GLOBAL STAFF EXCHANGE PROGRAM

GUEST STAFF GUIDELINES

Guest staff are expected to:

(1) Remain on the payroll of their employer and have financial support for travel expenses.

(2) Have a valid passport and visa (if applicable).

(3) Have clear, written objectives for the exchange.

(4) Ensure that there is a phone conversation between the GM’s and/or Departmental Directors of the sending and receiving conference venues prior to the exchange to clarify the objectives of the exchange; to agree on the schedule and to address any financial, language, immigration, medical or other issues. Both parties need to have a full understanding and agreement on how any outstanding issues will be resolved and all issues must be resolved before the exchange begins.

(5) Have an initial meeting with assigned mentor to discuss objectives and scheduling and at least once a week after that to discuss progress.

(6) Participate fully as a guest member of the host conference venue’s staff.

(7) Arrange for photography during the exchange that can be used in IACC publicity afterwards.

(8) Send a written recap to IACC with feedback on the process of the exchange, plus comments on the host property and whether guest achieved the objectives of the exchange.