

NAASC ANNUAL CONGRESS GUIDELINES

April 20, 2009 – Updated by Thom Vincent (Originally created for NAASC by Dick Copeman, former Congress Director of NAASC and a member of Skal International Quebec.)

NORTH AMERICA ALLIANCE OF SKAL CLUBS (NAASC)

CONGRESS GUIDELINES

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Section I

Introduction

This manual outlines the proposed guidelines set forth by the NORTH AMERICA ALLIANCE OF SKAL CLUBS (NAASC)

NAASC is composed of the following National Committees:

SIUSA: - Skål International United States of America

SICAN: - Skål International Canada

SIMEX: - Skål International Mexico

All **National Committees** and Host Clubs must use the NAASC Guidelines when bidding for the NAASC Annual Congress.

Other **National Committees** guidelines are not acceptable as they might differ with those of NAASC. The Guidelines are available on all National Committee Websites.

The previous **Congress Director, Dick Copeman (Skal International Quebec)** may be available for consultation on a paid basis and may at his discretion, with the approval of the NAASC Committee, enforce the guidelines that have been set forth in the event of a misunderstanding. NAASC has made available the Guidelines via the National Committee Websites, to any Club that is interested in hosting the NAASC Annual Congress, which takes place yearly, rotating every third year within the NAASC National Committees. 1995 was the first year of rotation, which was held in Curaçao.

Aims and Objectives

- 1) To create goodwill amongst fellow Skálleagues.
- 2) To promote tourism within the NAASC Areas and worldwide.
- 3) To increase participation in NAASC Congresses.
- 4) To assemble as a group every year in one of our designated areas, rotating every three years.
- 5) National and Affiliated Committees may hold their own assembly within the congress.
- 6) Assist Host Committees. (**Congress Director**).
- 7) To improve communication between all areas.
- 8) To promote the Florimond Volckaert Fund.
- 9) **Congress Director**, if hired by the host city, to assist in negotiations with suppliers.
- 10) To encourage all Congress Participants to register via the the host booking system.
- 11) To offer a Business-to-Business session during the Congress.
- 12) To promote networking with NAASC members and Skál International.
- 13) To promote the use of the National Committee Websites.
- 14) To Promote Trade Seminars &Guests Speaker during The Congress
- 15) To Promote Educational Seminars

Section II Bidding Procedures

A written proposal from the Host Country and the Host Club must be sent to the NAASC Chairperson with copies to the Presidents of the two other National Committees by February 16, two years prior to the NAASC Congress they are bidding for. The bid will be considered at the following NAASC Congress. The Congress is to be held after Easter and prior to June 15 of said year. The following documents must be submitted by the Host Club:

- 1) Outline of proposed program
- 2) Hotel room costs, including taxes
- 3) Pre and post-congress room rates
- 4) Registration costs, as outlined in the program which normally include:
 - Accommodations (three (3) nights)
 - Cost for additional nights pre and post (7 days)
 - Transfers from to Airport /Railway Station (Wednesday, Thursday and Sunday only)
 - Meals as outlined in guidelines
 - Entertainment, sightseeing tours
 - Meeting rooms
 - Website utilization for bookings
 - Business to Business Session (B2B)(Cost to Participant)
 - Internet Cafe
- 5) Airline/Rail Transportation Details: Letter of intent from airlines and other transportation companies, outlining discounts for all participants
- 6) Letter from Host National Committees indicating that they have endorsed the Host City Club
- 7) Letter from Host Club stating they will abide by guidelines, along with a copy of the minutes of the meeting whereby they agreed to host the NAASC Congress
- 8) Congress details and registration forms will be available via a Host City Secured Registration system six (6) months prior for circulation to all NAASC members
- 9) Pre and Post-Congress Tours will be made available to all NAASC members via the Host City Website
- 10) Theme of the Congress
- 11) Letter of support from the State/Province/Country or National Government Tourist Office outlining their official support
- 12) Hotel accommodation in either Deluxe or Superior Class. Should two hotels be offered they must be of equal quality

Section III

Planning Review

1) Dates and rotation of Congress

a) Dates:

After Easter and prior to June 15 of said year.

b) Rotation: **

Congress shall rotate amongst the National Committees every fourth (3rd) year, rotation commenced in Curaçao in 1995

1995 (34th) Curaçao, NA SIAFF 2003 (42nd) San Salvador, El Salvador SIAFF

1996 (35th) Nashville, Ky. SIUSA 2004 (43rd) Louisville, KY. SIUSA

1997 (36th) St. John's, Nfld SICAN 2005 (44th) Calgary, Alberta SICAN

1998 (37th) Cancun, Mexico SIMEX 2006 (45th) MS Oosterdam NAASC

1999 (38th) St.Maarten, NA SIAFF 2007(46th) Los Cabos SIMEX

2000 (39th) Reno, NV SIUSA 2008(47th) Montego Bay Jamaica **SIAFF

2001 (40th) Quebec City, Qc SICAN 2009 (48th)

2002 (41st) Ixtapa, Mexico SIMEX 2010 (49th)

2003 (42nd) San Salvador

2004 (43rd) Louisville, Kentucky

2005 (44th) Calgary, Alberta

2006 (45th) Skal Cruise from San Diego to Vancouver

2007 (46th) Cancun, Mexico, SIAFF

2008 (47th) Montego Bay, Jamaica SIAFF,

2009 (48th) Anchorage, Alaska, SIUSA

2010 (49th) Quebec City, Quebec

2011 (50th)

** Should any committee be unable to host the Congress, all other NAASC NATIONAL COMMITTEES will be asked to bid for the Congress. Committee to advise three (3) years prior.

Kindly bear in mind that the following major Tourist Trade Shows are of utmost importance and we should not plan a congress around these dates:

POW WOW – See Website

2008 Las Vegas, Nevada May 31-June 4

2009 Miami, Florida May 16-20

2010 Orlando, Florida May 15-19

2011 San Francisco, Calif May 21-25

RENDEZVOUS CANADA – See Website

2) Transportation;

a) Airlines:

A letter of intent should be forwarded with the bid stating that they will endeavor to obtain favorable discounts with airlines for all **participants from all three National Committees** (SIUSA/SICAN/SIMEX). Discount(s) should clearly state applicable dates, pre and post-congress dates, class of fare, all restrictions (stopovers, upgrades, etc.) Should the Club know at the time of bidding no airlines discounts will be available, this should be indicated in the bid.

b) Land / Sea transportation:

Same guidelines apply as air transportation for rail or other means of transportation (motor coach, ship, etc.)

3) Hotels;

a) Properties:

Require maximum of two properties, which are considered Deluxe or Superior class (4 or 5 star), in a central location, preferably close to each other or a property, which can accommodate all participants in accordance with the guidelines.

b) Contracts:

Host Club and National Committee must supply NAASC Chairperson and Committee Presidents with all hotel(s) contract(s), which are to include the following:

- 1) Net hotel room rates for Congress (Single To Quad)
- 2) Buffet Breakfast or Full American during congress
- 3) Net hotel room rates for Pre/Post arrivals (7 days pre and post)
- 4) Taxes: City, State, Provincial, etc...
- 5) Service charges (gratuities for maids, bellhops, etc.)(Outlined in program)

c) Complimentary rooms requirements:

Cost to host club:

- 1) NAASC Committee President - Suite (arrival Monday)
- 2) SKÅL International President or designate - Suite (arrival Tuesday)
- 3) Host Club President - Suite (TBA by host club)

4) Meeting Space Requirements:

Meeting space should be in the Host Hotel and should be offered on a complimentary basis

- 1) Host Committee Staff Office NAASC (shared by Congress Director if required)
- 2) General Information Office. Sightseeing/Meal /Functions
- 3) Congress meeting rooms (as outlined)

5) Room Block(s) and Master Accounts:

1) Room Block usage should be averaged out over the past three congresses
30% of the rooms blocked are singles and 70% are double and 60% are nonsmoking requests.

Recommendation as follows: 250 rooms = 75 single and 175 double (TWB/King/Queen) plus suites as previously outlined.

Hotel can offer two tier costings (Superior & Deluxe Rates)

- 2) Require review and release dates from hotel.
- 3) Set up with hotel two folios per room
 - Incidental account for participants
 - Master account Skål Host Club account for room and taxes
- 5) Master account(s) for SIUSA, SICAN, SIMEX,
It is important to advise the hotel that is responsible for payments (each committee) verifying two days prior to event that procedures are in place.

6) Baggage Handling:

This is the responsibility of each delegate both at airport and hotel (unless otherwise indicated). Host Club should inquire if the room rate includes baggage handling. (In some cases, it is mandatory i.e. Union contracts). Host club should ensure that sufficient porters are available for check in and check out at hotels, especially for early morning departures

7) Airport - Domestic and International Arrivals:

- 1) Skål "Welcome Desk"
- 2) Signage in three (3) official languages (Welcome signs)
- 3) Emergency telephone number of host club.
- 4) Dress code of Host Club – the participants know what to look for. (T-shirts, jackets, etc...)

8) Airport Transfers:

- 1) Skål "Welcome Desk"
- 2) Signage and Personnel directing participants to the transportation departure area.
- 3) Transfers Schedule between airport /hotel(s)/airport (also posted in lobby of hotel(s))
- 4) VIP transfers should be made available for Skål International and NAASC Presidents plus other dignitaries as advised by the Congress Director.
No other requests are to be processed unless approved. Should a club wish to

offer others VIP treatment it is left to their discretion

5) Cost of transfers to be included in Congress costs. Wednesday, Thursday arrivals and Sunday departure (to be indicated on the Host website)

9) Registration Desks:

• Hotels

a) Desks to be clearly marked:

- 1) Delegate Registration by participants name (A-M)(N-Z)
- 2) Local Sightseeing Tours
- 3) Pre/Post Congress Tours
- 4) Gala Dinner Reservations (See Appendix)
- 5) Transfers
- 6) Sporting Events (Tennis, Golf)
- 7) Hospitality Desk (each hotel)
- 8) Business to Business information desk
- 9) Dine around Desk (if required)

Recommend that all desks be in one area, well spaced out so the Host Club Committee members can handle a smooth flow of traffic. Gala Dinner desk should be away from the flow of traffic

b) Participants registration packets should include the following:

- 1) Name tag(s) with pictograms (optional)
- 2) Official Program (3 official languages)
- 3) Literature on City, Restaurants, Nightclubs, Shopping Malls, etc.
- 4) Church services
- 5) Emergency telephone numbers
- 6) Handouts
- 7) Other material deemed necessary by NAASC (flyers, etc.)
- 8) Foreign Exchange Bureau (optional)
- 9) B2B list of participants
- 10) First timers meeting reminder
- 11) Invitations (Must be approved by NAASC Chairperson and/or **Congress Director**)
- 12) Location of Internet Café

10) Name tags designations and color identification:

Name tags designations with pictograms (optional) and color identification is required for the following:

- Skål International President or designated Officer **Gold**
- NAASC Chairperson, National Committee Presidents, ISC Councilors **Green**
- First Time Participants. **Blue**
- Guests **White**
- Host Club members **RED**

11) Official Program:

Official Program to include:

- 1) Welcome letters with photos, preferably in the three official SKÅL languages, from Skål International President, NAASC Chairperson, National Committee Presidents, Congress Director (if applicable), Host Club President and Chair, Country's Highest official(s)
- 2) Official Congress Schedule
- 3) Dress code(s)
- 4) Names of Host Club Organizing Committee
- 5) Theme of Congress
- 6) Profile of Host City/Country
- 7) Advertising is permitted
- 8) Medical emergency telephone numbers
- 9) Guest and Keynote speakers

12) Congress Costing Guidelines

1) Room and tax:

- a) Three (3) nights double, single
- b) Additional persons rates

2) Transfers & Sightseeing:

- a) Round trip transfers valid for all participants. (Wednesday/Thursday and Sunday)
- b) Sightseeing tours with professional step-on guides. Spanish and French tour, available on request

3) Meals & Functions:

- a) Three (3) Breakfasts -Buffet or Full American (Friday/Saturday/Sunday)
- b) Two (2) Lunches -including wine - beer – soda
- c) Opening Reception - Food - Full Bar - Entertainment.
- d) Dinner –or Dine Around including wine- beer or soda
- e) Gala Reception - Full Bar one (1) hour.
- f) Gala dinner including wine.
- g) Coffee breaks (after opening ceremonies only)
- h) Presidential Suites Bar Set ups
- i) Taxes and services charges to be included.

4) Other Expenses:

- a) Gifts for dignitaries (NAASC Chairperson & SI President / Host Clubs)
- b) Business to Business arrangements
- c) Key Note, Guest Speakers, Educational Seminars**
- d) Printing, postage, banners, pictogram badges, stationary, signage etc.
- e) Registration costs for Host Website
- f) Local Destination Management Company fees if applicable
- g) Bank Charges
- h) Credit Card Charges
- i) NAASC Internet Café
- j) Processing Fees

A detailed financial report must be submitted to the NAASC Chairperson within 60 days of the Congress, Copies to the National Presidents

13) Gala Dinner Reservations:

This is a proven system and it has been in place since 1996 and it has been very successful in the past.

Recommend the following system:

- a) All participants are given a Colored Voucher, which clearly indicates what the voucher is for. This must be included in the Registration Kit. (See forms)
- b) Participants are to be advised of the procedures in the program.
- c) Participants must present this voucher in exchange for seating assignment
- d) No voucher, no table number.
- e) Under no circumstances do one-block seats for friends.
- f) They want 8 seats -they need 8 vouchers, if they want 4 seats, they need 4 vouchers
- g) Host Club is to set up a diagram of the Hall where participants have viewing access
- h) Host Club to set up a check list for tables of 8 or 10 seats, list names and vouchers numbers when delegate is assigned a seat at a specific table.
- i) The table number is indicated along with a seat, (i.e. Table 11,seat 7 - 11/7)
- j) Number tables starting at 11, then no misunderstanding
- k) In all cases, the delegate must present the dinner voucher in exchange for a seat at a table.
- l) If they have in their possession 8 tickets, they are given 8 seats

Planning Review (cont'd)

2) The Gala Dinner Reservations area should be divided up as follows: -

- a) Reservations: Reservations only
- b) Inquiries: All changes Problems, etc...
- 3) Host committee to arrange tables accordingly.
- 4) Congress Chair should reserve three or four (3/4) tables for NAASC Chairperson (VIP's and guests (max.).

6) GALA DINNER TO BE NON SMOKING EVENT

(if hosted outdoors Host Club to decide)

14) Medical Assistance:

List of medical emergency assistance telephone numbers must be available at all times and information should be included in each registration kit.

15) Congress date/changes:

. For any date change after original proposal has been accepted, the Host Club must Seek approval from NAASC Chairperson

Section IV Congress Master Schedule

Monday and Tuesday: Partial arrivals NAASC Chairperson, Pre Tours

Skål Board Members: - SIUSA-SICAN/SIMEX/

Skål International President

Opening of the NAASC Internet Café

Wednesday: Registration Desk Opens

ARRIVAL BOARD MEMBERS -SICAN/SIMEX/

Registration Desk Opens

SIUSA Board Meeting

Early delegate arrivals

ADD Educational Seminars

D/Day - Thursday Golf Tournament

NAASC Board meeting

SICAN Board meeting

NAASC First Timers meeting

NAASC Welcome Reception.

Friday: NAASC Opening Ceremony

NAASC General Assembly

NAASC Business-To-Business Session

SIUSA General Meeting

SIUSA Regional Meetings

NAASC Afternoon Sightseeing

NAASC Dinner either in Hotel or Dine Around

Saturday General Assemblies

SIUSA/SICAN/SIMEX

Afternoon Sightseeing tour or free afternoon

NAASC Evening – Reception and Gala Dinner

Sunday Farewell Breakfast

Transfers to airport

Departures for Post Tours

NAASC Congress Debriefing Meeting.

Detailed Congress Schedule

Saturday or Sunday

Arrivals: Meet & Greet plus review all facilities for Congress

- a) Review airport facilities
- b) Transfer(s) to Hotel
- c) Site Inspection of Property
- d) Review program with Host Chair and Key Committee Members

Monday

Arrival Meet & Greet

NAASC Chairperson

- a) Review all details with full Host Committee
- b) Protocol Meeting with NAASC Chairperson, Host Chair and Local President and Protocol Officer

Tuesday

07h00 Installations of Welcome Desks

Signage at Airport(s)

Domestic and International Arrival areas

10h00 - 11h30 NAASC Protocol meeting (unless held on Monday)

09h00 - 18h00 **Arrivals Meet & Greet**

- NAASC and Skål International President (Complimentary transfers)
- National Committee Boards (SIUSA/SICAN/SIMEX)
- Transfers optional unless cost included in program
- Upwards to 100 people arrive
- Double check arrival times on Registration forms.
- VIPs should be offered a special transfer

Evening Free: Host Committee should make suggestions for Dining

Wednesday

08h00 - 18h00 Arrivals Meet & Greet

Meet and greet all arrivals

Transfers to Hotel(s) all participants 70 to 100 arrivals

Double check arrival times on Registration forms.

VIPs should be offered a special transfer

07h30 - 17h00 SIUSA Board Meeting

Add Educational Seminars

12h00 - 18h00 Registration desks open.

Evening free Recommendations for Restaurants

Thursday

07h00- 14h00 Sporting Events - Golf, tennis, etc. (Cost Participants)

SICAN Board Members must return to hotel no later than 12h30 pm

Prizes to be given out at a luncheon with permission of sponsor

Payable in advance with registration fees via Host Secure WebSite.

08h00 - 18h00 Arrivals Meet & Greet

Meet and Greet at airport. Transfer to hotels.

All participants arriving must be transferred

08h00 - 18h00 Registration/Gala Dinner desks open

(Location to be posted in each Hotel Lobby)

08h00 - 18h00 NAASC Information desk(s) in lobby of each hotel

07h30 - 12h00 NAASC Committee Meeting

07h30 Continental Breakfast served in meeting room 12-15 people

(Board members eat prior to meeting if breakfast is included in room rate)

13h00 - 18h00 SICAN BOARD MEETING

18h00-18h45 NAASC First Timers meeting

(Refreshments are recommended (beer-wine-soda)

19h00 - 23h00 NAASC Welcome Party at Host Hotel Icebreaker with entertainment)

Friday

07h00 - 08h15 Breakfast in each hotel

08h00 - 18h00 Open Registration/Gala Dinner desks

08h15 Transfers to opening ceremonies (if required)

08h30 Assemble Head Table

09h00 – 10h30 NAASC Opening Ceremonies (Site to be posted in each hotel)

NAASC Chairperson will send Agenda to Host Club, Local entertainment should be provided

a) Translation services optional (note this is costly. SIMEX/SICAN should be contacted)

b) Next years Host Country will make a 10 minute presentation (max)

c) SI International Congress Host Club may want to do a presentation

d) Guest speakers must be advised what SKÅL and NAASC is all about

e) Guest speakers must be advised how long they have to speak

f) Local entertainment after speeches (MAX 10- 15 min.)

Refreshments may be served at the back of the Hall

NAASC Presentation of Flags Coordinate with Protocol Officer

- All flags to be presented even if country is not represented.
- Flags from each NAASC country to be announced by the protocol officer in the three official languages.
- Flag bearers: Must be briefed / dress uniform)

Flag Entrance (Consult official listing)

- a) Provincial or State Flag
- b) NAASC Flags (Alphabetic Order)
- c) Host City Flag
- d) Skål International President's Flag
- e) Skål International Flag
- f) Host Country Flag

All countries must be identified equally (timing between announcements is important)

09h00 – 10h30 NAASC Opening Ceremonies (Site to be posted in each hotel)

NAASC Chairperson will send Agenda to Host Club Local entertainment should be provided

g) Translation services optional (note this is costly. SIMEX /SICAN should be contacted)

h) Next years Host Country will make a 10 minute presentation (max)

i) SI International Congress Host Club may want to do a presentation

j) Guest speakers must be advised what SKÅL and NAASC is all about

k) Guest speakers must be advised how long they have to speak

l) Local entertainment after speeches (MAX 10- 15 min.)

m) Refreshments may be served at the back of the Hall

NAASC Presentation of Flags Coordinate with Protocol Officer

- All flags to be presented even if country is not represented.
- Flags from each NAASC country to be announced by the protocol officer in the three official languages.
- Flag bearers: Must be briefed / dress uniform)

Flag Entrance (Consult official listing)

- a) Provincial or State Flag
- b) NAASC Flags (Alphabetic Order)
- c) Host City Flag
- d) Skål International President's Flag
- e) Skål International Flag
- f) Host Country Flag

• All countries must be identified equally (timing between announcements is important)

10h45 - 13h00 NAASC Business To Business Meetings

Hall must be located close to Opening Ceremonies

13h00 - 14h15 Lunch

• Lunch to be served in the same area as Opening Ceremonies / Business Session
Hot lunch, sit down or buffet. Wine, beer, sodas included.

• Skål toast 3 official languages (optional)

14h00 - 15h00 SIUSA General Meeting

(Use same room as Opening Ceremonies)

Detailed Congress Schedule (cont'd)

14h30 – 17h30 Sightseeing Tours (3 hours maximum)

Recommend a two-hour tour.

Participants or spouse must pick-up tickets

(Ask if delegate is attending a meeting).

A local Skål person should be on each bus.

Qualified professional step-on guides must be used.

Departures from luncheon area / Drop off at individual hotels.

Must be back at least 1 ½ hour prior to next event.

Tours to be offered in English. Should sufficient numbers warrant it tours in Spanish and/or French must be offered

15h00 – 18h00 SIUSA Six (6) Regional Meetings
Six meeting rooms close to one another
19h00 - 24h00 Dinner at Hotel(s) or Dine a round
Venue to be chosen by Host Club
Should include the following:
Dinner with wine, beer or soda
Reserved table(s) for NAASC Chairperson and his guests
Transportation to/from each hotel
After hours cash bar at host hotel

DINE AROUND

Should include the following:
Soup or Salad and dishes on the menu
Dessert
Wine and/or beer-soda
Services Charges and Tips
The local Host Club or NAASC will not be held responsible for additional items ordered at the Hotel dining room nor at a restaurants if it is a dine around
A reservation systems must be set up if a dine around is offered (i.e. Gala system)
Printed menus will be required from Restaurants and displayed near reservation desk
Departure times posted in lobby.
Transportation to/from each hotel if more than five (5) minute walk
After hours cash bar or hosted bar in host hotel

Saturday

07h00 - 08h30 Breakfast at each Hotel
07h30 - 09h00 Information desk open
08h30 - 11h30 SIUSA General Assembly
09h00 - 11h30 SICAN/SIMEX General Assemblies
11H00 – 1230 Web Presentation
12h45 - 13h45 Lunch for all
14h00 - 16h30 Local Tours - Sports Events or free afternoon (Offered to those who could not partake in a tour on Friday)

ADD Educational Seminars

19h00 - 20h00 NAASC Chairperson Gala Reception
20h00 - 24h00 President Gala Dinner "Black Tie or upscale theme event (advise participants of dress code)

Sunday

06h00 - 14h00 Information and transportation desks open. (At all hotels)
Departures for airport
"Farewell Team" at hotel (s).
Special attention to NAASC & SI Presidents
06h00 - 07h30 Coffee/tea available in lobby for early departures
07h30 - 10h00 Gala Farewell Breakfast
It is important that the hotel(s) have sufficient staff to handle checkouts and baggage handling.
08h30 - 11h00 NAASC Congress Debriefing Meeting (Host Hotel (10-15 people)
Congress Director or Host organizing Head to send out notice of meeting
(This meeting could be held earlier depending on flight departures)

Section V

NAASC COMMITTEE REQUIREMENTS

09h30 - 12h30 NAASC Committee Meeting
Meeting room for 15 people
Conference style—Hollow Square
10 additional chairs for guests and observers.
07h30 Continental Breakfast served in meeting room 12-15 people
(unless breakfast is included in room rate)
10h00 Coffee Break
18h00-18h45 NAASC First Timers meeting
Raised Platform with two tables and four chairs
Two microphones cordless if possible
100 Chairs Theatre style
19h00 - 23h00 NAASC Welcome party at Host Hotel
Require Podium with microphone for short speeches
Signage in Hotel lobby.
Require seating for 70% of participants

Friday

NAASC Requirements: Opening Ceremonies
08H00 – 09H00 Hall for VIP'S and Head table
Coffee and Juice (Cost Host Club)
08h50 Entrance of VIPS to reserved seats
09h00 Entrance of Head table
Entrance order
Master of Ceremony
Host Club President
NAASC Chairperson
Highest Local Dignitary (1)
SKÅL International President or delegate
Local Dignitary (1)
Host Congress Chairperson
Head table (raised) to seat seven (7) people
Two (2) podiums with microphones each end of head table
Name plates (bold letters) two sided for each person at head table

- Room should be set up theater style. Width style as it will allow for more participants (10%).
- Audio-visual requirements must be ordered in writing to the Host Club
- Host Club will require audio visual equipment
- Next years Congress will advise what equipment they require

National Committee Requirements (cont'd)
Reserved Seating
Two/Three (3) front rows reserved for VIP'S and spouses
Front row reserved for Head table and Spouses (viewing of presentations/shows)
Other rows for National Committee National Presidents (4)
ISC Councilors SICAN/SIUSA/SIMEX and SI officers
Invited guests and sponsors

Luncheon:

One podium near reserved tables. With one (1) with microphone.

Saturday

NAASC Gala Dinner Requirements

Reception:

Open Bar - one hour

Hors d'oeuvres

30/40% chairs and tables spread around room

Separate room from Dining area

Soft music or live entertainment (soft)

Gala Dinner:

Reserved tables. NAASC Chairperson will advise how many (4 max.)

Name plates on each reserved table for VIPs

Master of Ceremonies

Printed menu. (3 official languages)

Tables of 8 with flags.

Entertainment with dance band.

Podium with microphone. (Near head table)

Area to store gifts (close to podium)

Change of NAASC Chairpersons

Hotel staff to direct participants to table(s)

Help desk staffed by host club at entrance for problems

Sunday

Debriefing Meeting

1) Room for 15 people Hollow Square conference style

2) Coffee, Tea, Juice and Danish

3) Costs sponsored by Hotel.

SICAN Requirements (CANADA)

Thursday

13H00- 18H00 Meeting room for 25 people conference style with 10 additional chairs for guests and observers.

SICAN will order all Food & Beverage requirements directly with Hotel

Saturday

09h30 Coffee/tea for number of participants registered

Table set up outside or at back of Hall

09h00 - 11h00 Meeting room for 70/100 people chairs theater style facing Head Table

Head table for 8

Podium with microphone at Head Table. (If requested)

Water set up at Head Table.

SICAN Executive Secretary to advise Host Committee of requirements.

Copies to Host Committee Director

Cost to SICAN for Food & Beverage to the attention SICAN Ex. Sec.

Board meetings or Executive meetings requirements to be forwarded

To the Host Committee by February of said year.

SIUSA Requirements

Wednesday

SIUSA Board Meeting Requirements

07h00 - 17h00 Meeting room for 20 people, conference style double-spaced. Require a table and two chairs for Auditors, away from the SIUSA Head Table, but in front of the Assembly.

With 15 additional chairs for guests and observers.

07h30 Continental breakfast for 20 people.

10h00 Coffee break - 30 people

12h30 Lunch – 20/25 people

Board meetings or Executive meetings requirements to be forwarded to the Host Committee by February of said year. SIUSA will advise Congress Director/Host Committee of any changes

Friday

14H00 – 15H00 SIUSA GENERAL MEETING

(Use same room as Opening Ceremonies)

Microphone at Head Table

Microphone on stands (2)

15h00 – 18h00 SIUSA Six (6) Regional Meetings

Six meeting rooms close to one another

Set up all rooms for 20 people square hollow +chairs for observers (10)

Saturday

08h30 - 11h00 Head table for 18-20 people with nameplates

Chairs to be set up theater style, reserve room for 300 people
(number registered)

3 table microphones at Head table

2 standing microphones placed in between aisles front and rear.

SIUSA Ex Secretary Treasurer to forward requirements to the Host Committee

SIMEX Requirements

Saturday

SIMEX President should advise Host Committee of requirements.

SIMEX Ex Secretary Treasurer to forward requirements to the Host Committee.

CONGRESS OFFICE

Computers, telephones, Internet,
printer/photocopiers, stationary,
tables, chairs, office supplies, etc.

Internet Café

Minimum three (3) computers

No Charge to participants

Business To Business Requirements

One large hall for 50 table top displays

Table top or company stands

(Host committee may charge recommend 100\$US)

Section VI

NAASC GENERAL INFORMATION

1) Signage:

All Signs Signage during the Congress in three (3) official languages at all times With the proper Skål designation. (NAASC, SIUSA, SICAN, SIMEX, Skål). Common signs could be handed over to the following year's Host Committee.

Airport

Large welcome banner, trilingual (English, French & Spanish)

Transportation/Sightseeing:

All buses to have an 8 ½ by 11" sign clearly indicating what the event is for
Hotels

All function rooms - events to be clearly identified

Hotel notice boards to be verified daily for proper posting

Transportation notice boards posted at each hotel, Congress Center and at the transfer desk (s)

2) Payment Policy:

Via the Host City Secure registration form found on their website

Payment policy should include any incentives for early registration and any premium charged for late registration. (Within 30 days depending on Hotel release date)

Type of payment accepted

The registration form must clearly indicate what type of payment is accepted.

Credit cards: Visa Master Card

Discovery AMEX Other

IMPORTANT: Should a third party be used to process credit card payments, participants must be advised the Company's name that will appear on their Credit Card Statement.

All information should be indicated on NAASC Registration form.

NAASC is not responsible for collections and/ or payments of any kind.

3) Cancellation Policy: -

Cancellation policies must be clearly indicated on the Host Secure Website Registration form for both the Congress and Pre or Post Tours.

(If not indicated participants will assume no charges apply.)

A handling fee of 50\$ will be charged for cancellations

It is recommended that all participants purchase Cancellation Insurance.

All refund requests must be submitted in writing no later than one (1) month after the termination of the congress to the Host Club

4) Master account billing

Master account billing arrangements should be reviewed with the Organizing Committee, Hotel Management, Host Club, Congress Chair prior to the arrival of participants.

Master Accounts:

The National Committees should open the following Master Accounts.

SIUSA, SICAN, SIMEX, and the Host Club

Hotel(s) to be charge all food & beverage plus all other charges that are incurred to the Master Account of the person designated by the National Committees to their room account

Folios:

Host Committee must ensure that two (2) folios be drawn up at the hotel for participants.

1. MASTER Account: - Room, taxes, events and meals included in program.

2. Participants Account: - Incidental expenses incurred by participants Hotel(s) are responsible for all monies due by participants at check out Hotel(s) to take an imprint of a credit card or request a cash deposit at check in. Neither NAASC nor the Host Club is responsible for incidental expenses incurred by participants.

Review of accounts:

Host Committee must review the accounts within one week of Congress. Hotel should prepare billings accordingly, unless they have made separate arrangements with the Host Club.

Host Club is only responsible for the charges they incurred and agreed upon with suppliers.

Recommend that the Host Club ensure all documents are duly signed.

5) Registration Host Club Secure Website

1) Preliminary registration forms must be available for distribution at the preceding Congress and must be clearly indicated "All contents subject to change without notice".

2) Registration forms will be available on the Secure Website by November of previous year.

3) Should a member not have access to the Website she/he is to contact their local administrator who will make arrangements to process the booking.

4) All pre and post hotel accommodation should be booked and paid for via the Secure Website.

6) Distribution of Information

SIUSA Distribution Contact(s)

1. SIUSA Director of Publicity

2. SIUSA Ex. Sec. Treasurer, siusa@siusa.org

(They do a general mailing to all SIUSA Clubs)

SICAN Distribution Contact SICAN Ex Secretary Treasurer sican@sicanada.org

Send to all clubs to the attention of Clubs Secretaries

Should you want to have your message translated into

French contact the EST of the Montreal or Quebec City Skat Clubs.

SIMEX Distribution Contact SIMEX Ex Sec

Send to all clubs to the attention of Clubs secretaries, E-Mail to each club with a covering letter in Spanish. (Send to SIMEX for translation)

7) Confirmation & Information to Participants:

1) Confirmation of registration should be sent via the Secure Website only. Those members who do not have access to e-mail should make arrangements with their Club Administrator to use her/his e-mail address.

2) Should they elect to use other methods of booking (fax or mail) a 50\$US charge will be added to the registration fee.

Information to be included:

a) Updates on Pre and Post Congress Tours

b) Reminder of dress requirements in an event-by-event summary

c) Additional information also to be included at this time should be:

d) Typical climate (with temperature range) anticipated

e) Purchase cancellation insurance

f) Immigration (visa) and customs information.

g) Names, addresses and phone numbers of the appropriate Embassies or Consulates

h) Any special health or security procedures

8) Site Inspection(s)

Procedures:

1) Site inspection is done by the NAASC Chairperson or their designate, six (6) months prior the Congress.

3) Arrangements to be made by the local Congress Chair and the Host Committee.

4) Host Committee should convene meeting with all committee members.

5) Host Committee to send agendas for Site Inspection

6) Costs to be borne by Host Committee

NAASC General Information (cont'd)

9) Mandatory Attendance

SIUSA SIUSA Clubs must send their SIUSA Representative(s) to the SIUSA General Assembly and Regional Meeting.

SICAN Mandatory for all Clubs to send their SICAN representative(s) to the SICAN Board Meeting .The SICAN Executive is mandated to attend the congress.

SIMEX No policy at time of printing

10) Key Contacts

Host Club to draw up a list of all Committee Members

To include telephone and fax numbers along with e-mail addresses

11) Special Events (Hosted Suites)

All hosted events out of schedule must be approved by the NAASC Chairperson (National Committee Presidents Hospitality suites need not be approved in advance)

12) Sports Events

Golf / Tennis Tournaments

1. All sporting events must be scheduled so that they do not interfere with any scheduled meetings.
2. Costs for such events are the responsibility of each individual member and should not be built into the program.
3. They should be included on the Secure Website Registration form and paid for in advance.
4. Advise costs of green fees and carts. (Tennis court time + rental).
5. Should the Host Club obtain sponsorship, advertising is permitted.
6. Golf starting times (7:30 -8:00 am at the latest). Consideration must be extended to those who have to attend afternoon meetings (SIUSA Regional/SICAN Board Meeting)
7. Tennis can be arranged at the same time as golf tournament.

13) Pre & Post Congress Tours

1. The Host Club must offer two or three varied pre and post-congress tours.
2. Printed material should be available at the prior year's congress entitled "preliminary" and final registration forms be included with on the Secure Website. All to be paid at the same time.
3. Professional guides are to be used at all times and they should have knowledge of the two (2) or three (3) official languages.
4. Pre and Post tours advise if transfers are included to/from the airport
5. All pre and post tours participants should be advised of the Cancellation policies via the Secure Website.

14) Minutes of Meetings

The Host Club Organizing Committee must keep minutes of all meetings held and send copies to the NAASC Chairperson, who will if deemed necessary, forward the highlights to the NAASC Committee

Section VIII NAASC Congress Protocol Manual

Preface

Protocol is most important to the smooth operation of all **Skål** functions that take place and to the people who participate in them. It must be remembered that visitors to our functions, whether high ranking members of our movement, government officials, celebrities or normal attendees, expect a certain amount of dignity and decorum.

They have the right to expect our procedures to reflect the claim that we are “**Professionals in Tourism**”. The protocol procedures are intended as an aid and guide towards a successful congress. It is not a “set in stone” document, but hopefully, it is a reference to assist the organizers of a function or congress in covering details that can be overlooked in the rush of the planning process.

Kindly bear in mind that Skål protocol might not always be acceptable to the Host City or Country, in which case, understanding, common sense and courtesy must be exercised to reach a logical solution, in cooperation with the Host Club protocol officer.

Should the Host Club have any difficulties, they should immediately contact the NAASC Chairperson or Skål Toast: *The Skål toast should be offered in the three (3) official languages*

Responsibilities

NAASC Chairperson should offer the toast or designate someone. It is recommended that the NAASC Chairperson in cooperation with the Host Committee's Protocol Officer, pre-select the Skål person and advise them accordingly. The NAASC Chairperson should offer the opening toast, in his/her language, if the NAASC Chairperson feels comfortable he/she should offer the toast in the three (3) official languages. If not, it is recommended the Protocol Committee approach the following:

SICAN French / English

SIMEX Spanish / English

SIUSA English / Spanish

For the good of Skål, it is imperative that the Skål toasts be done in the three (3) official languages.

Spanish English French

A Colegas de Skål en

Todo El Mondo.

To fellow Skålleagues everywhere. A tous les Skålleagues du monde entier.

Felicidad! Happiness! Bonheur!

Salud! Good Health! Santé!

Amistad! Friendship! Amitié!

Laga vida! Long life! Longue vie!

SKÅL SKÅL SKÅL

Note: This is the official version. All others versions are not acceptable

Protocol & Invitations to Congress and Responsibilities

International President Invitation

Invitations to Skål International President (or other Skål International Officers). The NAASC Chairperson should send a formal letter of invitation to the newly elected Skål International President as soon after the Skål International Congress as possible, so that they can arrange his/her schedule accordingly. The original should be sent to the Skål International headquarters and a copy to the Secretary General of the Skål International.

1) Accommodation:

A suite is usually reserved.

2) Alternate:

Should the Skål International President be unable to attend, he/she may designate another Skål International Executive Officer to represent on his/her behalf. Same

courtesies to be extended.

3) Costs:

Responsibility of Host Club

(Excluding airfare, unless Host Club has access to complimentary air.).

4) Protocol

a) Local Invitations

Should the local club wish to invite special dignitaries who are deemed important to the Host Club and to the Skál movement, they may do so. The Host Club's President should send out the invitations,

b) Invitations by Governments or local authorities

Advise those who want to invite the NAASC Committee that the following should receive invitations in this order.

- 1) NAASC Chairperson and spouse
- 2) Skál International President and spouse or alternate
- 3) Host Club Congress Chairperson and spouse
- 4) Host Club President and spouse
- 5) Protocol Officer and Spouse
- 6) National Committee Presidents and spouses (SIUSA/SICAN/SIMEX)
- 7) ISC Councilors and spouses (SIUSA/SICAN/SIMEX)
- 8) Special Invitees of the NAASC Chairperson
- 9) Major Sponsors

Note: If space is limited, numbers 1 to 4 must be invited first. The NAASC Chairperson draws up the list of invitees. Written invitations must be forwarded by e-mail for all special functions outside the program.

c) Mailing invitations:

- 1) Skál International President Skál International Head Office, C.C SI General Sec
- 2) NAASC Chairperson: Business Address
- 3) Others: Business Addresses

Any other invitations / presentations must be approved by the NAASC Chairperson

The protocol officer must be advised of all invites.

d) Gifts

Gifts to Special Guests must be presented to recipients in this order

- 1) NAASC Chairperson
- 2) Skál International President
- 3) Host Club.

The NAASC Chairperson must approve any other presentations or gifts.

All requests to be sent to the NAASC Chairperson in advance, for his/her approval.

e) Master of Ceremonies Duties

- 1) Host Club to choose a Master of Ceremonies who preferably can speak the 3 official languages.
- 2) He/she to act as Master of Ceremony during the Opening Ceremonies, Gala Dinner and wherever the Host Club deems necessary
- 3) Will do the housekeeping announcements during the congress
- 4) Work closely with the Protocol Officer

f) Protocol Meeting

A meeting with the NAASC Chairperson and the National Presidents, and the Host Club, Host Protocol Director & Host Congress Chairman will be held either on Monday or Tuesday. The purpose of this meeting is to review of the activities and the details of the congress. It is important that it be handled in a day-to-day, function-to function and item-by-item sequence.

g) Agenda for meeting

- 1) Review all invitations
- 2) Head table seating for the Opening Ceremony
- 3) Special seating for VIP'S for the Opening Ceremony
- 4) Head table seating for the NAASC Gala Dinner as well as any other function (Example - function that includes government officials who would be seated with the senior officers of NAASC)
- 5) Procedures for seating head tables, announcements, order of introductions, speeches, presentations, etc.
- 6) Coordination with the National Committees and the Congress Organizing Committee.

h) NAASC Protocol Officer

The Host Committee must appoint a Protocol Officer who would work with the NAASC Chairperson. First and foremost it must be remembered that *THIS IS A NAASC CONGRESS THEREFORE ALL PARTIES HAVE A VOICE IN PROCEDURES!*

The NAASC Congress enables all **National** Committees to join for its Annual Meeting and it must receive the prominence it deserves. Thus, all events must be handled with dignity and special care. The Host Country must appoint a Protocol Director/Officer for the Congress who, in turn, will offer his/her assistance to the following NAASC members:

- 1) NAASC Chairperson
- 2) NAASC National Committee Presidents
- 3) ISC Councilors
- 4) SI President or designate

The final say on any protocol, bearing in mind local traditions and customs, must come from the NAASC Chairperson, in cooperation with the Host club.

i) Duties of the Protocol Officer

This is a very important committee and the person accepting this appointment must be one that will commit them to fulfill this position to the closing of the congress.

5) NAASC Annual Congress Opening Ceremony

a) Head Table Arrangements

- Seating arrangements for all VIP'S
- Recognition of Special Guests
- Formal introductions
- Advise NAASC Chairperson background on VIPs
- Ensure all Head Table guests wear regalia.
- Placement of Flags (extremely important)
- Flag bearers' instructions
- Speeches (advise each how much time allotted)
- Assemble VIP'S prior to the Opening Ceremonies and Gala Dinner
- Ensure that the Press have access to our invited guests the NAASC Chairperson & SI President
- Co-ordinate the entrance of the VIP'S prior to head table at opening ceremonies
- Co ordinate with Master of Ceremonies

b) The following persons and spouses are to be invited to the VIP room prior to the opening Ceremonies

Introductions are to be made in order of protocol and should include the following:

- 1) NAASC Chairperson
- 2) NAASC Past Chair
- 3) Skál International President or designate.
- 4) President of SIUSA/SICAN/SIMEX
- 5) Other ranking Skál delegate (former presidents)
- 6) Government officials
- 7) VIP's (sponsors, etc.)
- 8) Congress Director
- 9) ISC Councilors
- 10) Others

When the Ceremonies are ready to start the Protocol officer will escort all (except at head table) to the front rows.

6) NAASC Gala Evening

NAASC Gala Evening to be billed as the formal Event of the Congress

a) Dress code

Gentlemen: Black Tie and/or theme attire

Ladies: Formal gowns, cocktail dress long or short.

b) Reserved tables for NAASC Chairperson:

The NAASC Chairperson will advise the **Congress Director** and the Host club who she/he has invited to sit at the reserved tables and at his/her table. Working in cooperation with the **Congress Director** and the Protocol Officer

Three of 8 /10 is to be reserved near the dance floor.

Invitations should be sent out prior to arrival or upon arrival (first day) by the NAASC President.

His /her table is usually composed of the SI International President, Incoming NAASC Chairperson, Host Club President and one other VIP couple.

c) Protocol

The protocol office will identify the flag bearers prior to the Gala Dinner and ensure they will carry their countries flag.

They will enter after the head table is announced and place the flags in the designated area.

Introductions are to be made in order of protocol and should include the following:

The Master of Ceremonies will introduce only the Head table Guest upon entry

1) NAASC Chairperson

2) NAASC Out going Past Chair

3) Skål International President or designate

4) Special Invited Guest

NAASC Chairperson Head Table is to enter once everyone is seated with appropriate music.

Recommend flag bearers lead in with flags from Skål, Host Country and NAASC President's Country.

SKÅL International President should choose who he/she wants to carry his/her flag.

Local Skallegues from various countries should carry flags

d) NAASC Chairperson Presentations / acknowledgments

Short speech

f) Recognition of Host club

NAASC Chairperson should recognize the Host Club and acknowledge their efforts.

An appropriate gift should be presented to the Chairperson or Host Club President Skål toast in three (3) official languages should precede dinner and be

presented by either, **THE NAASC Chairperson or those chosen by him/her to do so.**

g) Entertainment:

Entertainment for the evening is the responsibility of the Organizing Committee but normally would include dancing until midnight.

7) SIUSA/SICAN/SIMEX Board Meetings

Each National Committee has on file the procedures for their Board Meetings and General Assemblies. All costs to be borne by each National Committee. Payable prior to departure. (Hotel will charge room account) National Committees must advise Host Club who has authority to sign.

Section IX

NAASC Congress Opening Ceremony

Recommended Standard Agenda

The Master of Ceremony should be fluent in English, Spanish and French but if not, others should be available for translation purposes. He/She will call the meeting to order:

Procedures are as follows

- 1) Invite all to sit down
- 2) Welcome: VIP'S and Spouses (no names)
- 3) Welcome: Head Table
- 4) Presentation of the Flags
- 5) Introduce Head Table
- 6) NAASC Chairperson
 - Introduction of other Skål dignitaries who are seated in the front rows
 - Welcome address (No more than 5 minutes).
 - Introduction of the Incoming NAASC President (no remarks).
 - Introduction of the current Skål International President or designate.
- 7) Skål International President
Brief remarks (no more than 5 minutes)
- 8) NAASC Chairperson: Introduction of Guest of Honor & keynote address
- 9) Keynote address (No more than 5 minutes)
- 10) NAASC Chairperson: Introduction of President of Host Club.
Brief remarks (No more than 3 minutes)
- 11) NAASC Chairperson: Introduction of Congress Chair.
Brief remarks (No more than 3 minutes)
- 12) NAASC Chairperson Introduction of **Congress Director**
Brief remarks (No more than 2 minutes)
- 13) Reconfirmation of next year's NAASC Congress
- 14) Master of Ceremony to advise that all Questions should be asked at the Business To Business Session
- 15) Introduce representative of the Skål Club hosting next year's Congress
- 16) Audio visual presentation should be made at this time
(No more than 10 minutes)
- 17) Master of Ceremony:
Skål International may want to make a presentation
(No more than 10 minutes)
- 18) Master of Ceremony:
Introduction of entertainment (No more than 20-25 minutes)
- 19) Master of Ceremony:
Review of the balance of the program and any 'housekeeping' items that may be pertinent.
- 20) Master of Ceremony:
Explain the NAASC Business To Business Sessions

Section X

NAASC GALA DINNER RESERVATION FORMS

NON SMOKING EVENT

- PLACE: Ballroom of Hotel
- Date:
- Time: 6:30 p.m. (18h30)

-
- 18h30 Cocktails 18h30
- 19h30 Dinner
-

Table # _____ Seat # _____

Confirmed by: _____

This is a confirmation for one person only. In exchange for this voucher, you shall receive an assigned table number and a seat control number. The seat number is a control numbers only, not a specific seat number.

Not valid unless duly stamped by NAASC GALA RESERVATION DESK PRIOR TO GALA DINNER

i.e. Gala Dinner Reservation Voucher – May 10th, 2003.

Please present this Voucher at the Gala Dinner Reservation Desk located at:

i.e. Hotel

Registration hours: May 4th 09h00 – 18h00

May 5th 08h00 – 12h00

May 6th 09h00 – 18h00

Note: If you are reserving seats for other participants, make sure you have one reservation voucher per delegate.

Otherwise we will be unable to reserve or hold tables. Your understanding is greatly appreciated.

Section XI

Congress Debriefing

This session should take place on the Sunday morning as early as possible and should consist of the following members:

- a) **Congress Director** (Chair of Meeting)
- b) Host Club chairperson(s)
- c) Host Club Chair-President- Financial Officer- Protocol Officer
- d) NAASC Chairperson
- e) Future Host Committee Member
- f) Other interested parties

It is important for all those who are attending the meeting to make appropriate flight reservations.

The meeting usually last two to three hours

Agenda: To be sent out by the **Congress Director** prior to meeting.