



31 July 2007

## **Guidelines**

### **for hosting General Assemblies of CLGE**

The following recommendations for hosting CLGE General Assemblies are dedicated to give possible hosts a first idea of the requirements:

#### ***1. Date***

The final date and venue for a GA should be finally fixed at least one year before the event. Due to travel arrangements as booking flights for early bird fees, getting travel permissions, holiday planning e.a. of delegates it is not possible to move the date or location after the decision in the GA.

#### ***2. Venue***

The venue of a GA should be chosen in a place, which can easily be accessed by public transport from all places within Europe. If the venue is in a town without any international or national airport, there should be public transport facilities from the airport next to the venue. Travel time should not be more than 2 hours from the airport.

#### ***3. Invitation papers***

Papers including a general information about the venue and how to get there and a draft of the technical and social programme as well as information about registration mode and payment conditions need to be submitted to the Secretary-General of CLGE not later than 4 months before the GA. Forms or patterns for invitation papers may be obtained from the General Secretary.

#### ***4. Accommodation***

All delegates should be able to stay in the same place or at least in a place, within convenient distance to the venue. Hotel rates should not be more than 100,-- €/person/night incl. breakfast. It is possible for hosts to offer a range of hotels of different price levels to give the delegates the option to chose.

Hotel registrations might be done by the delegates directly to the hotels or if hosts prefer they can do a collective registration and handle the individual registrations in their own responsibility.

Cancellation fees may be charged, if they are announced in the invitation papers.

#### ***5. Social programme***

It is up to the hosts to organise any social programme for delegates and accompanying persons. Receptions at local authorities or governments are most welcome.

Any excursion of the social programme, except a reception, is on expenses of the delegates themselves and might be charged with the registration fee under special cancellation policy.

## ***6. Participation fees***

Hosts may charge participation fees for the delegates as well as for accompanying persons. The participation fee for delegates should not exceed a total amount of €120,--.

Participation fees should include papers, badges, conference bags and attendance in all technical events within the frame of the GA. Coffee breaks and one dinner as well as lunches, if they are in between the timescale of a GA, should be included in the fee. All costs for renting a venue, technical equipment as beamer, notebook, microphones (if necessary) are covered by the hosts. Table badges as well as flags will be provided from CLGE.

If member associations ask for interpreters, they should be organised by the hosts on expenses of the relevant national association.

Hosts are requested to prepare receipts for fees paid by every delegate for handing over at the registration.

## ***7. Financial issues***

Benefit and loss from organizing a GA stay with the hosts. In case of hosting a public event (seminar, conference e.a.) in the frame of a GA, hosts may charge for an extra fee and costs and benefits are subdivided among CLGE and the hosting association as agreed in advance.

## ***8. Payments***

It is up to the hosts to decide upon the payment mode. Charging from credit cards as well as transfer to bank account or payment by cash is possible. In case of transfer to a bank account, hosts need to inform about the IBAN and SWIFT CODE in the invitation papers.

Separate payment of accommodation directly to the hotel is feasible.