IAPCO MEETING QUALITY 2017

IAPCO MEMBERSHIP PACK

QUALITY

EDUCATION

NETWORK

EXCHANGE

International Association of Professional Congress Organisers

WHY BECOME AN IAPCO MEMBER?

To be recognised as one of the best qualified professional organisers in the world!

Plus some extra member benefits including...

- International brand recognition - IAPCO is known for the strict quality criteria required of its membership
- Excellent opportunities to network and exchange
- Continued excellence monitored by annual assessment programmes
- Business promotion through the IAPCO newsletter
- Reduced rates for staff to attend IAPCO quality education including EDGE and web-EDGE
- Use of IAPCO logo on business card, website and stationery
- Complimentary access to full web-EDGE library
- Discount for PCMA DES Certification Course
- Discounted registration rate for PCMA Convening Leaders
- Informative guidelines, restricted to members only
- Business opportunities via the requests for IAPCO members received by the Secretariat

"One united voice for quality PCOs in the industry"
Jurriaen Sleijster - MCI

"Benchmark international standards"
Manuela Marchetti
Meeting Minds

"Recognition of brand and quality"
Alejandro Ramirez Tabche
Business Travel Consulting

HOW TO BECOME AN IAPCO MEMBER

STEP 1

Online Application

Complete the online application in full (sample forms included - page 4)

STEP 2

Offline Application

You will need to submit 10 international events organised where the maximum number of services were provided (see services list on pages 7).

- 40% or more of the delegates must be from at least 5 or more different countries
- 5 of the events attended by more than 400 participants
- 5 of the events attended by more than 100 participants
- Client contact details for references must be provided for at least 5 of the events

STEP 3

References

IAPCO will analyse the results from the application form and assuming satisfactory outcome, will contact 5 clients

STEP 4

Future Events for Site Visit

You will need to submit 5 future international events, which will be attended by over 400 participants that could be considered for a site visit

STEP 5

Site Visit

Host a site visit to an event and to your offices. Outcome of the site visit will be presented to the council for final decision

SUCCESS!

IAPCO ACCREDITED

For full details on membership criteria please visit
http://www.iapco.org/all-about-iapco/join-iapco/how-to-apply/

APPLICATION
STEP 1

Contact Details:

- Contact Name for Application
- Company/Organisation
- Address
- Country
- Email Address
- Web Address

Company Details and Activity:

- Date of Incorporation (Creation) of the Company
- Main Activity of the Company
- Secondary Activity of the Company

Please indicate the percentage of your client portfolio activity within the company [must add to 100%]

- Consulting services for clients %
- PCO services for congresses [PCO] %
- Services for other meetings and events %
- Association management services [AMC] %
- Destination management services [DMC] %
- Other (Please specify) %

SAMPLE

APPLICATION
STEP 1 continued

Staff:

- Number of permanent staff

- Number of permanent staff in your congress division

- How many of your permanent staff speak/read/write English

- Have your staff ever attended any IAPCO Educational Seminars

○ Yes ○ No

Industry Membership:

- Is your company a member of any international industry associations, national PCO associations, or convention bureaux?

○ Yes ○ No

- If Yes, please list the organisation/associations/ bureaux

Your Company and IAPCO:

- Please describe why you wish your company to join IAPCO

Once your Step 1 application form has been completed and submitted. IAPCO HQ will contact you with the outcome, and if successful you will move to Step 2 of the application.

PROCEED TO STEP 2

SAMPLE

APPLICATION
STEPS 2 - 4

For Step 2 you will need to provide details of 10 International Events, which have taken place in the last 5 years, organised by the applicant wherethe maximum number of services are provided.

STEP 2

- Congress organised by (name of PCO)
- Title of the congress
- Acronym of the congress (if different from Title)
- Date
- Duration (no. of days)
- City in which congress was held
- Number of delegates
- Web address of the congress (if still live)
- Name of contracting organisation (one only)
  - International Organisation
  - Local/National Organisation
  - Core PCO
  - Association Management Company
- Nationality of delegates:
- List top 10 countries with approximate number of delegates per country

STEP 3

Reference details of STEP 2 events:

- Title (Mr./Mrs./Dr./Prof.):
- Name of international client for reference:
- Position of client in relation to the congress organised:
- Company/Organisation:
- Address:
- Country:
- Email address for international client reference:

STEP 4

List up to 5 future international Events of over 400 participants, which could be considered for an appraisal visit.

- Title of Congress/ Meeting
- Acronym of the Congress (if different from title)
- Date
- Website
- Location (venue & city)
- Anticipated number of participants
- Website of congress/ meeting
- With an exhibition? Y/N
- List PCO services - see pg 7:
- Is an AMC involved? Y/N If yes, name of AMC
- Is Core PCO involved? Y/N
- if yes, name of Core PCO Company

APPLICATION COMPLETE

SAMPLE

LISTS OF STANDARD PCO SERVICES

INTERNATIONAL ASSOCIATION

1. Abstract Handling
2. Speaker/Programme Management
3. Marketing & Promotion
4. Budgeting
5. Financial Management
6. Exhibition
7. Sponsorship
8. Registration
9. On-site Management
10. Congress Materials & Print
11. Venue Selection
12. Hotel Reservation/ Accommodation
13. Social Programme, Tours & Transport
14. General Management
15. Corporate Social Responsibility
16. Congress Technology

GOVERNMENTAL

1. Security
2. Accreditation/ Registration
3. Press/Media Delegations
4. Transport
5. Hotel Reservation/ Accommodation
6. Technology
7. On-site Management
8. Staffing
9. Social Programme
10. Corporate Social Responsibility
11. Congress Materials & Print
12. Simultaneous Interpretation
13. Sponsorship
14. Exhibition
15. Host Committee

CORPORATE

1. Press Liaison & Arrangements
2. Speaker/Programme Management
3. Marketing & Communication
4. Budgeting
5. Financial Management
6. Exhibition
7. Sponsorship
8. Registration
9. On-site Management
10. Congress Materials & Print
11. Venue Selection
12. Hotel Reservation/ Accommodation
13. Social Programme, Tours & Transport
14. General Management
15. Corporate Social Responsibility
16. Congress Technology

FAQs

How much does membership cost, are there any other financial implications?

2750 euros per year (2017) for membership.

The other financial consideration is that as part of your ongoing quality checks you need to attend an IAPCO Annual Meeting a minimum of every 3 years.

How long does the membership application process take?

The process can take anything from six months onwards, depending upon the dates of your future events suitable for site inspections.

How is my application scored?

A scoring system is in place to assess the application. HINT: To maximize your points...when submitting your application, ensure that you choose events that are recent, meet the international delegate number criteria and offer the maximum number of services.

Help, I need advice on my application?

IAPCO secretariat will support you through your application process, so please do not hesitate to contact us if you have any concerns - we are always happy to help!

What happens if I fail to meet the criteria to become an IAPCO member?

Unfortunately, this can happen and it is important that we adhere to our processes to ensure the IAPCO quality brand continues. However, you can re-apply for membership after a period of 3 years.

@iapco

info@iapco.org

www.iapco.org