



# MEMBERSHIP PACK

The member-driven association  
raising quality standards in the  
global meetings industry



Quality



Education



Network



Exchange



# WHY BECOME AN IAPCO ACCREDITED 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 Knowledge Hub and The PCO
- Reduced rates for staff to attend IAPCO quality education
- Use of IAPCO Accredited logo on business card, website and stationery
- Complimentary access to full web-EDGE library
- Discounted registration rate for PCMA Convening Leaders and DES Certification Course
- Preferential insurance rates for your events
- Business opportunities via the requests for IAPCO members received by the Secretariat



“ Recognition of brand and quality ”  
**Alejandro Ramirez Tabche**  
 Business Travel Consulting



“ One united voice for quality PCOs in the industry ”  
**Jurriaen Sleijster**  
 MCI



“ IAPCO Quality is an absolute priority ”  
**Nicola Testai**  
 OIC Group

# HOW TO BECOME AN IAPCO ACCREDITED MEMBER



**STEP 1**  
 Online application



**STEP 2**  
 Offline application  
 You will need to submit 5 events, of which:

- 1 should be the main meeting of your association/organisation (minimum size 800)
- 4 should be meetings of 100 participants or more



**STEP 3**  
 Site visit  
 Host a site visit to your association or organisation's next main meeting



**SUCCESS!**  


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

How many operational PCO offices (with over 50% of the shareholding) does your company/group/organisation have (services can be provided centrally or locally):

- nationally (in your country)
- internationally/globally (excluding your own country)

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) %

### 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?
- How many hours did your organisation spend in the last year on?
  - a) In-house education
  - b) External education

# APPLICATION

## STEP 1 continued and STEP 2

### Industry Involvement:

- 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
- Has your organisation ever received or been nominated for any industry awards? If yes, please describe
- As a company, do you participate in speaking engagements related to our industry? If yes, please describe

### Your Company and IAPCO:

- Please describe why you wish your company to join IAPCO

On successful completion of step 1, you will be sent a spreadsheet where you will need to provide details of 10 events which have taken place in the in the last 5 years, organised by the applicant, where the maximum services have been provided with either a minimum of 400 participants (international) or 1000 participants (national).

### STEP 2

- Congress organised by (name of PCO)
- Title of the congress
- Date
- Duration (no. of days)
- City in which congress was held
- Association/ Government / Corporate Meeting (please specify)
- International/ National Congress (please specify)
- 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
- Indicate services provided

# APPLICATION

## STEPS 3 and 4

### STEP 3

Reference details of 5 STEP 2 events:

- Title (Mr/Miss/Ms/Mrs/Mx/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 events of over 400 (international participants) or 1000 (national participants) which could be considered for a site visit, alongside a visit to your offices.

- 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?
- List PCO services - see pg 7:
- Is an AMC involved? If yes, name of AMC
- Is Core PCO involved? if yes, name of Core PCO Company

## LISTS OF STANDARD PCO SERVICES In-person/Hybrid

- 1 Abstract Handling
- 2 Speaker / Programme Management
- 3 Marketing & Communication (MARCOM)
- 4 Press Liaison & Arrangements
- 5 Budgeting
- 6 Financial Management
- 7 Exhibition
- 8 Sponsorship
- 9 Security
- 10 Registration/Accreditation
- 11 On-site Management
- 12 Staffing
- 13 Congress Materials & Print
- 14 Venue Selection
- 15 Congress Technology
- 16 Simultaneous Interpretation
- 17 Hotel Reservation / Accommodation
- 18 Social Programme & Tours
- 19 Transport
- 20 CSR & Sustainability
- 21 Liaison with Host Committee

## LISTS OF STANDARD PCO SERVICES Virtual

- 1 General Management
- 2 Financial Management (incl. budgeting)
- 3 Venue, Management
- 4 Marketing & Promotion (Comms)
- 5 Virtual Delivery (Platform & Management)
- 6 Exhibition (including Virtual elements)
- 7 Sponsorship (including Virtual elements)
- 8 Programme Management
- 9 Speaker Management
- 10 Scientific Programme
- 11 Abstracts Management
- 12 Registration
- 13 Congress Delivery
- 14 Digital Conference Materials
- 15 Sustainability & CSR Programme
- 16 Congress Technology/Apps
- 17 Simultaneous Interpretation
- 18 Press Liaison & Arrangements
- 19 Liaison with Host Committee

Services can be provided centrally or by individual offices.

# FAQ

## How much does membership cost?

Membership fees are charged based on the number of PCO operational offices within your group.

Membership rates (subject to change):

- One office – €2860
- One office, with additional offices with country of One Office – €3080
- Any number of offices in up to three countries €3260
- Any number of offices in up to six countries €4730
- Any number of offices in up to ten countries €8935
- For larger groups, fee structure on request.

## Are there any other financial implications?

An application fee of €2500 is payable in order for an application to progress. The first year's membership subscription is payable once an application is successful.

An accredited IAPCO member is required to attend the IAPCO Annual Meeting a minimum of every three 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 event for the site visit. It is not possible, under any circumstance, for an application to be 'fast-tracked'.

## 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 delegate number criteria and provide 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. We would recommend that you are considered for an IAPCO Observer package allowing you mentoring time to succeed in your application, and providing you with an educational opportunity to experience IAPCO.

-  [Twitter.com/iapco](https://twitter.com/iapco)
-  Email: [info@iapco.org](mailto:info@iapco.org)
-  Web: [www.iapco.org](http://www.iapco.org)

