



IACC

Exceptional meetings.
Powerful connections.

GLOBAL STAFF EXCHANGE PROGRAM REGISTERED HOST GUIDELINES

Hosts are expected to:

- (1) Ensure that there is a phone conversation between the GM's and/or Departmental Directors of the sending and receiving conference venues prior to every exchange to clarify the objectives of the exchange; to agree on the schedule and to address any financial, language, medical, immigration or other issues. Both parties need to have a clear understanding and agreement on how any outstanding issues will be resolved and *all issues must be resolved before the exchange begins*.
- (2) Arrange for ground transportation to and from the airport and throughout the exchange as needed.
- (3) Provide a room and meals for guest staff throughout the exchange.
- (4) Draft a program to achieve the objectives of the guest.
- (5) Assign a mentor to welcome the guest and to meet with the guest at least once a week to provide direction and to obtain feedback on how the exchange is going.
- (6) Provide ample opportunity for the guest to be a fully participative member of the host conference venues's staff.
- (7) Arrange for photos during the exchange that can be used in IACC publicity afterwards.
- (8) Arrange for the guest to tour other conference centers and to do some sightseeing in the area.