



**ICMA**

Making classified media work better!  
International Classified Media Association

# ICMA Conference host information

As the host of an ICMA Conference, we kindly ask you to be involved in providing as much local Information/knowledge as possible when setting up initial contacts with suitable hotels. ICMA will obtain detailed proposals from the hotels and negotiate with the hotels on packages/prices since they are responsible for the budget and sign the final contract. Full local know-how and information support from the host is very much appreciated.

The host and the ICMA Operations Manager (Shay Klomp Bueters) will have to decide between 3 or 4 suitable hotels (4 or 5 star) and Shay will come for a site inspection before the actual decision is made. The final decision will be made in full consultation with the host to ensure both parties are satisfied (ICMA and host). The final contract will be between the chosen hotel and ICMA.

## Conference

The Spring meeting should be held late April or early/mid May and the Autumn meeting should be held in early November. The conference programme is held over a period of 3 or 4 days, starting on a Wednesday/Thursday and ending on a Saturday, possibly with an additional social activity on the Sunday.

## Type of hotel

The following is a guideline for the type of hotel to approach for a proposal (ICMA will do that).

- 4-5 Star hotel, with sufficient bedrooms available to house all participants (120—160 delegates)
- Alternative lower-class hotel close to the main hotel vicinity
- Professional conference facilities which can facilitate the following requirements:

- √ 1 representative ICMA Office (with storage space)
- √ 1 boardroom (about 10 pax)
- √ 1 ICMA Lounge (about 150 pax)
- √ 1 plenary room (about 150 in classroom style)
- √ 1 break-out room (50-60 in classroom style)
- √ 3 break-out rooms (20 pax in boardroom shape)
- √ 1 foyer for table top displays

- Attractive location (in the city centre if possible)



## ICMA & Host responsibilities regarding promotional material

The following is a breakdown of the promotional material produced for each ICMA Conference. Under each item is a list of material required producing this material, also who will be responsible for each component – i.e. ICMA Head Office or the ICMA Member Host, and who will be responsible for the costs.



**ICMA**

Making classified media work better!  
International Classified Media Association

# ICMA Conference host information

We will be adding your company logo to all the promotional items, and we will welcome any assistance in gathering local information.

NAME BADGE	'Normal' - Package		'LITE' - Package	
	<i>Do</i>	<i>Costs</i>	<i>Do</i>	<i>Costs</i>
<b>One per participant and distributed at the event</b>				
Design	Host	Host	ICMA	ICMA
Print	Host	Host	ICMA	ICMA
Supply of plastic badge holders with lanyards or clip & pin	Host	Host	Host	Host
Insertion of name cards into plastic holders	Host	Host	ICMA	ICMA
Delivery to Hotel	Host	Host	ICMA	ICMA

ICMA will provide the content (name, paper and country) for the Name Badges.

CONFERENCE BOOKLET	'Normal' - Package		'LITE' - Package	
	<i>Do</i>	<i>Costs</i>	<i>Do</i>	<i>Costs</i>
<b>Distributed to each participant at the event</b>				
Design of cover page	ICMA	Host	ICMA	50% by Host & 50% by ICMA
Printing/copying and ring binding	Host	Host	ICMA	50% by Host & 50% by ICMA
Delivery of completed folders to hotel prior to event	Host	Host	ICMA	ICMA

ICMA will provide and layout the content of the booklet and the additional inserts (i.e. speakers, exhibitor material).

WELCOME PACK	'Normal' - Package		'LITE' - Package	
	<i>Do</i>	<i>Costs</i>	<i>Do</i>	<i>Costs</i>
<b>Distributed to each participant at the event</b>				
Covering letter from host welcoming members to their city	Host	Host	Host	Host
Small gifts (optional)	Host	Host	Host	Host
Bags or Folders for the Welcome Pack	Host	Host	ICMA	Host
Delivery to hotel prior to event	Host	Host	Host	Host



**I C M A**

Making classified media work better!  
International Classified Media Association

# ICMA Conference host information

## Registration fees for Host

The host gets 2 conference registrations for free. Any more delegates from the host paper do need to pay for their registrations.

## Party fees for ICMA

ICMA gets 4 party fees for free for Head Office personnel.

All items that are payable by ICMA, but paid for by the host in advance, can be reimbursed upfront upon presentation of an invoice, or a balance of items can be listed and settled during or after the conference. The host should indicate at time of signing this agreement, its preferred method of payment.

## Other responsibilities of the host

- Pre-conference information to be given at the prior conference
  - √ Time to be discussed to fit into the programming
  - √ Presentation to be provided by host in conjunction with ICMA
- Providing as much information as possible with regards to possible site visit locations
- Organising a gala dinner party
  - √ Venue
  - √ Transport to and from hotel
  - √ 3 or 4 course dinner (seated)
  - √ Any entertainment
  - √ Drinks during dinner and at least beer and wine for the party afterwards
  - √ The host will receive all monies collected from party entry fees. This fee should not be set higher than € 130.

If you have any queries with regards to Head Office/Host responsibilities, or require samples of this material to be sent to you, please contact Shay Klomp Bueters.

Please sign this Host Package and send back to ICMA Head Office, Vijzelgracht 53 C, 1017 HP, Amsterdam, The Netherlands.

Preferred Package:  Normal  LITE

Host Name:

Shay Klomp Bueters

Hostt Postion:

Operations Manager

Host Company:

ICMA

Date: