



# **REGIONAL CAMPING CONGRESS**

## **INFORMATION AND PLANNING GUIDE**







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# International Camping Fellowship

## **Bidding Information and Planning Guide for ICF Congresses, Regional Congresses & ICF-Sponsored Events**

The specific purposes of running an ICF or ICF-sponsored Event include:

- *To provide a venue and occasion for people with a professional and personal interest in organized camping and camp-like activity from around the world to meet to network, discuss and exchange views, socialize and renew friendships.*
- *To provide education and information about current trends, training and camping practices, and novel camp programs and models of interest to an international audience and universally applicable.*
- *To enable a host country to present the camping practices and culture of the local camp movement to a wider international audience.*
- *To provide a forum for those interested in and undertaking research into camping and camping practices, to report their progress, and to learn about other research being undertaken.*
- *To provide an international platform to raise the profile of camping generally, and in the host country in particular, and to bring to the attention of the public, the value and potential of camping and camp programs.*



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# 1 Relationship to International Camping Congress

Regional Congresses are defined as Congress events that serve a distinct educational purpose across several countries – countries which with or without formal national associations nonetheless have a camps and camping culture that are reflected in ICF. The events are developed in such a way as to reflect and serve the development of the camping movement and the professional development of that region.

## **Asia Oceania Camping Fellowship History**

To 2016, Regional Congresses have been held across Asia Oceania under the auspices of Asia Oceania Camping Fellowship. In 2016, the AOCF dissolved as a distinct and separate organization. ICF AOCC now continue under ICF oversight.

ICF now authorizes, endorses and oversees regional congresses as they arise. In general terms, the title of the Congress follows the format of 'ICF Region Camping Congress'. For example, in 2019, we expect to conduct **ICF Asia Oceania Camping Congress 2019**.

The ICF Board assists regions to determine the optimum year and timing for the Regional Congress. In the past, various adjustments in timing have been necessary e.g. a shift by a year because of the proximity of an ICC event/host or a Regional Camping Congress conducted jointly with an ICC.

The following chart outlines the International Congress years and locations alongside the Regional Congress (AOCC) and their dates and locations (marked in blue).

1983	Toronto	Canada	<i>International Camping Congress</i>
1987	Washington DC	USA	<i>Our Fragile World</i>
1988	<i>International Camping Fellowship is formed...</i>		
1994	Toronto	Canada	<i>KUMBAYAH</i>
1997	St Petersburg	Russia	<i>Nevisky Forum</i>
2000	Tokyo	Japan	<i>Towards a New Camping Culture</i>
2003	Melbourne	Australia	<i>Under the Southern Cross</i>
2003	<i>Asia Oceania Camping Fellowship is formed...</i>		
2004	Ulaan Batar	Mongolia	<i>AOCC 1</i>
2005	Mexico City	Mexico	<i>Preserve the Treasure, Enrich Young Lives</i>
2006	Perak	Malaysia	<i>AOCC 2</i>
2008	Québec City	Canada	<i>Les couleurs de la vie – Colours of Life</i>
2009	Taipei	Taiwan	<i>AOCC 3</i>
2011	Hong Kong	Hong Kong	<i>Gateway to Quality Life</i>
2011	Hong Kong	Hong Kong	<i>AOCC 4</i>
2013	Sydney	Australia	<i>AOCC 5</i>
2014	Antalya	Turkey	<i>Let's Camp for Peace</i>
2016	Tokyo	Japan	<i>AOCC 6</i>
2016	<i>Asia Oceania Camping Fellowship is dissolved</i>		
2017	Sochi	Russia	<i>Share Happiness with Children all over the World</i>
2019	Kuala Lumpur	Malaysia	<i>ICF AOCC</i>

This document provides guidelines to assist a group of camping professionals within a particular region or country - either as part of a national camping association - or as a Regional Congress Organizing Committee brought together for the purpose of bidding to act as host a future ICC or other event:

- how to prepare a bid document for presentation to ICF;
- responsibilities as host country;
- responsibilities undertaken by ICF as part of the organizing committee

**Terms:**

<b>ICF</b>	<b>International Camping Fellowship</b>
<b>ICC</b>	<b>International Camping Congress</b>
<b>ICF AOCC</b>	<b>ICF Asia Oceania Camping Congress</b>
<b>RCC</b>	<b>Regional Camping Congress</b>
<b>COC</b>	<b>Congress Organizing Committee</b>

## **2 The Bidding Process**

Timing:

Regardless of the time of year in which a Congress takes place, one desired component of a Congress program is the announcement of timing and venue for the next Congress.

For this reason, Congress bids should be submitted for consideration several years in advance of the proposed date and year (preferably prior to the regional congress preceding it). Proposals are received and presented to the ICF Board through the Board Director responsible for Congress Oversight. ICF makes its decision on bids received and advise all bidders of the result in a timely fashion (not less than six months before the upcoming Congress).

The successful bidder can use the intervening time to lay the groundwork for the creation of the organizing committee, basic marketing plan and RCC announcement.

The proposal must be made in the form of a document (hard copy or electronic) that can be presented to the ICF Board for review. It may take any form that clearly addresses each item of this outline (descriptions are provided in this document):

- Who is the Congress Bidder?
  - Conference Organizing Committee (COC)
  - Stakeholder Engagement Strategies
- Conference Finance and Budget
  - Fee Structure
  - Sponsorship and External Support
  - Scholarships
  - Preliminary Budget (including ICF licensing fee)
- Conference Location and Timing
  - Conference Venue
  - Meeting Facilities and Services
  - Accommodation
- Visa, Customs and Entry implications
- Proposed Number of Conference Participants
- Outline of Administration, Marketing and Promotion
  - Congress Website
  - Congress Timeline
  - Congress Agreement Proposal
- Commitment to Post-Congress Reporting
  - Follow-up Reporting, Accounting and Archiving

**Samples of previous bid packages are available for consideration**



### 3 Conference Organizing Committee (RCCOC)

The host country proposes a Conference Organizing Committee (COC) to plan and run the conference. This committee should consist of representatives of all major stakeholders within the country/region as well as ICF representatives.

During the period leading up to the RCC, the vice-Chair or designate of the RCCOC is connected to the ICF Board through the Board member or designate responsible for Congress Oversight. This link is provides regular reporting and liaison.

Specific committee structures may vary but should address all of the responsibilities listed below. Specific job descriptions may vary as well but should address all aspects of Congress organization. Sample descriptions are available.

#### Organizing Committee Structure:

Congress Chair(s)	Host Committee Appointed
• Vice Chair/Liaison	ICF Appointed
• Secretary	Host Committee Appointed*
• Treasurers	Host Committee and ICF Appointed
• Legal	Host Committee Appointed
Registration Chair	ICF Appointed
Operations	Host Committee Appointed
• Transportation	Host Committee Appointed
• Hotels/Accommodation	Host Committee Appointed
• Facilities	Host Committee Appointed
Exhibits/Commercial Participation	Host Committee and ICF Appointed
Exhibits Manager	Host Committee Appointed
Promotion	Host Committee Appointed
• Marketing	Host Committee and ICF Appointed
• Media Management	Host Committee Appointed
Kindred Group/Associated Events	Host Committee and ICF Appointed
Volunteer/Personnel Management	Host Committee Appointed
Hospitality	Host Committee Appointed
• Decorations	Host Committee Appointed
• Hospitality Program	Host Committee Appointed
Program Chair	ICF Appointed
• Workshops, Seminars, Panels	Host Committee and ICF Appointed
• Keynotes and General Sessions	Host Committee and ICF Appointed
• Research Sessions	Host Committee and ICF Appointed
• Fundraising (for ICF Bill Bowker & Butterfly Funds)	ICF Appointed

The ICF appoints a Congress Vice-Chair to act as the principal liaison with ICF in Congress planning matters. Other ICF volunteers are appointed to serve on specific committees indicate: registration, fundraising, program development and international marketing, etc.. Whenever possible they shall be appointed from within the host Region.

#### **4 Who is the Congress Bidder?**

The budget for an RCC is likely to involve large amounts. The responsibility for financially underwriting the Congress remains with the Congress bidders and the RCCOC.

Because ICF does not currently advance financial resources to support or financially underwrite an RCC, ICF wants to confirm that the bidders and the RCCOC have the necessary financial and managerial resources available to be able to run a conference. The bidder may be a National Camping Association, or it may be a joint venture comprising several camping organizations or major camping leaders within the country or region.

The bidders should have the necessary financial resources and funding available to underwrite expenses and development costs prior to Congress income being received.

The bid document should clearly identify '**who is the congress bidder**', and provide details of their ability to back underwrite and manage an RCC.

The RCC itself may be specifically organized as a free-standing and unique event within a country. In some other countries, it may replace or combine with a regular, local conference with plans for some revenue to flow back to the host organization(s) involved.

## 5 Conference Finance and Budget

It is the responsibility of the RCCOC to develop and manage the budget of the RCC. As a result, the RCCOC must set fees and find funding which will enable it to recover all costs for and meet all obligations of the IRCC.

If the RCCOC does not have experience in running a major international conference, ICF recommends that the RCCOC join with a partner to act as a suitable professional conference organizer.

The budget should be professional and comprehensive (samples of past budget templates are available) to cover all aspects of the event and include the following specific financial obligations:

- Extraordinary travel and support costs for ICF Board participation in Congress related meetings, planning and events
- Marketing costs (internal and international) including travel, expenses, promotion material for use by either ICF or RCCOC.
- An ICF License Fee. This fee is actually a pre-agreed budget line item. This Licensing Fee is negotiated ahead of any bid and then included as a specific dollar amount in the Agreement.
- Surplus of income on registrations over the budget numbers (typically, this shall be split as follows):

Domestic (within region) registrations	90% to RCC, 10% to ICF
International (external to region) registrations	75% to RCC, 25% to ICF

### Approval and Accounting:

The Congress budget must be approved by the ICF Board as well as relevant Boards represented on the RCC Organizing Committee. The Organizing Committee may adjust line items on the budget so long as total incomes and expenses are not affected. Certain expenses may not be adjusted where they impact the specific experience of participants (e.g. food costs per person).

A general ledger of accounting and financial statements must be submitted on a regular basis. Copies of these financials are kept available to any designated representative of either the Organizing Committee of the ICF at any time. Reports are issued every six months until the year of the Congress when they should be issued monthly.

The host country sets up a bank account within country. ICF sets up an account in a bank of its choice for out of country financial management. Signators are established by the Organizing Committee. Should additional cash be required, it is agreed that upon request, the Organizing Committee and ICF may advance funds to the congress as required and upon approval of the ICF Board.

Payment and distribution of all surplus from the Congress shall be distributed to ICF and other stakeholders within four months of the close of the Congress. A distribution formula should be established prior to the Congress.

## 5.1 Congress Fee Structure

It is the responsibility of the RCCOC to set fees and find funding that will enable it to recover costs for the RCC. Other considerations on fee structures may include:

- a. A discount for early booking and fee payment. This offering is particularly useful to generate some working funds early in the organization process and to get an idea of numbers.
- b. A discount to ICF members. ICF membership comprises both individual (fee paying) memberships. The discount should only apply to current, fee paying ICF members as of a specific date set by the RCCOC and ICF.
- c. Discounts for camping association representatives and executives.
- d. Discounts for attendees' partners and family members
- e. Discounts for multiple participants from the one member camp or member organization.
- f. Discounts for Conference speakers (see also the section on Conference Program)
- g. Possible discount for ICF Board members and ICDC faculty. *(ICF Board members are expected to meet their own costs in travel and accommodation annually. The RCCOC may therefore consider the possibility of some discount for their participation.)*

The RCCOC may also wish to develop fees for part-time participation (by the day) and/or participation in specific Conference meals and events.

## 5.2 Sponsorship and External Support

The RCCOC may seek additional financial support in the form of sponsorships and grants. This funding may be targeted spending by a government (federal, regional, municipal) or by a financial partner acting as a sponsor. These sponsors may underwrite meals, keynote speakers or special events.

ICF recommends that all fees collected from delegates are spent directly to providing the benefits of the Congress for those delegates. Any surplus earned by the Congress is then derived from sponsorship and other grants.

## 5.3 Scholarships

ICF has a mechanism to support participation by students and young camp professionals. The Bill Bowker Fund is able to offer full or partial scholarships to assist some persons in financial need or from underserved areas of the world to attend the Congress

The RCCOC may also consider finding and providing additional funds to support scholarship attendance and/or to promote applications for support from the Bill Bowker Scholarship Fund as part of their overall promotion.

These scholarships may permit attendance by students or young professionals who are from areas of the world without a formal camping

community or who might find participation difficult.

The Butterfly Fund is a fund designed to underwrite special projects and other expenses associated with ICF work. Opportunities for fundraising and promotion of the Butterfly Fund are an integral part of the Congress period.

ICF seeks opportunities at all congresses and events to both promote the Bill Bowker and the Butterfly Funds, and to raise funds for both through special events and projects during the congress.

#### **5.4 Exhibit Hall**

If a commercial or educational exhibit hall is developed as part of the RCC. The equivalent of four free booth spaces in the Exhibit Hall and Display space will be provided for ICF business and promotion.

A portion of all revenue over expenses (25%) from the Congress Exhibit Hall shall be returned to ICF.

## **6 Accommodation & Transportation**

There is no specific model for Congress accommodation. Previous RCCs have been held in:

- Conference centres with separate accommodation in nearby hotels and hostels
- Large hotels which include conference facilities
- Universities with student-style accommodation
- Resorts combining all facilities

The majority of international participants prefer relatively comfortable hotel-style accommodation, although there is a sizable minority which will seek the cheapest accommodation available. There is the potential to increase international participation, particularly from younger staff, if some cheaper, possibly dormitory-style accommodation, is included amongst the accommodation options.

Any available complimentary or discounted rooms provided to ICF will be distributed as ICF deems appropriate (and any benefit shared across total number of Board members attending the Congress). The Hotel and Meeting Planner shall try to negotiate at least one two bedroom suite with suitable hosting space for ICF receptions.

Complimentary rooms are based upon double occupancy except where single is required due to an odd number distribution. Any complimentary rooms are only complimentary for the designated persons in that room. Additional costs, if they exist, must be borne by the second/multiple occupant(s) and are not an expense of the Congress.

If accommodation is anything other than 'normal' hotel occupancy, then participants should receive a full briefing ahead of arrival on what to expect and the nature of the accommodation experience for individuals, couples, families, etc. (e.g. bedding issued, shared washrooms, room moves/adjustments) as well as dining and food arrangements not provided as part of the Congress program.

Travellers to a foreign country appreciate an on-ground, in-terminal greeting offering appropriate assistance to the Congress venue. Clear signage or a greeting desk is a wonderful assist.

Transportation from the terminal may be on public transportation but should be guided or clearly described. Bus or group transportation should consider the management of arrivals, wait times, luggage, etc.

## **7 Congress Location and Timing**

The choice of congress location should consider the ease of transport to the Congress venue from most parts of the world. There should be ready (or custom) transport available from the nearest airport. The airport should be a suitable international airport or conveniently connected to one.

Other tourist attractions of the area are also important. Many delegates look to coordinate their travel to a Congress with a camp study tour of the region or touristic travel to popular sightseeing locations.

The local RCCOC may select it for a time of year which suits the local camping community, but which allows the maximum international participation from the region.

In setting the congress dates the RCCOC should seek to avoid major religious festivals and holidays of the major religions (Christian, Jewish, Muslim, Buddhist and Hindu) and major holidays such as Thanksgiving in USA and Chinese New Year.

The duration of an RCC is usually four days for the conference proper, with a range of pre- and post-conference activities.

## **8 Visa, Customs and Entry implications**

ICF favours a host country that can facilitate the maximum international participation. The willingness of host countries to welcome participants from all countries, and the ease with which visas and other entry formalities can be arranged, are significant factors guiding ICF's choice of host country.

It is a good idea to solicit and indicate in a bid document a statement from the government of the host country indicating that the government is aware of and welcomes the bid being made. The government must work with the RCCOC to facilitate the entry of all those who wish to participate in the Congress. This assurance is vital to successful participation.

The bid document should also advise whether there are any quarantine issues which may impact upon the people or goods that are able to be brought to the RCC.



## **9 Number of Conference Participants**

It is difficult to be definite about the number of conference participants that can be anticipated. The number of participants in recent RCCs has exceeded 500. However this figure is affected by the number of local (in-country) participants, location, timing etc. The number of international participants has been steadily growing along with the growth in ICF membership, and the growing importance of RCCs in facilitating international networking.

Host countries are strongly urged to encourage the maximum level of local participation possible. The full outreach into the youth development, recreation and education community along with appropriate government oversight will all have interest in and benefit gain from an RCC.

Attending an RCC in your own country is one of the best and cheapest ways to experience the widest benefits of an international congress. Substantial local participation also ensures that the value of hosting an RCC is seen and persists long after the RCC itself.

## **10 Program and Activities**

The responsibility for preparing and presenting the program of the RCC is jointly shared but principally driven by ICF. The program should present a mix of locally, and internationally relevant topics, balanced to provide maximum relevance for those attending. The ICF has the primary role in locating specific presenters, developing the program and determining the keynote presenters. ICF is responsible for all aspects of program design and development.

There are some activities and events that have become an expected part of the structure of a Congress program and are to be included in the conference program and pre- and post-Congress activities. The following sections combine specification of these requirements, along with suggestions, and advice on what has worked in the past.

Most RCCs have followed, more or less a traditional conference format of three or so “highlight events” (eg Opening Ceremony, Banquet, Closing Ceremony) and a mix of keynote speaker (plenary) events, and break-out sessions to a range of workshops covering a range of topics.

It may be necessary to pay speakers’ fees to secure some appropriate keynote speakers, but it has been the tradition within our industry that many camping people will freely share their knowledge and experience with others. Therefore, besides possibly a rebate/discount on the conference fee, most speakers from within the industry likely do not require speakers’ fees. ICF Board members and ICF Ambassador assist the RCCOC in identifying and securing suitable speakers and workshop presenters.

### **10.1 Special Events – Opening, Banquet, Closing**

These are not mandatory requirements, but simply suggestions about what has worked well for others.

#### **Opening Ceremony/Event**

This normally takes the format of some activity or ceremony which is locally relevant at the start of a major event. For example in Australia and Canada an opening ceremony often includes a ‘Welcome to Country’ ceremony conducted by local indigenous people. It is often good if the event can involve local performers, (and in particular, local child performers), who can impart the flavour of enthusiasm and excitement for what is to come. The event need not be long, and may include or be followed by a meal or food and the opportunity to mix and network.

#### **Banquet**

This may be a slightly more formal event, and may provide the opportunity to formally welcome government and other dignitaries and to acknowledge sponsors. There may be a speaker or some other entertainment following the meal. The Banquet has also been used as an opportunity to generate some funds for the Butterfly Fund. This fund-raising may be in the form of a raffle or some kind of auction or similar event.

## **Closing Ceremony**

The Closing Ceremony Event usually offers ICF and visiting contingents the opportunity to express their appreciation to the Congress Organizing Committee and to make some presentations or gifts. Sometimes Congress participants are invited to make brief presentations or performances representative of their own country.

The Closing Ceremony also includes the formal announcement of the time and place for the next RCC, and should offer the new host country the opportunity to make a short presentation about the next RCC and invite/encourage us to participate in it.

The Closing Ceremony is usually followed by a fairly relaxed social event (dance, party, presentation, slide show etc.) to allow the mixing of all participants.

## **Other Events**

Most previous Congresses have included some form of event which takes people away from the conference venue. Meals hosted by local people in their own homes or at another venue are particularly popular, and provide great interaction between locals and visitors. This might be to visit local camps or other nearby tourist attractions. It might provide an opportunity to interact with local citizens. This external trip may include a meal, or some kind of party gathering away from the conference venue. A “night on the town” evening activity is also often included and gives the opportunity for delegates to choose from a range of nightlife venues, restaurants and cultural events. There may be excursions or outdoor adventures that can be offered. This kind of event might be at an additional cost to the individual participants and set out by the Congress organizers with good descriptions and costs.

## **10.2 Research Forum and Activities**

The role of an RCC in supporting and facilitating the development and exchange of research information and news has grown dramatically over recent years. ICF now has a Research Committee. The ICF may choose to include research related sessions and activity during the RCC.

Because individual researchers need to seek permission and support from their research institution to be able to attend the conference and report on their research, we need to start this process early. Calls for papers are made in the year immediately following the preceding RCC. The ICF Research Committee organizes this calling for submissions and will make the selections of who will present.

## **10.3 ICF General Meeting**

It may be the wish of the ICF to address the Congress delegates as a whole in an ICF General meeting as part of an RCC. It may simply be the opportunity of the President to report to the members present – either in a general session or at a separate time.

#### **10.4 International Room**

ICF often requests that the RCCOC make available an International Room throughout the Conference. This room provides a venue for meetings and informal gatherings of internationals during the congress. It is also a venue which enables visiting delegations and country contingents to provide a display and promotional material about camping in their country, and make available possibly small souvenirs and snacks.

ICF personnel are happy to promote and advise delegations on the logistics of the room set-up. The chances to see and make local crafts and do other hands-on camp-like activities are very popular for many delegates.

#### **10.5 ICF Special Awards**

ICF has a number of special awards which are made annually or periodically. These include the ICF Druzbha Award, Butterfly Awards and special recognitions. ICF may seek suitable brief times during the plenary sessions of the Congress to make formal award presentations.

#### **10.6 Local Association Business**

ICF strongly encourages all other kindred events and association business to be conducted outside of the main period of Congress schedule. In this way, the maximum number of participants can focus on the international nature of the Congress.

## **11 Other ICF Requirements (outside Congress)**

The local organizers may arrange study tours and activities outside the period of the Congress proper. These may include additional pre- and post-Congress tours and special training courses and activities. They may include meetings of kindred and other related organizations. In addition to these activities ICF has a number of further meetings and activities which take place outside the congress period as follow.

### **11.1 ICF Board Meeting**

The ICF Board meets at least once each year, and may make its Board meeting in a Regional Congress year during the three days prior to the Regional Congress. The agenda should be able to be completed in two full days of meeting.

The Chairman or nominated representative of the RCCOC can use this as an opportunity to sort out last minute arrangements prior to the RCC and to advise the ICF Board on what it can do to support the final preparation of the Congress itself.

Usually the ICF Board meeting is held at the conference venue, or at some suitable venue nearby. ICF Board members arrange to arrive earlier for this meeting, and it is helpful if they can move into their conference accommodation earlier to save a move. The RCCOC should arrange a suitable meeting venue with usual meeting facilities for a group of around 20. A full description of needs is available.

ICF also tries to make Board members available to assist with the local promotion of the Congress by undertaking radio and television interviews, or meeting with officials or dignitaries.

### **11.2 International Camp Directors Course (ICDC)**

ICF has developed and delivers training through an International Camp Directors' Course to new and prospective camp managers and directors. ICDC Courses are run in many countries throughout the year by assigned and designated ICDC trainers.

ICF may seek to run at least one, and possibly several, such courses prior to the RCC. In order to train and accredit suitable trainers to participate in and conduct future courses, ICF adds a "train the trainer" component to the ICDC being run prior to an RCC.

A basic ICDC course requires four full days, and it is helpful if the course can finish, allowing a day between the finish of the ICDC and the commencement of the congress program. The "Train the Trainer" component is a further one day which must be before the basic ICDC course – a total of five days before the congress.

The basic course normally has between 20 and 30 participants, and a staff of 5 or 6. An ideal venue for an ICDC is a camp or camp-like venue incorporating accommodation and catering, which is not the conference venue, but is not far away from the conference venue. Part of the ICDC course involves having a semi-formal dinner on the evening of day three of the basic course, and to

which guests are usually invited.

ICF staff arrange the staffing and operation of the course(s). The cost of the venue, accommodation and catering is covered by the course participants, and normally ICF organizes this event. The RCCOC is only asked to assist with identifying and securing suitable facilities.

### **11.3 Other Events**

There may be other events that ICF might suggest become part of the program. These might include but are not limited to a gathering of association presidents and executives; ambassadors from various countries in attendance; a regional meeting to discuss regional issues; etc.

## **12 Administration, Marketing and Promotion**

All print and media material must be prior-approved by ICF before distribution. The use of the ICF Logo must be in compliance with the guidelines provided to the Organizing Committee the appropriate terminology confirmed by both the Organizing Committee (i.e. 'hosted', endorsed', 'supported', co-hosted', etc.) and the Board.

Copies of meeting and planning minutes shall be sent to ICF. Interim reports should be provided to ICF every six months up to the year of the Congress and every two months in the year of the Congress. A final post-Congress report (Section 13) is also expected.

### **12.1 Conference Website and Social Media**

Perhaps the single most important part of marketing and promoting the Congress is the creation of a Congress Website. The website should be established as soon as possible after the announcement of the Congress, and should be updated with additional detail as it is developed. The website will be linked to and accessible through the ICF website, and it is recommended that the RCGOC negotiate links from the major camp websites around the world.

The website and social media sites should have news, updates, capacity to develop online booking for the congress, and ability to process secure online payment by credit card.

### **12.2 Conference Timeline**

Decisions as to whether to attend a conference are usually made a year or so out from the event. It is therefore important to have as much information about the program of the conference available as early as possible to allow people to make a decision about whether the conference is worth attending as early as possible. A substantial amount of the detail of the program content should be available at least a year before the Congress is held. This enables camp managers to decide their own and their staff's attendance at the congress, and to budget and plan accordingly. Although this can be challenging for organizers, we have found that the more information which is available early, the more participants we are able to attract.

### **12.3 Conference Agreement**

The conference bid document and details are used to draw up a formal agreement between ICF and the Congress Organizing Committee. This document is intended to be a binding instrument and an agreement to further assist in ensuring each party understands its role and responsibility in planning and organizing the Congress. The agreement is drafted by ICF and circulated in draft form. It identifies major obligations of each party and details any financial commitments. A final agreement is prepared for formal signature at an appropriate ceremony to further promote the RCC event.

In order to prepare the draft agreement, **the ICF requires within the Bid Proposal (see Item 2), the following things:**

Numbers projection for attendance (domestics and international)

Budget commitment to all aspects of the Congress outlined within the Congress Information and Planning Guide including but not restricted to:

Extraordinary travel and support costs for ICF Congress Liaison and/or other ICF Board participation in Congress related meetings, planning and events

Marketing costs (internal and international) including travel, expenses, promotion material for use by either ICF or RCCOC.

Translation costs of minutes, reports, financials etc. to English, if required.

ICF License Fee. The profit/rebate (\$USD) to ICF from the Congress budget.

Commitment to Exhibit Hall surplus distribution

Commitment to surplus of income due to registrations over the budget to be split as follows:

Domestic registrations	90% to host country, 10% to ICF
International registrations	75% to host country, 25% to ICF



### **13 Post Congress Reporting**

The following checklist of items should be organized and undertaken by the RCCOC within the year following the Congress and before the RCCOC is dissolved.

1. An RCC Report (written) from RCC Organizing Committee outlining the major features of the Congress along with statistics, impressions, survey results and recommendations, etc.
2. Additions or suggestions for a growing Congress Planning Guide
3. Samples and copies of Congress material (e.g. sample programs, literature, promotions, delegate gifts, sales merchandise) for the ICF museum and archives
4. Transfer of funds related to ICF Remittance(s) (within six months)
5. Transfer of funds related to Bill Bowker Scholarship Fund (within six months)
6. Record of RCC pictures, videos and media as well as any completed slide show work/video
7. Full list of delegate names and contact information for post-Congress survey and Membership work.
8. Names and contact information for all members of RCCOC including volunteers
9. Names of any individuals who might be nominated by the RCCOC for special additional recognition by ICF (Letter of Merit, Butterfly, other...)
10. Add your own!!!



**Appendix A – to be prepared after the Bid Submission has been negotiated**



# **SAMPLE**

## **MEMORANDUM OF AGREEMENT BETWEEN THE INTERNATIONAL CAMPING FELLOWSHIP AND THE REGIONAL CAMPING CONGRESS ORGANIZING COMMITTEE**

The Board of the International Camping Fellowship is grateful to the camping leaders of [COUNTRY] for the offer and agreement to host the International Camping Congress in [YEAR]. The principal groups involved are the International Camping Fellowship (ICF), the National Association [if appropriate], the International Camping Congress Organizing Committee [YEAR], [OTHER STAKEHOLDERS]. This Agreement recognizes the Joint Venture undertaken by these respective groups and consists of a set of clear Policies and Procedures (fixed expectations) as well as some suggested guidelines resulting from prior Congress experience.

### **1. THE ICF BOARD AGREES:**

- a) **RCC Liaison** The RCCOC Chair or designated representative may participate as an ex-officio member of the ICF until the ICF Meeting one year after the Congress [to YEAR]. The Vice Chair (ICF appointed makes regular interim reports to the Board. These representatives may attend (at his/her own expense or from the Congress budget) all appropriate ICF Board meetings.
- b) **Scholarships** The ICF shall administer a Congress Sponsorship and Scholarship Program (see below) combining monies in a pre-existing fund (Bill Bowker Scholarship Fund) and any Congress Sponsorship opportunities developed by the Organizing Committee. ICF shall develop and administer a Scholarship Formula for a suitable number of deserving persons to participate.
- c) **Promotion** ICF shall assist in the promotion of the Congress, including the provision of names and addresses of potential delegates from outside [COUNTRY/REGION] support of RCC promotion at regional and national conferences outside of [COUNTRY/REGION], liaison with national and regional camping associations outside of [COUNTRY/REGION].
- d) **Documentation** Copies of minutes (or summary reports) of all RCC Organizing Committee meetings shall be sent promptly to the ICF President and Congress Liaison for consideration and information. Translation, (if necessary) into English is a Congress expense.
- e) **Commercial Exhibitors** If appropriate, the ICF shall assist in the promotion of the RCC to potential commercial exhibitors elsewhere in the world.
- f) **ICF Liaison** ICF shall appoint several persons to act as liaisons to and in the interest of ICF Regional Camping Congress Organizing Committee as Vice Chair. These persons shall provide advice and direction to various RCC committees whenever possible; provide speakers and program leaders; develop the international aspects of the program; and serve as or appoint others to be members or to be chairs of other Committees of the RCCOC. (Reasonable costs associated with this participation are the responsibility of RCCOC budget.)
- g) **International Communication** ICF shall provide links to and from the ICF website and other camping websites, wherever possible. The ICF website shall provide news, promotion and program information in support of RCC preparations. If necessary, ICF shall arrange and provide an external address and bank account for the registrations from international delegates.

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**2. THE RCCOC [YEAR] AGREES:**

- a) **Working Languages** The working languages of the Congress shall be at least [NATIONAL LANGUAGE] and English. All documents, signage and information shall be available in both languages. Simultaneous translation into English and the languages of the next four largest delegations (minimum 30 delegates...) shall be available as far as possible in all general sessions. When possible, assistance to provide whisper translation and support interpretation for other sessions shall also be provided.
- b) **ICF Business**. A General Meeting, a meeting of available association executives and presidents, and a pre-Congress ICDC may be held in conjunction with the Congress. In addition, the RCC shall provide a booth or space for the promotion of ICF memberships during the Congress, a meeting room for ICF Board meetings if requested before/during/after the Congress, and some time in a general session of the Congress for promotion of the next Regional Camping Congress. (A full description of these elements is available in the Bidding Information and Planning Guide.) The Organizing Committee of the Congress shall set aside time for these meetings and events.
- c) **Congress Budget** The Congress budget is the responsibility of the RCCOC and shall include responsibility for expenses associated with items as outlined in the Congress Information and Planning Guide. As part of that budget a profit amount for the ICF in the form of a licensing fee of \$USD [SPECIFIED AMOUNT]. These monies must be remitted to ICF not later than one month (30 days) prior to the Congress with a follow-up reconciliation within six month following the conclusion of the Congress.
- d) **Congress Sponsorship and Scholarship Formula**. The Congress budget shall include a formula for scholarship assistance funds for some additional international delegates – particularly students and young camp leaders. This formula and agreement combines a portion of certain international delegate fees with an ICF waiting list for sponsorship (see above).
- e) **Congress Fees** There shall be a scale of Congress fees. The lowest available international rate shall be reserved for ICF full members. International delegates who are not ICF full members shall face a higher rate than ICF full members. Note: This does not apply to ICF affiliates. There shall be an opportunity to purchase a full membership in ICF at the time of registration. Early Bird fees or other special rates may be made available. There shall be spousal, children, student and other rates, as well.
- f) **Program and Education** The program shall be developed by a committee headed by an ICF appointee. It shall reflect as far as possible the cultural and historical nature of the Congress /country and camping community. It shall educate the rest of the world about the camping and outdoor programs of [COUNTRY/REGION]. It shall also serve the broad and diverse educational and professional development needs of the wider camping and outdoor community. The actual balance of these diverse objectives and the exact strategy to accomplish the goal of combining them are left to the discretion of the International Camping Congress Organizing Committee. Spousal and family programs and pre/post Congress Tour opportunities shall also be offered.
- g) **Other Financial Agreements** Additional partnership opportunities associated with the Congress (pre- and post-Congress workshops; business events) involving ICF and ICF delegates may be negotiated separately.
- h) **Financial Responsibility** All contracts (e.g. hotel, entertainment, catering) are the responsibility of the Regional Camping Congress Organizing Committee.

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*International Camping Fellowship*

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*RCC Organizing Committee*

*[DATE, LOCATION]*

## Appendix B – submitted to ICF prior to negotiating a formal Memorandum of Agreement



# SAMPLE

## SUBMISSION DOCUMENT TO HOST A REGIONAL CAMPING CONGRESS

Thank you for your interest. Please return this form to the attention of the ICF at [fgozet@campingfellowship.org](mailto:fgozet@campingfellowship.org). Modify the items in **Red** and attach any supplementary material in support of your proposal. Please note that this is a preliminary, non-binding document and is simply a clear expression of interest and ability to host an International Camping Congress. Commitments to more specific responsibilities and obligations will follow confirmation of receipt of this submission.

See Appendix A of the ICF Regional Congress Information and Planning Guide for the typical extent of the ICF agreement. This, too, is subject to negotiation and finalization.

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The Board of the International Camping Fellowship is grateful to the camping leaders of [COUNTRY] for the offer and agreement to host the Regional Camping Congress in [YEAR]. The principal groups involved are the International Camping Fellowship (ICF), the National Association [if appropriate], the Regional Camping Congress Organizing Committee [YEAR], [OTHER STAKEHOLDERS (please identify all committee members currently committed and their respective organizations and any associated stakeholders actively supporting this proposal)]. This Agreement recognizes the prospect of a Joint Venture undertaken by these respective groups and consists of a set of clear Policies and Procedures (fixed expectations) as well as some suggested guidelines resulting from prior Congress experience.

### 1. THE RCCOC [YEAR] AGREES:

- a) **Working Languages** The working languages of the Congress shall be at least [NATIONAL LANGUAGE] and English. All documents, signage and information shall be available in both languages. Simultaneous translation into English and the languages of the next four largest delegations (minimum 30 delegates...) shall be available as far as possible in all general sessions. When possible, assistance to provide whisper translation and support interpretation for other sessions shall also be provided.
- b) **ICF Business.** A General Meeting, a meeting of association executives and presidents, and a pre-Congress ICDC may be held in conjunction with the Congress. In addition, the RCC shall provide a booth or space for the promotion of ICF memberships during the Congress, a meeting room for ICF Board meetings, if requested, before/during/after the Congress, and some time in a general session of the Congress for promotion of the next Regional and International Camping Congress. (A full description of these elements are available in the Bidding Information and Planning Guide.) The Organizing Committee of the Congress shall set aside time for these meetings and events.
- c) **Congress Budget** The Congress budget is the responsibility of the RCCOC and shall include responsibility for expenses associated with items as outlined in the Congress Information and Planning Guide. As part of that budget a profit amount for the ICF in the form of a licensing fee of \$USD [SPECIFIED AMOUNT]. (These monies to be remitted to ICF not later than one month (30 days) prior to the Congress with a follow-up reconciliation within six month following the conclusion of the Congress.)
- d) **Congress Sponsorship and Scholarship Formula** The Congress budget shall include a formula for scholarship assistance funds for some additional international delegates – particularly students and young camp leaders. This formula and agreement combines a portion of certain international delegate fees with an ICF waiting list for sponsorship (see above).
- e) **Congress Fees** There shall be a scale of Congress fees. The lowest available international rate shall be reserved for ICF full members. International delegates who are not ICF full members shall face a higher rate than ICF full members. Note: This does not apply to ICF affiliates. There shall be an opportunity to

purchase a full membership in ICF at the time of registration. Early Bird fees or other special rates may be made available. There shall be spousal, children, student and other rates, as well.

- f) **Program and Education** The program shall be developed by a committee headed by an ICF appointee. It shall reflect the cultural and historical nature of the Congress /country and camping community. It shall educate the rest of the world about the camping and outdoor programs of [COUNTRY] and the region. It shall also serve the broad and diverse educational and professional development needs of the wider camping and outdoor community. The actual balance of these diverse objectives and the exact strategy to accomplish the goal of combining them are left to the discretion of the Regional Camping Congress Organizing Committee. Spousal and family programs and pre/post Congress Tour opportunities shall also be offered.
- g) **Other Financial Agreements** The Exhibit Hall or Commercial Show associated with the Congress is another source of shared revenue beyond the base licensing fee. A portion of all revenue from international exhibitors to the Congress Exhibit Hall shall be returned to ICF. [Exhibit Hall Revenue formula] Additional partnership opportunities associated with the Congress (pre- and post-Congress workshops; ICDC, business events, kindred events) involving ICF and ICF delegates may be negotiated separately.
- h) **Financial Responsibility** All contracts (e.g. hotel, entertainment, catering) are the responsibility of the International Camping Congress Organizing Committee.

*[Proposed Congress DATES, SPECIFIC LOCATION]*

*RCC Organizing Committee (Please list:)*

*1* \_\_\_\_\_ *Affiliation* \_\_\_\_\_

*Proposed Committee Position:* \_\_\_\_\_

*2* \_\_\_\_\_ *Affiliation* \_\_\_\_\_

*Proposed Committee Position:* \_\_\_\_\_

*3* \_\_\_\_\_ *Affiliation* \_\_\_\_\_

*Proposed Committee Position:* \_\_\_\_\_

*4* \_\_\_\_\_ *Affiliation* \_\_\_\_\_

*Proposed Committee Position:* \_\_\_\_\_

*5* \_\_\_\_\_ *Affiliation* \_\_\_\_\_

*Proposed Committee Position:* \_\_\_\_\_

*6* \_\_\_\_\_ *Affiliation* \_\_\_\_\_

*Proposed Committee Position:* \_\_\_\_\_

*7* \_\_\_\_\_ *Affiliation* \_\_\_\_\_

*Proposed Committee Position:* \_\_\_\_\_

*8* \_\_\_\_\_ *Affiliation* \_\_\_\_\_

*Proposed Committee Position:* \_\_\_\_\_

*9* \_\_\_\_\_ *Affiliation* \_\_\_\_\_

*Proposed Committee Position:* \_\_\_\_\_

*10 Add Your Own*

*PRIMARY CONTACT:*

*Name:*

*Contact:*