



Hosting Council Meetings

Member associations from time to time, volunteer to host ICP Council meetings in their country. The only exception to this is the meeting program implemented adjacent to an ICP Convention where the Convention host nation also accepts the responsibility for making the arrangements for the ICP Executive and Council meetings.

The scheduling and program for the event will include an ICP Executive Meeting and an ICP Council Meeting. It may also be supported by a cultural or social program.

ICP Council meetings typically involve around 80 people (100-150 delegates if a Council+) and the meetings may include the following features:

1. The Council meeting usually includes a professional development element where the council is addressed by one or more noted educators from the host nation.
2. Between 30 and 60 minutes will be scheduled to provide an opportunity for the host association to make a presentation about the education system in the host nation, including the issues that school leaders are finding challenging.
3. If possible, between 30 and 60 minutes will be scheduled to allow an ICP member association to make a presentation on the structure and activities it has utilised in supporting that association's members.

The scope of the responsibilities of the host organisation include the following items.

4. Liaising with the ICP Secretariat about the dates and times for the Executive and Council meetings. Recent experience indicates that the program will begin with a two day Executive Meeting and a three day Council Meeting
5. Establishing a registration process and 'Registration Area' to allow meeting participants to identify themselves and 'sign in' to the Council Meeting upon arrival at the meeting. Delegations should also identify who is the 'Head of Delegation' to the meeting during this process.
6. Identifying and negotiating with venues—accommodation, meeting and social—to deliver the agreed program. The host organisations will ensure that a range of accommodation choices will be available which covers a range of accommodation costs. Meeting venues ideally would seat 80-120 delegates at tables and have access to an audio system for the meeting chairperson and speakers, as well as a visual support system which includes data projection facilities with a large screen (or blank wall!)
7. Develop and implement an approved budget with ICP for the delivery of the program. The ICP will not be liable for any shortfalls in the budget should the host include unapproved expenses.



It is expected that any costs incurred by the host association in the design and delivery of the program will be incorporated into the program budget.

8. The ICP Executive Secretary will establish an online registration page in the Members area of the ICP website. The host organisation will be asked to provide budget details so that the registration fee for the meeting may be set in consultation with the Executive Secretary. The meeting participants will normally be asked to make their own accommodation arrangements. Online registration contact addresses for accommodation should also be provided so that they can be listed on the ICP Registration page.
9. The Council budget will include the cost for the registration and accommodation of ICP Executive Members. Any guests invited by the Host organization will be paid for by the host and any guests invited by the ICP President will be paid for by ICP.
10. The ICP Secretariat will establish electronic access to the information about the meeting and venue arrangements. The host organisation will provide information to the ICP Executive Secretary about the venue, accommodation choices, social program and arrival registration arrangements. The ICP Secretariat will place the meeting papers in that section of the website as they become available. The Secretariat will also provide meeting registrants with a 'hard copy' of the meeting papers at the Council Meeting.
11. The host organisation will manage transport arrangements within the conference program, including the social program.
12. The host organisation will provide information for inclusion in the site about the best means of transport from the closest airport to the Council venue.
13. The program may also include school/industry/cultural visits if thought appropriate.
14. The host organisation should also liaise with the national office responsible for the allocation of Visas to registrants where they are required. The host organisation may wish to liaise with the ICP Secretariat to manage this process. As a general guide and where required, letters of invitation should be requested by participants at least three months before the meeting program.
15. Advance information about the meeting should be available four months before the event. This should include location, venue, dates and, if possible costs or an anticipated range of costs.
16. Access to a printing/photocopying facility for the Secretariat as needed.
17. Access to the internet in the meeting room and power to support laptops which may be used by participants is also necessary.
18. The hosting association will ensure that the venue has appropriate insurance cover, such as Public Liability Insurance and is shared with ICP.