

**International Vocational
Association**

**GUIDELINES FOR
INTERNATIONAL**



Education and Training

**IVETA'S
CONFERENCES**

1.0 General

1.1 Conferences should contribute to the following IVETA objectives:

- a. To foster and promote professional linkages among international vocational educators and trainers.
- b. To serve as a forum for sharing vocational education and training problems and solutions worldwide.
- c. To assist in the further development of vocational education and training as an international enterprise.
- d. To facilitate the worldwide dissemination of vocational education and training information.

1.2 Selection Process:

- a. Potential hosts are invited to send a letter of intent expressing their interest to the IVETA Secretariat. The Secretariat will respond with information related to the schedule of upcoming conferences and the "Guidelines for IVETA's International Conferences." The Secretariat will notify the Executive Committee that a letter of intent has been received.
- b. If there is continued interest, the potential host would develop and present a written proposal for consideration by the Association's Executive Committee at its next IVETA conference.
- c. If the invitation and proposal are accepted by the Executive Committee, the host will work with an IVETA member designated as the "conference liaison" in the further development of the proposal and organization of the conference.

1.3 Conference venues will be selected on the basis of IVETA's worldwide interests.

1.4 Conferences should not conflict with other similar activities in the region or with IVETA's annual meeting held in December.

2.0 Program Design

2.1 The conference hosts must submit a draft of the proposed program to the IVETA Executive Secretariat or designated conference liaison for comment and final approval by

the Association's officers before distribution of official announcements to potential participants.

- 2.2 The following elements are important considerations in program design:
- a. Selection of a theme and topics in line with IVETA interests,
 - b. Variety of presentation and discussion formats (e.g., keynote speeches, short presentations followed by discussion, symposiums, panels, small-group sessions),
 - c. Presentations which reflect perspectives from different countries and regions,
 - d. Requirement that speakers provide abstract and/or complete presentation in English to the program organizers prior to the conference date, and
 - e. Arrangements for Executive Committee meetings.

3.0 **Communications and Publicity**

- 3.1 The official language of all IVETA conferences is English. Simultaneous translation into the language of the host country and other languages is encouraged.
- 3.2 The conference organizers will develop draft publicity and registration materials and present them to the IVETA Secretariat or designated liaison person for comment and approval at least ten months prior to the conference date.
- 3.3 Final registration, promotional materials, and a program outline are due to the IVETA Secretariat at least eight months prior to the conference to ensure adequate time is available to provide the membership with this information and promote participation in the conference.
- 3.4 Confirmation of the conference registration and lodging reservations is to be made by the host organizing committee.
- 3.5 All media coverage in the host country is to be coordinated by the conference organizers.

4.0 **Financial Arrangements**

- 4.1 Conferences are to be self-supporting. IVETA accepts no responsibility for any expenditures related to the conference beyond a promotional mailing to IVETA members.
- 4.2 The registration fee will be set by the conference organizers, and include an assessment payable to IVETA for subsequent distribution of publications, providing coverage of the conference in addition to information on the Association's activities. This assessment will be waived for those complimentary registrations extended to IVETA officers, committee chairs, and editors, and also for a limited number of other individuals directly involved in hosting the conference.

- 4.3 Registration fees will go to the host for the operation of the conference. At the conclusion of the meeting, the conference organizers will make arrangements to transfer to the IVETA Executive Secretariat the total of the assessment described under 4.2 above, along with the complete mailing, fax, and e-mail addresses of the conference registrants.
- 4.4 The conference host will waive the registration fee and provide round-trip airfare, hotel, and per diem expenses for a minimum of five official IVETA representatives designated by the Association's President after consultation with the Secretariat manager, key officers and conference host. The individuals will be IVETA officers, Secretariat staff, program chair, or editors of the Association's publications.
- 4.5 The conference host should establish guidelines (e.g., economy-class airfare, allowable per diem) for the expenses which will be covered for the IVETA individuals selected to represent the Association at the conference.

5.0 **Registration**

- 5.1 All conference participants will pay the same registration fee, except as noted in 4.2, 5.2, and 5.3.
- 5.2 Host country participants' registrations may be pro-rated on a daily basis, depending on the number of days they are at the conference.
- 5.3 Registration fees for presenters may be waived ONLY if their attendance does not exceed the program session in which their presentation is made.
- 5.4 The conference hosts will designate an individual who is responsible for all registration matters.

6.0 **General Conference Operations**

- 6.1 Wherever practical, a spouse/partner/guest program will be organized.
- 6.2 If a trade show is organized in conjunction with the conference, it will be open to all international exhibitors.
- 6.3 The conference organizer is encouraged to arrange visits to exemplary training centers and industrial enterprises before, during, or after the conference.
- 6.4 The conference site and participant lodging are at the same location or within close proximity.
- 6.5 The conference organizer is encouraged to develop a "package" approach to registration

(e.g., registration, housing, and special conference events) for one total amount/payment.

- 6.6 The host will provide office/support services, including secretarial, printing, communications, translators, and audiovisual equipment needed to assist presentations.
- 6.7 The host will make arrangements for emergency medical services, as may be required by the participants.

Adopted by the IVETA Executive Committee, 9 December 1998 (New Orleans)