

**Y's  
MEN  
INTERNATIONAL**



**AREA EUROPE  
CONVENTION  
MANUAL**

**APPROVED BY THE AREA COUNCIL  
March 2016**

<b>TABLE OF CONTENTS</b>	<b>1</b>
<b>INTRODUCTION</b>	<b>2</b>
<b>PART I: SELECTION OF CONVENTION SITES AND LEADERSHIP</b>	<b>3</b>
<b>A. AREA CONVENTION BID</b>	<b>3</b>
<b>B. SITE SELECTION BY THE AREA COUNCIL</b>	<b>3</b>
<b>C. AREA CONVENTION COMMITTEE (ACC)</b>	<b>3</b>
<b>D. HOST COMMITTEE (HCC) AND ITS FUNCTIONS</b>	<b>4</b>
<b>E. LIAISON BETWEEN THE ACC AND HOST COMMITTEE</b>	<b>4</b>
<b>PART II: CONVENTION PREPARATIONS</b>	<b>4</b>
<b>A. PROGRAMME DESIGN</b>	<b>4</b>
<b>A1. Platform Speakers and Programme Leadership</b>	
<b>A2. Entertainment</b>	
<b>A3. Recreation</b>	
<b>A4. Spouse's programme</b>	
<b>A5. YEEP Programme</b>	
<b>A6. Childrens/Youth Programme</b>	
<b>A7. Displays and Exhibitions</b>	
<b>B. CONVENTION BUDGET - CONVENTION FUND</b>	<b>6</b>
<b>B1. Fiscal Control</b>	
<b>B2. Pre-Convention Activities and Fees</b>	
<b>C. CONVENTION FACILITIES</b>	<b>8</b>
<b>C1. Housing</b>	
<b>C2. Meals</b>	
<b>D. PROMOTION</b>	<b>8</b>
<b>E. REGISTRATION FORMS</b>	<b>9</b>
<b>F. TRANSPORTATION</b>	<b>9</b>
<b>G. CONVENTION PROGRAMME BOOKLET</b>	<b>9</b>
<b>H. TRANSLATION EQUIPMENT</b>	<b>10</b>
<b>I. HOST REGION ATTENDANCE</b>	<b>10</b>
<b>J. AREA COUNCIL MEETINGS</b>	<b>10</b>
<b>PART III: CONVENTION ACTION</b>	<b>10</b>
<b>A. RECEPTION AND REGISTRATION</b>	<b>10</b>
<b>A1. Name tags and Convention Kits</b>	
<b>A2. Pre Registration List</b>	
<b>A3. Brotherhood Fund Delegates and YEEP Students</b>	
<b>B. COMMUNICATIONS AND MARSHALS</b>	<b>12</b>
<b>C. OFFICE SERVICES AND EQUIPMENT</b>	<b>12</b>
<b>D. PROGRAMME EXECUTION</b>	<b>12</b>
<b>D1. Meeting Preparations</b>	
<b>D2. Special Events</b>	
<b>E. SUPPLY TABLE AND GIFT SHOPS</b>	<b>12</b>
<b>F. CONVENTION PUBLICITY</b>	<b>13</b>
<b>G. CONVENTION BULLETINS OR REPORT</b>	<b>13</b>
<b>PART IV: CONVENTION REVIEW</b>	<b>13</b>
<b>A. CONVENTION EVALUATION</b>	<b>13</b>
<b>B. AUDIT</b>	<b>13</b>
<b>APPENDIX I</b>	<b>14</b>
<b>II</b>	<b>15</b>
<b>III</b>	<b>16</b>
<b>IV</b>	<b>17</b>
<b>V</b>	<b>18</b>
<b>VI</b>	<b>19</b>
<b>VII</b>	<b>20</b>
<b>VIII</b>	<b>22</b>

# **THE INTERNATIONAL ASSOCIATION OF Y'S MEN'S CLUBS.**

## **AREA EUROPE**

### **INTRODUCTION:**

This Manual has been prepared to assist all those contemplating the hosting of an Area Convention or those charged with the responsibility of conducting an Area Convention to recognize the scope of activities involved. It contains a step-by-step development of actions required for a smooth operation before, during and after the Convention. It attempts to assure that all facets of the convention activities will be recognized and properly handled in a timely manner.

Involvement in an Area Convention should be a rewarding experience for all involved.

Adequate preparations and timely execution of responsibilities will make this goal a reality.

## **PART I: SELECTION OF CONVENTION SITES AND LEADERSHIP.**

### **A. Area Convention Bid.**

A Region shall sponsor an Area Convention. Any Region contemplating the submission of an Area Convention Bid should assure itself that it possesses qualified, experienced leadership, adequate personnel to staff a Host Committee and a site, which can conveniently accommodate a number of delegates recommended by the Area President at the time of first indication of interest in hosting when the manual is requested. . The Regional Director should request a copy of this Area Convention Manual from the Area President and review it carefully with his key leadership, so that they understand the full scope of their responsibilities before submitting a bid.

An Area Convention Bid must be submitted to the Area Council 24 months in advance of the convention date and at least two months prior to the date of an Area Council meeting at which the proposal will be considered. The Region shall designate a representative who can meet with the Council to discuss the bid and to answer any questions about the bid. The bid shall include descriptive information about the following: the location, a description of physical facilities including meeting rooms for large and small groups, food service including style (table service, cafeteria, etc.), housing including hotels, motels, dormitories, private homes, YMCAs, YWCAs, trailer and camping facilities if available. No specific commitments need be obtained in advance except for principal meeting rooms, food service and major housing.

The bid shall outline the type of recreational facilities available, any special programmes that the committee would consider using, the type of children's/youth programme anticipated (camps, tours, etc.) and general attractions in the country which might be visited by attendees on their way to and from the convention. Photographs and brochures of meeting facilities, living accommodations and local attractions should be enclosed when available or a slide presentation might be prepared. A suggested form for the bid is shown in Appendix I.

The bid shall further outline the anticipated costs for food and lodging and major convention facilities, if any, including an estimated escalation factor from the date of submission to the convention date. A suggested form for the budget is shown in Appendix II.

### **B. Site selection by the Area Council.**

The Area President shall appoint a committee from the Area Council to consider all convention bids and to make its recommendations to the Council as a whole. This committee shall give due consideration to the geographical locations of the previous convention sites so that the opportunity to host a convention can be shared among the various Regions.

Financial responsibility for any surpluses or losses shall be in the hands of the Area Council and should be duly considered before an award is made.

### **C. Area Convention Committee (ACC).**

The ACC will be appointed by the Area Council upon nomination by the Area President at the Council meeting at which a given convention is awarded. The ACC for any given

convention will consist of at least the Area President, the Chairman of the given convention, the Chairman of the Host Committee of the given convention, and the Area Treasurer in office in the convention year, or the previous year.

The ACC will be responsible for the appointment of committees at the Area level to deal with the execution of the programme theme, selection of speakers, financial control and review. The ACC will solicit ideas from the Area Officers and Council and in turn review with the Council the convention theme and programme ideas. A listing of these responsibilities is contained in Appendix III.

It would be beneficial if the ACC Chairman and the Host Committee Chairman could attend the Area Convention prior to their own to observe the operations.

#### **D. Host Committee HCC and its Functions.**

The Chairman and other leadership of the Host Committee shall be appointed by the Regional Director of the sponsoring Region with the approval of his Regional Board (if any) and the Area Council at the meeting, when the Area Convention Bid is approved.

The Host Committee is in general responsible for all facilities and activities that support the programme of an Area Convention. The functions of the Host Committee are outlined in Appendix III. All functions must be assigned to a specific HC committee if approved as a part of the convention format by the ACC. The committee structure may be tailored by the HC Chairman to meet his needs and personnel. The committee structure and responsibilities should be submitted in writing through the ACC Chairman to the Area Council at least two years prior to the convention. This document to be signed by HCC Chairman and ACC Chairman.

#### **E. Liaison Between the ACC and Host Committee (HCC).**

The Host Committee Chairman by virtue of his office is a member of the ACC and shall have full responsibility for the liaison between the Host Committee and ACC. He should meet and/or correspond regularly with the ACC Chairman to keep him fully informed on the progress of the preparations and problems of the convention. During the convention he should arrange to free himself from the detailed work of the convention, so that he can work directly with the ACC members in support of their activities.

### **PART II : CONVENTION PREPARATIONS.**

#### **A. Programme Design.**

The ACC shall together with AP and with the approval of the Area Council, design the convention programme in keeping with the theme and programme ideas of the Area Council. The programme shall have as its objectives:

1. Internationalisation of the movement.
2. Promotion of fellowship among participants.
3. Sharing of information among participants to further the cause of Y's Men everywhere.
4. Inspiration of participants so they may return to their clubs, regions and countries with renewed vigour and ideas for greater service to the YMCA to the church - to the community - to his fellow man.

5. Where appropriate the programme shall include cultural and social activities of the host country or region.

The programme design should be reviewed and approved by the ACC, the Area President and Area President-Elect before its implementation. From the programme design a convention schedule should be developed which must then be coordinated with the Host Committee to produce the final programme. This schedule must include every activity of the convention whether it is the responsibility of the ACC or Host Committee.

#### **A1. Platform Speakers and Programme Leadership.**

The ACC is responsible for the selection of platform leadership. An opportunity should be provided during the convention for the Area President, Past Area President and Area President-Elect to address the convention if they wish to do so. The Area Council, and Host Committee may suggest other speakers. When possible, outstanding leaders from the host country may be invited to speak as well as leaders from within the Area YMCA community, also the ICM's of the Area should be involved in the programme.

The ACC shall select and obtain the services of masters-of-ceremony, session leaders and group leaders. The ACC shall also be responsible for those involved at any programmes associated with meals including the persons offering the blessings.

The Host Committee with the approval of the ACC will be responsible for selection of persons presenting devotions or conducting religious services.

The ACC will be responsible for all programmes. Leaders should be selected in advance of the convention and should be given a thorough understanding of their responsibilities during the convention.

#### **A2. Entertainment.**

The Host Committee should make all necessary arrangements for entertainment, but must carefully coordinate these activities with the ACC to be certain that all can be accomplished in a timely manner. Entertainment at luncheons should be brief, so as not to encroach on afternoon programmes.

Entertainment that depicts the culture and traditions of the host country, state or city is usually well received. Such programmes can be provided after meals or at the close of the formal evening programme. The ACC should offer the Host Committee of the next Area Convention an opportunity to present a programme or reception to promote its convention and the schedule should be set up to accommodate such activities.

#### **A3. Recreation.**

Participants should have some breaks from convention sessions to keep fresh and interested. The Host Committee may propose such activities locally available to the ACC, but long tiring trips should be avoided. Normal tourist attractions should be reserved for pre and post convention activities.

#### **A4. Spouse's Programme.**

All convention sessions must be open to both men and women. The Host Committee with the agreement of the ACC may offer a parallel programme for those sessions that

may not be of particular interest to all of the women/men. This might include tours, lectures, teas, style shows, receptions or luncheons. Such a programme would be the complete responsibility of the Host Committee unless some time on the programme would be requested for an Area presentation. The Host Committee is responsible for the collection and distribution of any souvenirs or door prizes.

#### **A5. YEEP Programme.**

The ACC Chairman together with the Area Service Director for YEEP shall encourage the regions to send as many YEEP's as possible. The ACC Chairman and ASD to develop a special YEEP programme.

#### **A6. Children's/Youth Programme.**

Subject to numbers of children/youth attendees registering nearer the Convention date, the HCC should be willing to arrange separate suitable activities within available budget constraints.

#### **A7. Displays and Exhibitions.**

If displays or exhibitions are to be a part of the convention format, the ACC will be responsible for extending the invitation to clubs and regions to participate. Reservations for space, however, should be sent to the Host Committee and the HC will be responsible for making all necessary arrangements. The sponsor of the display must pay any costs involved in presenting such displays.

Host Committees for succeeding Area Conventions may be invited to establish displays promoting their convention without cost.

It is possible that groups outside of the Y's Men's organization will request display space. The ACC and Host Committee should jointly set space rental rates with the income applied to convention income. They shall be responsible for determining the criteria for which outside groups may participate.

#### **B. Convention Budget.**

The attendance base for the convention shall be the joint recommendation of the ACC and the Host Committee and shall be subject to the specific approval of the Area Council. The attendance base shall be established on the basis of an expected attendance plus a high and low number. The convention budget is the joint responsibility of the ACC and the Host Committee. Each will prepare an estimate of the costs related to items for which each is responsible. The Fiscal officer of the ACC shall be responsible for the final draft of the budget. Expenses should be adjusted to reflect their change with variations in registration. Registration fees must be adjusted accordingly to balance expenses. The budget should be based upon the registration fee for adults only. Equal fees should be charged for both men and women.

The ACC shall consult with the Area Treasurer and Area President to determine the amount to be included in the budget to underwrite the expenses in agreement with the Area Constitution. No expenses involved in the Area Council meetings except secretarial and office assistance should be a part of the convention budget.

Suggested budget items are listed in Appendix II. The ACC or Host Committee may add additional breakdowns of the major headings for better control. Sufficient supporting

details shall be provided to indicate the basis for each budget item. It will be recognized that some figures will be estimates based upon past convention experience. This may be satisfactory as long as that fact has been clearly indicated.

### **B1. Fiscal Control.**

The Host Committee shall keep adequate records to verify each receipt and expenditure before, during and after the convention so that the financial records of the convention can be audited by the Fiscal Officer of the ACC at the completion of the convention. It is recommended that the following procedure be followed wherever possible for ease in the final reconciliation. Each receipt should be acknowledged and a copy of the acknowledgement retained in the financial records. Each expenditure should be substantiated by a bill or other request for payment and attached to cancelled cheques where used. All payments should be approved in advance by the Host committee Chairman and the Treasurer.

Advances may be requested by the Host Committee to cover its expenses prior to the receipt of registration fees. Such requests should be submitted through the ACC Chairman to the Area Council for approval and paid by the Area Treasurer from the Area Convention Fund. Advance expenses should be limited to preconvention promotion, operating expenses of the Host Committee and deposits for equipment and facilities and should be so indicated as requiring advance payment in the budget. Advances may be requested in advance of submitting the final budget to the Council one-year before the convention. A schedule of advances must be submitted to the Council before its spring meeting one years before the convention.

The Host Committee Treasurer shall prepare a financial statement for the Area Council meeting preceding the convention. He shall issue a financial report upon request from the ACC Chairman.

### **B2. Preconvention Activities and Fees.**

The Host Committee may choose to provide a limited programme for participants arriving a day or more before the opening of the convention, for spouses and families of Council members and Officers and those attending the Council meetings. The cost of such programmes should not be included in the base convention budget. Supplemental fees should be charged for those participating in such activities. These fees and what they cover should be included in either the registration form or supplemental information sent to participants with the registration acknowledgement. Among the pre-convention activities that have been held at past conventions has been regional reception. Local YMCA officials have frequently been included in such affairs and in some cases have sponsored such gatherings. All such activities should be reviewed by the Host Committee with the ACC before their inclusion in the programme.

### **C. Convention Facilities.**

Upon approval of a convention site, the Host Committee shall negotiate with local contacts to obtain a written agreement for the convention facilities (Meeting rooms) to be engaged. Any gratuitous facilities should be clearly indicated and the basis upon which they are granted explained. Such agreement should be sent to the ACC Chairman for review and approval before being executed by the Host Committee Chairman.

The Host Committee is responsible for making arrangements for meeting rooms, housing, food service facilities and all other physical facilities at the convention site required by the ACC during the Council meeting and convention.

### **C1. Housing.**

The Host Committee shall arrange housing for all participants. As convention sites will vary widely, these may include hotels, motels, YMCA, YWCA facilities, college dormitories, private homes and trailer and camping facilities. The HCC is requested to offer home stay for YEEP students and official BF-delegates only.

### **C2. Meals.**

The Host Committee should make all arrangements for meals.

It has been the desire at past conventions to encourage participants to meet as wide a range of other participants as possible and this can often be facilitated during mealtime. Pre-programmed table assignments can be made to accomplish this. Such a programme should be worked out in advance between the ACC and Host Committee. The plan should provide opportunities for participants to meet as many Area Officers, Council members, and invited guests as possible.

It shall be the responsibility of the ACC to determine if and when a head table will be used and who should occupy it.

If some meals are optional or not arranged for, the Host Committee will indicate what arrangements can be made and what approximate costs can be expected. This information should be included as part of the convention information before or at the opening of the convention. If participants are not all eating in one location, clear instructions should be given to avoid confusion during the convention.

### **D. Promotion.**

The Host Committee should provide all advance promotional material for the convention. A reasonable amount of funds may be requested and expended to promote the convention at the Area Convention immediately proceeding. This may be done through the media of displays, presentations, receptions and promotional novelties. During the year prior to the convention, the Host Committee will provide promotional material and make it available on a Convention web site. The Host Committee should provide the ACC with a schedule for the dissemination of this material and promotion of the Convention web site.

### **E. Registration Forms.**

The Host Committee will provide an electronic registration form with associated information at least six months prior to the convention. A suggested form is shown in Appendix VII and may be altered to meet the needs of the Host Committee. The registration information form must contain a full representation of all costs which registrants will be expected to pay including those not included in the registration fee. Pre and post-convention tour information, if available, will be of interest and assistance, but the HC is not required to arrange tours unless it wishes to do so.

Clear instructions must be provided to registrants as to how to get to and from the convention location.

All costs should be stated in the currency of the country in which the convention is being held. All registrations should be acknowledged soonest possible after receipt.

#### **F. Transportation.**

As mentioned above, transportation to the convention location is the primary responsibility of the individual participants. For convention sites easily accessible to public transportation, the Host Committee may need only to provide detailed instructions as to where and how to utilize these facilities and to provide reception points for those arriving from long distances by air, train or bus to assist in local transfer.

For sites remote from public transportation, mass transportation by bus or automobile may have to be provided from major public transportation terminals by the Host Committee for those who do not have their own transportation. Those utilizing it must pay cost of such facilities.

When it is necessary to transport participants during the convention for recreation or programme activities, the Host Committee should make these arrangements and the costs should be included as part of the convention expenses.

#### **G. Convention programme booklet.**

The design and format of the programme booklet is the responsibility of the Host Committee. The ACC, however, should review and approve its content before publication. The ACC in cooperation with the Area President shall determine which Area Officers shall be pictured and listed and by whom messages of greetings shall be written. It will be the responsibility of the ACC to request and furnish to the Host Committee all photographs and programme information at least 90 days prior to the convention opening. The Host Committee will be responsible for the layout of material in the programme and the addition of the Host Committee list and related photographs if any.

It is essential that locations of all sessions, meetings and meals be determined in time to be listed in the programme. The ACC Chairman shall furnish to the Host Committee the programme content, which it wishes to have listed, session topics, chairpersons, moderators, speakers and other participants.

#### **H. Translation Equipment.**

The HC shall if necessary provide simultaneous translation equipment for those unable to understand the official language of the particular convention. Opening, closing, and main speeches should be sent out by HCC in advance to the Regional Director for translation into local language.

#### **I. Host Region Attendance.**

A large attendance of Host Region members is imperative to convention success. The Regional Director should encourage every club in the region to take an active part in convention preparations and preferably assume responsibility for some specific phases of the convention.

A limited number of Host Committee members will devote a major portion of their time during the convention to their responsibilities and be unable to be full participants. There could be special reduced payment for these HC members. The Host Committee should submit to the ACC a proposed budget item for such relief.

### **J. Area Council Meetings.**

The Host Committee shall provide meeting rooms, housing, meals and office support for the Council Meetings, provided that these meetings are held in conjunction with the Area Convention. The Host Committee will receive in advance from the Area President a list of the Officers. Council members and others expected to attend the meetings. Area is responsible for any additional costs involved.

## **PART III: CONVENTION ACTION.**

### **A. Reception and registration.**

The Host Committee will be responsible for providing adequate facilities and personnel to process participants through registration and to acquaint them with the convention programme and surroundings. The registration area should be clearly identified for arriving participants. Road signs should be posted when possible to guide those travelling by automobile.

Where practical reception desks should be at major transportation terminals and staffed with committee members with the idea in mind that the participants are expected and that the Host Committee is ready and waiting to welcome them.

Convention registration facilities should be manned from the day before the Area Council Meeting if held at the convention location until the last day of the convention. Experience has indicated that a large number of participants begin to arrive 24 hours before the convention opens, so a full staff should be provided from that time until the convention has opened. A small staff should continue to serve during the second and third day of the convention to receive those who will be attending part time.

Although it should not be advertised in advance, the Host Committee should develop prior to the convention, a schedule of fees for any participants, who attend only part of the convention. When attendance will be for more than just one meal, a proportional share of the convention overhead as suggested by the total registration fee should be charged to each registrant.

If possible the Host Committee should provide a staff of people to help orient the participants to the surroundings. This can best be done immediately after registration in small groups. It provides an opportunity for participants to ask questions without tying up the registration desk.

It may also be desirable to have one person or group handle the payment of any outstanding registration fees. The registration desk is usually the first point of contact that the participants have with the convention. Prompt, courteous, efficient attention will send the participants into the convention in a positive frame of mind.

### **A1. Name tags and Convention Kits.**

Each person registering for the convention should be given a nametag upon which shall be clearly indicated the name, home city, and country and any office that the person wishes to have indicated. The first name or "nick name" should be used when possible. Ribbons depicting the convention dates and location may be provided. Usually one colour of ribbon can be used for Area Officers and Council members. A second colour is used for the Host Committee. A third colour is used for all other participants unless the HC should want to make a fourth colour for children. The final choice, however, is up to the Host Committee and ACC.

Nametags should be prepared in advance of the arrival of the participants and be a part of the convention kit. This kit should also contain the convention programme, pre registration list and all other material required to assist the participant to adapt to the convention site and activities. Kits should be filled alphabetically by the participant's last name for ease of handling at the registration desk.

### **A2. Pre Registration List.**

The Host Committee should prepare and distribute a list of participants as part of the convention kit. This list should include the names of all persons in each family group attending the convention, their home address and any other useful information about the participants, which the Host Committee wishes to provide. This will make it possible for participants to seek out their friends during the convention and to communicate easily with new acquaintances after the convention. A supplemental list of those registering during the convention should be distributed at the close of the convention.

### **A3. Brotherhood Fund Delegates and YEEP Students.**

It is the responsibility of the Area President to supply the HCC with a list of official BF-delegates and YEEP students 90 days prior to the convention. All expenses for these attendees shall be paid by Area Europe. It shall not be part of the convention budget. Do not forget that these attendees should carry their nation's flag at the opening ceremony. AP to inform them in due time.

### **B. Communications and Marshals.**

The HC should provide a committee, which will keep the participants informed of ongoing convention activities, changes in programme format or location and operate an information centre to which requests for assistance can be made and communications from outside the convention can be received and transmitted to the participants. This is usually accomplished by the establishment of a prominently located message centre and a staff of marshals.

The location of this centre should be clearly indicated to the participants upon their arrival at the convention. It would also be helpful to indicate how the participants can be contacted at the convention as part of the registration acknowledgement including address and phone number.

The marshals shall be available to direct the flow of participants between sessions, to help keep programme activities on time, to deliver messages, to make announcements and to provide emergency manpower for programme activities. They and the message centre should be familiar with first aid assistance and the availability of medical care and hospital facilities.

### **C. Office Services and Equipment.**

The Host Committee should provide office space and desks for the ACC from the day of the initial arrival of attendees until the convention has been closed and all post convention meetings have been completed. The Host Committee should arrange for the necessary office equipment as mutually agreed upon with the ACC including technical equipment e.g. computers, projector, copy machine. All this should be available prior to the first scheduled meeting. The Host Committee should also provide a staff of persons who can type and operate this equipment at times to meet the needs of the Council and the ACC as well as the Host Committee itself.

### **D. Programme execution.**

The ACC shall see that a written outline is prepared for each convention session, including a listing of the activities taking place, the people involved and their responsibilities, an approximate time table for the session and any facilities required to support the activities. The ACC Chairman shall notify all participants in writing of their responsibilities for programme involvement.

#### **D1. Meeting Preparations.**

The Host Committee should assure that meeting rooms have been properly prepared for each session. Speakers' platforms, rostrums, tables, chairs and a sound system should be provided in keeping with the needs of the individual programmes. Water and drinking glasses should be available. The room should be checked in advance for a comfortable temperature, A Host Committee representative who will be familiar with the ventilation, lighting and sound system should be provided for each session and the session chairman should be notified as to the identity of that person.

If small group sessions are required, the locations where the individual groups are to meet should be determined in advance and well publicized. Group identification cards or other visible means of communications should be provided by the HC. Marshals should be thoroughly instructed as to the locations of all group meetings and should be available to assist participants. Group sessions should have adequate seating. Technical equipment should be available from the HC upon prior request from the ACC and group leaders.

#### **D2. Special Events.**

Certain activities have been traditional in past conventions, such as the flag ceremony, the banquet and the closing ceremony. The ACC is responsible for detailed arrangements and supervision of these activities, but the Host Committee should handle the facilities required for these. The HC should obtain flagpoles and stands for the flag ceremony. The flags should be forwarded from the Area President or substitute (Appendix V). The HC should obtain the services of musicians and song leader during the convention.

### **E. Supply Table and Gift Shops.**

The Host Committee should provide a responsible group to handle the operation of a Y's Men's Supply Table and gift shops during the convention. It shall be open at hours convenient for the participants, but not during convention sessions. The Host Committee should provide a responsible group to handle the operation of Y's Men's Supply Table and gift shops during the convention. It shall be open at hours convenient for the participants, but not during convention sessions. It should be in a convenient location, easily accessible

and well publicized. The Area President shall advise the Host Committee as to where supplies can be obtained. The HC will be responsible for obtaining the supplies and for the return of all unsold supplies with a complete accounting immediately after the convention. Supplies should be sold at cost as a service to the participants. Any surplus from the gift shops should be included in the final convention statement.

#### **F. Convention Publicity.**

The Host Convention should establish contact with the local news media and obtain coverage of convention activities. It is recognized that the extent of the coverage will vary with the location of the convention. News releases should be prepared daily for distribution locally and reporters encouraged to attend convention sessions.

#### **G. Convention Bulletins or Reports.**

Each participant should be able to leave the convention with some record of what transpired. This can be accomplished through daily bulletins, which highlighted daily activities, contents of previous sessions, etc. or through a convention report issued at the close of the convention where practical or by electronic distribution if made available after the convention ends. It will be the responsibility of the ACC to determine the format selected and the Host Committee to provide the logistical support to accomplish the work including writers, editors and publication facilities. The HC may, however, request the assistance of programme leadership to provide input material from specific convention sessions for which these leaders are responsible or involved.

### **PART IV: CONVENTION REVIEW.**

#### **A. Convention Evaluation.**

The Host Committee shall prepare a Convention evaluation for presentation to the ACC within 30 days of the end of the Convention. It will be the responsibility of the ACC to prepare a written evaluation of the total convention experience. If possible it should solicit input from the convention participants at the close of the convention. This report should be submitted to the Area Council via the Area President by the ACC Chairman with copies to all Council members and ACC members.

#### **B. Audit.**

The Area shall audit the financial records of the Host Committee Auditor at the conclusion of convention activities. This shall include an examination of records of receipts and expenditures. A final financial report, including a comparison between actual results and the budget shall be prepared by the HCC Treasurer and submitted to the Area President and the ACC Chairman within 90 days of the close of the convention. All residual convention funds and/or outstanding obligations shall be forwarded to the Area Treasurer and the convention accounts closed within 120 days of the close of the convention.

**THE INTERNATIONAL ASSOCIATION OF Y'S MEN'S CLUBS**

**AREA CONVENTION BID**

**TO: AREA COUNCIL**

The sponsoring region: \_\_\_\_\_ hereby submits a bid to host the Area Convention of \_\_\_\_\_ to be held at (place) \_\_\_\_\_ during the month of \_\_\_\_\_ 20\_\_\_\_\_

**THE FOLLOWING FACTS ARE SUPPLIED IN SUPPORT OF THIS BID:**

1. **ACCOMMODATIONS:** (Convention requires 3 days and 2 nights)  
Type: (hotel, camp, college campus, etc.) \_\_\_\_\_

2. **MEALS:** \_\_\_\_\_ persons can be accommodated at one sitting  
(Number)

3. **MEETINGS:**  
Main Assembly room will seat \_\_\_\_\_ persons. Number of workshop rooms \_\_\_\_\_

4. **FACILITIES FOR CHILDREN AND YOUTH PROGRAMME:**  
Children's/Youth Programme: \_\_\_\_\_

5. **LEADERSHIP:**  
Host District \_\_\_\_\_ Clubs \_\_\_\_\_

Have you the approval of your Regional Board? \_\_\_\_\_

6. **CONVENTION COSTS:**  
(in local currency) Units: \_\_\_\_\_

7. If this bid is not accepted for the year specified, is the bid good for the following convention? \_\_\_\_\_ If yes, are same facilities and sponsors available?  
\_\_\_\_\_

11. **ADDITIONAL PERTINENT INFORMATION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
Regional Director

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

THE INTERNATIONAL ASSOCIATION OF Y'S MEN'S CLUBS

CONVENTION BUDGET

BUDGET ITEM	Low Attend. A - 100	Expected Attend. A	High Attend. A + 100
<b><u>INCOME:</u></b>			
Adult Registration Fees			
Preconvention Fees			
Exhibition and display rental fees			
<b>TOTAL INCOME</b>			
<b><u>EXPENSES:</u></b>			
Host Committee: Administration			
Promotion			
Registration			
Host Region subsidy			
Programme: Booklet			
Transportation			
Entertainment and recreation			
House operations:			
Meeting room rental			
Office equipment & supplies			
Translation equipment			
Women's programme			
General:			
Hospitality, Marshals			
Flag ceremony & special events			
Speakers			
Convention bulletins or report			
Area officers' travel & expenses. (Ref. Area Constitution)			
ACC expenses			
Contingency:			
Meals:			
<b><u>TOTAL EXPENSES</u></b>			

THE INTERNATIONAL ASSOCIATION OF Y'S MEN'S CLUBS

ASSIGNMENT OF RESPONSIBILITIES

**AREA CONVENTION COMMITTEE**

PROGRAMME DESIGN AND THEME  
PLATFORM SPEAKERS  
PROGRAM LEADERSHIP AND  
TRAINING  
AWARDS  
PROGRAMME EXECUTION  
CONVENTION EVALUATION  
BF-DELEGATES  
AUDIT  
YEEP STUDENTS

**JOINT RESPONSIBILITIES**

OPENING AND CLOSING CEREMONY  
BUDGET  
FISCAL CONTROL  
DISPLAYS & EXHIBITS  
SPECIAL EVENTS

**HOST COMMITTEE**

HC AUDITOR  
HC TREASURER  
PHYSICAL FACILITIES  
HOUSING (HOMESTAY)  
MEALS  
PROMOTION  
REGISTRATION SYSTEM  
TRANSPORTATION  
HOST REGION ATTENDANCE  
TRANSLATION EQUIPMENT  
PRECONVENTION ACTIVITIES  
RELIGIOUS SERVICES  
ENTERTAINMENT & RECREATION  
NAME TAGS AND CONVENTION KITS  
PRE REGISTRATION LIST  
COMMUNICATIONS AND MARSHALS  
OFFICE SERVICES AND EQUIPMENT  
MEETING PREPARATIONS  
SUPPLY TABLE AND GIFT SHOPS  
CONVENTION PUBLICITY  
CONVENTION BULLETINS OR REPORT  
CONVENTION PROGRAMME  
BOOKLET

**A. OPENING CEREMONY.**

1. Musical entertainment.
  2. Welcome by a representative from country or city.
  3. Welcome by HC.
  4. Welcome by AC.
  5. Song: "Y's Men of all nations".
  6. Flag ceremony led by ISG or substitute.
  7. Song.
  8. Welcome by Area President.
  9. Entertainment.
  10. Closing remarks.
- 

**B. INTRODUCTION & INSTALLATION OF AREA TEAM**

1. Presentation of Area Team by Installing officer
2. Ceremony  
Inaugural charge by Installing Officer  
Changing of Pins  
Home Banner handing over (can be part of closing as well)
3. Speeches from PAP, AP, APE

**FLAGCEREMONY. (Opening and closing)**

**Opening:**

1. Christian Flag
2. Host country flag
3. Etc. participating nations' flags in English alphabetical order
4. Y's Men's Flag
5. Bible and gavel

**Flag to be carried by:**

- Area President
- Regional Director
- Regional Director,  
or/and BF-delegates, YEOP's
- Area President-Elect
- Imm. Past Area President

**Closing:**

1. Home banner to be handed over
2. Closing remarks (HCC, ACCC, AP)
3. Nations' Flag to be left on podium
4. Y's Men's Flag
5. Bible and Gavel
6. Christian Flag
7. Song: "Now thank we all our God"

- Area President-Elect
- Area President 1/7
- Past Area President

## AREA EUROPE

### FLAG SET LOCATED AT THE AREA ARCHIVE.

The local convention committee must procure the poles and fixings.

The size is approximately 150 x 95 cm.

4 - Y's MEN'S Flags (200 x 150 cm)

BULGARIA  
DENMARK  
ENGLAND  
ESTONIA  
FINLAND  
FRANCE  
GERMANY  
HUNGARY  
LATVIA  
LITHUANIA  
MALTA  
NORWAY  
PALESTINE  
POLAND  
ROMANIA  
RUSSIA  
SLOVAKIA  
SWEDEN  
SWITZERLAND

## **REGISTRATION FORM**

Please fill out this form to register using capital letters. Send this registration to

E-Mail:

Mail:

**Registration ends:    day        date        year**

**A late registration fee (        ) applies from \_\_\_\_\_**

### **Participant Information**

Name: \_\_\_\_\_

The participant is        Y's Men member        wife/partner        guest

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Club: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone (including country code): \_\_\_\_\_

### **Conference Attendance**

Please select attendance for participant:

- Full time – *including all meals, coffee, banquet*  
 Friday – *including all meals, coffee*  
 Saturday – *including all meals, coffee, banquet*  
 Sunday – *including all meals, coffee*  
 Banquet only

Please specify your approximate date and time of arrival: \_\_\_\_\_

### **Excursions (Optional)**

Select the excursions you would like to attend:

- 1  
2  
3  
4

### **Processing fee**

**Total amount** \_\_\_\_\_

Please transfer by bank the total amount including the processing fee to:

BANK:

IBAN:

SWIFT:

Please specify this text (code) in notes field in the bank transaction

### **Accommodation**

- This participant does not want to book accommodation  
 This participant wants to book accommodation – *please fill out the form below*  
 Accommodation has been booked by another participant – *please specify below*

**Share accommodation**

Please specify who this participant wishes to share a room with. Leave empty if not applicable

Name: \_\_\_\_\_

Please specify number of nights: \_\_\_\_\_

Please specify arrival date: \_\_\_\_\_

**Hotel/room type** – *including breakfast. Please specify number of rooms*

- Hotel double room
- Hotel single room
- Hotel double room
- Hotel single room
- Hotel double room
- Hotel single room

**Camping** – *Breakfast not included. Specify number of bookings*

- Camping villa for 4 persons
- Camping cottage for 2 to 4 persons
- Camping tent place
- Camping caravan

**Accommodation is paid directly to the Hotel/Camping site on arrival**

Please do not include payment of accommodation in your payment for convention participation, which you transfer as per the instructions above

## HC/ACC Cheque list:

1. HC members, local, regional – chairman, secretary, treasurer, others
2. ACC members – chairman, treasurer, others
3. Convention bid – appendix I
4. Convention Budget – appendix II
5. Liaison between HC and ACC – appendix III
6. Convention Programme to be presented at ACM
7. Convention Theme to be presented at ACM
8. Convention Website
9. Online Registration and Payment
10. Excursion(s)
11. Exhibition
12. Entertainment
13. Keynote-speaker/Speakers
14. Workshop(s)
15. Youth Programme
16. BF-delegates
17. Post conventional activities, Sport, Games, Excursions
18. Time for recreation
19. Preconvention promotion
20. Preconvention activities if needed
21. Host Region Attendance, local PR
22. Area Council Meetings / Regional Meetings during AC
23. Meeting preparation, where is what necessary?
- 24.
- 25.
- 26.