

**BEST Events?!**

**WHAT?! HOW?!**

Find out more with the...

# **NEVER ALONE GUIDE ☺**

The guide that will accompany you in the  
beginning of an unforgettable experience...  
... the **BEST Event of your life!!**



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

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

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

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

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

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

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

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

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

There are different categories for the deposit and fee amount, depending on the country your Local BEST Group is located in. From ***Autumn Season 2007 to Winter Season 2007/08*** the categories are:

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

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

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

- ☞ The maximum fee is 4 Euros per day (including arrival and departure day) but no more than 45 Euros;
- ☞ Students from countries in category 1 pay the **full fee**;
- ☞ Students from countries in category 2 pay **2/3 of the fee**;
- ☞ Students from countries in category 3 pay **1/3 of the fee**;
- ☞ Students from countries in category 4 pay **no fee**.

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

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

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

- ☞ A survival kit containing information about the activity, at latest 3 weeks before the beginning of the activity;
- ☞ Approximately 20 learning hours per week (for Learning Events). Learning hours consist of lectures, factory and company visits, case studies, laboratory work, group work, training, etc.;
- ☞ Course materials written in English;

- ✔ For Learning Events, a Certificate and a Course Information Form, if you take an active part in the whole event and you pass the examination;
- ✔ Transportation to the lectures and all organised activities;
- ✔ An organised social/cultural program;
- ✔ Three meals per day - at least one of them warm - during the whole course, including the week-ends;
- ✔ Proper sleeping facilities and an easy access to a shower.

### **What is not included?**

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

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

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

As you can see, we are trying to ensure high quality standards in our work. In return, there are a few things we expect from you:

- ✔ If you are sure that you will participate in the BEST event where you were accepted to, don't forget to confirm it by paying the deposit to your Local BEST Group. Keep in mind that the confirmation deadlines are:

- *Monday, 23 July 2007* if you are attending an event of the [Autumn 2007 season](#) ;
- *Thursday, 08 November 2007* if you are attending an event of the [Winter 2007/08 season](#) .
- ☞ Inform the organisers in time about your arrival (when and how);
- ☞ Pay the course fee (in case there is one) to the organisers at the beginning of the course;
- ☞ Be on time!
- ☞ Respect other people and their work;

## **How to get the deposit back?**

Your Local BEST Group will return your deposit if you:

- ☞ Take an active part in the whole event, according to the organisers schedule, and if you do so, get a document certifying this;
- ☞ After the end of the event fill out an evaluation form. You must do this before:
  - *Sunday, 07 October 2007* if you are attending an event of the [Summer 2007 season](#) ;
  - *Sunday, 13 January 2008* if you are attending an event of the [Autumn 2007 season](#) ;
  - *Thursday, 23 March 2008* if you are attending an event of the [Winter 2007/08 season](#) .

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

The Evaluation form is located in the Welcome Page of *BEST Application System* (BAS) – <http://bas.best.eu.org> – in the same box of the event in which you participated.

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

Answer the questions and express your opinion based on your experience with the event. Be honest because the information you provide is valuable: we will take your evaluation into consideration and use the outcomes to improve the quality of BEST events in the future.

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

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

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

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

See you somewhere in Europe! ☺