



emmaus

EUROPE

ACTIVISTS FOR CHANGE

# REGIONAL ASSEMBLY OF EMMAUS EUROPE

TECHNICAL DETAILS

2027

## GENERAL INFORMATION

- The Regional Assembly of Emmaus Europe (RAEE) is a major event that brings together all Emmaus Europe member organisations and is also the association's highest governing body.
- Frequency: the Regional Assembly of Emmaus Europe is held, in principle, every four years or more frequently if decided by the Regional Board.
- Number of participants: +/- 300 people in total
- Working languages: French, English and Spanish
- Total length of the event (including arrival and departure dates): +/- 4 days
- Meeting venue: ideally a single location offering meeting facilities, accommodation, and meals, or all within walking distance of each other.

## PLENARY HALL

- Capacity: +/- 300 people
- Layout: theatre
- Large enough to also set up 3 interpreting booths
- Standard dimensions of an interpreting booth: 1.7 m X 1.7 m x 2 m (height)



Equipment required in the plenary hall:

- PA system
- Video projector
- Screen
- Flipchart/Whiteboard

## WORKSHOP ROOMS

Workshop rooms usually meet the following criteria:

- Capacity: +/- 30 people seated (different sizes of rooms are possible)
- Layout: to be determined with the workshop facilitator
- Space must be set aside for interpreters. Workshops are generally interpreted into two languages (except for workshops held in the plenary hall). No booth is required, only a large table for two interpreters placed at an appropriate distance from the attendees.
- The number of rooms depends on their capacity to ensure that everyone can attend a workshop.

Equipment required in the workshop rooms:

- Video projector
- Screen
- Flipchart/Whiteboard
- Power sockets

## OFFICE ROOM

A room which can be used as an office with Wi-Fi and facilities to print documents.

## INTERPRETING

Interpreting booths are used in the plenary hall throughout the Regional Assembly. This set up guarantees high quality interpreting, while ensuring good working conditions for the volunteer interpreters who offer to help us communicate with each other.

Three interpreting booths (one per language) are installed in the plenary hall before the meeting and dismantled at the end. In addition, interpreting equipment (without booths) is also set up in the workshop rooms. Therefore, it is important to allow time for setup the day before and dismantling of the booths on the last day. One or two technicians are required to be present during the meeting to ensure that the equipment is working properly and to record the meeting.

Standard interpreting booth dimensions:

- 1.7 m x 1.7 m x 2 m (height)
- Please note: a minimum one-meter space is required behind the booths so that the interpreters can enter and exit easily.



Usually, the Emmaus Europe secretariat is responsible for hiring interpreting equipment, along with recruiting and supporting a team of volunteer interpreters. It is also possible that the meeting room is already equipped with interpreting booths.

## ACCOMMODATION

The accommodation should be close to the meeting room: ideally a single location offering meeting facilities, accommodation, and meals, or all within walking distance of each other.

Accommodation for participants can be arranged in twin rooms. Volunteer interpreters and technicians will be given single rooms. Any other specific accommodation requirements, particularly regarding single rooms, can be communicated to the Emmaus Europe secretariat.

The Emmaus Europe secretariat is responsible for putting together participants' travel itineraries and providing the necessary information for their accommodation.

## MEALS AND CATERED BREAKS

The Emmaus Europe secretariat is responsible for providing information on the number of meals and any specific dietary requirements. Vegetarian meal options are a must. Any special dietary requirements can be communicated through the Emmaus Europe secretariat.

Catered breaks are planned for the morning and afternoon offering coffee, tea, cakes, etc.

For all catering, we must be particularly mindful of the environmental impact of our food and strive to minimise single-use packaging/tableware and plastic water bottles.

## CONTACT

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