



INTERNATIONAL ASSOCIATION FOR COUNSELLING

CONFERENCE HANDBOOK



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1. INTRODUCTION

Colleagues and friends this Handbook is intended to assist you as a Host Country Organisation in organising an International Association for Counselling Conference in collaboration with the IAC Executive Council through its Conference Committee. It is set within the International Association for Counselling's Vision and Mission. IAC conferences are a little different from most International Conferences. This Handbook represents over 50 years of conference experience and draws attention to its distinctive features. It will also describe the process for early, detailed planning, what is essential, what is desirable and the choices and decisions that need to be made within a time-line. It presents a Conference Rationale, Organisation and Responsibilities, Preparation Schedule and check list; Guidance and a Template for the Conference Budget; an IAC-Host Country Organisation Contract; requirements for the Conference Venue; Conference Registration and Registration Room; Conference Pack; the planning of the Conference Week including Pre-Conference Workshops, Keynote Speakers, Working Groups, Round Tables, and the Social Programme. Guidelines are also given for Pre-Conference Workshop Presenters and Participants; for Working Groups Presenters; for Working Groups' Facilitators and Rapporteurs; a template gives an idea of the shape of the conference week. Guidance and samples of Conference attendance certificates are also provided. There is a lot to think about!

The IAC website: www.iac-irtac.org contains information about previous conferences, their locations, year and themes. Click on Conferences drop down menu then previous conferences.

2. THE IAC VISION

A WORLD WHERE COUNSELLING IS AVAILABLE TO ALL

3. THE IAC MISSION

To serve as an international leader and catalyst for counsellors and counselling associations by advancing culturally relevant

counselling practice, research and policy to promote well-being, respect social justice and peace worldwide.

4. IAC CONFERENCE RATIONALE

The Conference provides an opportunity for counsellors from all over the world to share and learn from each other especially from developing and emergent countries. It aims to advance UNESCO research and development agendas and provide an impetus for the advancement of counselling in the Host Country. IAC conferences are unique in their set up; provide opportunities for Workshops, papers to be discussed in Working Groups, and Round Table meetings all of which contribute to resolutions to be presented to the United Nations and other international bodies.

5. ORGANISATION AND RESPONSIBILITIES

The IAC conference is a collaboration between the IAC Executive Council and the Host Country Organisation in an atmosphere of mutual respect, trust and camaraderie. IAC respects the uniqueness of the culture of each country, as well as the professional background of the Host Country Organisation, but remains responsible for ensuring that IAC conferences reflect our vision and mission. The IAC Executive Council has a Conference Committee who will work with you as consultant and advisor in planning the conference and is the main point of contact responsible for ensuring that IAC conferences reflect its Vision, Mission and conference ethos. This Conference Committee will initiate on-line meetings at each stage of the planning and approve every aspect of the IAC conference before it goes public. You will be informed of the name of the Chair and members of the IAC Conference Committee and their contact details. The Officer Group contact details are President@iac-irtac.org PresidentElect@iac-irtac.org Secretary@iac-irtac.org Treasurer@iac-irtac.org CEO@iac-irtac.org

The lead in planning time for a conference is usually at least two years. The preparation schedule below has been devised in consultation with previous Host Country Organisations Conference experience. It is therefore highly recommended that the Host Country Organisation follow the time line and suggestions presented

below which allow for flexibility. Each year, on the closing day of the conference, the details (Location, Dates and Theme) of the following year's conference are given in a short (15 minute) presentation at a plenary by a representative of the following year's Host Country Organising Committee indicating where more information can be found (i.e. on the conference website). This presentation is a great opportunity to encourage attendance and show continuity.

Early stage planning using this preparation schedule and check list should include:

- Establish an organising committee
- Determine conference dates
- Develop a conference budget
- Signing IAC- Host Country Organisation Agreement
- Start the process of obtaining local sponsorships
- Set up a Scientific committee
- Identify a conference venue with convenient hotel accommodation
- Develop a conference theme programme
- Identify key note speakers

6. PREPARATION SCHEDULE AND CHECKLIST

24 months	Host Country Organisation confirms conference dates with IAC. Theme decided between Host Country Organisation and IAC	
24 months	Develop conference budget and confirm with IAC	
24 months	Start process of obtaining local sponsorship to offset costs	
24 months	Contract signed between IAC and Host Country Organisation	
24 months	Host Country Organisation Committee start working on the conference programme and liaise with IAC EC representatives	
18 months	Scientific Committee set up	
18 months	Host Country Organisation Committee convenes and confirm venue with IAC.	
12 months	During a conference, representatives of the Host Country Organisation responsible for the conference in the following year make a presentation with brochures, video etc., and meet with the IAC Executive Committee.	
12 months	First Announcement on the IAC, Conference and Host Country Organisation websites. To include dates, venue and hotel accommodation information, so people can book dates and	

	flights; include rationale, explanation of working groups and Scientific Committee membership.	
12 months	First Call for papers on all websites include explanation of what is expected from working groups and workshop presenters	
12 months	Opening ceremony speakers chosen: 1. Opening ceremony speaker – chosen by Host Country Organisation 2. IAC Executive Council introduced 3. Host Country Organisation Introduced if possible	
12 months	To select three (3) – four (4) Keynote speakers Two Chosen by IAC – Host Country Organisation Informed Two Chosen by Host Country Organisation Committee. Keynote speakers should be suitable for international audience and sensitive to local cultural norms	
12 months	(a) Proposal of the two keynote speakers sent to IAC (b) IAC to send name/contacts of IAC chosen key note speakers to the Host Country Organisation Committee	
12 months	Seeking Book shops/publishers to set up stalls at the conference	
11 months	IAC to confirm/advise on Keynote Speakers to be confirmed before second announcement	
10 months	Second Announcement on the IAC and Conference and the Host Country Organisation websites - To include skeleton programmes with keynote speakers and an application form with information about hotel accommodation	
08 months	Deadline for Call for Papers	
6.5 months	Decisions from scientific committee reported to IAC Secretary and President via IAC representative on Scientific Committee	
06 months	Presenters informed via e-mail/acceptance/rejection letter with guidelines. Letter to be written by the President and distributed to presenters by the Scientific Committee Presenters to confirm attendance by 1 month earlier	
06 months	Social programme planned	
04 months	Third Announcement on the IAC and Conference and Host Country Organisation websites, to include skeleton programmes with keynote speakers and an application form with information about hotel accommodation.	
01 month	Complete full programme available on websites, Social programme & abstracts included sent via e-mail to participants	
Countdown	Conf. pack; Conf. programme; Social programme Complete	

7. CONFERENCE BUDGET

The host country organising committee prepares a conference budget (a template is found below) and agree this with the IAC Conference Committee prior to the contract being signed. The main point of contact for all financial matters will be the IAC Treasurer (Treasurer@iac-irtac.org) supported by the CEO CEO@iac-irtac.org and

all communications and decisions need to be recorded (e.g. e-mail, letters, copies of minutes etc.). The Host Country Organisation will want to consider sponsorships from businesses, universities and other public bodies to support the Conference.

The Host Country Organisation Committee usually set up a conference web site to manage all aspects of the conference, registration, venue, hotel accommodation and transfers from airports, programme, and call for proposals for presentations in Working Groups, Workshops, and Posters. Information about the Host Country currency, weather and visas (if applicable) and customs etc. should be included. The IAC web site can be used for payments on-line, bankers draft or direct payment through bank transfer. During the conference a meeting should be held between the IAC Treasurer and the Host Country Organisation to make a final statement of account and settle all payments. It is advisable to have this done on site (as opposed to virtual meetings). Any surplus or deficit is shared equally between IAC and the Host Country Organisation (50% each) arising from previously agreed expenditure. The IAC Executive Council will not accept responsibility for expenditure incurred but that was not previously agreed in the budget.

8. TEMPLATE FOR CONFERENCE BUDGET FOR HOST COUNTRY

Categories		
A. Revenue		
IAC Registrations		
Banquet		
Workshops		
Grants and Sponsorships		
Donations		
Socio-Cultural Event		
TOTAL REVENUE		
B. Expenses		
Conference Facilities		
Conference Rooms and Venue		
Fees		
Speaker fees		

Speaker Gifts		
Interpreter and Translator Fees		
Hospitality		
Reception		
Food and Beverage Breaks		
Banquet		
Socio-Cultural Event		
Printing, Advertising and Postage		
Call for program		
Conference promotion		
Program Printing and Bags		
Advertising and Postage		
Courier and Office Supplies		
Badge Holders		
Technical		
Conference Registration Software		
Videoconferencing/online streaming etc. Costs		
Interpretation equipment		
Staff		
Computers and Projectors		
Photographers		
Credit Card Payment Processing		
Writing, typing and distribution		
The Final Report		
Secretarial costs of typing		
Printing and distribution of report		
Travel, Accommodation, & Subsistence		
Keynote Speakers		
Coordinators (International/Local)		
Recorders and Interpreters		
Conference Staff (Bursar/Assistants)		
TOTAL EXPENSES		
Balance: Revenue minus Expenses		
	Deficit	Surplus
Balance		
50% IAC		
50% Host Country		

Note: Once the budget has been agreed IAC and the Host Country Organisation sign two copies of the contract each keeping a copy.

9. IAC- HOST COUNTRY ORGANISATION CONTRACT

Preamble

IAC conferences are organised by IAC in collaboration with the Host Country Organisation in an atmosphere of mutual respect, trust and camaraderie. IAC respects the uniqueness of the culture of each country as well as the professional background of the Host Country Organisation, but remains responsible for ensuring that IAC conferences reflect the vision and mission of IAC. In this respect, it acts as consultant and adviser to the Host Country Organisation. Within this context of respect and responsibility, IAC must be kept informed by the Host Country Organisation at each stage of planning. IAC will approve every aspect of IAC conferences before anything goes out to the public.

Commitment

By signing this contract the _____ (Host Country Organisation) commits itself to host and organise the _____ (year) IAC conference. The _____ (Host Country Organisation) confirms that it will follow the IAC conference ethos, framework and guidelines detailed in this Handbook and presented in the IAC conference handbook and

- (a) Will refer to the IAC Executive Council through its Conference Committee.
- (b) Will keep a record of all written communication (email, letters, minutes, etc.) which details financial agreements and present these to IAC after the conference and whenever requested.
- (c) Is aware that either party can terminate this contract if not satisfied with progress and want to opt out. This needs to be preceded by one letter of warning fifteen days before termination.

Finances

In collaboration with the IAC Conference Committee and communication with the IAC Treasurer, the _____ (Host Country Organisation) shall ensure that

- (a) It prepares a conference budget and agrees this with the IAC Conference Committee.
- (b) It discusses and confirms conference fees with IAC Conference Committee.
- (c) It includes early bird, members', developing countries' and student registration rates
- (d) It includes a cancellation fee.
- (e) It includes a fee for pre-conference workshops
- (f) It shares 50% of the surplus or incurs 50% of the deficit with IAC. If the Host Country Organisation are organising the IAC conference in collaboration with more than one association, it is up to the Host Country Organisation to see how their 50% surplus or deficit will be distributed or incurred by each association.
- (g) The IAC Executive Council will not accept responsibility for expenditure incurred but not previously agreed in the budget. The Host Country Organisation would have to pay for all such expenses in full.

Host Country Organisation representative Name and signature

IAC President Name and signature

Date

10. SCIENTIFIC COMMITTEE

This Committee will usually consist of up to ten (10) members Five (5) chosen by IAC one of whom will be the Chair, and five (5) by the Host Country Organisation Committee. More can be co-opted if required. Members should include researchers from across the IAC membership. The Scientific Committee is responsible for reviewing all abstracts received and organising accepted papers into Working Group themes. As detailed in the time line the Scientific Committee needs to be set up 18 months before the conference, and is responsible for ensuring that a call for papers is on the IAC website and the Host Country Organisation's Conference website 12 months before the conference, and that a final call for papers is also put on both websites 0.8 months before the conference. The Scientific Committee processes all abstracts by 6.5 months before the conference. Having reviewed all abstracts the Scientific Committee informs the applicants of their decision to approve papers or not. This is important because many applicants will only get funding to attend the conference from their universities if they have proof their paper has been accepted. A sample letter of acceptance or rejection is provided below. Ideally, the Scientific Committee should work on setting up six (6) to eight (8) papers in each Working Group session according to the themes chosen. Whilst many abstracts will be in English provision needs to be made for those in the language of the Host Country with two way translation as considered appropriate.

11. CONFERENCE VENUE:

The Host Country Organisation Committee needs to select a conference venue with the following requirements.

- Is in close proximity to the hotel accommodation for which a conference rate has been negotiated
- A large conference room for the opening ceremony and plenary sessions with capacity for at least 150 people (more maybe required depending on expected attendance); with data projector video/DVD and interpretation facilities; internet connection and conference technology.

- A Room for the IAC Executive Council meeting to fit twenty (20) people with WIFI, internet connection, data projector and infrastructure for webinars, and video conferences, available for two days before the conference.
- Rooms for Pre conference workshops and the Presidents' Round Table with computer/PowerPoint available.
- Rooms for Working Groups and Round Tables to fit up to forty (40) with computer/PowerPoint available.
- A Room / area for conference registration
- Catering arrangements for whole period

12. CONFERENCE REGISTRATION

A Conference Registration Desk will need to be staffed each day by the Host Country Organisation Committee. Although most people will register for the conference on-line they will still need to confirm their attendance at the Registration Desk on arrival and receive the conference pack and identity badges. Others may register at the time, or on a daily basis and facilities for this need to be available. The conference website should give information about the conference and a Registration Form about twelve (12) months before the conference which includes:

- the outline programme,
- an introduction by the current IAC President,
- Explanatory note on IAC conferences
- accommodation details, transfers from point of arrival to the hotels,
- conference fees including different rates, with options for social events,
- Personal details for registration
- Methods of payment
- Contact details of personnel responsible for processing payments and registrations, as agreed between IAC and host country organizers.
- A link to hotel accommodation making it clear this needs to be booked separately and giving a code for preferential conference rates.

SAMPLE CONFERENCE REGISTRATION INFORMATION

Conference Registration Fees

	Non-member	IAC & Host Country Members	Student & Developing Countries Rate	Group Rate 7 + persons (Fee per person)
Early Bird	\$ £	\$ £	\$ £	\$ £
Before (give date)				
Full Fee	\$ £	\$ £	\$ £	\$ £
Late/On Site Registration				
Daily Registration	\$ £	\$ £	\$ £	\$ £
	Non-member	IAC & Host Country Members	Student /Developing Countries Rate	Group Rate 7 + persons (Fee per person)

Please note: Registration fee includes 4 Day Conference (give dates) Opening Ceremony, All lunches & coffee breaks. Also concession rate applications will be verified after payment has been received and Student ID cards WILL be required at the registration desk. Pre-Conference Workshops are not included in this price

Pre-Conference Workshops

	Non-Member	IAC & Host Country Members	Student & Developing Countries
Pre-conference Workshops	\$ £	\$ £	\$£

Social Events

Specify here the activity dates and costs for each separate event

Conference Cancellation Policy

If a registrant is unable to attend an event for any reason they may substitute, by arrangement with the Host Country Organisation Committee, someone else who has not yet registered and who may attend from within their institute/organisation.

Where registrants are unable to attend, and are not in a position to transfer their place to another person, then the following refund arrangements apply:

Registrations cancelled more than 60 days before the event will be refunded 80% of the registration fees.

Registrations cancelled less than 60 but more than 30 days before the event will be refunded 50% of the registration fees.

Registrations cancelled less than 30 days before the event will not be eligible for a refund.

Fees for the social programme will be refunded in full up to 15 days prior to the conference.

Important note for failed visa applications

Notification must be received by the Host Country Organisation Committee in writing (email or fax) not later than **10 (ten) working days before the conference starts*** for refunds to be eligible. Cancellations received after this cut-off time will not be eligible for refund.

Refunds will be made in the following ways:

1. For payments received by credit or debit cards, the same credit/debit card will be refunded.
2. For all other payments, a bank transfer will be made to the payee nominated account.

Please note: All bank charges will be the registrants' responsibility.* **Saturday and Sunday do not count as working days.**

When you click below you will be redirected to the IAC website to proceed with Registration and Payment. You will be required to log in or register in order to book



SAMPLE CONFERENCE REGISTRATION FORM

First Name(s):

Family/Last/Surname:

Title: Prof. _____ Dr. _____ Mr. _____ MS _____ Miss _____ Other

Preferred name and title (optional) on Conference badge:

Position:

Work Placement Organisation

Address:

Country _____ Postal/Zip
Code _____

Work Phone: (country code) _____ (area code)
_____ number _____

Home Phone: (country code) _____ (area code)
_____ number _____

Mobile/Cell Phone: (country code) _____ (area code)
_____ number _____

Fax machine: (country code) _____ (area code)
_____ number _____

Emergency Contact: (country code) _____ (area code)
_____ number _____

Current membership organisation:

Special dietary
requirements _____

Access

requirements _____

Other information:

13. THE REGISTRATION ROOM/ AREA

This room needs to be accessible to conference participants to register and big enough to accommodate a team of up to ten (10) with chairs and tables, electricity supply and adaptors with enough space for computers, internet connection, WIFI and other conference equipment. It needs to be lockable and secure. Stationery and equipment usually needed include;

- At least three (3) Computers for the registration room
- Internet connection
- Printer and blank Paper as well as availability of Photocopier
- Erasers, sharpeners, ink corrector/eraser, drawing pins
- Pencils, pens, markers and highlighter, Bluetac, Glue, tape, masking tape
- Stapler, Staple remover, punch, scissors
- Sticky notes, string,
- Electric cable extension leads
- Empty identification labels
- Basic First Aid Kit and Cash Box
- Extra Conference registration Forms
- Around 50-100 IAC membership Forms
- Two (2) working space areas for IAC Treasurer
- Emergency contacts

14. CONFERENCE PACK

On Registration the IAC conference pack should be given and include:

- Conference programme/handbook
- Opening Ceremony Programme
- Advice to participants on Working Group participation
- Round Tables themes and papers
- Abstracts of Working Group papers
- Biography of keynote speakers
- Local information and Information about venue
- Note pad and Pen/pencil
- IAC flyers
- Local host organisation flyers
- IAC membership Form
- Identification labels

15. THE IAC WEEK

Although the IAC conference itself runs over four (4) days, the Host Country Organisation Committee need to arrange accommodation for a whole week, as IAC holds one of its annual two-day Executive Council meetings on the two days before the conference in the Host Country and its Annual General Meeting meets during the conference. The IAC Conference Template below gives a detailed itinerary of an IAC conference as a guide. This can be discussed with IAC. The most recent Conference programme can be found on the IAC web site under the conference menu. www.iac-irtac.org

Whilst spoken and written English is the main language used at conferences the Host Country Organisation Committee should make provision for interpretation and translation to and from their own language, as appropriate.

The essential components of the conference are pre-conference workshops, key note speakers, working groups, and round tables and the social programme. Each of these is described below.

16. CONFERENCE TEMPLATE

DAY 1 and DAY 2

09.00 IAC Executive Committee Meeting
12.30 Lunch
15.00 IAC Executive Committee Meeting
18.30 End of meeting
20.00 Dinner (Optional and paid by IAC Executive Council members)

DAY 3

08.15 Conference Registration and registration for workshops
09.00 Presidents' Round Table for National Association Leaders (organised by IAC)
12.30 Lunch
14.00 Presidents' Round Table for National Association Leaders
18.30 Social Programme (Optional)
20.00 Dinner (Optional)

DAY 4 WORKSHOPS AND OPENING CEREMONY

The planning and organizing of workshops is at the discretion of the national planning committee
08.00 Conference Registration and registration for workshops open all day

09.00-12.30 Workshops
12.30 Lunch
14.00-1600 Workshops
17.30 Opening Ceremony with KEYNOTE SPEECH 1
20.20 Housekeeping News
20.30 Reception

DAY 5 CONFERENCE

08.00 Registration
09.00 KEYNOTE SPEECH 2 and discussion
10.00 Break
10.30 Round Table
12.30 Lunch Break
14.00 Working Groups
15.15 Round Tables – parallel sessions
18.45 Social Programme Optional – Cultural evening

DAY 6 CONFERENCE AND ROUND TABLES

08.00 Registration
09.00 KEYNOTE SPEECH 3 and Discussion
10.00 Break
10.30 Working Groups
12.30 Lunch Break
14.00 Working Groups
15.45 Break
17.30 IAC Annual General Meeting
20.00 Conference Banquet or Other Social Function- optional

DAY 7 CONFERENCE CLOSING SESSION

08.00 Registration
09.00 KEYNOTE SPEECH 4
10.30 Break
11.00 Round Tables in parallel sessions
12.15 Working Groups
13.00 Lunch
14.00 Closing Plenary with Reports from Working Groups
14.30 Presentation of the next Conference and Final Thoughts on the present Conference
15.00 Official Closing of Conference
15.30 Collection of conference certificates of attendance from registration

DAY 8 OPTIONAL POST CONFERENCE SOCIAL/CULTURAL ACTIVITY

One day Social/Cultural Activity (Optional and with extra payment)

17. THE PRE-CONFERENCE WORKSHOPS

The preconference workshops offer participants the opportunity to develop new knowledge, skills and perspectives with respect to various areas of counselling. They provide participants with the opportunity to gain some sustained, practical professional development prior to the conference itself. These are not mandatory and can be planned or scheduled at the discretion of the local host organisation committee.

18. KEYNOTE SPEAKERS

There are usually four (4) keynote speakers. Two are chosen by IAC and two by the host country organisation. One keynote speech will be given during the opening ceremony to set the tone for the conference chosen by the Host Country Organisation. Host Country Organisations are asked to provide proposals for keynote speakers and their topics along with their Curriculum Vita to the IAC for consideration. Funding and/or honorarium for the IAC keynote speakers will be negotiated directly by IAC with the keynote speakers. The Host Country Organisation will be responsible for other keynote speakers and their funding/honorarium.

19. WORKING GROUPS

These form the heart of IAC conferences providing opportunities for sustained contact, extended conversation and growing understanding between cultures. They meet about three or four times during the conference for approximately two hours using the papers presented within these groups as the focus. The number of Working Groups depends on the number of presentations accepted. The Host Country Organisation Committee will need to appoint in advance Facilitators and Rapporteurs for each Working Group and will consult with IAC to ensure an international mix. A report will be drawn up during the last session of each Working Group session and presented at the final plenary session at the end of the conference. Reports from all Working Groups will subsequently be presented to the U.N. and other international bodies after the conference. They will also be available on the IAC Website. Guidance is given below for Working Group participants, presenters and facilitators as this concept is unusual in international conferences.

20. ROUND TABLES

IAC has established a number of Round Tables which meet on-line during the year for participants with common Interests, currently these include: Ethics, Research Students', Counselling Practitioners' and Peace and Social Justice, Projects and Indigenous. There is also the Presidents' Round Table for leaders of National Associations which meets the day before the conference. These Round Tables provide a space for discussion, understanding and belonging and are open to all attending. Round Tables will also meet during the conference for an hour and a half. The IAC website contains detailed information about each Round Table.

21. THE SOCIAL PROGRAMME

In line with the IAC vision and mission to promote the well-being of all the peoples of the world and to reach out to all peoples, IAC considers the Social programme to be a means to cement relationships, to understand a variety of cultures and to improve the quality of life of conference participants. As part of the conference programme, it is suggested Host Country Organisations consider arranging:

- one evening which features an event (s) that highlights the culture of the host country,
- a conference dinner or other social event
- A day's outing for interested delegates after the last day of the conference

Attendance for these events should be made optional for conference participants and may require additional payment.

22. GUIDELINES FOR PRECONFERENCE WORKSHOP PRESENTERS AND PARTICIPANTS

Traditionally, IAC workshops are usually held a day before the conference starts and during the day prior to conference opening ceremony in the evening. IAC workshops are organised more under the auspices of the host country organisation committee and may or may not be held according to interest.

IAC workshops aim at bringing together counsellors and practitioners in related fields, academics, researchers and students interested in the field of counselling and provide professional development opportunities; developing new skills, working individually and/or in groups to address actual work related tasks or case studies or to gain hands-on experience in aspects of counselling skills and strategies; exploring and creating networks of practice; identifying future research opportunities before the conference begins.

Workshops provide credit for Continuing Professional Development (CPD). Workshops are not seminars. Workshops are usually smaller in size and more intense in content than seminars. As such, it is advisable that when planning workshops, presenters aim for a group of not more than thirty (30) participants. This will encourage full participation by all workshop members. The size of workshops depends on the learning objectives and learning outcomes of the workshop presenters and in some IAC conferences, oversubscribed workshops are actually sometimes run more than once.

When submitting their workshop programme to the IAC Scientific Committee, potential workshop presenters are asked to include:

- The rationale of their workshop
- What participants could gain from the workshop
- Aims of the workshop
- Possible learning outcomes of the workshop
- Minimum and maximum number of workshop participants
- Type and size of room needed
- Resources required – technological or otherwise
- Dress code of participants as needed for the workshop
- What participants need to bring with them to the workshop

23. GUIDELINES FOR WORKING GROUPS PRESENTERS

Working Groups form the heart of IAC Conferences. They provide opportunities for sustained contact and a home-base for participants throughout the conference. IAC recognises that they are a foreign concept to many conference goers new to IAC, hence this explanation. The key idea behind these groups is that participants not only get a chance to meet others from a wide range of cultures and countries but also get to know these people more profoundly than they would normally be able to, within a conference context. This fits within IAC's vision to contribute to a world within which peace; social justice and respect are available to all, by providing forums for extended conversations and understanding between cultures. Below are practical guidelines for presenters:

- Your presentation will be allocated to a group. You will usually stay in that group for all of its meetings.
- In the interests of forming groups of a suitable size with similar numbers of papers, the group to which you are allocated may not at first sight look like where you belong. However, you will inevitably find more in common across the topics than you may initially expect.
- A circle or round table format is likely to be used for the group's discussions.
- Be aware of any language difficulties and other cross-cultural issues in your group. Speak slowly and simply, if necessary, and allow time for translation if that is necessary.
- Your presentation can be easy and informal. You may wish to present in a conversational way, using PowerPoint or slides, you may just want to talk informally about your paper, or you may wish to read it aloud, because of language being translated.
- **Speak about your paper initially for about 10 minutes**, allowing the group to then pick up ideas of shared interest, question you and engage in cross-cultural comparisons.
- The group is also free to pick up and discuss other themes and ideas from the conference, for example those that have arisen in plenary sessions, linking these where relevant to your own presentation.
- During each Working Group a 'rapporteur' will take notes which will be discussed

at the last Working Group session and summarised and along with the Groups' recommendations presented at the final conference plenary by the rapporteurs. Recommendations from the whole conference will be presented to the UN.

24. GUIDELINES FOR WORKING GROUPS' FACILITATORS AND RAPPORTEURS

Working Groups form the heart of IAC Conferences. They provide opportunities for sustained contact and a home-base for participants throughout the conference. IAC recognises that they are a foreign concept to many conference goers new to IAC. They may need some explaining therefore:

- Facilitating is not so much a chairing role, as facilitating interchanges across cultures.
- Before the session begins identify who are your presenters and have their PowerPoint presentations uploaded to the computer to save time.
- Organise the room to allow for easy conversations across the group to develop a circle or 'Working Group' format works best. Begin with introductions so that all feel free to speak later.
- You may also wish to discuss group 'ground rules' before beginning the work.
- Encourage people to stay in the group if possible.
- Be aware that, in the interests of forming groups of a suitable size with similar numbers of papers, clusters of papers may not at first sight look as if they belong well together. If necessary, reassure participants that they will inevitably find more in common across topics than they may initially expect.
- Recognise the need to manage any language and other cross-cultural issues, assisting participants to understand each other. Encourage group members to speak slowly and simply, especially if there is interpretation into another language.
- Distribute papers across the Working Group sessions, deciding on the timetable at the first session.
- Presentations should be easy and informal. Some may wish to present using PowerPoint or slides, (in which case beware they do not hold the floor for too long). Some may just want to talk informally about their paper; others may wish to read their papers aloud, because of language concerns.

- Presenters should speak to their papers initially for about 10 minutes, allowing the group to then pick up ideas of shared interest, question presenters and engage in cross-cultural comparisons.
- Feel free to discuss other matters that come up, for example keynote speeches often provide issues that can be an important stimulus for group discussion and recommendations.
- Encourage participation from more silent members; also encourage more confident speakers to allow space for others. Attempt to restate simply and succinctly any points made that you think have not been well understood. Allow time for translation as necessary.
- For each session someone will have been appointed to act as ‘rapporteur’ for the group. They note the main points in each presentation and arising from discussion. As each session draws to a close, focus the group’s attention on identifying and noting any recommendations from the discussion to convey, via the report, to the IAC. The aim of this is to assist the organisation to focus its activities and inform its lobbying.
- It can be helpful to have the group as a whole devote at least part of the final session to putting together the report.
- The rapporteurs after the last Working Group session will put together a summary of the Working Group sessions with recommendations for the final plenary session. These will then form part of IAC’s representations to the UN and other international bodies etc.

25. CONFERENCE CERTIFICATES

The host country organisation committee need to prepare Certificates of attendance for presenters and participants for Workshops and Working Groups clearly indicating the workshop title and the number of hours. These should be signed by the workshop presenter, the conference chair and the IAC President. Certificates of Conference attendance for participants should be signed by the IAC President and the Chair of the host country organising committee.

SAMPLE TEMPLATE FOR PRESENTERS CERTIFICATE

International Association for Counselling

**Certificate of Paper Presentation /
Workshop**

PRESENTED TO

NAME

for having participated in the International Association for Counselling conference

Date

Venue and host country

Signed

President IAC

SAMPLE CONFERENCE CERTIFICATE OF ATTENDANCE



International Association for Counselling

Malta Association for the Counselling Profession
University of Malta, Faculty of Education,
Department of Psychology, University Counselling Unit

This is to certify that

Stephanie Satariano

has attended the four-day

IAC International Conference

Counselling: a means of bridging differences

3rd to 6th July 2008
Malta

Mr Dione Mifsud
President - MACP

Professor Courtland Lee
President - IAC

SAMPLE LETTER OF ACCEPTANCE OF A PAPER



International Association for Counselling

(Incorporating the International Round
Table for the Advancement of Counselling-IRTAC)
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To promote the well-being of peoples worldwide by

Date

Dear Colleague,

Congratulations on the acceptance of your paper to be presented at the 2011 IAC Conference,

Date and month at location, city, country! I am writing to give you information on the procedure for paper presentations at the conference:

* Papers will be assigned for presentation in Working Groups. The Working Groups usually meet in four two-hour sessions on (give dates). A schedule of paper presentations will be established in the first meeting of the Working Groups.

*You will prepare a 10 minute presentation of your paper for the Working Group. This presentation should offer an overview or the main points/ideas/findings of your paper. After your presentation Working Group participants will be afforded the opportunity to ask questions and engage in dialogue about your paper.

(Please note that this 10 minute rule will be strictly adhered to!)

*You may prepare handouts of your paper talking points to facilitate the discussion and may also want to prepare a PowerPoint for your paper presentation.

The Working Groups are the focal point of any IAC conference. They provide participants the opportunity to engage in extended dialogue on important counselling issues and ideas. The papers provide important stimuli for these dialogues. Because of the large number of papers and the limited amount of time for Working Group discussion, we have found that this format and procedure for the presentation of papers works best.

Thank you for your paper submission and I look forward to meeting you at the Conference.

Sincerely,
IAC PRESIDENT
IAC – Executive Council - 2016