

**Guidelines for Organisers** 



INTERNATIONAL FEDERATION OF SPORT CLIMBING



#### 1. General Information

# 1.1. Introduction

The International Federation of Sport Climbing is the international body governing all aspects of the sport of Sport Climbing. The General Assembly is the highest body of the IFSC and convenes every year in a different country before the start of the competition season, between 20 February and 20 March, and is organised in joint collaboration between the IFSC Office and the Local Organising Committee (LOC) based in the host country.

These guidelines have been drafted to assist IFSC Members wishing to organise the General Assembly, and to provide appropriate information in order to maintain consistent standards of organisation for all future meetings.

# 1.2. Selection of the Host City

- 1.2.1. Candidatures to host the IFSC General Assembly may only be presented by IFSC Members which are in good financial standing.
- 1.2.2. IFSC Members wishing to host the General Assembly shall submit their candidature in written form to the IFSC Executive Board upon receipt of the call for applications and within the communicated deadlines, including the following details:
  - Proposed dates
  - Location and venue
  - Accessibility
- 1.2.3. Preference shall be given to locations that are well connected by air and ground international transportation. The Executive Board will consider applications from Member Federations of countries that will enable the full attendance of membership to the General Assembly.
- 1.2.4. The General Assembly elects the host city of the upcoming meetings with two years of advance upon the recommendation of the Executive Board.
- 1.2.5. Once the host city has been selected, the IFSC Office and LOC will liaise to define the preparation of the meeting.

# 1.3. Venue and Accessibility

- 1.3.1. The LOC is in charge of finding a suitable hotel and venue, as well as restaurants for the official social programme.
- 1.3.2. The hotel and GA meeting room shall be in the same location, or alternatively at short walking distance (max. 10 min walk). Should neither case be possible, the LOC shall provide the necessary transportation between the hotel and the GA venue.

# 1.4. General Assembly Preparation and Registrations

- 1.4.1. The IFSC Office will start liaising with the LOC approximately 12 months before the upcoming General Assembly.
- 1.4.2. Between 6 and 4 months prior to the meeting, the IFSC staff will perform a site visit in order to check the facilities and define the essential information to finalise the registration form.
- 1.4.3. Registrations shall officially open at least 90 days prior to the General Assembly.
- 1.4.4. The collection of registrations is handled and managed by the IFSC Office.
- 1.4.5. Upon receipt of the necessary information from the IFSC Office, the LOC shall issue the invoices relevant to the delegates' participation as well as collect the payment.
- 1.4.6. All contacts and liaison with the hotel and other facilities shall be managed by the LOC.



# 2. Structure of the General Assembly

# 2.1. Meeting Dates

- 2.1.1. The IFSC General Assembly is held annually before the start of the competition season, typically between 20 February and 20 March, and ideally on the Saturday of the chosen week.
- 2.1.2. Following 2.1.1., the General Assembly may be preceded and followed by other IFSC institutional meetings such as Executive Board meetings and workshops. Please refer to Table 1 here below for a typical GA event structure.
- 2.1.3. A General Assembly may be held at a different time in case of force majeure or where the circumstances require it and, in any case, upon approval of the General Assembly.

# 2.2. Meeting Structure

2.2.1. The typical structure of the General Assembly is shown in Table 1 here below:

Day	Event	N. of pax – Schedule	Social Programme
D -2	Executive Board Meeting	Approx. 20 pax – All day	Welcome Cocktail
D -1	Executive Board Meeting	Approx. 20 pax – AM	Opening Ceremony Dinner
D -1	Pre-GA	Approx. 100 pax – PM	
D 0	GA	Approx. 100 pax – All day	Gala Dinner
D+1	Executive Board Meeting	Approx. 20 pax – AM	Executive Board Lunch [optional]

Table 1

2.2.2. Given the rapid changes occurring within Sport Climbing and in order to properly respond to the necessities of its members, the format of the General Assembly may vary to suitably address the topics at hand. In such occurrences, the IFSC Office will duly inform the LOC and Member Federations in order to make the necessary arrangements.

## 2.3. Programme and Agenda

- 2.3.1. The programme and agenda of the General Assembly, including the days preceding the meeting, is prepared by the IFSC Executive Board with the support of the staff.
- 2.3.2. In compliance with the IFSC Statutes, the Calling Notice including a preliminary set of information shall be published at least 90 days prior to the General Assembly, and 120 days prior to the General Assembly in case elections are scheduled to take place at the upcoming GA. A provisional agenda shall be published at least 60 days prior to the General Assembly, and the full agenda including all relevant documents shall be published at least 28 days prior to the General Assembly.



#### 3. Facilities

# 3.1. General Requirements

- 3.1.1. Free Wi-Fi shall be available for all delegates throughout the venue and for the whole duration of the meetings.
- 3.1.2. Meeting rooms shall be branded in accordance with the IFSC corporate identity. Please refer to section 6 of this document for details on branding and communication material.
- 3.1.3. While onsite, the LOC shall provide a reception desk to welcome delegates upon their arrival and hand out conference bags and name badges, manned by LOC staff / volunteers.

#### 3.2. Accommodation

- 3.2.1. In preparation of the General Assembly, the LOC shall select an appropriate hotel to accommodate the delegates.
- 3.2.2. The LOC shall provisionally book approximately 80 rooms to accommodate delegates in the same facility. It is the responsibility of the LOC to release any unoccupied room prior to the dates of which cancellation policies apply.
- 3.2.3. The LOC shall seal an agreement with the hotel to guarantee convenient room rates for the participants and, in any case, single rooms shall not exceed 100 EUR per night.
- 3.2.4. In addition, the LOC shall recommend a range of other hotels located within walking distance from the venue, in order to accommodate all budgets.
- 3.2.5. All hotel reservations shall be managed by the LOC upon receipt of the information from the IFSC Office, as per point 1.4.5 and 1.4.6.

# 3.3. Meeting Rooms

The LOC shall ensure the reservation of meeting rooms to accommodate the following:

- General Assembly
- Executive Board
- President
- IFSC Staff
- Press Conference
- Workshops, if any

Please read below the requirements specific to each room.

# 3.4. General Assembly

The General Assembly room shall respect the following requirements:

- Capacity: 100-120 pax.
- Layout: the layout of the room shall include a table reserved for Golden Members, Sponsors, and other guests, and in any case shall be validated by the IFSC.
- Technical Equipment: free Wi-Fi, standard modern technology for the display and presentation of audio-visual material, including screens, projector, microphones, electronic voting system, possibility to record the PA, sockets, cables. Please refer to the full list of requirements attached to this document for further details.
- Registration Area: shall be set up at the entrance of the GA room to accommodate the registration desk where delegates sign in for the meeting. The registration desk is managed by IFSC staff; however, LOC staff/volunteers support may be required.
- Break Area: a coffee, water, and snack station shall be set up inside the room or in its close proximity.



#### **Executive Board**

The LOC shall provide a room for the Executive Board meetings taking place before and after the General Assembly. The EB room shall respect the following requirements:

- Capacity: ca. 20 pax
- Technical Equipment: free Wi-Fi, standard modern technology for the display and presentation of audio-visual material, including screens, projector, microphones, sockets, cables. Please refer to the full list of requirements attached to this document for further details.
- Break Area: a coffee, water, and snack station shall be set up inside the room or in its close proximity.

#### 3.5. President

The LOC shall provide a small meeting room dedicated to the President throughout the duration of the meeting. Alternatively, the LOC may reserve a junior suite with private lounge where the President may hold small meetings.

#### 3.6. IFSC Staff

The LOC shall provide a room for the IFSC staff throughout the duration of the General Assembly Event. The staff room shall respect the following requirements:

- Capacity: ca. 10 pax
- Technical Equipment: free Wi-Fi, printer or alternatively easy access to a printer, stationary, sockets. Please refer to the checklist of stationary attached to this document for further details.
- Break Area: a coffee, water, and snack station shall be set up inside the room or in its close proximity.

#### 3.7. Press Conference

A press conference shall be coordinated between the IFSC and the LOC. The LOC shall ensure the availability of a suitable room/space to hold this event.

### 3.8. Workshops

In case workshops are held before the General Assembly, the LOC shall provide a suitable room to accommodate the necessary requirements.

## 4. Finances

### 4.1. LOC Expenses

- 4.1.1. Whilst the IFSC Office shall provide all necessary support to ensure a successful meeting for all parties involved under all aspects, the financial risk related to the organisation of the General Assembly lies with the LOC.
- 4.1.2. All expenses related to the preparation of the General Assembly shall be borne by the LOC, without the possibility to reclaim all or part of such expenses from the participants through a registration fee, or from the IFSC.
- 4.1.3. Local expenses associated with the IFSC staff site visit shall be borne by the LOC.
- 4.1.4. The site visit shall be performed by up to 2 IFSC staff members; the LOC shall cover their accommodation for up to 2 nights in case of continental travel, and up to 3 nights in case of intercontinental travel and related meals.
- 4.1.5. Local expenses associated with the participation of the following people shall be borne by the LOC:
- IFSC Executive Board Members (11)
- IFSC Staff (3)
- IFSC Auditor (1)

The LOC shall cover their accommodation up to 4 nights, all meals.

Where the situation requires it, the LOC shall arrange airport transfer for all IFSC delegates.



# 4.2. IFSC Expenses

The IFSC shall cover all expenses for all other people not listed under point 4.1.5. attending the General Assembly on behalf of the IFSC. These include:

- IFSC Staff exceeding the 3 covered by the LOC: all expenses
- IFSC Honorary Members: accommodation and meals related to the day of the General Assembly.
- Representatives of IFSC Statutory Commissions
- IFSC Legal Advisor
- GA Moderator

# 4.3. Member Federations Expenses

The cost of accommodation, meals, and any other expense that may occur, shall be borne by the participating Member Federations.

#### 5. Catering

# 5.1. Official Meals

During days of official meetings, the LOC shall organise appropriate catering in the venue of the General Assembly, typically two coffee breaks and one lunch. Official meals are compulsory for attendees and shall be paid by each participating Member Federation

# 5.2. Social Programme

In addition to the official meals, the LOC shall organise a social programme for the delegates, consisting of the following:

- 5.2.1. Welcome Cocktail on the day of the delegates' arrival.
- 5.2.2. The Welcome Cocktail shall be offered to the delegates by the LOC.
- 5.2.3. Following the Welcome Cocktail, the LOC shall organise a dinner for the IFSC Executive Board and hosting federation leadership, as well as other local authorities.
- 5.2.4. Opening Ceremony Dinner on the evening preceding the day of the General Assembly
- 5.2.5. The Opening Ceremony Dinner shall be paid by each participating Member Federation.
- 5.2.6. Gala Dinner on the evening following the closing of the General Assembly.
- 5.2.7. The Gala Dinner shall be paid by each participating Member Federation.

# 6. Marketing & Communications

#### 6.1. Branding

- 6.1.1. As an IFSC corporate event, the IFSC owns the visual identity of the General Assembly.
- 6.1.2. The IFSC Office shall provide the graphics of IFSC branding material, such as:
- Podium backdrop
- Table cloths
- Banners (PA room, registration desk, etc.)
- Signage
- Official picture backdrop
- Delegates' name cards, NF plates, slides, and any other official document produced by the IFSC Office.
- 6.1.3. To respect the identity of the country/city, the LOC shall print customised banners reflecting the location where the GA is held. The design shall be validated by the IFSC Office, and all production costs shall be borne by LOC.
- 6.1.4. Display of sponsors and partners that are not related to the IFSC is forbidden. However, in case of local sponsors non-conflicting with the IFSC sponsors, the LOC shall request permission to display them by providing the artwork to the IFSC Office for validation. In such case, LOC sponsors and partners shall not be displayed inside the General Assembly room.



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# 6.2. Press Conference

Referring to point 3.7. of this document, the LOC shall organise a press conference in coordination with the IFSC Marketing and Communications Department.

All international media relations shall be managed by the IFSC.

#### Sponsors

IFSC partners and sponsors may attend the General Assembly and give a short presentation to the present member federations. The IFSC Office shall coordinate the requirements for its partners and sponsors with the LOC.