IALA GUIDELINE

PREPARATION OF A CONFERENCE OR SYMPOSIUM – HOST ORGANIZATION

Edition 3.0

June 2019

DOCUMENT HISTORY

Revisions to this IALA document are to be noted in the table prior to the issue of a revised document.

Date	Details	Approval
December 2016	Editorial amendments throughout the document Section 4.3 – IALA responsibilities: To widen the number of IALA bodies with responsibilities towards Conferences / Symposia. Section 4.1: To include Committee Vice Chairs in the Steering Committee Annex A – Table of events: Updated and adapted to digital era.	
June 2019	Time frame for submission of abstracts, papers and presentations reduced.	Council 69

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1. INTRODUCTION

This Guideline has been developed to assist both the Secretariat and Host Organizations in the preparation of an IALA Conference or Symposium. It provides an outline / list of tasks and a timeline for each task as well as identifying various responsibilities in the planning and running stages.

This Guideline is flexible in order to adapt to changing situations and to enable timely responses to event planning when required.

1.1. DEFINITIONS

For the purpose of this guideline, the following definitions are used:

IALA Conference: a meeting that has, as its principle objective, the exchange of information relative to all types of marine aids to navigation including vessel traffic services (VTS) and e-Navigation (e-NAV).

IALA Conferences also provide the opportunity to convene General Assemblies, Council meetings and Industrial Members General Assemblies and to present overall activities of IALA during the past working period.

IALA Symposium: a meeting to consider and discuss a set of contributions on a specific subject(s) relating to marine aids to navigation such as VTS or e-NAV.

IALA Conferences and Symposia are normally held at intervals of approximately four years. However, the scheduling of such meetings should ensure that there is an adequate time gap between Conferences and Symposia.

1.2. KEY ELEMENTS

Conferences should:

- be open to:
    - All IALA members;
    - Other international organizations and associations, marine aids to navigation Authorities including VTS and official bodies as agreed by the Host Organization and the Council;
    - International organizations and associations designated by the Council.
- incorporate an exhibition;
- be conducted in the English language with simultaneous translation to French and Spanish.

Symposia should:

- be open to any organization, company or individual working in the field or having an interest associated with the subject addressed by the Symposium;
- incorporate an exhibition;
- be conducted in the English language.

The planning of a Conference or Symposium is a complex matter requiring close co-operation between the Host Organization, the Council, the Industrial Members Committee and the Secretariat. The main points of contact will normally be the Conference/Symposium director or organiser of the Host Organization, the President of the Industrial Members Committee and the Secretary-General.

To assist in the preparation and planning of a conference or symposium the following Annexes are attached to this Guideline:

ANNEX A   Table of Events – Conference

2.   OFFER TO HOST A CONFERENCE OR SYMPOSIUM

Any marine aids to navigation authority may offer to host a conference or symposium. The decision to accept an offer rests with the IALA Council. In addition to the details set out in ANNEX A or ANNEX B confirmation should be given at the time of the offer that no IALA member would be prevented from entering the host country.

2.1.   PROCEDURE

Offers to host a Conference/Symposium should be submitted by the Head of the marine aids to navigation authority of the country concerned to the Secretary-General no later than one year before the start of the preceding Conference/Symposium. These offers must give details of the facilities available for the Conference/Symposium and exhibition with their locations, availability and budgetary costs, including hotel accommodation and the extent of likely sponsorship. The offer should indicate the commitment of the Host Organization to meet their obligations as set out in this guideline.

2.2.   MULTIPLE OFFERS TO HOST A CONFERENCE OR SYMPOSIUM

If more than one offer to host a Conference/Symposium is received, the Council will select the Host at its last meeting before the previous Conference/Symposium starts.

3.   PREPARATION BY THE HOST ORGANIZATION

3.1.   LOCATION

Once an offer has been accepted by the Council the Host Organization should select one or more suitable venue(s) for approval by the Secretary-General. The proposed venue(s) should:

- be within easy access of an international airport;

- be within walking distance from hotels of different types and prices;

- have easy access to city amenities;

- be attractive to potential delegates and partners for cultural or tourism reasons.

3.2.   LEGAL ASPECTS

3.2.1.   MoU BETWEEN IALA AND THE HOST ORGANIZATION

A simple MoU between IALA and the Host Organization, or a simple exchange of correspondence with credentials.

3.2.2.   LEGAL RELATIONSHIP BETWEEN IALA AND THE HOST ORGANIZATION

The venue should be hired by the Host Organization, which signs the contract and is solely liable for it.

The Host Organization will provide to IALA a document confirming its willingness to host the Conference and its acceptance of the terms in this Guideline. The letter will state, inter alia, that the registration fee shall cover an agreed budget for IALA expenses to be invoiced after the event. Participants from the Secretariat will not pay registration fees.

The Host Organization is not an agent of IALA and may not enter into any contract or arrangement on behalf of IALA.

3.2.3.　PUBLIC LIABILITY RISK

A public event such as the Conference or a Symposium, including an exhibition, requires that the Host Organization takes public liability insurance with a reputable company for the duration of the event to ensure against any risks related to civil responsibility.

3.2.4.　TRAVEL INSURANCE

Neither IALA nor the Host Organization may be held liable by any Conference or Symposium attendee for any loss incurred as a result of attendance at a Conference or Symposium, or of travel to or from a Conference or Symposium.

A disclaimer to this effect should be included in any invitation to participate issued by IALA or by the Host Organization.

3.2.5.　COPYRIGHT

Authors will extend copyright to Conference/Symposium input papers and presentations to IALA for use and publication by IALA in whole or in part.

3.2.6.　USE OF IALA LOGO

The Host Organization will be granted the right to use the IALA name and IALA logo(s) for the purpose of the event only, on printed, electronic, and other material and these rights will be obtained for a limited period, normally terminating one week after the Conference/Symposium ends, except for a Conference/Symposium-specific website which is operated by the organiser, and for which the rights may extend for 6 months after the Conference/Symposium closes. The organiser will provide samples or plans for the use of the IALA name and logo(s) and obtain the agreement of IALA in advance of their use.

All rights to the IALA name and logo remain with IALA.

3.3.　VENUE BUILDING REQUIREMENTS

The building chosen by the Host Organization as the venue should be surveyed thoroughly in advance by the Host Organization and the Secretary-General to make sure that it meets the minimum requirements described below.

3.3.1.　FOR CONFERENCES

* a conference room capable of accommodating 600 people with simultaneous interpretation capability in English, French and Spanish;

* a meeting room suitable for 60 people, that can be used for meetings of the IALA Council, the Industrial Member General Assembly and other groups;

* a room suitable for meetings of 20 people;

* a foyer or common area large enough to accommodate pigeon holes for each delegate, for the dissemination of day to day information;

* a lunch area large enough to accommodate 600 people, and catering services able to process this number within 60 minutes;

* an exhibition hall adjacent to the conference room and the lunch area, having a single floor of a minimum of 2,000 square metres, and with easy access for the installation and removal of exhibition display booths, and exhibitors' equipment. The exhibition hall should be large enough to accommodate 150 booths, each 3m x 3m, and coffee stations for all conference delegates.

3.3.2.　FOR SYMPOSIA

* a conference room capable of accommodating 400 - 500 people;

- a lunch area large enough to accommodate 400 – 500 people, and catering services able to process this number within 60 minutes;

- an exhibition hall adjacent to the symposium room and lunch area, having a single floor of a minimum of 1,500 square metres, and with easy access for the installation and removal of exhibition display booths, and exhibitors' equipment;

   This exhibition hall should also have internet access via WiFi for up to 500 devices, and power and lighting capacity for 80 booths, each 3m x 3m.

- an IALA administrative and secretarial functions office with WiFi enabled printer / copier, adjacent to or preferably overlooking the symposium room;

- a speakers' briefing room.

3.3.3. FOR BOTH CONFERENCES AND SYMPOSIA

- A registration desk / information desk adjacent to the Conference/Symposium room manned during the conference or symposium by sufficient staff;

- Seating position in the auditorium for two rapporteurs with a clear view of the podium, speaker and screen with power for two laptops;

- Five offices for the Secretariat:

   - Secretary-General and Deputy Secretary-General office;

   - Administrative and secretarial functions office with WiFi enabled printer / copier;

   - Rapporteurs' office adjacent to or preferably overlooking the conference room;

   - World-Wide Academy office;

   - Speaker briefing room.

- The Host Organization should also consider and provide for its own requirements, press and contractors, as it sees fit.

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3.4. VENUE TECHNICAL REQUIREMENTS

3.4.1. WIFI AND INTERNET ACCESS

WiFi coverage of the whole venue, including the exhibition and lunch areas, capable of supporting at least 1,200 simultaneous connections are necessary, and also IT support staff provided by the Host Organization or event organiser, and in attendance during all conference or symposium opening hours;

Testing of the WiFi services at the venue should be done prior to the opening of the conference or symposium, sufficiently in advance for any deficiencies revealed to be rectified.

3.4.2. CONFERENCE/SYMPOSIUM ROOM

The following facilities should be provided in the conference/symposium room:

- microphones at the speakers' and chairperson's positions and the speakers' podium;

- wireless microphones available for questions from the floor providing clear sound to members of the panel on the podium;

- a power point projector (beamer) and dedicated computer located on the speakers' podium;

- a laser pointer and means of remote control of a presentation;

- alternative means of presentation, if requested beforehand by a speaker and if practicable;

- high speed internet access at the speakers' podium;

- a timing device, visible to the speaker and controllable by the session chairperson;

- screens as necessary for the speaker, chairperson and delegates to follow the presentations;

- power capacity for participants' electronic devices

3.4.2.1. For IALA General Assembly (Conference only)

an electronic voting system meeting IALA voting requirements (the voting system shall be able to manage up to fifty candidates for the purpose of Council election).

3.4.3. MEDIUM SIZE MEETING ROOM (COUNCIL, INDUSTRIAL MEMBERS' GENERAL ASSEMBLY) – (CONFERENCE ONLY)

- internet connection preferably via WiFi;

- sound system for 60 people with table microphones;

- video projector and main screen;

- additional screens as necessary.

3.4.4. SMALL SIZE MEETING ROOM (AD HOC MEETINGS)

- internet connection preferably via WiFi;

- video projector and main screen.

3.4.5. OFFICES

- IALA Secretary-General and Deputy Secretary-General office:
  - internet connection for two laptops;
  - printing/scanning capability.

- administrative and secretarial functions office:
  - internet connection for three laptops;
  - printing/scanning capability;
  - heavy duty photocopier;

- rapporteurs' office:
  - internet connection for four laptops;
  - printing/scanning capability;
  - access to photocopy facilities.

- World-Wide Academy office:
  - internet connection for four laptops;
  - printing/scanning capability.

- speaker briefing room:
  - facilities that exactly replicate the speaker podium's auditorium audiovisual presentation system in order for the speakers to be able to check that their presentations are fully compatible with the computer system provided on the stage.

3.4.6.   DOCUMENTS AND REPORT DISTRIBUTION

- on behalf of IALA, a means of electronically distributing the conference/symposium papers prior to and during the event;
- a means of electronically distributing the conclusion and/or the draft report the night before the last day of the event.;
- a means of distributing information to delegates during the conference/symposium.

In the case of an electronic means, it should preferably be provided by one Website used for all phases of the Conference/Symposium.

3.5.   FURNITURE REQUIREMENTS

3.5.1.   CONFERENCE/SYMPOSIUM ROOM

- tables and chairs on the stage capable of accommodating up to 8 people;
- a lectern for the speaker;
- if possible, folding tables for the delegates.

3.5.2.   MEDIUM SIZE MEETING ROOM (COUNCIL, INDUSTRIAL MEMBERS' GENERAL ASSEMBLY)

- tables and chairs for 60 people;
- paper and pens;
- bottles of water.

3.5.3.   SMALL SIZE MEETING ROOM (AD HOC MEETINGS)

- tables and chairs for 20 people;
- paper and pens.

3.5.4.   SECRETARY-GENERAL AND DEPUTY SECRETARY-GENERAL OFFICE

- two desks and chairs;
- coffee table and four easy chairs;
- refreshment station;
- standard office stationary.

3.5.5.   ADMINISTRATION AND SECRETARIAL OFFICE

- working space for three people;
- 4 or 5 chairs;
- refreshments;
- standard office stationary.

3.5.6.   RAPPORTEURS' OFFICE

- working space for four people;
- between 8 and 10 chairs;
- refreshments;
- standard office stationary.

3.5.7. WORLD-WIDE ACADEMY OFFICE

- four desks and chairs;

- coffee table and six easy chairs;

- refreshments.

4. PROJECT MANAGEMENT

4.1. STEERING COMMITTEE

The project will be managed by a steering committee comprising representatives from the Host Organisation and IALA. The main tasks of the Steering Committee are described in ANNEX A and ANNEX B, table of events. Membership of the steering committee will include:

- Secretary-General (Chair);

- Technical Operations Manager;

- Deputy Secretary-General;

- Events and Documents Co-ordinator (Secretary)

- Host Organization Conference/Symposium Director;

- Chairs and Vice Chairs of IALA Committees and Chairs or representatives of other IALA bodies, as necessary;

- One of the Committee Secretaries.

4.2. HOST ORGANIZATION RESPONSIBILITIES

The Host Organization should:

- produce a project plan, which includes an organisation diagram with clearly defined roles and responsibilities;

- establish one single point of contact (name, telephone number and e-mail address), and distribute this information on all printed publications, the website, etc.;

- in co-operation with the secretariat, develop a detailed table of tasks with an explicit description of minor and major tasks. This detailed table and the budget should be updated during steering committee meetings;

- develop the event budget and, in co-operation with IALA, decide a registration fee;

- develop and implement an event promotion plan;

- issue conference/symposium announcements as and when necessary;

- establish a conference/symposium website where delegates can be updated on the event progress, register and reserve hotel accommodation. Such a website should remain up and running at least six months after the Conference/Symposium closing;

- select, negotiate rates and pre-book suitable hotels and ensure that they remain available for booking up to four weeks before the conference/symposium starts;

- deal with all aspects of delegate, partner and exhibition registrations and provide attendance statistics and a list of attendees to IALA in the format shown in C and a list of exhibitors in the format shown in D.

4.3. IALA RESPONSIBILITIES

IALA is responsible for the technical contents of the event, and will:

- agree on the conference/symposium theme if any (generally upon proposal(s) by the Host Organization);
- decide on the number of conference/symposium technical sessions;
- decide on the technical topics to be discussed;
- decide on technical session chairs and vice-chairs;
- issue the call for papers and select those that will be presented;
- communicate with all those who have proposed presentations, should they have been selected or not;
- collect written papers (conference only) and presentations;
- prepare the papers for circulation (conference only);
- collate speakers' details;
- prepare and issue the conference/symposium conclusions;
- prepare and issue the Conference/Symposium report.

5. DETAILED PROJECT PREPARATION

5.1. PRACTICAL DETAILS

The Host Organization should use the following as guidance:
- produce publications as follows
  - introductory brochure;
  - social programme;
  - preliminary technical programme, including the social programme and practical information;
  - final event programme with an overview of all conference/symposium events;
  - pocket programme with the venue map;
  - list of participants, either on paper or electronically (the list of participants should carry the country, organisation and name of the participant, without contact details);
  - paper/presentation abstracts and speaker biographies (provided by IALA - This would better be distributed electronically);
- establish a secure space (username and password protected) on the conference/symposium website for delegates only, where one can publish event reports, presentations, etc.;
- provide online registration (additional paper-based registration, if necessary);
- provide facility for electronic distribution of photographs;
- have a master slide available during the Symposium/Conference for announcements;
- provide a delegate bag containing, for example:
  - final technical programme with an overview of all conference/symposium events, including the social programme, as well as emergency information;
  - pocket programme with a detailed map of the venue;
  - map of host city;
  - guide to host city;

- list of participants (without contact details);

- welcome gift from the Host Organization;

- conference/symposium badge – colour-coded to indicate delegate status;

- for a Conference, copies of the updated NAVGUIDE (provided by IALA);

- for a VTS Symposium, copies of the updated VTS Manual (provided by IALA);

- tickets to evening events;

- a delegate bag may also contain advertisements provided by IALA Industrial members.

- produce an appropriate letter of invitation template, ready to be distributed to delegates who need it for obtaining visas;

- inform presenters of the minimum font size for presentations based on the size of the screen and conference/symposium room;

- ensure that the venue facilities are properly marked by signs corresponding with the venue map;

- provide delegates with daily information on the next day's events by the means of an electronic newsletter;

- ensure that key personnel working at the venue have adequate English skills;

- ensure adherence to all appropriate safety and security measures prescribed by national and local law and regulations.

5.2. MARKETING

The following points should be considered:

- preparing a marketing flyer to be used to promote the event;

- promoting the conference/symposium at relevant international meetings and conferences (for instance IMO meetings), to reach potential delegates and exhibitors;

- producing conference/symposium related articles for the IALA Bulletin;

- promoting the conference/symposium in relevant international maritime publications;

- e-mail conference/symposium news and reminders to IALA members and other relevant networks;

- focusing on the conference/symposium theme and technical programme, speakers and social events when promoting the event;

- settling the details of the technical programme as early as possible.

  This should enable the Host Organization to focus on the technical themes and speakers when marketing the conference/symposium, which could result in more early-bird registrations (see Section 6.2.2).

5.3. TRANSPORT

The Host Organization should, as far as practicable, offer the delegates a transportation service on arrival and departure (airport/hotel/airport). Such a service should be at delegates' expense.

For hotels not within walking distance from the conference/symposium venue, the Host Organization should consider offering a shuttle service or providing tram/bus/metro passes.

In the event of VIP guests or VIP speakers who are not delegates and who stay for one or two days only, the Host Organization should provide a car service between the nearest airport and the venue, and return.

5.4. COURIER SERVICE

Courier services should be organised during at least the last two days of the conference/symposium for delegates and IALA staff members to ship back conference/symposium documents or any other items.

5.5. PHOTOGRAPHER

The Host Organization should arrange for a photographer for the official group photograph and all events as well as easy means to retrieve photos electronically for free. Photographs should be available within 24 hours of each session or event.

5.6. MEDIA

Attendance by members of the media should be assessed on an individual basis. They should, normally, have free access to the professional proceedings technical sessions and the exhibition.

5.7. SOCIAL EVENTS

Social events are normally open to all delegates and their partners registered in the Partner Programme.

5.7.1. SOCIAL PROGRAMME

The Host Organization should consider the following when preparing the Social Programme:

- Distinguish between the social and partner programmes;

- Optional booking for evening events instead of one package deal;

- One evening should be left open in the social programme without any planned events.

5.7.2. TECHNICAL TOUR

If a technical tour is included in the programme, the Host Organization should consider the following when preparing the Technical Tour itinerary:

- the technical content and objective of the tour;

- transport and logistics (destination ideally within a maximum of two hours);

- meal and comfort stops;

- sponsorship.

5.8. PARTNER PROGRAMME

It is essential that an imaginative and affordable partner programme be offered to those people accompanying delegates but not attending the Conference/Symposium. Failures in this part of the event organisation can have a disproportionate effect on the overall view of the success of the Conference/Symposium.

6. COST RESPONSIBILITIES FOR THE HOST ORGANIZATION

6.1. EXPENSES

All costs associated with the requirements listed in Sections 3 and 4 above are to be borne by the Host Organization.

In addition, the Host Organization will be responsible for the following costs:

- translation (as required) including revision, typing, reproduction and distribution of documentation as necessary;

- travel, subsistence, accommodation expenses and registration fees for IALA personnel, including pre-meeting visits;

A travel and accommodation package may be proposed to IALA as well as a proposed number of sponsored personnel.

- production and distribution of the final report of the Conference/Symposium;
- production and distribution of the electronic record of papers & presentations.

6.2.   REGISTRATION FEES

6.2.1.   GENERAL

- the registration fees for attending the conference/symposium include:
  - entrance to the conference sessions and exhibition;
  - social events;
  - working lunches and coffee breaks;
  - delegate bag and contents.
- Conference or symposium registration fees should be calculated by summing up the total conference/symposium total costs, i.e. summing up the costs to the Host Organization and the costs to IALA.

  The breakeven number of delegates would then be calculated, taking into account the reasonable direct costs and overhead costs and allowing a reasonable margin of safety.

The Host Organization should agree on the registration fee(s) with IALA before promulgation.

6.2.2.   REGISTRATION FEE RULES

- **Honorary Members** are offered a 50% discount on the registration fee.
- **Sister Organizations having a MoU with IALA** are entitled to send up to 2 delegates exempt from the registration fee.
- **Sister Organizations without a MoU**, a list of which will be agreed by IALA and the Host Organization, are offered a 10% discount for up to 2 delegates.
- **Keynote and VIP speaker(s)** should pay a fee decided on a case by case basis by IALA. Other speakers are required to pay the normal registration fee.
- **Partner registration fee** should be calculated by summing up the total partner programme costs and a reasonable portion of the social events costs;

  The breakeven number of accompanying persons would then be calculated, maintaining the registration fee as low as possible. The registration fee includes the companion programme and participation in social events.

- **One-day delegates** and other specific arrangements:
  - generally, it is not advisable to offer day visitor rates or other specific arrangements as they impact on the smooth organisation of the event;
  - Day delegate registration fee could be available. In this case, the fee should be either uniform or calculated according to the lunch and/or the social events happening during the day;
  - other arrangements, such as shared registration fees within the same organizations could be another option. In such a case the total registration fee is divided according to the number of days spent by each delegate.

- **Early bird specification**:
  - implementing early bird rates is at the event organisers' discretion.

When implementing early bird rates the organisers should take into account the budget limitations national administrations might have, especially when the early bird rates offer ends before the year of the conference/symposium itself.

- attendance at the General Assembly is restricted to IALA members and is free;

- cancellation policy may be determined by the Host Organization.

7. INDUSTRIAL EXHIBITION

7.1. ORGANISATION

Exhibitions are organised by the Industrial Members Committee (IMC), in conjunction with the event organiser. The Exhibition is an opportunity for commercial companies to establish contacts and showcase their products.

7.1.1. CONFERENCE

The IMC takes full responsibility for the Exhibition and the Industrial Members Evening. (contracts, advertising, booths, etc.). The IMC works with the local event organiser (preferably). The Exhibition forms part of the IMC meeting agenda over the course of the four preceding years.

Negotiations, contracts, advertising and booth reservations are carried out by the IMC, with the co-operation of the event organiser.

7.1.2. SYMPOSIUM

A representative from the IMC is selected to assist the host nation. The IMC representative advises and forms part of the exhibition committee, but full responsibility lies with the Host Organization / Event Organizer.

The cost of the travel of the IMC representative is normally recouped from the Host Organization / Symposium proceeds.

7.2. EXHIBITION COMMITTEE

The purpose of the Exhibition Committee is to oversee the planning, preparation and implementation of the Conference/Symposium exhibition, working with the Host Organization. Membership of the Exhibition Committee includes:

- President of the IMC (Chair);

- Host Organization Conference/Symposium Director;

- any other individuals as agreed by the IMC President.

7.3. PARTICIPATION

7.3.1. CONFERENCE

Only IALA Industrial members who have paid the equivalent of the contributions for the two years immediately prior to the year of the Conference plus the year of the conference will have the right to exhibit their equipment.

7.3.2. SYMPOSIUM

Any company carrying out activities in the field addressed by the symposium can exhibit.

7.4. MANUAL

Before the start of the conference/symposium, a dedicated Manual is sent to Industrial members to provide them with all necessary information, in regard to the Exhibition:

- dates, times and location;

- on-site registration;

- exhibition spaces, size of stand;

- rules and regulations for exhibiting.

7.5.   EXHIBITION SECRETARIAT

The Exhibition secretariat will have an office inside the exhibition area during the booth installation and breakdown periods and the event itself. Staff member of the exhibition secretariat will be on hand to be of assistance to all participants.

7.6.   OPENING

The exhibition is generally opened by an individual well known within IALA and to whom the industry wishes to pay tribute. The decision normally lies with the conference/symposium steering committee.

7.7.   PARTICIPATION IN THE CONFERENCE/SYMPOSIUM

As far as practicable the IMC should plan to negotiate one exhibitor delegate pack and one complete delegate pack for each standard booth that the exhibitor has paid for. The exhibitor delegate pack should include access to all coffee breaks, lunches and social events.

Exhibition staff who are also speakers will be given access to the conference/symposium room for the time of the technical session during which he/she is presenting.

7.8.   VISITORS

As far as practicable, exhibiting companies should be given the right to invite guests for a short visit to the exhibition without having to pay the conference/symposium fee.

7.9.   SPONSORSHIP

The conference or symposium is an event where exhibitors are able to promote their companies and engage in direct communication with professionals from the international maritime community.

Payments can be done by the companies directly to the Host Organization. According to the level of sponsorship chosen, the company will receive exposure to the attendees, with their logo being exhibited.

The Industrial membership of IALA, via the IMC, has the first refusal right concerning sponsorship.

Other, and in particular local, sponsorship will be encouraged for sponsorship remaining at three months before the conference/symposium starts.

As far as practicable, sponsorship should be itemised and opportunities for small amount packages offered, such as lunches or tea / coffee breaks on a given day.

ANNEX A   CONFERENCE TABLE OF EVENTS

	Event	Actions					Remarks	Time Frame
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
1.	Application made to host next conference	X						5 Years
2.	Application accepted: Host Organization and IMC notified		X					4.5 – 4 years
3.	Exhibition Committee established					X		4 – 3.5 years
4.	Steering Committee established			X				4 – 3.5 years
5.	Conference Director (Organiser) appointed	X						4 – 3.5 years
6.	Conference draft time schedule and topic structure prepared				X			3.5 – 3 years
7.	Proposal for Conference theme and logo prepared	X						3.5 – 3 years
8.	Conference time schedule and topic structure agreed. IMC and Host Organization notified of decision		X					3 years
9.	Conference venue selected	X		X				3 years

	Event	Actions					Remarks	Time Frame
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
10.	Provisional planning of the technical aspects of the conference completed	X						2.5 years
11.	Preliminary contracts for conference centre placed and Host Organization cost estimates developed	X						2.5 years
12.	Invitations sent to Industrial members to participate in the Exhibition					X		2.5 years
13.	Event flyer and promotion plan completed	X						2 years
14.	Conference website set up with initial information including the first announcement and information on the event venue	X					Once set up, the conference website to be maintained to ensure it is up to date	2 years
15.	First announcement of conference included in IALA Bulletin and on the IALA website, link to conference website.			X				2 years
16.	Accompanying persons programme developed	X						2 years
17.	Conference information, including call for papers, distributed by circular letter (1st) in Bulletin and by electronic means.			X				2 years

	Event	Actions					Remarks	Time Frame
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
18.	General Assembly voting system tested	X						1.5 years
19.	Abstracts of papers passed to the Conference Steering Committee for selection			X	X			1.5 years
20.	Topic structure agreed, session chairs nominated and notified. IMC and Host Organization notified.			X	X			1.5 years
21.	Authors informed of paper selection results and deadline for paper and presentation.			X				1 year
22.	Conference draft budget prepared and registration fee agreed	X		X				14 months
23.	Latest conference information distributed by circular letter (2nd) in the IALA Bulletin and by electronic means			X				14 months
24.	Online registration open	X						14 months
25.	Detailed planning of exhibition completed					X		14 months

| | Event | Actions | | | | | Remarks | Time Frame |
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
26.	Brochure containing invitation, prices, booking forms and general information distributed in both hard and electronic copy.	X						1 year
27.	Public liability insurance arranged	X						9 months
28.	Deadline for selected and reserve papers to be received			X				6 months
29.	Papers processed			X				6 to 3 months
30.	Speaker information sheets and request for photographs issued			X				4 months
31.	[Early birds registrations completed]	[X]						[4 months]
32.	Interpreters selected and hired	X						4 months
33.	Papers for presentation sent for Host Organization for upload to the electronic repository for delegates access	X		X				2 months
34.	Speaker information sheets and photographs received from presenters			X				1 month
35.	Presentations received and forwarded to Host Organization			X				2 weeks

	Event	Actions					Remarks	Time Frame
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
36.	Session chairs briefs distributed			X				2 weeks
37.	Speaker session briefs distributed			X				2 weeks
38.	Presentations uploaded to the conference video system	X						2 – 1 week
39.	Attendee list sorted by countries provided to report coordinator	X						1 day
40.	Exhibition area complete and ready for equipment to be installed					X		1 day
41.	Conference ready to be opened	X						
42.	Distribution of event critique forms	X						Final day -1
43.	Online registration closed							Final day -1
44.	Distribution of conclusions and draft report	X						Final day
45.	Final report issued on event website and IALA website			X				+ 2 weeks
46.	Closing date for event critique forms	X						+ 2 weeks
47.	Compilation of critique form comments passed to IALA	X						+ 4 weeks

	Event	Actions					Remarks	Time Frame
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
48.	Debrief meeting on conference by Secretariat in view of revising the Guideline for Preparation of an IALA Conference or Symposium							+ 6 weeks - + 2 months
49.	Review of IALA Guideline			X			The Guideline needs Council approval.	+ 2 months - + 6 months

ANNEX B   SYMPOSIUM TABLE OF EVENTS

	Event	Actions					Remarks	Time Frame
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
1.	Application made to host next symposium	X						5 Years
2.	Application accepted: Host Organization and IMC notified		X					4.5 – 4 years
3.	Exhibition Committee established					X		4 – 3.5 years
4.	Steering Committee established			X				4 – 3.5 years
5.	Symposium Director (Organiser) appointed	X						4 – 3.5 years
6.	Symposium draft time schedule and topic structure prepared				X			3.5 – 3 years
7.	Proposal for symposium theme and logo prepared	X						3.5 – 3 years
8.	Symposium time schedule and topic structure agreed. IMC and Host Organization notified of decision		X					3 years

| | Event | Actions | | | | | Remarks | Time Frame |
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
9.	Symposium venue selected	X		X				3 years
10.	Provisional planning of the technical aspects of the symposium completed	X						2.5 years
11.	Preliminary contracts for symposium centre placed and Host Organization cost estimates developed	X						2.5 years
12.	Invitations sent to Industrial members to participate in the Exhibition					X		2.5 years
13.	Event flyer and promotion plan completed	X						2 years
14.	Symposium website set up with initial information including the first announcement and information on the event venue	X					Once set up, the conference website to be maintained to ensure it is up to date	2 years
15.	First announcement of symposium included in IALA Bulletin and on the IALA website, link to conference website.			X				2 years
16.	Accompanying persons programme developed	X						2 years

	Event	Actions					Remarks	Time Frame
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
17.	Symposium information, including call for presentations, distributed by circular letter (1st) in Bulletin and by electronic means.			X				1.5 years
18.	Abstracts of presentations passed to the Symposium Steering Committee for selection			X	X			1 year
19.	Topic structure agreed, session chairs nominated and notified. IMC and Host Organization notified.			X	X			1 year
20.	Authors informed of presentation selection results and deadline for presentation.			X				1 year
21.	Symposium draft budget prepared and registration fee agreed	X		X				1 year
22.	Latest symposium information distributed by circular letter (2nd) in the IALA Bulletin and by electronic means			X				1 year
23.	Online registration open	X						1 year
24.	Detailed planning of exhibition completed					X		1 year

| | Event | Actions | | | | | Remarks | Time Frame |
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
25.	Brochure containing invitation, prices, booking forms and general information distributed in both hard and electronic copy.	X						1 year
26.	Public liability insurance arranged	X						9 months
27.	Speaker information sheets and request for photographs issued			X				4 months
28.	[Early birds registrations completed]	[X]						[4 months]
29.	Speaker information sheets and photographs received from presenters			X				1 month
30.	Presentations received and forwarded to the Host Organization			X				2 weeks
31.	Session chairs briefs distributed			X				2 weeks
32.	Speaker session briefs distributed			X				2 weeks
33.	Presentations uploaded to the symposium video system	X						2 - 1 weeks
34.	Attendee list sorted by countries provided to report coordinator	X						1 day

	Event	Actions					Remarks	Time Frame
		Host Organization	Council	Secretariat	Steering Committee	Industrial Members Committee		Period prior to start of event
35.	Exhibition area complete and ready for equipment to be installed					X		1 day
36.	Conference ready to be opened	X						
37.	Distribution of event critique forms	X						Final day -1
38.	Online registration closed							Final day -1
39.	Distribution of conclusions and draft report	X						Final day
40.	Final report issued on event website and IALA website			X				+ 2 weeks
41.	Closing date for event critique forms	X						+ 2 weeks
42.	Compilation of critique form comments passed to IALA	X						+ 4 weeks
43.	Debrief meeting on symposium by Secretariat in view of revising the Guideline for Preparation of an IALA Conference or Symposium							+ 6 weeks - + 2 months
44.	Review of IALA Guideline			X			The Guideline needs Council approval.	+ 2 months - + 6 months

ANNEX C   FORMAT OF LIST OF DELEGATES

ALGERIA

Name of delegate
Company
Position

ANGOLA

Name of delegate
Company
Position

Name of delegate
Company
Position

ARGENTINA

(…)

ANNEX D   TYPICAL LIST OF EXHIBITORS

Booth Number	Name of exhibitor	Products
5&8	Company name 1	The national safety agency with a primary role in maritime safety, marine environmental protection and SAR.
41	Company name 2	Sea surveillance radar systems; radar for VTS Sensor technology for VTS and coastal surveillance radars.
55	Company name 3	Civil and military ground, naval and coastal radars. A new range of radars designed for coastal surveillance has been launched.
13-16	Company name 4	Full range of marine aids to navigation; racons; LEDs; remote monitoring systems.
44	Company name 5	Vessel traffic management and monitoring systems; environmental protection; coastal security; protection of offshore installations.
53&56	Company name 6	A full range of marine aids to navigation; provision of spares for VTS, DGPS and oil spills.
9&12	Company name 7	Lighted aids to navigation; optical, electronic and electro-mechanical instruments; photometric testing.
42	Company name 8	Marine aids to navigation products; barriers. Also operates a testing and research centre. Racons.
46	Company name 9	Vertical axis spiral wind turbines and accessories for a broad range of applications.
1&4	Company name 10	A wide range of fixed and floating aids; AIS products for providing navigation, meteorological and hydrological data; LED technology.