

**INTERNATIONAL ASSOCIATION FOR DANCE MEDICINE & SCIENCE
ANNUAL CONFERENCE LOCAL HOST GUIDELINES**

Thank you for your interest in hosting an Annual Conference for the International Association for Dance Medicine & Science (IADMS). These guidelines are to provide additional information for you through the application process as well as expectations of your role as a Local Host. If at any time you have inquiries about the application process or throughout your potential planning of the Annual Conference, feel free to contact to the IADMS Annual Conference Producer.

Contents

Structure.....	2
Submission of Proposal.....	3
Information on the Proposed City's Performing Arts and Medical Community;.....	3
Anticipated local support.....	3
Responsibilities.....	3
Finance.....	3
Conference Attendance Promotion.....	3
Information.....	4
Reception/Welcoming.....	4
Host Committee Events.....	4
Tours.....	4
Volunteer Recruitment.....	4
Other Support.....	4
Registration.....	4
Sources of Funds.....	5
Contact Information.....	5

Whenever possible, it is preferable for each International Association for Dance Medicine & Science (IADMS) Annual Conference to have a Host Committee consisting largely of local professionals who have a significant stake in the success of the event. There are obvious benefits to including individuals who are well connected with local resources, and who can do the work required to help manage the hosting responsibilities.

The Host Committee (HC) for the IADMS Annual Conference is a group of IADMS members from the host city which provides the local hospitality, promotion, and support necessary to the success of the IADMS Annual Conference. The HC should understand that a volunteer effort, made up of persons in the local community, will be needed to ensure that activities associated with the conference are carried out to a successful conclusion.

IADMS will rely on the HC for a variety of requirements for the IADMS Annual Conference including ancillary events, local attendance promotion, and exhibit space sales.

The IADMS Deputy Executive Director will be the Annual Conference Producer, or this role may be taken by another employee of IADMS selected by the IADMS Board of Directors.

The Annual Conference Producer will provide significant guidance and support for the Host Committee to ensure that the conference can achieve the high standards that have become a hallmark of the IADMS brand. The host must allow enough time to work with the IADMS Annual Conference Producer to plan and deliver the event. The host will need to be in regular contact with the Annual Conference Producer during the two years preceding the conference and can expect the workload to increase during the year prior to the conference.

The HC is entitled to price reductions equivalent to 2 free entries to the following year's Annual Conference.

Structure

The structure of the HC should include as many local IADMS members as possible within the host area. This promotes enthusiasm for the conference and permits the HC to make the best use of talents available throughout the host area. The HC should designate a Chairperson to lead the committee.

The qualifications for the HC Chairperson include:

- Be an experienced IADMS member, appointed by the Host Committee regional area as evidenced by written communication to the Annual Conference Producer at least 24 months in advance of the conference
- Have adequate time and personal freedom to commit to serving as Chairperson
- Be able to work effectively and in cooperation with the Annual Conference Producer
- Be fully supported by the IADMS members in the host area and the HC

Submission of Proposal

In order to be considered, the anticipated HC Chairperson and any other potential HC members are asked to submit their proposal to the IADMS staff electronically. These applications are accepted on a rolling basis throughout the year. It is suggested to submit the bid 2-3 years in advance at minimum. Upon receipt of a bid, the IADMS Staff and Board will review the application and notify the applicant within 90-days of submission whether the application is accepted, rejected, or whether additional information is needed.

Please include the following information in the proposal:

1. A list of all confirmed HC members
2. Three potential venues in the potential host city, with information on costs associated with each
3. Information on the proposed city's performing arts and medical community
4. Anticipated local support
5. Proforma budget with all known and estimated expenses, and potential revenue

Responsibilities

The essential function of the HC is to act as "host" to all who attend the conference. In fulfilling their responsibilities as hosts, members of the HC have the opportunity to provide service and hospitality that reflects the ambiance and the character of the conference city, which makes the conference city and country unique from the rest of the world.

Responsibilities of the HC include:

- Provision of a financial budget in US dollars for all offsite and ancillary events
- Arrangement of tour options
- Arrangement of cultural entertainment options
- Recruitment of volunteers
- Publicity and promotion with local press and other media
- Attendance promotion
- Recruitment of exhibitors
- Other support

Finance

The HC will develop a budget, reflecting all anticipated HC expenses and revenues, and will submit this budget with their formal bid.

Payments for hosted events will be made to IADMS via the registration website. All fees will be in US dollars. The HC will invoice IADMS for expenses on an agreed upon schedule, and funds will be transferred in US dollars to the bank account established by the HC. For Annual Conferences held outside the US, hosts are encouraged to include a contingency line item in their budget to cover currency rate fluctuation.

The HC shall also submit a final financial statement to the Annual Conference Producer within 60 days of the end of the conference. The HC is responsible for any losses reflected in the final financial statement.

The following are typical HC expenses not met by the IADMS budget:

- Ancillary events and activities, both local and regional, arranged for and managed by the HC
- Translation – both written and live, simultaneous – from the official English language of the IADMS conference into the local language

Conference Attendance Promotion

In the year preceding the conference to be held in their city, the HC will promote and advertise the Annual

Conference in their city and surrounding area via local and regional, and possibly national (depending on location) media, within the approved budget

At the preceding year's Annual Conference, the HC will promote conference attendance by way of a promotional table/booth at which tourist information about the host city and country is available.

Information

During the Annual Conference which they are serving as hosts, the HC will provide an information table/booth during meeting hours that will respond to inquiries from meeting registrants about maps, tourist attractions, restaurants, the conference program, transportation, non-emergency medical and dental services, etc.

Reception/Welcoming

The HC will greet registrants upon their arrival and departure in the host city at the meeting venue.

Host Committee Events

The HC will be responsible for offering a cultural entertainment event to meeting registrants at least one evening during the meeting dates.

- These events may be ticketed to provide the HC with income to offset the cost of these events
- All information regarding these events must be delivered to the IADMS registration Webmaster by the date determined in the Annual Conference Planning Calendar
- Registration for the event(s) will take place on the IADMS Annual Conference registration website. Payment for the event(s) will also be made in US dollars during the registration process. IADMS will work with the HC for the transfer of funds in US dollars to the HC for payment to their vendor(s)
- The HC must also provide transportation for these events
- Plans for these events must be approved by the Annual Conference Producer which, subject to the review and authority of the Board, will determine whether they shall take place

Tours

The HC will identify appropriate local tour companies to provide tours immediately before, during, and after the conference (except during conference sessions).

- Companies identified will be reviewed and approved by the Annual Conference Producer
- Competitive bids for tours/sightseeing are evaluated based on reputation and experience of the firm, percentage of commission offered for the designation and promotion of tours and sale of tickets, and likely revenue to be produced. The sightseeing/tour firm must not offer tours which will conflict with official events. It must provide a certificate of insurance acceptable to IADMS
- IADMS will contract with these companies, and any profit generated from these tours will go to IADMS

Volunteer Recruitment

The HC will be responsible for recruiting, training, and scheduling the volunteers who will be needed to support the conference successfully. The HC will work with the IADMS Annual Conference Producer to determine the number of volunteers required for the meeting.

Other Support

At the request of the IADMS Annual Conference Producer, the HC may provide other support for the conference, such as advice on vendor options.

Registration

The HC will make extensive efforts to ensure registration from the host area and will promote the conference to both members and non-members in that area.

Sources of Funds

Funds for HC expenses may be obtained by ticket sales to the ancillary events, corporate grants, fundraising events, and public fund grants. All funding must follow the CME rules provided to the HC by the Annual Conference Producer. Additional funds may be obtained by securing local exhibitors for the conference.

Contact Information

Tim Whitehouse, Deputy Executive Director/Annual Conference Producer
tim.whitehouse@iadms.org

Leigh Ponniah, Director of Development
developmentdirector@iadms.org