

## APPLICATION FOR MEMBERSHIP – SITE VISIT

### Visit of IAPCO Council representative/s to a meeting organised by the Applicant

As specified under Article 1.1. of the IAPCO Standing Orders:

“Applicants are further required to invite at their own expense a Council member, or a member of the Association specially delegated by the Council for the purpose, to their permanent office and to a congress organised entirely by them as a site inspection.”

The purpose of this visit of the Council representative is to evaluate, in as much as possible, the quality of the work performed by the candidate company (or applicant), its professionalism, and the conditions under which the company would be able to achieve its work.

The Applicant should make the necessary arrangements in order to facilitate the task of the Council representative.

The Council representative shall be permitted:

#### ***Regarding the Congress to be organised by the applicant***

1. to receive a free registration pass to the congress and to access the on-line registration system as if he/she were a regular delegate, thus being in a position to review the congress registration process and shall in all cases receive all materials as would be pre-circulated to any registered delegate and to participate in the registration process on site as normal;
2. to access the/submit an on-line abstract as if he/she were a regular author, thus being in a position to review the abstract submission process and shall in all cases receive all materials as would be pre-circulated to any rejected abstract;
3. to see/review the working papers of the congress, including the budget, the administrative timetable, the final checklist and the venue schedules;
  - a. therefore, these documents must be/should be prepared in time for his/her visit of the office during the site inspection;
4. to observe the briefing of staff and the setting up of the congress in the congress venue;
5. to be free to observe all sessions and functions at the congress (except for confidential ones);
6. to interview the congress client (after effecting introduction by an official IAPCO letter).

#### ***Regarding the applicant: as a prospective company member***

7. to visit the Applicant's permanent office, to interview the permanent staff, to see the various congress files and review the IT procedures of the company;
8. to see the legal and audit documentation of the company;
9. to see the list of upcoming congresses to be organised by the applicant.

The visit should preferably take place on the first two days of the congress.

#### **Costs for the Applicant**

The applicant is required to pay a joining fee of €2500 to IAPCO which also cover the costs related to the site visit. This covers flights, ground transfers and the services of the representative. This amount has to be paid no less than two months prior to the congress on receipt of an invoice.

Hotel accommodation should be supplied by the applicant - for three nights – if possible, in the hotel where the congress is taking place or where the largest number of participants is being accommodated. If no special hotel is booked for the congress, accommodation should be supplied in a first-class hotel.

In the regrettable event that the application for membership fails, the fee of €2500 would be refunded to the applicant in full.

In the event that the applicant cancels the site visit for any reason whatsoever, the cost of any flight cancellations or other costs would be deducted from the payment of €2500 before the balance is refunded.

Membership fees would be charged in addition to the joining fee on acceptance of membership, pro rata to the number of months until 31 December.

*As at 8<sup>th</sup> April 2021*