



Application and Cancellation Rules

ExMEAC & AMEAC Sevilla 2023

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Participants

The number of participants for both ExMEAC & AMEAC Sevilla 2023 is 50. Additionally, IB and DIB officers participations will be considered outside the 50 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](#) or click on this [link](#).

Participants can apply only for the ExMEAC (24th - 26th of September 2023), only for the AMEAC (25th of September - 1st of October 2023), or for both the ExMEAC & the AMEAC (24th of September - 1st of October 2023)

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), 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.

That means, that 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.

28th of May 2023 at 18:00 UTC

The first round of applications opens.

18th of June 2023 at 21:59 UTC

The first round of applications ends.

Until 25th of June 2023 at 21:59 UTC

Confirmation emails for the applicants will be sent to each (P)AS/AM/WG. 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.

2nd of July 2023 at 18:00 UTC

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

23rd of July 2023 at 21:59 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

The participation fee is:

- **Only ExMEAC:** 50€, which covers 2 nights (24th - 26th of September 2023) of accommodation and every meal, including welcome dinner.
- **Only AMEAC:** 120€, which covers 6 nights (25th of September - 1st of October 2023) of accommodation and every meal, including final dinner.
- **Both ExMEAC & AMEAC:** 150€, which covers 7 nights (24th of September - 1st of October 2023) 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 by the participants and must be arranged by them.

EUROAVIA Sevilla will not provide accommodation outside of the event dates. However, if a participant needs to stay extra days, EUROAVIA Sevilla 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 Sevilla 2023, 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 sevilla@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 Sevilla 2023 cancellation fee to be paid |
|---|--|
| Before the 30/07/2023 at 21:59 UTC | 0% |
| 30/07/2023 at 22:00 UTC – 13/08/2023 at 21:59 UTC | 25% (12.5 €) |
| 13/08/2023 at 22:00 UTC – 27/08/2023 at 21:59 UTC | 50% (25 €) |
| From 27/08/2023 at 22:00 UTC | 100% (50 €) |

| Period of cancellation | AMEAC Sevilla 2023 cancellation fee to be paid |
|---|---|
| Before the 30/07/2023 at 21:59 UTC | 0% |
| 30/07/2023 at 22:00 UTC – 13/08/2023 at 21:59 UTC | 25% (30 €) |
| 13/08/2023 at 22:00 UTC – 27/08/2023 at 21:59 UTC | 50% (60 €) |
| From 27/08/2023 at 22:00 UTC | 100% (120 €) |

| Period of cancellation | ExMEAC & AMEAC Sevilla 2023 cancellation fee to be paid |
|---|--|
| Before the 30/07/2023 at 21:59 UTC | 0% |
| 30/07/2023 at 22:00 UTC – 13/08/2023 at 21:59 UTC | 25% (37.5 €) |
| 13/08/2023 at 22:00 UTC – 27/08/2023 at 21:59 UTC | 50% (75 €) |
| From 27/08/2023 at 22:00 UTC | 100% (150 €) |

If the member cancels his/her participation, the respective Local Group or WG is responsible for transferring the cancellation fee to the event organisers, under the condition that his/her 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.