



INTERNATIONAL ASSOCIATION OF LOGOPEDICS
AND PHONIATRICES

**ORGANIZATION OF
THE IALP WORLD CONGRESS**

I The IALP Congress Organization

- I.1 Organising Committee of the Congress
Scientific Program Committee
- I.2 Announcement of the Congress
- I.3 Bidding
- I.4 Financial responsibilities
- I.5 Congress fees
- I.6 Participants
- I.7 Language at the Congress
- I.8 IALP Booth

II The Congress Programme

- II.1 Opening and Closing Ceremony
- II.2 Professional programme
 - II.2.1 Main sessions
 - II.2.2 Standing Committee presentations
 - II.2.3 Free papers
 - II.2.4 Poster presentations
 - II.2.5 Proceedings
- II.3 Social programme

III The General Assembly

- III.1 Voting

IV Official meetings

- IV.1 Executive committee meeting
- IV.2 Board meetings
- IV.3 Standing Committee meetings

V Bidding Procedure

- V.1 How is the location for a Congress decided?
- V.2 Who is eligible to bid?

V.3 Procedures involved in making a proposal to host the IALP Congress

I. THE IALP CONGRESS ORGANIZATION

The Triennial World Congress of IALP is one of the most important activities of the Association. It is an event of the Association for continued education in addition to professional networking provided through social and cultural functions. It is organised in close cooperation between the Board of IALP and The Organising Committee of the Congress in the country hosting the Congress. The duration of the Congress should be four full days. The President of the IALP will be the President of the Congress.

I.1 Organising Committee of the Congress

The Vice President of the IALP will serve as the President of the Organizing Committee and of the Scientific Program Committee. The President of the Organising Committee shall be in charge of local arrangements at the Congress. S/he who must be a resident in the country, where the Congress is to be held. S/he is responsible for liaison between the Organising Committee of the Congress and the Board of IALP.

The Organising Committee sets the date for the Congress and chooses the site where the Congress is to take place in accordance with the approval of the IALP Board and recommendation of the General Assembly.

The Organizing Committee arranges the programme and local arrangements of the Congress in close cooperation with the Executive Committee of the IALP Board and the chair of the Scientific Program Committee. In all discussions and decisions between the Board and the Organising Committee regarding the Congress, the decisions of the Board will be final.

Scientific Program Committee

The Scientific Program Committee will be responsible for the scientific and educational content of the Congress. The IALP Vice President may recommend to the EC of the IALP a Scientific Program Committee Chair. The Scientific Program Committee Chair will appoint individuals who will review the paper and program submission for the Congress. The Chair of the Scientific Program committee will establish the review dates and procedures in concert with the Organizing Committee. Members of IALP standing committees should be prepared to serve as reviewers for papers submitted for presentation at the IALP Congress.

I.2 Announcement of the Congress

The first announcement of the Congress should appear in the *Folia Phoniatica et Logopaedica* and other sites with interest in human communication sciences and disorders, including audiology and related fields. This information should be published at least 18 months in advance of the date of the Congress. Any and all announcements should indicate that it is an appropriately numbered Congress of the IALP. The IALP should be clearly identified on all Congress materials.

I.3 Bidding to Host a Congress (See Section V)

1.3. Bidding

1.3.1 **IALP-Benefit.** This is the sum of money that should be guaranteed in writing and effectively paid to the IALP through the Treasurer of the IALP within 6 months after closing the Congress.

1.3.2 The amount of the IALP-Benefit is an IALP-EC decision in the beginning of the year in which the bidding and the final decision for the site where the World Congress will take place. This is usually the year in which the triennial General Assembly takes place. This is called **Bidding Year**.

1.3.3 The IALP-Benefit will be indexed based on the rate of inflation over the years between the Bidding Year and the final Congress year (usually 6 years later).

1.3.4 The IALP will provide, upon request, the host organization a start up sum of at least 2500 Euros (indexed to 2010 and adjusted to the rate of inflation in the start up year). The full amount of this start up money needs to be returned to the IALP Treasury within 6 months after the closing of the Congress.

I.4 Financial responsibilities

The Congress Organization Committee decides the manner in which the costs of the Congress are to be covered.

In the event of a positive profit, even after paying the IALP-Benefit + index to the IALP Treasury, the positive profit will be split in 50% for the IALP and 50% for the organizing society(ies). In case of a negative outcome the IALP is not liable for any debts incurred by the Organizing Committee related to the Congress.

IALP should have access to the books of the Organising Committee of the Congress with three days notice at any time during the three years of preparation. The books should be available for audit by IALP at the termination of the Congress. The final audit of the Congress should be provided by the Organising Committee within one year of the Congress.

The Organising Society may retain the affiliation fees of the society for the two years prior to the Congress and the year of the Congress.

The Main Reports presenters will be paid an honorarium by IALP. These presenters will also have their conference registration fee waived as well as the fees for the social program. Hotel costs for Main Report presenters will be covered by local organizing committee. Travel costs will be the responsibility of the Main Report presenters.

The Discussants will have their conference registration fees waived as well as the fees for the social program.

I.5 Congress fees

The Congress fees are set by the Organising Committee of the Congress subject to approval by the Board. There should be five categories of fees as follows:

- 1) the highest fee for non-members,
There should be a 20% differential between the fees for non-members and members of the IALP
- 2) the next highest for members of Affiliated Societies Category A and B,
- 3) the lowest fee for Individual Members of IALP,
- 4) a student fee and,
- 5) an accompanying person fee.

I.6 Participants

All individual members of IALP and its Affiliated Societies must be invited to the Congress. Other professionals from related disciplines may also be invited.

A badge should be given to each participant in order to display name and home country, and Affiliated Society, if appropriate. Different badges should be provided for Board Members, Members of the Organising Committee of the Congress, delegates of Affiliated Societies, individual members, Honoured Members and accompanying persons.

As an alternative, various coloured ribbons may be used and attached to a standard badge.

I.7 Language at the Congress

IALP has one official language: English, Simultaneous translation will *not* be offered at IALP Congresses. The language of the host country may be used as a courtesy with approval of the Board on condition that translation is provided into the official language and financed by the Organising Committee of the Congress.

I.8 IALP Booth

During the Congress the IALP should be provided a standard exhibition booth in the exhibition area at no cost. An exhibition booth will be available also at no cost to the Organization committee of the immediate next Congress.

II THE CONGRESS PROGRAMME

II.1 Opening and Closing Ceremony

The President of IALP is the President of the Congress and presides over the Congress, including both the opening and closing ceremonies

II.2 Scientific Programme

II.2.1 Main Session

There is a main session in the morning of three days of the Congress. Each main session is usually two hours long; one hour for a main report and 20-30 minutes for each of two discussants who comment on the main report. The general topics for the main reports for the Congress are recommended by members of the General Assembly at the Congress immediately preceding the Congress. The final topics and presenters for the main reports are decided by the Board. The decisions to invite contributors to the main sessions should take into account that as wide an international forum as possible is represented.

Invitation to the main presenters and the discussants for each session is given by the IALP President. The invitation letter to the main presenter must inform him/her that the main report must be produced as a manuscript no later than December 1st preceding the Congress to be printed in the IALP official journal prior to the Congress.

The main reports will be published in a special issue of *Folia Phoniatica et Logopaedica* the official journal of the IALP at least two months prior to the Congress.

The main presenters are exempted from registration fees and are offered a package deal including all social events, hotel accommodation and a fixed honorarium to cover (partly) the travel costs. Discussants are exempted from the registration fee.

II.2.2 Standing Committee Presentations

Standing Committees will organise symposia, workshops and seminars during the Congress. The Chairperson of the Standing Committee is responsible for the respective committee event, but the timetable should be decided by the Organising Committee of the Congress in close cooperation with the various Standing Committees of IALP.

II.2.3 Free papers

People who want to present papers must submit titles and abstracts to the Program Committee at least six months before the Congress. Abstracts must be presented in English. The time limit for free papers is normally 15 minutes including discussion. Thus four free papers could be allocated to each hour with discussion either following

each paper or at the end of the session, unless otherwise decided by the Organizing Committee.

The Scientific Programm Committee the Congress should make a careful selection of papers to be presented at the Congress.

Abstracts of selected papers must be provided in the Congress programme.

II.2.4 Poster presentations

Poster sessions should be organised and preferably these should be planned as topically-oriented sessions.

II.2.5 Proceedings

The Proceedings of the Congress must be published and made available to Congress participants and other members of the IALP. The proceedings should contain a full 200-500 word summary of the papers presented at the Congress. The authors are responsible for the manuscripts.

The Congress Committee is responsible financially for production of the Congress proceedings. The Committee could decide to include the cost of the proceedings in a package deal, in which case it must be clearly stated prior to the Congress.

II.3 Social Programme

A social dinner and a half day excursion must be arranged. The half-day excursion must allow for participation by all Congress participants and must be included in the fee.. The social dinner programme may be charged separately from the regular registration for the Congress. Permission by the Board is required if the Congress Organization Committee wishes to deviate from this regulation.

III. Voting

The President of IALP presides at the General Assembly. Voting papers (ballots) are prepared by the secretary at least 30 days prior to the Congress (to allow postal voting). The voting papers should contain the following:

1. candidates for the new board;
2. recommended topics for the main reports;
3. recommendations for sites of the next Congress but one.

IV OFFICIAL MEETINGS

The Organising Committee of the Congress shall make available time and space for official meetings of the IALP at the Congress. A meeting room should be available for the board for the duration of the Congress.

IV.1 Executive Committee Meeting

The Organising Committee of the Congress should provide meeting time and space for the Executive Committee to meet the day prior to the Board meeting.

IV.2 Board Meetings

The Organising Committee of the Congress must allow time and space for a full day board meeting on the day of the opening of the Congress (usually Sunday) and for a Board meeting of about two hours on the last day of the Congress.

IV.3 Standing Committee Meetings

The Standing Committees should be offered time and rooms for “business” meetings during the Congress as they request.

V. Procedures to BID to host a IALP World Congress

V.1 How is the location for a Congress decided?

Currently, IALP World Congresses take place every three years. The recommendation regarding the site of a Congress is made by voting of delegates from affiliated societies of the IALP and by individual members of IALP attending the General Assembly at a Congress. The decision is made six years in advance of the proposed Congress – i.e., at the General Assembly which would be held 6 years before the proposed Congress.

V.2 Who is eligible to bid?

Bids to host the Congress will be accepted only if presented by an IALP Affiliated Society Category A or an individual member of the IALP. The individual or Organization making the bid should be solvent and experienced in hosting national conferences and should support this with a statement. Experience in hosting international conferences/meetings may be an advantage. It is also considered useful to have the supportive backing of the city's council – very often, there will be an official function for Congress delegates hosted by the city and/or tourist Organization. Backing from a country's promotional Tourist Organization is advised, but not prerequisite for making a bid.

V.3 Procedures involved in making a proposal to host the IALP Congress

V.3.1 A bid to host a Congress from an Individual Member must be supported by a letter from the affiliated society in that country. The bid must include a written statement of support from any other national and IALP affiliated societies in the country where the proposed Congress will be held.

The bid should clearly indicate the following:

- That the Congress is primarily an IALP Congress that is organized by the national-affiliated society or by an individual person in the organizing/host country.
- The site and dates of the proposed Congress and potential housing and transportation costs for attendees.
- Information on the proposed Organizing Committee of the Congress including capacity for handling Congress organization matters such as developing the program, registration and other logistical matters.
- State that the Congress would be open to all nationalities.
- Assure that the Congress site is fully accessible to persons with disabilities.
- Contain a statement of understanding about the financial obligations of the host organization to the IALP which will include the following:
 1. a confirmation that no regulations in the country would prevent a transfer of Congress revenues to the IALP treasury
 2. A budget that clearly demonstrates the revenue and anticipated expenses for the Congress. The budget should also indicate any other

sources of revenue that will be available to the host organization to support the Congress.

3. The budget must include a written guarantee of at least 35,000 Euros (or equivalent adjusted to inflation based on 2010 value of the Euro) to be paid to the IALP within six months of the closing of the Congress.
4. The IALP will provide the host organization a start-up sum of 2,500 Euros. The full amount of the start-up money will be returned to the IALP within six months of the Congress irrespective of the 35,000 Euros guarantee.

V.3.2 The formal bid to hold an IALP Congress is made in writing to the President of the IALP, at least six months prior to the meeting of the General Assembly at the Congress held six years before the targeted Congress, unless otherwise informed by the EC.

V.3.3 A portfolio representing the attractions of the proposed location will be prepared by the professional organization and sent to the IALP secretary (and committee) presenting the host country's bid, including details as follows:

- a. Statement of guarantee of financial support necessary to host the Congress;
- b. Assurance that the Congress site/convention center is fully accessible to persons with disabilities;
- c. Assurance of an insurance policy that indemnifies the IALP from any liability or injury that may occur as a result of the Congress.
- d. Availability of suitable accommodation within easy access of the site;
- e. Projected cost of attendance and/or accommodation;
- f. Projection of attendance and profits/losses estimated according to estimates;
- g. Information re. facilities adjacent to the Congress site;
- h. Travel information;
- i. Plans for advertising and promotion of the Congress;
- j. Identification and qualifications of the organization or persons responsible for the Congress organization;
- k. Other attractions re. proposed site;
- l. Support of the national professional associations in the country proposing to host the Congress including any financial obligations or expectations from the national organization;
- m. Information regarding the national association's annual meetings.

V.3.4 The proposed bid is reviewed by the executive committee prior to the Congress to determine if all necessary information has been provided and is acceptable to the IALP. Those bids deemed to be acceptable will be submitted to the Board for approval. Approved bids will be placed on the agenda for vote by the delegates at the General Assembly. The organization or individual submitting the bid will be notified of the decision of the Board at least 30 days prior to the General Assembly meeting.

V.3.5 The affiliated organization or individual making the bid will be informed of the time and place of the voting and ballot procedure, and advised regarding promotional opportunities at the Congress at which the bids are presented (e.g.,

taking a desk at the Exhibition Center – may be provided free of charge to the professional organization(s) involved).

- V.3.6 Prior to the voting at the General Assembly, a period of 10 minutes only per presentation will be allocated for each organization or individual submitting and approved bid to address the meeting and present information about the proposed site.
- V.3.7 The ballot procedure takes place during the General Assembly. Ballots will be counted by the auditors and results declared before the end of the General Assembly.
- V.3.8 The successful bidder will identify an individual who will serve as Vice President of the IALP for the three years prior to the Congress. The Vice President will report to the IALP Board at least annually during the years prior to the Congress. The reports will include annual and projected financial statements, program plans, and progress. All decisions regarding the Congress are final with the Board.
- V.3.9 The successful bidder will be responsible for making a final report on the Congress including financial statements within one year of the conclusion of the Congress.

Details of responsibility for profits/losses made at Congresses will need to be indicated and agreed at an early stage in the process.