

Guidelines for Organizing International Study Tours

This document outlines the guidelines for organizing International Study Tours to different countries or to choral events, an initiative of the European Choral Association. The goal is to provide a clear framework that ensures high-quality, consistent experiences for participants, while allowing flexibility to adapt to the unique situation of different countries.

International Study Tours to Explore the Choral Life of a Specific Country

While the European Choral Association sometimes also offers study tours to specific choral events, these guidelines focus on how to organise study tours to a specific country which focus on the choral and vocal traditions, repertoire, and organizational structures of a host country, providing a deep dive into its collective singing collective culture through visits to concerts, choir rehearsals, schools, music libraries, and cultural institutions. Participants also have the opportunity to immerse themselves in the country's culture and history by visiting cultural heritage sites, exploring local traditions, and engaging with the broader historical and artistic context that shapes its choral life.



Study Tour to Armenia 2024, event under the label of the European Choral Association and in Choral TIES

Aims:

- To offer an in-depth exploration of the collective singing landscape, the choral traditions and the repertoire of a specific country.
- To facilitate visits to rehearsals, concerts, schools, music libraries, and cultural institutions.
- To provide opportunities for participants to meet local conductors, composers, and representatives of choral organizations.
- To present lectures on the repertoire or choral styles of the host country.

Structure:

- **Duration:** 4 to 8 days, depending on the country and budget. (8-day study tours may be challenging in terms of attracting participants – in the case of the study tour to Georgia and Armenia in 2024 we therefore decided on a “modular” offer, allowing participants to choose a 4-day option by only visiting one of the two countries or an 8-day option for visiting both countries one after the other)



- **Travel:** Participants may stay in a central location with day trips to surrounding areas or travel across the country.
- **Key Activities:**
 1. Rehearsals and Concerts: Visit amateur and professional choirs and ensembles of all kinds, to observe a variety of collective singing styles.
 2. Lectures and Presentations: Focus on choral/vocal music, repertoire, traditions, and the history and role of choral music in the host country.
 3. Cultural Visits: Tours of significant cultural sites, music schools, universities, music libraries, museums, and other relevant institutions.
 4. Networking: Meet with composers, conductors, and choral organizations.

Participants:

- Target audience: Individual conductors, choral managers and other interested individuals from various European countries.
- Group size: Typically, 10–30 participants, depending on budget and logistical considerations.

Requirements:

- **Accommodation:** Must be available for 10–30 participants.
Options include:
 - Individual bookings: Organizers provide hotel contact details, with possible discounts for participants. Participants are responsible for booking their own accommodation (no financial risk for organisers, also in case of cancellations).
 - Full board: Accommodation is included in the participation fee, and hotel bookings are managed by the local organizer (we recommend not refunding the participation fee in case the hotel room and other costs cannot be refunded).
In this case if there are different participation fees depending on country groups and indirect membership or not, the calculations must include full hotel costs for all.

- **Meals:**

Options include:

- Full board: Group meals are organized by local organiser and are part of participation fee to promote group dynamics. In this case if there are different participation fees depending on country groups and indirect membership or not, the calculations must include full meal costs for all.
- Individual: Meals are not included, but organizers can suggest restaurants or book restaurants if individual payment is possible (depends on the country/culture).
- Combination: Some meals are organized; others are left for participants to choose and pay for individually.
- It should be communicated clearly in the call with the participation fees what is included and what is not



- **Venues:** A working room (with a piano or clavinova) for presentations and group discussions is required.
- **Transport:**
 - Local organizers can arrange airport shuttles (paid directly by participants).
 - Alternatively, transportation from the airport can be included in the participation fee (again then the full costs have to be calculated for all participants and there must be clear cancellation rules)
 - Internal transport during the tour is organized by the local team and included in the participation fee.

- **Finances:**

- The project is funded by participation fees, subsidies, and other available sources locally (in the host country).
- Participation fees are calculated based on costs, subsidies, and the European Choral Association's solidarity system, which considers country groups and lower fees for indirect members and members of the Friends of the European Choral Association
- Since study tours are usually "events under the label of the European Choral Association", the local organizer pays a communication fee to the European Choral Association. In 2024/2025 is as follows:

Size of the event	Country Group 1	Country Group 2	Country Group 3
S (mall) events under 100 participants	750€ flat fee	330€ flat fee	165€ flat fee

See the list of country groups here: <https://europeanchoralassociation.org/about-us/who-we-are/members/country-groups/>

- The European Choral Association cannot co-finance the study tours, unless they are part of a major multiannual EU-funded cooperation project
- Local organisers should publish clear payment and cancellation rules (until when does the fee have to be paid, until when can the participation be cancelled free of costs, from when will the participation fee not be refunded because organisers would lose money / risk a deficit if they do)

Organizational Guidelines:

- The European Choral Association collaborates with local partners to plan the tour. A local conductor or manager will guide the group, and a program is developed in cooperation with local hosts. Advertising is done through the European Choral Association's and local organizers' promotional channels.

General Guidelines

Organizational Responsibilities:

- **European Choral Association:**
 - Provides promotional support and guidance for the event.
 - Offers examples of past tour schedules, budgets, and promotional materials.
 - Coordinates with local partners to ensure the success of the programme.
- **Local Partners (Host Country):**
 - Promote the study tour through their own communication channels
 - Select the tour manager and assist with programme development.
 - Manage logistics, including accommodation, meals, rehearsal spaces, and local transportation, including transportation from the airport (providing information or organising it).
 - Handle communication with participants during and after registration.
 - Oversee the financial aspects of the project (e.g., issuing invoices).
 - Collect the participation fees
 - Pay all invoices locally
 - Pay the communication fee to the European Choral Association (see above) in advance

Key Considerations:

1. **Accommodation and Meals:** Ensure affordable options while fostering group cohesion.
2. **Working Spaces:** Provide adequately equipped rooms for discussions and presentations.
3. **Fees and Finances:** Aim to keep costs low by securing local subsidies, but ensure fees cover all essential needs (also in case the group ends up being small – ideally prepare different budget scenarios for different group sizes)
4. **Advertising and Promotion:** Utilize the association's network and partner organizations for effective promotion.

This document serves as a comprehensive guide for organizing the International Study Tours for Choral Conductors, managers and other choral enthusiasts. It balances consistency in quality and structure with the necessary flexibility to accommodate specific events and countries. The European Choral Association and its partners work together to create enriching, professional, and culturally immersive experiences for all participants.

Further Reading

The Choral TIES project will also create Guidelines to support you in the development of a Young Event Managers' Programme (YEMP), a training programme for young managers that combines learning from event organisers and training on the job in the frame of a festival. The YEMP Guidelines will become available at choralties.eu in early 2026.

1. SAMPLE BUDGET - INCOME

Example on how to construct a budget
International Study Tour

Preliminary Budget

BALANCE		0,00 EUR
----------------	--	-----------------

Income

		0,00 EUR
--	--	-----------------

Participation fees *To be calculated when costs are clear*

			0,00 EUR
--	--	--	-----------------

Country group 1

	Pers.	Fee	Total
indirect members	0	0,00 EUR	0,00 EUR
non-members	0	0,00 EUR	0,00 EUR

Country group 2

indirect members	0	0,00 EUR	0,00 EUR
non-members	0	0,00 EUR	0,00 EUR

Country group 3

indirect members	0	0,00 EUR	0,00 EUR
non-members	0	0,00 EUR	0,00 EUR

Subsidies / sponsoring

	0,00 EUR
European subsidies	0,00 EUR
National Subsidies	0,00 EUR
Regional subsidies	0,00 EUR

Other income

	0,00 EUR
Sponsoring	0,00 EUR
Other?	0,00 EUR

Subsidies in kind (appear under income and expenses)

	0,00 EUR
Personell costs	0,00 EUR
Fees for choirs	0,00 EUR
Other costs?	0,00 EUR

You calculate what this would NORMALLY cost and put this figure here and also below in the blue section

SAMPLE BUDGET - EXPENSES

Expenses				0,00 EUR	Duration	0 nights
Accommodation (including breakfast)				0,00 EUR		
	Persons	Nights	costs	Total		
Participants	0	0	0,00 EUR	0,00 EUR		
Tour Leader	0	0	0,00 EUR	0,00 EUR		
local staff	0	0	0,00 EUR	0,00 EUR		
Guests	0	0	0,00 EUR	0,00 EUR		
Lunch and Dinner				0,00 EUR		
	Persons	Days	costs	Total		
Participants	0	0	0,00 EUR	0,00 EUR		
Tour Leader	0	0	0,00 EUR	0,00 EUR		
Local staff	0	0	0,00 EUR	0,00 EUR		
Guests	0	0	0,00 EUR	0,00 EUR		
Room rental				0,00 EUR		
	Room for meetings/discussions			0,00 EUR		
Local travel expenses				0,00 EUR		
Transportation from xxx to xxx						
Transportation to/from the airport						
Participants	0		0,00 EUR	0,00 EUR		
Use of public transportation in town						
Participants	0	0	0,00 EUR	0,00 EUR		
Tour Leader	0	0	0,00 EUR	0,00 EUR		
Local staff	0	0	0,00 EUR	0,00 EUR		
Guests	0	0	0,00 EUR	0,00 EUR		
Excursion to XXXX				0,00 EUR		
Excursion to XXXX				0,00 EUR		
Scores				0,00 EUR		
Communication fee to be paid to ECA				depends on country group		
Representation costs, flowers, presents, etc.				0,00 EUR		
Administration costs / other costs				0,00 EUR		
Subsidies in kind (appear under income and expenses)				0,00 EUR		
	Personell costs			0,00 EUR		
	Fees for choirs			0,00 EUR		
	Other costs?			0,00 EUR		

2. SAMPLE SCHEDULE

Study tour to GEORGIA 2024 (organised as part of Choral TIES project)

Schedule of Study Tour in Georgia September 2024		
Date	time	Activities
15.09 Sunday	08:00-10:00	Breakfast in Irmeni Hotel
	10:00-11:00	Meeting with organizer of the study tour
	11:00-11:30	Travel to "Mdzlevari" Choir
	11:30-12:30	Meeting with "Mdzlevari" choir conductor: Kakha Onashvili
	12:30-13:00	Departure to restaurant
	13:00-14:00	Lunch at "Restaurant Tabla"
	14:00-15:00	Departure to "TSU Students' Choir"
	15:00-16:00	Meeting with "TSU Students' Choir" conductor: Lasha Mirotadze
	16:00-19:00	The old Tbilisi Tour
	19:00	Supper (Ratchis Ubani)
16.09 Monday	08:00-09:00	Breakfast in Irmeni Hotel
	9:00	Departure to Mtskheta
	10:00-12:00	Mtskheta city tour
	12:00-13:00	Departure to Gori
	13:00-14:00	Dinner (Erisoni)
	14:00-15:00	Meeting with "Gori Girls' Choir" conductor: Nino Tsiklauri
	15:00	Meeting with "Gori women's Choir" conductor: Teona Tsiramua
	17:00	Departure to Mtskheta
	19:00	Supper (Armazi Valley)

17.09 tuesday	08:00-10:00	Beakfast
		Presentation about georgian choral music
	10:00-10:40	presenter: Shio Abrakhamia
	11:00-11:40	Meeting with the group of "Tbilisi Choral Music Festival"
	11:40-12:00	Coffee break
	12:00-14:00	Trip to Narikala Fortress
	14:00-15:00	Dinner (Irmeni)
	15:00-15:45	Free time
	15:45-16:00	Departure to Djansugh kakhidze Tbilisi center for music and culture
	16:00-17:00	Meeting with Georgian state choir conductor: Archil Ushveridze
	17:00-17:30	Meeting with the composer, conductor and manager of Djansugh Kakhidze Tbilisi center of music and culture
	17:30-19:00	Meeting with a girls choir of Ansamble "Rustavi" (conductor: Marina Mukhashavria)/meeting with ansamble "Erkvani" (conductor: Kakha Shakishvili)
	19:00-20:00	Departure to restaurant
	20:00	Supper (Mravaljhamieri)
18.09 Wednesday	08:00-09.15	Beakfast
	09:30-10:00	Departure to NGO "GeoFolklife"
	10:00-11:00	Meeting with NGO "GeoFolklife"
	11:00-11:30	Departure to Georgian national Museum
	12:00-13:00	Museum tour
	13:30-15:00	Dinner in restaurant "Pasanauri"
	15:00-18:00	Free time
	18:00-18:30	Departure to composers union
	18:30-19:00	Meeting with georgian choral association
		Meeting with "Tbilisi Women's Choir"
	19:00-20:00	Conductor: Omar Burduli
	20:00-21:00	Meeting with folklore Choir "Adilei"
	21:00	Supper in "Ethno Tsiskvili"
19.09 Thursday	08:00-10:00	Breakfast in Irmeni Hotel
		Meating with choir "Mravalo" conductor: Tamar Buadze
	10:00-11:15	
	11:15-12:00	Coffee break
	12:00-13:00	Departure to Rustavi
	13:00-13:30	Visiting a folklore school in Rustavi
	13:30-14:00	Departure to Rustavi musical academy
	14:00-15:30	Concert of "Tutarchela"
	15:30-17:00	Dinner with the Rustavi city hall
	17:00-20:00	Party with Tutarchela (Supper)
	20:00-21:00	Departure to Tbilisi (hotel Irmeni)

SAMPLE SCHEDULE - Study tour to ARMENIA 2024 (organised as part of Choral TIES project)

In the framework of

Co-funded by the
European Union

Event under the label of

EUROPEAN
CHORAL
ASSOCIATION

STUDY TOUR IN ARMENIA

OPENING CEREMONY

PROGRAM

- National Anthem of the Republic of Armenia
- Welcoming speeches

Karine Davtyan - Founding Director
International association of the Armenian Culture

Daniel Danielyan - Deputy Minister
Ministry of education, science, culture and sports of RA

Mikayel Hovhannisyan - Vice Rector for Development and Innovation
Yerevan State University

Sonja Greiner - Secretary General
European Choral Association

Roula Abou Baker - Vice President
International Federation for Choral Music
- “The Rose” Spendiaryan A., “My Ararat” Abrahamyan E.
Soloist Sargis Bazhbeuk-Melikyan
- Operetta “Karine” (Tigran Chukhadzhian) - Final part
Student choir of YSU culture centre after Charles Aznavour.
(artistic director Karen Sargsyan)

SEPTEMBER 21	
10.00-10.30	Registration <i>Yerevan State University, Aleq Manookian 1, 6nd floor, Culture center after Ch. Aznavour</i>
10.30-11.10	Opening ceremony
11.10-11.30	Coffee break
11.30-11.40	Presenting schedule and technical details Arevik Prazyan
11.40 - 12.00	Brief lecture and discussion "Armenian polyphonic music and choral culture" - Karen Sargsyan
12.00 - 12.30	Presentation Armenian Choral Union - president Davit Ghazaryan
12.30-13.00	Performance "Unknown" kids' choir - conductor Lilit Yedigaryan
13.30-14.30	Lunch (" Tashir pizza ") (50 Khanjyan, Yerevan)
15.00-18.00	Visiting Matenadaran (biggest repository of manuscripts and a research institute) and discovering "khazagrutyun" - Armenian old musical system Lecturer- Arusyak Tamrazyan (53 Mesrop Mahstots Ave, Yerevan)
19.00 - 21.00	Welcoming dinner Ararat tavern (15 Sayat-Nova Ave, Yerevan)

SEPTEMBER 22	
09.45-10.00	Morning registration - Yerevan State University, Aleq Manookian 1, 6nd floor, Culture center after Ch. Aznavour
10.00-10.20	Presentation - European Choral association Sonja Greiner and Joži Vovk
10.20-10.40	Presentation Armenian Choral Conductors' Association - president Kristine Sheroyan
10.40-11.00	Presentation Armenian Composers Union - president Aram Satyan
11.00-11.30	Coffee break with the choir of music school after Armen Tigranyan (conductor Ruben Karaseferyan)
11.30-12.00	walking to the church for the liturgy
12.00-13.00	Liturgy at St. Grigor Illuminator (5GC8+VV9, Yervand Kochar St)
13.30-14.30	Lunch (tavern ""Artashi mot"") (9/5 Ervand Qochar)
15.00-16.30	Visiting Komitas museum- institute lecture dedicated to Komitas's 155 anniversary by Mher Navoyan performance of "Geghard" vocal ensemble (artistic director Mher Navoyan) (28 Arshakunyats street, Yerevan)
16.30-17.30	Rehearsal "Paros" chamber choir - conductor Raffi Mikaelian (36 Demirchyan street, Yerevan)
19.00-20.00	performance - Artsakh state choir (artistic director Nina Grigoryan) (Yerevan State University, Aleq Manookian 1, 6nd floor, Culture center after Ch. Aznavour)

SEPTEMBER 23

10.45-11.00	Morning registration <i>Yerevan State University, Aleq Manookian 1, 6nd floor, Culture center after Ch. Aznavour</i>
11.00-11.30	workshop by Raffi Mikaelian
11.30-11.45	Performance "Aria" choir -conductor Anahit Koshkaryan
11.45-12.15	Coffee break with "Autumn voices" seniors' choir conductor Astghik Khachatryan
12.15-14.00	Visiting <u>Tsitsernakaberd memorial complex</u> Performance of YSU Student choir- artistic director Karen Sargsyan Solo singer -Liliana (8/8 Tsitsernakaberd highway, Yerevan)
14.00-15.00	Performance at Armenian Choral Union Choirs of Art schools (15, Sayat-Nova ave, Yerevan)
15.15-15.45	Rehearsal Armenian National State Academic Choir- artistic director Hovhannes Cheqidzhyan (3 Teryan street, Yerevan)
16.00-16.30	Lunch-treatment by Yerevan State University (Yerevan State University, Aleq Manookian 1, 6nd floor, Culture center after Ch. Aznavour)
16.30-17.30	Round Table - 1. "Challenges we meet in our countries regarding choral singing" 2. Partnership and proposals moderator Bargev Taslaqyan
18.00-19.00	Concert Choral works by Armenian composers (25 Derenik Demirtchyan street, Yerevan)
19.30-20.30	Rehearsal Yerevan state chamber choir - artistic director Qristina Voskanyan (National censer of Chamber music 1 Avetiq Isahakyan Street, Yerevan)

SEPTEMBER 24	
10.00-10.15	Morning registration <i>Yerevan State University, Aleq Manookian 1, 6nd floor, YSU Culture center after Ch. Aznavour</i>
10.00-10.30	Interviews video shooting for movie about study tour
10.30-11.00	Coffee break with "Divizi" choir of Armenia artistic director Marina Alaverdyan
11.00-12.00	Performance National chamber choir of Armenia - artistic director Robert Mlqeyan <i>National center of Chamber music (1 Avetiq Isahakyan Street, Yerevan)</i>
12.00-14.30	Trip to <u>Mother See of Holy Etchmiadzin</u> (first Christian church) <i>(Vagharshapat)</i>
14.30-15.30	Lunch <u>"Mactchanents house" restaurant</u> <i>(36 Shahumyan Street, Vagharshapat)</i>
15.30-16.30	Back to Yerevan
16.30-18.00	Visiting Armenian Cognac factory (tour and degustation) <i>(2 Isakov, Yerevan)</i>
19.00-20.00	Concert "Hover" state chamber choir- artistic director Sona Hovhannisyan <i>National center of Chamber music (1 Avetiq Isahakyan Street, Yerevan)</i>

SEPTEMBER 25

10.00-10.15	Morning registration - Yerevan State University, Aleq Manookian 1, 6nd floor, YSU Culture center after Ch. Aznavour
10.30-14.00	Trip <u>Monastery of Geghard</u> and Garni Hellenistic temple performance - "Luys" vocal quintet- conductor Sofya Konjoryan
14.00-16.00	Lunch "Nor Noyan Aygi" restaurant (Right near the Garni temple) - Step Back activity
16.00-17.30	back to Yerevan
18.00-20.00	Taras Fest for Closing ceremony <u>Megerian Carpet</u> (9 Madoyan street, Yerevan)



Study Tour to Georgia in 2024, event under the label of the European Choral Association and in Choral TIES