



# IFLA Guidelines for Satellite Meetings

PROFESSIONAL UNITS

Updated October 2019

## **Introduction**

Satellite Meetings allow IFLA Professional Units to devote more time to a specific topic than is available during the IFLA World Library and Information Congress.

Satellite meetings are not part of the IFLA World Library and Information Congress. They serve as a gateway to the IFLA World Library and Information Congress and it is important that a Satellite Meeting is supportive of IFLA's goals and mission. In principle, Satellite Meetings should add to the value of having a WLIC in a region and not draw potential delegates away from it. These meetings should be organised as close as possible to the Congress, both in geographic location and chosen dates.

Satellite Meetings are organized by IFLA Professional units. The host organization carries the legal and financial responsibility, unless specifically agreed otherwise with IFLA. All Satellite Meetings must be approved by the IFLA Professional Committee.

The National Committee (NC) of the World Library and Information Congress recruits a number of potential host organisations, whose contacts are then given to the IFLA Professional Units to assist them in choosing a suitable venue and host.

These Guidelines will outline the formal arrangements that have to be met for all IFLA Satellite Meetings.

## **Organization**

- a. Satellite Meetings should be organized by IFLA units in conjunction with a local host (i.e. within the country of the conference) as co-organizer to facilitate local arrangements.
- b. If a Professional Unit wants to co-organize with an independent body (other than the local host), specific PC approval must be obtained; the unit must describe how the meeting will benefit IFLA and encourage attendance at the main congress.

## **Legal and Financial arrangements**

Once a Satellite Meeting is approved, there shall be a formal agreement between IFLA and the host organization outlining the arrangements, and in accordance with the specifications as provided by the Professional Unit. (See Agreement in Appendix 1.)

Financial support and any necessary seed funding should be provided for by the host organization. Any funds related to the satellite meeting should be managed locally by the host institution. Satellite Meetings must comply with VAT rules in the host country.

Organisers may charge a registration fee for a Satellite Meeting, to cover (some of) the costs of the Satellite Meeting, however, the guiding principle remains that Satellite Meetings should aim to break-even (that is, there should be no planned profit or loss). Any surplus funds are distributed as set out in the agreement between IFLA and the host organization.

## Selection and Organization Process

September 2019	IFLA HQ asks the WLIC National Committee (NC) to identify a list of potential Satellite Meeting hosts.
October 2019	IFLA HQ sends out a call for Satellite Meeting proposals, including the list of host institutions. Professional Units contact the potential hosts themselves to discuss the details and agree on using that location.
15 November 2019	Deadline for submitting Satellite Meeting proposals. Each proposal must include information on where the Satellite Meeting will be held. Those groups that choose not to use one of the potential hosts as offered by the NC must provide a detailed outline of the offer from their proposed host institution.
December 2019	IFLA PC reviews and approves/disapproves the Satellite Meeting proposals.
	IFLA enters into an agreement with the host organizations [to be sent to HQ for sign off]. The planning and organization of the Satellite Meeting starts.
	Satellite Meeting organizers submit details of their meeting (including web site, etc.) to IFLA HQ for publishing on the WLIC 2020 web site.
July 2020	Cut-off date for cancellation of any Satellite Meeting not expected to meet the budget break-even point.
August 2020	Satellite Meetings are held.
November 2020	Satellite Meeting organizers submit a report to IFLA HQ for review at the December Governing Board meetings and for archiving.
December 2020 (or earlier)	Satellite Meeting organizers submit proceedings to the IFLA repository.

## Requirements for Satellite Meeting Proposals

All Satellite Meeting proposals are subject to evaluation by the IFLA Professional Committee on a case-by-case basis, and decisions regarding approval will be at the Professional Committee's discretion.

All Satellite Meeting proposals should outline the following information:

- Name of Professional Unit
- Name(s) of person(s) responsible for organizing the Satellite Meeting
- Host organization, including full details of the facilities (see next item)
- Theme, and programme description
- Target delegate numbers
- Outline of responsibilities for registration of delegates and collection of fees (when applicable)
- Specifications for number of days, venue, Audio-visual Equipment etc.
- Draft plan for promoting the Satellite Meeting

## **Host organizations**

Potential host organizations should outline the following details:

- Rooms and facilities
- Transportation (public transport/pre-arranged shuttle)
- Capacity (number of potential participants)
- Number of days available (with available dates)
- Audio-visual equipment available
- Catering possibilities (e.g. on-site tea break, lunch)
- Capacity to take registrations and/or manage local funds
- Any other remarks

They should also provide an estimate of the costs and indicate what they will sponsor for these services, and whether fully or partially.

## **Location**

A Satellite Meeting should be organised:

- a. Ideally, in the immediate metropolitan region of the Congress;
- b. Otherwise in either Ireland, Northern Ireland, England, Scotland or Wales.

## **Timing**

There must be no more than two free days between the Satellite Meeting and the start, or for a post-congress Satellite Meeting, the end, of the congress.

## **Promotion and marketing**

When promoting a Satellite Meeting, it must at all times be clear that it is a meeting that is organized under the aegis of IFLA and with the IFLA branding. There will be a link to all Satellite Meetings from the IFLA World Library and Congress web site. The IFLA logo must be used in its correct form. For specifications see: <http://www.ifla.org/en/press-and-promotion/logos/ifla>

A Satellite Meeting will be listed on the respective IFLA World Library and Information Congress web site and in the printed Final Announcement and Congress Programme. No other centralized promotion specifically targeted to the Satellite Meetings is undertaken by IFLA.

Organizers are welcome to promote the Satellite Meeting through the general IFLA communication channels such as the IFLA-L mailing list.

The Calls for Papers for Satellite Meetings are gathered on the respective IFLA World Library and Information Congress web site.

## **Sponsorship**

Satellite Meeting organisers are welcome to find additional sponsors to support the Satellite Meetings. As per clause 4 in the agreement (See appendix 1) between IFLA and the host organization, IFLA is not a party to any agreement with any third parties.

The following general IFLA Principles of Fairness for Sponsorship are based on those that IFLA applies with Corporate Partners and should be applied to any sponsorship arrangements for Satellite Meetings.

1. Sponsorship Partners should respect IFLA's positions and values.
2. A balance of interest is required between the Sponsorship Partner and IFLA.

## **Web site**

Satellite Meeting web sites are usually hosted by the host-organization.

## **Proceedings**

Satellite Meeting organizers are encouraged to submit the papers and proceedings of the meeting to the IFLA Repository and from there to highlight them on the Satellite Meeting and/or unit's own web pages.

## **Reporting**

All Satellite Meeting organizers must submit a written report, no later than 2 months after the end of the Satellite Meeting, for review at the December Governing Board meetings.

This report (of approximately 2 pages) should contain

- short narrative describing the event
- statistics on registration, etc.
- a short financial statement outlining that any loss incurred has been covered by the host organization or, alternatively, that a break-even result has been achieved

## **Cancellation**

Each Satellite Meeting organizer shall determine a 'break-even point' such that if the target number of delegates has not been reached by 1<sup>st</sup> July in the year of the meeting, the event should be cancelled.

## Appendix 1

### A G R E E M E N T

#### Regarding the organisation of the XXXX Satellite Meeting 20XX

The International Federation of Library Associations and Institutions (herein IFLA), represented by:  
Gerald Leitner, Secretary General

And

[Host organisation]

Hereinafter referred to as Party or Parties, have entered into agreement on the following

1. [Host organisation] undertakes to organise the XXXX Satellite Meeting 20XX under the parameters (duration, number of delegates, venue requirements etc.) as set out by the [IFLA Professional Unit] in attachment A. The conference will be held in XXX.
2. [Host organisation] is responsible for securing all meeting funding and the financial management of the meeting, including underwriting the liability for any loss incurred by the meeting; IFLA does not provide financial assistance and is not liable in any way for any applicable taxes or loss incurred by the Conference.
3. [Host organisation] is responsible for the overall logistical organisation and management and staging of the meeting. The meeting programme is determined by the [IFLA Professional Unit] in consultation with [Host organisation]. [Host organisation] should also appoint a liaison person for the IFLA Professional Unit to liaise on room set-up requirements.
4. [Host organisation] understands and agrees that this agreement is not intended to give [Host organisation], as an independent organisation, authority to bind IFLA to any contracts with or commitments to any third parties unless specifically authorized in writing by IFLA. Unless so authorized by IFLA, IFLA will not be liable in any respect for acts, or any contracts, commitments, promises or representations made by [Host organisation]. [Host organisation] agrees not to represent to any third party that it has such authority to bind IFLA or that any [Host organisation] employee is an employee of IFLA.

[Host organisation] agrees to defend, indemnify and hold IFLA harmless from any claims, suits, damages and expenses asserted against or incurred by IFLA arising out of or relating to the negligent or intentional acts or omissions of [Host organisation], its employees or contractors and/or breach of [Host organisation] obligations.

5. The registration fees, if any, shall be set in consultation with the [IFLA Professional Unit].
6. The IFLA name and logo should be used on all materials in the formats/styles as set out at <http://www.ifla.org/press-and-promotion/logos/ifla/downloads>
7. [Host organisation] shall set-up and maintain a website in English for the XXXX Satellite Meeting. This website should link to the IFLA website.

8. [Host organisation] shall provide the following data for the final report to the [IFLA Professional Unit] no later than XX October 20XX:
- full report on registration statistics, including a list of participants
  - audited financial report, including a surplus/loss statement

IFLA  
P.O. Box 95312  
2509 CH The Hague  
Netherlands

[Host organisation]

Signatures

\_\_\_\_\_  
Gerald Leitner  
Secretary General

Dates:

\_\_\_\_\_

\_\_\_\_\_

Attachments: A – Satellite Meeting Specifications, to be provided by the Professional Unit

## Outline of Responsibilities

### IFLA

- Send out Call for Satellite meeting Proposals, collect responses, submit to PC
- Set-up agreements between IFLA and Host and arrange signing
- Publish information on Satellite Meetings on IFLA WLIC Website

### IFLA Professional Unit organising the Satellite Meeting

- Liaise with potential host organisation, based on Call for Satellite Meetings (should host be chosen which is not on the list, a detailed outline of their offer should be submitted together with the proposal to the Professional Committee)
- Liaise with host on registration fee and other registration matters
- Plan Satellite meeting Programme, in consultation with the host
- Promote Satellite Meeting
- Send report on Satellite Meeting to IFLA after the meeting is held
- Send list of delegates to IFLA after the meeting is held

### Host Organisation

- Sign agreement with IFLA
- Provide (financial) support and seed funding (if necessary) for Satellite Meeting
- Manage all funds related to the Satellite Meeting locally
- Set-up website for the Satellite Meeting
- Manage all logistical matters related to the planning of the Satellite Meetings