GUIDELINES FOR THE HOSTING
OF A WORLD CONGRESS

This document has been prepared to assist Member Societies of the ISRRT to organise and host as ISRRT World Congress. The guidelines are intended as a draft working agreement between the ISRRT and the host society. Where the guidelines are not specific to a particular problem or are not appropriate to the environment within which a meeting is to be held, agreement on divergence from the guidelines must first be reached. Questions regarding the guidelines or requests for further clarification should be addressed to:

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Rationale

Rationale for an ISRRT World Congress

Under the regulations of the Society an ISRRT World Congress is held every two years. The main objective of this meeting is to bring together a wide range of participants for the purpose of improving medical radiations technology standards, upgrading educational programmes, exchanging ideas and experiences. As part of this mandate the Society does sponsor a number of different types of meetings that are held on a regular basis. Each Region has the opportunity to hold a World Congress as they are rotated throughout the Regions. (Between the World Congresses the Society sponsors smaller seminars or workshops that are focused on a particular activity of interest to the members eg education. Member countries may ask for a workshop to be held in their Region and bid to host such a meeting. For information on the guidelines for such meetings please liaise with the ISRRT Director of Education.)

The division of responsibilities for World Congresses between the ISRRT and the host society will in general follow the guidelines as outlined in this policy document.

Goals of ISRRT

- To advance the science and practice of Medical Imaging, Radiation Therapy and allied subjects by promotion of improved standards of educations and of research in the technical aspects of radiation medicine and protection.

- To make the results of research and experience in radiation medicine and protection available to practitioners internationally.

* To create and hold funds which shall be available for furthering the objectives of the Society whilst at the same time maintaining the status of charitable organisation. To do all such lawful things as shall be necessary for the attainment of the foregoing objectives.
Introduction

The decision on which country will host an ISRRT Congress or other type of meeting rests with the Board of Management. Once approximate dates are established, invitations to host a World Congress are requested from national societies within the Region where the meeting is scheduled to be held or from all member societies if no specific Region is identified as the host. Only member-societies of the ISRRT are eligible to host an ISRRT World Congresses. (Workshops may be held in non-member countries if there is an organization willing to act as host or if it is deemed necessary for the advancement of the objectives of the ISRRT.)

To organise a World Congress the Society relies upon the assistance of its member-societies in the Region in which the particular meeting is to be held. World Congresses are organised by the ISRRT with the assistance of a Local Organising Committee (LOC) usually formed by the society from the country in which the Congress is to be held.

Application

An application to host a World Congress should be made in writing to the CEO in response to an invitation to submit applications. Any Society applying to host a World Congress will be asked to submit details of their proposal to the Congress Committee through the CEO. The Congress Committee will consider each application. In considering the application the local resources available to ensure the success of the conference will always be taken into account. The Congress Committee will make a recommendation to the Board of Management as to which application should be accepted.

Congress Financial Commitments

The ISRRT Treasurer, or his designate, shall approve all financial commitments in advance which includes estimated expenses and receipts.

Included in the expense budget shall be a provision for the expenses of the President and CEO to attend the Congress. Board members attending the Congress shall receive complimentary registration with the exception of social activities.

Any expenses relating to the holding of a Board or council meeting are the responsibility of ISRRT and shall not be charged against the Congress.

The costs of meetings and expenses for a local organizing committee shall be for a maximum of ten persons.
The normal meeting expenses of the Local Organising Committee (LOC) may be assigned to the expense budget for travel and subsistence rates in use by the host society for its officers. The number of individuals, the number of meetings, and the anticipated total Organising Committee expenses must be outlined in the submitted budgets.

The organising committee shall be drawn from the area in which the Congress is to be held so as to minimise travel costs.

Expenses paid to Committee members shall include only reimbursement for out of pocket expenses and shall be at the rates allowed by the host society for its members where these are established.

If the host society has no established rates for out of pocket expenses the Treasurer of the ISRRT or his designate must approve the rates at which committee members will be reimbursed for expenses incurred.

Accommodation, where required, and a per diem allowance for committee members during the Congress will be allowed as an expense against the Congress and will be clearly indicated in the expense budget.

The cost for one visit for three representatives of the ISRRT Congress Committee to meet with the local organising committee and to review the facilities for a Congress shall be paid from the revenue of each Congress. A maximum of three members of the committee will review the proposed sites for a World Congress. These representatives will be the President, Treasurer and CEO or their representatives.

The host society for Congresses shall be allowed to raise funds to support the activities of the meeting as they feel appropriate.

The LOC will be responsible for signing all local contracts.

The LOC will authorise a minimum of two individuals to jointly sign all cheques drawn on the income of the Conference or Congress.

A preliminary budget is to be submitted within 6 months of a successful bid to host a Congress. This budget should include all expected expenditures and revenues as well as proposed registration fees.

The Treasurer of the ISRRT must be informed of any significant changes to the budget and a final budget is to be submitted for approval 18 months prior to the Congress date.
Selection of a Convenor

The organisational formula for a successful congress requires:

(a) Clear Objectives
(b) A good overall plan
(c) Organised manpower and other resources to implement the plan
(d) Sound financial administration where costs are rigidly controlled

The most important first step is to select a capable and responsible Congress Convenor. Essential qualifications are vision, imagination, administrative sense, organization ability and the capacity to assess and solve problems. It is also an advantage if the Convenor has had previous experience in organising either a national or local meeting. The wise Convenor divides the many components of the task into smaller responsibilities and assigns each to a dependable Committee Chairman.

The Convenor of an ISRRRT World Congress will be appointed by the respective member society and he/she is responsible for the formation of the conference committees. It is suggested that responsibilities be delegated for the following co-ordinators:

Secretary
Treasurer
Scientific Programme Committee
Social Programme
Registration
Accommodation
Audio Visual
Technical Exhibition
Publicity

Other committee members may be appointed and some duties combined/shared as appropriate.

Each co-ordinator where applicable should work to a budget and within specified datelines.

It is recommended that advice be sought from previous Convenors as many valuable comments may be made to assist with the Congress.

Preliminary planning is essential to ensure the success of the event and its educational validity.

Most radiation medicine technology societies conduct annual conferences and have the experience and ability to satisfy the requirements of the ISRRRT Board and Council. It is not necessary to produce and present expensive briefing documents when applying to host a Congress. Often the most successful meetings result from a modest brief containing well-researched information and the dedicated ability of the congress committee to succeed.
Income

As the ISRRT depends on income from its meetings to support its other activities financial commitments are agreed upon between the ISRRT and the national society that is hosting a meeting.

When a Technical Exhibition is organised in conjunction with a World Congress any net proceeds shall be distributed between the ISRRT and the host society as agreed upon by both organizations.

The ISRRT will be responsible for any deficit incurred during a World congress and will retain any surpluses after payment of all outstanding debts for all ISRRT sponsored meetings.

Expenses or Honoraria

Expenses or Honoraria are not to be paid to speakers from income received from registration fees with the exception of the person invited to present the Hutchinson or other featured lecture. This should be approved in advance by the ISRRT. Sponsorship of speakers by commercial firms or individuals is allowed.

Tours of local facilities as part of a Congress programme shall be included as a cost of the meeting unless sponsored by a third party.

An audited statement showing all Revenue and Expense details shall be sent to the ISRRT within six months of the close of the meeting.

Reduced Registrations

Board of Management members and the CEO receive free registration. Members of the local organising committee up to a maximum of 10 are eligible to receive free registration. The number should be identified in the budget. Council members attending a Conference or Congress at which a Council meeting is held and who personally pay their own travel and hotel expenses are entitled to receive a refund of 50% of the registration fee less the cost of any social events.

Board & Council Meetings

Board, Council and Regional meetings are always held at the time of a World Congress. The timing of these meetings is at the discretion of the Board. A venue for these meetings is to be provided preferably at the same venue as the Congress.

For a Board meeting a large table in a private room with seating for 15 and provided with
morning and afternoon teas or continuous tea & coffee.

For a Council meeting seating for up to 85 Councillors plus 12 Board members needs to be provided in a private room. The setting for this is a large square of tables with a hollow centre. Another 80 seats will have to be provided for observers and translators normally immediately behind the Council members.

Each Region has a different number of member countries and room provision varies from 20 persons to 50 persons.

Prior to the Congress the CEO will inform the Convenor of the Congress of the number of Council acceptances and from which countries but it is always wise to be prepared for more to attend unannounced.

At each Council meeting the position / identification of each Council or Board member shall be provided. This should read the country the person is representing and, if possible, the name of that person. Lettering should be large enough so that it can be read from any part of the room. Small flags of each country must be provided and placed in front of each Council member.

If possible, refreshments should be provided during the breaks in the Council Meeting

**Ceremonial Guidelines**

**OPENING AND CLOSING CEREMONIES**

The opening and closing ceremonies will depend both on local custom and ISRRT tradition. The following guidelines are provided to give some uniformity to ISRRT Congresses and to assist local planners in making appropriate arrangements. The guest list for the official platform party for the opening should be confirmed as early as possible with the CEO. These proposals are guidelines only and may be altered, as the local organizing committee desires. The CEO however should approve major changes.

The Director of Public Relations should be included in plans for the opening and closing ceremonies and the flag ceremony

**OPENING CEREMONY**

1. Platform guests should include the President ISRRT, Regional Vice President ISRRT, Congress Convenor, President of the host society, and special dignitaries that you have invited such as the mayor, representatives of government, or a representative of the Radiological Society if deemed appropriate.
2. The order of the ceremony can vary but the following outline is given as a guide.

a. Platform guests assemble in a separate area while the audience is being seated. Reserved seating at the front of the hall should be provided for Board members and their spouses, members of the local society Board and their spouses, and other important guests who are not platform guests.

b. It will be necessary to appoint an individual who will be responsible for seeing that the guests are lined up for entry in the correct order, that there are sufficient chairs on the platform, and that the microphones are turned on and working.

c. Once the audience has been assembled the CEO takes the podium and asks the audience to stand and receive the official party. The party then files in, usually to some type of music and takes its place on the podium. The Chairman of the session is usually the Congress Convenor or the President of the Host Society

d. If you are having a flag ceremony the CEO asks everyone to remain standing while the flags of participating nations are announced and carried in. You will need to ensure you have on hand the appropriate flags for each of the participating nations. A person/s should be delegated complete with a printed information sheet showing the sequence of entrance of the flag bearers

e. After the entry of the flags the guests and audience are seated and the Congress CEO introduces the platform guests.

f. If there is entertainment incorporated into the opening ceremony it can come either before or after the speeches. If it is before, the CEO introduces the entertainment and it proceeds.

g. Following the entertainment the speeches follow in the following order.

i. Greetings from the Congress Convenor.
ii Greetings from the President of the Host Society
iii Greetings from the City representatives
iv Greetings from any regional or national government representatives
v Greetings from professional organizations such as Radiologists
vi Guest speaker(only if you are going to have someone give a talk)
vii Reply on behalf of the ISRRT by the President ISRRT
h. If the speeches have preceded the entertainment, the entertainment is provided now.

i. Official turning on of Globe. The symbol of an ISRRT Congress is an illuminated Globe. The ISRRT President will turn on the Globe.

j. Following the turning of on of the Globe or the finish of the entertainment, the CEO asks
everyone to stand while the official party leaves the platform. It is usual for the official party to retire to a separate room for coffee so that the guests may meet the ISRRT President and officers.

Once the official party has left the CEO announces the next event in the programme.

**CLOSING CEREMONY**

1. This is a much less formal ceremony than the opening. The CEO usually presides at this event. Platform guests are limited to the Congress Convenor, The President of the Host Society, the ISRRT President and the ISRRT Regional Vice President.

2. Order of Speaking

   a. The Convenor gives a few remarks on the Congress and thanks everyone for attending.

   b. The CEO announces the names of the participating countries and asks a representative from each one to come forward as called and receive the certificates of participation from the Regional Vice President.

   c. Representatives of participating societies who wish to address the assembly or give a gift to the host society are then asked to come forward. The President of the Host Society accepts the gifts on behalf of the host society.

      The CEO then invites the ISRRT President to say a few words. The President thanks the representatives on behalf of the Host Society and takes this opportunity to thank the members of the Local Organizing Committee. They are introduced by name and asked to stand if they are in the hall.

      There is a short presentation by the Convener of the next World Congress following which the ISRRT Flag is handed over to that country.

      The President concludes his/her remarks by turning off the globe and declaring the meeting closed. The audience is then wished a safe and speedy return home and invited to a final coffee reception or party if one has been scheduled.

**CONGRESS**

*Scientific Programme*

The scientific programme for the Congress shall be under the direction of the Director of Education supported by the Regional Education Committee Coordinator for the Region in which the congress is to be held. Although all arrangements will usually be made by the local organizing committee, the ISRRT Education Committee should be advised of all
proposals for the scientific programme. As far as is possible, the majority of speakers shall be radiographers or technologists. It is the policy of the ISRRT not to provide any honorarium or expenses to invited speakers but any honorarium or expenses paid to special invited speakers shall first be approved by the ISRRT Treasurer or his designate. Special invited speakers or keynote may receive complimentary registration for the Congress and these costs must be identified within the approved budget. Time must be allocated within the scientific programme for proffered papers.

**Technical Exhibition**

Generally a technical exhibition organisation will be selected by the Convenor to erect booths and supply particular exhibitors requirements. The location of the exhibition area will be influenced by:

* ease of access for large equipment
* availability of area for setting up the exhibition
* type of power, water, air conditioning, sewage available/required security and insurance

It is normally expected that a trade or technical exhibition will be organised in association with a World Congress. Excess revenue from a technical exhibition will be included as part of the revenue of the Congress.

Where a Congress is held in conjunction with a national meeting, the division of excess revenues from a Technical Exhibition between the ISRRT and the host society shall be agreed upon in advance at the time of the approval of the initial budget.

**Within the budget a booth is to be included within the Technical Exhibition for the ISRRT and for promotion of the following World Congress. The cost of these booth is a Congress expense.**

Teas and lunches where possible are served in the Exhibition area – it is advisable not to host any other events eg fashion shows in the Exhibition area at these times so as to maximize exposure of the vendors supporting the congress.

**Outside Assistance**

Most large centres have a Visitor or Tourist Bureau which can provide advice and assistance free of charge. The use of such resources can help immeasurably and provide participants with pre
and post conference information.

It is wise to hold early discussions with hotels or other facilities that are capable of providing meeting accommodation and hotel space for participants. The availability of meeting rooms, banquet facilities, committee rooms, rooms for audio-visual preparation etc. should all be fully discussed with the hotel management. Successful negotiations in this area can often result in the availability of meeting space at no charge, complimentary bedrooms or other assistance to ensure the success of the Congress.

**Language**

All papers must be presented in English and all discussions take place in English. To assist participants a copy of each paper being presented will be available for distribution prior to each lecture.

**RESPONSIBILITIES**

It is important that there is early agreement on the responsibilities of the local organising committee and the ISRRT. Each Congress will vary depending upon local circumstances but the following list identifies those which are normally the responsibility of the ISRRT and those which are the responsibility of the Host Society. The list of responsibilities of the host society cannot be complete, as all responsibilities other than those assumed by the ISRRT will rest with the host society.

**ISRRT Responsibilities**

Provide guidelines regarding the items to be covered in the budget, format for the meeting and opening and closing ceremonies.

Approve budget and revisions as developed by Host Society.

The ISRRT must approve the registration fee to be charged to registrants. Spouse registration fees are to be set at no more than cost plus 25%.

**Responsibilities of Host Society**

Maintain frequent communication with ISRRT Secretariat. Copies of the minutes of all meetings of the local organising committee shall be provided to the CEO.
Follow guidelines established by the ISRRRT

Proof reading of all print items for accuracy and or language correctness.

**Establish procedures for the control of the budget and accounts, including the following:**

- Developing the budget
- Opening Bank Accounts
- Identify local tax law commitments
- Keep the books of account
- Monitor cash flow and funding accounts
- Check bank statements
- Check invoices and payments
- Monitor all expenditures to ensure compliance with budget
- Control financial contributions or sponsorships for special purposes
- Receive all registration fees and other income
- Monitor non-payment of invoices and other bills
- Arrange insurance cover if required (Public Liability and Abandonment)
- Advice on transfer of funds (from country to country)
- Production of final accounts

**Develop, produce and distribute all documentation required both before and after the meeting.**

Creation of logo and choice of colour scheme for printing (the ISRRRT logo is to be included on all printed materials)
- Design of Layouts
- Standard and extent of each printed item
- Production and collation of "copy" for each print item
- Translation of print items into agreed official languages
- Establish and maintain print deadlines as follows

If possible, it is strongly recommended to set up a travel fund to support for the less privileged delegates – please see Annexure 1 – Criteria for Travel Support Fund

<table>
<thead>
<tr>
<th>Publication</th>
<th>Mailing Date</th>
</tr>
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<tbody>
<tr>
<td>First Announcement</td>
<td>24 months prior to meeting</td>
</tr>
<tr>
<td>Second Announcement</td>
<td>15 months prior to meeting</td>
</tr>
<tr>
<td>Final Announcement with Registration, Abstract Forms &amp; Preliminary Program</td>
<td>9 months prior to meeting</td>
</tr>
<tr>
<td>Final Program</td>
<td>1 month prior to meeting</td>
</tr>
<tr>
<td>Book of Abstracts</td>
<td>To be distributed at meeting</td>
</tr>
<tr>
<td>List of Participants local regulations)</td>
<td>To be distributed at meeting (if in compliance with</td>
</tr>
</tbody>
</table>
Copies of Papers given at conclusion of meeting
Proof reading in all languages
Liaison with printer on deliveries
Liaison with printer and packers on distribution pre and at meeting
Production and distribution of abstracts
Production of participant list

**Meeting halls and equipment, negotiate all contracts, establish operational schedule and assign use of space.**

Research and recommend appropriate venues
Venue contract, negotiation and agreement
Allocate space re the following
- Professional programme (spoken and posters)
- Social events
- Registration, enquiries, travel, speakers, social events, recordings, abstracts, tours, banking, theatre, congress souvenirs, post office.
- Lounge areas
- Catering needs
- International, national and scientific secretariats
- Press
- Slide preview
- Presidents hospitality
- Pre and post meeting storage
- Trade and/or technical exhibition
- Book displays

**Scientific programme and back up**
- Data projection, computers, slide, cine, microphones, public address
- Tape recording
- Technicians or technical assistance
- Call for papers
- Adjudication procedures if required
- Chairmen and speakers instructions and briefing.
- Data projection and slide preview system
- Poster sessions
- Poster presenters support and instructions

**Sets and signs**
- Directional signs
- Stage sets, lecterns, screens
-flowers and plants
-setting up and dismantling

**Equipment and furniture**
-photocopier
-typewriters/computers
-secretariat needs, stationary etc.
-office furniture, refrigerator, lockable cupboards/storage
-setting up and dismantling

**Catering**
-space requirements
-choice of menus and wines
-costs and contracts
catering schedules and timetables

Liaison with organisers of parallel or collaborative meetings

**Staffing**
-registration and enquiry, identification, timetables and contracts
-secretariat, timetables and contracts
-catering supervisors
-ushers
-security
-porters, electrician
-pre-meeting briefing of all staff
-timetables, schedules and instructions for all staff and/or volunteers
-staff refreshments and privileges

**Language services**
-appointment of professional company if and when required
-proof reading and deadlines for printed material
-appointment of simultaneous translators
-on-site arrangements for interpreters
-copies of papers for simultaneous interpreters

**Promotion and Publicity**
-Agreement on mailing lists
-choice of advertising media
- liaison with journal editors re editorial material
- management of mailings and postal costs
- distribution of publicity material to related congresses conferences and meetings
- promotion at other congresses and conferences

**Registrations**
- registration procedures
  - set-up of system
  - organization and supervision of bag packing, badge production and pre-ordered **Tickets**
  - translation capability
    - advance registrations
  - receipt and monitoring of fees
  - maintenance of registration bank account
  - issue confirmations and receipts
  - handle cancellations and refunds
  - collect unpaid fees
  - repay overpayments received
  - on-site registrations
  - set up desk and registration system
  - cashier arrangements
  - complimentary badges for guests or speakers
  - ticketing, name badges, distribution of papers and congress kits
  - addendum to participant list

**Social Programme**
- select programme to include
  - presidents reception
  - major dinner or gala
  - luncheons
  - optional tours
  - financial responsibility
  - Procedures for opening and closing ceremonies
  - guests and VIP lists (local and international)
  - official functions
  - hospitality suite
  - accompanying guest programme
  - pre and post meeting tours

**Accommodation**
- reserve hotels to be offered in different price ranges
- agreement/contract with hotels, hostels, college residences etc.
- liaison with hotels, colleges, notification, rooming lists, deposits, cancellations
Site visits
-choice of visits and hosts
-invitations and ticketing
-liaison with hosts
-arrangements for coaches, guides and meals

Press
-accreditation
-advance newsletters
-press releases
-press briefings
-press officer
-post meeting press releases
-on site arrangements for press

Organization and management of Technical Exhibition and Book Displays

Provide on site staffing to include:
Registration and Information  Technicians
Security  Interpreters
Supervisors  Translators

It is advisable to have an area/information booth where speakers can report if they are having difficulty with loading presentations. Also speaker ‘no shows’ should be reported here and the respective chairpersons of those sessions should be informed timeously. The speakers’ information pack should have the relevant information.

The scientific program should be available at least 3 months in advance as this allows for delegates receiving sponsorships from their places of employment to motivate to their employers for necessary funding.

It is suggested that an abstract management system be used for the handling of abstracts received for both oral and poster presentations.

Electronic posters may be used.

Publicity
The Host Society or LOC, in collaboration with the ISRRT, shall be responsible for publicising the event in National Journals and other publications.

All press releases must be approved by the ISRRT before distribution.
Efforts should be made to carry advertising in the Congress Abstract Handbook to offset the costs of production.

A copy of the names and addresses of all participants shall be provided to the ISRRT no more than three months after the conclusion of the meeting. Liase with the ISRRT Director of Public Relations or the Regional ISRRT Public Relations Committee member for assistance with ISRRT publicity and promotional goods.

Insurance

Insurance to cover cancellation or other mishaps is acceptable as part of the expense budget.

Advance/seed funding

An advance not exceeding 5,000 pounds sterling will be made to host societies or local organizing committees when required for the booking of meeting space or other deposits.

Professional Conference Organiser

The employment of a Professional Conference Organiser (PCO) can only be undertaken with the agreement of the ISRRT Board, without financial risk to the ISRRT and the conditions of such employment must be approved by the ISRRT at the time of the approval of the initial budget or prior to the signing of a formal contract. Also arrange for PCO to view their abstract management system.

Publication and Mailings.

Copies of all Announcements and the Preliminary Program should be sent in bulk to all member societies.

The ISRRT will supply the addresses of all its member societies and Associate Members to the local organizing committee or the host society. Where possible the names and addresses of participants in previous Congresses will be supplied.

Convenor

Conveners are responsible, should liaise and ensure that:

- Budgets are prepared
• All printing and stationary drafts are sent to the Secretary General for proofreading prior to printing
• Promotional material is available for promotion
• Programme and registration form is available to prospective attendees
  * Reports to the Board are provided at the correct intervals and regular reports are sent to the Secretary General
• Appointed Committee members comply and complete allotted tasks to the correct timetable and within budget limits
• Proposed scientific programme is developed with the advice of the Director of Education for the region in which the Congress is held. The ISRRT Education Committee should be advised of all proposals for the scientific programme

Recommendations for Congress Convenor

• Establish your Programme Planning Committee early and develop your overall plan
• Select a secretary with the time, talent and interest to do the job
• Confirm as early as possible the booking of the meeting facilities and all services that will be required.
• Meet early with local Tourist Centres to determine what assistance is available from local resources. This could include publicity material, registration desk assistance, delegate kits, place mats, banquet folders, tours, spouse programmes, entertainment options etc.
• Establish the number of committees required and appoint a chairman for each.
• See that each committee member receives a list of all committee members giving postal and/or email addresses and phone numbers.
• Establish a file for each committee. **INSIST THAT ALL ACTION TAKEN AND COMMITMENTS MADE ARE CONFIRMED IN WRITING.**
• Assist in the preparation of the overall budget. This will help to set the registration fee for publicity purposes and will indicate what assistance may be needed from commercial firms etc.
• Have regular meetings of the committee to ensure that activities are progressing and that the committee is working as a coordinated body.
• International meetings are open to people of many nationalities; therefore careful consideration should be given to visa and entry requirements of the host country. Dietary considerations of overseas guests should also be determined and the ability of the catering department of the congress site to meet these needs should be considered.
MEETING PLANNING GUIDE

Expected number of registrants
full ______
day ______
students ______
guests ______

Dates
of meeting ______
majority of group arriving ______
majority of group departing ______
release of rooms ______

Accommodation
total rooms required ______
single ______ rate___
double/twin ______ rate___
suites ______ rate___

Confirmed by ______________________

Pre-registration hotel cards sent ______

Confirmation sent by__________________

Menus
Breakfasts ______
Luncheons ______
Dinners ______
Coffee breaks ______
Cocktail receptions - host bar ______
- ______
cash bar ______

Guests Local VIPS
- date invited ______
- date confirmed ______
- warned if expected to speak ______
- provided tickets ______
- arrival/welcome arrangements ______
Speaker arrangements
Expenses to be paid
When payments to be made
Biographical data received
Accompanied by spouse?
Hotel reservations required?
Special equipment required?
Provided with programme?
Back-up speaker available

Equipment and facilities
Special notes for guest boxes
Signs for; registration
speakers
lecture rooms
hospitality suite
Lighting, spots, floods, operators
Staging
Blackboards/chalk, charts/pens, easels
Computers
lighted lectern, gavel, block
PA system, mikes, type, stands, number
Recording equipment, operator
Projection equipment, blackout switch operator
Flowers, plants
Dressing rooms for entertainment
Parking
Decorations
Telephones
Photographer
Stenographer
Flags or Banners
Radio or broadcasting facilities

Meeting Arrangements
Obtain Floor Plans for all meeting rooms
Identify date and time for each session
Assign room for each session
**Exhibits**

- Establish exhibit hours
- Decide set-up date
- Decide dismantle date
- Assign exhibit rooms and space
- Book carpenter and electrical services
- Arrange partitions, backdrops
- Arrange storage of shipping cases
- Book security services
- Arrange for overnight locking/security

**Registration**

- Decide days and time
- Print registration cards
- Book number/size of tables/desks required
- Arrange chairs
- Arrange typewriter/computer or badge maker
- Book personnel to cover
- Arrange signs
- Obtain nametags
- Paper, pens, pencils, stapler, scissors etc.
- Cash drawer or box
- File box
- Programs, brochures, extra delegate kits

**Immediately prior to opening**

- Ensure personnel know procedures
- Identify policy re cheque acceptance
- Check registration data required on cards
- Information required on badges
- Tickets, prices and policies
- Handling of guests and dignitaries
- Kits, programs etc. all in place
- Hospitality desk staffed
- Message centre ready
- Table(s) for delegates to complete cards
- Cards/pencils available
- Instructions clearly posted
- Member Society Flags (if having flag ceremony)
During registration
Appoint individual for policy decisions
Check funds at closing time
Arrange registration procedure after desk closes
Provide relief personnel for desk

Other
Offer local sightseeing
Music for ceremonies, banquets and receptions
Have babysitter service available
Arrange headquarters room(s)
Make seating plan for all sessions
Other special arrangements

Immediately prior to meeting check
Meeting room open and staffed
Seating as ordered
Cooling, heating working
P. A. system operating
Recording equipment operating
Microphones as ordered and working
Lectern in place, light operating
Chairman's table, filled water pitcher, glasses
Projector, computer, screen, pointer all working
Projectionist present
Pencils, note-pads etc in place
Signs, flags, banners in place
Flowers and plants as ordered
Ushers and doors marshals present

After meeting
Remove organizational property
Check for lost articles
Secure area for night

Publicity
Provide press rooms arrangements
Identify press liaison person
Personally inform/call media representatives
Prepare news release-double space, wide margins
Arrange photographer
Provide copies of speeches
SAMPLE BUDGET

Costs for the operating of a meeting will vary from country to country. However, based on the experience of many Congresses the following guideline has been developed listing the items that have usually to be considered.

Expenses generally fall into two categories, fixed and variable. The fixed costs are those that have to be covered regardless of the number of attendees or amount of sponsorship obtained. Naturally, the higher the attendance the lower is the fixed cost per attendee. Variable costs include those items that are required for each registrant and such things as meals etc. When confirming numbers with hotels and caterers it is usually advisable to state a lower number than expected as once a contracted number is given the organisers are committed to paying for that number. If the number is higher at the last minute, caterers will often accept a limited increase as it is to their advantage. It is also important to include all applicable taxes when making your estimates. Please recognise that you will have different things to consider in your own country. A special note of thanks to the organising committee for the Sixth Asian & Australasian Conference in New Zealand. It is their original budget upon which this sample has been based.

FIXED COSTS

Hire of Venue meeting and Conference Rooms
Day 1
Day 2
Day 3
Day 4
Day 5
Day 6
Day 7
Board Room
Council Room

Venue Costs ________ Plus Taxes ________ Total Cost ________

Audio Visual
Projection Equipment
Lecterns and Microphones
Data Projectors
Laptop computers
Overhead Projectors
Slide Projectors
Video
Screens
Pointers

A/V Costs ________ Plus Taxes ________ Total Cost ________

**Furniture and Equipment**
Registration Desk
Telephones
Photocopier
Computers

Furn. & Equip. Costs ________ Plus Taxes ________ Total Cost ________

**Displays and Banners**
Directional Signs
Stage Banner
Potted Plant Hire
Member Society National flag
  Large

Small

Display & Banner Costs ________ Plus Taxes ________ Total Cost ________

**Invited Guests/Speakers**
Gifts for Speakers
Keynote Speakers
Function Tickets/Hospitality

**ISRRT President**
Airfare
Accommodation
Meals
Waived Registration
ISRRT Secretary General

Airfare
Accommodation
Meals
Waived Registration

Guest/Speaker Costs ________ Plus Taxes ________ Total G/S Costs ________

Administration Expenses

Organising Committee
General
Travelling
Waived Registration
Accommodation

General Expenses
Hospitality and Promotion
Convention Services
Registration Staff Meals
Waived Registration

(Keynote Speakers, 50% reduction to Council?)

Transport
Parking
Van Hire?

Admin. & Trans. costs_______ Plus Taxes ________ Total A/T Costs ________

Printing and Design
Letterhead
Labels
First Announcement
Second Announcement
Registration Forms
Abstract Forms
Book of Abstracts
Conference Handbook
Technical Paper Photocopies
Participation Certificates
<table>
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<th>Cost</th>
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<tbody>
<tr>
<td>Pocket Programmes</td>
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<tr>
<td>Menus</td>
<td></td>
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<tr>
<td>Pre-Conference Information</td>
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<tr>
<td>Envelopes</td>
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<td>Summary of Fixed Costs</td>
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<td>Venue Hire</td>
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<td>Sub-total Fixed Costs</td>
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**Pocket Programmes**  

**Menus**  

**Pre-Conference Information**  

**Envelopes**  

**Photocopy Paper**  

**Computer Paper**  

Print. & Design Costs ________ Plus Taxes ________ P. & D. Total ________

**Communications**  

Telephone & Fax ________  

Postage, 1st Announcement ________  

Postage, 2nd Announcement ________  

Acknowledgements ________  

General Correspondence ________  

Communication Costs ________ Plus Taxes ________ Comm. Total ________

**Summary of Fixed Costs**  

Venue Hire ________  

Audio Visual ________  

Furniture and Equipment ________  

Display and Banners ________  

Invited Speakers/Guests ________  

Administration ________  

Transport ________  

Printing & Design ________  

Communications ________  

Distribution and Postage ________  

Sub-total Fixed Costs ________  

10% Contingency ________  

Total Fixed Costs ________
Non-Registration Income

Donations
Sponsorships
Trade Exhibits
Other

Total non-Registration Income

Calculation of Net Fixed Costs
Estimated Fixed Costs
Less estimated non-registration Income
Net Fixed Costs

VARIABLE COSTS PER HEAD

Lapel Badges
Satchel and Notepad
Coffee Breaks
Registration Processing
President's Reception or Cocktail Party
Opening Ceremony
Fee to ISRRT

Cost per head _______ Taxes ________ Total per Head ________

Optional Extras

Accompanying persons (cost per Head)

Lapel Badge
Half day Sightseeing
Hospitality Suite
 Presidents Reception
Opening Ceremony

Cost per Head _______ Plus Taxes ________ Total per Head ________

Optional Extras
**Registration fee to break even** based on attendance of:
(Divide total fixed costs by attendance and add variable cost)

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<tr>
<th></th>
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