



# IAP

International Association of Prosecutors

## HOSTING REQUIREMENTS

IAP REGIONAL CONFERENCE

This conference hosting manual was updated February 2018

# MAIN REQUIREMENTS

Only Organizational Members of the IAP can bid to host an IAP Conference.

When bidding a prospective host agrees to:

- Open the conference to all members of the IAP.
- Take on the financial risk of the conference (cover potential loss)
- Involve local high-level support to help financing the conference and provide a person of standing to attend the opening ceremony.
- Clarifying visa requirements and support participants throughout application process

A bid to host an IAP Regional Conference must be issued and signed by the head of the bidding organisation and must confirm, that the host will meet the requirements of hosting the conference as set out below.

## Aim of the Regional Conferences

The original aim of the IAP Regional Conferences was to bring together relatively young and junior prosecutors in an informal atmosphere to join in discussions with colleagues from other countries/jurisdictions and legal systems to gain new insights on problems which they face. This remains the format in Europe and the (Western) European conference, which is extremely popular, is still based on informal discussion in both plenary and workshop sessions. The size of the European Regional Conferences is traditionally 45 – 100 participants.

Regional Conferences hosted in other IAP regions (Africa, Asia, Latin and North America and Eastern Europe) have however over the years developed to differ in shape and style from the Western European conference mostly due to different local cultural practices and traditions regarding conference organizing.

## Bidding criteria and Work Programme

Any bidding host of a regional conference should discuss the potential venue, size, period and potential target audience with the IAP Executive Director.

The proposed theme of the conference and its aims should be discussed with the General Counsel. **Finding a suitable theme, drafting a work programme and finding the right speakers is the responsibility of the host (local organizer).** A host is naturally welcome to use the IAP General Counsel as sparring partner during the preparations phase, also and maybe in particular when picking the theme of the conference and to find way to global specialists and qualified speakers.

## Traditional Conference Duration

**Day 1:** Registration and Welcome Reception

**Day 2:** Conference Working Day + Official Dinner

**Day 3:** Conference ½ Working Day (ends after lunch) + Farewell Reception

**Day 4:** Sightseeing Tour (**optional**)

## Financial Issues

**All expenses related to the preparation and running of a Regional Conferences is borne by the host.** The IAP does not contribute to the direct costs of the conference.

It is intended that Regional Conferences should operate on low budget and that receptions, dinners and other social events to include entertainment should not be too lavish. The same counts for the hotels chosen for the conference, which should not be too expensive as some participants traditionally cover their own expenses.

### Source of income may include:

- A registration fee of minimum EUR 200 and maximum 300 should be charged. If the conference registration is outsourced to the IAP Secretariat, the IAP will charge an administration amount equal to 10 percent of the registration revenue, that must be considered when the level of the fee is fixed.
- Sponsorship: Local sponsorship may be permitted if meeting the terms set out in the IAP Sponsorship Protocol. Any sponsorship agreement needs a pre-approval of the IAP Secretary General.
- Financial support from government agencies

### Budgeted Expenditure:

- Conference Center (venue) rental charges (Plenary hall and breakout rooms (if needed))
- Standard AV equipment's and potential simultaneous translation
- Catering throughout the conference (professional and social programme)
- Transportation connected to the programme and airport shuttle service (if provided)
- Hotel room expenses related to the accommodation of 3 IAP Officials (main hotel)
- Travel expenses for 3 IAP Officials (flights exceeding 6 hours duration requires economy plus or comfort class tickets).
- Free registration for IAP Officials and speakers
- Expenses related to specialist speakers (flight and/or accommodation)
- Conference registration (use of Professional conference organizers or if outsourced to the IAP Secretariat (see income paragraph)
- Gifts to speakers and/or participants
- Expenses related to conference Profiling: special designed logo, programme, banners etc. (**optional**)
- Social Programme (3 evening events in accordance specification below).

## Social Programme;

A well-organized social programme has traditionally been considered an invaluable part of the IAP Conferences as most of the “networking” among the participants is taking place during coffee breaks and social functions. The programme should as a minimum include following social events;

**Day 1:** Welcome Reception (Standing buffet supper (approx 2 hours)

**Day 2:** Official Dinner (seated food and wine/drinks)

**Day 3:** Farewell dinner or reception (Standing buffet supper (approx 2 hours)

## Hotel

Conference participants will cover own hotel expense. It is the responsibility of the host to ensure, that there are hotels in various price categories available to the participants, within walking distance from the Conference venue. The hotel rates cannot exceed the standard international hotel disposal allowance rates (updated price levels can be collected from the IAP Executive Director).

The reservation of hotel rooms should be handled either as part of the general registration for the conference or through a direct link to the hotel(s) using special booking code.

## Conference registration

If the host intend to operate with a limitation of the number of participants, the number needs to be agreed with the IAP Executive Director.

If the registration of participants is not outsourced to the IAP Secretariat, the host and the IAP Executive Director will need to discuss the resources and expertise available locally for the organisation of the conference. Any registration facilities, registration form content and integrated online payment system needs to be tested and approved by the IAP

The Participants needs to be issued with a conference badge which as a minimum includes the name and country of a participants. The layout and any extra text content of conference badges needs to be approved by the IAP

## Communication and marketing

The IAP Secretariat is responsible for announcing the event to the IAP Membership through E-Bulletins and Website articles. The E-Bulleting will be distributed to approx. 1800 individual members and 180 organizational members of the IAP. If the LOC is planning to set-up a conference website the IAP includes a hyperlink in any announcement so members can easily find their way to the conference website.

If it is a local custom (protocol) sending special letters of invitation to Heads of Prosecution Agencies such distribution will be the responsibility of the host. The IAP will exclusively support such distribution by granting access to the list of regional contact points.

## Conference website:

Developing a good conference website can be a great magnet for attendance. It provides the “image” of the conference and serves as the perfect working tool for uploading information about the professional and social programme, low practical information (how to get where and when) and to handle online registrations.

The IAP has produced a standard conference website and online registration system, where photos, logo and text can easily be changed so it matches any event. However, this website does not operate with an online payment system why it only accepts bank transfer payments. A host is naturally also allowed to produce a website and registration system but then the content must be approved by the IAP General Counsel and the Executive Director before a launch as well as the registration system must be test-runned and approved by the IAP Executive Director.

## Marketing the IAP



### **The IAP logo should be prominently displayed on:**

- The conference website (if any)
- The Conference Programme
- The Conference Bag (if supplied)
- Conference profiling material (banners, wall hangings etc.)'
- PowerPoint show presenting the speakers etc.

## IAP Representation during a Regional Conference

Traditionally the Secretary General, Executive Director and General Counsel will attend the IAP Regional Conferences. The Secretary-General and the General Counsel will traditionally follow the conference programme and arrive the day before registration and leave the day after the farewell reception. The Executive Director will arrive 1 day earlier to meet with practical staff and LOC to run through all practical arrangements.

The IAP Officials should be accommodated at the same hotel preferably the conference venue hotel or a hotel as close to the venue as possible, to have enough time to change before evening programme etc

# NEWS FROM THE SECRETARIAT



## New IAP General Counsel

During the 20th Annual conference and General Meeting of the Association hosted in Zurich, Switzerland, the IAP Executive Committee presented Dr. Rasmus H. Wandall to the General Meeting as the new General Counsel. Wandall assumed the new role immediately after the Annual conference, September 18, 2015.

Rasmus H. Wandall succeeded Elisabeth Howe, who retired from the IAP and from the Crown Prosecution Service for England and Wales September 2015. She will continue her role as Chair of ILAC. Wandall's nomination and appointment is part of a rigorous and comprehensive nomination process. The many qualified applicants were evaluated by a committee of executive members. A selected group was interviewed and the complete executive committee nominated Rasmus Wandall in unanimity.

Rasmus H. Wandall is the IAP Officer responsible for overseeing and managing all professional activities and projects of the Association. Rasmus H. Wandall can be contacted at [gc@iap-association.org](mailto:gc@iap-association.org).



## New IAP Project and Community Manager

From 1 December 2015 Benn Van Alphen has been seconded to the IAP by the Dutch Public Prosecution Service on a full time basis for a period of 2 years. His main duties will be to assist the IAP Officials to engage the IAP community through different types of activities, to assist in advocating the IAP brand in relevant social networks and to assist in particular the General Counsel in Project and Funding application processes and activities. Access the Executive Committee Forum to find Benn's biography and his job description which were posted 2 December 2015.



## Position Of The Secretary-General

On March 16, 2016 the Executive Committee accepted the resignation of the Secretary General of the IAP, Derk Kuipers with immediate effect. The Executive Committee delegated the financial and organizational management of the Bureau of the Association to Han Moraal. The Executive Committee has appointed Han Moraal as acting Secretary General until the next General Meeting (Dublin September 2016) in accordance with the IAP Constitution article 12.6. He is thus the point of contact for all matters pertaining to the responsibilities of the Secretary General until further notice. Han Moraal is Chief Prosecutor and the National member for the Netherlands at Eurojust and a very well-known and highly trusted member of the IAP and of the international community of prosecutors.