



ICMA GENERAL MEETING - INFORMATION PACK FOR HOST

As the host of an ICMA General Meeting, we kindly ask you to be involved in providing as much local information/knowledge as possible when setting up initial contacts with suitable hotels. ICMA will obtain detailed proposals from the hotels and negotiate with the hotels on packages/prices since they are responsible for the budget and sign the final contract. Full local know-how and information support from the host is very much appreciated.

The host and the ICMA Communications & Events Manager (Karina van Lenthe) will have to decide between 3 or 4 suitable hotels (4 or 5 star) and Karina will come for a site inspection before the actual decision is made. The final decision will be made in full consultation with the host to ensure both parties are satisfied (ICMA and host). The final contract will be between the chosen hotel and ICMA.

General Meeting

The Spring meeting should be held late April or early/mid May and the Autumn meeting should be held in early November. The conference programme is held over a period of 3 days, starting on a Thursday and ending on a Saturday, possibly with an additional social activity on the Sunday.

Type of hotel

The following is a guideline for the type of hotel to approach for a proposal (ICMA will do that).

- 4-5 Star hotel, with sufficient bedrooms available to house all participants (110-130 delegates)
- Alternative lower-class hotel close to the main hotel vicinity
- Professional conference facilities which can facilitate the following requirements:
 - ✓ 1 representative ICMA Office (with storage space)
 - ✓ 1 boardroom (about 10 pax)
 - ✓ 1 ICMA Lounge (about 110 pax)
 - ✓ 1 plenary room (about 110 in classroom style)
 - ✓ 1 break-out room (50-60 in classroom style)
 - ✓ 1 break-out room (20 pax in u-shape)
 - ✓ 1 foyer for table top displays
- Attractive location (in the city centre if possible)

ICMA & HOST RESPONSIBILITIES REGARDING PROMOTIONAL MATERIAL

The following is a breakdown of the promotional material produced for each ICMA General Meeting. Under each item is a list of material required producing this material, also who will be responsible for each component – i.e. ICMA Head Office or the ICMA Member Host, and who will be responsible for the costs.

Please note, to ensure a consistent level of quality, all material should be approved by ICMA Head Office prior to print.



PROMOTIONAL BROCHURE (600) <u>Sent to all ICMA members 2.5 months prior to the GM</u>	'Normal' - Package		'LITE' - Package	
	<u>Do</u>	<u>Costs</u>	<u>Do</u>	<u>Costs</u>
Design of brochure (design used for all promo material)	ICMA	Host	ICMA	€500 paid by Host
Print	Host	50% by Host & 50% by ICMA	ICMA	50% by Host & 50% by ICMA
Mail out to members	ICMA	ICMA	ICMA	ICMA

We will be adding your company logo to all the promotional items, and we will welcome any assistance in gathering local information.

NAME BADGES (100-150) <u>One per participant and distributed at the event</u>	'Normal' - Package		'LITE' - Package	
	<u>Do</u>	<u>Costs</u>	<u>Do</u>	<u>Costs</u>
Design	Host	Host	ICMA	ICMA
Print	Host	50% by Host & 50% by ICMA	ICMA	50% by Host & 50% by ICMA
Supply of plastic badge holders with lanyards or clip & pin	Host	Host	ICMA	ICMA
Insertion of name cards into plastic holders	Host	Host	ICMA	ICMA
Delivery to Hotel	Host	Host	ICMA	ICMA

ICMA will provide the content (name, paper and country) for the Name Badges.

CONFERENCE BOOKLET (100-150) <u>Distributed to each participant at the event</u>	'Normal' - Package		'LITE' - Package	
	<u>Do</u>	<u>Costs</u>	<u>Do</u>	<u>Costs</u>
Design of cover page (same as promotional brochure)	ICMA	€0	ICMA	€0
Printing/copying and ring binding	Host	50% by Host & 50% by ICMA	ICMA	50% by Host & 50% by ICMA
Delivery of completed folders to hotel prior to event	Host	Host	ICMA	ICMA

ICMA will provide and layout the content of the booklet and the additional inserts (i.e. speakers, exhibitor material).

WELCOME PACK (100-150) <u>Distributed to each participant at the event</u>	'Normal' - Package		'LITE' - Package	
	<u>Do</u>	<u>Costs</u>	<u>Do</u>	<u>Costs</u>
Covering letter from host welcoming members to their city	Host	Host	Host	Host
Small gifts (optional)	Host	Host	Host	Host
Bags or Folders for the Welcome Pack	Host	Host	ICMA	Host
Delivery to hotel prior to event	Host	Host	Host	Host

Registration fees for Host

The host gets 2 conference registrations for free for being the host. Any more delegates from the host paper do need to pay for their registrations.

Party fees for ICMA

ICMA gets 3 party fees for free for Head Office personnel.



All items that are payable by ICMA, but paid for by the host in advance, can be reimbursed upfront upon presentation of an invoice, or a balance of items can be listed and settled during or after the conference. The host should indicate at time of signing this agreement, its preferred method of payment.

OTHER RESPONSIBILITIES OF THE HOST

- Pre-conference information to be given at the previous General Meeting
 - ✓ During cocktail hour, your country and the coming location will be introduced to all delegates.
 - ✓ Your local drink will be served to all delegates (provided by host)
- Providing as much information as possible with regards to possible site visit locations
- Organising a gala dinner party
 - ✓ Venue
 - ✓ Transport to and from hotel
 - ✓ 3 or 4 course dinner (seated or buffet)
 - ✓ Any entertainment
 - ✓ Drinks during dinner and at least beer and wine for the party afterwards
 - ✓ The host will receive all monies collected from party entry fees. This fee should not be set higher than € 100.

If you have any queries with regards to Head Office/Host responsibilities, or require samples of this material to be sent to you, please contact Karina van Lenthe.

Please sign this Host Package and send back to ICMA Head Office, Koggestraat 9H, 1012TA Amsterdam, The Netherlands.

Preferred Package (*'Lite'* or *'Normal'*):

Preferred Method of Payment (*see above*):

Date:

Signature:

Host Name:

Lucie Hime

Host Position:

Executive Director

Host Company:

ICMA

Host Location: