

Annex II : IVETA Conference Guideline Template

Objective of the Guidelines: to provide proposal development assistance to agencies and institutions that wish to enter into a partnership with IVETA to organize vocational/technical education conferences or seminars.

Use of Guidelines by Institutions Wishing to Partner with IVETA: Institutions that wish to enter a partnership with IVETA to host a conference or seminar *must provide IVETA with the information requested in these guidelines prior to initiating any promotional activities that include mention of IVETA acting as a co-sponsor or co-host of a local, national, regional, or international event.* Prior to completing the full template, institutions may send IVETA a brief letter of intent outlining their general plans to determine if their concept will be considered by IVETA. However, it is emphasized again that the guideline template must be fully completed and agreed with IVETA before the institution involved does any event planning and promotion.

IVETA review and approval process: IVETA will review written proposals, which must be submitted in electronic form to the President of IVETA. IVETA will respond within 30 days to any proposal and will indicate: (a) if the proposal meets minimum IVETA requirements and planning/promotion can proceed, or (b) the proposal does not meet minimum requirements and additional clarification is needed on some items before planning/promotion can proceed, or (c) the proposal is not accepted by IVETA. The IVETA President may delegate review and approval of a proposal to the IVETA Regional Vice President, but all regional (i.e., multi-country) and international events must receive the review and approval of the IVETA President and Executive Committee. It is understood that some items in the following template may not apply in a specific local situation, and if so the proposal should indicate the reason why.

IVETA Mission and Membership: Any institution wishing to partner with IVETA to host or co-sponsor an event must subscribe to the mission of IVETA, as stated in the Constitution, *and be an institutional member of IVETA at the time the proposal is submitted.*

Name of Institution making Proposal (include background information such as an annual report or Web Page):

Address of Institution (i.e., mail, phone, fax, electronic mail, web page):

Name and address of Institutional Contact person (i.e., name, title, email, phone, fax, electronic mail)

#	IVETA Guideline	Conference Host Approach and Response
1	Conference Theme: The theme should focus on one and not more than two major current issues in VET, such as governance,	

	administration, finance, delivery including different levels of VET, evaluation, teacher training, ICT, lifelong learning, poverty alleviation, linkage with general education, etc.)	
2	Sub-Topics: List sub-topics directly linked to the theme	
3	Dates: List two to three days (maximum) for the conference, plus before and after conference cultural events or study tours, which may be optional for participants.	
4	Venue: Country. City, etc.	
5	Participants: Specify if the conference or seminar will be national, regional (i.e. multi-country), or international in scope. If the event is regional or international how will the host institution work with IVETA to ensure broad participation.	

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6	<p>Format/program: The format of the conference should emphasize: (a) participation of the largest number of participants possible (i.e., use of short panel presentations), (b) identify carefully selected keynote speakers, and (c) ensure that at least one third of all sessions is allocated for audience questions and discussion².</p>	
7	<p>Language: The conference should be operated in at least two languages, English and one other selected by the host institutions.</p>	
8	<p>Organizing Committee: The host institution will develop an organizing committee to support design and implementation of the event. This committee must include one member of the IVETA Executive Committee who will be assigned by the IVETA President. The host institution will identify a secretariat to support communication between committee members.</p>	
9.	<p>Initial Conference Promotional Materials and Program: These must be developed, reviewed, and agreed with IVETA a minimum of 6 months before the conference for international, 5 months for regional, and 3 months for national conferences.</p>	

² A rough first draft should be attached when the template is sent to IVETA for review.

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10	<p>Conference Registration: Detailed conference registration materials, ready for mailing to potential participants and placing on Conference Web Sites, must be completed and approved by IVETA and ready for use 5 months in advance of the conference for international, 4 months for regional, and 2 months for national conferences. A "package" approach to registration (e.g., registration, housing, and special conference events) should be developed with one total amount/payment.</p>	
11	<p>IVETA Membership: Registration materials should offer the non-members the opportunity to join IVETA and get a lower rate. For example if Registration is US\$300 for IVETA members, it could be \$375 for non-members. The organizer will supply the IVETA Executive Secretariat with the list of individuals, their membership forms, and \$50 for each participant joining IVETA.</p>	
12	<p>Record of Conference Participants: At the conclusion of the conference, the host institution would transfer to the IVETA Executive Secretariat the mailing, fax, and e-mail addresses of the conference registrants, and new member funds described above.</p>	
13	<p>Conference Presentations: All participants who offer to, and make a presentation, must provide the host institution with a written and electronic copy of their presentation and related AV materials (i.e. power point, transparencies) a minimum of 10 days before the event.</p>	

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14	<p>IVETA Representation: The host institution will waive the registration fee and provide round-trip economy airfare, hotel, and per diem expenses for up to five official IVETA representatives (selected from the Executive Committee, including the Executive Secretariat and designated by the Association's President) The number will vary depending if the event is national, regional, or international in scope).</p>	
15	<p>Guest Program and Cultural Events: The host country will organize cultural events for participants and spouses of participants. It is understood that some of these may be an integral part of the Conference program, while others may be scheduled before and after the Conference, be optional, and available at additional cost to participants.</p>	
16	<p>Conference Secretariat: The host institution will provide office/support services, including secretarial, printing, communications, translators, and audio-visual equipment needed to assist presentations.</p>	
17	<p>Venue: provide a conference site and participant lodging at the same location or within close proximity;</p>	

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18	<p>Conference Budget and Finance: The host institution will define a budget for the conference, identify sources of financing (i.e. host contribution, sponsors, participant fees) and provide IVETA with a summary of income and expenditure within 90 days after completion of the event. Note that IVETA does not have funds to finance the implementation of events.</p>	
19	<p>Promotion and Media Coverage: IVETA will promote the event via its newsletter and web site and by its network of vice presidents and members. The host country is responsible for developing hard copy and electronic registration and promotional materials and corresponding with potential participants. The host institution should organize media coverage as appropriate.</p>	
20	<p>Exhibition: Facilities should be available to allow and encourage displays of VET software and hardware by public and private agencies and vendors. (Note that a small fee could be charged to offset any additional costs incurred.)</p>	
21	<p>Emergencies: The host institution will make arrangements for emergency medical services as may be required by the participants.</p>	