

IALA GUIDELINE

PREPARATION OF A CONFERENCE OR SYMPOSIUM – HOST ORGANISATION

Edition 2.0

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DOCUMENT REVISION

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

Date	Page / Section Revised	Requirement for Revision
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.



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1. INTRODUCTION

This Guideline has been developed to assist both IALA Personnel and Host Organisations in the preparation of an IALA Conference or Symposium. It provides an outline / list of tasks and 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 IALA General Assemblies, Council meetings and Industrial Members general meetings 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 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, Aids to Navigation Authorities, VTS Authorities and official bodies as agreed by the Host Organisation 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 if possible).

Symposia should:

- be open to any organisation, 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 Organisation, the IALA Council, the IALA Industrial Members Committee and the IALA Secretariat. The main points of contact will normally be the Conference/Symposium director or organiser of the Host Organisation, the President of the Industrial Members Committee (IMC) and the Secretary-General of IALA.

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

ANNEX B Format of list of delegates

ANNEX C Typical list of exhibitors

2. OFFER TO HOST AN IALA CONFERENCE OR SYMPOSIUM

Any 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 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 Aids to Navigation Authority of the country concerned to the IALA 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 Organisation to meet their obligations as set out in this guideline.

2.2. MULTIPLE OFFERS TO HOST AN IALA CONFERENCE OR SYMPOSIUM

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

3. PREPARATION BY THE HOST ORGANISATION

3.1. LOCATION

Once an offer has been accepted by the Council the Host Organisation should select a suitable venue, which should:

- be within easy access of an international airport;
- 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 ORGANISATION

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

3.2.2. LEGAL RELATIONSHIP BETWEEN IALA AND THE HOST ORGANISATION

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

The Host Organisation 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 IALA and an agreed number of its officers will be guest attendees at the Conference, and their travel and accommodation costs will be paid by the Host Organisation.

The Host Organisation 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 Organisation 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 Organisation 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 Organisation.

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 Organisation 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 Organisation as the venue should be surveyed thoroughly in advance by the Host Organisation 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 and French (the possibility of Spanish should be considered);
- a meeting room suitable for 60 people, that can be used for meetings of the IALA Council, the Industrial Member General Meeting 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, or alternatively an electronic means of doing so;
- 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, or near, the Conference Room having one floor area of a minimum of 2,000 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 600 devices, and power and lighting capacity for 120 booths, each 3m x 3m;

- five offices for the IALA Secretariat:
 - IALA 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 Organisation should also consider and provide for its own requirements, press, and contractors, as it sees fit.

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 or near the Symposium Room having one floor area 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 clear view of the podium, speaker and screen with power for two laptops.

3.4. VENUE TECHNICAL REQUIREMENTS

3.4.1. WIFI AND INTERNET ACCESS

WiFi coverage of the whole venue, capable of supporting up to 1200 simultaneous connections is necessary, and also IT support staff provided by the Host Organisation 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.

3.4.3. MEDIUM SIZE MEETING ROOM (COUNCIL, INDUSTRIAL MEMBERS' GENERAL MEETING) – (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 audio visual 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, either via paper in pigeon holes or electronically.

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 MEETING)

- tables and chairs for 60 people;
- paper and pens.

3.5.3. SMALL SIZE MEETING ROOM (AD HOC MEETINGS)

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

3.5.4. IALA 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;
- standard office stationary.

3.5.6. RAPPORTEURS' OFFICE

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

3.5.7. WORLD-WIDE ACADEMY OFFICE

- four desks and chairs;
- coffee table and six easy chairs;
- refreshment station.

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, table of events. Membership of the steering committee will include:

4.1.1. CONFERENCE

- IALA Secretary-General (Chair);
- IALA Technical Operations Manager (Secretary);
- Host Organisation Conference/Symposium Director;
- IALA Deputy Secretary General;
- Chairs and Vice Chairs of IALA Committees (ARM, ENAV, ENG, VTS) and Chairs or representatives of other IALA bodies, as necessary (IMC, LAP, WWA).

4.1.2. SYMPOSIUM

- IALA Secretary General (Chair);
- IALA Technical Operations Manager (Secretary);
- Host Organisation Symposium Director;
- IALA Deputy Secretary General;
- Chair and Vice Chair of IALA Committee arranging the Symposium;
- Committee Secretary of IALA Committee arranging the Symposium.

4.2. HOST ORGANISATION RESPONSIBILITIES

The Host Organisation 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 IALA 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 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 ANNEX B and a list of exhibitors in the format shown in ANNEX C.

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 Organisation);
- 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;
- 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 Organisation 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 venue map.
- 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;
 - welcome gift from the Host Organisation;
 - Conference/Symposium badge – colour-coded to indicate delegate status;
 - abstracts and biographies (provided by IALA - This would better be distributed electronically);
 - 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 a printed or 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 program, speakers and social events when promoting the event;
- settling the details of the technical program as early as possible.

This should enable the Host Organisation 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 Organisation 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 Organisation 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 Organisation should provide a car service between the nearest airport and the venue, and return.

5.4. COURIER SERVICE

Courier services should be made available 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 Organisation should arrange for a photographer for the official group photograph and all events as well as easy means to retrieve photos electronically. 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 Organisation 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 Organisation should consider the following when preparing the Technical Tour itinerary:

- the technical content and objective of the tour;
- transport and logistics;
- 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 ORGANISATION

6.1. EXPENSES

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

In addition, the Host Organisation 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.

IALA will not lay claim to any portion of the registration fee.

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 costs.

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

The Host Organisation should agree 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 Organisation, 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 expected 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 to 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 offered. 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 Organisation.

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 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 host Organisation / Event Organizer.

The cost of the travel of the IMC representative is normally recouped from the Host Organisation / 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 Organisation. Membership of the Exhibition Committee includes:

- President of the IMC (Chair);
- Host Organisation 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 3 years' continuous subscriptions (including 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.

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 Organisation. 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 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/SYMPOSIUM TABLE OF EVENTS

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

	Event	Actions					Remarks	Time Frame
		Host Organisation	Council	Secretariat	Conference/Symposium Steering Committee	Industrial Members Committee		Period prior to start of event
9.	Provisional planning of the technical aspects of the Conference/Symposium completed	X						2.5 years
10.	Preliminary contracts for Conference/Symposium Centre placed and Host Organisation cost estimates developed	X						2.5 years
11.	Invitations sent to Industrial Members to participate in the Exhibition					X		2.5 years
12.	Event flyer and promotion plan completed	X						
13.	Conference/Symposium website set up with initial information including the first announcement and information on the event venue.	X					Once set up, the Conference/Symposium web site to be maintained to ensure it is up to date.	2.5 – 2 years
14.	First announcement of Conference/Symposium included in IALA Bulletin and on the IALA Website, link to Conference/Symposium website.			X				2.5 – 2 years

	Event	Actions					Remarks	Time Frame
		Host Organisation	Council	Secretariat	Conference/ Symposium Steering Committee	Industrial Members Committee		Period prior to start of event
15.	Selection of topics finalised, session chairs nominated and call for papers (Conference) / presentations (Symposium) drafted.				X			2.5 – 2 years
16.	Draft Conference/Symposium time schedule and topic structure agreed. IMC and Host Organisation notified of decision		X		X		Drafted by S-G Approved by Council	2 years
17.	Accompanying persons programme and pre and post Conference/Symposium tours developed	X					Pre and post Conference/Symposium tours are at the expense of those participating in them	2 years
18.	Conference information, including call for papers, distributed by circular letter (1 st) in Bulletin and by electronic means. Symposium information, including call for presentations, distributed by circular letter (1 st) in Bulletin and by electronic means.			X				2 years
19.	Nominated session chairs notified			X				2 years
20.	Abstracts of papers passed to the Conference Steering Committee Abstracts of presentations passed to Symposium Steering Committee			X				18 months

	Event	Actions					Remarks	Time Frame
		Host Organisation	Council	Secretariat	Conference/ Symposium Steering Committee	Industrial Members Committee		Period prior to start of event
21.	Papers for presentation (Conference) / presentations (Symposium) selected and technical programme finalised				X			15 months
22.	Authors of selected papers (Conference) / presentations (Symposium) notified			X				14 months
23.	Conference/Symposium draft budget prepared	X						14 months
24.	Latest Conference/Symposium information distributed by circular letter (2 nd) in the IALA Bulletin and by electronic means			X				14 months
25.	Website verified to ensure it is up to date, include on-line registration process / e-mail address for registration.	X						14 months
26.	Detailed planning of exhibition completed					X		14 months
27.	Brochure containing invitation, prices, booking forms and general information distributed in both hard and electronic copy.	X						1 year
28.	Copies of abstracts distributed to Members of the Conference Steering Committee			X				9 months

	Event	Actions					Remarks	Time Frame
		Host Organisation	Council	Secretariat	Conference/ Symposium Steering Committee	Industrial Members Committee		Period prior to start of event
29.	Public liability insurance arranged	X						9 months
30.	Copies of selected papers (Conference) received and passed to Host Organisation			X				6 months
31.	Roster of IALA attendees completed			X				6 months
32.	(Conference/Symposium) Speaker information sheets and request for photographs issued			X				4 months
33.	[Early birds registrations completed]	[X]						[4 months]
34.	Papers for presentation (Conference) sent to the electronic repository for delegates access [and printer if also provided on paper]	X						4 months
35.	[Papers for presentation (Conference) returned from printers]	[X]						[1 month]
36.	(Conference/Symposium) Speaker information sheets and photographs received from presenters			X				1 month
37.	Session chairs briefs distributed			X				2 weeks



	Event	Actions					Remarks	Time Frame
		Host Organisation	Council	Secretariat	Conference/ Symposium Steering Committee	Industrial Members Committee		Period prior to start of event
38.	Speaker session briefs distributed			X				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/Symposium ready to be opened	X						
42.	Distribution of event critique forms	X						Final day - 1
43.	Distribution of USB memory sticks / CD / DVD (if required)	X						Final day
44.	Report issued on event web site and IALA web site			X				+ 2 weeks
45.	Closing date for event critique forms	X						+ 2 weeks
46.	Compilation of critique form comments passed to IALA	X						+4 weeks
47.	Review of IALA Internal Guideline			X				+6 weeks



ANNEX B **FORMAT OF LIST OF DELEGATES**

ALGERIA

Name of delegate

Company

Position

Address line 1

Address line 2

Address line 3

Country

Telephone (Work): +xxxxxxxx

Telephone (Mobile): +xxxxxxxx

Fax: +xxxxxxxxxxxx

e-mail: [xxxxxxxxxx](#)

ANGOLA

Name of delegate

Company

Position

Address line 1

Address line 2

Address line 3

Country

Telephone (Work): +xxxxxxxx

Telephone (Mobile): +xxxxxxxx

Fax: +xxxxxxxxxxxx

e-mail: [xxxxxxxxxx](#)

Name of delegate

Company

Position

Address line 1

Address line 2

Address line 3

Country

Telephone (Work): +xxxxxxxx

Telephone (Mobile): +xxxxxxxx

Fax: +xxxxxxxxxxxx

e-mail: xxxxxxxxxxx

ARGENTINA

(...)

ANNEX C **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.