

JOINING INSTRUCTIONS



29th JA EUROPE

Company of the Year Competition

BELGRADE JULY 2018

Organised by



JA Europe
A Member of JA Worldwide®



**Dostignuća
Mladih**
Junior Achievement Serbia

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DEADLINES

FOR PARTICIPANTS

Verification in the registration system	April 16
Early bird registration	April 16
Late registration	April 30
Pre-payment (1/2 fee)	April 30
Complete payment (participation cancelled if failed)	June 14

FOR STUDENT COMPANIES

Company details	May 31
Parental consent submission	June 14
Company report submission	June 18
Presentations, music & video submission	July 9

TRAVEL ARRANGEMENTS

All the travel arrangements of students, teachers and staff fall under the responsibility of the particular JA organisation. Please bear in mind that all participants need to have a valid **travel and medical insurance**. In addition, you should also check if you will need a **visa** to enter Serbia. Please check with your national organisation if you need to apply for a visa and make the necessary arrangements as soon as possible. All students travelling to Belgrade must be supervised by a teacher/staff member/advisor from their own country.

If you are traveling **by bus or a car**, please follow the GPS directions and go directly to the Crowne Plaza Hotel which is located around 500 meters from the E-75 highway.

For most of you arriving **by plane**, please note that the only airport in Belgrade is the Nikola Tesla Airport, located around 17 km from the center of the city. On the first day of the competition, Monday July 16th, between 9:00 and 15:00, a team of JA Serbia Alumni Club will be welcoming all the participants at the airport and giving the necessary information. They will also be assisting the participants with the transfer to the hotel.

The quickest way to get from the airport to the hotel is **by taxi**. JA Serbia made an agreement with the local taxi association - [Naxiss Taxi](#), which gives a special price to our participants only. One-way transfer will cost you 12 EUR per ride and per vehicle, and you can pay with your credit card or in Serbian Dinars (RSD). One vehicle can handle 1 to 4 persons, depending on the baggage. This cost applies only to the participants who let us know by July 10th that they want to use this way of transfer. All you need to do is send an e-mail to Nenad at nenad.pantovic@ja-serbia.org indicating your team, number of persons traveling, your flight

number and whether you want to use the transfer from the hotel to the airport on your way back on Thursday, July 19th under the same conditions.

If you decide to take a taxi on your own, the regular price is around 18 EUR but please be aware that there is a number of illegal taxi drivers who might charge you double or triple that price.

Should you wish to take the **airport bus line A1**, it will cost you 300 RSD (around 2.5 EUR) per person and you can purchase the ticket in the bus. Make sure you have local currency, Serbian dinars, because other currencies are not accepted. The ride lasts for 30 minutes and it will take you to Pariske Komune street where you can hop on to bus line 16 which will take you to Branko's Bridge. From that point, you can take a 10-minute walk or take a tram No. 11, hop off at the next stop and walk for another 5 minutes.

HOTEL ACCOMMODATION

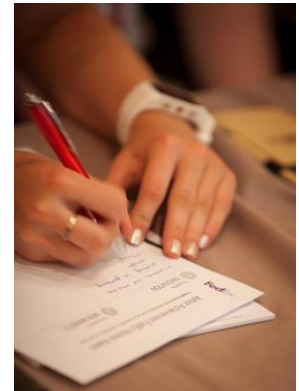
You will be staying in Crowne Plaza Hotel, located in the new part of the city. This is what you need to know:

- Check-in: 3 p.m. on July 16th
- Check-out: 12 p.m. on July 19th
- Students will stay in double rooms (divided by gender and with the possibility to be mixed with other teams)
- Adults will stay in single or double rooms
- Further expenses (e.g. phone calls, minibar, etc.) fall within your own responsibility and must be paid when checking out. The mini-bars in the student rooms will be emptied during the competition.
- Accommodation costs will be pre-paid by the national JA organisations
- Any extensions of your stay (before or after the competition) can be arranged through the registration module. Additional nights will be added to your invoice.

THE COMPETITION

The European competition consists of four different criteria – company report, panel interview, stage presentation and stand exhibition. Only 5 students per company may actively participate at the competition. Additional team members will be allowed to act only as observers.

The competition starts with **the Company Report** submission. Please read the “Guidelines and criteria for participants” for the detailed rules regarding the report. Before submitting the company report, please consult with your national JA organisation. Finalised reports need to be uploaded to the online registration platform by June 18th. Please do not send it through regular mail.

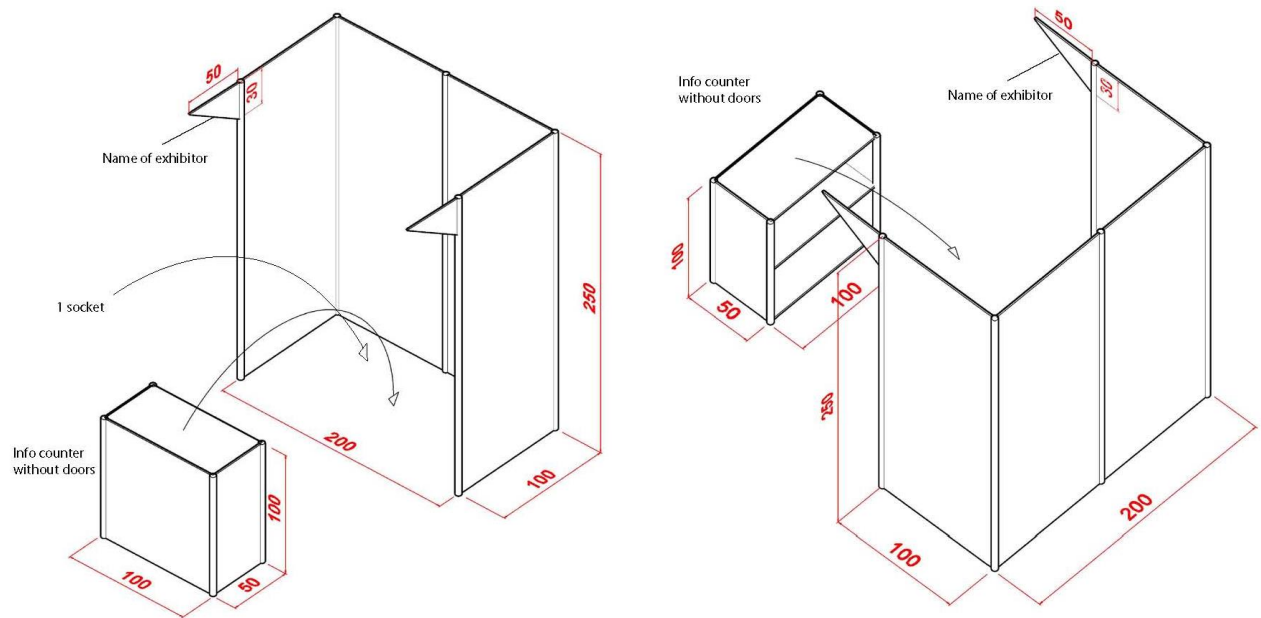


The deadline for submitting the presentation is July 9th. Submitting is the same as for the Company Report. Make sure that your presentation is PC-compatible. The easiest way is to use Power Point Programme (Microsoft Office) for your presentation. Your music must be submitted at the same time as the presentation. **Stage presentations** will take place on July 17th between 4 p.m. and 6:30 p.m. On the morning of the same day you will have time to rehearse your presentation to familiarise yourselves with the hall, techniques and the stage. A detailed timeline will be given to you during the event.



The **stand exhibition** will take place at the very heart of Belgrade. You will set up your stands on July 18th between 8 a.m. and 10 a.m. If you choose to have valuable equipment at your stand, please be aware that you are fully responsible for its safety, as these items are not covered by the insurance.

Dimensions of stands - Wall size 1x2x1 m, Height 2,5 m, Counter 100x100x50 cm



Each stand will be provided with one 230V electric socket. Students must bring their own extension cords. The country name tag will be taken care of by the organisers – you will not have to design it or bring it with you. Students can only use tape that does not leave any stains otherwise they may hang their materials from the stand. It is not allowed to draw on the walls, nor use nails, screws or blu-tack, and all stands must be cleaned up after the exhibition.



Damaged facilities must be replaced by the responsible students/teams.

- Distribution of flyers/sales of products are permitted solely at your stand.
- The use of helium, fire, water and music is prohibited.
- The use of religious or political illustrations and slogans is not permitted.
- Stands must be clean and neat throughout the day, especially if you offer snacks.
- Please pay attention not to leave valuables unattended at your stand (the stand must be occupied at all times).

The **panel interviews** will take place in Crowne Plaza hotel on July 18th after the stand **exhibition**. You will be given a detailed timeline during the event.



PRACTICAL INFORMATION

Security

Belgrade is in general a safe city but if you feel like walking around at night, make sure you are accompanied by an adult. Teachers/advisors are responsible for their students.

Alcohol / Drugs

JA Europe and JA Serbia enforces zero tolerance towards drugs and/or alcohol abuse. The official accompanying adults are responsible for ensuring that all students abide by this regulation. In the event of unacceptable behavior, the offending students (or adults) will be disqualified and sent home immediately, and at their own expense.

Money / Credit Cards

There is a large network of ATMs that accept standard international credit and debit cards. It is also very common to pay by card in shops and larger restaurants. However, it is highly recommended that you bring some cash with you. Especially if you visit smaller café's or want to buy a bus ticket, as it is not guaranteed that you can pay by card. Serbia uses dinar (RSD) as its official currency. One euro equals around 120 dinars.

Emergency Numbers

In case of an emergency, you can dial 192 for police and 194 for a medical emergency. At any time, 24/7, you can call JA Serbia's emergency contacts – Nenad and Nemanja. You can find their numbers on the last page but also on the ID badge you'll receive when you register on the first day.

Meals

All meals are included in the participation fee, from a light snack on arrival to the breakfast on July 19th. We will serve meat and vegetarian dishes.

Insurance

Each country is responsible for ensuring that all JA participants are fully insured (travel and medical insurance) during their participation in this competition.

Dress Code

On Monday you will be engaged in treasure hunt around the center of Belgrade, boat ride and dinner on the river, on Tuesday you will have your stage presentations, and on Wednesday your panel interviews and stand exhibition. Therefore, you should dress accordingly, and especially have in mind that evening attire is recommended for the Awards Dinner on Wednesday.

Climate

Serbia has a continental climate which means that in the summer it can be hot, especially in the middle of July. Temperatures go around 30° C and summer showers are also to be expected.

ADDRESSES AND CONTACT DETAILS

Emergency contacts

NENAD PANTOVIC

+381 64 114 00 24

nenad.pantovic@ja-serbia.org



NEMANJA GLAVINIC

+381 64 344 89 42

nemanja.glavinic@ja-serbia.org

Venues



Crowne Plaza Hotel

10, Vladimira Popovica street

Obilicev venac street (Stand exhibition)



BelExpo Centar

74, Spanskih boraca street

Splav Vizantija

bb, Usce

