



International Confederation of Principals

Policy and Procedures for Hosting the ICP World Convention

Overview

The ICP Biennial Convention is a prestigious event, which has developed significant support from world educators. It gathers together the most important education leaders from around the world.

Past Conventions have drawn over 1500 participants. Typically, around 500 to 700 of these have been from the host country, generally with support from the national government.

The Convention is a significant contributor to the ICP income stream and its importance cannot be underestimated.

It shall be organised in order to meet the goals of the ICP as stated in the ICP Confederation of Principals' Constitution:

- Actively developing and promoting robust pedagogical and leadership initiatives, which have a capacity to increase system, school and individual capital.
- Promoting and improving educational outcomes globally
- Promoting the undertaking of research, which will be of benefit to the education community generally.
- Promoting the exchange of people, sharing of ideas, dissemination of research findings and broad distribution of professional publications
- Advocating for and encouraging the development of more significant resources for education which in turn fosters international understanding and goodwill, respect for human rights and dignity across all races and cultures
- Promoting and encouraging equal opportunity for all young people through increasing their capacity to access and benefit from education
- Entering into partnerships with like organisations for the purposes of enhancing educational opportunities for groups and individuals which has previously been denied them



- Ensuring that the structures, processes and working relationships, which exist within the International Confederation of Principals (ICP) Council, Executive and associated legal entities, reflect good governance.

Hosting Applications:

1. Calls for bids for conventions shall be made at a Council Meeting five (5) years prior to the Convention, and repeated through the member e-mail network.
2. Bids must be received by the Executive Secretary no later than three (3) months prior to the date when the bids will be offered.
3. The bids shall be offered and voted on at a Council Meeting in the fourth year prior to the Convention.
4. Each hosting organisation shall ensure that their bid reflects a full understanding of the obligations, including the financial considerations inherent in the Policy and Procedures for hosting ICP World Conventions.
5. The bid shall include, at least, the following aspects of the convention:
 - Marketing and communication plan
 - Projected delegate numbers*
 - Projected delegates from the host nation*
 - A Business plan outline – anticipated income, sponsorship, expenditure, profit-and-loss projection*
 - Convention theme.
 - Anticipated general structure of the program – plenary, workshops, anticipated speakers*
 - Convention venue – capacity, number of available spaces for sessions and trade display*
 - Accommodation – anticipated range of costs.
 - Anticipated sponsorship and intended scale of trade display*
 - Range of social events to be provided.
 - ICT infrastructure and facilities, including intended recording of sessions and distribution of recorded content and the possibility of translation facilities*
 - Transport arrangements: access to the city from international



- hubs.
- Pre- and post-convention tour arrangements.
 - School visitation programs.
6. The host organisation shall ensure that their bid includes a venue that can hold between 1500 and 2,000 delegates and a similar number for the Gala Dinner.
 7. The host nation shall ensure that keynote speakers reflect the international nature of the ICP. It is recommended that the host nation approach a range of ICP Member organisations for suggested speakers.
 8. The hosting organisation shall appoint an Organising Committee, and the ICP President or nominee shall be an ex officio member of that committee.
 9. The ICP Executive Committee shall have full jurisdiction over the general tone of the Convention in order to maintain an international and inclusive quality.
 10. The Executive Committee shall be provided with the organising committee's minutes up until the date of the Convention.
 11. The Executive Committee will receive regular and frequent progress reports against convention targets from the organising committee up until the date of the Convention.
 12. The Executive Committee shall receive a final written report and audited financial statement within 6 months following the Convention.
 13. The Organising Committee will be responsible for all logistical arrangements for the Convention including venues, program and the arrangements for the **ICP Council** meetings held with the Convention.
 - The cost of these meetings, including room hire, audio-visual costs and catering, will be outside the Convention budget and will be paid for by Council meeting participants.
 - The arrangements for the ICP Executive Meeting held prior to the Convention will be formalised after consultation and agreement by the



ICP Executive Secretary and the Organising Committee Chairperson.

- The ICP will be responsible for the funding of meeting rooms and refreshments for the Executive Committee meeting.
- The Convention website online registration page will have an additional and separate area to allow ICP Member representatives to also register and pay for the Council Meeting prior to the Convention.
- The Organising Committee will also be responsible for the arrangements for the ICP President's Reception, which will typically have an attendance of around 100 invitees.
- The reception will be paid for from the ICP accounts.

14. The ICP President will be invited to tour the Convention venues and accommodation at least 6 months prior to the Convention. The Organising Committee will cover all costs.
15. Each Convention shall be planned to be financially self-sufficient. Profit shall be shared 50% – 50% between ICP and the Host Organisation.
16. US \$40 per registration is to be paid to ICP within 30 days of the conclusion of the Convention to cover costs for ICP related to the Convention. This should be incorporated into the registration fee.
17. Any loss incurred will be met by the Host Organisation.
18. The Organisers will not draw a salary, wage or other benefit from the conference funds, but may pay an employee or contractor to provide goods and services.
19. The Organisers will have all reasonable expenses incurred in their organising role reimbursed from Convention funds.
20. If it is intended to hire a conference management organisation, the Organisers should take care in the selection of a management company. The ICP has uncovered some concerns about performance and loss of transparency delivered by some of the companies engaged for this task in the past.



21. A Memorandum of Understanding agreeing to the Terms of this Policy and the Procedures shall be signed by the President of ICP and a Representative of the Host Organisation/s.

The Convention:

1. The ICP President , at the time of the convention shall preside over the Convention.
2. The venue selected shall be of the highest quality and easily accessible from accommodation. There should be a high standard of catering and attention to details.
3. It is expected that there will be sponsor partnerships created by the Organising Committee to assist with costs and that there will be an Exhibition area for such partners. Consultation should be made with the Executive Committee regarding current ICP Partners and any obligations to them.
4. The Organising Committee shall plan to present the highest quality, internationally renowned, keynote speakers and a variety of workshop presenters reflecting a wide range of educational opinion. ICP Executive must ratify the program.
5. Member organisations may be asked to suggest speakers, but their selection and any financial reimbursement shall be at the discretion of the Organising Committee. Speakers should be requested for permission to publish material from their presentation on the ICP Website after the Convention.
6. School visits may be offered as part of or prior to the Convention and where possible students could be involved in the Convention program.
7. A social program and /or entertainment should be offered, reflecting if possible the local culture and society.



8. At the opening ceremony the following should be recognised:
 - The ICP President
 - The President of the Host Organisation
 - The Chair of the Organising Committee
 - The ICP Executive Secretary
 - The Executive Committee
 - Past-Presidents of ICP
9. At the opening ceremony the member nation flags must be displayed.
10. Council members should also be recognised during the Convention in some way (e.g. on name badges, on Convention attendees list or other suitable recognition process.)
11. International guests, preferably ICP Council members, should introduce all speakers wherever possible.
12. Local jargon or references should be avoided.
13. The Organising Committee will be responsible for publishing Convention programs and other relevant Convention material. Abstracts in some form from keynote speakers should be made available following the Convention.
14. The ICP will also place Convention material, including plenary session material, on its website: www.icponline.org both prior to and subsequent to the Convention.
15. The language of the Convention is English and consideration shall be made for speakers of languages other than English wherever possible.
16. In the event of any dispute arising over the organisation of the Convention, the ICP President in consultation with the Executive Secretary and the Executive Committee has the ultimate responsibility, and will make any necessary decisions.



ICP World Convention of Principals

Memorandum of Understanding

As the delegated representative for the Host Organisation/s I have read and understand the ICP policy and procedures as they relate to hosting an ICP World Convention.

in _____
(Name of City)

in the nation of _____
(Nation Name)

in the year _____,

Signed: _____ Host Organisation

Signed: _____ Witness Date: _____

Signed: _____ ICP President

Signed: _____ Witness Date: _____