GUIDE FOR ORGANIZING IAAC MEETINGS

CLASSIFICATION

This document is classified as an IAAC Procedures Document.

AUTHORIZATION

Issue Nº:	02
Prepared by:	IAAC Secretary
Date:	March 2009
Revision Nº:	01
Approved by:	Executive Committee
Issue Date:	July 30, 2021
Application Date:	Immediate
Document number:	IAAC PR 003/21

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AVAILABILITY

Copies of this document in English and Spanish, are available at the IAAC Secretariat and on the IAAC website.

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Original: Spanish

GUIDE FOR ORGANIZING IAAC MEETINGS

1. Purpose

This guide serves as a tool to identify the main tasks and define the responsibilities of the involved parties regarding the organization of IAAC meetings, including the General Assembly and the Executive Committee meetings.

2. Offer to become the host for the General Assembly and the Executive Committee

The IAAC General Assembly meets once a year. The IAAC Executive Committee meets two times a year. The body interested in becoming the host shall send a written notification to the IAAC Secretary with as much advanced notice as possible, preferably two years prior to the General Assembly meeting date.

The Secretary shall submit the host´s proposal to the Executive Committee for consideration and acceptance.

In some cases IAAC meetings may include other activities such as courses, or activities jointly with other organizations. The Secretary will inform the host body if additional arrangements may be required.

3. Host Body´s Responsibilities

3.1. Assume the financial responsibility of the event.
3.2. Organize and coordinate the meeting logistics of the General Assembly, Executive Committee and related activities (seminars, training courses, etc.).
3.3. Events such as: inauguration, welcome dinner, farewell dinner, cultural events, are considered **OPTIONAL** and may be undertaken by decision and initiative of the host including organization and costs.
3.4. Coordinate with the event venue (hotel, convention center) the logistical requirements submitted by the Secretariat.
3.5. Negotiate and block a number of rooms in two hotels (one with a budget rate and one with a regular rate), and send the IAAC Secretariat the hotel information so it may be included in the invitation.
3.6. As provided in 5.1 below, charge, with the Secretary´s support, the General Assembly fee to the additional delegates and provide them with a payment receipt.
3.7. Define the seminar topics and invite the speakers. Promote and invite local attendees to the Seminar. Register all seminar attendees. Define and charge the Seminar fee, if required.
3.8. Inform the Secretariat in advance on any support the host may need (for example: invite speakers to the seminar).

3.9. Hire and cover the cost of simultaneous interpreters for the meetings, seminar and course. IAAC offers partial financial support for simultaneous interpretation, see clause 9 below.

3.10. Cover the cost of the meetings room rental, coffee breaks with snacks, simultaneous interpretation, equipment, etc.

3.11. Provide 2 persons to support the Secretary during the General Assembly (for administrative and clerical support such as to photocopy, etc.). These persons shall be in addition to the persons performing services for the host body during the event.

3.12. Provide tourism information of the host country to the attendees.

3.13. Provide assistance to obtain Visas upon traveler´s request, **IF NECESSARY**.

3.14. Provide **OPTIONAL** promotional material to the delegates, for example: T-Shirts, laptop bags, pens, souvenirs, etc.

3.15. Develop an **OPTIONAL** website with the event information.

4. IAAC Secretary´s Responsibilities:

4.1. Prepare and send to the members the registration forms and invitation letter to attend the General Assembly, Executive Committee and training course.

4.2. Send working documents in advance for the meetings to the delegates via e-mail, or upload them to the IAAC website.

4.3. Provide working documents for the General Assembly and Executive Committee to the host body so it may print them in English and Spanish and provide them to the interpreters.

4.4. Organize and distribute via email the working documents in English and Spanish for the General Assembly and Executive Committee.

4.5. Prepare the new documents generated during the week of meetings with the help of the host body staff to distribute for the General Assembly meeting.
Provide the host body with the following:

4.6. *Logistics Table* for each meeting with the list of requirements for the General Assembly, Committee, and Subcommittee meetings (time schedules, rooms, simultaneous interpretation, equipment, office material, coffee breaks, meals, etc.). See Annex 1.

4.7. Programs for the General Assembly, Executive Committee and training course.

4.8. Tentative attendance lists for the General Assembly and each meeting

4.9. Current list of IAAC membership fee payments.

5. IAAC Meeting fees

5.1. **General Assembly Fee**

Official Delegate

One Official Delegate per member body shall pay a fee of $350 USD to attend the General Assembly meetings, as long as the body is up-to-date on its membership fee.

- This fee may be paid in advance by wire transfer to the IAAC bank account.
- The Delegate may pay in US Dollars in cash to the IAAC Secretary who will provide a receipt.
- The General Assembly fee may be included in the annual membership fee.

Additional Delegate
Additional delegates shall each pay US$250 to attend the General Assembly meetings, or the amount determined by the Executive Committee. A person of an organization that is not an IAAC member is considered to be an additional delegate.

The host body shall establish a fee per day for Additional delegates who are only attending one or two days of meetings.

The payment may be sent in advance by wire transfer to the host body, or it may be paid in US dollars in cash during the event.

The host body is responsible for collecting the Additional Delegates' fees and providing them with a receipt. The host body shall use these fees to pay for part of the event organization costs.

5.2. Seminar Fee
During General Assembly meetings a Seminar is held. The Seminar is for the benefit of the people of the host country and for IAAC members. The host body shall establish the Seminar fee and is responsible for collecting it. The host body may use these funds to cover the organization costs of the event.

5.3. Sponsors
The host body is responsible for requesting sponsorships to cover the event costs, if needed.

6. Delegate Registrations
The delegates shall register on the first day as indicated by the program and those who need to pay their fee may do so upon their arrival. At that time they shall receive a payment receipt and the promotional and tourism materials provided by the host body, if any.

7. Meals during meeting days
The host body is responsible for recommending and/or coordinating with a restaurant so the meals may be served in an hour or preferably arrange for a buffet. Each delegate is responsible for paying his/her own meals.

8. Coffee Breaks and Snacks
The host body is responsible for coordinating and paying for the coffee breaks and snacks during meetings.

9. Simultaneous Interpretation
The General Assembly and Executive Committee meetings require simultaneous interpretation in English/Spanish.

The Committee and Subcommittee meetings require simultaneous interpretation in English/Spanish, unless the delegates decide they will not need this service.

The host body is responsible for covering the cost of simultaneous interpretation, However, IAAC shall cover up to US$3,000 for the Executive Committee meeting held at the beginning of the year and up to US$5,000 for the annual General Assembly meetings. The host body shall request approval from the IAAC Treasurer to use these funds.

10. Accommodations for Delegates
The host body is responsible for negotiating and blocking rooms in two hotels (one with a budget rate and one with a regular rate), and submit the hotel information to the IAAC Secretariat so it may be included in the event invitation. Both hotels shall be close to the meeting venue, no more than a 10 minute taxi ride. Send the Secretary a map with the locations.

The host body is responsible for receiving the information on each delegate, making the hotel reservation, and sending the confirmation number to each delegate.

If necessary, the host body is responsible for hiring and coordinating the transportation of the delegates to the meetings venue in case that they are not held at the venue hotel.

11. Decision Making
The host body shall ensure that the Secretariat support staff, the hotel staff, and the event staff are aware that it is an IAAC event and that any decisions required shall be referred to the IAAC Secretary.

12. Meeting Rooms
The host body is responsible for reserving the meeting rooms according to the needs described in the *Logistics Table* which will be provided by the Secretary in advance. One meeting room is required for each meeting, unless otherwise noted.

13. Room for the Secretariat
The room for the Secretariat shall be close to the other meeting rooms. The assistants to the Secretariat shall be in this room, along with the computers with internet access, a photocopying machine, office material, etc. This room should have a lock.

14. Working Documents for Meetings

The IAAC Secretary shall submit most of the working documents for the meetings in advance to the delegates via e-mail.

The IAAC Secretary shall request assistance from the host body to photocopy the documents generated during the meeting so they may be delivered to the delegates, especially the documents for the General Assembly meeting.

15. Equipment Required for Meeting Rooms

- Photocopying machine capable of making sets
- Microphones with speaker system for meetings
- Projection screen
- Laptop Projector
- Wireless Internet is required for the MLA Group meeting (Optional for all other meetings). During this meeting, the Secretary will use the internet to make international calls via Skype at no cost to the host body.
- Power bars
- Extension cords

16. Other needs required for General Assembly meeting

- Podium - optional (only for the General Assembly and the Seminar.)
- Sign or banner with the printed information of the General Assembly with the IAAC and the host body logos (see document PR 023 for the correct use of the IAAC logo). Large size visible for photos during the inauguration.
- Laptop (The IAAC Secretary will use it).
- Name tags with the person´s name, body and country, with a thread, no pins
- Name plates for each registered delegate and additional delegate. They will be placed at the meetings indicating the name, body, and country of each delegate. The Secretary shall provide this information to the host body.

17. Equipment required for the Secretariat office

- Computers with internet connection, printer, and telephone
- High capacity photocopying machine that makes sets
- Photocopying paper
- Printer(s)
- Office Material for Secretariat: pens, staplers, staple pullers, scissors, clips, staples,
- Pigeon holes or mail slots, one for each IAAC member and also for guests.

18. Promotional Material OPTIONAL (Examples)

- T-shirts of Polo shirts with the event logo
- Laptop cases or bags
- Sets of stationary, notebooks, Pens, Highlighters, Host body brochures.

ANNEX 1
LOGISTICS TABLE

DAY	TIME	VENUE AND PLACE	PERSONS	ARRANGEMENTS	AUDIO/VIDEO EQUIPMENT	TRANSLATION
DAY						
Day and Date	08:00 20:00	Secretariat Office Location: Close to the meetings	2	2 assistants for the Secretariat from 08:00 to 20:00hrs.	Photocopying machine (able to copy sets of 20 pages), office supplies, computers w/internet, fax, printer	NO
Day and Date	11:00 11:15	Coffee break Room name	Num persons	Coffee break	NO	NO
Day and Date	08:00 13:00	Nombre de Reunión 1ª parte Room name and location	Num persons	Tables arranged in U shape 1 Téchnician available to prepare projector, mikes and speakers Notepad, & Waterbottle in each place	1 projection screen, 1 projector 1 laptop, 2 power bars 2 extension cords 3 microphones w/speakers (If needed according to room size	YES
Day and Date	13:00 14:00	LUNCH Nombre restaurante Location	Num persons	Each attendee shall pay for his/her own food. Preferably buffet service	NO	NO
Day and Date	16:30 16:45	Coffee break Room name	Num persons	Coffee break	NO	NO
Day and Date	14:00 19:00	Nombre de Reunión 2ª parte Room name and location	Num persons	Tables arranged in U shape 1 Téchnician available to prepare projector, mikes and speakers Notepad, & Waterbottle in each place	1 projection screen, 1 projector, 1 laptop 2 power bars, 2 extension cords 3 microphones w/speakers (If needed according to room size según tam sala)	YES