



Application and cancellation rules

ExMEAC & AMEAC Covilhã 2024

21-28/09/2024

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Participants

The number of participants for the ExMEAC will be 35 to distribute among the (P)AS/AM. The number of participants for the AMEAC will be 47 to distribute among the (P)AS/AM and 11 reserved for Working Groups.

Additionally, IB and DIB officers participations will be considered outside the 60 regular participations to ensure their attendance to the congresses.

Application rules

To apply as participant of the event, you must fill the google form available on the website *INSERT WEBSITE DOMAIN* or click on this *INSERT LINK HERE*.

Participants can apply only for the ExMEAC (21st – 23rd of September 2024), only for the AMEAC (22nd of September – 28th of September 2024), or for both the ExMEAC & the AMEAC (21st of September - 28th of September 2024)

During both rounds of applications (P)AS/AM/WG have the possibility to deliver a priority list for their participants. If (P)AS/AM/WG do not provide a priority list within 7 days after the confirmation email is sent to them, the “*first-come first-served*” criteria will be applied for the priority list of applicants from said (P)AS/AM/WG.

The priority to accept the participants until Quorum is achieved will be given to:

1. People who apply for both ExMEAC & AMEAC.
2. DIB Candidates. The conditions to apply as such are defined in the DIB call. For more information contact the International Board at ib@euroavia.eu.
3. First (1) member of the priority list of every AS, following the “*first-come first-served*” criteria among the different AS.

After Quorum is achieved and every first member of all the AS priority lists are accepted, second priority will be given to:

1. People who apply for both congresses.

2. First (1) member of the priority list of every PAS/AM/WG, following the *"first-come first-served"* criteria among the different PAS/AM/WG.
3. Second (2) member of the priority list of every AS, following the *"first-come first-served"* criteria among the different AS.
4. Second (2) member of the priority list of every PAS/AM/WG, following the *"first- come first-served"* criteria among the different PAS/AM/WG.
5. Third (3) member of the priority list of every (P)AS/AM/WG, following the *"first-come first-served"* criteria among the different (P)AS/AM/WG.
6. Fourth (4) member of the priority list of every (P)AS/AM/WG, following the *"first-come first-served"* criteria among the different (P)AS/AM/WG.

If after the closing of the first round of applications the Quorum is not reached, only the first person of the priority order of every AS will be accepted and then the second round of applications will be open.

25th of May 2024 at 17:00 UTC

The first round of applications opens.

15th of June 2024 at 17:00 UTC

The first round of applications ends.

Until 18th of June 2024 at 17:00 UTC

Confirmation emails for the applicants will be sent to each (P)AS. Once the membership is confirmed, personal confirmation emails with a reminder of the cancellation rules plus the payment information will be sent to every accepted participant in this first round.

22nd of June 2024 at 17:00 UTC

Only in case the Quorum for the Congress or the minimum number of participants are not reached, the second round of applications starts.

20th of July 2024 at 17:00 UTC

The second round of applications ends.

If there are still vacancies, they will be filled with the people on the waiting list always following the same criteria as above.

Payment

Participants can apply only for the ExMEAC (21st – 23rd of September 2024), only for the AMEAC (22nd - 28th of September 2024), or for both the ExMEAC & the AMEAC (21st - 28th of September 2024)

The participation fee is:

- **Only ExMEAC:** 50€, which covers 2 nights (21st – 23rd of September 2024) of accommodation and every meal, including welcome dinner.
- **Only AMEAC:** 120€, which covers 6 nights (22nd - 28th of September 2024) of accommodation and every meal, including final dinner.
- **Both ExMEAC & AMEAC:** 150€, which covers 7 nights (21st - 28th of September 2024) of accommodation and every meal, including welcome dinner and final dinner.

The payment information regarding the participation fee will be provided to the participants via email, once confirmed.

Arrival and departure will be paid for by the participants and must be arranged by them. EUROAVIA Covilhã will not provide accommodation outside of the event dates. However, if a participant needs to stay extra days, EUROAVIA Covilhã will assist them in finding proper accommodation.

Cancellation rules

In the case that a member has been confirmed by the organizing committee to participate in the ExMEAC & AMEAC Covilhã 2024 but, for any reason, is unable to participate in the event, there is an option of canceling the participation.

In order to do so, the member will have to send an email to covilha@euroavia.eu stating the reason for the cancellation and the participation fee will be partially/fully paid, based on the following criteria:

Period of cancellation	ExMEAC Covilhã 2024 cancellation fee to be paid
Before the 27/07/2024 at 21:59 UTC	0%
27/07/2024 at 22:00 UTC – 10/08/2024 at 21:59UTC	25% (12.5 €)
10/08/2024 at 22:00 UTC – 17/08/2024 at 21:59 UTC	50% (25 €)
17/08/202X at 22:00 UTC – 24/08/2024 at 21:59 UTC	75% (37.5 €)
From 24/08/2024 at 22:00 UTC	100% (50 €)

Period of cancellation	AMEAC Covilhã 2024 cancellation fee to be paid
Before the 27/07/2024 at 21:59 UTC	0%
27/07/2024 at 22:00 UTC – 10/08/2024 at 21:59UTC	25% (30 €)
10/08/2024 at 22:00 UTC – 17/08/2024 at 21:59 UTC	50% (60 €)
17/08/202X at 22:00 UTC – 24/08/2024 at 21:59 UTC	75% (90 €)
From 24/08/2024 at 22:00 UTC	100% (120 €)

Period of cancellation	ExMEAC & AMEAC Covilhã 2024 cancellation fee to be paid
Before the 27/07/2024 at 21:59 UTC	0%
27/07/2024 at 22:00 UTC – 10/08/2024 at 21:59UTC	25% (37.5 €)
10/08/2024 at 22:00 UTC – 17/08/2024 at 21:59 UTC	50% (75 €)
17/08/202X at 22:00 UTC – 24/08/2024 at 21:59 UTC	75% (112.5 €)
From 24/08/2024 at 22:00 UTC	100% (150 €)

If the member cancels their participation, the respective Local Group or WG is responsible for transferring the cancellation fee to the event organisers, under the condition that their place cannot be filled by someone else on the waiting list.

Participants on the waiting list that are admitted due to cancellation will have the possibility to cancel within one (1) week from receiving the acceptance email without paying a cancellation fee.

After this week, the cancellation fee will be according to the periods listed above.