
 <p>THE INSTITUTION OF FIRE ENGINEERS FOUNDED 1918 • INCORPORATED 1922</p>	<b>THE INSTITUTION OF FIRE ENGINEERS</b>	 <p>The IFE is a licensed member of The Engineering Council</p>
	<b>International Hosting Policy:</b>	
	<b>Events involving the IFE Board and International General Assembly</b>  <b>Effective 4<sup>th</sup> July 2011</b>	

The Institution is proud to have a large international branch structure and is therefore mindful of the need to hold some major meetings and conferences in countries other than the UK. At the same time, under the rules of the Institution's charity regulator OSCR, administrative and governance costs must be minimised. Furthermore, the finances of the Institution are such that it cannot underwrite the costs of two large events per year.

Therefore, the following criteria have been set out and agreed by the Institution's Board of Directors, to assist branches in preparing proposals to host events, involving the International General Assembly (IGA) and Board.

### General

1. The location should be one that the UK Foreign Office deem to be reasonably safe and secure, with no recommendations that visitors should not travel to the destination.
2. The event should have support and sponsorship, such that the net cost to the Institution is the same or better than holding the same events/meetings in the UK.
3. It is expected that the Branch presenting the proposal will provide specific support and this should be clearly identified in the proposal. Examples of such support include, but are not limited to: meeting and greeting, transport provision, meeting room provision, meals during the event, social events etc.

### Travel

4. The location should be served by an International airport with a variety of flight/airline operators and flight times to ensure competitive pricing and to ensure a spread of IGA/Board members across various flights/operators.
5. The event location should be a reasonable distance from the airport (distance should be indicated in proposal) and should be served by a range of ground transportation, including public transport. In the unlikely event that this is not possible, the Branch should indicate how it intends to transport IGA/Board members from and to the airport.
6. If the event location is served by mainline rail, this should be indicated, including details of train frequency, example pricing and transfer details from station(s) to the event venue and distance of the station from the event venue.

## **Hotel/Accommodation**

(Note: In the following points, the term 'hotel' will be used, but the accommodation may actually be something else, as long as it meets all the criteria).

7. The hotel must meet health and safety as well as IFE fire safety standards and must have all necessary permits and suitable insurance for operations.
8. The hotel should have at least 120 guest rooms.
9. The hotel should have a restaurant that can accommodate up to 200 people.
10. Ideally, the hotel should also be the location for the conference/meetings (see section below for details).
11. The hotel should have sufficient car parking facilities, either free or at a reasonable cost. (In the event of the venue being in a city centre, then it would be expected that public transport would be such that no more than a five minute walk would be required).
12. Ideally, the hotel should have leisure facilities (e.g. swimming pool, gym etc.) to allow delegates to exercise.
13. The hotel room rates (basis - bed & breakfast) should not exceed £100 (incl. local taxes) per single occupancy room (£120 for double occupancy), after any discounts have been negotiated. (Note: these are the rates the Institution is able to negotiate in the UK).

## **Conference facilities**

14. Ideally, the venue will be the same hotel as used for accommodation.
15. If it is separate, it should be no more than 10 to 15 minutes' walk from the hotel, or the proposing Branch must indicate how they will transport IGA/Board members to and from the venue for the meetings and/or conference.
16. The venue must meet health & safety as well as IFE fire safety standards and must have all necessary permits and suitable insurance for operations.
17. The venue should have sufficient car parking facilities, either free or at a reasonable cost. (In the event of the venue being in a city centre, then it would be expected that public transport would be such that no more than a five minute walk would be required).

18. If a conference is part of the event, then the conference room should have following (available for three days):
  - a. Seating capacity for at least 150, theatre-style
  - b. Raised staging
  - c. A PA system and lectern with microphone
  - d. Four table microphones and roving microphone
  - e. Projection screen and projecting equipment
  - f. Technical support with sound and lighting throughout the event
  - g. The ability to be converted into an evening dinner facility
  
19. Where a conference is part of the event, exhibition space should be available adjacent to the main conference room.
  
20. For the purposes of holding IGA and Board meetings, the following are needed:
  - a. A smaller room with capacity of 15 to 20, for Board meetings
  - b. A larger room with capacity of 60 (Boardroom-style arrangement), for IGA meetings
  
21. Both rooms should be available for 2 days (plus set-up time) and should include LCD projector and screen.
  
22. The costs of all rooms should include 3 tea/coffee breaks and buffet lunch.
  
23. Provision for a three-course dinner, with wine for all delegates.