

## **Background and Purpose**

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Member meet-ups are intended to enhance member networking, peer-to-peer exchange, and active personal engagement, with the objective of strengthening the bond between members and encouraging more individuals from more member organisations to become more actively involved in what AC Forum does.

It is recognised that there are clusters of member organisations in some cities / areas. Members are invited to organise local social events or meet-ups for staff of member associations in their area, with some funding provided by AC Forum.

The pilot initiative rolls out in 2025; members in five city hubs are invited to organise a meet-up between themselves, with local AC Forum colleagues.

For the pilot initiative, the cities are Amsterdam, Brussels, Geneva, London, and Vienna.

## **Budget**

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AC Forum will provide up to 200 EUR towards one event in each city.

The budget is not intended to fund the events entirely, but to be a contribution towards each one, which can be claimed by the coordinator(s) against receipts and a reimbursement form.

## **Process and Requirements**

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- There must be a coordinator, or coordinators, for each event.
- The coordinator(s) will be responsible for any bookings and payments; the reimbursement claim is to be made after the meet-up.
- Inclusivity & accessibility: no specific topic is required, and effort should be made to involve people who have not yet engaged with AC Forum and/or other member organisations, as well as individuals who are already active. Effort should be made to try to deliberately attract and include junior and senior staff across all areas of association activity.
- The coordinator(s) must inform AC Forum of the meet-up in advance.
- AC Forum will provide the coordinator(s) with the contact details of the primary contact in each member association in the city/area to facilitate the arrangements.
- There should be at least three member organisations involved.
- As the meet-ups are intended to foster networking among AC Forum members, only staff of AC Forum member organisations should be in attendance.
- Support should not be sought from any third party.
- AC Forum will provide up to 200 EUR towards one event per city per year.
- The coordinator(s) must confirm afterwards which member organisations were represented, the people who attended and their roles within the member organisation.
- It is advisable to circulate a short survey afterwards to collect post meet-up feedback.