



Soroptimist
International
Great Britain & Ireland

Federation Conference Guidelines

The SIGBI Conference Guidelines are to be used as a reference. Due to amount of detail we suggest this is saved as a computer document.

**Women inspiring action,
*transforming lives***

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SIGBI Ltd & SIGBI Trading Ltd

SIGBI Ltd is a registered charity. SIGBI Trading Limited is a subsidiary of SIGBI Ltd.

SIGBI Trading Ltd undertakes anything which is a benefit to members, which includes conferences.

SIGBI Ltd Federation Management Board (FMB) are responsible for approving:

- Conference Venue & Conference Hotel
- Dates & Times of Conference

SIGBI Trading Ltd Board are responsible for:

- Venue location with a view to securing best value for delegates
- Confirm the overall budget advised by the Conference Committee, including a decision on the level of registration fee for delegates. The budget is determined by the projected number of delegates and venue costs.
- All venue and speaker contracts are approved and signed by a Director of SIGBI Trading Ltd
- Review and set the fee for Exhibition Stands
- Method/organisation of Registration
- Delegation of operational activity to Local Organising Committee and Federation Staff

Conference Committee - Delegated Authority

Delegation of operational activity to Conference Committee including:

- Theme and Content
- Risk Assessment and Health and Safety
- Insurance
- Contracts (please note: all contracts are to be approved and signed by a Director of SIGBI Trading Ltd)
- Speakers
- Invitation of guests
- Branding

The Federation Programme Director should be consulted and involved in all aspects of the Conference which relate to SIGBI project work and the promotion of the Programme Focus.

The Federation Director of Membership should be consulted and involved in all aspects of the Conference which relate to recognition of Club work with respect to membership and extension.

The Federation Director of PR & Marketing should be consulted and involved in how best to use the Federation Conference to raise the external profile of the Federation.

Conference Committee

The Federation Conference Committee is an ad-hoc sub-committee of the SIGBI Trading Ltd with delegated powers and responsibility for the delivery of a high quality conference and within a budget approved by the SIGBI Trading Ltd Board.

The Conference Committee Chairman is appointed by the Federation Vice President. The Conference Treasurer, Secretary, Chief Steward and other members of the Conference Committee are then appointed by the Committee Chairman in consultation with the Federation Vice President

Clubs/Region/NA/Networks

The Clubs/Region/NA/Network in the locality of the Conference venue should be represented on the Conference Committee and should play a significant role in the planning and running of the Conference because of their local knowledge.

Remit of Federation Office

The following section describes the roles and responsibilities of all SIGBI Federation Staff in relation to the Federation Conference showing what is done before, during and after the event and the times when staff will be present at conference. This is provided in order to ensure that:-

- Staff and Committee Members are clear about their responsibilities
- There is continuity of approach each year
- The experience of staff is used to best effect
- Expectations of staff and committee member are clear and misunderstandings avoided

Conference Liaison, Finance & Sales Officer

SIGBI Office contact with SIGBI Trading Ltd & Conference Committee
 Sourcing Conference Venues & Hotels
 Negotiation of Hotel and Conference Venue Contracts
 Accommodation List for Delegates
 Book meeting rooms for Pre-Conference Meeting
 Book Accommodation for Staff/Speakers/VIPs
 Conference Insurance
 Processing Conference Registrations and Reports
 Entering Payments on Sage for the Conference
 Processing Payments on Sage for the Conference
 Produce regular financial reports for Conference Treasurer & SIGBI Trading Ltd
 Conference Website
 SIGBI Federation Shop at Conference
 Collocate Conference Delegate Evaluations

Executive Officer

Organise and take part in the FMB/FPAC/GM Meetings
 Travel for FMB/FPAC
 Expenses for FMB/FPAC/Memorial Fund Candidates (**Memorial Fund to remain until 2022**)
 Conference Insurance
 General Meeting & Script
 General Enquiries

Membership and Website Officer

GM Voting
 GM Accreditation
 GM Slides & Script
 Liaise with Electronic Voting Supplier for GM
 Post Conference Articles for Soroptimist News
 Liaising with Conference Photographer
 Conference Website updates before and at Conference
 Liaise with Conference Bloggers

Communications Officer

Twitter/Facebook/Flickr
 Liaising with Conference Photographer
 Website updates at Conference
 Liaise with Conference Bloggers

Administrative Assistant

Make up and send out Conference Passes
 Process Visa Letters
 To assist Membership and Website Officer & Communications Officer with website updates and Soroptimist News

At Conference

Staff Attendance at Conference, is reviewed by the Federation Management Board at the January FMB Meeting:

Executive Officer

Arrives Monday, departs Saturday

Conference Liaison Finance & Sales Officer

Arrives Wednesday, departs Sunday Morning

Membership and Website Officer

Arrives Wednesday, departs Sunday Morning

Remit of the Conference Committee – Organisation of Conference

The Conference is organised by a Conference Committee, working in close partnership with staff at the Federation Office in Stockport and the **FMB/SIGBI Trading Board**. The Conference Committee is responsible for managing and supporting a full programme including:

Conference	Lead person
Planning and organisation	Conference Committee Chairman
Venue selection and fee negotiation	SIGBI Trading Board, Conference Liaison, Finance & Sales Officer & Conference Committee Treasurer
Insurance, contracts & VAT	SIGBI Director of Finance & Conference Treasurer
Signing of contracts relating to Conference	SIGBI Trading Board (contracts signed by two members of the Board.) To be reviewed prior to signing by a Soroptimist Legal Team
Preparation of estimates and financial reports	Conference Treasurer with support from Conference Liaison & Sales Officer
Financial Management	Conference Treasurer & Director of Finance
Hotel Accommodation	Conference Liaison, Finance & Sales Officer and Local Club/Region/NA/Network and Conference Chair
Delegate booking and registration	Conference Liaison, Finance & Sales Officer
Print schedule and management	Conference Secretary and Graphics/Design Liaison
Exhibition sales, organisation and management	Conference Secretary and Exhibition Steward
Communications – internal and external	Conference Communications with support from SIGBI Communications Officer & Membership & Website Officer
Sponsorship raising	Conference Committee Chairman
Social programmes	Conference Committee Chairman
Venue services	Chief Steward
Event management	Conference Committee Chairman, Chief Steward and Conference Venue Staff

Conference Dates and Programme

The Conference usually takes place during the last week of October and runs from Friday morning to Saturday evening. The programme includes the General Meeting of the Federation, Change of Insignia, Speakers and Programme Action, and is usually preceded by the meetings of the Federation Management Board (FMB) (Tuesday and Wednesday 09.00 – 17.00 hrs) and Federation Programme Action Committee (FPAC) (Thursday 09.00 – 17.00 hrs). Training events may also be scheduled for the Wednesday and Thursday preceding Conference, including meetings of the Federation Committees and Directors. President Elect meets with members of the Federation Consultative Council.

The Federation General Meeting to be held on Friday and should commence at the beginning of the afternoon session as its business must be completed on the same day. As it will not be known until September of the Conference year how long the meeting is likely to last, the afternoon session should be kept as flexible as possible.

Purpose of Conference

The main purpose of the Federation Conference is to provide an opportunity for members from all Clubs in the Federation to come together to network, to celebrate success of SIGBI's Programme Action work, listen to informed Speakers on important issues and engage in debate about future plans for the Federation.

Through a varied programme of speakers, social events and, if appropriate, breakout sessions, the Conference should aim to:

- raise members' awareness of current global issues, particularly those affecting women and girls
- inspire and motivate members to advocate for change and take action to improve the lives of women and girls
- showcase and reward examples of best practice in Soroptimist project and Club work
- communicate organisational messages
- motivate members about and showcase Programme Action
- raise morale/motivation
- provide an opportunity to acquire relevant skills
- share good practice in running Clubs, National Associations, Networks and Regions
- invite partner organisations to participate/showcase partnership projects, to invite new/potential members
- to help start a new club or to strengthen an existing local club

The Conference also provides an opportunity to raise the public profile of the Federation and previous Conference programmes have included programme focus related events which have generated interest from the media, e.g. in 2006 conference delegates formed a "Pink Bridge" across the Millennium Bridge in Newcastle-Gateshead, 2016 Conference "Pink by the Pool - to raise awareness of Breast Cancer, 2012 "Stop the Traffic" Rally for Human Trafficking, 2019 "Wear Green" to raise awareness for Mental Health.

Conference Venue Rota*

At the January 2011 Federation Management Board (FMB) Meeting, the Board approved a rota of conference venues as follows:

Manchester**/Liverpool	2010	2018	2026
Brighton***/Bournemouth****	2011	2019	2027
Belfast	2012	2020	2028
Newcastle/Gateshead*****/Llandudno	2013	2021	2029
Harrogate	2014	2022	2030
Scotland	2015	2023	2031
AACM Country (outside of the UK)	2016	2024	2032
Wales	2017	2025	2033

- Note:
- *Conference Venue Rota is under review, as some of the venues are too large for our delegate numbers
 - **Manchester has been removed from the Conference Venue rota list
 - *** Brighton has been removed from the Conference Venue rota list
 - **** Bournemouth has been removed from the Conference Venue rota list
 - *****Llandudno has been approved as the Conference Venue for 2021

Conference Committee Meetings

One Conference Committee Meeting should take place face to face, normally at the Conference Venue, to enable the committee members to familiarise themselves with the venue. Regular GoToMeetings should be scheduled. SIGBI Conference Liaison, Finance and Sales Officer should be invited to attend all meetings. SIGBI Trading Board to receive minutes of the meetings.

Conference Theme

The Conference theme is usually chosen by the incoming Federation President. The Conference Committee should progress the theme for the Conference and devise and arrange all the activities at Conference. Federation Management Board to be informed of the theme of the Conference, at least 12 months prior to the Conference taking place. ***Previous conference themes are available on request from SIGBI HQ.***

Previous Conference Evaluations

The Conference Committee should review previous conference evaluations for future conferences.

Previous Conference Evaluations are available on request from SIGBI HQ.

Conference logo/design and stationery

Whilst the “theme” of the conference may be unique to that conference (including a strapline), the branding (“look” and “feel”) of the conference should utilise the Federation corporate identity. The Brand Guidelines are available to download from the Member’s area of the SIGBI Website under Communications

All artwork requires the approval of SIGBI Federation Office and the President for the Conference. Once approval has been given arrangements should be made for printing the Conference flyer.

The Conference flyer and literature for the following year’s conference be displayed and circulated throughout the current conference. It is not necessary to have specially printed conference stationery.

It is recommended that the Conference Committee members adopt a common email signature style that supports the Conference brand. All communications should include the brand identity for that SIGBI Conference including Newsletters, magazine articles, press releases etc.

To keep expenses to a minimum SIGBI Federation Office will create letterhead stationery to use electronically by the Conference Committee.

Arrangements should be made to print the following documents (some may be combined):

- Conference Programme – printed by Conference Committee
- Invitations to receptions/lunches etc – produced by Federation Office, approved by Conference Committee
- Confirmation registration letters to delegates – printed by Federation Office
- Conference Passes – printed by Federation Office
- Hotel and local interest information – printed by Federation Office & Conference Committee
- Conference Evaluation Feedback Form (electronic format via the website) produced by Federation Office, approved by Conference Committee

Conference Printed Programme

The Conference Programme must include the names and positions of current/incoming Federation Postholders and incoming/outgoing Federation Consultative Council, Federation Programme Action Committee and Region/National Association/Network Presidents.

At the January 2014 FMB Meeting, the Board approved that from 2015, and thereafter, the names of the SIGBI Past Federation Presidents would not appear in the Conference Programme.

Due to GDPR the Delegate List will no-longer be produced as part of the Conference Printed Programme. A list of Delegate Name’s and Club’s (no accommodation details) will be located at the Conference Friendship Link Stand.

All members receive a copy of the Conference Programme at Delegate Check-In. If an Accompanying Person or Guest attends a full day at Conference they will also receive a Conference Programme. All Conference Speakers are to receive a copy of the Conference Programme.

Conference Venue Selection

Federation Office is responsible for identifying suitable Conference Venues and Conference Hotels, in line with the rota of conference locations. SIGBI Federation Office arranges the initial site visit and submits a detailed report to the FMB Board. Federation Office is responsible for the negotiation of the Conference venue contracts, for managing and flagging

up the contract deadline dates and for undertaking detailed analysis of contract conditions and agreements. The venue contract is reviewed by a Soroptimist Legal Team before it is signed by two members of the SIGBI Trading Board.

The final decision regarding the selection of the Conference Venue and Conference Hotel is made by the FMB.

It is essential that the Conference Committee visits the venue within the first year (Vice President Year of Office) and this could be combined with the first Conference Committee Meeting, it is the responsibility of the Conference Liaison, Finance & Sales Officer to arrange the site visit for the Committee.

Conference Accommodation

Conference Liaison, Finance & Sales Officer and members of the Conference Committee are responsible for identifying suitable Conference Hotels. It is essential that visits are made to a wide range of accommodation in the area, to ensure all budgets are catered for. Conference Liaison, Finance & Sales Officer takes the lead in identifying a good range of accommodation with respect to price and facilities and must ensure that provisions are made for members with a range of special needs including impaired mobility, sight or hearing. Federation Office circulates the Conference Accommodation information/booking form by the December (President Year of Office) mailing to all members

Conference Liaison, Finance & Sales Officer recommends to the Conference Committee suitable hotels for use as the Conference Hotel. The Conference Hotel is decided by the Conference Committee. & FMB.

Conference Liaison, Finance & Sales Officer is responsible for the negotiation of hotel contracts for pre-conference meetings, for managing and flagging up the contract deadline dates and for undertaking detailed analysis of contract conditions and agreements. The hotel contract is reviewed by a Soroptimist Legal Team before it is signed by two members of the SIGBI Trading Board.

Conference Liaison, Finance & Sales Officer is responsible for booking accommodation for Staff/Speakers and VIPs only and will make arrangements with hotel for individuals, including FMB, to book their own accommodation.

Conference Liaison, Finance & Sales Officer to liaise with the local Tourist Board and Council to establish good relations and gather information of the area. Accommodation Bureau will no longer be used to “block book” rooms for delegates. Conference Liaison, Finance & Sales Officer to inform the Tourist Board and Council that approximately 1000 (for UK Conference) or 600 - 800 (for Overseas Conference) delegates will be in the local area and ascertain if they would be willing to assist with any promotion of the Conference. The Tourism Board/Local Council to provide maps of the area, which are circulated to delegates with their Conference Registration Pass.

The availability of Home Hospitality needs to be discussed at the earliest planning stages and its availability be made known to members travelling from overseas as soon as possible.

Conference Suites

Hotel Suites for the President, President Elect and Conference Chair are no longer reserved, only standard hotel accommodation. If complimentary upgrades for suites are available, then these will be offered to President, President Elect and Conference Chair in that order. Anyone who wishes to have a suite will be responsible for paying for any upgrade.

Contracts

The SIGBI Trading Board will be responsible for all contracts relating to the conference, including venue, hotels, AV, stage sets, speakers, entertainment and insurance, as this forms part of the Federation’s risk management process. Venue and Hotel contracts to be reviewed by a Soroptimist Legal Team prior to signing.

Conference Centre fee negotiation

The initial contract negotiation will be undertaken by SIGBI Trading Ltd. Any amendments required after the initial contract will be carried out by the Conference Committee under their delegated authority.

The contract for the Conference Centre and the Event Insurance is signed by two members of the SIGBI Trading Board and is reviewed by a Soroptimist Legal Team prior to signing.

Conference Hotel and Room Bookings for Pre-Conference

Conference Liaison, Finance & Sales Officer recommends to the Conference Committee suitable hotels for use as the Conference Hotel. The Conference Hotel is then decided by the Conference Committee and approved by FMB Board.

Federation Meetings and training sessions prior to Conference are normally held at the Conference Hotel. Technical requirements for these meetings will be organised by Conference Liaison, Finance & Sales Officer. The hotel contract for the pre-conference meetings is reviewed by a Soroptimist Legal Team before it is signed by two members of the SIGBI Trading Board.

Conference Liaison, Finance & Sales Officer is responsible for booking accommodation for Staff/Speakers and VIPs only and will make arrangements with hotel for individuals, including FMB, to book their own accommodation.

Federation Office to arrange credit facilities with the Conference Hotel to ensure that Conference Liaison, Finance & Sales Officer can settle any bills with the hotel prior and after the event.

Conference Speakers

The Conference Committee is responsible for contacting potential speakers to ascertain whether they will be available and for negotiating speaker's fees (if applicable). A preliminary enquiry can be made up to two years before the event. Any conditions relating to Speakers willingness to undertake media interviews should be included in the Speakers contract. Speakers undertaking to answer questions as part of their session should also be included in their contract. Questions to Speakers should be pertinent to the content of the presentation, no personal questions will be allowed. Facilitators will announce this at the beginning of each session (where appropriate).

Speakers' expenses (fees, travel and hotel accommodation) should be included in the Conference Budget. Some speakers e.g. Royalty and Government Ministers will require high grade security. Checks should be made with the conference centre to confirm they can accommodate such security and to ascertain any additional costs involved. Police involvement may also be required, for which there will be a charge. Such costs must be included in the Conference Budget. The contract for the Conference Speakers is signed by two members of the SIGBI Trading Board. Speaker Agencies used in recent years have been DBA Speakers and Gordon Poole Agency Ltd, contact details are available on request from Federation Office.

Sponsorship

A strategy is currently being developed for conference sponsorship.

SI President and other Federation Presidents

It is usual to invite the International President to address the conference and an early invitation should be made direct to the International President with a copy invitation to the Soroptimist International Office in Cambridge. The Soroptimist International President receives complimentary conference registration and Gala Dinner (if held). The Conference Committee pay for the International President's accommodation for the duration of conference (3 nights based on single occupancy). If the International President is accompanied by someone and they are sharing the accommodation, the accompanying person is responsible for any additional costs incurred for a second person sharing. The International President is responsible for her own travel costs

Conference Liaison, Finance & Sales Officer will book their accommodation, if requested, at the Conference Hotel.

It is also usual to invite:

President SI of the Americas

President SI of Europe

President SI of South West Pacific

The Federation Presidents referred to above, receive complimentary registration only. If a Gala Dinner is held and they wish to attend they must do so at their own expense. They are also required to pay for their own accommodation and travel costs. Conference Liaison, Finance & Sales Officer will book their accommodation, if requested, at the Conference Hotel.

SI Director of Advocacy

If the SI Director of Advocacy is invited to conference as a Programme Speaker, her travel and one night's accommodation cost must be funded from the Federation Programme Director's budget allocation for the conference.

SIGBI President/SIGBI President Elect

The Conference will pay for accommodation for the SIGBI President and SIGBI President Elect for the nights of conference itself, currently Thursday to Saturday inclusive. The Conference will be entitled to claim the Directors per diem allowance to offset these costs.

Potential Members Attending Conference – Guest Registrations

Conference is open to non Soroptimists (Guest Registrations). SIGBI will accept registrations from women who are interested in Soroptimist Int. to attend Conference, (apart from the General Meeting). This includes women in partner organisations. Guests will be able to register as soon as registration officially opens.

Media/Publicity

Co-ordination is required with local media to maximise the impact of the Conference. A visual presence needs to be created in the vicinity of the Conference venue to raise the profile of SIGBI. PR & Marketing Officer to maximise local and national media interest in the Conference.

The Media is invited to attend conference free of charge and a press table with support to be made available. These places should be complimentary and offered via a calling/operational notice two months before Conference with a specific press release the week before. Provision should also be made for photographers and film crews on a similar complimentary basis.

Conference Photographer

It is the responsibility of the Conference Committee to book a photographer for the duration of Conference. The committee should consider contracting a photographer for more than one year (where possible) for UK venues only.

Conference Bloggers

It is the responsibility of the Conference Committee to recruit Conference Bloggers. Please note: SIGBI Communications Officer is able to assist with regard to this. We require Bloggers for the Opening Ceremony, Keynote Speakers, Programme Speakers and Closing Ceremony. Ideally 1 blogger per session. When allocating Conference Bloggers please ensure that they are not also Stewarding at the same time.

Entertainment

The Conference Committee is responsible for arranging all entertainment at Conference. Entertainment costs must be included in the Conference Budget. The contract for entertainment is signed by two members of the SIGBI Trading Board.

Conference Budget

The preparation of the budget is the responsibility of the Conference Treasurer. The Conference Core Committee should actively participate in the preparation of the budget by helping to obtain quotations and firm estimates of expenditure where possible. Members of the Conference Committee should actively control all expenditure within the limits of the approved budget. Once prepared the budget should be submitted to the SIGBI Trading Board for approval in January in the year of the Conference. **Further details can be found in the Conference Treasurer Handbook**

VAT (Value Added Tax)

To comply with UK Tax laws, when the Conference is held within the UK VAT must be charged on all conference registration fees. VAT incurred on conference expenses can be recovered provided a VAT invoice for SIGBI is obtained. Excluding costs deemed as entertaining speakers and VIPs. When the Conference is held outside the UK, the Conference Treasurer in consultation with the Federation Director of Finance should confirm with HM Revenue and Customs whether VAT is chargeable on registration fees.

Event Insurance

The Federation incorporates the conference insurance in with Federation general policy. Federation insurance is purchased providing adequate cover should the Conference have to be cancelled and for damage to property at the Conference venue.

SIGBI Federation Office is responsible for negotiating and paying for Conference Insurance, on the provision that the full costs are reimbursed by the Conference Treasurer.

Exit Strategy

SIGBI Trading Ltd to produce an exit strategy which will determine at what point an under subscribed conference will be cancelled.

Plan B

To be produced.

Exhibition

It is the responsibility of the Exhibition Stand Steward to coordinate the stands and displays for the Conference and ensure health and safety forms are signed prior to participation by all exhibitors. If Exhibitors are using electronic equipment that requires power, ensure these items are PAT tested.

It is not necessary to have an Exhibition if the Conference Venue does not have the suitable space.

The Exhibition is normally open on the Friday and Saturday during the day.

The number and requirement of Exhibition Stands need to be made clear as soon as the conference venue is confirmed.

The current costs over the two day period of Conference, as approved by the SIGBI Trading Board January 2020:

Commercial Stands:	£250.00 plus VAT
Charity Stands:	£100.00 plus VAT
Club Stands:	£ 50.00 plus VAT
No 63 Stand:	£ 50.00 plus VAT

Note: The costs of the Exhibitions Stands to be reviewed by the SIGBI Trading Board on a regular basis. Further information can be found in the Exhibitor Co-ordinator's Handbook

Risk Assessment

Health and Safety Risk Assessments for the event should be undertaken by a professionally Indemnified Risk Assessor, the cost of which must be built into the Conference Budget. For further information and to download the Five Steps to Risk Assessment Guide, please visit the Health and Safety Executive website: <http://www.hse.gov.uk/>

Since 2015, Safety Management Services Europe Limited have been contracted to undertake the Risk Assessment function for UK venues only. Subject to approval by the SIGBI Trading Board.

First Aid/Paramedics

Paramedic services should be procured either through the Conference Venue or independently, for the duration of the Conference, e.g Red Cross or St John Ambulance.

Website Administration

The Conference Website is updated by the Conference Liaison, Finance & Sales Officer and Membership & Website Officer. The Conference Committee has full control over updates to the site and therefore no further costs will be incurred. The website may be updated as often as required. When updates are made to the website Members will be informed via the club mailing.

Soroptimist News

The Conference Committee is responsible for sending articles and photographs to the Membership & Website Officer for inclusion in the On-line Soroptimist News to promote the Conference. The Conference will be advertised in the May Soroptimist News, deadline for submitting information 1 April.

Registration Forms

With the assistance of the Conference Committee, the Conference Liaison, Finance & Sales Officer will produce the Conference Registration Forms (Members & Accompanying Persons Registration Form and Guests Registration Form). The Forms must be finalised by early February (Presidential year) to be circulated to members via the March Club/Region/NA/Network mailing. Conference Liaison, Finance & Sales Officer will ensure that the finalised forms are

available to download from the Conference Section of the SIGBI Website. Conference Liaison, Finance & Sales Officer is also responsible for setting up the On-Line Registration, again available from the Members Only Section.

Accompanying Persons

The age limit for Accompanying Persons is from 16 years of age.

Processing Registration Forms

Conference Liaison, Finance & Sales Officer is responsible for processing all Registration Forms according to the Federation Office Guidelines for Conference Registration.

Confirmation of booking & Conference Passes

Conference Liaison, Finance & Sales Officer is responsible for processing the delegate conference passes and sending the accompanying documentation.

Cancellations/Refunds

Please refer to the SIGBI Trading Ltd Cancellation/Refund Policy.

Lanyards

Core Conference Committee members shall receive a green lanyard with their conference pass.

First time attendees shall receive a yellow lanyard with their conference pass.

Members of the FMB shall receive a red lanyard with their conference pass.

All other delegates shall receive a blue lanyard.

The Lanyards are re-used each year, therefore at the end of Conference these must be collected by the Conference Committee. These should be collected as members are leaving the auditorium at the last conference session. It is the responsibility of the Conference Committee to return the Lanyards to Federation Office in Stockport after conference.

Conference Identification Stickers

To identify Accompanying Persons/Guests/Delegates who require Extra Assistance, these delegates are identified by a sticker on their conference pass as follows:

Accompanying Person – Red Sticker

Guests- Green Sticker

Extra Assistance – Yellow Sticker (for delegates with mobility/hearing/visual needs only)

On-Site Registration

All members are required to register for conference by 30 September. At conference any member who has not registered or has lost their Conference Pass, will need to visit the SIGBI Federation Desk and pay for a replacement.

Delegate Check-In

The Delegate Check-In at Conference is the Conference Committee's responsibility. Delegate Check-In commences as early as possible on the Thursday morning and is to be manned continuously throughout Conference. Delegates are issued with a slip with their conference documentation, to be exchanged for a delegate bag or programme at conference. Any delegate who does not have a slip is to be directed to the SIGBI Federation Office Desk

Note: All Delegates are required to show their Conference Pass. If they do not have a Conference Pass then Stewards should direct them to the SIGBI Federation Desk.

Stewarding

The smooth running and enjoyment of a Conference is largely dependent on the efficiency and welcoming attitude of all stewards. They should be under the overall direction of the Chief Steward who may wish to appoint one (or possibly two) Deputy Chief Stewards to help her organise and brief stewards. Stewards are also Conference delegates, therefore it is important that they are not overburdened with stewarding duties. As a guide the following stewards have been recruited in the past but exact numbers depend on the venue and other variables such as how many people choose to have a Personal Steward:

- 1 Chief Steward
- 2 Deputy Chief Stewards
- 25 Main Stewards
- 90 General Stewards
- *16 Personal Stewards for Federation & International Soroptimist Officers and Directors
- 4 VIP Stewards for external Keynote Speakers
- 1 Steward to assist the Technical Liaison

Note: * The Conference Committee does not provide Personal Stewards unless asked to do so.
Stewards are no longer allocated to the FMB or FPAC Meetings

The Chief Steward should obtain floor plans of all buildings being used and plan her stewards' duties accordingly. The Chief Steward to supply the FMB and SIGBI/SI Officers and Federation Presidents with a schedule and a central point of contact.

The Chief Steward should also prepare a detailed schedule for Conference week for members of the Federation Management Board along with a central point of contract. The Chief Steward must brief all stewards regarding the layout of the venue/auditorium/SIGBI desk.

Chief Steward – Conference Announcements

The Chief Steward makes an announcement at the beginning of conference and the start of each day to remind delegates to treat each other, stewards and Conference Staff with respect.

Transport

For Delegates:

In recent years Transport has not been provided for delegates.

For FMB and invited Guests:

Transport should be arranged for the Federation Management Board and invited guests if needed, to and from the Conference Venue and any other venues which they may attend.

Civic Reception

The local authority or government may be willing to host a civic reception for either key Soroptimist delegates or all Conference delegates. The Conference Committee should make early enquiries (at least one year in advance of Conference) regarding the possibility of a civic reception, if required. If only limited numbers are to be invited, the reception should be scheduled to take place on Wednesday prior to the arrival of delegates but after the arrival of members of the FMB, FCC and FPAC who should be given the priority invitations.

Catering

Delegates will require morning tea/coffee and depending on the Conference Programme may also require afternoon tea/coffee. The cost of the tea/coffee should be included in the Registration fee. If lunches are to be provided for delegates, these are to be charged separately. Tickets should be issued and lunch bookings clearly indicated on the delegate passes. If lunch is not to be offered to delegates, a list of restaurants close to the conference centre should be included in the delegate information.

Gala Dinner

In recent years a Gala Dinner has not been held, this is due to the size of the venue, logistics and costs.

The Conference Committee need to consider the logistics and costs of holding a Gala Dinner very carefully before a decision is made. The budget for the event should be separate from the main Conference and listed as a "stand alone item"

Gala Dinners should not be booked for a number smaller than those expected to attend the Conference. The contract for the Banquet/Gala Dinner is signed by two members of the SIGBI Trading Board.

Crèche Facilities

SIGBI Conference Liaison, Finance & Sales Officer will provide contact details of Child-Minders and Nurseries in the area local to the conference venue and place these details on the Conference Website and in the August edition of the Soroptimist News. This will enable members to make their own child care arrangements.

Federation Reception

The FMB approved by ballot on 24 February 2020 to discontinue the Federation Reception, this event was considered an unnecessary expense and not inclusive to all Conference Delegates.

If the Federation President wishes to host a reception for invited guests, she can do so at her own expense.

Green Room for Speakers

Arrangements should be made to have a separate reception room for keynote speakers and performers. Fresh tea/coffee/water/soft drinks will be provided throughout the time that the room is likely to be in use.

Some performers may have special requests and these should be ascertained by the Conference Committee prior to conference so that their needs can be accommodated.

Reception Room for President and VIP Guests

Arrangements should be made to have a separate reception room at the conference centre for the use of the Federation President and any VIP guests. Fresh tea/coffee/water/soft drinks throughout the time that the room is likely to be in use. A steward should always accompany the President and her party to and from the Reception Room to the Conference Hall.

Stewards' Room

A stewards' room should be made available for stewards' briefing and refreshments. Fresh tea/coffee/water/soft drinks will be provided throughout the time that the room is likely to be used. A sandwich/fruit lunch should be provided for the main stewards, i.e. those who are required to be there all day, SIGBI Office Staff, the Conference Committee and any out-sourced key technical support on Friday and Saturday

Federation Office Room

It is essential a lockable room is available for SIGBI Federation Office Staff to use. If at all possible this room needs to be on the same level as the SIGBI Office Desk as the SIGBI Staff have heavy items to carry which are moved from the Desk to the room.

AV/technical and staging

The Conference Venue will usually have staging, lighting and technical staff in place. If this is not included then the Conference Venue will provide, on request, a list of AV/technical companies which they have previously used. It is the responsibility of the Conference Committee to request and negotiate with these companies. The contract for the AV/technical is signed by two members of the SIGBI Trading Board

The Conference Committee must ensure that all presentations from Speakers and Participants must be submitted on the SIGBI template (template to be circulated to Speakers/Participants as soon as booking is confirmed) by 1 September in the year of conference. It is suggested that they should use one slide per minute. For example a ten minute talk, no more than ten slides used.

It is essential that the speakers/presenters are offered sound checks each morning prior to the doors of the Conference Venue opening. It is essential that the speaker/presenters understand how the slides work and are briefed on where they are coming on and off the stage. If possible all speakers/presenters should be offered practice time in the Conference Auditorium for a full run through plus ten minutes over to allow space for them to redo anything. Sometimes a full rehearsal is not possible as the Auditorium may be in use or the Speaker/Presenter is not available.

Traffic light system to be used for all speakers and presentations to remind them about keeping to their allotted time. Please note: Some Conference Venues will provide staff to operate the traffic light system, in others the Conference Committee will have to provide a rota of Stewards to do this.

Live Streaming

It is left to individual Conference Committees whether they have Live Streaming or not. If it is used, then any costs incurred are to be included in the conference budget.

Reserved Seating

Federation Office supplies signage for the reserved seating. Reserved seating should only be for the President's accompanying party, VIP Guests and those speaking or appearing on stage for the Opening Ceremony and Change of Insignia celebrations. For all other sessions, seating should be reserved only for those speaking or appearing on stage.

Reserved seating should be assigned for Voting Delegates for the General Meeting at the front of the Auditorium.

Banners

Federation Office supplies the following Banners which adhere to the corporate branding:

- 1 x horizontal 6ft x 1.5ft PVC Banner to fix to railings – Finished with eyelets all around
- 1 x horizontal 6 ft wide x 4 high PVC Banner to fix to railings – Finished with eyelets all around
- 1 x horizontal 3 meters x 2 meters PVC Banner hanging banner – Finished with eyelets
- 1 x Sail Banner with stand, with Bowhead Stand with Spike and Water base
- 1 x Roller Banner (SIGBI Ltd), with case
- 1 x Roller Banner (Delegate Check-in), with case
- 2 x Large Hanging Stage Banners (country Flags and SIGBI Logo) – 1.5 meters wide and 6 meters long
- 2 x Large Hanging Stage Banners (SIGBI Logo)- 2 meters wide and 5.26 meters long
- 1 x Apex Double-sided Hanging Banner 2.5 meters wide and 10 meters long

It is the Conference Committee's responsibility to ensure that these items are delivered to Federation Office in Stockport by courier/member of the committee, after conference.

Flags/Poles/Stands/holders

Federation Office supplies the Flags, Poles, Stands and Holders. There are currently 29 country flags, plus UN and SI Flag therefore a total of 31 Flags. **Note:** These items will be delivered to the Conference Venue, the Conference Committee is responsible for these items during the conference. All items to be returned to Federation Office after the event.

Note: The African Federation may be chartered in 2020 and therefore the African Clubs will no longer be part of SIGBI and will not take part in the Flag Ceremony.

Opening Ceremony – Flag Representatives

Soroptimists attending a pre-conference meeting but not registered for conference will not be eligible to accompany her country's flag during the Opening Ceremony.

General Meeting Equipment

Federation Office supplies the following items for the General Meeting:

- 6 x Microphone Signs
- 6 x FOR Signs
- 6 x ABSTAIN Signs
- 6 x QUESTION Signs
- 30 x Blue Voting Bags and Poles (as a contingency, should the Electronic Voting system fail)

Note: These items will be delivered to the Conference Venue, the Conference Committee is responsible for these items during the conference. All items to be returned to Federation Office after the event.

Registration Reports

Conference Liaison, Finance & Sales Officer is responsible for producing all registration reports, including banking/special needs/registration reports by event name. The banking reports are submitted to the Conference Treasurer, Director of Finance and Chair of SIGBI Trading Ltd as and when registrations are processed. Other reports such as Registration Reports by Event Name and Special Needs (Dietary/Hearing etc...) are produced monthly.

Federation Management Board (FMB) meeting

This meeting is held on Tuesday and Wednesday prior to Conference from 09.00 – 17.00, usually at the Conference Hotel. Conference Liaison, Finance & Sales Officer will make all arrangements for this meeting including booking a suitable room.

Federation Programme Action Committee Meeting (FPAC)

This meeting is held on Thursday prior to Conference from 09.00 – 17.00, either in the Conference Hotel or the Conference Venue. Conference Liaison, Finance & Sales Officer will make all arrangements for this meeting including booking a suitable room.

Federation Committee Meetings

The Federation President Elect holds a meeting with the FCC and the Federation Director hold meetings with their committee members. This usually takes place on Thursday after the FPAC Meeting. Conference Liaison, Finance & Sales Officer will make all arrangements for these meetings including booking suitable rooms.

Federation General Meeting

The General Meeting at the time of Conference is usually held in the auditorium of the conference centre and is paid for by the Federation. All documentation for the General Meeting, except for Motions of Urgency and Ballot Papers, are prepared and circulated by Federation Office. Efficient stewarding is critical to the success of the General Meeting (see Stewards Handbook for details).

Federation Office issues Voting Keypads and papers at the time of Conference to Voting Delegates. Clubs should send in the name of their Voting Delegate prior to Conference to Federation Office. Some Delegates may hold proxy votes and these Delegates will be allocated specific seats within the Voting Delegate Block. The Steward acting as Returning Officer will have the list of allocated seats and would ensure that the Voting Delegates are correctly seated.

Voting delegates should be seated in a block directly in front of the stage so that they can be seen easily by the platform party and for the transmitter for the voting system. The maximum number of voting delegates is the number of Clubs in the Federation (one Delegate per Club)

Members proposing and seconding Motions and Amendments to Motions should be seated at the front to enable easy access to the stage.

Technical requirements for the General Meeting:

- ▶ House lights should be on.
- ▶ Platform table to be sufficiently long enough to seat the Federation Management Board
- ▶ Table to include monitors (one monitor between two delegates). The monitors on the desk should not be visible to members in the auditorium
- ▶ Platform table to have water and mints (replenished during breaks)
- ▶ President's microphone – this to be controlled by the President. i.e on/off facility.
- ▶ Two lecterns with microphones and traffic light system should be provided one on either side of the platform.
- ▶ At least six numbered floor microphones.
- ▶ Facilities to enable all microphones, except the President's, to be cut off either directly by a control box on the platform table or via a signal to the sound technicians. If neither facility is available the microphone stewards must perform this function by placing their hand over the microphone at a given signal.
- ▶ Electronic voting
- ▶ Powerpoint projection facilities

Running Order

It is the responsibility of the Conference Committee to produce the Running Order and technical specifications for Conference. **Examples from previous conferences are available on request from SIGBI Federation Office.**

Change of Insignia

2012 the formation of the Southern African Federation, therefore for the 2013 Conference the Incoming and Outgoing Presidents from South Africa and Zimbabwe were no longer included in the Change of Insignia. The list of Region/NA/Network Incoming and Outgoing Presidents for the Change of Insignia as follows:

Note: The African Federation may be chartered in 2020 and therefore the African Clubs will no longer be part of SIGBI and will not take part in the Change of Insignia.

Cameroon
Caribbean
Cheshire North Wales and Wirral
India
London Anglia
London Chilterns
Midland Arden
Midland Chase
Midland East
Nigeria
North West England and the Isle of Man
Northern England
Northern Ireland
Republic of Ireland
Scotland North
Scotland South
Southern Africa
South East England
South Lancashire
South West and Channel Islands
Southern England
Wales South
Yorkshire

Change of Insignia Guidelines are available on request from SIGBI Federation Office.

Conference Evaluation

Conference Liaison, Finance & Sales Officer is responsible for collating the Conference Evaluation Forms from Conference and to submit a report to the Conference Committee one month after the end of conference.

The Conference Committee submit a report to SIGBI Trading Ltd for the January meeting with regard to the Conference.

Examples from previous conferences are available on request from SIGBI Federation Office.