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.