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international federation of landscape architecture
federation internationale des architectes paysagistes

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congress basic requirements

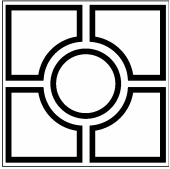
proposed ifla world congress in _____
please find below the basic requirements for this small scale event:

1. Executive Committee Meeting

Meeting Room:	Comfortable for 6-8 persons	
Technical Equip. Rental:	Tape recorder	US\$
Refreshment:	Mineral water, tea and coffee (self-service style)	US\$
Duration:	2 days – proposed dates ()	US\$
Venue Rental (if any):	University boardroom, tutors' room or anywhere else that is convenient to reach.	US\$

2. World Council Meeting

Main Meeting Room:	Accommodate 45-50 persons with table for writing. Arranged in a rectangular shape.	
Stationery:	Papers and pencils on tables.	US\$
Technical Equip. Rental:	Tape recorder equipment with 16 microphones and technician in attendance.	US\$
	Slide Projector	US\$
Refreshment:	Mineral water throughout the meeting. Tea and coffee breaks with some biscuits or cookies.	US\$
Duration:	2 days – proposed date 200_ ()	US\$
Venue Rental (if any):	University or school hall or similar established which can be used at nominal fee.	US\$
Country Flags:	Optional	US\$



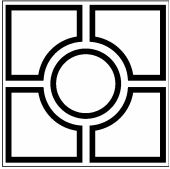
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Breakout Rooms for Regional meetings:	2 smaller rooms: One to accommodate approx. 15 persons for Eastern Regional meeting; Another to accommodate approx. 10 persons for Western Regional meeting. Central Region can use the Main Meeting Room	US\$ US\$ -
Technical Equip. Rental:	Not required (except for World Council meetings only).	-

3. Congress

Conference Hall:	To accommodate approx. 300 persons Seating arrangement – Lecture style	
Technical Equip. Rental:	Podium with microphone (2 nos.) LCD Projector Overhead Projector Slide Projector Laser Pointer Aisle Microphones (5 nos.) Standby technician Head table for 2 persons	US\$
Refreshment:	Coffee and Tea Breaks with tidbits, biscuits or cookies.	US\$
Duration:	1 day – proposed day 200_ ()	
Venue Rental (if any):	University lecture theatre hall, convention centre, or something comfortable with heating/air-conditioning, but economical.	US\$



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4. Student Charette

IFLA had budgeted to provide Swiss Francs 4,000 for the Student Charette and I am sure the Executive Committee will agree to accord this sum for the programme. This must include invitation to students from other parts of the world.

Accommodation:	Student hostels	US\$
Room for students studio work and discussion:	Preferably same place as their accommodation	US\$
Food and Beverage:	Food during their stay and site expeditions	US\$
Stationery:	Drawing paper, tape, pencils etc	US\$
Transportation:	Bus transfer from hotel to project site and back; and to congress, if required.	US\$

5. General Transportation

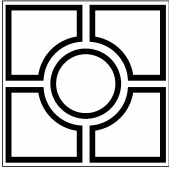
Free transportation from hotels to meeting place and Conference venue, if distance is far and remote. Otherwise, participants will pay their own. US\$

6. Opening and Closing Ceremony

The Conference Room can be used for both events. Maybe the Conference should be two days instead of one. Opening Ceremony will take up two hours including coffee breaks. Closing Ceremony will take about one hour. US\$

7. Welcome Ceremony – Cocktail Reception

This event can be anywhere – the Town Hall, Mayor's office, any civic building. US\$
Approximately 300 pax x US\$ _____. This may be paid by the State or a sponsor.



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8. Gala Dinner

This is chargeable to the participants. There should be a profit for organizing this event. You will have to make arrangements for the food and venue. US\$

9. Technical Tours

This is also chargeable to the participants and there should be a profit for organizing it. To discuss with your local travel agent. US\$

10. Pre & Post Conference Tours

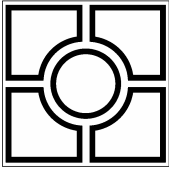
Here again, you will have to arrange with your local travel agent and there should be a profit from the travel agent to your association. US\$

11. Hotel Accommodation for Participants

You can arrange with the local travel agent to make such arrangements with the hotels. The hotels will usually give a discount and a further commission to the travel agent or your association for making such arrangements. Please ask for discounted rate. US\$

12. International Student Design Competition

The cost for displaying the exhibits of students' work for viewing. To find out what is the response to this competition US\$



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13. Trade Exhibition

This is an important event whereby your association will be able to make a neat profit for organizing it because all the suppliers of landscape material would want to participate at the exhibition to showcase their products. The profit earned from the exhibition will be able to support the whole Congress. US\$

In Singapore, the Congress made a profit of more than S\$200,000 from the exhibition alone. You may consider having a small scale, but you must approach manufacturers from your home country and also from other countries who are keen to showcase their products in your country. If you need any support or help, you should write to the national associations requesting for the names of the manufacturers of the products. It may be good to find a professional organizer to help you work on this event.

14. Secretarial Service and Administration Work

Paid staff and volunteer allowance.	US\$
Printing cost, flyers, advertising, posting, mailing, website maintenance etc.	US\$
Stationery, badges, name cards, souvenirs etc.	US\$
Paid staff and volunteer allowance	US\$

TAY Bee Choo

Chairman Congress Committee

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February 2003