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Conference Organisation Requirements

Version 4.5 – October 2024

MANUAL

IFATCA is the recognised international organisation representing air traffic controller associations. It is a non-political, not-for-profit, professional body that has been representing air traffic controllers for more than 50 years, and has more than 50,000 members in over 120 countries.

Printed and published by:

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DOCUMENT CONTROL DETAILS

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Updates and corrections for this manual should be provided to the document owner.

DOCUMENT CHANGE SUMMARY

Version	Date	Changes
4.2	10 Jan 2024	3.5.1 – Registration of Observers 3.5.7 – Invitations to IP 3.6.2.8 – Requirement for Industry Partners section on conference website 4.1.5.3 – OC responsibility for Industry partners exhibition removed 4.1.8 – Responsibilities of the Industry Partners Coordinator 4.7 – Addition of guidance on Industry Partners (IP) 4.8 – Addition to protocol section Appendix A – Addition of another sample schedule Throughout – Replacement of Corporate members with ‘Industry Partners’ Throughout – Replacement of ‘technical exhibition with ‘Industry Partners Exhibition’
4.4	29 Aug 2024	3.4 – Addition of guidance on Conference website 3.5 – Clarification of registration policy 4.1.2 – Selection of conference theme 4.6.2 – Selection of IFATCA panel theme Throughout – Editorial changes and clarifications
4.5	17 Oct 2024	Addition of checklists in Appendix C

TABLE OF CONTENTS

Document Control Details	3
Document Change Summary	3
Table of Contents	4
1. Executive Summary	6
2. Before you bid and the bidding process	7
2.1 General Considerations	7
2.2 First Actions	7
2.3 Choosing When and Where.....	8
2.4 Finances	8
2.5 Conference Bidding Process	9
3. Once you Have Approval.....	11
3.1 Organising Committee.....	11
3.2 Pre-Conference Visits	11
3.4 Conference Website	13
3.6 Invitations to Conference	14
3.7 Information and Public Relations	14
4. Conference Itself	16
4.1 Conference Management.....	16
4.2 Executive Board Arrangements	17
4.3 Delegate Registration	17
4.4 Conference Format	19
4.5 Committee Session Rooms	20
4.6 IFATCA Panel.....	21
4.7 Industry Partners Exhibition	21
4.8 Protocol	22
5. Delegates.....	23
5.1 Accommodation	23
5.2 Local Transportation.....	23
5.3 Meals and Coffee Breaks	23
5.4 Social Functions	24
5.5 Accompanying Persons' Programme.....	24
Appendix A – Sample Schedule A	25
Appendix B – Sample Schedule B.....	26

Appendix C – Conference Checklists	27
Opening Plenary.....	27
Opening Ceremony (if separate from opening plenary).....	28
Committee A	29
Committee B	30
Committee C.....	31
Committees B&C.....	32
Regional Meetings.....	33
Closing Plenary	34
IFATCA Panel	35

1. Executive Summary

1.1 The IFATCA Administrative Manual (IAM) states that:

“The basic purpose of an Annual IFATCA Conference is to review the activities of the Federation since the previous Annual Conference and to determine the policies, which should guide the work until the next regular Conference. It is also an occasion to review the Federation's administrative management relative to the required action of the Federation”.

1.2 The IFATCA Annual Conference is principally held so as:

1.2.1 To fulfil the Federation’s objectives to protect and safeguard the interests of the air traffic control profession, and promote and uphold a high standard of knowledge and professional efficiency among air traffic controllers through the origination of policies and the spreading of knowledge; and

1.2.2 To create, maintain, and enhance the worldwide fellowship of air traffic controllers, which enables the Federation to carry out the above objectives.

1.3 IFATCA consists of Member Associations (MAs) from many different countries with different economic circumstances. An IFATCA Annual Conference is about the **content** of the Conference and the selection of venue and program needs to consider the economic circumstances of IFATCA’s MAs and of the Federation. The prime consideration during negotiations with hotels and/or conference centres, is to ensure that Federation costs and costs for delegates of the MAs are kept down.

1.3.1 These guidelines are based on years of experience and are designed to provide guidance and assistance to any MA contemplating hosting an Annual Conference. They also help to minimise problems for the host MA. Please remember that any cost on the Executive Board (EB) is a direct cost on our membership.

1.4 The Annual Conference is the Federation’s showpiece and is attended by international organisations associated with aviation. The world's press and local TV are often also present. It is therefore imperative that the Federation presents, through the host MA, a professional image that will further enhance air traffic control as a profession.

2. Before you bid and the bidding process

2.1 General Considerations

- 2.1.1 Organising the IFATCA Conference is a task of considerable magnitude. The Conference is open to all IFATCA MAs, with average attendance varying between 300 and 500.
- 2.1.2 Deciding on a venue that will accommodate both the number of attendees and the room setup requirements is a large part of the initial planning. As is ensuring the availability of accommodation at various cost levels to suit the differing budgets of the MAs.
- 2.1.3 The day-to-day planning of the Conference in the years leading up to it, and the task of managing the Conference for its duration requires significant time.
- 2.1.4 Hosting a Conference is an opportunity for the host MA to showcase its country, culture, and professionalism to all of the IFATCA members. How this is done is up to the host MA, while the EB manages the daily activity of Conference.
- 2.1.5 These requirements do not replace the provisions in the IFATCA Administrative Manual (IAM), which can be found at www.ifatca.org. The sections of the IAM that deals with Conference are Part 1: Article IV and Part 2: Chapter 4.

2.2 First Actions

- 2.2.1 Inform your employer and the Ministry of Transport/Aviation or other appropriate ministry and the Civil Aviation Authority of your intention to apply to host an IFATCA Conference. Obtain as much support (financial and other) as possible. Contact your national airline(s), airport authority, municipal authority, local aviation industry representatives, tourist bureau, and pilots' association to seek their support.
- 2.2.2 Check with your Ministry for Foreign Affairs to ensure that all delegates will be permitted entry, regardless of race, creed, colour, gender, or political persuasion. Delegates may insist that you produce evidence confirming this, such as a letter from the immigration authorities.
- 2.2.3 It may be difficult for Conference participants to visit an embassy or consulate of your country to obtain a visa, especially if your country does not have many embassies around the world. For this reason, the possibility to obtain a visa upon arrival at the airport should be discussed with your immigration authorities.
- 2.2.4 The Conference Coordinator (CC), working under the supervision of the Deputy President (DP), is responsible for assisting those MAs who wish to host the Annual Conference. It is important to establish and maintain contact with the CC, who will serve as your primary liaison to the EB.

2.3 Choosing When and Where

- 2.3.1 According to the IAM, the proposed dates should be between mid-March and mid-May. In selecting the date, factors such as Easter, Ramadan and other major industry events and conventions should be considered. The Conference shall normally be 5 days in duration, excluding arrival and departure days.
- 2.3.2 As far as practicable, the location of the Conference venue should be within one hour's drive of an international airport, with direct flights from major hubs.
- 2.3.3 Contracting a professional agency to assist in negotiating with hotels and/or the registration and hotel booking process is recommended, as this will assist the hosting MA in obtaining the best room rates and conference facilities. The professional agency can also coordinate with the hotel/conference centre to ensure smooth functioning of day-to-day operations during Conference.
- 2.3.4 Negotiate with several hotels to obtain the best possible rates for rooms and facilities.
- 2.3.5 Room rates at "the main hotel" for Annual Conference should as far as practicable be as close to the maximum reimbursement rate for IFATCA Officials as possible.
- 2.3.6 Alternative lower cost accommodation shall also be made available (100 USD or less). If further away from the Conference venue than 10 minutes by walking, transportation to/from these hotels to the Conference facilities shall be provided by the Organizing Committee (OC) at no or low cost. (If available, by public transport).
- 2.3.7 *Useful tip:* From a convenience perspective, the most popular Conferences are those where the Conference centre is situated in connection to the main hotel. This is not always possible, but it is important that the delegates can move easily between their accommodation and the Conference centre.
- 2.3.8 If the Conference is to be held in a specialised Conference centre outside the "main hotel", the hotels for delegates must be located close by. Not more than a 10 min walk.

2.4 Finances

- 2.4.1 One of the biggest tasks the host MA will face is the setting of and keeping to a budget. Setting a realistic budget in the beginning will ensure that it is achievable to keep within the budget as the lead into Conference progresses. Keeping tight control of the budget will ensure that the Conference does not result in a financial loss. It is a good idea to contact the OC(s) of the previous Conference(s), to get an outline of their financial operation.
- 2.4.2 The host MA is responsible for the financial management of Conference, for obtaining sponsorship and other financial support for the hosting MA and for the social activities at Conference.
- 2.4.3 It must be clearly understood that all financial transactions between the OC and all participants (including sponsors and members) are the direct responsibility of the host MA. IFATCA cannot accept responsibility for financial issues over which it has no control. The only exceptions to this are transactions incurred on behalf of the EB and the OM.

- 2.4.4 Unless otherwise agreed, this section specifies the items for which the EB of IFATCA is financially responsible.
- 2.4.5 The host MA will usually levy a fee for Conference registration. It is important to try to keep registration fees as low as possible; however, some flexibility is permitted.
- 2.4.6 Some host MAs have offered an “early registration fee” at a lower rate as an incentive for early payment of these fees. Typically, the discount might apply for fees paid, for example, before January 31, with a higher rate applying after such date. Such discount is not a mandatory requirement.
- 2.4.7 It is expected that the registration fee will cover a welcome party the evening before Conference begins, lunches and coffee/tea breaks during Conference and a farewell dinner/party on the last evening of Conference. In situations where provided hotel accommodations are not within walking distance to the Conference venue, the host MA should also provide free transport between these hotels and the venue.
- 2.4.8 A clear cancellation and refund policy for registration fees and hotel deposits (if applicable) should be published by the OC on your website.
- 2.4.9 It is important to determine what the fixed costs (which will have to be paid regardless of attendee numbers) will be early on, and then standard variable costs associated with the actual daily attendances (refreshments, etc.).
- 2.4.10 After being confirmed as host (i.e., one year before Conference), IFATCA will provide the sum of \$4,000 USD towards the expenses of the OC. In return, the OC must provide the EB with 25 free registrations.
- 2.4.11 If you find that you have a deficit at the end of your Conference, IFATCA may pay up the loss to a maximum of \$3,000 USD and only following receipt of an audited account. A request for such an additional payment, together with the audited account, must be submitted to EVP Finance by 30th September after the Conference. It is strongly suggested that you do not budget these additional funds, as there may be other unexpected expenses that will badly damage your budget.
- 2.4.12 *Suggestions:* Organise a fundraising campaign within your own MA and with other organisations such as your government and your employer. Try to obtain sponsorship for certain events from your local tourist organisation, industry, and service organisations. Many OCs have found that the Industry Partners Exhibition may subsidise other parts of Conference, while others have found it difficult to attract the Industry Partners to attend for varying reasons. It is unwise to expect the Industry Partners to pay excessively high charges for the purpose of subsidising other costs. As companies develop their promotional budget often more than one year ahead, it is important that you inform the Industry Partners and also local companies about your Conference shortly after you are elected as the host MA. If necessary, the CC and/or the OM can assist you.

2.5 Conference Bidding Process

- 2.5.1 The process is to make a Statement of intent to host Conference **three** years in advance. Then write a Working Paper for the election of the venue **two** years in advance, with final confirmation **one** year in advance.

- 2.5.2 The election of the host for Annual Conference is conducted two years in advance by the Directors in Committee A at Conference. Each bidder must submit a duly completed application form (obtainable from the Office) before they present their bid at Conference. Following this, they must submit a Working Paper presenting their bid to the Office at the deadline for working papers to Conference. If there is another correctly submitted bid, Working Papers that fail to meet the deadline will normally not be considered by the Directors. The Working Paper shall contain confirmation that your MA has received a copy of these requirements from the Office, and that you understand and agree to comply with them.
- 2.5.3 The Working Paper should include such items as location, registration costs, Conference venue, accommodation locations and costs, transport, immigration requirements (including a statement that no MA will be barred from attending), currency and health information, climate, the support that you have been offered and any other relevant documentation.
- 2.5.3.1 When presenting your WP in committee A, please keep in mind that you are not presenting a vacation venue. Focus on the work of IFATCA at the Conference.
- 2.5.3.2 Keep your presentation to maximum ten minutes in length, after which you will be expected to answer questions from the Directors.
- 2.5.4 MAs bidding to host Conference, may request space (at the appropriate rate) in the Technical Exhibition at the Conference when the election is held (two years before the intended hosting year), for the purpose of promoting their bid.
- 2.5.5 At the Conference preceding the hosting year (where final confirmation is given), as much information as possible should be provided, especially in relation to travel facilities and accommodation costs. This will enable the MAs to budget their attendance. These should contain a tentative programme and information about hotels, climate, events etc. Information about how to register for Conference and how to make hotel reservations are also needed.
- 2.5.6 You are invited to promote your Conference during the Conference one year before yours. Normally, the MA who has been elected to host the following Conference is provided with space in the exhibition area free of charge and, in return, provides a similar benefit to the following host MA. Brochures, hotel info, tourist information etc. should be made available for attendees. You could ask the OC of this Conference if you can sit in on their daily meetings, and if they will provide you with information on various costs, charges, and attendance figures. Please be cautious in your estimate of assistance from the Industry Partners, particularly when building your budget.
- 2.5.7 The amount of information provided by the OC and the way it is provided will have a significant impact on Conference. The OC needs to have this information both at the Conference at which you bid to host and at the following Conference at which your bid is confirmed.
- 2.5.8 If you have been able to accomplish all of the above, you will be in a position to present a Working Paper to Conference to bid for the approval to host.

3. Once you Have Approval

3.1 Organising Committee

- 3.1.1 Once an MA has been confirmed as host for an IFATCA Conference, the intense work of the OC will start. The OC should ensure that no single individual is asked to bear the entire workload - it should be spread as evenly as possible. The reasons for this are not only out of care, additionally, a one- person organisation is vulnerable in case of illness, etc.
- 3.1.2 The hosting MA needs to establish an Organising Committee (OC), which could be set up as follows:
 - 3.1.2.1 An Executive Committee, consisting of one Chair, one Deputy and one Finance Officer.
- 3.1.3 Additional areas of responsibility:
 - 3.1.3.1 Registration and accommodation
 - 3.1.3.2 EB room + Secretariat.
 - 3.1.3.3 Conference committee rooms and plenary sessions
 - 3.1.3.4 Transportation (airline contact and local transportation)
 - 3.1.3.5 Food & Beverage and social functions
 - 3.1.3.6 Industry Partners Exhibition
 - 3.1.3.7 Communication and public relations (including the press, radio and TV)
- 3.1.4 The OC Executive Committee should hold regular meetings with the Chairs of the sub committees who are in charge of the additional areas of responsibility, to coordinate and steer the progress of the organisation. Each of these sub committees needs to have clearly defined tasks and responsibilities.

3.2 Pre-Conference Visits

- 3.2.1 The CC or DP (1 person) will make an inspection visit to the Conference site 15-18 months before Conference. A written report to the EB will be made.
- 3.2.2 A second visit by the CC and/or the DP (1-2 persons) will be made around 3-4 months before Conference. A written report to the EB will be made.
- 3.2.3 Each visit will be approximately 2-3 days in duration, and the costs for these will be covered by IFATCA. **However, we strongly recommend** that you as the OC negotiate with the venue hotel to get free room nights or a good reduction on the price for these visits. IFATCA's money is the MA's money.
- 3.2.4 If a change of Conference hotel or centre occurs after the Directors have confirmed the venue, then you (as the host MA) will be responsible for financing an **additional** visit from the CC and/or DP to approve the new arrangements.

3.3 Pre-Conference Preparations

- 3.3.1 Following the confirmation of your bid, the OC should contact all those who have been approached regarding financial support. The OC should also invite the Minister of Transport, Director of Civil Aviation and/or other important persons to address the Opening Ceremony of Conference.
- 3.3.2 It is imperative that the CC and the IFATCA Office receive regular reports and documentation for dissemination. The OC must maintain close contact with the CC who will alert the EB if there are major or unforeseen problems.
- 3.3.3 In the first year following selection as host, the OC is required to provide written progress reports to the EB prior to each EB meeting, normally September and February.
- 3.3.4 During the second year after confirmation, the OC must provide written reports to the CC on a regular basis and on request.
- 3.3.5 During the year before Conference, the OC must advise the CC immediately if any significant items should arise.
- 3.3.6 One year before Conference (for confirmation), all prices must be finalised and reported to Directors in U.S. Dollars (prices in Euro may also be shown).
- 3.3.7 Conference Delegates should be advised of any taxes or other fees that may be added (like for example if accounts are paid in foreign currency).
- 3.3.8 Visa and health requirements must be communicated to the MAs as far in advance as possible, but not later than the preceding Conference.
- 3.3.9 Not later than September 31st, the year before Conference, the OC should provide the CC with a provisional programme, which should include:
 - 3.3.9.1 Registration process and fees
 - 3.3.9.2 Visas and any special customs, immigration or medical requirements
 - 3.3.9.3 Advice on currency equivalents and restrictions, if any
 - 3.3.9.4 Final details on hotel rates, taxes/ breakfast, etc.
 - 3.3.9.5 Advice on planned social activities
 - 3.3.9.6 Advice on the planned accompanying persons programme, if any.
- 3.3.10 Once you are confirmed as a venue and the previous Conference is over, "The Controller" magazine will provide a full-page advertisement in the relevant editions of the magazine. You will need to send a high-quality (300dpi minimum) A4-sized advertisement to the editor (editor@ifatca.org) at least 30 days before publication date.
- 3.3.11 You need to provide information (logos, general information etc) to the Web Manager (web@ifatca.org) in order to have your Conference advertised on the IFATCA web page.
- 3.3.12 If the EB is not satisfied with the proposed Conference venue or the preparations of the prospective host MA, it will submit a Working Paper to Directors for their consideration at the Conference when confirmation is due (one year before).

- 3.3.13 If the Directors are not satisfied with the level of preparation for the next Conference or are of the opinion that an MA, that has been elected as host, has failed to comply with the Conference Guidelines, they have the right to reject the organising MA and/or Conference venue.

3.4 Conference Website

- 3.4.1 The OC shall construct a Conference website which should be in place not later than October before Conference.
- 3.4.2 The Conference website shall include the following features and information;
 - 3.4.2.1 The ability to register for conference and pay registration fees.
 - 3.4.2.2 Information on accommodation and links to enable booking.
 - 3.4.2.3 Information about IFATCA Industry partners and local sponsors.
 - 3.4.2.4 Practical information; i.e. transportation, visa requirements.
 - 3.4.2.5 Conference programme.
 - 3.4.2.6 Tourist information and accompanying persons' programme.

3.5 Registering Online for Conference

- 3.5.1 Registration will normally be made and paid online. It is strongly recommended that delegates are able to make online payment when they register.
- 3.5.2 IFATCA will determine to whom the 25 free registrations as per 2.4.10 are allocated, and advise the OC. If further registrations are required for IFATCA officials, these will be paid for by the IFATCA office, and those names will be notified to the OC.
 - 3.5.2.1 In order to register as an IFATCA official, or Executive board member, delegates will need to use a special code as agreed between the OC and the CC.
 - 3.5.2.2 This code shall remove any requirement for the person registering to make payment. Additionally, it will prevent other delegates registering incorrectly as an IFATCA official.
- 3.5.3 The registration process should be available as far in advance as possible, but in any case, not later than October before Conference.
 - 3.5.3.1 The online registration form should include the delegate's MA and where applicable, the country in which their MA operates to avoid confusion between similarly named MAs.
 - 3.5.3.2 The online registration form should include the name by which the delegate would like to be known.
 - 3.5.3.3 The online registration form should also include the various categories as detailed in 4.3.4 of this document (delegate registration).
 - 3.5.3.4 Allowing MAs to register for Conference and make hotel bookings without specifying the names of the delegates, or allowing name changes can both help

encourage early registration. It is important however to have a clearly defined deadline by which time accurate booking details are required.

- 3.5.4 Early registration should be encouraged; having a better idea of the number of delegates will help with financial and logistical planning.
- 3.5.5 The option for payment of the registration fee on arrival and by credit card must be available. Some MAs might need to pay in cash; but for planning purposes be aware, delegates have previously registered to pay on arrival and then not turned up at conference.
- 3.5.6 Delegates should be able to pay their registration fee in at least two currencies. We suggest that the OC arrange to accept both the local currency and USD.

3.6 Invitations to Conference

- 3.6.1 The EB will invite major international organisations in the aviation field to Conference. These invitations will be issued from the Office. These “Observers” will complete their own registration forms. The Office will provide the OC with a list of Observers. It is the responsibility of the OC to advise the CC of Observers who have registered and are not on the list.
- 3.6.2 Observers require the approval of the EB (through the CC) to attend. The names of Observers, together with the name(s) of the organisation(s) they are representing, should be made available to the CC asap.
- 3.6.3 The host MA may invite any local dignitaries it deems suitable or who would be of assistance to the OC. This information must be sent to the CC. Under no circumstances should the host MA invite anyone from outside their national territory (their country) without first checking with the CC.
- 3.6.4 There may be cases where the Directors have specifically denied access to Conference for certain organisations. The OC should check with the CC for a list of any persons or organisations that are not permitted access to Conference.
- 3.6.5 Some MAs require a personal invitation to be able to travel. The OC should advise the IFATCA Office of the closing-date for the issuance of such invitations. The OC should be prepared for a large number of invitation requests, which may be received long before and also very close to the start of Conference.
- 3.6.6 IFATCA’s Industry Partners will be invited to Conference by the IFATCA office and the Industry partners coordinator. Platinum Industry Partners will receive two free registrations. The cost of these will be reimbursed to the OC by the IFATCA office.

3.7 Information and Public Relations

- 3.7.1 An OC website is essential. You should review websites created by previous OCs. It should include online registration forms and hotel booking forms. Make sure that online credit card payments are done via a secure program (https).
- 3.7.2 In addition to actual Conference information, the website should contain the following details:

- 3.7.2.1 Arrival reception details
- 3.7.2.2 Local currency and exchange facilities (including convenient money exchanges)
- 3.7.2.3 Visa formalities
- 3.7.2.4 Local temperatures and advice on clothing
- 3.7.2.5 Health requirements
- 3.7.2.6 Alternative hotel details
- 3.7.2.7 Telephone/Wi-Fi facilities
- 3.7.2.8 Industry Partners
- 3.7.3 Inform the national and local newspapers, TV, and radio stations of the Conference. Arrange for them to cover the event and ask if they would like to have an interview(s) with the PCX or EB during Conference. As soon as it is available, send the media copies of the final programme, to keep them up to date.
- 3.7.4 If possible, arrange a press Conference on the day before opening plenary (usually in the morning). All liaison regarding the news media shall be with the DP.
- 3.7.5 As with all other documentation, the IFATCA logo may be used and may only be minimally altered. The main body of the logo may not be changed in any way. It is acceptable for the OC to design a special logo of its own for use alongside the IFATCA logo in the promotion of Conference material.
- 3.7.6 IFATCA has guidelines on photographs at functions. The OC will be briefed on this by IFATCA's Communications Coordinator.
- 3.7.7 *Useful tip:* By the time Conference commences, your OC will be required to be experts in all sorts of issues, such as knowing how and where to obtain medical assistance on short notice, location of good restaurants and bars, etc. Your local tourist office will probably be very helpful to you with these items.

4. Conference Itself

4.1 Conference Management

- 4.1.1 The CC, assisted by the DP, is responsible for the overall management of the business activities at Conference. Business activities refers to ensuring that the work of Conference is carried out in an efficient and effective manner so that when the week of Conference is finished, all the agenda items have been completed, the OM has produced the draft committee reports, and Directors have had the opportunity to set the direction of the Federation for the next year. If the OC wishes to change the Conference Schedule, it must be approved by the EB because the Conference Agenda is the EB's responsibility.
- 4.1.2 The EB bears the responsibility for deciding the theme for the IFATCA conference. Determination of the conference theme will be made by the EB prior to Conference, and the OC advised.
- 4.1.3 The Conference Agenda are the points that will be discussed during Conference, including the list of the Working Papers. This is produced by IFATCA (OM) and **should not** be on the OC website.
- 4.1.4 The Conference Schedule (timetable) is the plan for what happens when. This is produced by IFATCA in conjunction with the OC and **should** be on the OC website. A draft schedule should be made available to the OC as soon as possible to allow for planning.
- 4.1.5 Both the agenda and the schedule will be available on a Conference App. shortly before, during and after Conference. IFATCA manages and updates the App. Any changes to the schedule must therefore be communicated to IFATCA (via the CC) for updates of the App.
- 4.1.6 The CC is responsible for:
- 4.1.6.1 Liaison between the host MA and the EB.
 - 4.1.6.2 Liaison between the host MA and the OM with respect to the Conference Secretariat.
 - 4.1.6.3 Selection of Committee Officers, in coordination with the EB.
- 4.1.7 The CC is the primary contact point representing IFATCA on all matters concerning Conference business. The OC chair is the primary point of contact for the OC. To maintain clear lines of communication and avoid duplication of tasks, all communications regarding Conference organisation should be conducted between the CC and the OC chair.
- 4.1.7.1 Deputies for both the CC and the OC chair should be appointed in case of unavailability/ incapacitation.
- 4.1.8 The IFATCA communications coordinator (comms coord) is the primary contact point on all matters regarding Conference communications and public relations and will work closely with their respective OC member.
- 4.1.9 The IFATCA Industry Partner coordinator (IPC) is the primary contact point on all matters regarding our Industry Partners and the Industry Partners exhibition and will work closely with their respective OC member. The IPC is responsible for liaison between the host MA and the EB with respect to the Industry Partners Exhibition.

- 4.1.10 Contact with the Conference venue/ hotel should be directed via the OC, to avoid incurring additional fees. Last minute changes to requirements should be avoided where possible for the same reason.
- 4.1.11 The OC should normally be on site no later than noon Sunday before Conference commences. The key functions on the OC need to be available for the Pre-Conference EB meeting (starting on Friday).
- 4.1.12 A mobile telephone list of all persons of the OC is essential.
- 4.1.13 The OC should assist the OM in purchasing frames locally for awards during the final plenary (to avoid the OM transporting them). Details will be confirmed by the CC.

4.2 Executive Board Arrangements

- 4.2.1 The CC (and possibly DP) will normally arrive one day prior to the commencement of the EB meeting, to allow for last minute corrections/changes.
- 4.2.2 The EB and the OM will normally arrive 3 days before Conference and depart one or two days after Conference finishes. The EB will have meetings (including a meeting with the OC) on the days before the opening of Conference and again on the day after Conference ends.
- 4.2.3 A walk through of the Conference facilities is required on the day before the Conference begins to include members of the IFATCA EB, the OC and the CC.
- 4.2.4 The EB will in addition to those pre- and post-Conference meetings, meet each day during Conference in the late afternoon or evening. A room capable of holding 15-20 people will be required for these meetings, and this room should be available for the EB 07.00-21.00 throughout Conference. Wi-Fi in this room is essential. A printer/copy Machine is required in the EB meeting room plus two packs of printing paper and extra toner. At least 12 power outlets. Coffee/tea/water should be made available for the whole period.
- 4.2.5 The cost for this meeting room is to be included in the total arrangements and not incur any extra costs to the IFATCA EB.
- 4.2.6 The OC will need a separate meeting room for its activities during Conference.

4.3 Delegate Registration

- 4.3.1 One day prior to and during Conference, the OC should set aside an area or counter, convenient to the reception area in the hotel or Conference centre for the reception of Conference participants.
- 4.3.2 This area should be sufficient to handle the efficient registration of participants, an information desk regarding events, travel, accommodation and the Conference programme, and the selling of any MA promotional material.
- 4.3.3 An Automated Teller Machine (ATM) should be available.

- 4.3.4 Attendees shall be given reversible nametags indicating their function at Conference. There should be markings in different colours, as follows:
- 4.3.4.1 Executive Board: Gold or Yellow
 - 4.3.4.2 Organising Committee: Red
 - 4.3.4.3 IFATCA Officers, Conference Officers and Secretariat: Pink
 - 4.3.4.4 Directors: White with a red diagonal bar across.
 - 4.3.4.5 Deputy Directors (maximum 3 per MA): Dark Blue with a red diagonal bar across.
 - 4.3.4.6 Delegates and Individual Members: Light Blue
 - 4.3.4.7 Industry Partners: Green
 - 4.3.4.8 Observers: Grey
- 4.3.5 The nametags should include the delegate's name, MA and country where applicable.
- 4.3.6 For IFATCA executive board members and officers, the delegates role should be included. The CC will provide names and roles for these people.
- 4.3.7 Historically, individuals who were not involved in air traffic control have tried to misuse the Conference to obtain a visa for tourist or work purposes. Any questions or concerns regarding the identity and/or real objectives of participants should be brought to the immediate attention of the CC by the OC chair.
- 4.3.8 If 'visa on arrival' arrangements are in place, delegates should be warned that if they are travelling through a third-party country, this may cause problems at immigration.
- 4.3.9 All observers require the prior approval of the EB, through the OM, to be able to attend. Any member of an MA, who is not a member of their official delegation, must register as an Individual Member and not as an Observer.
- 4.3.10 Some delegates may require proof that they have attended Conference. For this reason, an attendance list is important and there are often requests for an early copy. The first draft of the attendance list should be available to the OM and CC by the evening of the first day of Conference.
- 4.3.11 The responsibility for producing the attendance list lies with the OC.
- 4.3.12 The attendance list should be updated accordingly, and the final list must be provided to the OM on the afternoon of the fourth day of Conference.
- 4.3.13 *Useful tip:* If you are giving participants a Conference kit (sponsored if possible) it should ideally contain invitation cards for the social functions and tickets for meals. The cards are useful to control attendance at social occasions. With increasing numbers, it is recommended that all meals and social functions be ticketed.

4.4 Conference Format

- 4.4.1 The Conference schedule is normally Monday to Friday. Examples of the Conference schedule are attached as Appendix A. Note that the times given are indicative and can be modified depending on local circumstances; however, the number of working hours should remain the same.
- 4.4.2 The Conference will have an opening ceremony followed by the opening plenary session. At the end of the Conference, there is a closing plenary session. Generally, the opening ceremony is held in the same room as the plenary sessions.
- 4.4.3 The opening ceremony room must be capable of seating around 500 people (theatre style). This would depend on the number of extra guests expected for the opening ceremony. To be coordinated with the CC.
- 4.4.4 Within limits and with coordination of the EB, it is the prerogative of the host MA to determine who will participate in the opening ceremony.
- 4.4.5 There must be a head table, on a podium (min 50 cm high). Normally, this party includes the IFATCA President (PCX) and DP, the President of the host MA and the other invited speakers. If the host MA wishes to include a speaker from an organisation that is not directly involved in either government of the city or state or the local civil aviation environment, they must check with the EB to ensure the speaker is appropriate.
 - 4.4.5.1 The OC should confirm any visiting dignitaries with the CC as soon as possible, and any points of protocol, e.g., official titles etc.
- 4.4.6 The first three rows of the auditorium should be reserved for the EB, dignitaries, invited guests and the Directors of the MAs. At the final plenary, it is essential that adequate seating be reserved in the front of the room for the Directors of the MAs, so that they can easily be seen when voting takes place.
- 4.4.7 A lectern must be provided for the speakers. The OC must ensure that electronic copies of all speeches are given to the OM for inclusion in the Conference report. Where speeches are made in the host MA's native language, the OC should ensure an English translation is made available for the Conference report (it would be helpful for the OC and the OM to obtain the speeches in advance and translate them into English).
- 4.4.8 There must be signs (paper) with names and titles for all persons at the head table.
- 4.4.9 Behind the head table, the OC should display an image that includes a large replica of the IFATCA logo. IFATCA will also provide a flag, the size of about one square metre.
- 4.4.10 Plastic nameplates with the names of the MAs are required. You should arrange with the OC of the Conference preceding yours, to get and transport all nameplates to your country.
 - 4.4.10.1A table with the MA-nameplates is required in front of the head table and manned by two OC helpers to distribute them during the roll call.
 - 4.4.10.2After the formal opening ceremony, IFATCA PCX and the official guests will leave the room for the opening of the Industry Partners Exhibition (if there is one). The other members of the EB will then move to the head table for the opening plenary session. Sufficient chairs for the EB are required (11 chairs).

- 4.4.11 For closing plenary, the head table must contain sufficient chairs to allow for the newly elected EB members to join the existing EB.
- 4.4.12 The room must be equipped with an adequate sound system. At least three microphones must be provided on the head table, an additional microphone for the lectern, and at least one roving microphone must be available on the floor (handled by a member of the OC). A screen and a beamer/ projector (for presentations) are required. A monitor/repeater facing the head table is required if the screen is immediately behind the speakers.
- 4.4.13 Please ensure that rooms are not subject to extraneous noise (traffic, hotel staff, etc.).
- 4.4.14 A strict no-smoking policy must be applied during all sessions and meetings.
- 4.4.15 Fast and reliable Wi-Fi sufficient for the number of attendees is required in all meeting rooms, EB room, etc. during the entire Conference.

4.5 Committee Session Rooms

- 4.5.1 Three separate rooms are required for Committees A, B, and C. These rooms must be capable of accommodating at least 120 - 150 people each in classroom style (i.e., with tables). If the rooms are slightly different in size, Committee B should be given the largest room.
- 4.5.2 Each Committee room must be entirely separated from the others and must be reasonably soundproof. There must be at least one roving microphone in each room (handled by a member of the OC). There must be a screen and a beamer/projector for presentations.
- 4.5.3 Each committee room must have a head table for the Committee Chair and Secretary. There will also be at least one, maybe two, EB members. The head table must be on a podium (min 50 cm high). The head tables must have at least two microphones each. The head table must also have electrical power outlets for computers. A lectern must be provided for the speakers. A monitor/repeater facing the head table is required if the screen is immediately behind the speakers.
- 4.5.4 Signs (paper) with names and titles are required for the EB members and Conference Officers at the head table in each committee room.
 - 4.5.4.1 Each committee session room should have a full set of MA nameplates. A table with the MA-nameplates is required and should be manned by OC helpers during the daily roll call.
- 4.5.5 For one half day of the Conference, there will be four regional meetings (simultaneously) for IFATCAs geographical regions. Normally one of the regions can have a smaller room (30-40 persons), while the other three regions can use the rooms that Committees A, B, and C otherwise use.
- 4.5.6 Sufficient power outlets for computers on the floor of each room are required.
- 4.5.7 For part of the committee sessions, committees B and C will be combined. This means double the capacity for chairs, tables, electrical outlets, microphones etc.

4.6 IFATCA Panel

- 4.6.1 The IFATCA Panel will normally be held during one half day. It requires one room large enough to accommodate 350 persons, theatre style. The room can be the same as for the plenary sessions or, as the committees are not in session at this time, a combination of two or more committee rooms. Again, equipment necessary for the panel (a raised podium for the presenters, and a beamer/projector for presentations) will be required. There may either be standing tables or lounge chairs for the speakers. The CC will advise.
- 4.6.2 The EB bears the responsibility for deciding the subjects for the IFATCA Panel and for choosing the speakers. Determination of the Panel theme will be made by the EB prior to Conference, and the Conference OC advised.
- 4.6.3 Whilst there may be companies present and participating in the IFATCA Panel and possibly providing sponsorship for the Conference, specific sponsorship for the Panel is not permitted. This Panel is an integral part of the Conference (as much as the working committees) and as such, its independence and integrity must be protected by not having specific sponsorship.
- 4.6.4 Normally, invited Panel speakers will get a free registration (one of the 25 free EB registrations). The EB will provide details of these registrations to the OC.

4.7 Industry Partners Exhibition

- 4.7.1 If you intend to have an Industry partners exhibition (not mandatory), there is a need to provide Industry Partners (IP) with information on exhibition space and rental costs. One year in advance, prepare an electronic information package and send it to the Industry Partners Coordinator, who will distribute it to the Industry Partners. That information material can also be provided to your local sponsors as well. It should also be displayed on the Conference website as soon as that goes live.
- 4.7.2 Invitations to our IFATCA IPs will be issued by our Office manager on IFATCA headed paper. The prices for a stand at the 3 days tech exhibition are fixed: 4000 USD for our IPs and 5000 USD for other non-IP companies. Invoices for IPs to be issued by the IFATCA Office, not the OC.
- 4.7.3 The IPs reply to the IFATCA office directly to book a stand, who will advise the OC POC and IP POC. IFATCA issues the invoice in USD to the IPs, and when the money is received IFATCA office transfers it back to the OC.
- 4.7.4 The OC can invite any other company not on this list, including local companies, but the IPC and IFATCA office should be informed. For other sponsorships, like Coffee breaks, lunches, etc, the OC decide the prices and conditions.
- 4.7.5 Requests from IPs to address conference should be co-ordinated in advance with the IFATCA EB via the IPC.
- 4.7.6 Ensure that the exhibitors understand that the Industry partners exhibition is open for three days of Conference.
- 4.7.7 The timing of the opening of the industry partners exhibition must be coordinated with the IPC.

4.8 Protocol

- 4.8.1 Protocol is a subject that can cause unforeseen problems. Therefore, great care must be taken to provide little or no offence to any participant.
- 4.8.2 Religious or political messages or displays are not to be included in the programme.
- 4.8.3 The OC must discuss protocol requirements for the opening ceremony and the opening and closing plenary sessions with the CC. Local custom will generally prevail on such occasions. Care should be taken to avoid offence to other delegates.
- 4.8.4 Prior to the beginning of the opening/closing plenary sessions and ceremonies, the CC will meet with the IFATCA PCX, DP and the head of the OC, to determine speaking order, protocol, and final timetables.
- 4.8.5 At all functions (e.g., dinners) where a head table situation exists, only PCX and DP are required to attend. Other members of the EB are normally required to mingle with delegates and sit at different tables.
- 4.8.6 If any travel is planned during Conference, please do not arrange separate VIP buses for the EB, they will travel with the delegates.

5. Delegates

5.1 Accommodation

- 5.1.1 Attendance at Conference varies between 300 and 600 people. Depending on the expected attendance, the initial reservation should therefore be approximately 150 single rooms and 200 double rooms.
- 5.1.2 A block reservation in the Conference hotel should be made. Delegates will make use of the block reservation based on the rates offered. Make sure that your contract with the hotel states that the OC is not liable for unsold rooms, and/or that the OC can cancel at very short notice.
- 5.1.3 Some delegates may try to book into the Conference hotel at the last minute and some may arrive without having registered in advance. The OC is permitted to set a date not exceeding thirty days before the commencement of Conference, after which the OC has no further obligation to provide accommodation for those Conference participants who have not reserved their accommodation. However, if delegates unexpectedly show up, this problem will need attention.
- 5.1.4 When negotiating hotel rates, it is a significant advantage to the Federation if the OC can obtain free or reduced rates for at least some members of the EB.

5.2 Local Transportation

- 5.2.1 The transportation of delegates between the airport and hotels is not mandatory *but is recommended*. However, information on how to get to the hotel is required. Make sure this is explained on your website and registration process.
- 5.2.2 The transportation between the Conference hotel and the other alternative hotels is the responsibility of the OC.
- 5.2.3 If there is a Conference centre which is not closely connected to the main hotel (not recommended), the transportation to the Conference centre from all hotels is the responsibility of the OC.
- 5.2.4 The members of the EB and the OM + CC will arrive earlier. Transportation to/from the airport for them **is required**.

5.3 Meals and Coffee Breaks

- 5.3.1 Lunch break should normally be around 1 - 1 1/2 hours, during which time a buffet-style lunch is served. (No service of lunch directly to the tables as this takes too long).
- 5.3.2 This requires the lunch to be served reasonably close to the Conference rooms.
- 5.3.3 Sponsors are permitted to have their logos displayed in the lunch area.
- 5.3.4 Lunch must be included in the registration fee.

- 5.3.5 The coffee breaks (coffee/tea and water) should be available from 09:00 until lunch, and again from 14:00. There are no fixed times. Committee A, B, and C Chairs will decide the exact times. Self-service is preferred.
- 5.3.6 Coffee/tea/water should be included in the registration fee.
- 5.3.7 The coffee/tea areas should be located in or near the Industry Partners Exhibition area, so that the delegates have ample opportunity to visit the exhibition.
- 5.3.8 All meals must offer choices for dietary requirements, e.g., no pork, or vegetarian options.

5.4 Social Functions

- 5.4.1 On the first evening of Conference a "Meet the Delegates" Welcome Event is required. There is no seated dinner required. A cocktail party (make sure there are good non-alcoholic options) with finger food is sufficient.
- 5.4.2 A seated Farewell Dinner on the last evening of Conference is required. If sponsorship cannot be obtained for this event, the cost should be covered in the registration fee. Avoiding long bus rides to the Farewell Dinner is recommended.
- 5.4.3 Additional social events during Conference (if sponsorship can be obtained or if they can be included in a reasonable registration fee) are welcome *but not required*.
- 5.4.4 Sponsorship is the optimal way of covering the cost of social functions. In all cases, the registration fee should only be used for social functions as a last resort.

5.5 Accompanying Persons' Programme

- 5.5.1 This is a non-required item and is entirely at the discretion of the host MA.
- 5.5.2 The host MA may prepare and present the programme. Some host MAs have used specialist travel organisations, but it may be cheaper if the host MA organises an accompanying persons' programme. Include local controllers and, if possible, their companions/spouses.
- 5.5.3 Suggestions:
 - 5.5.3.1 Visit the nearby town or sights.
 - 5.5.3.2 Visit local industries or shops of interest.
 - 5.5.3.3 Visit museums or other cultural sites.
 - 5.5.3.4 Visit any nearby beach or swimming pool (if the hotel is not so equipped, and the temperature is acceptable).

Appendix A – Sample Schedule A

SATURDAY	09:00-17:00	Pre-Conference EB meeting. The EB would wish to meet with all members of the OC for introductions at a convenient time for both. OC to advise the EB of dignitaries opening Conference and advise and arrange protocol details with the CC. Set up of the registration area.
SUNDAY	09:00-17:00	Pre-Conference EB meeting. Delegate arrival day and management meetings. Registration desk open all day. Set up opening ceremony and committee rooms. Finalise protocol details with the CC. PCX, DP, CC, EVPP, EVPT and OM meet with committee chairs and secretaries. Walk through of Conference facilities.
	17:00	Possible time for press Conference (if there is one).
	19:30	Welcome reception.
MONDAY	09:00-11:30	Regional meetings (4 rooms).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	IFATCA presentations.
TUESDAY	08:30-11:30	IFATCA workshop.
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Opening ceremony, opening plenary. Opening of Industry Partners exhibition (PCX, CC and VIPs).
WEDNESDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Committee sessions (coffee breaks ad hoc).
THURSDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Committee sessions (coffee breaks ad hoc).
FRIDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Final plenary and closing ceremony. <i>A group photo is also nice.</i>
	19:30	Farewell party.
SATURDAY	10:00-11:00	Conference de-briefing with EB and committee chairs and secretaries.
	11:00-16:00	EB post-Conference meeting (lunch ad hoc).
		Departure day for most Conference attendants.

Appendix B – Sample Schedule B

SATURDAY	09:00-17:00	Pre-Conference EB meeting. The EB would wish to meet with all members of the OC for introductions at a convenient time for both. OC to advise the EB of dignitaries opening Conference and advise and arrange protocol details with the CC. Set up of the registration area.
SUNDAY	09:00-17:00	Pre-Conference EB meeting. Delegate arrival day and management meetings. Registration desk open all day. Set up opening ceremony and committee rooms. Finalise protocol details with the CC. PCX, DP, CC, EVPP, EVPT and OM meet with committee chairs and secretaries. Walk through of Conference facilities.
	17:00	Possible time for press Conference (if there is one).
	19:30	Welcome reception.
MONDAY	09:00-11:30	Opening ceremony, opening plenary.
	11:00	Opening of Industry Partners exhibition (PCX, CC and VIPs).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Regional meetings (4 rooms).
TUESDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Committee sessions (coffee breaks ad hoc).
WEDNESDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Committee sessions (coffee breaks ad hoc).
THURSDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Committee sessions (coffee breaks ad hoc).
FRIDAY	08:30-11:30	Committee sessions (coffee breaks ad hoc).
	11:30-13:00	Lunch (buffet style).
	13:00-16:00	Final plenary and closing ceremony. <i>A group photo is also nice.</i>
	19:30	Farewell party.
SATURDAY	10:00-11:00	Conference de-briefing with EB and committee chairs and secretaries.
	11:00-16:00	EB post-Conference meeting (lunch ad hoc).
		Departure day for most Conference attendants.

Appendix C – Conference Checklists

Opening Plenary

Room layout	Theatre style (approx. 500 people)	
	First three rows reserved for Directors/ IPs/ invited guests only	
Stage layout	Head table plus seating for 11 from IFATCA EB plus VIP guests	
On stage	Goose neck microphones (minimum 3)	
	Lectern for speakers with microphone	
	Power sockets for laptops, etc.	
	Name cards for those on head table	
	Official titles/ protocol of VIP guests advised to CC	
	English translation of speeches if not in English to CC	
	Screen(s) visible to all delegates	
	Backdrop including IFATCA logo	
	Repeater screen for presenters	
	Tables for nameplates	
	One set of nameplates	
	Water for presenters/ delegates	
	Room signage	

Opening Ceremony (if separate from opening plenary)

Room layout	Theatre style (approx. 500 people)	
	Seats in first row reserved for IFATCA EB and invited guests (e.g. Industry partners)	
Stage layout	Head table plus seating for IFATCA PCX/ DP, host MA PCX plus VIP guests (as appropriate)	
On stage	Goose neck microphones	
	Lectern for speakers	
	Power for laptops, etc.	
	Name cards for those on head table	
Official titles/ protocol of VIP guests advised to CC		
English translation of speeches if not in English to CC		
Repeater screen for presenters		
Screen(s) visible to all delegates		
Backdrop including IFATCA logo		
Water for presenters/ delegates		
Room signage		

Committee A

Room layout	Classroom style (approx. 150)	
Stage layout	Head table plus seating for 4	
On stage	Goose neck microphones	
	Lectern for speakers	
	Power sockets for laptops, etc.	
Screen(s) visible to all delegates		
Backdrop including IFATCA logo		
Repeater screen for presenters		
Roving microphones		
Floor walker for microphone		
Tables for nameplates		
Nameplates		
Power sockets for delegates		
Water for presenters/ delegates		
Room signage		

Committee B

Room layout	Classroom style (approx. 150)	
Stage layout	Head table plus seating for 4	
On stage	Goose neck microphones	
	Lectern for speakers	
	Power sockets for laptops, etc.	
	Screen(s) visible to all delegates	
	Backdrop including IFATCA logo	
	Repeater screen for presenters	
	Roving microphones	
	Floor walker for microphone	
	Tables for nameplates	
	Nameplates	
	Power sockets for delegates	
	Water for presenters/ delegates	
	Room signage	

Committee C

Room layout	Classroom style (approx. 100-150)	
Stage layout	Head table plus seating for 4	
On stage	Goose neck microphones	
	Lectern for speakers	
	Power sockets for laptops, etc.	
Screen(s) visible to all delegates		
Backdrop including IFATCA logo		
Repeater screen for presenters		
Roving microphones		
Floor walker for microphone		
Tables for nameplates		
Nameplates		
Power sockets for delegates		
Water for presenters/ delegates		
Room signage		

Committees B&C

Room layout	Classroom style (approx. 200-250)	
Stage layout	Head table plus seating for 6	
On stage	Goose neck microphones	
	Lectern for speakers	
	Power sockets for laptops, etc.	
Screen(s) visible to all delegates		
Backdrop including IFATCA logo		
Repeater screen for presenters		
Roving microphones		
Floor walker for microphone		
Tables for nameplates		
Nameplates		
Power sockets for delegates		
Water for presenters/ delegates		
Room signage		

Regional Meetings

Room layout	4 rooms in classroom style	
Stage layout	Head table plus seating for 4	
On stage	Goose neck microphones	
	Lectern for speakers	
	Power sockets for laptops, etc.	
Screen(s) visible to all delegates		
Backdrop including IFATCA logo		
Repeater screen for presenters		
Roving microphones		
Floor walker for microphone		
Tables for nameplates		
Nameplates		
Power sockets for delegates		
Water for presenters/ delegates		
Room signage		

Closing Plenary

Room layout	Theatre style (approx. 500 people)	
	First three rows reserved for Directors/ IPs/ invited guests only	
Stage layout	head table plus seating for 11 from IFATCA EB plus any newly elected members (tbc)	
On stage	Goose neck microphones (minimum 3)	
	Lectern for speakers with microphone	
	Power sockets for laptops, etc.	
	Name cards for those on head table including new appointees	
	Official titles/ protocol of VIP guests advised to CC	
	English translation of speeches if not in English to CC	
	Screen(s) visible to all delegates	
	Backdrop including IFATCA logo	
	Repeater screen for presenters	
	Roving microphone	
	Floor walker for microphone	
	Tables for nameplates	
	Nameplates	
	Water for presenters/ delegates	
	Room signage	

IFATCA Panel

Room layout	Theatre style	
Stage layout	Sofas/ comfortable chairs plus side tables, numbers tbc	
On stage	Handheld microphones	
	Screen(s) visible to all delegates	
	Backdrop including IFATCA logo	
	Nameplates for presenters	
	Repeater screen for presenters	
	Roving microphones	
	Floor walker for microphone	
	Lectern for speakers with microphone	
	Water for presenters/ delegates	
	Room signage	

Produced by
International Federation of Air Traffic Controllers' Associations

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