

IALA COUNCIL
63rd session



13-16 December 2016
IALA Headquarters

14 – IALA CONFERENCES AND SYMPOSIA

***14.4 – Revised Guidelines on the Preparation
of an IALA Conference or Symposium
(Host Organisation)***

Note by the Secretariat

1. BACKGROUND

In order to help Conference and Symposium host organisations and the Secretariat in the preparation of these major IALA events a Guideline has been developed and is reviewed regularly, after each Conference and Symposium.

2. REVISED GUIDELINES

The draft revised Guideline is at input paper C63-14.4.1.

2.1. Major changes

- The draft Guideline only addresses issues of interest to the host organisation; Secretariat operational aspects have been moved to a Secretariat procedure amended at the discretion of the Secretary-General;
- The Conference Steering Committee is extended to Committee Vice-Chairs;
- The Guideline it is intended to be available to the public through the IALA Website.

2.2. Minor changes

- Editorial amendments have been made to improve the text;
- The Table of Events has been reviewed to take account of modern technology and reduced time frames.

3. THE COUNCIL IS REQUESTED TO

Approve the revised Guidelines for the Preparation of an IALA Conference or Symposium (Host Country).

Approve the publication of the Guideline on the IALA Website.