**INTERNATIONAL FEDERATION OF
AIR TRAFFIC CONTROLLERS´ ASSOCIATIONS**

Conference Organisation Requirements, COR

Version 1.0

1 Oct 2020

TABLE OF CONTENTS

1.   INTRODUCTION

1.1   The IFATCA Annual Conference is principally held so as:

i) To fulfil the Federation's objectives to protect and safeguard the interests of the air traffic control profession, and promote and uphold a high standard of knowledge and professional efficiency among air traffic controllers through the origination of policies and the spreading of knowledge; and

ii) To create, maintain, and enhance the worldwide fellowship of air traffic controllers, which enables the Federation to carry out the above objectives.

1.2   IFATCA consists of Member Associations (MAs) from many different countries with different economic circumstances. An IFATCA Annual Conference is about the **content** of the Conference and the selection of venue and program needs to consider the economic circumstances of IFATCA´s MAs and of the Federation. The prime consideration at all times during negotiations with hotels and/or conference centres, is to ensure that Federation costs and costs for delegates of the MAs are kept down.

1.3   These guidelines are based on years of experience and are designed to provide guidance and assistance to any MA contemplating hosting an Annual Conference. They also help to minimise problems for the host MA. Please remember that any cost on the Executive Board (EB) is a direct cost on our membership.

1.4   Organising the IFATCA Conference is a task of considerable magnitude.

- The conference is open to all IFATCA MAs.
- Average attendance varies between 300 and 500.
- Deciding on a venue that will accommodate both the number of attendees and the room setup requirements is a large part of the initial planning.
- Ensuring the availability of accommodation at various cost levels to suit the differing budgets of the MAs.
- The day-to-day planning of the Conference in the years leading up to it, and the task of managing the Conference for its duration, is a task that will require significant time.

1.5   One of the biggest tasks the host MA will face is the setting of and keeping to a budget. Setting a realistic budget in the beginning will ensure that it is achievable to keep within the budget as the lead into Conference progresses. Keeping a tight control of the budget will ensure, barring unforeseen circumstances, that the Conference does not result in a financial loss.

1.6   It is important to determine what the fixed costs (which will have to be paid regardless of attendee numbers) will be early on, and then standard variable costs associated with the actual daily attendances (refreshments etc). Other variable costs can be looked at, budget permitting.

1.7   Hosting a Conference is an opportunity for the host MA to showcase its country, culture and professionalism to all of the IFATCA membership. How this is done is up to the host MA, while the EB manages the daily activity of Conference.

1.8   Theses requirements do not replace the provisions in the IFATCA Administrative Manual (IAM), which can be found at www.ifatca.org. The sections of the IAM that deals with

Conference are Part 1: Article IV and Part 2: Chapter 4.

2.   FIRST ACTIONS

2.1   First inform your employer and the Ministry of Transport/Aviation or other appropriate ministry, the Civil Aviation Authority, the Ministry of Foreign Affairs (if it is not one of the above) of your intention to apply to host an IFATCA Conference. Obtain as much support (financial and other) as possible.
Contact your national airline(s), airport authority, municipal authority, local aviation industry representatives, tourist bureau, and pilots association to seek their support.

2.2   Check with your Ministry for Foreign Affairs to ensure that all delegates will be permitted entry, regardless of race, creed, colour or political persuasion. Delegates may insist that you produce evidence confirming this, such as a letter from the immigration authorities.

2.3   It may be difficult for Conference participants to visit an embassy or consulate of your country to obtain a visa, especially if your country does not have many embassies around the world. For this reason, the possibility to obtain a visa upon arrival at the airport should be discussed with your immigration authorities.

2.4   Historically, individuals who were not involved in air traffic control have tried to misuse the Conference to obtain a visa for tourist or work purposes. Any questions or concerns regarding the identity and/or real objectives of participants should be brought to the immediate attention of the Conference Coordinator (CC) by the MA´s Organising Committee (OC) chair.

2.5   The CC, working under the supervision of the Deputy President (DP), is responsible for assisting those MAs who wish to host the Annual Conference. It is important to establish and maintain contact with the CC, who will serve as your primary liaison to the EB.

2.6   As far as practicable, the location of the conference venue should be within one hours driving of an international airport, with direct flights from major hubs.

2.7   Contracting a professional agency to assist in negotiating with hotels and/or the registration and hotel booking process is recommended, as this will assist the hosting MA in obtaining the best room rates and conference facilities. The professional agency can also coordinate with the hotel/conference centre to ensure smooth functioning of day-to-day operations during Conference.

2.8   Negotiate with several hotels to obtain the best possible rates for rooms and facilities. Bear in mind that these are direct costs to both the Federation and the MAs. If possible, it is helpful for the Federation's finances if discounted accommodation can be provided for the members of the EB and the Office Manager (OM), (total of 10 rooms).

2.9   Room rates at "the main hotel" for annual Conference should as far as practicable be as close to the maximum reimbursement rate for IFATCA Officials as possible.

2.10   Alternative lower cost accommodation shall be made available (100 USD or less). If further away from the Conference venue than 10 minutes by walking, transportation to/from these hotels to the Conference facilities shall be provided by the OC at no or low cost. (If available, by public transport).

2.11   If the Conference is to be held in a specialised conference centre outside the "main hotel", the hotels for delegates must be located close by. Not more than 5-10 min walk.

2.12   Investigate the possibilities for reduced air fare with your national carrier and other airlines.

2.13   If you have been able to accomplish all of the above, you will be in a position to present a Working Paper to Conference to bid for the approval to host.
The process is to make a statement of intent to host Conference **three** years in advance. Then write a Working Paper for the election of the venue **two** years in advance, with final confirmation **one** year in advance. Please remember, the more detailed your Working Paper offering to host is, the more likely you are to succeed.

2.14   If a change of conference hotel or centre occurs after the Directors have confirmed the venue, then you (as the host MA) will be responsible for financing an **additional** visit from the CC and/or DP to approve the new arrangements.

3.   **BIDDING FOR CONFERENCE AND COMPLIANCE**
      REQUIREMENTS

3.1   The election of host for Annual Conference is conducted two years in advance by the Directors in Committee A at Conference. Each bidder must submit a duly completed application form (obtainable from the Office) before they present their bid at Conference. Following this, they must submit a Working Paper presenting their bid to the Office at the deadline of working papers for Conference. If there is another correctly submitted bid, Working Papers that fail to meet the deadline will normally not be considered by the Directors. The Working Paper shall contain confirmation that your MA has received a copy of these requirements from the Office, and that you understand and agree to comply with them.

3.2   The Working Paper should include such items as location, registration costs, Conference venue, accommodation locations and costs, transport, immigration requirements (including a statement that no MA will be barred from attending), currency and health information, climate, the support that you have been offered and any other relevant documentation. When presenting your WP in committee A, please keep in mind that you are not presenting a vacation venue. Focus on the work parts of your Conference.
Keep your presentation to maximum ten minutes in length, after which you will be expected to answer questions from the Directors.

3.3   According to the IAM, the proposed dates should be between mid March and mid May. In selecting the date, factors such as Easter, Ramadan and other major industry events and conventions should be considered.

3.4   MAs bidding to host Conference, may request space (at the appropriate rate) in the Technical Exhibition at the Conference when the election is held (two years before the intended hosting year), for the purpose of promoting their bid.

3.5   In the first year following selection as host, the OC is required to provide written progress reports to the EB prior to each EB meeting, normally September and February.

3.6   During the second year after confirmation, the OC must provide written reports to the CC on

a regular basis and on request.

3.7   During the year before Conference, the OC must advise the CC immediately if any significant items should arise.

4.   PRE CONFERENCE VISITS

4.1   The OC is required to host the CC or DP (1 person) for a site inspection visit to the Conference site 15-18 months before Conference. A written report to the EB will be made.

4.2   A second visit by the CC and/or the DP (1-2 persons) will be made around 3-4 months before Conference. A written report to the EB will be made.

4.3   Each visit will be approximately of 2-3 days duration, and all costs associated with these visits (including accommodation, meals, taxis, parking and all transportation costs) are the responsibility of the host MA.

5.   PREPARATIONS

5.1   One year before Conference (for confirmation), all prices must be finalised and reported to Directors in U.S. Dollars (prices in Euro *may* also be shown).

5.2   Conference Delegates should be advised of any taxes or other fees that may be added (like for example if accounts are paid in foreign currency).

5.3   Visa and health requirements must be communicated to the MAs as far in advance as possible, but not later than the preceding Conference.

5.4   If the EB is not satisfied with the proposed Conference venue or the preparations of the prospective host MA, it will submit a Working Paper to Directors for their consideration at the Conference when confirmation is due (one year before).

5.5   If the Directors are not satisfied with the level of preparation for the next Conference, or are of the opinion that an MA that has been elected as host, has failed to comply with the Conference Guidelines, they have the right to reject the organising MA and/or conference venue.

6.   CONFERENCE MANAGEMENT

6.1   The CC, assisted by the DP, is responsible for the overall management of the business activities at Conference. Business activities refers to ensuring that the work of Conference is carried out in an efficient and effective manner so that when the week of Conference is finished, all the agenda items have been completed, the OM has produced the draft committee reports, and Directors have had the opportunity to set the direction of the Federation for the next year. If the OC wishes to change the Conference Schedule, this must be approved by the EB, because the Conference Agenda is purely the EB's business.

6.2   The Conference Agenda is the list of points that will be discussed during Conference, including the list of the Working Papers. This is produced by IFATCA (OM) and **should not** be

on the OC web site.

6.3   The Conference Schedule (time table) is a plan over what happens when. This is produced by the OC and **should** be on the OC web site.

6.4   Both the agenda and the schedule will be available on a Conference App shortly before, during and after Conference. IFATCA manages and updates the App. Any changes to the schedule must therefore be communicated to IFATCA (via the CC) for updates of the App.

6.5   The host MA is responsible for the financial management of Conference, for obtaining sponsorship and other financial support for the hosting MA and for the social activities at Conference.

6.6   The CC is responsible for:
   - Liaison between the host MA and the EB.
   - Liaison between the host MA and the OM with respect to the Conference Secretariat.
   - Pre-Conference visits 15-18 months before Conference and 3-4 months before Conference.
   - Liaison between the host MA and the EB with respect to the Technical Exhibition.
   - Selection of Committee Officers, in coordination with the EB.

6.7   The CC is the primary contact point for the OC on all matters concerning Conference. If you are unable to contact the CC, the Office is your back-up contact point.

7.   ORGANISING COMMITTEE

7.1   The hosting MA needs to establish an Organising Committee (OC), which *could* be set up as follows
An Executive Committee, consisting of one Chair, one Deputy and one Finance Officer.

Additional areas of responsibility:

   - Registration and accommodation
   - EB room + Secretariat.
   - Conference committee rooms and plenary sessions
   - Transportation (airline contact and local transportation)
   - Food & Beverage and social functions
   - Technical Exhibition
   - Communication and public relations (including the press, radio and TV)

7.2   The OC Executive Committee should hold regular meetings with the Chairs of the sub committees who are in charge of the additional areas of responsibility, to coordinate and steer the progress of the organisation. Each of these sub committees need to have clearly defined tasks and responsibilities.

7.3   You are invited to promote your Conference during the Conference one year before yours (not earlier than that). Normally, the MA who has been elected to host the following Conference is provided with space in the exhibition area free of charge and, in return, provides a similar benefit to the following host MA. Brochures, hotel info, tourist information etc. should be made available for attendees. You *could* ask the OC of this Conference if you

can sit in on their daily meetings, and if they will provide you with information on various costs, charges, and attendance figures. Please be cautious in your estimate of assistance from the Corporate Members, particularly when building your budget.

7.4   *Useful tip:* By the time Conference commences, your OC will be required to be experts in all sorts of issues, such as knowing how and where to obtain medical assistance at short notice, location of good restaurants and bars, and the like. Your local tourist office will probably be very helpful to you with these items.

8.   FINANCES

8.1   Budgeting is one of the most important aspects when any bid is made. The OC must establish a realistic Conference budget. It is a good idea to contact the OC(s) of the previous Conference(s), to get an outline of their financial operation.

After being confirmed as host (i.e. one year before Conference), IFATCA will provide the sum of $4,000 USD towards the expenses of the OC. In terms of a total Conference budget, this is a very small sum, leaving a great deal to the initiative and creative thinking of the OC. In return, the OC must provide the EB with 25 free registrations. The EB will decide who will benefit from these registrations. If more than 25 registrations are needed, the EB will pay for the additional ones.

8.2   *Suggestions:* Organise a fundraising campaign within your own MA and with other organisations such as your government and your employer. Try to obtain sponsorship for certain events from your local tourist organisation, industry and service organisations. Many OCs have found that the Technical Exhibition may subsidise other parts of Conference, while others have found it difficult to attract the Corporate Members to attend for varying reasons. It is unwise to expect the Corporate Members to pay excessively high charges for the purpose of subsidising other costs. As companies develop their promotional budget often more than one year ahead, it is important that you inform the Corporate Members and also local companies about your Conference shortly after you are elected as. If necessary, the CC and/or the OM can assist you.

8.3   If you find that you have a deficit at the end of your Conference, IFATCA may pay up the loss to a maximum of $3,000 USD and only following receipt of an audited account. A request for such an additional payment, together with the audited account, must be submitted to EVP Finance by 30th September after the Conference. It is strongly suggested that you do not budget these additional funds, as there may be other unexpected expenses that will badly damage your budget.

8.4   It is important to try to keep registration fees as low as possible; however some flexibility is permitted. There must be two categories of fees:

a.   A lower fee for IFATCA Officers, Conference Officers, Directors and Deputy Directors (maximum of three Deputy Directors per MA), Invited Advisers, and Panel Speakers; and

b.   A higher fee at a rate which will meet the realistic cost of attendance for Delegates, Individual Members, Corporate Members, Observers and Accompanying Persons.

Some host MAs have offered an "early registration fee" at a lower rate as an incentive for

early payment of these fees. Typically, the discount might apply for fees paid before January 31, with a higher rate applying after such date. Such discount is not a mandatory requirement, but is *suggested* as a way of achieving early payment. This will help you.

It is expected that the registration fee will cover a welcome party the evening before Conference begins, lunches and coffee/tea breaks during Conference and a farewell dinner/party on the last evening of Conference. In situations where provided hotel accommodations are not within walking distance to the Conference venue, the host MA should also provide free transport between these hotels and the venue. Bear in mind that, depending on the distance to and from the venue, transport can be a major expense.

8.5   Unless otherwise agreed, this paragraph specifies the items for which the EB of IFATCA is financially responsible:

> After being confirmed as host, (i.e. one year before) the EVP Finance will provide the OC with the sum of $4,000 USD towards the administrative costs incurred in organising the Conference.

8.6   A clear cancellation and refund policy for registration fees and hotel deposits (if applicable) should be published by the OC on your web site, to prevent any misunderstanding, if registered delegates are unable to attend Conference for any reason.

8.7   It must be clearly understood that all financial transactions between the OC and all participants (including sponsors and members) are the direct responsibility of the host MA. IFATCA cannot accept responsibility for financial issues over which it has no control. The only exceptions to this are transactions incurred on behalf of the EB and the OM.

8.8   *Useful tip:* From a convenience perspective, the most popular Conferences are those where the main hotel is also the Conference centre, or where the Conference centre is situated in connection to the main hotel. This is not always possible, but it is important that the delegates can move easily between their accommodation and the Conference centre.

9.   CONFERENCE ARRANGEMENTS

9.1   Opening ceremony and plenary sessions:
The Conference starts with an opening ceremony followed by the opening plenary session. At the end of the Conference, there is a closing plenary session. Generally, the opening ceremony is held in the same room as the plenary sessions.
The opening ceremony room must be capable of seating around 500 people (theatre style). This would depend on the number of extra guests expected for the opening ceremony. To be coordinated with the CC.

9.2   Within limits and with coordination of the EB, it is the prerogative of the host MA to determine who will participate in the opening ceremony.
There must be a head table, on a podium (min 50 cm). Normally, this party includes The IFATCA President (PCX) and DP, the President of the host MA and the other invited speakers (such as the head of government or head of the division of government responsible for aviation, the local mayor and other relevant dignitaries). If the host MA wishes to include a speaker from an organisation that is not directly involved in either government of the city or state or the local civil aviation environment, they must check with the EB to ensure the speaker is appropriate.

9.3   The first three rows of the auditorium should be reserved for the EB, dignitaries, invited guests and the Directors of the MAs. At the final plenary, it is essential that adequate seating be reserved in the front of the room for the Directors of the MAs, so that they can easily be seen when voting takes place.

9.4   A rostrum must be provided for the speakers. The OC must ensure that electronic copies of all speeches are given to the OM for inclusion in the Conference report. Where speeches are made in the host MA's native language, the OC should ensure an English translation is made available for the Conference report (it would be helpful for the OC and the OM to obtain the speeches in advance and translate them into English).

9.5   There must be signs (paper) with name and title for all persons at the head table.

9.6   Behind the head table, the OC should display an image that includes a large replica of the IFATCA logo. IFATCA will also provide a flag, the size of about one square metre.
        If not too expensive, flowers are a nice touch.

9.7   A table with the MA-nameplates is required in front of head table and manned (for max 15 min) by two OC helpers to distribute them during the roll call.

9.8   After the formal opening ceremony, IFATCA PCX and the official guests will leave the room for the opening of the Technical Exhibition (if there is one). The other members of the EB will then move to the podium for the opening plenary session.

9.9   The room must be equipped with an adequate sound system. At least three microphones must be provided on the head table, an additional microphone for the rostrum, and at least one roving microphone must be available on the floor. A screen and a beamer/projector (for presentations) are required. A monitor/repeater facing the head table is required if the screen is immediately behind the speakers.
        Please ensure that the room is not subject to extraneous noise (traffic, hotel staff, etc.).

9.10   A strict no smoking policy must be applied during all sessions and meetings.

9.11   Fast and reliable Wi Fi is required in all meeting rooms, EB room etc during the entire Conference.

10.   COMMITTEE SESSION ROOMS

10.1   Three separate rooms are required for Committees A, B and C. These rooms must be capable of accommodating at least 120 - 150 people each in classroom style (i.e. with tables). If the rooms are slightly different in size, Committee B should be given the largest room.

10.2   Each Committee room must be entirely separated from the others, and must be reasonably soundproof. There must be at least 2 roving microphones on stands on the floor of each room. There must be a screen and a beamer/projector for presentations.

10.3   Each committee room must have a head table for the Committee Chair and Secretary. There will also be at least one, maybe two, EB members at this table. The head table must be on a podium (min 50 cm) and should be capable of seating 4 persons comfortably. The head tables must have at least two microphones each. The head table must also have electrical power outlets for computers. A monitor/repeater facing the head table is required if the

screen is immediately behind the speakers.

10.4   Signs (paper) with names and titles are required for the EB members and Conference Officers at the head table in each committee room.

10.5   Plastic (or light weight metal) nameplates with the names of the MAs are required. To avoid making a complete new set of nameplates for your Conference, you should arrange with the OC of the Conference preceding yours, to get and transport all nameplates to your country.

10.6   For one half day of the Conference, there will be four regional meetings (simultaneously) for IFATCAs geographical regions. Normally one of the regions can have a smaller room (30-40 persons), while the other three regions can use the rooms that Committees A, B and C otherwise use.

10.7   30 power outlets for computers on the floor of each room are required.

10.8   For part of the committee sessions, committees B and C will be combined. This means double the capacity for chairs, tables, electrical outlets, microphones etc

11.   IFATCA PANEL

11.1   The IFATCA Panel will normally be held during one half day. It requires one room large enough to accommodate 350 persons, theatre style. The room can be the same as for the plenary sessions or, as the committees are not in session at this time, a combination of two or more committee rooms. Again, equipment necessary for the panel (a raised podium for the presenters, and a beamer/projector for presentations) will be required. There may either be standing tables or lounge chairs for the speakers. The CC will advise.

11.2   The EB bears the responsibility for deciding the subjects for the IFATCA Panel and for choosing the speakers. If the OC would like to suggest a particular theme, they should inform the EB as early as possible (no later than nine months prior to Conference). The EB may also agree to a speaker(s) suggested by the OC. Determination of the Panel theme will be made by the EB at their autumn meeting prior to Conference, and invitations will be sent to Panel participants no later than December.

11.3   Whilst there may be companies present and participating in the IFATCA Panel and possibly providing sponsorship for the Conference, specific sponsorship for the Panel is **not** permitted. This Panel is an integral part of the Conference (as much as the working committees) and as such, its independence and integrity must be protected by not having specific sponsorship.

11.4   Normally, invited Panel speakers will get a free registration (one of 25 free EB registrations). The EB will provide details of these registrations to the OC.

12.   EXECUTIVE BOARD ARRANGEMENTS

12.1   The CC (and possibly DP) will normally arrive one day prior to the commencement of the EB meeting, to allow for last minute corrections/changes.

12.2   The EB and the OM will normally arrive 3 days before Conference and depart one or two days after Conference finishes. The EB will have meetings (including a meeting with the OC)

on the days before the opening of Conference and again on the day after Conference ends.

12.3 The EB will in addition to those pre and post Conference meetings, meet each day during Conference in the late afternoon or evening. A room capable of holding 15-20 people will be required for these meetings, and this room should be available for the EB 07.00-21.00 throughout Conference. Wi-Fi in this room is essential. A Printer/Copy Machine is required in the EB meeting room plus two packs of printing paper and extra toner. At least 12 power outlets. Coffee/tea/water should be made available for the whole period.
The cost for this meeting room is to be included in the total arrangements and not incur any extra costs to the IFATCA EB.

12.4 The OC needs a separate meeting room for its activities during Conference.

13. REGISTRATION

13.1 Registration will normally be made and also paid online. Otherwise, make sure you issue clear instructions for payment of the registration fee.

13.2 There is a model registration form in the standard format in the IAM. However, an online registration process via your web site is preferred. The registration process should be available as far in advance as possible, but in any case not later than October before Conference.

13.3 The option for payment of the registration fee on arrival and by credit card must be available. Some MAs might need to pay in cash.

13.4 Delegates should be able to pay their registration fee in at least two currencies. We suggest that the OC arrange to accept both the local currency and USD.

13.5 One day prior to and during Conference, the OC should set aside an area or counter, convenient to the reception area in the hotel or Conference centre for the reception of Conference participants.

13.6 This area should be sufficient to handle the fast and efficient registration of participants; an information desk for those who require information regarding events, travel, and assistance with their accommodation and the Conference programme; the selling of any MA promotional material, information for those wishing to participate in the accompanying persons programme etc.

13.7 An ATM machine with sufficient capacity should be available close by.

13.8 Attendees shall be given reversible (same information printed on both sides) nametags indicating their function at Conference. There should be markings in different colours, as follows:
a. Executive Board: Gold or Yellow
b. Organising Committee: Red
c. IFATCA Officers, Conference Officers and Secretariat: Pink
d. Directors: White with a red diagonal bar across.
e. Deputy Directors (maximum 3 per MA): Dark Blue with a red diagonal bar across.
f. Delegates and Individual Members: Light Blue
g. Corporate Members: Green

h.   Observers: Grey

The Office will provide you with existing templates.
Additional colours may be used if you wish to denote other specific groups of participants.

13.9   Please be most careful in ensuring that you get names and functions correct at registration, as this saves a lot of problems when the attendance list is being compiled.

13.10   All observers require the prior approval of the EB (OM) in order to be able to attend. Any member of an MA, who is not a member of the MA´s official delegation, must register as an Individual Member and not as an Observer.

13.11   *Useful tip:* In case you will give participants a Conference kit (sponsored if possible) it should ideally contain an envelope containing invitation cards for the social functions and tickets for meals. The cards are useful to control attendance at social occasions. With increasing numbers, it is recommended that all meals and social functions be ticketed.

13.12   Some delegates may require proof that they have attended Conference. For this reason, an attendance list is important and there are often requests for an early copy. The first draft of the attendance list should be available to the OM and CC by the evening of the first day of Conference (Monday).
The responsibility for producing the attendance list lies with the OC.

13.13   The attendance list should be updated accordingly, and the final list must be provided to the OM on the afternoon of the fourth day of Conference (Thursday).

13.14   The Federation has a database application specifically designed to meet the requirements for the attendance list, and can make it available to the OC.

14.   TECHNICAL EXHIBITION

14.1   If you intend to have a technical exhibition *(not mandatory),* there is a need to provide Corporate Members with information on exhibition space available and rental costs. One year in advance, prepare an electronic information package and send it to the Corporate Members Coordinator, who will distribute it to the Corporate Members. (You can use that information material for your local sponsors as well.)

14.2   Ensure that the exhibitors understand that the technical exhibition is open only for the first three days of Conference. (Mon-Wed)

14.3   Normally the technical exhibition is open to companies that are related to air traffic control or aviation.

14.4   IFATCA Platinum and Gold Corporate Members are given a 15% discount on the price of a basic booth. If required, IFATCA will reimburse the OC for the discount, upon request (made to EVP Finance)

14.5   The timing of the opening of the technical exhibition must be coordinated with the CC.

15.   LOCAL TRANSPORTATION

15.1 The transportation of delegates between the airport and hotels is not mandatory *but is recommended*. However, information on how to get there is. Make sure this is explained in your web site and registration process.

15.2 The transportation between the Conference hotel and the other alternative hotels is the responsibility of the OC.

15.3 If there is a Conference centre which is not closely connected to the main hotel (not recommended), the transportation to the Conference centre from all hotels are the responsibility of the OC.

15.4 The members of the EB and the OM + CC will arrive earlier. Transportation from the airport for them **is required**.

16. ACCOMMODATION

16.1 A block reservation in the Conference hotel should be made.
Attendance at Conference varies between 300 and 600 people. Depending on the expected attendance, the initial reservation should therefore be approximately 150 single rooms and 200 double rooms

16.2 Delegates will make use of the block reservation based on the rates offered. Make sure that your contract with the hotel states that the OC is not liable for unsold rooms, and/or that the OC can cancel at very short notice. It is also required to have a more affordable option (B & B style) available for delegates who want lower rates than at the main hotel.

16.3 Some delegates may try to book into the Conference hotel at the last minute and some may arrive without having registered in advance. This is another reason why there needs to be other housing options available. The OC is permitted to set a date not exceeding thirty days before the commencement of Conference, after which the OC has no further obligation to provide accommodation for those Conference participants who have not reserved their accommodation. But if delegates unexpectedly show up on the doorstep, this problem will need attention.

16.4 When negotiating hotel rates, it is a significant advantage to the Federation if the OC can obtain free or reduced rates for at least some members of the EB. It is helpful *(but not required)* if the members of the EB can be housed in adjacent rooms or on one floor.

17. ADMINISTRATIVE SUPPORT

17.1 The OC should normally be on site no later than noon Sunday before Conference commences. The key functions on the OC need to be available for the Pre Conference EB meeting (starting on Friday).

17.2 A mobile telephone list of all persons of the OC is essential.

18. MEALS AND COFFEE BREAKS

18.1 Lunch break should normally be around 1 - 1 1/2 hours, during which time a buffet-style lunch is served. (No service of lunch directly to the tables as this takes too long).

This requires the lunch to be served reasonably close by the Conference rooms.

18.2   Sponsors are permitted to have their logos displayed in the lunch area.

18.3   Lunch must be included in the registration fee.

18.4   The coffee breaks (coffee/tea and water) should be available from 09:00 until lunch, and again as from 14:00. There are no fixed times. Committee Chairs will decide exact times. Self-service is preferred.

18.5   Coffee/tea/water should be included in the registration fee.

18.6   The coffee/tea areas should be located in or near the Technical Exhibition area, so that the delegates have ample opportunity to visit the exhibition.

18.7   All meals must offer choices for dietary requirements, e.g. no pork, or vegetarian options.

19.   SOCIAL FUNCTIONS

19.1   On the first evening of Conference a "Meet the Delegates" Welcome Party is required. There is no seated dinner required. A cocktail party (make sure there are good non-alcoholic options) with finger food is sufficient.

19.2   A seated Farewell Dinner on the last evening of Conference is required. If sponsorship cannot be obtained for this event, the cost should be covered in the registration fee. It is recommended to avoid long bus rides to the Farewell Dinner.

19.3   Additional social events during Conference (if sponsorship can be obtained or if they can be included in a reasonable registration fee) are welcome *but not required*.

19.4   Sponsorship is the optimal way of covering the cost of social functions. In all cases, the registration fee should only be used for social functions as a last resort.

20.   ACCOMPANYING PERSONS´ PROGRAMME

20.1   *This is a non-required item* and is entirely at the discretion of the host MA.
The host MA may prepare and present the programme. Some host MAs have used specialist travel organisations but it may be cheaper if the host MA organises an accompanying persons programme. If possible, try to include companions/spouses of local controllers.

Suggestions:
• Visit the nearby town or sights
• Visit industry or shops of interest
• Visit museums or other cultural sites
• Visit any nearby beach or swimming pool (if the hotel is not so equipped, and the temperature is acceptable)

21.   INVITATIONS TO CONFERENCE

21.1   The EB will invite major international organisations in the aviation field to Conference. These

invitations will be issued from the Office. It is imperative that the registration form be made available for this. These "Observers" will return their registration forms directly to the OC. The Office will, after a deadline, provide the OC with a list of Observers. After this, it is the responsibility of the OC to advice the CC of Observers who have registered and are not on the list.

21.2   Observers require the approval of the EB (through the CC) to attend. The names of Observers, together with the name(s) of the organisation(s) they are representing, should be made available to the CC asap.

21.3   The EB will also advise the OC of persons or organisations for which IFATCA will pay the registration fee and to whom the 25 free registrations have been allocated.

21.4   The host MA may invite any local dignitaries it deems suitable or who would be of assistance to the OC. This information must be sent to the CC. Under no circumstances should the host MA invite anyone from outside their national territory (their country) without first checking with the CC.

21.5   There may be cases where the Directors have specifically denied access to Conference for certain organisations. The OC should check with the CC for a list of any persons or organisations that are not permitted access to Conference.

21.6   Some MAs require a personal invitation to be able to travel. The OC should advise the IFATCA Office of the closing-date for the issuance of such invitations.

22.   INFORMATION AND PUBLIC RELATIONS

22.1   The amount of information provided by the OC and the manner in which it is provided will have a significant impact on Conference. The OC needs to have this information both at the Conference at which you bid to host and at the following Conference at which your bid is confirmed.

22.2   At the Conference preceding the hosting year (where final confirmation is given), as much information as possible should be provided, especially in relation to travel facilities and accommodation costs. This will enable the MAs to budget their attendance. This is normally done by way of a presentation but can also be in a printed brochure. These should contain a tentative programme and information about hotels, climate, events etc. Information about how to register for Conference and how to make hotel reservations are also needed.

22.3   Following the confirmation of your bid, the OC should contact all those whom have been approached regarding financial support. The OC should also invite the Minister of Transport, Director of Civil Aviation and/or other important persons to address the Opening Ceremony of Conference (if this has not already been done).

22.4   The OC must liaise regularly with the CC in the run-up to Conference and use his/her advice and assistance as required.

22.5   Not later than September 31st, the year before Conference, the OC should provide the CC with a provisional programme, which should include:
   • Registration process and fees
   • Visas and any special customs, immigration or medical requirements
   • Advice on currency equivalents and restrictions, if any

- Final details on hotel rates, taxes/ breakfast etc.
- Advice on planned social activities.
- Advice on the planned accompanying persons programme, if any.

22.6   As with all other documentation, the IFATCA logo may be used and may only be minimally altered. The main body of the logo may not be changed in any way. It is acceptable for the OC to design a special logo of it's own for use alongside the IFATCA logo in the promotion of Conference material.

22.7   In addition to actual Conference information, the web site should contain the following details:
- Arrival reception details
- Local currency and exchange facilities (including convenient money exchanges)
- Visa formalities
- Local temperatures and advice on clothing
- Health requirements
- Alternative hotel details
- Telephone/wifi facilities

22.8   Inform the national and local newspapers, TV and radio stations of the Conference. Arrange for them to cover the event, and ask if they would like to have interview(s) with the PCX or EB during Conference. As soon as it is available, send the media copies of the final programme, to keep them up to date.

        If at all possible, arrange a press conference on the day before opening plenary (usually in the morning). All liaisons regarding the news media shall be with the DP.

23.   PROTOCOL

23.1   Protocol is a subject that can cause unforeseen problems. Therefore, great care must be taken to provide little or no offence to any participant.

23.2   The OC must discuss protocol requirements for the opening ceremony and the opening and closing plenary sessions with the CC. Local custom will generally prevail on such occasions.

23.3   Prior to the beginning of the opening/closing plenary sessions and ceremonies, the CC will meet with the IFATCA PCX, DP and the head of the OC, to determine speaking order, protocol and final timetables.

23.4   At all functions (e.g. dinners) where a head table situation exists, only PCX and DP are required to attend. Other members of the EB are normally required to mingle with participants and sit at different tables.

24   RUNNING OF CONFERENCE

24.1   The sequence is normally Monday to Friday.

24.2   Note that the times given are indicative and can be modified depending on local circumstances; however, the number of working hours should remain the same.

FRIDAY	09:00-17:00	Pre-Conference EB meeting.
SATURDAY	09:00-17:00	Pre-Conference EB meeting.
		The EB would wish to meet with all members of the OC for introductions at a convenient time for both.
		OC to advice the EB of dignitaries opening Conference and advise and arrange protocol details with the CC.
		Set up of the registration area.
SUNDAY	09:00-17:00	Arrival day and management meetings.
		Registration desk open all day.
		Set up opening ceremony and committee rooms.
		Finalise protocol details with the CC.
		PCX, DP, CC and OM meet with committee chairs and secretaries. Walk thru of Conference facilities.
	17:00	Possible time for press conference (if there is one).
	19:30	Welcome reception.
MONDAY	09:00-11:30	Opening ceremony with technical award, opening plenary.
	11:00 approx	Opening of technical exhibition. (PCX, CC and VIPs.)
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Regional meetings (4 rooms).
TUESDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Committee sessions (coffee breaks ad hoc).
WEDNESDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Committee sessions (coffee breaks ad hoc).
THURSDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	IFATCA Panel (one large room).
FRIDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	14:00-16:00	Final plenary and closing ceremony. *A group photo is also nice.*
	19:30-	Farewell Dinner (Formal).
SATURDAY		Departure day for most conference attendants.
	10:00-11:00	Conference de-briefing with EB and committee chairs and secretaries.
	11:00-16:00	EB post-conference meeting (lunch ad hoc).

24.3 Once an MA has been confirmed as host for an IFATCA Conference, the really intense work of the OC will start. The OC should ensure that no single individual is asked to bear the entire workload - it should be spread as evenly as possible. The reasons for this are not only out of care. A one-person organisation is vulnerable in case of illness etc.

24.4 It is imperative that the CC and the IFATCA Office receive regular reports and documentation for dissemination. The OC must maintain close contact with the CC who will alert the EB if

there are major or unforeseen problems.

25   OTHER REQUIREMENTS AND REMINDERS

25.1   Once you are confirmed as a venue and the previous Conference is over, The Controller magazine will provide three times, one full-page advertisement in the magazine. You will need to send a high-quality (300dpi minimum) A4-sized advertisement to the editor (editor@ifatca.org) at least 30 days before publication date.

25.2   You need to provide information (logos, general information etc) to the Web Manager (web@ifatca.org) in order to have your Conference advertised on the IFATCA web page.

25.3   An OC website is essential. You should review websites created by previous OCs. It should include online registration forms and hotel booking forms. Make sure that online credit card payments are done via a secure program (https).

25.4   High-speed Internet access (via wifi), must be provided in the committee rooms and the EB room.

25.5   If any travel is planned during Conference, please do not arrange separate VIP buses for the EB, they will travel with the delegates.

25.6   Similarly, please do not plan a separate table for the EB during functions. EB members want to meet the delegates.

25.7   Frames for awards during the final plenary: The OC should assist the OM in purchasing frames locally (to avoid the OM transporting them).

25.8   The Annual Conference is the Federation's showpiece and is attended by international organisations associated with aviation. The world's press and local TV are often also present. It is therefore imperative that the Federation presents, through the host MA, a professional image that will further enhance air traffic control as a profession. Thank you.

For further information, please contact:

The Office Manager IFATCA
Telephone: +1 514 866-7040   Fax: +1 514 866-7612
Email: office@ifatca.org
Web site: www.ifatca.org