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Creating a Better World

World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout
Всемирная Организация Скаутского Движения
Organización Mundial del Movimiento Scout
المنظمة العالمية للحركة الكشفية

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CIRCULAR N°3

To: Chairpersons, Executive Directors, and
International Commissioners of the
National Scout Organizations of the
Interamerican Region.

Panama City, Panama, 25 May 2018

Candidatures to host the 28th Interamerican Scout Conference 2018

Dear sisters and brothers in Scouting,

Under the provisions of the Regional Constitution, Article 7, paragraph a, the Interamerican Scout Conference at its meet in Panama City, Panama, from November 27th to December 1st 2018, is required to elect a venue for the **28th Interamerican Scout Conference** which corresponds to be held during 2021, and the **7th Interamerican Scout Youth Forum**.

Considering the importance and strategic alignment that the World Organization of the Scout Movement develops in line with the Vision 2023, the Inter-American Scout Committee (ISC) approved to perform the 28th Interamerican Scout Conference the following year of the World Conference. This change will allow better practice and use of human and financial resources in developing the regional plan and regional development.

With this conditions, we invite all National Scout Organizations (NSO) interested in hosting the next **Conference and Interamerican Scout Youth Forum** are invited to send a formal application at the earliest possible date to the World Scout Bureau – Interamerica Support Centre (WSB-IASC), using the email address interamerica@scout.org. Candidatures received will be referred to the Interamerican Scout Committee, which will review them in accordance with the criteria set out herein.

The criteria the ISC will use to judge the viability of a proposal to host the Interamerican Scout Conference are as follows:

- Facilities of air and land access to the city proposed to host the event.
- Capacity and variety of hotels available for the Conference.
- Specifications of the venue available for meetings.
- Human resources available to organize the Conference.
- Attractiveness of the programme attached to the Conference.
- Foreseeable reaction and support on the part of the community.
- Budgets, costs, availability of services and financial viability.
- Facilities provided for the work of the ISC and the WSB-IAR.
- Capacity of the NSO to meet the commitments it undertakes in this regard.

In addition, the ISC will consider a number of factors concerning institutional

aspects of the NSO offering to organize the Conference:

- Whether Scouting has a considerable presence in the country or at least in the city where the event will be held.
- Whether the NSO has —at the level of the district, province or region where the event will be held— a basic development infrastructure which will enable it to organize the event without disrupting, interrupting or paralysing the course of institutional life. This means having enough human resources to staff the activity efficiently without deferring the NSO normal programmes.
- Whether the NSO is in a position to contribute resources from its own means and to raise them sufficiently in advance of the Conference, since experience has shown that registration fees cover only 60% of the cost of the event.
- Whether the NSO has a good working relationship with government authorities and with institutions or firms that can provide support for the activity or help with resources and services, and has developed a system of institutional relations that enable it to generate interest and support on the part of the community.

As established by the agreement 31/2015 of the Interamerican Scout Committee, this is the procedure:

Within Three months prior the Conference, potential hosts shall deliver a DECLARATION OF INTENT to the WSB-IASC, who shall review the plans of potential hosts, in order to prepare a report on the feasibility of the proposed invitations for the Interamerican Scout Committee.

If the Interamerican Scout Committee considers that the proposal fulfills the necessary requirements, the National Scout Organization will be asked to present its formal invitation within 30 days (27 October 2018) before the Regional Conference.

If, as a result of the process, no NSO presents a proposal that fulfills the necessary requirements to host a Regional Scout Event, the Interamerican Scout Committee and the WSB-IASC shall take the proper decision to appoint a NSO to host the event, with the respective formal agreement of such NSO.

To support the National Scout Organizations interested in submitting a candidature as host country will find attached a brief document with guidelines to verify the organizational aspects for this kind of event.

The Interamerican Scout Committee will inform all National Scout Organizations in the Interamerican Region of the candidatures that have been received **by 27 October 2018**.

Yours in Scouting

Ricardo Stuber
Chairman
Interamerican Scout Committee

Raúl A. Sánchez Vaca
Regional Director
World Scout Bureau
Interamerica Support Centre

How to ensure that (almost) nothing is overlooked before a meeting, seminar or conference.

Practically everything that must be verified before starting...

Practically everything that must be done, said, negotiated, foreseen, coordinated...

This is a checking list for those in charge.

➤ **PARTICIPATION**

Estimate the total number of participants

- ✓ send survey with enough time in advance to consult on intention to participate and needs for lodging and other facilities
- ✓ periodically update the information

Classify participants among the following categories:

- ✓ delegates
- ✓ observers
- ✓ accompanying persons
- ✓ special guests
- ✓ national, regional or local personalities
- ✓ press & media
- ✓ organising committee members & staff
- ✓ World Scout Bureau staff & interpreters

For the guests

- ✓ ensure that invitations were accepted
- ✓ organise transfer and welcome
- ✓ plan the protocol
- ✓ prepare a programme to introduce speakers and the subject matter of their speeches

➤ **ARRIVAL / DEPARTURE DATA**

- ✓ obtain arrival information from most of the participants
- ✓ obtain departure information from most of the participants
- ✓ organise the updating of departure information along the event
- ✓ plan the special arrangements for relevant guests and participants

➤ **TRANSPORT, WELCOME, TRANSFERS**

Transport

- ✓ air: agreement with one or more airlines
- ✓ air: agreement with one or more domestic airlines
- ✓ train: fares and special trains
- ✓ land: bus & car rent
- ✓ parking facilities

Reception: airport, railway or bus terminal, harbour

- ✓ staff (teams, shifts)
- ✓ list of participants with arrival data (time, flight or number of train/bus, gate, etc...)
- ✓ location of hotels
- ✓ initial documents: welcome message
- ✓ facilitate the migration (entry) process

Transfers

- ✓ means of transport available
- ✓ quantity, kind and capacity of vehicles
- ✓ shifts, schedules
- ✓ agreements with airline & hotel transfer services
- ✓ transfer service between hotels and conference venue, if different

➤ **REGISTRATION**

Location

- ✓ registration area
- ✓ calculate average time needed to register a delegate
- ✓ determine how many registration counters are needed according to the number of participants
- ✓ define area for documentation folders + storage

- ✓ special welcome: guests, press & media

Staff

- ✓ administrative staff for the registration process
- ✓ information staff

Before opening the registration counter, verify that:

- ✓ all the material is in place
- ✓ announcements are clear and visible
- ✓ each member of the staff understands his/her task
- ✓ everybody understands the policy set for accepting means of payment, writing reimbursement cheques, selling additional tickets, etc.
- ✓ documentation folders are available
- ✓ identification cards and voting cards are available
- ✓ telephones are working
- ✓ typewriters / computers / printers are working
- ✓ photocopier is working / enough paper available
- ✓ safety box, petty cash and small change are available
- ✓ office consumables are available
- ✓ chairs are available
- ✓ wastepaper baskets are available
- ✓ lighting is appropriate and it works
- ✓ a money exchange agency is available nearby
- ✓ drawers or lockers are available to store the material during the night

In each documentation folder

- ✓ updated programme for the meeting, seminar or conference
- ✓ identification card or tag
- ✓ tickets for special activities
- ✓ tickets for meals
- ✓ preliminary list of participants
- ✓ information: maps, tourism brochures, souvenirs, etc.

Documents for late registration

- ✓ spare registration forms
- ✓ blank identification cards or tags
- ✓ spare tickets and vouchers
- ✓ additional copies of the programme
- ✓ spare documentation folders

During registration, ensure

- ✓ the presence of a person in charge who can make decisions
- ✓ that a deadline for registration be set
- ✓ that the participants pay any relevant pending balance

Along the whole conference

- ✓ keep a permanent counter for welcome & information
- ✓ keep a permanent counter for confirming trips & flights

✓ LODGING AND ADDITIONAL FACILITIES

Approximate number of rooms needed

- ✓ single rooms
- ✓ double or twin rooms
- ✓ triple or multiple rooms
- ✓ suites
- ✓ special requests (extra bed, etc.)

Hotel categories

- ✓ room allocation among diverse categories

Reservations - cancellation

- ✓ negotiate room rates
- ✓ deadlines
- ✓ use of hotel forms
- ✓ written confirmation of reservations
- ✓ charges for no-show
- ✓ negotiate check-in / check-out times with regard to room rates
- ✓ special arrangements with regard to room rates

Additional arrangements

- ✓ use of part of reception area (or other as appropriate) for registrations
- ✓ reception area needed for the event
- ✓ bar, cafeteria: time, days.
- ✓ cloakroom and sitting room for organisers
- ✓ negotiate number of cost-free rooms and services offered by the hotel(s)

On-going information between organisers and hotel on:

- ✓ status of reservations
- ✓ detection of potential duplicated reservations
- ✓ detection of reservations made directly with the hotel(s) and not through the organisers

➤ **MEALS**

Agreement with the hotel on:

- ✓ cost of lunch and coffee breaks (and what they consist of)
- ✓ menu and cost of meals
- ✓ possibility of changing courses of the menu (for health, religious or other reasons)
- ✓ advance information on the menu
- ✓ possible "special" meal to close the event
- ✓ deadline to inform on changes in the total number of meals to be served
- ✓ cost of additional meals
- ✓ deadline to inform on daily changes in the number of meals to be served

➤ **MEETING ROOMS**

Dimensioned drawings of the rooms

- ✓ request plans with scales for each room
- ✓ check dimensions: height, length, width
- ✓ type of seats
- ✓ air conditioning
- ✓ windows & curtains (darkening for projections)

Rent conditions and rates

- ✓ regular rates – time of use
- ✓ rates for extra time
- ✓ advance availability of rooms

Plan of possible arrangements for each room

- ✓ room capacity for each arrangement (classroom, theatre, etc.)

Plan of use

- ✓ detailed drawing of the main room for plenary sessions (days - time)
- ✓ detailed drawings of the rooms for small groupings

Define

- ✓ a system of announcements for the meeting rooms
- ✓ a plan for the movement of participants among rooms

Organise the staff for:

- ✓ reception
- ✓ information
- ✓ distribution of microphones in the room
- ✓ podium / floor manager
- ✓ linking with the organisers' office

Special facilities

- ✓ offices for the conference secretariat and the organisers, with telephone, fax, e-mail access, photocopier
- ✓ sitting rooms for lecturers and guests
- ✓ rooms for the media and for press conferences
- ✓ room for preparing and rehearsing audio-visual presentations

➤ **SPECIAL**

EQUIPMENT

- ✓ obtain a list of available equipment at the conference venue and its renting cost

Announcements

- ✓ for registration and information
- ✓ for each meeting room
- ✓ for the hotel's or convention centre's own facilities

Lighting

- ✓ lighting controls
- ✓ lighting devices
- ✓ light effects
- ✓ technicians

Stage: size and setting

- ✓ size
- ✓ setting, equipments

Podium

- ✓ position, lighting

Sound

- ✓ fixed microphones
- ✓ mobile microphones
- ✓ control room & technicians
- ✓ recording of sessions
- ✓ sound effects, music, instruments

Projection equipment

- ✓ movies & video: coordinating systems in use with participants' projections
- ✓ video equipment, systems and connecting "ports"
- ✓ slide projectors (if necessary, quantity, lenses, etc.)
- ✓ projection room & technicians

Other

- ✓ flowers & ornaments
- ✓ other ornamentation, meeting safety standards
- ✓ flags & banners
- ✓ telephones: quantity, location

Simultaneous interpreting

- ✓ number of languages
- ✓ number of interpreters, contacts
- ✓ interpretation booths, distribution & recovering of phones
- ✓ transmission system (by wire or wireless)

Other staff

- ✓ administrative support, copying & managing documents
- ✓ photographers
- ✓ liaisons
- ✓ medical services

➤ **CHECK BEFORE EVERY MEETING**

- ✓ functioning of the control room
- ✓ room layout
- ✓ number of seats available
- ✓ temperature of the room
- ✓ functioning of the sound system
- ✓ podium
- ✓ water for speakers / lecturers
- ✓ office stationery & other supplies
- ✓ whiteboards, flipcharts
- ✓ audiovisual systems: screens, projectors, movies, videos and pictures
- ✓ flags, cards with names of speakers / lecturers
- ✓ flowers & ornaments
- ✓ announcements towards meeting room
- ✓ attendance of necessary staff

➤ **AFTER EVERY MEETING**

- ✓ recover the conference material
- ✓ collect left / forgotten items

➤ **EXHIBITIONS**

General

- ✓ available area for exhibitions
- ✓ exhibitions plan & allocation of space
- ✓ advance documentation & information for exhibitions
- ✓ size of the stands
- ✓ equipment supplied

- ✓ electric power for lighting
- ✓ other supplies: water, electricity, telephone, etc.

Selection of material

- ✓ modular units
- ✓ tables
- ✓ panels

Access to the exhibition

- ✓ storeroom and storage system
- ✓ service lift (elevator)
- ✓ security (day & night)
- ✓ services available: carpenter, painter, decorator, electrician
- ✓ access & ticket control

Announcements

- ✓ for the exhibition
- ✓ for each stand

Use of hotel's or conventions centre's services

- ✓ cost of additional services
- ✓ security watch: day – night
- ✓ insurances
- ✓ checking by the Safety Committee if necessary: materials according to standards

➤ **INTERNAL INFORMATION**

- ✓ organising a communication system for participants (plenary, event's newspaper, board of announcements, internal TV system, etc.)
- ✓ pigeonholes for document distribution (individual or by contingent)
- ✓ set a policy for document distribution by delegation through pigeonholes

➤ **EXTERNAL INFORMATION**

- ✓ set a public relations team and appoint a media & press relations officer
- ✓ prepare a set of information for the press & media
- ✓ set a pressroom with e-mail, telephone and fax
- ✓ press & media accreditation process
- ✓ specialised press, national press, local media
- ✓ news agencies
- ✓ publish press releases every so often
- ✓ consider having one or more press conferences: before, during and at closing time
- ✓ public speeches
- ✓ organise interviews with key speakers / lecturers
- ✓ prepare a news book with copies of press coverage
- ✓ photographer
- ✓ publish reports of the debates either summarised or in detail

➤ **SOCIAL PROGRAMME**

- ✓ ensure no overlapping with main event
- ✓ hospitality evening, families or Scout Groups
- ✓ reception by authorities (local or national government)
- ✓ city tour
- ✓ visit to Scout camps together with authorities

➤ **ACCOMPANYING PERSONS' PROGRAMME**

- ✓ opening and closing ceremonies
- ✓ hospitality evening
- ✓ visits for the day: visit to places of interest, shopping, cultural events, etc.
- ✓ adjust schedules

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