



Global Staff Exchange

Employee Participation Guidelines

Participating employees undertaking an exchange at another IACC member venues are expected to:

- (1) Remain on the payroll of their employer and receive financial support for travel expenses to their host venue providing the exchange.
- (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 leadership teams of both the sending and receiving IACC member 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) The exchange employee should undertake an initial meeting with an appointed host venue 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) Document the experience through notes and photography during the exchange that can be used by IACC publicity afterwards to promote the programme to others.
- (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.

To register your interest to be considered for a IACC Global Staff Exchange, complete the registration form at <https://www.iacconline.org/global-staff-exchange-program>