The candidate(s) have not plagiarised ideas without indication the source?		

Annex 6 – Exhibition Stands

The back wall is 175 cm high and 203 cm wide. The sidewalls are 175 cm high and 103 cm wide. The shelf is 75 cm above the floor. Please take into account that there will be a sign on the top front of the stand indicating the name, project and country of the participant.

Example of stand:

EUCYS 2011 - Stand dimensions



Annex 7 – Draft budget summary

- Accommodation
- Meals, including evening activity
- Exhibition
- Transport & Activities
- Press & Public Relations
- National Marketing
- Planning & Organisation
- Travelling to contest
- Prizes including Cores Prizes and costs associated with Honorary Prizes
- Other costs
- Jury Per diem (€450 for 5 days)

TOTAL COST

Less monetary support secured from

BUDGET TO STAGE EU CONTEST FOR YOUNG SCIENTISTS

All costs subject to confirmation pending final negotiation and scope of event (number of delegates etc).

European Union Contest for Young Scientists

ACCOMMODATION

1. Contestants (standard, twin room where possible)

140 contestants, 5 night stay.

2. Escorts or National Organiser (standard, single room)

43 escorts, 5 nights stay (depending on the number of participating countries)

3. Jury (business, single room)

18 – 20 jury members, 5 night stay

4. Host staff (standard, single room)

4 host staff, 6 night stay

5. Student helpers (standard, twin room)

20 helpers, 6 night stay

6. Journalists (standard, single room)

National and up to 8 International

7. Other Special invited VIP (Business, single)

15 people, 4 night stay

8. Reservation of rooms only for:

Commission Staff, single room (in same hotel as Jury)

3 people, 5 night stay

Commission VIP (Business, single)

2 people, 2 night stay

EC Media team (standard, single – same hotel as contestants)

10 people, 5 night stay

Sponsors if requested

MEALS, INCLUDING EVENING ACTIVITIES

1. For the Contestants

130 - 140 contestants

Lunch incl. soft drinks 2 x snacks, fruits (a.m. + p.m)

Evening meal incl. soft drinks

2. For the Jury

18 - 20 jury members

Coffee, tea, soft drinks

Lunches incl. soft drinks, 2 x snacks, fruits (a.m. + p.m.)

Dinners incl. drinks (separately until final event)

3. For the Journalists

8 journalists

Lunches incl. soft drinks, 2 x snacks, fruits (a.m. + p.m.)

Journalists Dinners incl. drinks

4. For Contestants, Jury, Commission, Invited guests etc

250 attendees

Opening reception Sunday evening

5. For Special VIPS

14 people

Lunches incl. soft drinks, 2 x snacks, fruits (a.m. + p.m.)

6. For attendees at Prize giving reception

300 - 350 attendees

Buffet lunch or equivalent

Farewell dinner

EXHIBITION

1. Exhibition hall

Reception area, Jury office, Press Room, Office for EU-staff

2. Stands

(2m x 1m x 85 positions) incl. lighting and power

Stands (patent office + sponsors) 6 m2, incl. lighting

3. Office Equipment

Office equipment hire (PC+Internet, photocopiers)

Office equipment hire (telephone)

4. Medical assistance, first aid/standby and Security

Staff costs

TOTAL EXHIBITION

TRANSPORT & ACTIVITIES

1. Scientific excursion /transfer
2. Scientific lectures
3. Theatre halls
4. Cultural exchange
5. Local transport - Programme
6. Transportation
7. Prize Award - Hall rental
8. Prize Award - Personnel
9. Prize Award - Programme

PRESS & PUBLIC RELATIONS

1. Photographer, video
2. Badges
3. Banners (EU, Host, Contest)
4. 2 Application Forms (National Organiser + Contestants) – web site
5. Practical Information Brochure (send with Application Form)
6. Contest Catalogue (printing & design) - Printed
7. Programme leaflet (given at arrival)
8. Mailings (postage)
9. Various (folders, letter forms, papers, envelopes etc.)
10. Certificates: for all contestants + for prize winners
11. Invitation cards for opening and award ceremony
12. Press release, Press conference, Press cooperation
13. DHL courier and mailing services

NATIONAL MARKETING

1. Leaflets
2. Poster
3. Advertisements (target group: schools, pupils, students, youth, teachers..)
4. Website

PLANNING AND ORGANISATION

Management

Eligible costs

Insurance

TRAVEL TO CONTEST VENUE

To cover:

Contestants, escorts

Local transport - Airport (coaches), taxis

Jury, Nobel Laureates, Journalists, Student helpers, National Organisers, VIPs,

PRIZES

1. *First prize*

4 first place monetary @ €7,000 per winning project €28,000

2. *Second prize*

4 second place monetary @ €5,000 per winning project €20,000

3. *Third prize*

4 third place monetary @ €3,500 per winning project €14,000

4. *Special prize – Stockholm*

Attendance at Stockholm International Youth Science Seminar for up to 2 students

@ €1.700 per person (subject to changes), plus travel

5. *Special prize – London*

Attendance London International Youth and Science Forum for up to 3 students

@ €1,700 per person (subject to changes), plus travel

6. *EIROforum*

No cost, 8 projects to attend

7. *JRC*

No cost, max. 9 people to attend, JRC institutes at Ispra, Italy

8. *ISEF*

Up to 9 students to attend ISEF

OTHER COSTS

Student helpers

Souvenirs for participants (T-Shirt, bags, pen, mouse pad, pins, usb stick)

Jury support cost