# ISGF WORLD CONFERENCE GUIDELINES

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Appendix 1 – Model of Agenda

Approved by the ISGF World Committee, March 2012
PREAMBLE

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

When organising an ISGF World Conference the host country should think in terms of participation of between 400/600 participants.

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 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.

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 conference.

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. 400/600, 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.

The venue should have the following facilities for the following:
- Conference hall – 400/600 participants.
- Discussion group meeting rooms – 30/50 participants.
- ISGF World Bureau office.
- ISGF World Committee meeting room – 30 participants.
- ISGF World Committee office
- Host country office
- Reception
- Common room
Separate shops for ISGF and the Host-country. 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.

Other rooms to be used for smaller committee meetings.

World market / Stamp Bank

Accommodation
The residential accommodation offered to the participants should be of reasonable standard, having twin/single-bedded rooms, with washing facilities, preferably with toilet and shower, and keeping the general costs at a standard level and if possible in or near the venue.

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 accommodation venues.

It is also suggested that the host country tries to provide a host/contact person for each national delegation with a view of creating contacts between the same persons during the whole conference. Ground floor rooms should be reserved for those with health problems.

It is recommended that ISGF World Committee members and their spouses be accommodated in the same venue, together with the host country organising committee members.

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 should be available for those wishing to camp where they take care of their own breakfast while all other meals are with the hotel participants.

INITIAL PREPARATIONS

Organisation committee
It is essential that an organising committee be established for a World Conference.

ISGF World Committee
The Secretary General is to be kept informed of the work of the organising committee and sent copies of the minutes of their meetings.

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 the country or in English. The artwork should be available in high resolution vector formats (EPS) and as high resolution (JPEG). The ISGF logo should be in his 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 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 e-mail and tourist information for the area.

**Public relations**
The host country has to organise public relations in connection with the World Conference. Particularly, it has to prepare articles to be edited in every ISGF publication (Newsletters, circulars, website...), as well as to write to the International Secretaries of Member Organisations, asking them to promote participation by publishing appropriate texts in their national magazine, or by any other convenient means.

**Registration forms**
The registration form is to be submitted to the Secretary General for approval prior to printing. The registration form should be drafted roughly, as the example given in Appendix 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 months in advance and is to include a return slip to be sent by the applicant, directly to their International Secretary or the Central Branch Coordinator, so that Member Organisations may be aware of those attending.

The registration form should be sent out by e-mail to the International Secretary of each Member Organisation: he or she will forward the application to the President and four delegates. It can be downloaded from the ISGF website. Some hard copies will be sent to those members who are not e-connected.

The host country will send the final lists after the deadline to the IS in that specific country and from CB members to the CB Coordinator.

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 the room with.

The account number for paying the Conference costs should preferably have a BIC and IBAN number and any costs are for the applicant.

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

**Dietary requirements**
All meals are provided. At each meal, vegetarian diets will be accommodated. To help in planning
the menus, it is recommended to ask participants to complete the application form, stating special needs: no meat .. no poultry .. no fish .. no egg .. no ..

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 he/she has:
- Any mobility (wheelchair...),
- Any kind of allergies (alimentary, medicine...)
- An emergency name and address back home
- other

Quota
It is recommended that a notice is placed on the registration form advising that there is a limit on the numbers attending due to the accommodation available or other reasons. It may therefore be necessary to implement the “quota system”, details of which are advised by the ISGF World Bureau. In allocating places to participants preference should be given in the following order: ISGF World Committee members and their spouses, member organisations delegates and their spouses, guests and observers advised by the ISGF World Committee Members from Member organisations and the Central Branch.

Documentation
All documentation should be provided for each participant, i.e. delegates and observers, in the official languages of ISGF: English and French.

Programme
A block programme should be prepared as mentioned on the ‘Programme’ part. This should be submitted to the ISGF World Committee for approval 12 (twelve) months in advance of the ISGF World Conference.

Handbook
A comprehensive handbook should be compiled and should include the following information:
- Welcome by Chair – host committee
- Welcome by Chair – ISGF World Committee
- List of names of organising committee members
- List of ISGF World Committee members
- List of Member organisations of ISGF
- List of venues, countries and dates of all ISGF General Assemblies/ World Conferences.
- 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, photographs, commemorative post mark, identity badges, messages, mail, newsletter, translation, departure arrangements and other information.

Conference paperwork
Each participant is to be provided with the following information upon arrival at the ISGF World
Conference:

a) information to be issued by the host country:
   - printed handbook
   - list of participants’ names and addresses
   - list of participants’ identity label
   - accommodation details
   - day excursion details
   - seminar details
   - folder/plastic envelope file and/or tote bag to hold conference paperwork/tourist information

b) information prepared by the ISGF World Bureau:
   Item number and documents
   1. ISGF World Conference final agenda
   2. Rules of procedures
   3. ISGF World Committee’s triennial report and future activities plan.
   4. List of nominees for election to the ISGF World Committee
   5. Recommendations – proposed by the ISGF World Committee.
   6. Recommendations – proposed by Member organisations.
   7. Statement of accounts for the last three years.
   8. ISGF World Committee’s recommendations for budget and statement for membership fees for the next three years.
   10. ISGF World conference – seminar introduction/preamble
   11. List of delegations, indication of head of each delegation.
   12. New affiliated full or associate members.
   13. Visa and money transfer guidelines.

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

a) participant’s name
b) participant’s country
c) coloured disc indicating languages spoken by participant, for example red = English; blue = French; yellow = other languages

The identification label should be coloured as follows:

a) Red = ISGF World Committee members
b) Blue = delegate
c) Yellow = observer
d) Green = host country organising committee

The identity labels for the World Committee members do not include their country. Instead, his/her charge/nomination can be written, i.e. Chair, vice-Chair, Member, WOSM, WAGGGS, Secretary General, Treasurer, etc.
The identity label for the Secretary of the ISGF World Bureau is to be of green colour. For the guests of honour as well as for all other guests they are to be of yellow colour.
Also, the identity labels for the members of the Central Branch do not mention their country but instead the words “Central Branch”. It is reminded that the four delegates of the Central Branch (blue identity labels) are appointed during their meeting the day before the work of the ISGF World Conference starts. So, the identity labels of these four persons have to be replaced after the aforementioned nominations. The lettering has to be bigger than ordinary typewriting to ease the reading.

**Simultaneous translation**
Simultaneous translation for all delegates and observers is required throughout the working sessions of the conference, for a minimum of two full days. This is required for English/French and French/English, i.e. a minimum of two persons who must be professional translators and experienced in this work. It is necessary for the host country to liaise with the Secretary General to ensure that there is an adequate number of translators available for the whole period of the conference, where simultaneous translation facilities are not available, i.e. opening ceremony, local visits and discussion groups, 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/daily news sheet, as it has been found that not all participants are necessarily in the conference hall or at meals when amendments are announced verbally.

**Communications**
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.

**Conference hall**
The conference hall for the plenary sessions of the ISGF World Conference should have facilities for the main platform seating, tables and seating for delegations, etc. and observers (see also ‘practical arrangements’). Audio-visual equipment for any kind of projection: PowerPoint presentation, video DVD and a public address system, i.e. three 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 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 technical situation. All material for the presentations should be collected before the Conference on a USB stick, CD-ROM or DVD to the stage coordinator. Also the written text should be collected for the interpreters. The lectern should have an identification of the WConf logo or the ISGF logo. Water with glasses should be available.

**Lighting**
It is suggested that lighting is provided throughout the plenary sessions of the conference so that all participants are able to read their paperwork.
Additional lighting may be added, if required, for the benefit of those addressing the conference from the main platform or lectern.

When audio-visual presentations are being given, it is recommended that the conference hall lighting is dimmed and that the lighting from the lectern stand may be used if required but also that sufficient lighting be provided, when necessary, to enable the participants to read an eventual translation. In PPT presentations, big letters (at least font size 24) should be used to ease the reading on the screen.

If changes have to be made on the Constitution the text should be available in PPT and not in Word.

**Special arrangements**
For the introduction of the seminar it will be necessary to provide some audio-visual equipment in the meeting rooms, such as flipovers with markers.

**Photograph**
It is recommended that a professional 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.

**Welcome banners, leaflets and posters**
ISGF Welcome banners and flags should be displayed outside the venue and spell International Scout and Guide Fellowship in full, not the abbreviation ISGF. The ISGF logo only in its official colours. 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 a 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 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 payments of fees and, in particular, conversant with different currencies, exchange rates and methods of payments. 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 to be paid by participants a levy of ... euro per participant.

The amount of the levy will be advised to the host country three years in advance, so that they may include it in their budget calculations.
Free places
The host country is to provide Fourteen “free places”, including accommodation (in a shared room), meals and conference fee or as advised by the ISGF World Committee.
The places will be allocated by the World Committee.
NB. The ISGF levy is to be paid on the total number of participants attending the ISGF World Conference and paying the registration fee, and should be transferred to the ISGF World Bureau as soon as practically possible after the event.

Global cost
The host country is responsible for the financial arrangements for the ISGF World Conference, preparation of budgets and settlement of all 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 recommended that a deposit be requested with the initial registration form and that final payment be made two 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 Organizing Committee shall submit the accounts of the World Conference to the ISGF Treasurer to enable him to circumscribe the amount due by the ISGF World Committee.

At the end of the Conference, the amount due to the ISGF 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
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 anniversary 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.
ISGF WORLD CONFERENCE GUIDELINES

SOCIAL EVENTS

Accommodation
The host country should provide necessary rooms for receptions, according to the requests of the ISGF World Committee (cf. Receptions”)

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, i.e. Roman catholic mass, etc.

Special get together
It has become a practice for participants to get together for social relaxation after the completion of each day’s business agenda. A suitable venue should be available, where singing and dancing can take place without disturbing those retiring to their bedrooms, for ex. Members who have attended previous special ISGF events; Central Branch members, etc.
See also “Free evening”.

SEMINAR

The ISGF World Committee will inform the host country of the theme of the seminar and other details concerning the seminar.

The conducting of the seminar will be by a member of the ISGF World Committee or their appointed person.

Documentation
The host country will be asked to provide all necessary documentation and appoint a member to assist the leader of the seminar, who will be responsible for the arrangements of the seminar meetings and discussion groups, for example: venues, identity cards and materials.

PRACTICAL ARRANGEMENTS

Accommodation
Arrangements should be provided for participants arriving the day before the start of the conference, i.e. accommodation and meals, at appropriate extra cost advised in advance.

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 the departure point.
Conference Hall
The conference hall should have a flexible seating arrangement so that there can be a main platform for five persons, i.e. for the conference Chair and vice Chair, for the Chair and Vice Chair if ISGF World Committee and for 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 the back according to the English alphabet and do not forget the new NSGFs.

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. The same facilities (i.e. tables, chairs, names) should be provided for the Resolutions Committee (three people), the Tellers (three people), the other ISGF World Committee 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 is normally 100/200 people, with the reception of the opening and closing ceremonies, when all participants normally attend. The host country has to prepare suitable pigeon holes/post boxes for the documents distributed to the Member Organisations during the conference.

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 plenary 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 may either be mounted outside the venue 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. Ideally, an adjacent room should be available as an ISGF World Bureau reception office. It is also advantageous to have the meeting room and the office for the ISGF World Committee in the same location. Alternatively, an adjacent room for use by ISGF World Committee members, i.e. Chair and Vice Chair. 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.
The following office equipment should be provided for the ISGF World Bureau:

- Desks/tables for Secretary General; secretary; preparation of papers and documentation for the conference.
- Chairs as appropriate.
- Computer (laptop).
- Photocopier and supply of paper - a small desktop version for producing small quantities of copies.
- Flip chart and stand with pad.

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

**Resolutions**

Besides all this, the host country must also in its own secretariat, provide facilities for the reproductions of the Resolutions (i.e. mass production) in both English and French, in order that each head of delegation may receive four copies from the ISGF World Bureau between 6 and 8 p.m. on the day before the plenary session.

### 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, 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.

**Free evening**

One evening is to be kept free, enabling participants to organise what they wish.

#### 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 sessions – see agenda (App. 1)

#### Receptions

Facilities should be provided according to the ISGF World Committee requests to hold a reception (cfr. Accommodation).
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:

1. Delegates’ meeting – before the start of the Conference plenary sessions.
2. Central Branch members’ meeting – before the start of the conference plenary sessions
3. Member Organisations’ meeting
4. Regions / Sub-regions – the opportunity should be provided for members to meet together from the Regions / Sub-regions of ISGF
5. ISGF World Committee meeting for the election of the Chair and Vice-chair of the newly elected World Committee (around 10 seats).
6. An ISGF World Committee meeting with the Organizing Committee hosting the next World Conference (around 10 seats)
7. Workshops
8. Social meetings – facilities should be available for other groups of members to have meetings together.

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, conference paperwork item 2.

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.

APPENDIX 1
Sample of Agenda
(The agenda for each ISGF World Conference is to be agreed by the ISGF World Committee prior to issuing documentation)

1. Opening by the Chair of the ISGF World Committee
2. Approval of the rules of procedures
3. Appointment of Chair and Vice-Chair of the conference.
4. Verify the quorum of World Conference.
5. Appointment of a Resolution Committee on the recommendation of the ISGF World Committee.
6. Appointment of Tellers on the recommendation of the ISGF Worlds Committee.
7. ISGF World Committee triennial report
8. Activity Plan for the ISGF World Committee 20.. – 20..
9. Finance
   9.1 Accounts
   9.2 Budgets
   9.3 Membership fees
   9.4 International Development Fund
   9.5 Appointment of auditors
10. Recommendations proposed by ISGF World Committee
11. Recommendations proposed by NSGF’s
12. Applications for new membership
13. Report in relation to suspended NSGF.
15. Election of members to ISGF World Committee
16. Invitation to host the next ISGF World Conference
17. Presentation by representatives of WAGGGS and WOSM.
18. Open session
   18.1 Subjects proposed for discussion.
   18.2 Questions to the ISGF World Committee.
   18.3 Invitations to forthcoming events.
19. Reports on the seminar.
21. Presentation of resolutions.
22. Summing up
23. Closing the conference.

N.B. : An evaluation form should be issued at the end of the WConf asking :
   1. Are you a delegate, observer, guest, other
   2. Overall satisfaction, scale 1 – 10 for:
      - Program
      - Excursion
      - Information received, WConf documents, overall programme, agenda
      - Downloaded the documents from the website
      - Check-in for WConf
      - Role World Bureau staff during WConf
      - Role WCom
      - Host role and interaction
      - Venue facilities
      - Simultaneous translation interpreters
      - Transportation during WConf
      - Communication
      - Accommodation
      - Comments.