IFOMPT CONFERENCE HOSTING
TERMS OF REFERENCE FOR HOSTS OF IFOMPT WORLD CONFERENCES

General Meeting, 3 October 2012

1. General:
   1.1  It is an IFOMPT conference and this should be evident in all communication and advertising.

   1.2  The organising committee should have a contact person who reports to the IFOMPT Vice President.

   1.3  Profits from the IFOMPT conference, pre-conference, and post-conference courses will be split 50/50 between the host MO and IFOMPT.

   1.4  The Host organisation must clearly understand that it carries the liability for underwriting the cost of the conference.

   1.5  The conference should be opened by the President of IFOMPT and the WCPT representative, in conjunction with a representative from the hosting organization and if appropriate a local dignitary.

   1.6  The conference should be closed by the newly elected President of IFOMPT.

   1.7  Recommend that to ensure financial viability of IFOMPT congresses, that the host country has appropriate forward communication with the MOs in their region as to the timing of the congress. This risk management is to be outlined in their bid.

   1.8  It would be appreciated, if the budget allows, for the host MO to consider inviting the immediate past president to the next conference, covering conference registration fees. Accommodation and travel are their own responsibility.

   1.9  The conference length should be from 3 ½ to 5 days to allow for the meetings as outlined in item 5.

2. Budget
   The Conference budget should include payment of:

   2.1  Travelling expenses, economy class, for the IFOMPT Executive committee.

   2.2  Hotel accommodation, at or near the congress venue, for the executive for the duration of the congress.

   2.3  Executive - fee registration for the conference and social events such as conference banquet, etc.

   2.4  Facilities for the IFOMPT General Meeting, Presidents Open Forum and the
informal Member Organisation meeting.

2.5 Fee registration and Congress banquet for one representative from WCPT.

2.6 Office Manager expenses including access to conference, accommodation and congress dinner.

2.7 The provisional budget including appropriate levels of sponsorship should be included in the bidding document.

2.8 Conference fee of Standards Committee Chair to be paid in full. Other Standards Committee members are to receive a reduced fee.

2.9 Reduced registration and banquet fee for the recipient of the Geoff Maitland award, if same is awarded in that year.

2.10 Final accounts shall be provided within 6 months, with funds transferred as soon as possible to a maximum of 6 months of the closing of the conference.

Note: The Executive Committee expenses are before the profit split. Other Secretariat expenses (e.g. airfare) are paid by the IFOMPT account.

3. Pre- and post-congress courses:

3.1 The host MO must run pre and post conference courses.

3.2 The organising committee sets the fee for pre and post conference courses.

3.3 The host MO should set the appropriate fee for the course presenters.

3.4 When negotiating the course presenter’s fees and benefits, the MO should take into consideration that the host MO is providing both a captive market and administration support for the courses.

4. Conference programme:

4.1 The host MO must provide a position in the plenary session for the winner of the David Lamb Memorial and the Geoff Maitland award, if these have been awarded.

5. Meetings at the conference:

Within the time schedule for the conference there has to be time and provision of facilities for the following meetings:

- Allocate three hours for the General Meeting, on a day which fits in with the program mid conference

- Member Organisation meeting, which may be scheduled for early evening or the day before the conference. This will need three hours allocation.

- President’s Forum, which may be scheduled for early evening, the second day of the
conference and before the General Meeting. This will need 1.5-2 hours allocation.

- Allocate time in the main conference program for the successful bidding country of the next IFOMPT conference to present and promote their conference plan.

- Meeting of the outgoing and the incoming executive committees on the last day immediately following the conference.

5.2 Teachers Meeting:
- The host committee is to liaise with the Secretariat to organise a suitable venue for the teachers meeting held pre/post or during the conference. This may include liaison with regard to catering, AV facilities, photocopying, etc.

- The timing of the teachers meeting will be decided between the Executive and the organising committee.

- IFOMPT will make a minimum contribution of $500.00 to this meeting, with the host to provide the venue with no other responsibilities. This is to be a non-profit making meeting, organised by IFOMPT Executive. The remainder of the cost will be covered by the delegates attending, to meet catering and audio-visual requirements.

5.3 Executive Meeting Pre Conference:

The host committee is to liaise with the Secretariat in finding a suitable venue and accommodation for the pre-conference Executive meeting held over 2 or 3 days, taking into account budgetary limitations e.g. 3 star or similar accommodation.

6. Reporting duties and timetabling:

The host country will be responsible for sending the following information to the IFOMPT Vice President (cc to Secretariat) who will disseminate information to the executive committee.

6.1 Within the 1st year after the last GM

- List of members on the organising committee with their respective job description
- List of pre and post-congress courses
- List of keynote speakers + topics (Note must reflect international community)
- List of proposed exhibitors and sponsors
- Outline of marketing strategy
- Preliminary budget with proposition of congress fees for participants
- Copy of minutes of all meetings

6.2 Within the second year

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• An update on speakers and courses
• Revised budget
• Copy of minutes of all meetings
• Update on sponsors and exhibitors
• Progressive report on marketing strategy

6.3 Within the 3rd year (18 months before conference)

• Final budget for approval (note: The IFOMPT executive has to approve the final budget including proposed conference fees, before it is announced.
• Final list of speakers and courses
• Copy of all minutes of meetings
• Update on sponsors and exhibitors
• Update on marketing strategy