



Marbella, 6 January 2013

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

*Put forward by the CLGE Bureau in Brussels on the 14<sup>th</sup> August 2008*

*Adopted by the CLGE Executive board in Brussels on the 10<sup>th</sup> October 2008*

*Updated by the CLGE Executive board in Marbella (ES) on the 6<sup>th</sup> January 2013*

*The planning process of the General Assemblies has to be carried out in close cooperation with the **Executive Board** of CLGE.*

*The following recommendations for hosting CLGE General Assemblies are dedicated to give possible hosts a first idea of the requirements. **Exceptions can be asked to the board but must be tabled in due time for consideration:***

### **1. Date and theme**

The final date and venue for a GA should be fixed at least one year before the event. **The general theme and or the topics for the Workshops should be fixed, together with the Executive Board. First announcements should be made not later than the GA preceding the considered event.**

Due to travel arrangements as booking flights for early bird fees, getting travel permissions, holiday planning etc. 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 by public transport 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 program 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 will be provided by the Secretary General on first demand.

### **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. To ensure a maximum attendance, CLGE recommends hotel rates of less than €145,-/room/night incl. breakfast **and Wi-Fi in the room**. However they should never exceed €165,-.

It is possible for hosts to offer a range of hotels of different price levels to give the delegates the option to choose.



Hotel registrations might be done by the delegates directly to the hotels or if the 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 program**

It is mandatory for the hosts to organize a social program for delegates and accompanying persons. Receptions at local authorities or governments are most welcome.

**A dress code for each event will be announced with the agenda.**

Any excursion of the social program, 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 €150,-.

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, and microphones (if necessary) are covered by the hosts. Table badges as well as flags will be provided by CLGE.

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

During the **build-up** of the GA, the hosts have to send registration lists to the Secretary General, at least every week. **These lists may be sent** to members by email.

**The organisers are entitled to raise the registration fees for registrations that are received less than three weeks before the event.**

## **7. Financial issues**

Benefit and loss from organizing a GA stay with the hosts, **unless there are exceptional circumstances to be evaluated by the Executive Board.**

## **8. Payments**

It is up to hosts to decide upon the payment mode. Transfer to a bank account **as well as credit card payments** should be possible. Separate payment of accommodation directly to the hotel is feasible.