

Event Department

Event Department Team: event@vatsim-scandinavia.org

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Events and Rostering Policy

This policy document provides a comprehensive overview of the events and rostering guidelines for VATSIM-Scandinavia, ensuring transparency and setting clear expectations for the participating and planning parties.

Event Marketing

Events in which VATSIM-Scandinavia is participating and/or hosting are published via the following channels:

- VATSIM-Scandinavia Community calendar <https://events.vatsim-scandinavia.org/>
- VATSIM Event Calendar, viewable via <https://my.vatsim.net/events> or <https://vatsim.net/events/>
- (VATEUD Core Event Calendar <https://core.vateud.net/division/events> - addable [here](#))

The event department strives towards (but may not always be able to):

- Publishing event dates no later than 6 weeks before the event.
- Posting staffing announcements (forum thread) no later than 3 weeks before the event.
- Publishing rosters for rostered events no later than the night before the event.

ATC Requests from VAs/VACCs are not published in the public event calendars and commonly only necessitates a staffing announcement. This announcement must be published by the event department. This is to prevent a free for all for people posting ATC requests without going through the proper channels.

Event Types

For each event, an event type is decided by Event department, this is not limiting and is only to be used as a reference.

Event Type	Open Signup	Rostered
Position assignment?	First come (book), first serve.	Express preference when signing up.
Rostering?	No	Yes
Events and Rostering Policy applies?	No	Yes
ATC Booking responsibility?	Each controller books individually	Event Department bulk books positions
Event examples	ATC Requests/small events.	Medium/large events

Event Signup

Forum Posts

Each event will have a staffing thread per affected FIR posted in the the VATSIM-Scandinavia forums, or via the forum functionality on the VATSIM-Scandinavia Discord server, depending on the individual practice of each FIR.

- When signing up, controllers shall clearly state their availability, using a signup template when given, including rating, endorsements where applicable.
- Controllers are responsible for updating their availability promptly in case of changes and inform the event department about it. See *Cancellations and No-Shows* below
- Controllers are responsible in ensuring they hold the necessary rating and endorsements for their chosen/requested positions.

Solo Endorsement

Controllers wishing to man a position using a solo endorsement must have received permission from the Training Department before they may be rostered or book a position, nevertheless holders of a permanent rating may be prioritized when rostering.

Event Rostering

For rostered events, the rostering is normally managed by the Event Department, this may however be delegated to any other member within VATSIM-Scandinavia at the discretion of the Event Department.

When rostering slots, factors such as previous event experience, recent and total hours on the position, controller feedback, mentoring status, recent disciplinary actions, and previous cancellations and no-shows are considered.

This is to secure the best possible experience for pilots and participating controllers.

The goal is to typically publish the roster no later than the night before the event, however, short notice changes are sometimes unavoidable.

Cancellations and No-Shows

Cancellations and no-shows to all events are noted. Controllers shall not to express interest unless commitment to the event can be ensured. In unavoidable circumstances, controllers should notify the Event Department as soon as possible in **both** ways listed below:

- Communicate the cancellation to the person responsible for rostering (by posting in the staffing thread or via Discord PM to Event Department)
- Edit original availability post with strikethrough text to remedy confusion.

Controllers who need to make changes during the event, such as leaving early or being unable to attend, shall inform the responsible person in the Event Department. Leaving a rostered event early might be allowable if the basic/booked staffing can be ensured for the entirety of the published event.

Violations and Consequences:

Event policy violations are tracked, and repeated violations may result in disciplinary action. Consequences may include the suspension of event rostering privileges, limiting controllers to open positions, and prohibiting advance sign-ups for events (rostered and non-rostered).

Position Booking

Depending on the type of event, the individual controller or the Event Department is responsible for booking ATC positions that will be manned via <https://cc.vatsim-scandinavia.org/Booking>

Internal Coordination

All events, ATC requests and CPTs that are not publicly announced shall be added to the internal *Staff planning Calendar* or *Trello* as soon as the event date is set, to prevent collisions between events and CPTs.

This responsibility is shared between the Training Department and Event Department.

CPT Event Publishing Policy

This policy will document the guidelines that should be followed when publishing CPT events. This is to ensure that we all follow the same standard.

Banner

When making the banner you are recommended to use the banner generator, this will automatically create the template with all required details in the place they should be. If for any reason the banner generator is not working, you may download the template by [clicking here](#).

Text

You should follow the template as accurately as possible. Top line should say the name of the position, then below should be the airport's ICAO code, followed by the type of checkout (S2, S3, C1) then Exam. If the exam is a Tier 1 validation, you may write that instead. Date, time and the student's name should be put next to their respective symbols below.

Background

Specific backgrounds for all checkout positions has been created, and these are the only approved backgrounds for a checkout. If the background for your position does not exist, consult the event manager for more information.

Other Notes

You can more specific requirements on how event banners follow the [graphical profile](#). It's important that this policy is followed.

Example Banner:



Keflavik Approach

BIKF S3 Exam

VATSIM
SCANDINAVIA



17 Aug 2025



17:00 - 19:00 UTC



John Doe



Title

The title of all CPTs should be made in the following format without exceptions: [S2/S3/C1] Exam | [POSITION] for example. "S3 Exam | ESGG_E_APP". For a Tier 1 Validation it should be titled like this "Tier 1 Validation | [POSITION]"

Description

When posting a CPT on both my.vatsim as well as our own events website the following requirements must be followed, and you may find recommended descriptions below.

Requirements

- Date, Month format must be used.
- Time should be written in 4 digit zulu time.
- The word CPT should NOT be used, instead use the word exam.
- The position the exam takes place on should be included.
- Link to Charts and briefings must be included, alternatively you may include other links for pilots convenience.
- Some relevant emojis are recommended to be included, though not mandatory.

Short Description (max 280 characters) (example)

On the [DATE, MONTH] join us as [STUDENT] proves his worthiness of an [S2/S3/C1] rating on [POSITION]! He will need your help to show the examiners that he is ready for the next level! Expect professional service and a lot of traffic!

Event Description (example)

☐ VATSIM EXAM | [STUDENT] | [POSITION] | [DATE, MONTH] ☐ Come and help [STUDENT] earn his [S2/S3/C1] rating!

On the [DATE, MONTH] join us as [STUDENT] proves his worthiness of an [S2/S3/C1] rating on [POSITION]! He will need your help to show the examiners that he is ready for the next level! Expect professional service and a lot of traffic!

It doesn't matter if you fly IFR or VFR, all traffic is welcome, and highly appreciated.

Charts and briefings: [ENTER LINK HERE, FIND BELOW FOR YOUR FIR]

Discord Staffing Post

When you create the staffing post in Discord, there are some requirements in what information must be included, you will also find an example post below.

Requirements

- CPT Poster should be included in the post
- Date, month - start time - end time (4 digits zulu)
- All positions that should be staffed up or blocked should be included.
 - If a position is blocked it should be written like this: ENBR_W_APP:
BLOCKED
 - If a position is standby, you must make it clear in the post that they should be either logged in as observer, or be ready on examiners request.
- Line at the bottom should be included to promote controllers to book in CC after they state the position they would like to control.

Post (example)

We are ready for a new [S2/S3/C1/T1] exam/validation on [POSITION]. Help out [STUDENT] by staffing the below positions.

[POSITION1]:

[POSITION2]: **BLOCKED**

[POSITION3] (Standby, logged in as observer):

If you are able, write below, and book positions in CC.

Links to Airport Briefings

In order to ensure pilots understand our airports, and airspace, especially important during a CPT, follow these links for each FIR to add with the event description to allow pilots to read up on local procedures.

Denmark

<https://wiki.vatsim-scandinavia.org/books/danish-airports-charts>

Finland

<https://wiki.vatsim-scandinavia.org/books/finnish-airports-charts>

Iceland

<https://wiki.vatsim-scandinavia.org/books/icelandic-airports-charts>

Norway

<https://wiki.vatsim-scandinavia.org/books/norwegian-airports-charts>

Sweden

<https://wiki.vatsim-scandinavia.org/books/swedish-airports-charts>

Event Partner Guidance

This policy is yet to take effect.

Purpose

The purpose of this document is to define the requirements and expectations of partners of Vatsim Scandinavia for event collaboration.

The goal is to ensure the following:

- High quality of events
- Alignment with VATSIM core values

Definition of a partner

A partner for events can be any Vatsim Subdivision, division, region or a VATSIM-Partnered [virtual airline](#). Additionally, a partner may be a third-party developer creating scenery or other flight simulation products.

Eligibility criteria

To be considered a partner, certain basic requirements shall be met by the organisation.

Requirements

- Operates in accordance with the VATSIM code of conduct, code of regulations and other relevant VATSIM policies.

- Must be in a positive standing within VATSIM and flight simulation communities.
- May not have a history of discrimination or harassment.
- May not be involved with illegal content such as piracy or other explicit material.
- Must be an established entity (with reference to acceptable partners)

Acceptable partners

- VATSIM sub-divisions, divisions or regions.
- VATSIM marketing and events team(s).
- VATSIM partnered with virtual airlines.
- Flight simulation developers
- Real-world organisations

Any acceptance lies at the discretion of VATSIM Scandinavia event staff.

Partnership expectations

Any partner approved for collaboration is expected to do the following:

- Actively promote events through their own dedicated platforms.
- Maintain clear and timely communication with event staff.
- Ensure members involved abide by VATSIM policies.
- Use VATSIM Scandinavia branding according to the [Graphical Profile](#).

Partnership benefits

At the discretion of Vatsim Scandinavia event staff, partners may receive:

- Logo placement on event materials
- Mention in promotional posts
- Priority booking for events

Restrictions

VATSIM Scandinavia will not partner with organisations that:

- Violate VATSIM policies
- Engages in discriminatory conduct.
- Promotes illegal content, such as piracy.

Approval for partnership

Approvals for a partnership are done on a case-by-case basis for specific events only. Organisations that wish to partner for an event are encouraged to contact event staff by email at: event@vatsim-scandinavia.org.

Final authority

All decisions regarding partnerships are made by the VATSIM Scandinavia event staff. Exceptions from this policy may be done at a case-by-case basis with approval from the Event team lead.