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## PLENARY ASSEMBLY GUIDELINES FOR HOSTING NATIONAL FEDERATIONS

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### A. SEASON, LOCATION AND MEETING

1. The annual IFSC Plenary Assembly takes place in the period preceding the beginning of the competition season, between January 20 and March 20.
2. The annual PA preferably takes place in locations where an International airport exists.
3. The annual IFSC PA takes place on weekend days (preferably on Saturday) and lasts one full day. It is preceded by a half-day preliminary session the day before.  
. In occasion of the PA, meetings of the IFSC Executive Board are scheduled on the previous days and the day after (morning session, until noon).
5. The IFSC Executive Board may decide to arrange one or more workshops on the previous days.
6. Continental Councils may decide to have their PA before the IFSC PA, provided they inform the IFSC Office and the hosting NF before the official program is published, but not later than 3 months before the PA.
7. Locations of the IFSC PAs are elected by the Plenary Assembly two years in advance, upon the recommendation of the IFSC Executive Board.

### B. PROPOSALS

1. IFSC Member NF intending to host a Plenary Assembly should send a relevant proposal to the Executive Board of the IFSC at least two months prior to the Plenary Assembly meeting that is to decide about such a proposal.
2. The proposal should include the following:
  - the dates proposed for the meeting
  - the planned venue of the meeting
  - the facilities that will be available for the meeting
  - the level of room rates (incl. breakfast) to be expected, taking group rates into consideration, in at least two hotels of different price categories
  - the expenses the Member NF is willing to bear, apart from the expenses foreseen in Art. E.1 and E.2
  - how to get there
  - the support of local, regional, national sport authorities and governments
  - the expected authority attendance at the opening/closing ceremonies - the expected media coverage of the event
3. The Executive Board will consider applications from Member Federations of countries that will provide full attendance of membership for the Plenary Assembly, in compliance with Article 5 of the IFSC Statutes.
4. The Executive Board has the right to make recommendations to the Plenary Assembly.
5. Once the application is approved by the PA, the hosting NF shall appoint a main contact person for the preparation of the PA.
6. If needed, an IFSC Delegation may arrange a pre-visit of the PA venue the year before the PA.

### C. INVITATIONS

1. The IFSC Member NF hosting a Plenary Assembly in its country will work with the IFSC Office to send a letter of invitation at least three months in advance of the meeting:



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- to the Member NFs they
  - to the Members of the Executive Board
  - to the Honorary Members
  - to the Auditor
  - to the Statutory Commissions
  - to the Partners
  - to the Athletes receiving an award at the PA or
  - to the IOC members of the hosting country
  - to other IOC personalities as indicated by the IFSC or the hosting NF
  - to the President / SG of the hosting country NOC
  - to other National authorities as indicated by the hosting NF
2. The invitation should be generally accompanied by:
- a general program of the PA and the other meetings
  - a registration form or link with indication of the deadline for reply
  - a plan of the location, indicating the hotels and the conference rooms
  - information about room rates (incl. breakfast) taking group-rates into consideration in at least two hotels of different price categories. If the hosting NF is not able to recommend a second option, they will provide assistance in the accommodation research.
  - information about prices for meals
3. The IFSC Office will provide the address lists of the persons indicated under Art. B.1, as well as of any other persons to be invited, to the NF hosting the next Plenary Assembly.

## D. INFORMATION AND SERVICES

1. The hosting NF will send the invitees mentioned under B.1 the following information:
- the procedure for reservation of hotel rooms or of any other appropriate accommodation
  - the principal means of transportation in the region
  - the alternatives for transfer from the airport or the station to the hotels
  - the requirements for visas
2. The hosting NF will organise:
- an optional shuttle to the meeting venue and the official hotels, in case these are not located within a walking distance
  - registration desk at the meeting venue and/or in the main hotel, where all information documents will be distributed, as well as an ID badge to all participants, showing a) the IFSC logo b) the title <IFSC (year) Plenary Assembly – (location) – (date) c) the Name, NF, function, country of the participant
  - competent and sufficient personnel to assist IFSC staff and officers in the preparation of the meeting and during it

## E. FACILITIES

1. For the meeting, the following measures shall be taken by the hosting NF:
- the conference room shall be preferably located at the main hotel. If not, the hosting NF shall arrange a shuttle service (ref. point D2 of the document)
  - the reservation of a conference room with seats, desks (or tables) for writing and a podium (see annex) with a minimum capacity of 100 participants
  - seat disposition shall be approved by the IFSC Office and generally participants will face the EB table and the podium



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- cards bearing the names and titles of the Board Members, Staff Members and the official delegates' names, countries (in full or the acronym) and abbreviation of the Member NF represented are to be placed in front of them in the meeting rooms
  - special seats shall be provided to accommodate the Golden Member NFs, in a prominent position, depending on the meeting room
  - an overhead projector (beamer) shall be available (preferably with a switcher)
  - the conference room must be of such a height that it can accommodate a projection screen large enough to show texts from a projector that will be clearly legible even at the back of the room
  - front monitors shall allow officers sitting on the EB table to watch screen projection (see annex)
  - enough electrical sockets or multi plug adaptors for IFSC EB Members and Staff
  - the conference room must be provided with an audio system of such quality that all participants can hear and make themselves heard in the conference room; some microphones must be accessible in the conference room for contributions and questions from the participants
  - if required by the IFSC, the PA may be recorded
  - the conference room must be provided with Wi-Fi access
  - the provision of a welcome desk at the entrance to the meeting room<sup>2</sup>. For the preparation and coordination of the meeting the hosting NF will reserve a room/office fully equipped with:
    - a printer
    - a photo-copier
    - Wi-Fi
    - stationery
3. The hosting NF shall also organise:
- coffee breaks in the meetings
  - the working luncheons for the working days of the meeting, on the site
  - an official dinner (opening ceremony) the day before the PA
  - a gala dinner (closing ceremony) which may also be attended by the persons accompanying the participants (at their expenses)
4. The hosting NF will arrange a convenient space for press conference and media interviews

## F. EXPENSES

1. All expenses caused by preparatory work such as those occurring in connection with the registration of participants, correspondence and basic organisation of the meetings, are at the expense of the NF hosting the Plenary Assembly, without the possibility for reclaiming all or a part of it from the participants or from the IFSC. However, the costs for working luncheons and for official meals may possibly be charged in part to the participants, with the exception of the Board Members and the persons mentioned under F.2.
2. The hosting NF pays for the costs for the stay (accommodation and meals) of the Members of the Board, the Auditor, three IFSC staff, working directly for the Board, representing:
  - 4 nights during the Plenary Assembly
  - An appropriate meeting room exclusively for the IFSC President during all his/her stay or, in alternative, a suite accommodation.The following are charged to the participants:
  - the costs for the stay (accommodation and meals)
  - the costs for transfer from the airport or the station to their hotel and back, when provided
  - the costs of accompanying persons



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3- In case a pre-visit is arranged (ref. point B6 of the document), the hosting NF will cover the local expenses (accommodation and meals) of the IFSC Delegation (max 2 people) for a maximum of 2 (if in the same continent) or 3 nights (if on a different continent)

## G. MARKETING & COMMUNICATIONS

- Podium backdrop (see annex) to be designed by the NF and displayed behind the IFSC Executive Board's table. The podium backdrop shall be validated by the IFSC before printing.
- IFSC beach flags and/or flags and/or banners (at least 2) are to be displayed in the conference room and at the receptions desk/room in the meeting venue and in the main hotel. They will be supplied by the IFSC.
- Booths for each IFSC sponsor are to be placed at the receptions desk/room in the meeting venue and/or in the main hotel.
- The NF shall use templates from IFSC graphic charter for all documents/communications materials related to the PA. The IFSC will make this graphic charter available to the NF.
- The NF may wish to offer gifts to PA attendees.
- No NF sponsors' representation is allowed during IFSC PA.
- The NF shall organize a press conference and invite national media. The theme and timing are to be discussed with the IFSC. The IFSC is responsible for international media relations (outside the NF country).
- Cards bearing the names and titles of the Board Members and the official delegate's names, countries and abbreviation of the Member NF represented are to be placed in front of them in the meeting rooms.

*The present guidelines were approved by the Plenary Assembly of the IFSC at its meeting held in Innsbruck, Austria on 17 March 2018. The guidelines are in accordance with the IFSC Statutes and Bye-laws, as approved by the Plenary Assembly held in Frankfurt (GER) on 27 January 2007 and following amendments.*