

# *IAPCO Code of Conduct*

## **The Association's Aims are:**

- To further and maintain a high professional standard in the organization and administration of congresses, conferences and other international and national meetings or special events.
- To further the recognition of the profession of the congress organizer.
- To undertake research work concerning all problems confronting professional organizers of international meetings and to seek and promote relevant solutions.
- To develop a programme of educational courses through its Institute of Congress Management Training (ICMT).
- To undertake and promote the study of theoretical and practical aspects of international congresses.
- To establish effective relations with other organizations concerned in any way with international meetings.

## **The Role of the Association**

The Association under the management of the Council shall undertake to progress the aims of the Association and to ensure that the Statutes of the Association are fulfilled. The Council will be responsible for ensuring that:

- IAPCO is appropriately represented at events where the profession of the 'Congress Organizer' can be actively represented and promoted.
- IAPCO develops good working relationships with all other Associations involved within the industry.
- Applications for new members fulfill the criteria set out in the IAPCO Statutes.
- IAPCO fulfils its responsibilities in accordance with the Statutes in a professional manner and in accordance with the laws of the land.
- IAPCO operates in a businesslike and financially viable manner.
- A Committee of Ethics is formed to act as an arbiter in appropriate cases of dispute between clients and members.

**Members shall:**

- Strive continually to improve professional standards within the congress industry.
- Act professionally in all circumstances and in particular in relation to clients, to suppliers, to congress participants, to fellow members and the public.
- Give his/her professional opinion when requested without favour, malice or prejudice.
- Represent their capabilities and services to potential clients and confirmed clients in an honest and professional manner and negotiate and agree terms with a client on the basis of the resources that can reasonably be expected to be supplied.
- Maintain the confidentiality of information entrusted to the Company and not make use of such information in his/her own interest.
- With the permission of the client provide such information to other IAPCO members which may assist them with the future planning of the same international event at a future location.
- Not engage in any practice nor be seen to conduct themselves in any manner detrimental to the reputation of IAPCO or the reputation and interests of Professional Congress Organizers.

**Members undertake:**

- To work with the Secretariat and Council to develop the works and activities of the Association.
- To undertake research and educational projects to develop the aims of the Association.
- To provide to Secretariat with all the membership criteria documentation promptly and in accordance with the Statutes and conditions of membership
- To regularly attend the General Assembly of the Association and participate in the activities of the Association.
- To act in a highly professional manner when representing the Association.

January 2009

**SECRETARIAT**

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