



9.b GUIDELINES ACI conference: full checklist

An ACI Conference is held every year during the 1st or 2nd weekend of October. All past and present Agora Club and AC Tangent members and guests may attend the Conference.

HOST COUNTRY

All Full Member Countries of ACI may apply to host the Conference. The ACI Rules must be followed.

HOW TO APPLY

In accordance with ACI rules, the country wishing to host the ACI Conference is chosen at the AGM, two years in advance. Any National Association wishing to host a Conference must apply by returning the application form to the ACI Secretary by 30th June, for inclusion on the AGM Agenda of that year. A vote is then taken at the AGM.

In the event of no application having been received by 30th June, the matter will be re circulated. The ACI Board must receive an Application in time for consideration at their final ACI Board meeting; held the day before the Councillors Meeting.

All prices are to be given in EURO.

The applicants will be asked to give a presentation of maximum **5 minutes** at the AGM. At least one representative of the applying country should be present.

ROLE OF THE NATIONAL BOARD

The application for the Conference from the Agora Club or AC Tangent Club must be approved by the National Board and at the AGM of that country.

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The organising Agora Club or AC Tangent Club, in the area of the venue for the Conference is responsible for the arrangements and MUST keep their National Board and the ACI Board informed of these.

The ultimate responsibility of the Conference lies with the National Board of the hosting Country, which has to give a full and detailed financial report to the ACI Board.

TIMETABLE FOR CONFERENCE

2 years in advance: Host country is elected

1 year in advance: The exact dates and venue should be announced at the AGM. The estimated cost of the AGM Venue should be given to the ACI Board.

At this AGM a representative of the Conference Committee should make a presentation about the Conference. A Power Point is preferable to include information about the country, the Conference town, and where the Conference will be held. (This shall be at the expense of the Conference Committee.)

MAIN CONFERENCE COMMITTEE

There is no specific number of members for the Committee, but approx. 10 members, is usual.

A Chairperson should be chosen and also a Secretary, to take minutes of the Conference Committee meetings, a Treasurer, and Club members to be responsible for Transport, Registration Office, Publicity and Sponsorship, Accommodation, Banqueting, AGM and AGM lunch, Stewarding and Sales items. One member (Aide de Camp or ADC) should also be responsible for the contacts with the ACI Board and with their own National Board. All correspondence with the ACI board must be in English.

Some of these committee members will, at a later date, appoint sub-committees to help them in their work. The Sub-Committees should keep the Conference Convenor FULLY INFORMED OF ALL THEIR ACTIVITIES AT ALL TIMES.

The National Board and the ACI Board shall be informed about the progress of the work. The Conference Secretary must send minutes, or a summary in

English, of all meetings to their National Board and of all Full Committee Meetings to the ACI Board.

FOR ACI: Regular communication between the organising committee and the ACI Board should be established. The ACI Board members are there to answer any questions that may arise.

FOR 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.

THE WORK OF THE COMMITTEE

The Committee is expected to follow the regulations and formalities suggested by the ACI and National Boards. The Committee will make all practical decisions, such as accommodation, meeting places, lunch and dinner venues, sightseeing trips and a programme for partners.

The choice of the delegates' hotel and the venues for councillors' meeting, AGM and AGM lunch, need approval by the ACI board.

DUTIES

- To make the general plan for the Conference
- To book hotels, restaurants and meetings places in good time
- To check that the venues are suitable
- To decide the minimum and maximum number of participants (the minimum must be borne in mind when estimating the budget and the maximum when choosing the functions venues)
- To draw up the basic budget (the final budget is decided one year in advance, if prices are available at that time).
- To prepare a time schedule for Conference preparation. This is important to be sure that everything will be finished in good time.
- To decide working methods, how frequently the Committee meetings should take place and where.
- To take minutes of all meetings and report regularly to the ACI and National Boards.
- To open a bank account
- To contact a printing office in good time

- To discuss and prepare publicity information, and if possible arrange sponsorship.
- To prepare articles for the press, for the ACI Newsletter and website.
- To make arrangements for a photographer, if one is required.
- To ensure all indoor venues are no smoking.

THE BUDGET

Note to the conference committee: **The ACI Board recommends that the conference package should not exceed 220€, 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)

If necessary to cover for initial (booking) costs, the conference committee can apply for a loan to the ACI board. This loan shall be reimbursed without interest to the ACI treasurer, at the latest by 1st of December after the ACI Conference.

The cost of the following things should be considered when drawing up the budget:

- Hire of all venues and equipment required
- Councillors' Meeting: Hire of venue; transport. Soft drinks, coffee/tea.
- AGM: All expenses in connection with the AGM: Hire of venue; hire of microphones; sound recording facilities (if requested); beamer and screen; for power point presentations, refreshments; National Anthems of hosting country and ACI President
- The Presidents drink (prior to the Gala evening)
- The Gala evening
- The Farewell brunch (optional)
- Cost of promoting the Conference at the AGM prior to the Conference.
- Transport
- Hire of photocopying equipment

- Printing of Registration Forms, Conference Programmes, Lists of participants
- Publicity material and menu cards for functions
- Prices of all meals, including wines, and service charges
- Postage and telephone charges
- Guides for tours (if needed)
- Official Photographer
- Entertainers
- Decorations
- Reasonable expenses for the Committee members
- Insurance premiums
- Cost of professional paid help
- Any extra expenditure, taxes, airport tax, bus, ferry, etc. MUST BE notified in advance of the Conference.
- It is suggested that the Committee makes a Registration Form, which can be copied and emailed, or filled in online. The price must be known for each individual function or activity.

Prices must be in EURO.

- An extra charge is recommended for late bookings.
- Countries who are not able to transfer money with the registration booking, must be asked to sign a declaration stating that they will pay for all the places they booked, whether the participants attend or not. **Such bookings are not to be accepted without a signed declaration.** These participants should pay full on their arrival. The ACI Board is not responsible in any circumstances.
- Final prices should be confirmed in writing.

The ACI Board must be informed well in advance of these costs, especially for the AGM venue, so that the ACI Treasurer can budget accordingly.

FINANCES

The Conference should be financially self-supporting. Care should be taken when estimating how many people will attend the Conference. It is best to consider a minimum number when drawing up the budget to avoid a deficit.

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Any loss made is the responsibility of the host country, not ACI.

The purpose of hosting a Conference is not to make a profit, but if, by careful budgeting, a slight profit is made then this should be dealt with as follows:

Surplus funds resulting from an ACI AGM conference shall be apportioned as follows:

- a. **60 % to stay with the Hosting country**
- b. **20 % to go to ACI for the Travel Fund (for all members of ACI)**
- c. **20 % for an Extension Fund (for the ACI board members)**

INSURANCE

The Conference Committee is not obliged to insure people attending the Conference. Make clear somewhere on the Registration Form that participants must insure themselves. Insurance should however be taken by the Committee to cover any damage to hired halls, money held, sales goods, cancellation etc. The Conference Committee is urged to seek professional advice on all possible aspects of Conference Insurance. The Committee should be insured against any claim that may be made against them, for damage or injury resulting from the negligence of the Committee.

= Public Liability Insurance.

FINANCIAL REPORT

A DETAILED Conference Financial Report should be presented to the ACI Board before 31st December of the same year. If a deficit arises, the responsibility shall be a matter between the Conference Committee and the National Board of the organising country. When a profit is made on a Conference, the surplus money should be apportioned as above. The Conference Committee decides, together with their National Board, what to do with their portion of the profit.

PROGRAMME AND REGISTRATION FORMS

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.

Must include:

- ◆ A programme in detail with all costs
- ◆ The last date for booking (3 weeks before Conference)
- ◆ Last date for cancellation (10 days before Conference)
- ◆ Information on the dress code for each event:

ALL information will be available on the ACI website.

The Conference Committee should acknowledge and confirm all bookings immediately with the applicant. When the Conference is fully booked, all Countries must be notified at once.

Further applications must be acknowledged, and the applicant must be informed that her name will be placed on a waiting list.

NB. All invitations and Conference correspondence should be sent by e-mail whenever possible.

A contact e-mail address should be noted on the Booking Form.

Check the ACI Directory for current ACI Member contact addresses.

INVITATIONS TO BE SENT FOR THE CONFERENCE (by the Committee):

ACI BOARD:

ACI Officers

All past ACI Presidents, Past ACI Secretaries and Treasurers of the previous years.

COUNCILLORS:

President and Immediate Past President of Full and Associate Member Countries

FULL MEMBER COUNTRIES:

Send or email invitations for each Agora/AC Tangent club to the National Secretary for her to distribute

ASSOCIATE MEMBER

COUNTRIES: Send or email invitations for each Agora /AC Tangent club to the Contact Lady.

OTHER INVITES To local or national Clubs of the organising country

REGISTRATION OFFICE

The registration office should be open on Friday morning or earlier if there is a pre-tour.

The Registration Office should deal with:

- Registrations
- Problems and queries
- Selling of photographs or DVD's taken at Conference
- Give information about:
Shopping, hairdressers, doctors, chemists, banking, travel agencies, transport etc.
- Make a detailed overview on a separate pamphlet of hours, places of venue,
- table placement on the Gala, etc
- Make sure to include an emergency telephone number on this pamphlet

ACCOMMODATION

This can be either hotel or B&B accommodation. Ideally one hotel should be able to take all Councillors and used as conference hotel (for registrations desk and meetings etc)

Hotel accommodation should be offered at different grades and costs, BUT ALL accommodation must be close together to allow easy movement of participants.

A lounge, or pleasant meeting place should be available for use during the daytime and in the evenings after functions. Also, facilities for making coffee etc should be available.

It is greatly appreciated if participants can be met on arrival at various airports/stations and taken to the Registration Office and afterwards to their accommodation. This can only be done if times of arrival are known in advance. It is not always possible to deal with departures in the same way, but it is very nice if busses are arranged at convenient times for departures.

AIDE DE CAMP (ADC)

The Conference Committee should appoint an Assistant for the ACI Board, who will take care of the arrangements for all Board meetings, such as lunch, coffee/tea, refreshments, email and internet facilities etc.

SHOP

Usually the Conference Committee provides a souvenir of the Conference for the members to purchase and various other items.

Conference Pins (if you like) may also be offered for sale.

It is up to the Committee to decide how many items are produced.

The Conference Shop is also responsible for selling ACI Pins, Presidential pins and other ACI shop items. All money for these items should be given to the ACI Treasurer.

TOMBOLA

During the Conference a Tombola is held.

The tickets will be sold from the first day of the Conference and continue until the Gala Dinner when all sold tickets and money are returned to the ACI Treasurer for checking.

The incoming President at the Gala dinner draws the winning ticket.

All proceeds from the Tombola are to be for charity decided upon by the ACI Board.

CONCLUSION

Conferences vary from Country to Country, according to the type of venue chosen. Sometimes hotels are used and at other times University accommodation is available. However, a National flavour is always expected and local food etc. Keep the atmosphere light and friendly, and not too regimented - AND DO REMEMBER TO ENJOY IT ALL YOURSELVES!

GOOD LUCK!

Have a look at the suggested conference programme and programme details on the next pages

SUGGESTED CONFERENCE PROGRAMME

Friday

- Morning: councillors tour
- Councillors' Meeting: afternoon only.
- Opening and Welcome Party.

Saturday :

- AGM
- Lunch
- Informal Councillors Meeting with the new International President her Board and the new councillors (during lunch in a private room)
- Tours: full-day and half-day; (optional half-day tour for councillors)
- Shopping –(Rest time ??)
- President's drink and Banner exchange, to be held just before the Gala dinner
- Gala dinner

Sunday :

- Brunch (optional)

PROGRAMME DETAILS

SUNDAY TO THURSDAY

- The ACI Board begins their Board Meeting (to be home hosted)
- Arrange an evening meal for the ACI Board and the Conference Committee only.
- Other early arrivals make their own arrangements

The ACI Board continue their Board Meeting and final preparations.

Thursday evening: the ACI board moves to the conference hotel

FRIDAY

COUNCILLORS MEETING

- Participants: all national IPP's and presidents: rehearsal meeting of the AGM the next day.

OPENING and WELCOME PARTY

- Participants: All those who have registered.

PLANNING DETAILS:

- Toastmaster
- Decorations
- Seating arrangements
- Menu and wine
- Programme and music
- Transport

Speakers: ACI President and Conference Convener

SATURDAY

ACI ANNUAL GENERAL MEETING

Beginning around 9h00 The Meeting usually finishes by 13h00

The ACI President decides the final details for the meeting

PLANNING DETAILS:

- Desk (+ long cloth) on a podium in front of the venue for the ACI Board
- Tables for 2 Councillors from each Member Country.
- Table for tellers
- Microphones on the ACI Board's desk

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- Speaker's desk in front of the venue + 1 microphone
- friendships candle + matches
- Beamer + sound + screen + Laptop (check all technical equipment before the AGM!)
- Paper and pencils on all desks
- Place names ACI committee + place flags of each councillors country (ACI secretary)
- Voting Slips for each Councillor (ACI secretary)
- AGM Booklet on each Councillor's desk. Arrange with ACI Secretary.
- National Anthems, Music and texts (arrange text with ACI, any live music is to be paid by Conference)
- ACI banners and banner drops.
- ACI flags + flags hosting country
- Places should be reserved for invited guests, (Past ACI Officers, Nominees for ACI Office, Conference Committee and other guests (first rows of the audience).
- Refreshments: water/soft drinks, sweets for the ACI Board and Councillors during meeting
- Morning coffee break for all participants
- Full Member and Associate Membership Trophies (ACI Secretary)
- PRESIDENT: trophies, invitation for president's drink, friendships candle, gift for conference committee

AGM LUNCH - Informal

The Restaurant should be near to the meeting hall, or better still in the same building.

Participants: All who have registered.

Also, a private room for the informal councillors meeting/lunch with incoming Board.

PLANNING DETAILS:

- Decorations
- Menu and wine

- Transport - if needed

SIGHT SEEING TOURS

Several Tours should be offered about 4 either Half or Full Day in length and can take many forms including cultural, historical, active, pleasure and/or shopping. Try to arrange tours relevant to your town and country; important industry is just as relevant as old buildings and scenery!

Participants: All registered participants

Food: Half Day Tours should include tea/coffee break. Full Day Tours should include lunch.

The tours should be finished in time for the participants to get ready for the banquet. 5 p.m. at the latest!

PLANNING DETAILS: Guides, Menu and drinks, Transport

ACI PRESIDENT'S DRINK and BANNER EXCHANGE: before the Gala

The President will make the invitations for this event.

The Presidents drink and banner exchange will take place about an hour before the gala dinner in the same venue. The cost of the Presidents drink for a maximum number of guests capped at 60 (Should be revisited on a regular basis) will be at the cost of the Conference committee, who should discuss all arrangements and costs with the ACI President.

GALA DINNER: Formal

Participants: All those who are registered.

PLANNING DETAILS:

- Seating arrangements: Discuss with ACI President
- Short Welcome Speech (ACI President)
- Thank you words to the ACI Board members by the ACI President + Handover over the jewels to the new ACI Board
- Speech incoming ACI President

- Tombola tickets will be sold by the hosting club
- Menu and wines
- Decorations
- Microphones
- If any entertainment is considered necessary, it should be kept very short
- Result of Tombola

IF THE GALA DINNER VENUE IS AWAY FROM THE MAIN HOTEL/ACCOMMODATION **TRANSPORT MUST** BE PROVIDED AT REGULAR INTERVALS FOR ALL PARTICIPANTS

SUNDAY: FINAL DAY OF CONFERENCE

BRUNCH: optional

Members of the conference committee should still be available to help the participants of the conference.

Transport to both airports or the train station should be provided at regular times during this final day

ACI HANDOVER and BOARD MEETING 1 (Sunday and Tuesday morning)

Home hosting would be greatly appreciated for this meeting.

These 2 board meetings usually last two days.