



UIAA

International Climbing and Mountaineering Federation
UNION INTERNATIONALE DES ASSOCIATIONS D'ALPINISME

G U I D E L I N E S

for Associations intending to host or hosting
GENERAL ASSEMBLIES and/or **MANAGEMENT**
COMMITTEE Meetings of the UIAA

A. PROPOSALS

1. UIAA Member Associations intending to host a General Assembly and/or a Management Committee meeting should send a relevant proposal to the Executive Board of the UIAA at least four months prior to the General Assembly or Management Committee meeting that is to decide about such a proposal.
2. The proposal should include the following:
 - the confirmation of the dates, set by the Executive Board
 - 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 Association will be expected to bear, apart from the expenses foreseen in Art. E.1 and E.2
 - instructions on how to get there.

B. INVITATIONS

1. The UIAA Member Association hosting a General Assembly and/or a Management Committee meeting in its country will prepare a letter of invitation which will be sent with the formal invitation of the UIAA from the UIAA's office at least three months in advance of the meeting:
 - 1.1 for the General Assembly:
 - to the Member Associations
 - to the Members of the Executive Board
 - to the Members of the Management Committee
 - to the Honorary Members
 - to the Unit Members
 - to the Presidents of the Commissions and the Sports bodies
 - 1.2 for the Management Committee Meeting:
 - to the Members of the Management Committee
 - to the Members of the Executive Board
 - to the invited Commission Presidents
2. The Hosting Member Association's invitation should be accompanied by:
 - a registration form for accommodation and meals with indication of the deadline for reply;
 - a plan of the location, indicating the hotels and the conference room;
 - information on eventual visas requirements;
 - information about accommodation possibilities and room rates (incl. breakfast) taking group-rates into consideration in at least two hotels of different price categories
 - information about prices for meals;
 - information about the Hosting Member Association's contact email address as well as its web link.
 - Information about the program (side events, conferences)

The UIAA Member Association hosting a General Assembly and/or a Management Committee meeting in its country will send the necessary information as indicated in Art.B.2 to the UIAA office before the three months deadline.

C. INFORMATION

The Hosting Member Association will send the UIAA office and put eventually on a special webpage on its website the additional following information if necessary:

- the principal means of transportation in the region - if the meeting is not being held in a major city;
- the alternatives for transfer from the airport or the station to the hotels;
- any import duties or taxes payable by visitors;
- the weather conditions if they are of a particularly seasonal character;
- any particular customs pertaining to etiquette and dress;
- full program.

D. FACILITIES

The following facilities must be provided by the organising Association:

D 1. Conference room arrangements

For **GENERAL ASSEMBLY** and **MANAGEMENT COMMITTEE** :

- a conference room with seating and tables for writing for all registered participants¹. The conference room should be in or as close as possible to the accommodating hotels;
- a well-lit welcome desk at the entrance to the meeting room, with a power for a portable computer, and working space to administer the registration process of the meeting participants;
- UIAA banners (GA banners and podium banner) are to be displayed in the conference room (will be supplied by UIAA office);
- one or two projector(s) for computer presentations with remote control and one or two projection screen(s);
- for Executive Board and Management Committee meetings, an appropriately sized whiteboard for visual presentations, and a flip chart, with pens;
- the conference room must be of such a height that it can accommodate a projection screen(s) large enough to show projected texts that are clearly legible even at the back of the room (see the more detailed technical requirements in the annex);
- 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
- Free Wifi access for all participants. The login and password are given to all participants.
- Video conference facilities for UIAA delegates (only applicable for the Spring MC Meeting)
- on specific request of the executive Board: recording facilities connected to the meetings audio system

¹ Indications of numbers of participants of previous meetings can be obtained from the UIAA office

D 2. Seating arrangements

General Assembly

- the seating arrangements for the Executive Board members conducting the meeting should be on a raised platform, or organised in such a way that the Executive Board is easily visible for all those attending the meeting;
- all those conducting the meeting (Executive Board members and UIAA staff) must have access to power for their portable computers;
- cards bearing the names and titles are to be placed in front of the participants in the meeting rooms. This regards the following participants:
 - the members of the Executive Board and UIAA staff
 - the official delegate's (including the names of the countries and abbreviation of the Member Association represented)
 - the Commission Presidents
 - Honorary members.

Management Committee

- the preferred seating arrangements for the meetings of the Management Committee is a U-shaped table with the Executive Board and UIAA staff members seated at the open end of the U. A proposal can be discussed with the signatories of these guidelines;
- all those conducting the meeting (Executive Board members and UIAA staff) must have access to power for their portable computers;
- cards bearing the names and titles are to be placed in front of the participants in the meeting rooms. This regards the following participants:
 - the members of the Executive Board and UIAA staff
 - the other members of the Management Committee
 - the Commission Presidents that have been invited to the meeting.

D 3. Logistic support

- a local assistant to the Executive Board and the Office Manager, who speaks both the local language and English fluently, should be available during the meeting days to assist organisation and logistics;
- A local assistant, who speaks both local language and English fluently, should be available during the meeting to address the power-point display, the video display and the sound. He / she will work in close collaboration with the UIAA Office staff access to private office facilities during the meeting days, with web/internet access;
- access to printing facilities, a photo-copier and a fax machine.

D 4. Meals and drinks

- provision of water to all participants during the meetings;
- service of beverages during breaks in the meetings;
- working luncheons for the working days of the meeting, on the site;
- an official dinner which may also be attended by the persons accompanying the participants.

E. 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 Association hosting the General Assembly or the Management Committee Meeting,
2. Hosting federations may recover some of their expenses through a registration fee for both Management Committee and General Assembly meetings. This registration fee is limited to no more than US\$100.00 per participant for hosting a General Assembly and a Management Committee meeting.
This fee is a cost recovery fee, rather than a surplus fee to obtain profit from hosting such events. The costs for working luncheons and for official meals may be charged to the participants, with the exception of the Executive Board Members and the persons mentioned under E.3.
3. The organising Association pays for the costs for the stay (accommodation and meals) of the Members of the Executive Board, the Office Manager and up to two other collaborators working directly for the Office Manager, representing at:
 - 3 nights during the Management Committee Meeting
 - 5 nights during the General Assembly

The following are charged to the participants:

- a registration fee not exceeding US\$ 100 for all participants except the Executive Board, UIAA staff mentioned under E3, the UIAA Commission Presidents, and Honorary members.
- the costs for the stay (accommodation and meals)
- the costs for transfer from the airport or the station to their hotel and back
- the costs incurred by the accompanying persons, including the costs for participation at programmes organised on their behalf on the days of the meetings
- the participation at a possible excursion programme on the days preceding or following the meetings

The present guidelines are in accordance with the Articles of Association as approved by the General Assembly held in Matsumoto, Japan on 6th October 2007 and were approved at the Executive Board meeting on 15th May 2008 in Busteni Romania. The present revision was adopted in the Executive Board meeting on 11th February 2012 in Bern, Switzerland. The present version was adopted at the Management Committee Meeting 27th March 2015 in Zaragoza, Spain and approved by the General Assembly 23rd October 2015 in Seoul, South Korea



Acting President
Frits Vrijlandt



Secretary General
H el ene Denis

Bern, May 2015

A N N E X to the G U I D E L I N E S

Concerning the obligations and duties of Associations intending to host or hosting
GENERAL ASSEMBLIES and MANAGEMENT COMMITTEE Meetings of the UIAA

With regard to computer PROJECTION the following technical requirements should be met:

- * The MINIMUM DISTANCE from the first row of the audience to the projection screen should be 1,5 X the width of the screen (so if for example the screen is 2 meters wide, the first row of the audience should be at a minimum distance of 3 meters from the screen).
- * The MAXIMUM DISTANCE from the last row to the screen should be 6 X the width of the screen (so if for example the screen is 2 meters wide, the last row should preferably not be more than 12 meters from the screen).
- * The LOWER EDGE of the screen should be HIGH ENOUGH so that nothing obstructs the view even from the last row.
- * The presenters will be requested to use for texts on overhead sheets TYPE-FACES NOT SMALLER THAN 24 PT.

(THIS LINE IS WRITTEN IN 24 PT!)