



9.a **GUIDELINES** how to host an ACI conference : Introduction guide

TAKING THE DECISION TO HOST THE CONFERENCE

- **WHY ?**
Organising the ACI Conference is an exciting and enriching experience for a member country. Hosting many friends from all over the world, and showing them your country's hospitality and highlights can be immensely rewarding. It shapes your club and clublife, and gives the opportunity to renew and forge lifelong (international) friendships.
- **WHO ORGANISES ?**
 - All full member countries of ACI may apply to host the Conference.
 - It is a local Club who will organise and host the conference after approval and in name of their National Association. For example : AC Hyères organised the 2013 ACI Conference, in name of AC France and with the help of the National Board of AC France.
 - The ultimate responsibility of the Conference lies with the National Board of the hosting Country
- **WHO CAN ATTEND?**
 - All past and present Agora Club members (and partners) may attend the Conference.
 - It is customary to also invite other local, national and international clubs such as Ladies'Circle, Tangent, Round Table, 41Club, etc
 - The Mayor of the local club's home town and/or other guests can be invited.
 - Representative of the International Service Project
- **WHEN ?**
 - An ACI Conference is held every year during the 1st or 2nd weekend of October.
 - Any Full Member country wishing to host a Conference can apply 2 years in advance, by sending the application form to the ACI Secretary by the 30th June, for inclusion on the AGM Agenda of that year. A vote is then taken at the AGM.

THE CONFERENCE COMMITTEE

- **THE MAIN COMMITTEE**
 - Conference Convenor - Secretary
 - Treasurer
- **SEVERAL SUBCOMMITTEES**
 - transport,
 - registration,
 - accommodation,
 - Contact meeting, AGM, Gala - Etc
- **COMMUNICATION WITH ACI**
 - Regular communication between the organising committee and the ACI Board should be established.
 - The Committee is expected to follow the regulations and formalities suggested by the ACI board. The ACI Board members are there to answer any questions that may arise.
- **COMMUNICATION WITH THE NATIONAL BOARD**
 - Information should be sent to the person appointed by the National Board. The National Board must be kept informed and offer assistance where necessary.

FINANCES

- BUDGET
 - Note to the conference committee : The ACI Board recommends that the conference package should not exceed 230€, with a 10% tolerance (excluding transfers and hotels). Bear in mind that a good price will result in more registrations. This recommendation will be reviewed every 5 years. (Decided at ACI Board Meeting 4 in the year 2014)
 - The ACI Board must be informed well in advance of all costs, especially for the AGM venue, so the ACI Treasurer can budget accordingly.
 - The Conference should be financially self-supporting and should not have as purpose to make a profit . It should be budgeted as democratic as possible , so all members can attend.
 - In case a profit is made , then part of this surplus should go back to the members in the form of the following Funds : 60% stays with the hosting club , 20% goes to the ACI travel fund, 20% goes to the extension support fund.
 - The Conference Committee decides, together with their National Board, what to do with their portion of the profit.
 - A detailed Conference Financial Report should be presented to the ACI Board before 31st December of the same year with all relevant invoices and supporting paperwork.
 - the AGM venue itself and all required equipment needed for the meeting shall not exceed the sum of 1500€. This includes meeting only and not any costs to refreshments during or after meeting. Only in exceptional cases will this figure be reviewed.
- INSURANCE
 - The participants to the Conference have to insure themselves. This has to be stated on the registration form.
 - Insurance must be taken by the Committee to cover damage to hired venues, sales goods, cancellation etc
 - The Committee should be insured against any claim that may be made against them = Public Liability Insurance

PROGRAMME AND REGISTRATION FORMS

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 - Draft of the programme and registration form should be sent to the ACI Board. Then the ACI Board can discuss the proposals and give advice before the final programme is printed.
 - An on line registration will be possible on the ACI Website
- INVITATIONS
 - Shall be sent out by the Committee. A list of who to send these invitation to, is available in guideline 9.b

CONFERENCE PROGRAMME and ACI BOARDMEETINGS

- **MONDAY, TUESDAY, WEDNESDAY, THURSDAY**
 - ACI Board meeting 4
 - Home hosting for this Board meeting would be greatly appreciated (4 nights)
- **FRIDAY**
 - Councillors' Meeting: half day only.
 - Opening and Welcome Party .
- **SATURDAY**
 - AGM
 - Lunch
 - Tours : full-day and half-day ; (optional half-day tour for councillors)
 - Shopping – free time
 - President's drink and Banner exchange, to be held just before the Gala dinner
 - Gala dinner
- **SUNDAY**
 - Farewell brunch (optional)
- **SUNDAYAFTERNOON, MONDAY, TUESDAY MORNING**
 - ACI Handover Board meeting and Board meeting 1 of the new ACI Board (Home hosting would be greatly appreciated : 2 nights)