

## *Your Professional Association*

Have you been working as an organiser of meetings for at least two years?

Are you looking for a professional network where you can share your ideas and discuss your problems?

Do you feel you can make a contribution to the international meetings industry?

If you answer “yes” to one or more of these questions, please read on...

## *IAPCO – Meeting Quality*

The professional association for professional congress organisers and international meeting managers

### **WHAT IS IAPCO?**

IAPCO is a professional association, serving the needs of the professional congress organisers (PCOs) all over the world.

### **QUALITY ASSURANCE**

The IAPCO logo = quality. It is a global branding for professional meeting planners and managers specialising in international events. IAPCO membership is universally recognised as a sign of excellence by clients and other suppliers within the congress industry.

Since the founding members met in 1968 to establish an international association exclusively for PCOs, IAPCO has set standards for an industry which has grown dramatically in terms of service and economic impact.

Whether IAPCO members are independent or in-house organisers, whether they serve the association, corporate or governmental markets (or all three) or look after the meeting needs of academic or scientific institutions, they must have proven track records. All IAPCO members are skilled as both consultants and administrators in the planning and co-ordination of international, regional and national events.

## **IAPCO AIMS**

- To further the recognition of the profession of the congress organiser
- To further and maintain a high professional standard in the organisation and administration of congresses, conferences and other international and national meetings or special events
- To undertake and promote the study of theoretical and practical aspects of international congresses
- To undertake research work concerning all problems confronting professional organisers of international meetings to seek and promote relevant solutions
- To establish and maintain effective relations with other organisations concerned in any way with international meetings
- To develop a programme of educational courses through IAPCO's Training Academy
- To offer a forum for PCOs
- To encourage meetings' convenors to seek the assistance of reputable PCOs
- To provide members with opportunities to exchange ideas and experiences

## **WHAT WILL YOU GET?**

IAPCO offers unique resources to its members. Ten good reasons for joining IAPCO are:

1. A network of highly qualified counterparts around the world
2. An international perspective on the tasks facing PCOs
3. An unparalleled pool of experience in terms of
  - World-wide destinations
  - Professional competency
  - Technical know-how
  - A code of conduct
4. Extensive experience regarding specific geographic areas, the structure of international organisations, international fiscal and management problems, legal and taxation issues, and language and cultural issues
5. Business development opportunities
6. Business promotion opportunities through the IAPCO newsletter "The PCO", articles published in trade and other publications, distribution of the list of members, and by representing IAPCO at promotional events
7. Formal and informal interactions with colleagues at the IAPCO Annual Meeting and General Assembly
8. Documentation and results of membership surveys not available to other sectors of the meeting industry
9. Protection and recourse to fair judgement through the IAPCO Committee of Ethics
10. Reduced rates for members and staff at IAPCO Seminars

# ***MEMBERSHIP***

## **WHO IS ELIGIBLE FOR IAPCO MEMBERSHIP?**

IAPCO membership is open to individuals and companies engaged in the preparation and running of international meetings. There are three membership categories:

**Company members** are fee-paying and have a right to vote at General Assemblies.

**Branch office membership** is for existing IAPCO members with one or more branch offices or majority-held shareholder offices (at least 75%) who wishes to use the IAPCO brand for all these offices. These can be either Branch Office members or Company Member (Branch Office), the latter receiving all the benefits of a Company Member

**Invited IAPCO membership** is for individuals who, because of their status in the sphere of international congresses, e.g. as Heads of Conference Departments of intergovernmental organisations or Presidents of legally formed National Associations of PCOs in those countries not currently represented by an ordinary member, may be invited to participate in IAPCO activities and deliberations.

### **Company Membership is open to ...**

- Professional congress organising companies
- Individuals working in the conference department of companies, associations, institutes, universities, conference centres or other bodies

### **To qualify for Company Membership ....**

You should have been working on a permanent basis in the organisation of international meetings for at least two years OR working on international meetings continuously, and for a minimum of 50% of your time, for at least four years.

On applying to IAPCO you will be given special questionnaire sheets and asked to submit details of ten international congresses for which you, or the company or department which you head, were fully responsible. Those ten congresses must have been attended by representatives of more than five countries with a minimum of 40% foreign participation and lasted at least two full working days; and at least five of them should have been attended by 400 delegates or more. Your international clients will be asked for verification of these details and to provide a reference for the congress you organised. You will also be required to invite, at your own expense, an IAPCO Council Member to observe a congress organised entirely by you and to inspect your permanent offices. A scoring system is in place to ensure quality control of membership applications.

### **To qualify for Branch Office Membership ....**

Only a Company IAPCO Member can apply for branch office membership for those offices they wish to become a member in this category. Application can be made for a Branch Office Member or a Company Member (Branch Office). All branch offices must fulfil the same operational standards as the Company Member

# ***EDUCATION***

## **IAPCO TRAINING ACADEMY**

IAPCO has an unparalleled record in congress education

The annual IAPCO Seminar on Professional Congress Organisation, popularly known as the Wolfsberg Seminar, was first staged in 1975. Since then over 1700 participants from more than seventy countries have completed the week-long Seminar, entitling them to an IAPCO Seminar Certificate. This is the world's most comprehensive training programme for executives involved in congress organisation, international congress-destination promotion or ancillary activities.

IAPCO National and Regional Seminars are staged at the invitation of local hosts, normally in countries outside Europe such as Asia, Africa and the Middle East.

All events held under the auspices of the Training Academy are open to IAPCO members and their staff at specially reduced rates.

## ***CLIENT BENEFITS***

As a Client, appointing an IAPCO member, provides added benefits:

- You will work with a Professional Congress Organiser (PCO) who has met with IAPCO's *strict entry qualifications* - including *reference checks* from past clients and industry colleagues - to confirm a high level of professionalism.
- IAPCO entry qualifications include *documented proof* of successfully organising a minimum of ten international congresses.
- IAPCO members' *activities are monitored* on an annual basis with members meeting on a regular basis to discuss best practice and to exchange ideas and experiences.
- All IAPCO members must respect the IAPCO *Code of Conduct*. Any breach of this Code is submitted to the Committee of Ethics for investigation.
- IAPCO membership shares a *pool of experience* in terms of worldwide destinations, professional competency and technical know-how. The PCO has immediate access to the IAPCO membership network to collect information on preceding congresses and to provide a *continuity of quality service*.
- IAPCO members are at the *forefront of training* in the congress industry through the IAPCO Training Academy. The Academy provides a comprehensive international and regional educational programme for senior and middle management involved in managing congresses.

# ***IAPCO PUBLICATIONS***

## **ABOUT IAPCO**

- Your Professional Association
- Annual Membership Review, incorporating the current List of Members, Annual Survey and What is a PCO? / What is an IAPCO PCO?
- National/Regional Training Seminar Guidelines
- Statutes
- Standing Orders
- Code of Quality Control
- Code of Conduct
- Code of Sustainable Practice

## **THE PCO**

- How to Choose the Right PCO
- Request for Proposal (RfPs) for the appointment of a PCO for an International Meeting
- Request for Proposal (RfPs) for the appointment of a PCO for an National Meeting
- The PCO – IAPCO newspaper published twice a year

## **GUIDES AND PUBLICATIONS FROM IAPCO**

- Guidelines for Co-operation between the International Association, the National Organising Committee and the PCO
- Guidelines for the International Scientific Programme Committee
- Poster Presentations for an International or National Congress
- First Steps for the Chairman in the Preparation of an International Congress
- Bidding for a Congress

## **GUIDES & PUBLICATIONS FROM THE HEALTHCARE CONGRESS ALLIANCE**

- Sponsorship Prospectus
- Housing Guidelines
- First Steps in the Preparation of an International Medical Meeting for the Chairman
- Security and Safety at Healthcare Congresses
- Accountability Issues in Healthcare Congress Management

## **MEETINGS INDUSTRY TERMINOLOGY DICTIONARY**

- The congress industry's leading dictionary of over 900 words in 12 languages
- Supplement – incorporating Chinese, simplified and traditional

## **RESTRICTED DOCUMENTATION, MEMBERS ONLY**

- Guidelines for Managing the Scientific Programme – extended
- National Fact Sheets for working outwith the country of your offices
- Continuing Medical Education surveys
- PCO Check-List
- European Federation of Pharmaceutical Industries and Associations
- Site Inspection Handbook

*All non-restricted IAPCO publications are available free of charge from the IAPCO website except for Meetings Industry Terminology Dictionary for which costs start at €55. Sample pages and booking form available from the IAPCO website – [www.iapco.org](http://www.iapco.org)*

### **List of Members**

A full list of members, including all contact details, is available on the IAPCO website

### **Reference Documents**

All IAPCO documents and guidelines can be obtained from IAPCO or from the IAPCO website to assist in the planning of your event.

### **Secretariat**

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