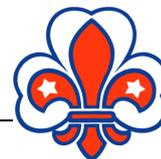


WORLD CONFERENCE GUIDELINES

ISGF
International Scout and Guide Fellowship
AISG
Amitie Internationale Scoute et Guide



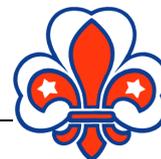
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Annex 1 – Sample Agenda

Annex 2 – Sample Registration Form

Annex 3 – Evaluation Form



The following guidelines are provided for organisers of ISGF World Conferences:

PREAMBLE

THE ISGF World Conference is the highest structure and the main event in ISGF. The average number of participants is estimated between 300 and 400 persons.

ISGF caters in its member organisations for all age groups; therefore, it must offer different standards of accommodation, i.e. hotel, student, camping facilities.

The meals for those participants should be provided in the Conference centre or equivalent venue.

The organisers of an ISGF World Conference (WConf) must be prepared to give a great deal of time and thought to every detail, no matter how small. They must have foresight, organising ability, patience and, above all, the ability of understanding peculiarities of human nature and the particularities of individuals from various countries.

ELIGIBILITY

To be eligible for hosting the ISGF World Conference, the national organisation candidate to host the event should meet the following conditions:

1. Have fulfilled all its financial obligations as a member of ISGF.
2. Show proofs of having enough resources and capacity to host the World Conference and to assure a satisfactory organisation of the event.
3. Offering different standards of accommodation, logistic equipment, and facilities for all age groups of participants.
4. Capacity to provide all required facility related to hotels, camping facility, venue, food area, and transport, in conformity with the present Guidelines.

ORGANISATION

Committee

A committee of 8-10 workers is far better than a larger unwieldy committee; it is always possible to co-opt extra members if required.

Conference staff

It is important that a sufficient number of staff are available during the whole of the conference and that the 'staff' are completely briefed so that they can deal with all enquiries that are raised during the world conference.

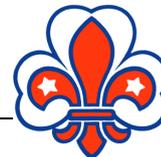
Website

A conference website should, if possible, be provided and linked to the ISGF website. Alternatively, it should be arranged for a section of the ISGF website to be established, specifically for the conference. It must be kept updated. It should have sections for tourist information, publications (Newsletters) and other information. Also included will be conference business papers, issued by the World Committee (WCom) and those established during the conference.

Programme

A programme should be prepared to include Business and Discussion sessions. A tourist or cultural activity. Talks and 'Action Time' # presentations. Social events and Free Time. The draft programme must first be discussed with, and then submitted to, the ISGF WCom for approval, 12 (twelve) months in advance.

NB – Action Time Presentations will not be part of the Conference Business, but time must be allowed for them to be shown as part of the programme. These presentations should be produced in English and French.



VENUE

A suitable venue should have already been located when applying for hosting the proposed ISGF World Conference, thus three years in advance.

The venue should be large enough to accommodate all participants in the conference hall, i.e. 300/400 together with residential accommodation and facilities for refreshments.

It is preferable that the whole building complex be available solely for the use of the ISGF World Conference and is not shared by other organisations.

Venue Facilities

The venue should have the following facilities:

- Conference Hall – 300/400 participants
- Discussion group meeting rooms – 25/35 participants
- ISGF World Bureau Office
- ISGF World Committee meeting room 20 participants
- Host country office
- Reception
- Space for ISGF and the Host country to set up shop. The host country will have made the regulations for the selling of goods.
- Display area – adequate space, around the main concourse, with sufficient lighting, for member organisations to have displays.
- Space for a World Market, with many tables, possibly including the Stamp Bank.
- High speed, free Wi-Fi for internet access in the Conference Hall, Offices, Meeting rooms and accommodation.
- The ability to provide breakfast, lunch, dinner and hot and cold drinks at break times.

Accommodation

The residential accommodation offered to the participants should be of a reasonable standard and cost, in or near the venue. With a choice of double / twin and single bed en-suite rooms. Easy access rooms should be reserved for those with health or mobility problems.

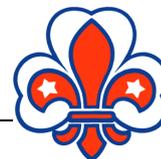
If the accommodation is situated more than 15 minutes walking distance from the conference venue, transport should be available. It is recommended that the host country have a contact person for each of the principal venues.

Meals

Meals are to be served on time, including coffee and tea breaks during the day. No meals should take longer than one hour to serve, other than the farewell banquet, (see also “dietary requirements”).

Camping

A suitable camping facility should be available for those wishing to camp.



INITIAL PREPARATIONS

Organising Committee

It is essential that an organising committee be established for a World Conference. At least one member of the World Committee will also be a member of the Organising Committee.

ISGF World Committee

The Secretary General and the World Committee are to be kept informed of the work of the organising committee and must be sent copies of the Minutes of their meetings. The Conference Business Programme is the responsibility of the World Committee.

Conference Logo artwork guidelines

When designing the Conference logo artwork, the visual identity of the ISGF logo should be inserted according to the ISGF logo guidelines. The name of ISGF should be included like ISGF-AISG. Also, the name of the Conference in the two official languages of ISGF. The artwork should be available in high resolution vector formats (EPS) and as high resolution (JPEG). The ISGF logo should be in the original colours and must be used as a whole component.

The organising committee has to submit it to the World Committee for approval.

Group travel

The host country may discuss arrangements for group travel with the ISGF World Bureau, as and when required.

Advance leaflet

It is recommended that, if possible, a leaflet or handout be issued at the preceding ISGF World Conference, giving basic information, i.e. venue, dates, preliminary programme, a specific World Conference email and tourist information for the area.

Public relations

The host country will publish a series of Newsletters with information about the conference, the venue, locality and other relevant details. These will be emailed to Region Chairs, NP & IS of member organisations (NSGF's), CB Contact persons and available for download on the ISGF and World Conference websites. It will carry out publicity so that the locality is aware of the conference taking place and who and what ISGF stands for.

Documentation

All documentation should be provided in the official languages of ISGF: English and French in digital format. All documentation will be emailed to Region Chairs, NP & IS of member organisations (NSGF's), CB contact persons and placed on the ISGF and conference websites.

Bag

It is a good idea to provide a fabric tote bag to hold tourist information, water bottle, etc.

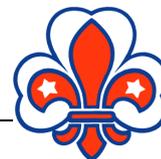
Special requirements

At each meal, vegetarian and other diets will be accommodated.

To help in planning the menus, it is recommended to ask participants to complete the application form, stating special needs: e.g. no meat; no poultry; no fish; no egg etc.

It is recommended that special arrangements are made, so that the catering staff may know how many have asked for a special diet, and either identify them through their meal ticket (to be handed, when seated to a waiter), or, more simply, by organising self-service meals.

Other special requests: It is recommended that each participant when filling the form specifies if they have:



ISGF World Conference Guidelines

Any mobility problems (wheelchair, etc.)
Any kind of allergies (alimentary, medicine, etc.)

Registration forms

The registration form is to be submitted to the Secretary General for approval prior to publication. The registration form should be drafted roughly, as the sample given in Annex 2, and be accompanied by a letter or leaflet giving the necessary instructions for its completion, as well as any other useful information.

The registration form is to be issued twelve (12) months in advance and is to include a request for the applicant to inform their International Secretary or the Central Branch Coordinator, so that Member Organisations may be aware of those attending. The host committee will inform the World Bureau about the status of registrations by regularly sending a list of the names and countries of participants.

The registration form should be sent out by email to the Region Chairs, NP & IS of member organisations and CB Contact persons. They will forward the Registration form to all members. It should also be available for download from the Conference or ISGF website. Some hard copies will be sent to those members who are not e-connected.

Special attention should be given so that participants names can be clearly identified by the use of the full surname and all forenames. There are many instances of participants arriving bearing identical names. Additionally, they should be asked if they wish to share a room, and a space should be inserted for the name of the person they wish to share a room with.

The account number for paying the Conference costs should preferably have a BIC and IBAN number and the information that any banking costs are to be paid by the applicant.

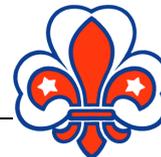
It is recommended that a deposit be requested with the initial application and that the final payment is sent two (2) months in advance of the start of the World Conference. This cannot be obligatory.

Visa's

The host country can issue letters of invitations and be in contact with the different Embassies for those who need a visa to enter the country; HOWEVER, the host country is NOT responsible for getting the visa's. Each participant needs to get their own visa.

Emergencies

An emergency name and address and telephone number back home must be provided on the Registration form.



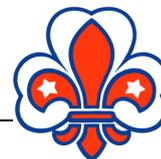
HANDBOOK

This will be placed on the Conference website for reading and downloading if required.

By making this a digital handbook it can be amended right up to and including during the Conference. It can also be amended following the Conference to become the Conference Report.

A comprehensive handbook should be compiled by the host committee and should include the following:

- Welcome by Chair – Host committee
- Welcome by Chair – World Committee
- List of names of Organising committee members
- List of ISGF World Committee Members
- List of Member organisations of ISGF and CB countries
- List of venues, countries and dates of all ISGF General Assemblies / World Conferences
- List of participants names and member organisations
- Accommodation details
- Day excursion details
- Seminar / Workshop / Discussion details
- Programme and timetable, including meals, accommodation arrangements, bars and venue etc. Together with the following information: location of the venue, i.e. information desk, World Conference office, ISGF World Bureau, display area, ISGF and host country shops, reception bus / train connections, medical assistance, banking facilities, information on Action Time presentations, the World Market, photographs, commemorative post mark (special stamp), identity badges, messages, mail, newsletter, translation, departure arrangements and other information.



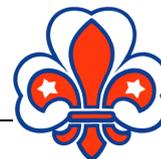
CONFERENCE DOCUMENTS

All conference documents will be prepared and emailed in advance by the World Bureau. They will be available for downloading from the ISGF / Conference website. Documents will not be issued in printed form unless a member organisation is not e-connected. If participants want printed copies, they should do this before leaving home and bring copies with them.

All appropriate documents will be displayed on large screens in the Conference Hall during Business sessions in the official languages of ISGF.

The Documents will contain the following information:

- Letter from the ISGF World Chair
- Checklist
- Timeline
- Delegation Form
- Proxy Form
- ISGF World Conference, Provisional and Final Agenda
- Rules of Procedure
- Call for World Committee Candidates
- Letter to potential World Committee Candidates
- Nomination form for World Committee Candidates
- Invitation for Hosting the next World Conference
- Request form for Hosting the next World Conference
- Invitation for presentation
- Request form for Action Time presentation
- Request form for Display area
- Request to take part in the World Market
- ISGF World Committee Triennial Report and future activities plan
- List of nominees for election to the ISGF World Committee
- Recommendations – proposed by the ISGF World Committee
- Recommendations – proposed by the Member organisations
- Statement of Accounts for the last three (3) years, including the Auditors report.
- ISGF World Committee recommendations for Budget and Statement for Membership fees for the next three (3) years.
- Agenda for specialists' meetings: National Presidents, International Secretaries, Region Chairs and others as advised.
- ISGF World Conference – seminars / workshops / discussion introduction / preamble.
- List of delegations, indication of Head of each Delegation.
- New affiliated full or associate members.
- Visa and money transfer guidelines.



Identity labels

Each participant should be issued with an identity label, containing the following information:

- Participant's first name – in large letters for ease of reading
- Participant's last name
- Participant's country
- Coloured Disc indicating languages spoken by participant, for example –
Red = English; Blue = French; Yellow = other languages
- The background should be plain, and light coloured to allow for ease of reading

The identification label should be coloured as follows:

- Red = ISGF World Committee member
- Blue = Delegate
- Yellow = Observer
- Green = Host Country organising committee and Secretary General

The identity labels for the World Committee and ex-officio members do not include their country. Instead, their title can be written, i.e. Chair; Vice-Chair; Member; WOSM; WAGGGS; Secretary General; Treasurer, etc. The identity label for the Secretary General of the ISGF World Bureau is to be of Green colour. For guests of honour as well as for all other guests they are to be of Yellow colour.

Identity labels for the members of the Central Branch should mention their country and the words "Central Branch". It is reminded that the four Delegates of Central Branch are appointed during their meeting, before the work of the ISGF World Conference starts.

COMMUNICATION

Simultaneous translation for all delegates and observers is required throughout the Business Sessions of the conference. This is required for English / French and French / English, i.e. a minimum of two (2) persons, who must be professional translators and experienced in this work. If the evolution of technology allows another solution, other than simultaneous translation, the host committee may propose to the World Committee, to replace it with the new technology.

Alternatively, all information, including speeches **MUST** be provided and projected onto a screen in English / French and possibly the language of the host country. It could also be provided in other languages as required. This procedure could also be used for the whole period of the conference where possible. This method should be used for the Opening and Closing ceremony.

Amendments and Changes

To ensure that there is an adequate way in which the participants are advised of amendments to the programme and changes in the venue for meetings, it is necessary to provide an information board, as it has been found that not all participants are necessarily in the conference hall or at meals when amendments are announced verbally.

Communications



ISGF World Conference Guidelines

A simple communication system should be provided for contacting key personnel, i.e. organising committee Chair, Secretary General and between the conference information office, the ISGF World Bureau and the Conference hall.

The host country has to prepare suitable 'pigeon holes' or post boxes for any items or documents distributed to the Member Organisations during the conference. Alternatively, any documents created during the World Conference will be posted on the ISGF / Conference website by the World Bureau of the Host Committee.

CONFERENCE HALL

The Conference Hall for the business sessions of the ISGF World Conference should have facilities for the main platform seating, tables for seating delegations, etc. and observers (see also 'Practical Arrangements'). Audio-visual equipment for any kind of projection, PowerPoint presentation, Video and a public address system. Three (3) microphones on the main platform table and one on each side of the main platform, for use by delegates, should be provided. There should be a lectern with microphone for speakers. If available a portable microphone should be available in the body of the hall for use by members when speaking. The host country should provide a "stage manager" who can speak English and the local language, to help with the audio-visual presentations. A stage plan is to be sent to the ISGF World Bureau in Brussels, together with the technical situation.

All material for the presentations should be collected before the conference on a USB stick, DVD or similar to the stage co-ordinator. Also, the written text should be collected for the interpreters, if not available in the two languages of ISGF.

The lectern should have an identification of the World Conference logo or the ISGF logo.

Water, with glasses should be available.

PHOTOGRAPHS

It is recommended that a professional or volunteer photographer be invited to attend and provide services for participants. The ISGF World Committee would like to receive a photograph album of the event for the ISGF archives and website. A member of ISGF PR & Communications Team will advise on what is important to be photographed. A group photo of all members attending the conference should be taken.

WELCOME BANNERS and FLAGS

ISGF welcome banners and flags should be displayed outside the venue and say International Scout and Guide Fellowship and Amitie Internationale Scouts et Guide, in full and not the abbreviations, ISGF and AISGF. The ISGF logo only in its official colours. Two (2) banners are available from the World Bureau.

POSTERS and LEAFLETS

Where possible, posters and leaflets can be placed in public places: stations, airports, local administration offices, etc. to attract attention of the public at large to this event.

RECEPTION

It is recommended that the Reception Desk open 24 hours in advance of the start of the ISGF Conference. It is normal practice for ISGF World Committee members to arrive earlier than participants in order that they may attend the ISGF World Committee meeting prior to the start of each ISGF World Conference. It has also been



ISGF World Conference Guidelines

noted that due to travel arrangements participants often arrive 24 hours before the official opening time for reception. Therefore, arrangements should be made for their accommodation and meals.

It is essential that a suitably qualified person is available to sort out difficulties in connection with payment of fees and, in particular, conversant with different currencies, exchange rates and methods of payments. There should also be a qualified First Aid person available. The same people cannot be expected to man the reception for 24 hours and therefore a shift system is recommended.

FINANCE

Levy

In order to cover the costs of the ISGF World Bureau in travelling to the venue of the ISGF World Conference, together with the additional documentation, the ISGF World Committee requires the host country to include in the amount of the participation fees, a levy. The amount of the levy shall be decided by the World Committee and the amount of the levy will be advised to the host country three (3) years in advance so that they may include it in their budget calculations.

N.B. The ISGF levy is to be paid on the total number of participants attending the ISGF World Conference and paying the registration fee. The payment should be transferred to the ISGF Bank account within three (3) month of the end of the World Conference.

Global cost

The host country is responsible for the financial arrangements for the ISGF World Conference, preparation of budgets and settlement of accounts, **together with any deficits**. The ISGF World Committee would warn host countries of problems in connection with **non-payment of registration fees**, and it is **the responsibility of the host country to ensure that all fees are received before accepting attendance from individuals**.

It is essential that a deposit be requested with the Initial Registration Form and that final payment be made two (2) months before the start of the conference. It is, however, to be noted that it is not possible for members in certain countries, to send their fees in advance, due to currency export restrictions; therefore, in certain special cases, participation is accepted with payment on arrival.

At the beginning of the conference, the Treasurer of the organising committee shall submit payment requests to the ISGF Treasurer to enable him to pay any amounts due by the ISGF World Committee for the attendance of World Committee and ex-officio members and any guests.

At the end of the conference, the amount due to the ISGF from the levy will have to be approved by both Treasurers.

Insurance

The ISGF World Committee recommends that host countries take out necessary insurance for the ISGF World Conference, for example, cancellation fees, third party liability.

It is recommended that participants be advised in their letter of invitation to take out necessary insurance for their travel and, in particular, medical expenses, if there are no reciprocal arrangements between their country and the host country of the ISGF World Conference.

Appeals / Collections



ISGF World Conference Guidelines

It is not recommended that appeals for financial support or donations should be permitted other than for approved ISGF work, i.e. International Development Fund or special appeals.

Gifts

In order to keep general expenses as low as possible, it is recommended that the host country does **not** offer Gifts, to the participants except for sponsored gifts, **that are easy to carry home.**

SOCIAL EVENTS

Accommodation

The host country should provide necessary rooms for receptions, according to the requests of the ISGF World Committee.

Religious observance

The host country is reminded that any form of religious observance should be of an interfaith nature, as described in the ISGF Handbook. Arrangements should be made for participants to attend religious services of their own faith, during the conference.

Special get together

It has become a practice for participants to get together for social relaxation after the completion of each days business agenda. A suitable venue should be available, where singing and dancing can take place without disturbing those retiring to their bedrooms.

See also "Free Evening"

SEMINAR / WORKSHOP / DISCUSSION

Should seminars or workshops be programmed, their description and function should be presented in a document, issued by the World Bureau and placed on the conference website.

The conduction of the seminar will be by a member of the ISGF World Committee or their appointed person. It **may** be necessary to provide some audio-visual equipment in the meeting rooms or flip charts with markers.

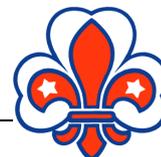
Documentation

The host country will be responsible for the arrangements of the seminar meetings and discussion groups, for example; venue, and materials e.g. flip chart, and pen or writing board.

PRACTICAL ARRANGEMENTS

Accommodation

Arrangements should be provided for participants arriving the day before the start of the conference or wishing to remain for a few days, i.e. accommodation and meals at appropriate extra cost advised in advance.



ISGF World Conference Guidelines

Transport

Arrangements should be made for transporting participants from the nearest airport / railway / coach station to the venue. This facility should be available throughout the day of arrival for registration **and for departure**.

Baggage

It is greatly appreciated if arrangements can be made for local older Scouts and Guides to be available to assist with luggage both on arrival, i.e. from the transport to reception, reception to accommodation, and on departure, i.e. from accommodation to departure point.

Conference Hall

The conference hall should have a flexible seating arrangement so that there can be a main platform for three (3) persons, i.e. for the Conference Chair and Vice-Chair and the Secretary General. Each delegation, including Central Branch, should be provided with a table and four chairs (one for each delegate). The name of each member organisation and the name of Central Branch should be displayed on each table or above, in both English and French, and on a suitable material, so that the name is visible on both the front and back. The reason being that only the main platform personnel is able to see the names on the front, whereas if they are printed on the back, they are visible by other delegates and also observers. Delegations should be arranged according to the English alphabet and do not forget the new NSGF's.

The same facilities (i.e. tables, chairs, names) should be provided for the Resolutions Team, three (3) people; the Tellers up to six (6) people, the other ISGF World Committee and ex-officio members and guests (WAGGGS / WOSM). A number of seats should also be reserved for other guests of the ISGF World Committee and of the host country. A number of seats should also be available in the conference hall for observers. This number depends upon participation, which can be estimated from the registered participants but is normally about 80 / 100 people. For Opening and Closing ceremonies, when all participants normally attend this will be 300 / 400 people.

Medical assistance

It is necessary to provide a 24 hour medical assistance, i.e. with a doctor on call, or arrangement for the same.

Timing of events

The host country must ensure that no other function or event is taking place during the conference business sessions and during other important meetings.

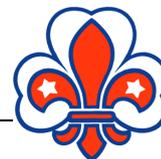
Flags of Member Organisations

It is considered a desirable feature to have flags of Member Organisations attending the Conference displayed during the conference. These flags should be mounted on suitable flagpoles, inside the conference hall or on the delegation tables (for Central Branch, use ISGF table flags).

ISGF WORLD BUREAU

A suitable room should be provided for the office of the ISGF World Bureau.

It is essential that the room can be locked, so that privacy can be maintained throughout the conference. It is also advantageous to have the meeting room and the office for the ISGF World Committee in the same location. Such a venue is an ideal place for meetings between the ISGF World Committee and members of the host country organising committee. The ISGF World Bureau should be equipped with a telephone, with facilities for direct dialling of outside calls and for internal communication. Easy access to facilitate the making of tea/coffee is desirable.



ISGF World Conference Guidelines

The following office equipment should be provided for the ISGF World Bureau:

- Desk or table for Secretary General
- Chairs as appropriate
- Printer or photocopier
- Flip chart and stand with pad and pens

In addition, the following office equipment is appreciated, as it is not normally practical for this to be brought from the ISGF World Bureau: Stapler and staples; perforator (two-hole punch); Cello tape; scissors; drawing pins; marker pens.

Resolutions

The results of the voting **MUST be recorded accurately**, during the Conference, by the Secretary General or the Conference Chair. They must liaise with the Tellers for the results of ALL votes. These decisions and agreements can be shown on the Conference website as they are made. Then displayed on the Conference Hall screen, in English and French at the end of the last Conference Business session as a record of the decisions made and what the Conference has achieved. **There will be no voting as these decisions have already been made and recorded.**

PROGRAMME

Opening / Closing Ceremonies

The host country should advise the ISGF World Committee of their proposals for the format of the Opening and Closing Ceremonies. However, it is entirely in the hands of the host country to make the arrangements for these events, which should include the following:

Opening Ceremony

The ISGF World Committee Chair should be given the opportunity of addressing the participants. The ISGF World Conference flag is to be raised in a ceremony devised by the host country. Flags of the member organisations present may be raised or paraded, in alphabetical order as appropriate.

Closing Ceremony

The ISGF World Conference flag should be lowered in a ceremony devised by the host country and presented to the representative of the Member Organisation hosting the next ISGF World Conference.

ISGF Song

This should be included in either or both of the Opening and Closing ceremony.

Free evening

One evening is to be kept free, enabling participants to organise what they wish e.g. IAG meeting.

Meetings

The following meetings are held in conjunction with the ISGF World Conference and, consequently, the host country is expected to provide rooms for them. If the room is large, a microphone should be provided.

1. Central Branch members' meeting – before the start of the conference business sessions.
2. Delegate' Meeting - before the start of the conference business sessions.
3. Regions / Sub-regions – the opportunity should be provided for members to meet together from the Regions / Sub-regions of ISGF, if required.
4. ISGF World Committee meeting for the election of the Chair and Vice Chair(s) of the newly elected World Committee (around 10 seats).



ISGF World Conference Guidelines

5. An ISGF World Committee meeting with the organising committee hosting the next World Conference (around 10 seats).
6. Workshops / Discussion Groups.
7. Social meetings – facilities should be available for other groups of members to have meetings together.

Talks

The ISGF World Committee invites the World Association of Girl Guides and Girl Scouts (WAGGGS) and the World Organisation of the Scout Movement (WOSM) to send representatives to address the conference. As they are guests of ISGF their presentations are included within the conference business sessions – see Agenda (Annex 1).

Action Time Presentations

These will be included in the Programme but not as part of the Business Sessions. They should be provided in English and French as no translations will be given.

The World Market

The ISGF World Committee will co-ordinate the organisation of the World Market. The Host Committee will provide the tables for this event. Any NSGF or CB member can take part to raise funds, and the money raised can be used to:

- Reduce the NSGF/CB group membership fee
- Support another country
- Support ISGF projects via the International Development Fund

Items for sale can be crafts or gifts, it is recommended that they be small, low value items and note **MUST** be taken of the host countries customs regulations. Food and Drink items are not allowed to be sold. Participants, sellers and buyers **MUST** exchange cash for **Special Printed ISGF Money**.

Receptions

Facilities should be provided according to the ISGF World Committee requests to hold a reception.

Special post hand stamp

It is recommended that the host country provide a first day stamping service with their national post office, if available, to coincide with the opening of the ISGF World Conference. Guidelines and assistance are available from the ISGF World Committee.

ISGF World Committee's responsibilities

The ISGF World Committee will be responsible for providing the information, as detailed under Initial Preparations and Conference Documents.

ISGF World Committee's responsibilities during the conference

The ISGF World Committee will be responsible for the meetings listed above and for hosting invited guests. It would also be desirable that the ISGF World Committee members make contacts, as frequently as possible with the participants, welcoming them etc.