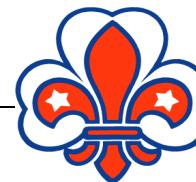


ISGF REGIONAL AND SUB REGIONAL EVENTS

Guidelines

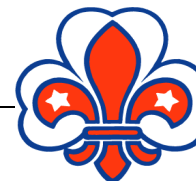
WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
EVENT PROFILE				
3 YEARS	Majority of participants	Host Country	<p>Agreed at previous Regional Conference (voting) Bid: to present the venue, the accommodation possibilities, the cultural aspects and an estimated cost.</p> <p>The host must meet the criteria and conditions for ISGF membership, refer to ISGF constitution article 5.3 and 5.7</p>	<p>Agreed at previous Gathering (proposal)</p> <p>The host must meet the criteria and conditions for ISGF membership, refer to ISGF constitution article 5.3 and 5.7 In exceptional circumstances, with the agreement of the World Committee and Region Committee, a Sub Region gathering may be organised by a Central Branch Group</p>
to be confirmed 30 / 24 months in advance of the event	Host Committee (WCOM to be informed)	DATE of Conference	<p>Decided in conjunction with ISGF World Bureau before final booking of the dates, to avoid clash of dates ISGF Conferences, with WAGGGS and WOSM Regional conferences and the major religious celebrations/holidays: Christian (including the application of the orthodox calendar), Jewish and Muslim.</p> <p>Recommendations: To respect a period of 2 weeks between 2 ISGF events To include a weekend or official days off to facilitate the participation of ISGF members, professionally engaged.</p>	<p>Decided in conjunction with ISGF World Bureau before final booking of the dates, to avoid clash of dates ISGF Gatherings, with WAGGGS and WOSM events and the major religious celebrations/holidays: Christian (including the application of the orthodox calendar), Jewish and Muslim.</p> <p>Recommendations: To respect a period of 2 weeks between 2 ISGF events To include a week-end or official days off to facilitate the participation of ISGF members, professionally engaged</p>
		THEME	<p>Relevant to Scouting/Guiding ideals (peace/solidarity/etc.), environment, nature, prevailing circumstances. To be agreed with Regional Committee. ISGF World Bureau to be kept informed</p>	<p>Relevant to Scouting/Guiding ideals (peace/solidarity/etc.), environment, nature, prevailing circumstances. To be agreed with Sub Regional Committee/ if no committee with Sub Region member of Region committee ISGF WB and Regional Committee to be kept informed</p>
		LOGO	<p>To be agreed by Regional Committee. ISGF Bureau to be informed. Recommendations and what should be included :</p> <ul style="list-style-type: none"> • 'ISGF-AISG' • Name (number included) and dates (year included) of the event • City and country where the event takes place • ISGF logo (refer to ISGF Constitution Art.4- Emblem and flag) 	<p>ISGF WB and Regional Committee to be kept informed</p> <p>Recommendations and what should be included :</p> <ul style="list-style-type: none"> • 'ISGF-AISG' • Name (number included) and dates (year included) of the event • City and country where the event takes place • ISGF logo (refer to ISGF Constitution Art.4- Emblem and flag)



ISGF REGIONAL AND SUB REGIONAL EVENTS

Guidelines

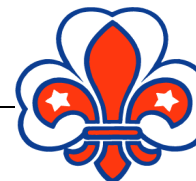
WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
			<ul style="list-style-type: none"> Cultural or symbolic element(s) of the host city/country Language for text: language of the country where the event is held or just English. If the logo will be embroidered as a give-away badge for the participants, it is suggested not to have too much text. 	<ul style="list-style-type: none"> Cultural or symbolic element(s) of the host city/country Language for text: language of the country where the event is held or just English. If the logo will be embroidered as a give-away badge for the participants, it is suggested not to have too much text.
		VENUE	Booked as soon as decision is made if possible. For sole use of ISGF.	Booked as soon as decision is made if possible
	Host Committee (WCOM to be informed)	Conference Hall (Plenary session)	To accommodate 100-150 Chairman's table: ISGF flag or 2 ISGF table flags Named tables with national flag for delegates (name plate) Seats for observers Wi-Fi available Facilities for projection and lectures	Large enough meeting room. Chairman's table: ISGF flag or table flag Wi-Fi available Facilities for projection
		Meeting Rooms (Workshops etc.)	For 20-30 participants Material recommended: <ul style="list-style-type: none"> Projector or flipchart 	For 20 participants Material recommended: <ul style="list-style-type: none"> Projector or flipchart
		Other rooms	Administration Office	Administration Office
		Reception	Reception/Information desk each day (depends on the type of the accommodation)	Reception/Information needed (depends on the type of the accommodation)
		Accommodation	All business of the conference to take place in ONE building if possible. If not, preferable nearby the Conference venue. To have transportation available where necessary (if more than 10 minutes walking away)	All business of the gathering to take place in ONE building if possible. If not, preferable nearby the Conference venue. To have transportation available where necessary (if more than 10 minutes walking away)
		Accommodation type:	Single / Double / twin bedded rooms If only doubles available, price for single occupation Place suitable for those wishing to camp or caravan Washing facilities included or convenient (lunches and dinners to be provided at the venue)	Single / Double / twin bedded rooms If only doubles available, price for single occupation Place suitable for those wishing to camp or caravan Washing facilities included or convenient (lunches and dinners to be provided at the venue)



ISGF REGIONAL AND SUB REGIONAL EVENTS

Guidelines

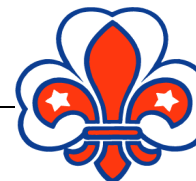
WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
		For those with disabilities : Other:	Rooms suitable for those with disabilities to be available - ground floor or easy access with a lift - Mobility with wheelchair - an accessible Shower Dormitory, scout centre, religious centre	Rooms suitable for those with disabilities to be available: - ground floor or easy access with a lift - Mobility with wheelchair - an accessible shower Dormitory, scout centre, religious centre
	Host Committee	Catering	To identify food and beverage requirements. Meals: Need to be on time and to take no longer than 1 hour to serve (except for farewell banquet) Special diets to be available (e.g.: Halal, Vegetarian, to ask for allergies etc.) Coffee breaks	To identify food and beverage requirements. Meals: Need to be on time and to take no longer than 1 hour to serve (except for farewell banquet) Special diets to be available (e.g.: Halal, Vegetarian, to ask for allergies etc.) Coffee breaks
ORGANISATIONNAL STRUCTURE				
30 / 24 months in advance of event	Host Committee	Host committee Team	6 - 10 Chairman + Vice Chairman person responsible for: <ul style="list-style-type: none"> • Finance including Insurance • Site management & First Aid • Communication and PR and liaise with photograph • Registration • Transport • Technical • Entertainment 	6 or more Chairman + Vice Chairman person responsible for : <ul style="list-style-type: none"> • Finance including insurance • Site management & First Aid • Communication and PR and liaise with photograph • Registration • Transport • Technical • Entertainment
	Host Committee	Conference Staff	Probably need additional volunteers to be available during the Conference Recommendation: to contact the National Organisations of WAGGGS and/or WOSM to get practical support	Probably Committee members plus local specialists for programme Recommendation: to contact the National Organisations of WAGGGS and/or WOSM to get practical support



ISGF REGIONAL AND SUB REGIONAL EVENTS

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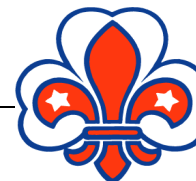
WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
	Host Committee	Liaison with ISGF	ISGF World Committee and World Bureau to be kept informed via World Committee Member assigned to the Region or Host/Regional Committee	ISGF WB and Sub -Regional committee to be kept informed If no committee the Sub Region representative on Region committee
As soon as the communication starts	Host Committee	“Link” NSGFs and Staff	One person from each national delegation to be “contact” e.g. International Secretary and the contact person for Central Branch	One person from each national delegation to be “contact” e.g. International Secretary and the contact person for Central Branch
FINANCE / BUDGET				
	Finance Group of Host Committee	BUDGET currency Outline Budget Fee : Simultaneous Translation	<p>To be agreed by regional Committee and ISGF. Normally in Euro or US Dollar, however to consider countries such as UK, Norway with a strong currency as it would mean that money would need to be changed twice (added costs), so local currency may be accepted.</p> <p>To be forwarded to ISGF WCOM. To be agreed with Regional Committee 1 FREE seat [accommodation, meals and conference fee] for ISGF World Committee representative</p> <p>For whole duration of the Conference “meeting”. Where possible : for partial attendance (only weekend for instance)</p> <p>Costs of translation to be included in budget Required for plenary session at least To look for the support of volunteers (scouts/guides) to reduce the costs To have enough headsets, for all delegates at least.</p>	<p>To be agreed by regional Committee and ISGF. Normally in Euro or US Dollar, however to consider countries such as UK, Norway with a strong currency as it would mean that money would need to be changed twice (added costs), so local currency may be accepted</p> <p>To be forwarded to Regional Committee To be agreed by committee with approval of Regional Committee 1 FREE seat [accommodation, meals and conference fee] for ISGF World Committee representative</p> <p>For whole duration of the Gathering Where possible : for partial attendance (only weekend for instance)</p> <p>Informal arrangements for translation for the plenary session/Keynote speaker... To look for the support of volunteers (scouts/guides) To have enough number of headsets or to schedule enough time to allow a member to translate or to provide written translation Headsets: will be necessary if there is a keynote speaker otherwise to arrange translations with volunteers.</p>



ISGF REGIONAL AND SUB REGIONAL EVENTS

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WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
		<p>Cost of HCOMM meetings</p> <p>Meals / coffee breaks</p> <p>Transfer</p> <p>Public Relations</p>	<p>If any</p> <p>Cost to be included in the registration fee Recommendations: The venue should not me more than 30% of your entire conference budget. To indicate which meals are included in the package to indicate if drinks are included or not</p> <p>To consider the costs for transportation from airport to the venue and vice versa. Depending on the location of the event and the public transportation facilities available to reach the venue, to include or not these costs in the registration fee.</p> <p>If any : advertisement, handouts, posters/stickers, banners. Recommendations: To search for sponsors where possible To base the budget on a reasonable number of participants, no more than 120 members. Be attentive to any additional costs such as license for music. Foresee miscellaneous/emergency expenses (10%) of the total budget</p>	<p>If any</p> <p>Cost to be included in the registration fee Recommendations: The venue should not me more than 30% of your entire conference budget. To indicate which meals are included in the package to indicate if drinks are included or not</p> <p>To consider the costs for transportation from airport to the venue and vice versa. Depending on the location of the event and the public transportation facilities available to reach the venue, to include or not these costs in the registration fee.</p> <p>If any: advertisement, handouts, posters/stickers, banners. Recommendations: To search for sponsors where possible To base the budget on a reasonable number of participants, no more than 100 members. Be attentive to any additional costs such as license for music. Foresee miscellaneous/emergency expenses (10%) of the total budget</p>
ANNOUNCEMENT – COMMUNICATION				
15/12 months	Host Committee With approval of ISGF	ANNOUNCEMENT	To release information : invitation letter, registration form, visa information, preliminary programme (when possible), post tour information by email to the ISGF members (to contact the WB) and via the ISGF website (ref to appendix 1)	To release information : invitation letter, registration form, visa information, preliminary programme (when possible), post tour information by email to the ISGF members (to contact the WB) and via the ISGF website (ref to appendix 1)
	Host Committee	REGISTRATION FORM	To be in French and in English. A third language may be included if it is agreed Regionally for use To keep the WB informed of the participants 'list on a regular basis	To be in French and in English . A third language may be included if it is agreed Regionally for use To keep the WB informed of the participants 'list on a regular basis.



ISGF REGIONAL AND SUB REGIONAL EVENTS

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WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
	with approval of ISGF	<p>Sent to</p> <p>Names</p> <p>Status</p> <p>Accommodation</p> <p>Transfer</p> <p>Deposit</p> <p>Refund</p> <p>Information about Special needs</p>	<p>International Secretary + National President of NSGF + contact persons of CB by email and to use snail mail to those who are not e-connected.</p> <p>Form should clearly state LAST NAME and FIRST NAME</p> <p>to register as delegate, observer, accompanying person or guest</p> <p>Form to clearly indicate the price for</p> <ul style="list-style-type: none"> - a single room, - A double/twin room - additional night <p>Sharing rooms: Form to clearly ask if applicant wishes to share room and if so with whom</p> <p>To indicate the costs from airport/train station to the venue and vice versa if not included in the registration fee.</p> <p>Recommended that deposit be requested with initial application and final payment sent two months before start</p> <p>Indicate whether any refund will be available if withdrawal by certain date (cancellation Policy)</p> <p>Applicants to state special needs (diet and mobility) Diet : special meal tickets to simplify service</p>	<p>International Secretary + National President of NSGF+ contact persons of CB by email and to use snail mail to those who are not e-connected.</p> <p>Form should clearly state LAST NAME and FIRST NAME</p> <p>Form to clearly indicate the price for</p> <ul style="list-style-type: none"> - a single room, - A double/twin room - additional night <p>Sharing rooms: Form to clearly ask if applicant wishes to share room and if so with whom</p> <p>To indicate the costs from airport/train station to the venue and vice versa if not included in the registration fee.</p> <p>Recommended that deposit be requested with initial application and final payment sent two months before start</p> <p>Indicate whether any refund if withdrawal by certain date (cancellation policy)</p> <p>Applicants to state special needs (diet and mobility) Diet: special meal tickets to simplify service</p>
		PARTICIPANTS	<p>Members of NSGF and CB can participate to ISGF events. Other people may participate upon invitation of the host, SR/Regional Committee.</p> <ul style="list-style-type: none"> - The host is to contact the ISGF World Bureau to get information about possible restrictions for participants. - The International Secretary will confirm the list of the participants to the host 	



ISGF REGIONAL AND SUB REGIONAL EVENTS

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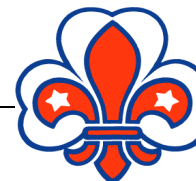
WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
			<p>- NSGF must comply with the criteria and conditions for Full/AMO Membership (ref to ISGF Constitution 5.3 and 5.7).</p> <p>Please note that only NSGF and CB groups from the Region (or sub-region) are entitled to vote</p>	
6 months	Regional/Host committee	INVITATIONS WOSM/WAGGGS/ UNHCR Representatives Local authorities Public Relation	Regional Committee: To send invitations to Regional and national entities with a slot for a presentation To invite representatives of local authorities To contact local media (press release, radio etc.)	Host Committee or Sub regional committee To send invitations to respective National organisations with a slot for a presentation To invite representatives of local authorities To contact local media (press release, radio etc.)
EVENT PROCEDURE				
15/12 months	Host committee with approval of ISGF	PROGRAMME	Arranged by Host Committee for social/cultural programme Arranged by Regional Committee for business programme Recommendations: Workshops/community projects may be organised Fundraising activities and / or Good turn activity To organise video conferences sessions for specific agenda items.	Arranged by Host Committee Recommendations: Workshops/community projects may be organised. Fundraising activities and/or good turn activity
	Regional or Host Committee	AGENDA	Regional committee 1. Opening by Chairman of Regional Committee 2. Approval of Rules of Procedure 3. Appointment of Chairman and Vice Chairman of the conference 4. Appointment of a Resolutions Committee on the recommendation of the Regional Committee 5. Appointment of Tellers on the recommendations of the Regional Committee 6. Resolutions proposed by Regional Committee 7. Recommendations proposed by Regional Committee 8. Recommendations on Membership	Host Committee No formal agenda – since a Gathering is a Social event However, there will probably be an opportunity for :- <ul style="list-style-type: none"> • Welcome by Chairman of Host Committee • Presentation of Ambassadors Guild • Presentation by WAGGGS/WOSM • Presentation on ISGF • Presentation of NSGFs/Action times • Forthcoming Regional/World Conferences • Any projects of interest • Opportunity for Discussion groups – reports from these



ISGF REGIONAL AND SUB REGIONAL EVENTS

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WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
			<p>9. Regional Committee Triennial Report</p> <p>9. Finance – presentation of accounts including accounts for previous Regional Conference</p> <p>9.1. Financial plan/budget</p> <p>9.2. Appointment of auditors</p> <p>10. Report on discussion groups</p> <p>11. Recommendations</p> <p>12. Invitations to host the next Regional Conference and vote</p> <p>13. Presentation of resolutions and vote in particular for changes in the Constitution</p> <p>14. Closure of Conference.</p> <p style="text-align: center;">Other items:</p> <p>Presentation on ISGF</p> <p>Presentation of NSGFs/Action Times</p> <p>Presentation of Ambassadors Guild</p> <p>Guests' presentations</p>	<ul style="list-style-type: none"> • Closing – which may take the form of farewell dinner. • Time available for representatives of NSGFs to meet with Sub Region representative on Region Committee
	Host and Regional Com.	Guests Keynote Speaker	<p>Arranged by Regional Committee</p> <p>Recommendation: the keynote speaker to present a reflection linked to the theme of the event, with debate afterwards</p>	<p>Arranged by Committee (not mandatory but recommended)</p> <p>Recommendation: the keynote speaker to present a reflection linked to the theme of the event, with debate afterwards</p>
	Host Committee	Opening and Closing ceremonies	<p>Arranged by Host Committee.</p> <p>To include raising and lowering of ISGF flag.</p>	<p>Arranged by Host Committee.</p> <p>To include raising and lowering of ISGF flag.</p>
	Host Committee	FLAGS	<p>Desirable to have flags displayed provided ALL are available for ALL NSGFs represented.</p> <p>Protocol :</p> <p>Flags are hoisted or on the stage</p> <p>To place the flags of countries represented (in attendance and proxy) on the left by alphabetical order</p> <p>ISGF flag to be on the right</p>	<p>Flags of NSGFs represented are optional – may possibly be used in display</p>



ISGF REGIONAL AND SUB REGIONAL EVENTS

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WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
			Flag of equal size (to be clarified by host committee)	
On arrival	Host Committee	Information for participants on arrival:	<p>Folder/bag to hold :-</p> <p>Printed Handbook – see Handbook</p> <p>List of participants names with information about their country unless written permission to publicise other details (as on identity label)</p> <p>Accommodation details</p> <p>Excursions</p> <p>Seminar/discussion group</p> <p>Identity badge – see below</p> <p>Evaluation form</p>	<p>Folder to hold :-</p> <p>Informations – programme, excursions, discussion groups</p> <p>List of participants names with information about their country unless written permission to publicise other details</p> <p>Identity badge – see below</p> <p>Evaluation form</p>
On arrival	Host Committee	<p>HANDBOOK For each participant in English and French</p> <p><i>(A third language may be included if it is agreed Regionally for use)</i></p>	<p>Welcome by Chairman of Host Committee</p> <p>Short message from Chairman of World committee</p> <p>List of Organising Committee Members</p> <p>List of Member Organisations attending plus contact name and address for each</p> <p>List of venues, countries and dates of previous Regional Conferences</p> <p>Programme and timetable, including meals, accommodation, social areas, bars and shops</p> <p>Location of information desk</p> <p>Display area</p> <p>Reception, bus/train connections, banking and medical facilities</p> <p>photographs, commemorative post mark</p> <p>Identity badges – see below</p> <p>Mail, newsletter, translations</p>	<p>Welcome by chairman of organising committee and may be also in another language</p> <p>List of Organising Committee Members</p> <p>Short message from Chairman of Regional committee</p> <p>List of MOs attending – plus contact name and address for each</p> <p>List of previous venues for Gatherings within region</p> <p>Programme and timetable, including meals, accommodation, social areas, bar, shop.</p> <p>Information desk – medical, banking facilities / bus and train connections and departure details</p> <p>Identity badges – see below</p>



ISGF REGIONAL AND SUB REGIONAL EVENTS

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WHEN	WHO IS RESPONSIBLE	WHAT	REGIONAL CONFERENCE	SUB REGIONAL GATHERING
Before Conference	Member of Registration Committee	IDENTITY LABELS	<p>Use large lettering</p> <p>Participants name</p> <p>Participants country</p> <p>Coloured disc, indicating languages spoken</p> <p>RED- English</p> <p>BLUE – French</p> <p>YELLOW – other language</p> <p>Label to be coloured :-</p> <p>Red : Regional Committee member</p> <p>Blue : delegate</p> <p>Yellow : Observer</p> <p>Central Branch – do not mention country Member but “Central Branch” instead</p>	<p>Use large lettering</p> <p>Participants name</p> <p>Participants country</p> <p>Coloured disc indicating languages</p> <p>RED- English</p> <p>BLUE – French</p> <p>YELLOW – other language</p> <p>Red – Committee Member</p> <p>Central Branch member</p>
	ISGF and Host Committee	SHOP	<p>Opening times to be displayed</p> <p>Host/Regional committee: optional</p> <p>ISGF shop managed by Host Committee</p>	<p>Host Committee : Optional / opening times to be displayed</p> <p>ISGF shop managed by Host Committee</p>

ISGF REGIONAL CONFERENCE – SUB REGIONAL GATHERING

Guidelines – appendix 1

If you are planning an event we like to receive the following information for the ISGF website.

Vous allez organiser un évènement et en vue de sa promotion sur le site internet de l' AISG, nous souhaitons obtenir les informations suivantes

- Name of event
Nom de l'évènement
- Dates
Dates
- Year
Année
- Location and venue with full address and zip code and how to get there (airport, train) lieu géographique et emplacement (adresse complète avec le code postal et des informations pratiques pour y accéder – aéroport/train)
- Country
Pays
- Accommodation, name hotel, website and full address with zip code
Hébergement, nom de l'hôtel, site internet et adresse complète avec le code postal
- Type of event (Conference, Workshop, Gathering)
Caractère de l'évènement (Conférence, Atelier, Rencontre)
- Theme
Thème
- Responsible organizers
Les organisateurs en charge de l'évènement
- Is this event open to all ISGF members in the sub-region, region, worldwide
A qui l'évènement en question est-il ouvert (les membres de l' AISG de la Sous-Région, de la Région ou dans le monde entier)
- Registration Fee
Frais de participation
- Payments require an account number and bank routing number. Needed is a SWIFT or IBAN number as well as the account holder's name and address.
Information pour le règlement : numéro de compte et code bancaire. Il est nécessaire de préciser le code BIC or IBAN ainsi que le nom du titulaire du compte.
- What does the fee include (food, all activities, accommodation)
Ce que sont inclus dans les frais de participations (repas, toutes les activités, hébergement)
- Main activities or program highlights
Principales activités ou points forts du programme

ISGF REGIONAL CONFERENCE – SUB REGIONAL GATHERING

Guidelines – appendix 1

- Any post tours
[Excursions/circuits après l'évènement](#)
- Which person should be mentioned on the website for more information or to whom to send the registration form
[Indiquer le nom de la personne à contacter pour plus d'informations ou à qui retourner le formulaire d'inscription](#)
- Deadline for registration
[Date limite d'inscription](#)
- Cancellation information
[Police d'annulation](#)
- Photo hotel(s) and venue
[Photos de l'hôtel et des lieux](#)
- Logo of the event if any (after being accepted by ISGF World Committee)
[Logo de l'évènement si disponible \(après acceptation du Comité mondial de l'AISG\)](#)