

EOES

Guidelines for the Host Country



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Draft for the next EOES GB meeting

1. General Remarks

The organiser of the EOES ensures equal participation of all delegations and invites all countries accepted as members of the competition. The organiser can invite delegations from other European countries as observers. These countries can be accepted as regular members in the Governing Body (GB), after fulfilling all conditions for membership.

The official language of the EOES is English.

1.1. Becoming a host country

A country participating in the EOES must express its intention to host an EOES within a reasonable time after its acceptance as a member. This official statement must reach the EOES Governing Body at least two years before the intended hosting year, with approval made at the General Assembly two years in advance.

Criteria for accepting a future EOES host are:

- An official letter of Ministry of Education or similar governmental body confirming the willingness of the country to host an EOES;
- Naming the organisations and involved bodies (e.g. universities) with their main tasks;
- Naming the institution(s), that guarantees the availability of the required finance necessary to carry out the EOES;
- The year and prospective site.

Before application

Inform your local authorities (Ministry) about the national obligations to organise an EOES according to the EOES legislation. Include information on when you intend to organise the event, and - if possible - which partners (universities, sponsors, etc) you're cooperating with. A preliminary budget should be added to the application, as well as an advice from the President of the EOES, asking for hosting.

All of this should be done in writing, using your organisation's official paper.
The Ministry's acceptance of hosting the EOES should then be received.

Application and approval

Having the ministerial acceptance, the next step is to get the acceptance of the EOES governing body (GB). This will usually take place during an EOES as part of the GB-meeting.

Future organisers accepted as EOES hosts will inform the EOES GB regularly about the state of preparation and report about important deadlines and milestones. Future hosts are encouraged to distribute relevant information during a GB brief presentation, focusing only on EOES relevant issues.

1.2. SETTING UP AN EOES

Having the acceptance from the GB is the formal declaration of the hosting of the EOES. Next step is to establish an Organizing committee if this hasn't already been set up. In some countries the ministry itself takes the hand of the organisation (e.g. Portugal), in others the university is taking responsibility (e.g. Estonia, Germany) and in other nations the national EOES-organisation are the organisers (e.g. Slovenia, Luxembourg, Denmark).

The Scientific Committee and maybe different subgroups (events, social program, guides, ...) must similarly be established. All committees must be equipped with a detailed description of their responsibilities. The Organizing Committee is headed by an appointed director (of the EOES).

An honorary committee might be set up, where partners and sponsors can be represented.

Set a date for an EOES

Quite early during the conception of planning an EOES the date should be determined. An EOES is generally organised between the beginning of April and end of May. If for some reason the event should be organised earlier or later, that date has to be approved by the GB.

Meeting other goals of the EOES

The EOES represents an opportunity to learn about educational systems across the EU. One of the goals of the EOES is stimulating the international exchange of ideas and materials about syllabuses, curricula, topics, didactic approach and skills in relation to science education.

Another EOES goal is establishing friendly relations among young people from different countries. So the host country is recommended to offer activities for competitors to socialise. A prize can be awarded for especially "social" delegations.

Financial Responsibility of the Host Country

The host country must pay for all activities of the hosted EOES during the specified week, except for the travel expenses of the participating teams to and from the city or town where the EOES takes place.

The host country also determines the fee for Observers and Guests and informs the countries at least six months in advance. Conditions for extra days at the competition site before and after the Olympiad must be clearly specified in the invitation letter sent to all countries.

Setting up a budget estimation and ensuring the funding of an EOES are of great importance and should be done at an early stage of the planning.

1.3. COMMITTEES

1.3.1. The Organizing Committee

The Organizing committee is responsible for the preparation and the activities of the EOES, the venues, excursions, laboratories, transport and so on (see abstract 2.2)

1.3.2. The Scientific Committee

The host country must appoint a Scientific committee of authors responsible for the construction of the EOES tests, the design of the proposed tasks and how each question is to be evaluated (marking procedure), see abstract 3.1. The members of this committee should include specialists in biology, chemistry, and physics from universities or research institutes and secondary school teachers for biology, chemistry, and physics.

The Scientific committee is responsible for assessment and evaluation of the tasks.

The members of the Scientific committee need to be conversant with the EOES, familiar with previous EOES test questions. It would be appreciated if the EOES-booklets on earlier tasks are distributed to the members of the Scientific Committee. In particular, the Scientific committee needs to understand the principles in relation to the design of valid and reliable tasks.

The host country appoints a Chairperson for the Scientific committee. This person (or a person assigned by the Chairperson) is the person directing the sessions of the Jury. She or he should be familiar with EOES regulations and procedures, so she or he should have attended a previous EOES. The Chairperson supervises the process, takes care that discussions proceed productively and smoothly. The Officer for science and assessment will attend and assist the Chairperson.

It is recommended that The Scientific Committee has at least two years to work on the exams. There should be regular contact between this committee and the Organizing Committee.

1.3.3. The Honorary Committee

The Honorary Committee has no specific task during the EOES. The members of the Honorary Committee are invited to the opening and closing ceremonies.

2. Organisation structure

The Organiser is obliged to organise the EOES according to the Rules and Regulations of EOES and to follow established practices of the EOES (see also Rules and Regulations).

2.1. Director

The director represents the head of the Organizing committee and thus the host country during the competition. The director hosts, manages, and oversees the EOES competition in their country. The director is working closely with members of the organising and scientific committees and fosters an environment that is supportive and inclusive to deliver a successful EOES.

The director plays a pivotal role in the success of the event, taking on a range of responsibilities: He leads the host organizing team, serving as the primary point of contact for inquiries and providing guidance to ensure the smooth execution of the Olympiad. Strategic planning is a core responsibility of the director, overseeing and executing all aspects to shape the overall direction and goals of the event. The director takes charge of appointing members to both the organizing and scientific committees, ensuring a well-rounded and capable team for the Olympiad's planning and execution. In addition to event-specific tasks, the director assumes responsibility for the administration of grants. This includes managing budgetary considerations and other financial responsibilities, ensuring strict compliance with university, federal, state, and local laws, regulations, and policies. A distinctive duty of the director is delivering speeches at both the Opening and Closing ceremonies, adding a personal touch to these significant events. These speeches contribute to the ceremonial aspects of the Olympiad, fostering a sense of unity and celebration among participants.

2.2. Organising committee

The host country appoints an organising committee, responsible for the preparation and the activities of the EOES, the venue, excursions, etc.

The director of the EOES is the head of the Organising committee, a secretary should be appointed.

2.2.1. Responsibilities

The responsibilities of the organizing committee encompass various critical tasks throughout the preparation and execution of the EOES. Six months before the Olympiad, the committee takes charge of disseminating comprehensive information to EOES member countries and observers. This information includes key details such as the event date, venue, and fees for observers and guests, ensuring all participants are well-informed.

The committee is actively involved in organizing the EOES, overseeing crucial aspects like the Opening and Closing ceremonies, excursions, and the seamless execution of jury meetings - all conducted in English. Preparation for the awards ceremony involves the committee in the creation of medals and certificates for competitors. Notably, gold, silver, and bronze medallists must have corresponding indications on their certificates, adding a personalized touch to their achievements.

Logistical arrangements fall under the purview of the organizing committee, including the provision of food, accommodation, and transportation to and from the airport and/or railway station for all participating members and observers. Ensuring the well-being of competitors is a top priority. The committee is tasked with securing optimum health and safety requirements related to travel,

communication, lodging, food supply, and practical examinations. This extends to recreation activities and the fulfilment of experiments.

A key appointment is the Chairperson of the Jury sessions. He oversees critical functions such as translation, approval, and evaluation of test questions, as well as the final approval of test scores and awards. Practicalities like photocopying, photo and/or video documentation, and computer processing of achieved results are arranged by the committee to support the smooth conduct of the Olympiad.

An important pre-event engagement involves hosting one or two members of the Executive Board three to six months before the EOES. The committee organizes a program showcasing the facilities, the scientific board, and the tasks and laboratories, offering a comprehensive preview of the upcoming event.

2.2.2. Communication

Communication is an essential part of the competition and involves tools like email and website.

- **Website**

The host country is responsible for setting up the national EOES website well in advance (beginning of the year) and regular updates thereof with relevant information. For optimal organization and recognition, it is recommended to structure the website address as follows: eoes-[year of the competition]-.country (e.g., eoes24.lu).

The website serves as a comprehensive platform offering information on participating countries, facilitating pre-registration and providing teams with essential details about the competition. Additionally, it offers valuable insights into the host country, including information on the time zone, climate, and currency, enhancing participants' overall experience.

A detailed program outline is provided, covering the schedule of events and activities throughout the Olympiad. Information about key players involved in the organization - the organising and scientific Committees - is included.

A dedicated section highlights the participants, providing a glimpse into the diverse teams and individuals involved in the Olympiad. Sponsors receive recognition and appreciation on the website, acknowledging their support and contributions to the success of the EOES.

The website caters to media coverage, offering resources, press releases, and other relevant materials for journalists and media outlets covering the event. Additionally, it provides contact information, serving as a central point for inquiries and communication related to the EOES.

By maintaining an up-to-date and user-friendly website, the host country ensures transparent communication, fosters engagement, and contributes to the overall success and positive experience of all EOES participants. After the competition, the tasks and the results are displayed on the Website.

- **Email circulars**

Email circulars should be sent out to country coordinators in periodic intervals to inform the participating countries about the progress of the organisation and useful information. The secretary of the organising committee should be responsible for preparing these emails. The emails contain an

attached document that states relevant information. At least three circulars should be sent out from the start of the year and including the following information:

1st circular: Registration, accommodation and venue, preliminary programme, voluntary fees

2nd circular: Participating countries, transportation, program including excursions. equipment to bring (lab coats for students, calculators, laptops,...), GDPR consents, medical form, hints

3rd circular: Details about the program, information about the guides

- **Official information**

Regular updates on competition sent per email to country coordinators. Country coordinators are responsible to pass on the relevant information to the mentors and students.

- **Social media**

Organisers have to use the official Facebook and Instagram accounts of EOES.

- **Invitation letter**

Official letter sent to participating countries. The host country prepares an official formal letter expressing the invitation to the EOES for the respective country coordinators and student teams. The letter is intended to be passed on to the participant's relevant authority. The letter should contain information on the EOES stating the aim, the date, venue and the conditions for participation. The letter is prepared as a template by the host country organising committee and filled with relevant details provided by the country coordinators. The director of the EOES officially signs the letter.

- **Registration of the participants**

Countries must register their interest in participation 5 months before the EOES. This is done online via e.g. Google forms.

The deadline for the registration of mentors, students and observers will be defined by the organisers based on their internal plans and logistics.

- **Management of the participants' data**

Participants' data need to be dealt with within GDPR regulations and its application standards in the organiser's country. Informed written consent must be acquired before the start of the competition. For underage students, parents or official guardians need to provide consent. Separate forms for adults and underage students will be provided to the country coordinators who are responsible for submitting the documents before the start of the EOES.

Data (Name, date of birth, special dietary needs, allergies or other relevant medical conditions, T-Shirt size) should be entered via an online tool connected to the website.

2.3. Finances

The cost of organising EOES depends, among other things, on the host country and the number of participants. The suggested budget ranges from 150k to 750k €. It is the host country's responsibility to ensure that financial guarantees are in place. It is recommended to nominate the institution that guarantees the availability of the required finance. Additionally, sponsors should be acquired to cover expenses.

The fee for observers, guests and/or single room occupancy is defined by the organisers. The countries in question do receive an invoice some weeks before the EOES.

2.4. Programme execution:

2.4.1. Protocol and ceremonies

The planning of opening and closing ceremonies is a meticulous process that unfolds at least one year in advance. This involves selecting suitable venues with considerations for capacity and acoustics, coordinating music or other performances, and extending invitations to VIPs. VIPs are informed about their roles, which may include delivering short opening speeches. Speech preparation is a crucial aspect, as is the presentation of countries and participants during the opening ceremony.

For the closing ceremony, a Power-Point-Presentation featuring countries representing bronze, silver, and gold medals is prepared. Notably, bronze medals are allocated in a random order. VIPs or committee members are appointed to distribute medals, with different individuals assigned for each type. Flags are not allowed during the closing ceremony.

The invitation and guidance of VIPs, including local government officials and eventually ambassadors, are integral components. Invitations are extended well in advance to ministry officials, local government representatives, university officials (rector, dean), and sponsors. This involves sending save-the-date emails and official invitation letters.

Certificates play a pivotal role, and the organizing committee takes charge of designing certificates for both students and mentors. The certificates are printed on high-quality paper and bear the signatures of the director and the president of EOES.

Regarding the trophy, the winning country from the previous year is responsible for bringing the trophy to the competition. The organizing committee takes over the trophy and presents it at the closing ceremony to the victorious team.

2.4.2. Student programme

The three or six students from the participating countries are supported by a guide throughout the EOES week.

A separate program for excursions and activities should be in place for students. A variety of excursions is desirable, including scientific, cultural and amusement park-type activities. There should also be some spare time for students to prepare for exams or engage in getting-to-know-each-other activities. The guide should always stay with his/her delegation.

The guides can be university students affiliated with the host organisation. They must be able to communicate in English (or the students language). The guides are responsible for informing their delegation about the meeting points and schedule.

Additionally, two guides are suggested to help with organising the guides and liaising between organisers and guides. It is recommended to take two substitute guides in case one guide falls ill or is unavailable.

2.4.3. Leader programme

Excursions for mentors, observers and guests are scheduled on the days the students are working on the tasks (usually Tuesday and Thursday). Busses need to be organised to take the people to the sites if applicable. A system on how to board the buses (e.g. country wise) should be in place to make sure nobody gets lost. The mentors should have the opportunity to get to know the host city and the surrounding area.

Members of the organisation committee and/or guides are leading excursions for country coordinators and mentors.

2.5. Resource management:

The organizing team collects **arrival and departure times** in advance from each participating country to ensure a prepared welcome for the delegations. The student guides will be present once the delegations arrive, providing assistance and guidance. The schedule for the return journey should be announced well in advance.

For **souvenirs and gifts**, a comprehensive welcome package is distributed during registration to participants, including students, mentors, observers, and guests. The welcome package typically comprises name tags with essential information, such as name, country, and status (student / mentor / country coordinator). Other pieces of useful information may include on the back side: emergency contacts, the address of the hotel(s), and taxi number(s). The program, conveniently designed to accompany the name tag, outlines upcoming events. Both student and mentor programmes should be provided alongside to all the participants. Special hints for good programme planning: indicate the assembly, not the actual leaving time on the programme; the place of the event must be indicated (if possible, including the address of the venue should be also provided in case mentors or guests plan to join the event later).

Goodies vary based on budget and sponsors, commonly featuring items like bags, T-shirts or Hoodies (especially in Northern Europe), pens, tourist booklets, maps, umbrellas, water bottles and more. Special visual identity (jumpers, T-shirts) should be provided to the staff (organisers, volunteers, especially student guides) for easy identification. Gifts should be ordered and branded as well as packed in bags in advance, maybe with the help of guides.

There are no special financial or other awards of substantial monetary value (gifts) for the winners of this competition. Special symbolic awards, on a special nomination basis, could be established after consultation with the approval of the EB.

Ask for **volunteers** among students and staff of the host institution and get them together regularly to communicate the progress and for instruction purposes. It is recommended to have a first meeting with the guides one month before the EOES where they are informed about what is expected from them. A few days before the start of the EOES, all guides should meet and be informed in detail about the schedule and their tasks. It is important to inform the guides of the applicable rules for the students.

2.6. PR and information centre

A person should be appointed as the secretary of the organising team and be the main contact person of the host country. All communication is sent out via the secretary.

During the EOES an **office / information centre** should be in place. This office should be staffed on a regular basis so that all EOES participants can contact it with any questions or concerns. A sign stating an emergency contact person and telephone number should be displayed at the office (e.g. on the door) when the office is not staffed.

Next to the web based information a **blackboard/flipchart** with the daily program (latest update) should be set up and placed where it is easily seen, for instance in the lobby of the hotel(s) or next to the office. Useful information that should be posted on this board includes programme changes, meeting and bus departure times and locations (reminders), special dress code if required, other relevant logistical information (facilitation plans etc.) and additional information (weather forecast, birthdays).

Additional communication channels (WhatsApp groups, email circulars, dedicated special apps) might be employed for multiple-channel communication.

The EOES **Facebook and Instagram accounts** can be used to promote the EOES and highlight activities. However, the creation of content for social media consumes a substantial amount of time and it is advised that a single person is solely responsible for this task. Local media (newspapers, television) should be informed about the EOES and invited to opening and closing ceremonies and maybe to the laboratories and to student activities.

A dedicated **photographer** should be around the whole week to capture students in the labs or during activities. Pictures should also be taken at the opening and closing ceremonies. Pictures should be published for the participants on the website or on a page with restricted access.

A **logo** is to be created for each EOES in order to increase the recognition value. There are no specific requirements regarding the design of the logo.

3. Preparation of the task

3.1. Problem Design And Marking Scheme

Tasks should be composed in an interdisciplinary manner, individual fields (biology, chemistry, physics) should be equally represented. For the final solution to the problem, the competitors need data and solutions from all three fields. Two different tasks have to be designed, each task should be given a title (or both tasks have the same title, part A and part B).

The test time for each task should not exceed 4 hours.

When considering the quantities that are to be supplied and the time to be allocated to the tasks, remember that the competitors are high school students who are generally inexperienced lab workers. The length of the exam should be such that most students will have time to attempt to work through all tasks.

The marks for the tasks should reflect time and efforts of the competitors. Also, the number of points must be as equal as possible for all three subjects. The number of points for each question should be indicated on the exam papers. The answer sheets include all given questions. Tasks should be designed in such a way that the answers are precise and can be objectively evaluated. The host country will present the marking scheme and evaluation procedure for each task. This must be approved by the country coordinator during the problem discussion and translation meeting. The 'piling up' questions leading to possible cascade mistakes should be marked in a way that is fair to the competitors (avoiding consequential errors). The host country will present the marking scheme and evaluation procedure for each question to be discussed during the discussion.

The official English tasks should be checked by a native speaker before presenting to the mentors. In order to facilitate the translation process, tests should be as concise as possible and not too long. See 3.2.1.3 in Rules and Regulations.

The questions should be pretested with an appropriate target group different from EOES competitors, but still representative.

Regarding the exam layout it is recommended using the "styles" feature available in every document processing software (Microsoft Word or equivalent): basically a pre-defined combination of font name and size.

Tests should be presented in graphic form as much as possible: graphs, diagrams, drawings.

It is recommended that people with experience from former Olympiads participate in the review of assignments and provide comments. In this way, they can point out possible disagreements in the discussion session, since they know mentors from other countries well.

3.2. Laboratory Management

It is possible to have split laboratory sessions (a morning session and an afternoon session). The reservations associated with the latter system are that students must be strictly separated and that the organisers must ensure that the equipment has been properly cleaned, dried, and redeployed if reused. At the start of each session of the practical task competitors should be provided with fresh materials and proper functioning equipment. On the front page of the tasks competitors will be

told/reminded to ask supervisors for substitution of inadequate materials or equipment and the organisers should have spare materials and equipment available.

A team of laboratory assistants is needed to help in setting the workplaces for the tests and help during and after the experiments. A leader of laboratory assistants is in charge of assuring the student guidance in the examination venue.

Lab coats and calculators. Participants (via country coordinators) must be informed in advance (at least one month before the competition) if teams need to bring their protection equipment (lab coat, safety goggles) and standard calculators. Organisers should check all the calculators for any text memory or other side information.

If calculators with simple statistical functions to be used in the tasks will be provided by the organiser, there should be at least 2 calculators per team. They should be of the same functionality (similar models). Students should have some possibility to practice with them before the tasks. Calculators can be handed out during the registration, but student guides must assure that students take them to the examination place. It is safe to provide them directly at the working place in the laboratory and give them out (if possible) after the second test.

Testing procedures have to provide all competitors with identical conditions and equipment. Prior to the examination competitors should be allowed to become acquainted with specific or unusual equipment to ensure fairness. (Before the practical exam, a safety training and demonstration of unique and unfamiliar lab equipment should be included in the students' program.) During the test there should be no need for additional instruction from laboratory attendants. The laboratories should be spatially arranged in order to avoid meeting among competitors during room switching or breaks. Lab assistants are present throughout the lab exams. They should be aware that they may not share a common language with quite a few students. However, there should not be a need for communication with the students except in the case of an emergency. Sometimes students need to show some result or hand over some experiment to the lab assistant to be able to carry on. It is very useful if the lab assistants are trained for the practical problems.

Students are not allowed to bring anything (no bags, jackets etc) into the labs. Communication devices need to be collected and safely stored during the actual competition in the labs. Devices need to be collected from all the students before the morning groups start the tasks and returned after all of the afternoon group competitors finish their work. Mobile devices of the team can be grouped in one package which for the safety reasons should be sealed and signed by one of the team members. Usually the team guides help to speed up the collection and distribution. A person must be assigned to be responsible for the safe storage of the student belongings.

The exam start and end times and suitable clocks should be displayed so that they are visible to all the students in the examination venue.

Students should be offered snacks (sandwiches/fruits/cookies) and beverages (water) during the tasks. They should be served within a short walking distance outside the laboratory and supervised by one of the volunteers.

Taking video shots during EOES practical tasks is allowed as long as it will not interfere with the competitors. Students participating in EOES indicate on the Declaration Form that they agree to be filmed/photographed during EOES for non-commercial purposes.

During the tests objective inspectors appointed by the jury should be present to check whether the testing conditions are in accordance with the rules.

3.3. Discussion Session

The Tasks are published and discussed with the CC and mentors the day before the test takes place. A task consists of a task sheet, an answer sheet and marking scheme. Mentors and CC's should receive these documents in paper and digital form about one hour before the beginning of the discussion, so they can get familiar with the task. See 3.3.2 and 3.3.3 in Rules and Regulations.

To speed up the discussion of a task, adjusting of alternative questions should be first discussed individually with experts from the local task committee and only afterwards in the plenary session. In case of a 'tricky' question it is recommended to dedicate the task of transforming it into a proper question to a small team of members of the scientific committee and a few mentors.

Questions about the tasks should be communicated (either verbally or in a written form) to the Chairperson of the scientific committee during the reading period. Mentors who submitted the questions should discuss suggestions and present no more than two variants to the scientific committee for voting.

In order to reduce possible confusion during voting about the number of votes it is advised that every country will be provided with special voting cards or flags. The use of an electronic voting system is a possibility.

The tasks are printed three times per team in the language of the participating country and one English version can be added. Only one answersheet per team is delivered.

3.4. Correction/Marking

Organisers should be aware that it is essential to ensure having enough markers plus experts for producing the scores. The country coordinators will receive a copy of the answer sheet from their teams and are asked to mark them properly. After marking the CC exchanges marks with the scientific committee.

The organisers will arrange moderation sessions where the markings can be discussed between the jury and the CC accompanied by the relevant mentors. See 3.4.1 in Rules and Regulations.

3.5. Moderation Session

The Scientific Committee should publish a schedule of moderation times for each participating country 24 hours in advance, allowing the country leaders to be sufficiently prepared for moderation.

Each country should be allocated 10 to 15 minutes for moderation for each subject. Moderation takes place simultaneously for different subjects. Each country is given three separate time-slots, one per subject. The time-slots for a country cannot overlap, it's preferable the time-slots for a country are consecutive.

The Scientific Committee should adhere to this schedule and not allow countries to extend their slot or accommodate countries who fail to attend their scheduled times. Moderation should be conducted by strict comparison with the mark scheme agreed during the discussion. No changes are allowed to

be made to the version agreed in the plenary session, unless the GB agrees that changes are necessary.

It is also expected that the mentors will adhere to time slots provided and sign on the updated marks agreed upon. In cases where agreement cannot be obtained, the Mentors may appeal to the designated officer of the Executive Board in the first instance. See 3.4.4 in Rules and Regulations.

The updated marks are to be shown country-wise to the CC and be confirmed by him before the meeting of the International Jury. The International Jury decides on the exact divide of the medal awards. The Director presents graphically the distribution of marks – note the exact marks are not used but the distribution is clear. The final ranking and medal distribution will be secret until the official announcement at the closing ceremony. See 3.5 in Rules and Regulations.

4. Amenities

4.1. Venues

4.1.1. Accommodation.

Mentors and students are allowed to stay in the same hotel and this arrangement can facilitate community building and save on both time and transportation expenses. Organisers must provide appropriate living conditions throughout the competition: access to showers, locked rooms, bedding, toiletries and towels (organisers may ask the participants to bring their own).

Usually, mentors are accommodated in 3+ star hotels. Mentors are usually offered double rooms. There should be a possibility to live in a single-occupancy room (for an extra fee). Some mentors ask for a triple room. The mentors' hotel should be within a walking distance (~1 km) from the discussion rooms. With some delegations arriving with their transport, a local parking service should be offered. It is recommended to collect the preferences of the room-sharing during the registration process to minimise the on-site room change. All the rooms must have free internet access or other silent working places with the internet connection should be offered in the hotel or near the translation rooms.

Depending on the funding possibilities, students can be housed in hotels or usual university dormitory-type accommodations, especially if the latter offer plenty of space for social interaction (game rooms, sports facilities, etc.). Students are accommodated in single-gender rooms. Mixing nations in the room does not automatically act as a catalyst for socialisation. Special socialisation space should be offered for students to play games, chat, etc. This space tends to become very loud so avoid arranging it next to the other hotel guest's rooms. Internet access for students should be offered at least at the hotel's public/dedicated spaces (WiFi spots).

4.1.2. Ceremonial halls

Ceremony halls are used for opening and closing ceremonies. These spaces could be arranged as a theatre or banquet/cabaret seating. The latter is especially useful to have a compact closing ceremony with the farewell dinner at the same venue. Additionally, a hall with banquet seating is recommended if a social night is organised. Organisers should ensure that sufficient seats are around the table. The decision where students / country guides will be seated (at the delegation table or at the dedicated voluntary zone) should be done in advance.

4.1.3. Translation/discussion room.

A conference room with tables for each delegation (mentors and observers) is used for discussion, translation and other IB meetings. A delegation seating plan should be arranged considering the native languages, not alphabetically. Such favourable neighbourhood preferences could be asked during the registration. Each table must be equipped with electricity sockets sufficient to charge one device per person. Electric extensions should be installed in advance and secured on the floor to avoid accidents during abundant walking during the translations. Additionally, voting cards should be provided to each delegation. Multiple screens (including side screen(s)) should be considered to ensure the best visibility. The overall layout of the tables should ensure easy access to the microphone for discussions.

Additional tables in the nearby silent space or a separate silent room for the mentors who focus only on translation (and do not participate in the discussion) are recommended. The room should have a dedicated area for the sample laboratory equipment which should be provided from the very start of the discussion or reading time. Snacking area should be separated, but close enough not to encourage participants to bring beverages back to the tables to cause spills.

4.2. Catering

Organisers are responsible for three-meal catering during the competition week for all the participants (both mentors and students), except the arrival day (only dinner) and departure day (only breakfast). Snacks (sandwiches and water) should be offered for new arrivals on the first day regardless of the upcoming meal as a nice welcome gesture. Meals should be scheduled at a maximum of 6 hours apart, otherwise, snacks should be provided.

Information about food preferences (religion, allergies) must be collected during the registration. Because of the variety of participating countries and the food restrictions based on e.g. religion, a variety of food choices should be offered. Not everyone eats pork or beef, that's why vegetarian and vegan food choices as well as gluten- and dairy-free products should be offered.

There should be labels (in English or universal symbols) for the major ingredients of the dishes provided, especially in the case of national (unfamiliar) meals.

Drinking **water** must be available at any time. Think about avoiding plastic waste by providing refillable water bottles as souvenirs, distributing information about the safety of tap water or setting the water fountains in public spaces. Additional reminders/possibilities to refill bottles should be provided before excursions or longer transportation.

Late-night/overnight **snacks** and hot drinks (coffee/tea) should be provided on the discussion days. Access to the bar for a celebratory drink can encourage the mentors to finish the translations faster. Snacking area should be close by but separated from the main translation area to minimise disturbance.

4.3. Transportation

Organisers are responsible for providing all necessary transportation between official venues during the event. All delegations must be met at the designated meeting point (airport(s), bus/train station(s) or port(s)) and transported to the venue. Teams arriving earlier than on the official arrival day are expected to reach the hotel on their own. Organisers are responsible for the transportation of all teams to the departure point on the departure day. Arrival and departure times are collected during the online registration, however, the departure details should be double-checked during the event.

Busses are used for mass transportation during the event. If the distance is short, offering guided walking or using fewer busses that leave when full and come back is an option to eliminate waiting times and save budget. For short (city) trips, city buses with a standing option are acceptable. For longer (>30 min.) trips coach buses or trains should be used and each participant should be assigned to a particular bus. Such buses should have different signs (eg., A, B, etc.) and a staff representative (bus guide) ensuring the recalculation of the travellers after every boarding.

Providing free public transportation passes can drastically cut transportation expenses and offers participants means of exploring the area on their own during their free time.

4.4. Equipment

Crucial technology-dependent moments during the EOES are task printing and solution copying, ceremonies, and laboratory tasks.

Printers and copiers. Printing and copying the tasks are always time-consuming activities that should be addressed very seriously to avoid mentors spending all night waiting for their copies. At the very minimum organisers should prepare three high-speed copiers (>30 pages/min). As a rule of thumb, at least one of them will break down, thus technical assistance from the company providing the equipment should be ensured in case of machine failure. Additionally, access to other possible printing facilities (university/school own printers, commercial 24h service options) should be planned in case of the utter failure of the prepared equipment. The printing room should be close to the discussion-translating hall to save walking time. The printing procedure usually gets loud in the late hours and it may disturb the still-working colleagues.

Printing workflow. Assigned volunteers for assistance to handle the printing and copying helps to eliminate chaos and control the process. Two organisational models could be applied: submit&receive and self-service.

In the first model, mentors submit their final version documents to the allocated directory (the safe way) or bring them in the external memory drive to the printing room (results in malware transmission). Recent years a number of discussion-translation systems are available for Olympiads and they have printing submission option programmed within (e.g. OlyExam, etc.). Clear instructions on how to name the document and how to indicate the number of copies should be available at all times in the translation room. Printed copies are handed to the mentors for inspection and further packing. The Country coordinator or a mentor has to sign the finalised envelopes.

The second model allows direct access to the printers for the mentors. Although this option might be hectic at the beginning, the system soon establishes and this model could be used in case of staff shortage. However, the organiser's representative must be in this room at all times to address all the issues.

Special printing. At least one printer for small-scale printing (to change a single page, etc.) could be provided for direct mentor use to avoid long waiting lines. There should be a clear indication for mentors not to use these printers for large-scale printing due to the high cost. A colour printing option should be ensured (separately or in the same copiers/printers) even if there are no coloured pages in the initial task versions. Such pages could be added during the discussion. Printers should be suitable for other needs, e.g., printing the certificates (>160 g/m² paper).

Paper. About 15.000 copies are usually made during the competition. Avoid very low quality (<80 g/m²), soaked or stapled paper for auto-feed copiers. Organisers should prepare at least one coloured option of A4 paper (usually mellow yellow) for answer sheets.

Packing utensils. At least three good-quality staplers (>30 pages) should be provided in the packing area. The packing and signing procedure should be clearly communicated (instructions, diagrams). Pre-labelled (country-team) envelopes (C4 size or larger) should be prepared before the printing process and handed directly to the country coordinators or available in the printing area. Smaller (C5/6) envelopes could become handy for additional needs (providing hints, collecting some material).

Computers. It is the mentors' responsibility to bring their own PCs/laptops for translation, however, at least two laptops should be prepared for special cases (replacement in case of damage). Computers

used directly for printing or printer systems must be tested to print all the scripts of participating country languages.

If computers are used by students during the tasks to input non-digit information, standard QWERTY-type keyboards or stickers should be considered.

Extension wires and adapters. Discussion room should be prepared for the meetings at the indicated time, i.e. electricity sockets for every person attending the meeting should be provided before the start of the discussion. Wires should be taped to the ground for safety. Additional extension wires should be available in case of a change of the seating plan. Information about the plug-in type must be provided before the competition, especially if other than Type-C is used.

Internet. A wireless internet connection must be provided for the mentors in the translation room. Standard hotel networks might not be sufficient during the translations, especially if the discussion uses online collaboration platforms for commenting/submitting translations. Organisers should consider the network's ability to provide the connection for at least two devices per mentor (PC and mobile phone).

5. Competition schedule

5.1. Sample schedule

The standard schedule for an EOES is a 7-day event. If necessary (because of budget restrictions or other limitations, an event of only 6 days is possible. For a 6-day event, the moderation must be organised in a very efficient way.

5.2. Model scenarios

Standard Schedule for a 7-day event

Date	Time	Students	Mentors
Sunday		Arrival, registration	Arrival, registration
		Welcome dinner	Welcome dinner
Monday		Opening ceremony	Opening ceremony
			Discussion and translation of task 1
Tuesday	Morning	Team A: Task 1	
	Afternoon	Team B: Task 1	
Wednesday			Discussion and translation of task 2
Thursday	Morning	Team B: Task 2	GB Meeting
	Afternoon	Team A: Task 2	Moderation of task 1 Mentors evening
Friday			Moderation of task 2
Saturday			GB Meeting
		Closing ceremony	Closing ceremony
		Farewell diner	Farewell diner
Sunday		Departure of the guests	Departure of the guests

Schedule for a 6-day event

Date	Time	Students	Mentors
Sunday		Arrival, registration	Arrival, registration
		Welcome dinner	Welcome dinner
Monday		Opening ceremony	Opening ceremony
			Discussion and translation of task 1
Tuesday	Morning	Team A: Task 1	
	Afternoon	Team B: Task 1	
Wednesday			Discussion and translation of task 2
Thursday	Morning	Team B: Task 2	GB Meeting
	Afternoon	Team A: Task 2	Moderation of task 1 Mentors evening
Friday			Moderation of task 2
			GB Meeting
		Closing ceremony	Closing ceremony
		Farewell diner	Farewell diner
Saturday		Departure of the guests	Departure of the guests

6. Sample documents

6.1. Rules of the competition

6.2. Travel forms

6.3. Registration form

6.4. Task sheet

6.5. Answer sheet

6.6. Certificate forms

6.7. GDPR consent form

6.8. Invoice