

# European Family Therapy Association – Training Institutes' Chamber

## TIC Meeting of Trainers and Supervisors

Dear Colleagues,

Thank you very much for your interest in hosting an **EFTA-TIC Meeting** — an educational and connecting event where **Systemic and Family Therapy Trainers and Supervisors** from all over Europe and wider gather approximately every two years to **exchange ideas, share training methods and tools, and jointly analyze local and global challenges** relevant to our field.

As you already know, the **EFTA Training Institutes Chamber (EFTA-TIC)** aims to **support training institutes across Europe** and **promote solid and effective training standards** that ensure Family and Systemic Therapists are equipped with the knowledge and skills required to address the evolving demands of today's world.

Since **2003**, when the first EFTA-TIC Meeting was organized in **Barcelona**, EFTA-TIC Institute Members have continued this inspiring tradition by hosting the Meetings every one to two years in various European cities, including: **Lisbon, Athens (Hybrid), Sofia (Online), Belgrade, Iași, Istanbul, Ohrid, Brussels, Kraków, Toulouse, Rhodes, and Florence.**

Over the years, a wide range of themes have been explored, such as:

- *Training Institutes and Challenges*
- *Fostering Connection in a Fragmented World*
- *Supervision and Research*
- *Effective Training and Systemic Dialogues*
- *Creativity in Systemic Training*
- *Integrative and Innovative Systemic Practice*
- *Systemic Practice in a Multi-Challenged World*
- *Family Therapy and Professional Development*

### 1. Objectives of the EFTA-TIC Meeting

The EFTA-TIC Meeting aims to:

- Offer a **space for exchange, reflection, and mutual learning** among trainers and supervisors.
- **Promote collaboration** among EFTA member institutes and strengthen the European network of systemic training.
- **Encourage innovation** in systemic training methodologies, supervision practices, and research.
- Create a **platform for dialogue** between different cultures, contexts, and generations of systemic thinkers and practitioners.

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### 2. Responsibilities of the Hosting Institute

The hosting institute plays a central role in the success of the Meeting. The main responsibilities include:

#### **Venue and logistics:**

Provide a suitable location with sufficient capacity for plenary sessions (at least 100 seats), workshops (3-4 rooms with movable chairs), and informal networking. Consider if the venue will be easily accessible from the airports and the hotels.

Reception support at the venue for registrations and participant assistance arrangements.

Organize a welcome reception during the first day and 2 coffee breaks daily.

Order and prepare the participants' folders and print all the necessary materials that they will include (e.g. program, name badges). Printing and setup of Event banners and other material.

During the TIC Meetings an EFTA General Board meeting may take place with around 25 participants. It is customary for tea, coffee, juice if possible, and some cookies to be available.

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- **Technical facilities:**  
Ensure access to audiovisual equipment, internet connection as well as facilitation of the presentations, and, if applicable, hybrid/online participation tools.
  - **Local coordination:**  
Appoint a **Local Organizing Committee** to work closely with the **EFTA-TIC Board** on planning and implementation.
  - **Social and cultural program:**  
Organize the Conference Dinner (participants cover the dinner cost) and other optional social or cultural events to enhance networking and offer a taste of local culture.  
It became a tradition that the hosting institute is hosting a dinner for the TIC Board members (10 members expected). However, this is not mandatory.
  - **Hospitality and Travel:**  
Support participants with local information regarding travel, accommodation, and meals. Our meetings' hosts usually ensure special rates at 4-5 hotels near the venue. Of these 1-2 are 4\*, 2-3 are 3\* and maybe more economical but decent hotel or pension.  
Are there direct flights to location from Europe's major cities?
  - **Budget management:**  
Handle the financial aspects of the event, including orders, sponsorships and local expenses, in collaboration with the EFTA-TIC Board.
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### 3. Support Provided by EFTA-TIC

EFTA-TIC will actively support the host institute throughout the process by:

- **Organizing all aspects of Scientific Programme**, including selection of **keynote speakers**, **abstracts' review** and **presentations' coordination**.
  - **TIC Board members volunteer their services in conducting a Pre-Conference workshop** for the local community and assist with other speakers and facilitators, if needed.
  - Providing **templates for communication** (banners/flyers), **registration**, and participant **certificates**.
  - **Promoting** the event through **EFTA's official channels** (website, newsletter, and social media).
  - Ensuring **continuity and alignment** with the goals and standards of previous TIC Meetings.
  - EFTA-TIC provides **financial support** for the Conference up to 50% of the total cost with a maximum of 5.000€. Pre-Conference income is shared equally between the hosting institute and EFTA-TIC.
  - The first 3 participants from the hosting institute member receive gratis registration and the membership fee of the current year is waived.
  - Expenses for the EFTA GB Meeting coffee service are covered by EFTA.
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### 4. Meeting Structure and Format

Each EFTA-TIC Meeting is unique and can be tailored to the host's context and resources. However, a typical structure includes:

- **Duration:** 2–3 days
- **Participants:** 100–200 trainers, supervisors, researchers, and students from EFTA Institutes across Europe
- **Format:** In-person, hybrid, or fully online

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- **Core elements:**

- Opening plenary and keynote presentations
- Parallel Workshops and Roundtable discussions
- Poster or showcase sessions for training initiatives or research projects
- Networking and reflection groups
- Closing session with summary and future perspectives

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### 5. Proposed Timeline (Optional)


Phase	Suggested Timeframe	Main Activities
Initial Proposal	15+ months before the event	Submission of hosting proposal to EFTA-TIC Board
Planning Phase	12–15 months before	Joint planning of theme, structure, and logistics
Promotion Phase	6-9 months before	Launch of the event announcement and registration
Implementation	Event dates	Hosting the Meeting
Follow-up	The following month of the event	Submission of summary report, budget and feedback

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### 6. Application Procedure for Hosting

Institutes interested in hosting a future EFTA-TIC Meeting are kindly invited to submit a **written proposal** including:

- Brief presentation of the institute and its EFTA membership status.
- Motivation for hosting the event.
- Suggested theme or focus (if available).
- Preliminary ideas regarding venue, facilities, and local support.
- Proposed time period (month/year).

Proposals can be sent to:  **info@efta-tic.eu**

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### 7. Final Remarks

Hosting an EFTA-TIC Meeting is both a **rewarding and enriching experience**. It offers a valuable opportunity to:

- Showcase your institute’s work and context.
- Contribute to the development of systemic and family therapy training in Europe.
- Strengthen professional and personal connections across the EFTA community.

We warmly encourage you to consider hosting and becoming part of this vibrant tradition of collaboration and learning.

With warm regards,  
**The EFTA-TIC Board**

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