



GUIDELINE

IARU REGION 3

Guidelines for Hosting an IARU Region 3 Conference

1. Introduction

These Guidelines are to help Member Societies to offer to host a Regional Conference; and then to plan, organise and run the Conference. The “Host Society” will work in close collaboration with the Secretary of IARU Region 3. The Directors will also provide support. These Guidelines are issued by the Secretary as a part of the official “Invitation” to each Regional Conference.

Regional Conferences of IARU Region 3 are, under the terms of Clause 13 of the Constitution, held every 2-1/2 to 3-1/2 years. This is a “triennial” (3-year) cycle. The Conference is a meeting of all Member Societies of IARU Region 3 and forms the supreme governing body of the IARU Region 3.

The important aspect is that the Regional Conference is a working conference and not an amateur radio convention. As a consequence, adequate facilities should be provided, and sufficient time must be set-aside for formal conference sessions and working group sessions. The people attending are Delegates and Observers, nominated and sent by their Member Societies. There is no “general invitation” issued for wider attendance by other amateurs.

Please note that the points following are guidelines and suggestions only. Societies may choose to do more – or less – than mentioned. IARU Region 3 does not wish to be restrictive. These Guidelines, procedures and suggestions are for the assistance of the conference organisers to help to minimise difficulties and ensure a successful event.

It is very helpful if some members of the Host Society and its organizing committee have attended a previous Region 3 Conference and observed its organization and methods of working. Call on their experience, and previous hosts.

2. Location and Host Society

The location of the Conference must be in the country of a Member Society of IARU Region 3. As a consequence, that Society becomes the “Host Society.”

The duties expected of the Host Society are not onerous. However in those cases where the host society has many members, the host society may choose to organize extra activities for visitors to their country.

3. Intention and Offer to Host Conference

Member Societies offering to host a Regional Conference need to have carried out preliminary planning before making a formal offer.

The offer is made at the preceding Regional Conference by way of a written invitation submitted prior to and during the Conference. Only Member Societies that are members of IARU Region 3 at the time of the final Plenary Meeting of this previous Conference are eligible to be considered (General Regulations, GR 6.2).

Details of the invitation can be provided in a document tabled to the Conference.

At the first Plenary Meeting of a Regional Conference all written invitations to host the next Conference will be announced (GR 5.4.6).

The Credentials and Elections Committee shall consider each written invitation and report to the (Final Plenary of the) Conference on the qualification of each inviting society (GR 6.3.1). The Committee shall also prepare a vote sheet (GR 6.3.2) if required.

The Conference shall adopt the report by the Credentials and Elections Committee if thought fit (GR 6.4.1), and resolve by a show of hands to accept an invitation (GR 6.4.2). If required by a Delegate a secret ballot may be called to resolve the question (GR 6.4.2). This is conducted according to the rules in GR 6.5.

Having accepted an invitation, the Conference shall then determine a proposed date for the next Conference (GR 6.6). This timing shall be adhered to unless the Directors, after consultation with the inviting society, determine that it is necessary to vary the date (GR 6.7).

An indication is therefore needed from a Host Society issuing an invitation of their proposed timing, taking into account the 3-yearly conference cycle, national holidays, local events, weather and climate, and tourist season constraints etc.

Planning should also take into consideration the widely diversified religions in Region 3, with associated different religious events. (e.g. Easter, Ramadan, Chinese, Buddhist and Indian festivals etc). Also, where applicable, it must be possible for delegates to fulfil their religious duties, have different meals or meals at different times.

Preliminary information needs to be provided about the host Country and the particular town or location. The facilities available, access and distance from the nearest international airport, and the means of transport (railway, bus/coach, taxi etc) from the airport to the conference site should be outlined.

Other information about the venue proposed, the accommodation, budgetary costs, and other information as described in the following sections should be provided, as it is available.



4. Objectives and Requirements

1. The prime purpose of the Conference is to allow and enable participation by the Member Societies in the management and governance of IARU Region 3 on a triennial basis.
2. Each Member Society should participate to decide future policies for our administrative, operational, technical and financial matters for the next 3 years.
3. The election of Officers and Directors is also required.
4. Fellowship and understanding between Member Societies and the amateurs representing them at regional level is developed and fostered.
5. The Conference allows for reports from Member Societies on their activities, Working Groups to consider policy, operational and technical matters and committees established for finance and other matters.
6. A Conference Committee of the Host Society generally organises the venue and facilities, arranges the meals and catering and supports the Secretary and other officers of IARU Region 3. In most instances the venue will be a hotel, which will be responsible for the detailed arrangements and the actual work.
7. The Host Society will manage the Conference on behalf of IARU Region 3. At least one person should be nominated as a point of contact with the Secretary.

5 Timetable and Events

1. The official letter of “Formal Invitation” to a Region 3 Conference is sent to Member Societies, and others concerned, not later than 180 days prior to the date fixed for a Conference. (GR 2.1).
2. The Host Society (as their invitation) will send a letter of General Information (GI) to Member Societies and others concerned well in advance of the Conference date. A Registration Form will also be enclosed. The GI should include (but is not limited to) the following items – Venue, Hotel(s) rooms and rates, Transport from Airport, Visa and Immigration, Host Society contact point and other details. Other information should cover weather, time zone, local currency and exchange rates, use of credit cards, electricity, telecommunications and Internet access etc. The Secretary IARU Region 3 can help review a draft of this GI.
3. Those invited to the Regional Conference are:
 - All eligible IARU Region 3 Member Societies
 - All six IARU Region 3 Directors
 - IARU Region 3 Secretariat
 - IARU International Secretariat
 - Secretaries of IARU Region 1 and Region 2
 - Other IARU Member Societies, upon request
4. The Regional Conference is usually held over 5 days, commencing on a Monday morning and finishing during the Friday.
5. A “Delegate Meeting” (GR 5.3.1) is held on the preceding Sunday night at 19:00 local time (7 pm), before the Monday morning start.
6. Most people attending will also have arrived by Sunday night and will be looking to complete their Registration and pick up name tags and information etc. Space or a venue is needed for this and the associated social activity.
7. A “Directors Meeting” is usually held from Wednesday to Friday of the *preceding* week, and Saturday morning of the Conference week, for which limited facilities will need to be provided.
8. The Official Opening of the Conference is the first item on Monday morning. A local city official and/or representative from the Ministry (the Regulator) is often asked to officially declare the conference open.
9. An “Official Photograph” of the conference attendees may also conveniently be taken at this time. Copies should be available for purchase and delivered by the end of the Conference. Other photos are necessary at the Opening Plenary, receptions etc. Also encourage plenty of candid photos of other events. They can be useful for publicity and your own society magazine.
10. Plenary meetings usually start (and sometimes end) each day, to allow all those present to review work and vote progressively on issues. Working Groups and Committees are convened, and often work in parallel to consider the documents submitted and issues raised. They develop the “Recommendations” considered by the Conference at the Plenary sessions.
11. It has become traditional to take a “social break” on the Thursday of the Conference week. The delegates and observers, Host Society committee and members, spouses and others join together and typically take a bus/coach tour or visit to places of interest. This allows social and informal business activity.
12. The Host Society may host a reception one evening during the period of the Conference if the Society so wishes. This is not mandatory and is certainly not expected of those small Societies that could be financially embarrassed by such an activity.
13. Other Societies or groups may also offer to host receptions.
14. A “special event” amateur radio station should be organized if possible, with a representative call sign (e.g. XXnnIARU). This may be “on site” at the venue and/or elsewhere, operating on the HF, VHF and UHF bands as is possible. A room is needed for this but IARU Region 3 will not reimburse the cost. Again, this is not mandatory, but some Societies like to carry out such a project during the Conference period to promote the Conference. Special QSL cards will be needed.



15. A “Ladies’ Programme” may also be organized if a sufficient number of XYLS and families of delegates/observers attend and wish to participate. Typically up to 10 spouses/partners also attend. A sub-committee of local YLs and XYLs can be formed for this activity. Possible activities include tourist attractions nearby in the city, local handcrafts, garden visits, art shows, shopping at local speciality and general stores and markets etc.
16. Any special decoration of the main Conference Room and/or hotel is left to the discretion of the host society. Only a sign with a Member Society’s name/logo is allowed. Country flags are not to be used. The Secretary can help with advice. The hotel can also help.
17. Consideration should be given to local and national publicity. (Please see further details later).

6 Financial Arrangements

IARU Region 3 and Delegates

1. IARU Region 3 is responsible for the Conference and pays any “common costs” and expenses for the conference meeting room(s), venue, and office space for the Secretary, equipment hire, stationery etc.
2. IARU Region 3 is responsible for the expenses of the Directors and Secretary.
3. The expenses in this context cover both travelling and accommodation costs.
4. The host society is not expected to meet any financial commitments specifically for running the Conference, except for those of its own delegate and observers.
5. All Member Society delegates and observers are responsible for all their own costs – travel, accommodation, meals etc.
6. Private attendees pay for their own expenses.
7. It may be possible for the host society to negotiate with the hotel (if this is the venue) for discounted costs for the conference meeting rooms, bundled in with the majority of attendees staying at that hotel.
8. The choice of a reasonably priced Conference facility and accommodation is important. A medium priced hotel is usually adequate. Many of the smaller Member Societies are not affluent. In some cases, the delegates from such Societies pay their expenses from their own pockets.
9. Some smaller and less expensive hotels or motels should also be sought nearby (within walking distance) for delegates with limited budgets.
10. Having breakfast included in the daily tariff is often a good “bonus” for those attending.

Consult regularly with the Secretary of IARU Region 3 about arrangements and costs, budgets and changes. Avoid last minute changes.

Host Society

1. The Host Society will, however, unavoidably incur some indirect costs – even though IARU Region 3 pays the common costs. A budget should be prepared to track both host society and the IARU Region 3 costs to be reimbursed.
2. Typical host expenses could include the costs of hosting a reception (if desired), setting up a special event radio station, local publicity, decorations, local expenses of the Conference Committee and volunteer helpers, and any costs for your own Delegate and Observers.
3. Sometimes a charge is made for the cost of the bus/coach fare etc. for the day tour of the social break. This can have a negative impact, however, on those delegates having to pay their own expenses.
4. The conference should not to be used to raise funds for other activities. All monies received from fees or other sources should be used for the conference.

7 The Venue and Facilities

1. IARU Region 3 is responsible for ensuring that the physical arrangements for the Conference are adequate (GR 4). As far as practical this is done by working in association with the Host Society, and with their assistance.
2. The host society should book the venue well in advance. It should be the first thing booked. Any venue changes must be agreed with the Secretary of IARU Region 3.
3. Keep checking the bookings for the venue, accommodation, transport etc. at least three times a year. Get re-confirmations in writing.
4. Confirm in writing all "understandings" relating to arrangements at the venue and any special provisions; and arrangements with any other suppliers. Do not rely on verbal agreements.
5. The size of the venue required depends on the number of people attending. Typically 15 – 20 Member Societies will attend, plus the Directors, Secretary and assistants, and representatives from IARU Regions 1 and 2 and the IARU Administrative Council (AC) – up to 75 people. Some spouses and partners also come (typically about 10).
6. It is preferable to have the conference facilities and accommodation at the one location. A medium sized and priced hotel is usually satisfactory. If the meetings are to be held in a separate conference centre, the distance from and the transportation to the recommended hotel(s) must be advised.
7. A medium size conference room (holding at least 75 – 90 people) is required for the plenary sessions. Two or three small meeting rooms are needed for the Working Groups. Access is needed in the evenings.



8. A medium sized office room (or 2 adjacent rooms) is needed for the Secretariat for administrative work. This includes typing, printing activities etc. Check that there are sufficient power outlets with enough capacity, and that the air conditioning is adequate for the people and equipment. The room(s) must be able to be locked, but accessible 24 hours a day.
9. General office supplies will be needed. White and Green A4 paper is needed (10,000 sheets or more), and 100 blank envelopes. A notice board or whiteboard is also very useful. A set of “pigeon holes” is needed to distribute papers to each person attending (70 – 100) of A4 size, with name labels. It functions as a mail and information centre.
10. Some smaller meeting rooms are needed before the Conference for the Directors Meeting, and after the Conference for the AC meeting.
11. Check that sufficient chairs and tables are available at the venue for the Conference and the Working Group meetings etc. Allow for guests and observers. You may have to hire more.
12. Check the Conference room acoustics. You may need a Public Address (PA)/sound system for the opening speeches, and for the Chairman and Secretary at the “top table”. At least three fixed microphones are usually required. Fixed or roving wireless microphones will be needed for each Delegates table. (The PA system may also be integrated with the audio/video recording system – see later). The Working Groups are smaller and may not need PA systems or audio/video recordings. The evening receptions probably need PA systems – check what will be needed.
13. A function room for small receptions of up to 100 or 120 persons is needed for the evening functions.
14. Some adjacent general meeting areas will be useful as a quiet area for people to gather and socialise, meet up with spouses and partners etc. This could also be used for registration.
15. The host society needs to liaise with the chosen hotel/conference facility to obtain the booking for the required facilities. Check the proposed layouts of the Conference and meeting rooms, and advise the Secretary of IARU Region 3.
16. Signs at the venue to guide people may be needed.
17. Make sure there is suitable heating or air conditioning for the climate at the time of the Conference.
18. You should ensure that a whiteboard plus accessories are available, etc. A projector and screen capable of showing M.S. PowerPoint presentations from a PC may be required and/or an OHP projector.
19. Arrange for the hire or provision of two photocopy machines with sorter/punch/staple/double sided printing. Two PCs with printers and Internet connectivity are also needed. If possible, provide a local member to control the use of those machines and

- help the users. The expenses for hiring and paper used are usually a cost to IARU Region 3.
20. An Internet “kiosk” computer for general use and Wi-Fi access for Laptops is very useful – the hotel may already provide these facilities.
21. Arrange an audio/video recording system to record all of the Plenary sessions of the Conference on tape/disc. A relay of operators may be needed to operate the recording equipment during the Conference. Usually, the host society can organize the audio/video recording system at no charge. If this is not possible, then the cost of hiring equipment may be to the account of IARU Region 3.
22. Name Boards are needed for the Societies attending, large enough to be seen and read during Plenary voting by a show of hands.
23. Any special events, celebrations etc. may need special planning for size and location.

Summary of Required Rooms at the Venue:

<u>Function</u>	<u>Capacity</u>
Opening/Closing ceremonies	100 – 110
Plenary meetings	75 – 90
Working Groups	35 x 2 Rooms
(Finance, other committees)	(20 x 1 Room)
Secretariat	5 – 10 plus equipment
Evening functions	100 – 130
Registration/Reception/ Information Desk	Lobby or other space
(Radio operating room)	(As required)
Directors’ Meetings	15
Delegates Meeting	35
(IARU AC Meeting)	(20)

8 Meals and Catering

1. The catering and meals will be significant costs for the delegates and others attending, and also for the host society and IARU Region 3.
2. A venue with on-site catering saves a lot of work, time and problems. Using a hotel as the Conference venue and for accommodation usually solves this problem. A “package deal” can often be negotiated and result in lower costs overall.
3. Check out the caterers if they are from a separate organization. Use commercial caterers unless your host society has the necessary number of capable people used to catering for large numbers.
4. Remember, if the food is not of good quality and quantity it will be hard to make the rest of the conference a success.
5. Be aware of dietary needs for some people (no meat, no pork or beef etc.). The contents of meal dishes should be identified in menus and on name cards.



6. Menu planning for any evening receptions is important. Liaise with the hosts of the Receptions.
7. Tea/Coffee and biscuits are enough for Morning and Afternoon Teas (for 80 –100 people). Lunches can be kept simple, and are usually at the cost of the delegates (in the hotel or at restaurants nearby). Meal coupons may be sold.
8. Discuss these items in detail with the hotel or caterer to ensure that you get what you pay for.
9. Make sure the hotel understands the need for fast service at breakfast and lunch. Have more than one serving-station at coffee breaks and meal times to avoid long queues and to keep delays to a minimum. Space is needed for this.

9 Accommodation

As noted earlier, the choice of reasonably priced accommodation is important, in the medium price range. Some smaller and less expensive hotels or motels should also be sought near the main venue (within walking distance) for those with limited budgets.

Accommodation can be managed in one of several ways:

1. The host society accepts the accommodation requests along with delegate “registrations”. Based on requests and information supplied (e.g. Conference hotel, other hotels and motels available), the host society makes bookings and handles deposits as required. Availability and bookings are confirmed to each attendee. This is time-consuming but it works if you have enough volunteers available on your Conference Committee; Or
2. Information is provided to Member Societies and others on the preferred Conference venue, and other recommended accommodation, with indicative pricing and their contact details. The delegates then make their own arrangements. This approach requires the least effort on the part of the Conference Committee, but makes it harder for those attending from overseas. Full discounts may not be realized with the Conference hotel: Or
3. A local bureau may be contracted (Visitors Bureau or Travel Agent) to handle all accommodation requests. Those attending the Conference are directed to the bureau. The bureau makes the bookings on their behalf. This method can cause confusion if people book directly, bypassing the bureau. There may also be hidden service charges, or reduced discounts.

Information should be obtained and provided to those attending for use in any emergency on the nearest suitable local hospital and doctor, and dentist.

Remember that some accommodation is required for the Directors and Secretary (and others attending the Directors’ Meeting and Conference preparations) in the 2 – 3 days **before** the Conference; and for 1 – 2 days **after** the Conference for the IARU AC Meeting usually following.

10 Guests

1. The Host Society may invite official guests, (eg. to officially open the Conference) and from Ministries and the regulator. Local city dignitaries might also be invited. Try and keep these to a minimum. Each one may be a charge on the conference with the actual costs depending on how long they stay.
2. Keep the Secretary and Chairman of IARU Region 3 informed of any guests and their spouses, so that they can be greeted and acknowledged, and included in the opening ceremony etc.

11 Transport

1. It is most helpful to arrange to meet delegates and observers etc. on arrival at the airport and provide transportation to the Conference hotel. Many will have travelled for a significant distance and time, and it may be their first visit to your country.
2. Otherwise, provide information in advance on transport from the airport to the city and the venue. Budgetary costs and travel times, alternative methods of transport etc. need to be advised. The hotel or airport may provide shuttle bus/coach services.
3. Check if transport is also needed for departures.
4. Coaches or buses will usually be needed for the day tour of the social break programme.
5. Air travel concessions: If these are available, arrange them early. They can be directly with the airline(s) and land transport operators serving your country or city; or with a local travel agent. Include this information in your early publicity about the Conference. Getting such concessions can be difficult, so this is not a mandatory item.

12 Visas and Immigration

1. It is helpful for any available information on visa and immigration requirements and processes to be advised early to delegates and observers. This is best done in the General Information from the Host Society.
2. It is appreciated that this can be difficult information to get and that requirements and government policies can change. However, any special restrictions or needs (forbidden entries, prohibited items, cash costs on arrival, photographs etc. at the point of entry) should be advised.
3. A reminder to all those attending should also be given, that ultimately the responsibility is with each of them to check in advance in their home country with the Embassy, High Commission or representative of your country on their personal status and requirements for a visa. It can take significant time to get a visa.



13 Registrations

1. A "Registration Form" is essential to gather information and manage the process. It may be in two parts, for Conference registration and for the Hotel accommodation reservation.
2. A data base/register should be set up to record and track registrations. Allocate every registered person a number and a category.
3. Each registration should be acknowledged to confirm receipt.
4. If monetary deposits are required by the host society (for accommodation or other costs), then receipts should be issued. It is better for the hotel to deal with this activity than the host society. They have the accounting and credit card systems to do this.
5. All registered persons should be issued with a name tag to show: NAME, CALLSIGN if applicable, Title and Home Society.
6. Make them easy to read with big print. This assists with security at the venue. Number the nametags.
7. Coloured name tags may help to identify different categories of visitor and host society helper.
8. Allow for a few late registrations. Inevitably some of those attending can only get approval and funds to travel at the last moment.
9. Setting up a web site, if you have the resources, can help manage registrations and bookings. It allows information to be readily available, progressively.
5. Informative articles about the venue and location can be prepared for the *Region 3 Newsletter* in the 12 months or so leading to the Conference. Copy must be with the Editor well before each quarterly close-off date.
6. Setting up a web site, if you have the resources, will help publicise Conference, plus use of the Internet.
7. Consider a Conference Award on the air to stimulate interest and further publicise your event. This will take lead-time and effort.
8. "Grab bags" as "give-aways" are not mandatory. Unless you have good sponsorship, avoid expensive satchels. Local tourist bureaus, manufacturers or service companies may be sources. Use the bags to hold any handouts, local tourism and publicity brochures, maps of the venue and local area, a list of those attending, information about the host society and committee, local shops and restaurants, and amateur radio suppliers etc.
9. "Daylight Saving" time changes – advise those attending before their arrival of any changes to local time that will occur before or during the Conference.

14 Publicity

1. Publicising the IARU Region 3 Conference can create a good impression for the host society, especially with your government and regulators.
2. Consideration should be given to local and national publicity. The host society can gain valuable publicity from such an "international" event. Arrangements for the local press, radio and TV services to cover the conference may be possible. The Chairman of the Conference Committee or the President of the Conference needs to be responsible and lead this.
3. Remember that the Conference is a formal meeting of all Member Societies of IARU Region 3. It is a working conference and not an amateur radio convention. The people attending are Delegates and Observers, nominated and sent by their Member Societies. There is no "general invitation" issued for wider attendance by amateurs. Take care with any general publicity to make this clear.
4. Because of the very long lead-time, some preliminary promotion is possible 3 years in advance, at the previous conference and the time that the offer to host the conference is made.

15 Some Optional Items

1. Further detailed negotiations will be made when necessary between the Host Society and Secretary IARU Region 3 to fix all the details. This may be by correspondence or a meeting "on site".
2. Talk-in Radio using a Club Call station and a specified local VHF or UHF repeater could be provided. Organise a roster of operators.
3. Post-Conference: Have someone appointed before the conference as "scribe", to write an article for the *Region 3 Newsletter* from the Host Society point of view. You will probably need an article for your own society magazine or journal too, along with photographs.
4. Displays: If space allows, and you can find people willing to assist, make provision for displays of local society activities and history, branch activity photographs, historic radios and QSL cards etc.
5. The Host Society can consider including some additional observers in their team for "training", as costs will be minimal. However, they should have some prior experience of IARU and international matters, administration and radio regulation etc. Otherwise, it is difficult for them to understand the proceedings (perhaps especially in English).

16 Improvements to these Guidelines:

After your conference, please remember to advise the Secretary IARU Region 3 of any changes that you consider could improve these Guidelines. Thank you!