



## FIPS World Congress Hosting requirements

This document outlines the process and requirements for a FIPS Member to host a FIPS Congress.

### The Requirement

A FIPS Member organisation that is prepared to host a FIPS World Congress.

### Definitions

The FIPS Executive is the FIPS management committee that manages the day-to-day affairs of FIPS and is responsible to the FIPS Board.

The Congress Host is the FIPS Member organisation with appropriate capability and resources that has agreed to deliver a particular congress for FIPS (referred to as Host). This would normally be a National Member but in some circumstances an Associate Member proposal may be considered. At times FIPS may take on the role of Congress Host.

A Delegate is the person nominated by a FIPS National Member to represent them at the FIPS Board and other official functions during the Congress.

An Attendee is a person registered to attend the Congress. They may or may not be a ski patroller.

### The Process

- The FIPS Executive will invite proposals from Members for the privilege to host an upcoming FIPS World Congress. The Executive will outline a likely timetable for the process, taking into account the difference in seasons of the southern and northern hemisphere.
- The process will occur at least one congress ahead of the currently scheduled congress. This would allow at least 18 months between congresses
- Members interested in hosting a FIPS World Congress will present a preliminary proposal outline for consideration by the FIPS Executive. The Executive will review the proposal and may suggest amendments to ensure the final proposal is acceptable to FIPS. There may be proposals presented from several Members to host a particular Congress. There is no limit on the number of proposals that may be presented.
- Following review and feedback from the FIPS Executive, the Member will then be asked to formally submit their proposal and make a presentation to the FIPS Board. The Board will consider all proposals and decide on the preferred candidate. The

Board may suggest that other candidates resubmit their proposal for consideration to host a future Congress.

- The FIPS Board of Directors will confirm the preferred proposal and enter into a formal agreement with the successful candidate.

## **Role and Responsibility requirements**

### ***Specific requirements expected of the Congress Host***

- Must be a Member of FIPS.
- Provide a financially viable proposal for a congress considering all requirements listed.
- Must guarantee all financial obligations associated with the Congress.
- Must be able to manage all aspects of the Congress.
- Dates for the congress will be agreed with FIPS. Congresses are often held towards the end of the snow season for the resort to keep the attendee cost reasonable and allow full time paid patrollers to attend at the end of their season. Typical dates to be considered include:
  - Registration opens with payment of a deposit
  - Early registration closes with full payment
  - Standard registration closes with full payment
  - Closing date for activity proposals for inclusion in the Congress program
  - Congress dates
- Registration fees for attendees are recommended to be in the vicinity of \$1000USD (the equivalent in local currency) twin share. A single room supplement is recommended (refer to section below on what will be included in the registration fees for an attendee)
- The Congress package will be in the Host's local currency with bookings and payments managed by the Host.
- It is preferred that attendees are all accommodated in the one premise and all eat together. This allows for greater interaction between attendees.
- It is preferred that travel from the nearest appropriate airport to the venue not exceed 4 hours.
- The Host will coordinate attendee's arrival at the airport meeting point, at the congress venue and organize shuttle service to and from the airport on the arrival and departure days.
- Meeting facilities are required with a conference meeting room with nominal capacity of 100 people plus smaller rooms for SIG/Board meetings (20-30 people), evening social meeting area, etc. AV equipment will be provided by the Host.
- The congress program will be developed and managed by FIPS in conjunction with the Host, the local resort and local ski patrol input with advice on the location of the various congress outdoor activities, etc.
- In addition to the FIPS flag, the Host will arrange flags to be flown during Congress for each county represented. The hand-made FIPS flag was a gift from Australia presented at the third FIPS Congress held in Thredbo in 1981.

- It is recommended that the Host create an early bird discount for full payments made by an early-bird payment date – this provides early knowledge of the likely booking numbers and allows adjustments in the planning process.
- It is recommended that the Host consider a suitable fee for local patroller attendance on a day-by-day basis or for attendance at specific Congress social events such as the Gala Dinner, etc.
- A report on the Congress will be prepared by FIPS with assistance from the Host and then distributed

### ***Sponsorships and Congress Marketing***

- Any local or national sponsors or development of a trade show are the responsibility of the Host with all fees/revenue going directly to the Host. FIPS will provide a list of FIPS sponsors, upon request, to ensure there is no conflict of interest.
- The Host will market the congress within their country and provide marketing/publicity material for FIPS to distribute to Members and attendees from previous FIPS congresses. This information will also be posted on the FIPS web site.
- Having a FIPS World Congress at a resort provides an excellent opportunity for beneficial publicity to be gained locally, nationally and internationally.

### ***The attendee registration process***

- The Host will manage the registration process for attendees.
- Specific congress email addresses will be created by both FIPS and the HOST to assist with the registration and communication processes.
- The HOST will regularly share registration information with the FIPS Executive for purposes of managing the congress, information updates to attendees and once the congress is completed to providing advice of future congresses.
- The registration must include a statement allowing attendees to confirm their agreement to the sharing of their email address with other attendees and the use of photographs taken at the Congress for FIPS/HOST purposes.
- There must be a policy for registration cancellation by attendees.
- All congress attendees must agree to comply with all local and national requirements to minimize spread of Covid.

### ***Conference Program***

- The program will include a variety of indoor and outdoor activities and include sessions for each of the FIPS Special Interest Groups and other areas of interest to patrollers
- Patrollers are invited to submit proposals to FIPS for activities to be included as part of the program
- Attendees arrive on the first Saturday and depart on the following Saturday.
- Congress activities are conducted on the Sunday to Friday.
- There will be a FIPS Congress Program Coordinator who will liaise with the Host on all aspects of the program. In the day prior to the congress there will be a final review meeting to confirm the program and make any final adjustments.

- For each day of the congress there will be nominated FIPS and Host persons who will be responsible for managing the program for that day, including a breakfast briefing.
- The most up-to-date program will be circulated to all attendees on a daily basis. This caters for any last-minute changes.
- Some program activities will require pre-registration to allow time for necessary resource coordination.
- It is important for both the Host and FIPS to encourage attendees attend both the indoor and outdoor program sessions and not just treat the Congress as a ski holiday.
- A generic program plan will be made available for the Host to review. Modifications may be recommended to ensure key program characteristics are retained.

**Generic framework of Program for FIPS World Congress**

Subject to change

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Arrival Day	FIPS Welcome Day	Medical SIG Day	Medical SIG Day 2	Visitation/Free Ski Day	Apalachee SIG Day	Legal/Tech/Disability Day	Departure Day
07:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Goodbye Breakfast
07:45		What is FIPS? update from the Board	2 x 10min Country speeches	Resort opening & ski with the Patrol (opt-in - small groups)	2 x 10min Country speeches	2 x 10min Country speeches		
08:30	Official Opening	Presentations and workshops	Presentations and workshops	Local <del>mountain</del> Free Skiing	Presentations and workshops	Presentations and workshops		
09:00	Official Opening/Flag Raising	MedSIGs - TBA	MedSIGs - TBA		Avalanche/Rescue Dog SIGs	misc. presentations TBA		
09:30	Resort and Host presentation	Monthly Fee	Monthly Fee		Avalanche/Rescue Dog SIGs	Monthly Fee		
10:00		Medicine	Medicine			Feedback on Congress		
10:30		Lunch	Lunch	Lunch	Lunch	Lunch		
11:00		Presentations and workshops	On-site activities	On-site activities	On-site activities	Presentations/On-site		
11:30		Ski Area Visit	MedSIGs - on-gate	MedSIGs - on-gate	Local <del>mountain</del> Free Skiing	Example: Avalanche/Rescue Dog SIGs	Tech/Disabilities on-gate	
12:30	Check-in day	Free skiing	Free skiing	Free skiing		Patroler sled challenge or Free skiing		
13:00		Free skiing	Free skiing	Free skiing				
13:30	Pick up ski rental equipment	Board Meeting	SIG Meetings - Medical	demonstration on-gate		Free skiing	Board Meeting	
14:00		SIG Meetings - Disabilities	SIG Meetings - Technology			SIG Meetings - Medical	SIG Meetings - Disabilities	
14:30		SIG Meetings - Avalanche	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
15:00		SIG Meetings - Technology	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
15:30		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
16:00		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
16:30		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
17:00		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
17:30		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
18:00		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
18:30		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
19:00		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
19:30		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
20:00		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
20:30		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
21:00		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
21:30		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
22:00		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
22:30		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	
23:00		Social time	SIG Meetings - Technology			SIG Meetings - Avalanche	SIG Meetings - Disabilities	

Generic FIPS program framework 2022

- The Opening ceremony is normally held on the Sunday morning at a suitable location within the resort with a flag raising, official opening and photo opportunities.
- The resort will be provided with the opportunity to make a presentation and to take attendees on an actual or virtual guided tour, as appropriate
- Normally Wednesday is a free day for either skiing or an optional visit some nearby local attractions or other event of interest
- Since Canada in 2014 it has become a tradition that there is a “controlled” toboggan decent contest, nominally on the Friday afternoon.
- At the Closing Gala Dinner on the Friday there are some presentations, any awards and the FIPS flag presented to the Member who will host for the next Congress.

### Formal World Congress FIPS/HOST Agreement

There will be a formal agreement between the Host and FIPS. It will detail the roles and responsibilities of each party regarding the delivery of the World Congress and the jurisdictional law that applies.

The agreement will specifically include:

- Details of the venue, the congress package and associated costs including registration fees, any contractual limitations, privacy provisions.
- The responsible persons for each party and the accepted communication processes.
- Any nominated contractors appointed by the Host.

- The process for changes and amendments to be followed once an agreement is in place.
- Commitment that the Host will pay the FIPS fee for all full-week registered attendees by the conclusion of the Congress. This may be an initial payment just prior to the Congress followed by a finalized payment once the number of registered attendees is known.
- The cancellation process for attendees and payment of associated refunds.
- A Congress cancellation policy proposed by the HOST in the unlikely event that the Congress must be cancelled.
- Details of any existing sponsorship or trade show agreements.
- The Host will decide if attendees will be allowed to wear their patrol uniform for the duration of the congress.

***Registration Fees for the Congress Attendee will include:***

- The cost based on a twin share hotel room,
- Dinner on the arrival Saturday night and then three meals per day except for lunch on the excursion/free day. This includes the closing Gala dinner on the Friday evening. The last included meal for the Congress will be breakfast on the second Saturday.
- Transfers from airport to venue & return on the arrival and departure Saturdays, regardless of whether it is used by a particular attendee.
- The FIPS Fee of USD\$55 per fully registered attendee to assist with FIPS costs on an ongoing basis.
- All local, state/provincial and any federal fees and taxes, including VAT/GST, etc.
- Ski passes, etc for the Sunday to Friday congress period.

***Exclusions from package include:***

- Equipment rentals.
- Single room supplement. This would attract an additional cost and must include any additional fees and local charges.
- Excursions outside the resort (unless otherwise agreed between FIPS and the Host).
- All Attendee are responsible for personal expenses including beverages, tips, laundry, etc. and any associated local fees and taxes.
- The cost of additional days at the venue prior to or post Congress. This would include accommodation, meals, ski passes, other fees and charges, etc.
- Attendees will travel at their own cost to the HOST-nominated airport pick-up point or directly to the congress site.

**Specific questions to be answered by FIPS/the HOST**

***Questions to the Host***

- Are there any minimum number of attendees required by accommodation provider?
- Cut off dates for registration?
- Estimate of local patroller attendance – local patrollers are encouraged to attend?

- Details of meal-times and lift operating times to allow program planning by FIPS if different from the generic program framework?

### ***Questions to FIPS***

- How many normally Members attend a congress? - 10 of 16 countries, on average.
- How many people attend a congress?  
It depends on the location in the world, the time of the year, cost and difficulty of travel. Recent, pre Covid, examples include:
  - Argentina – 14 countries incl Host, 113 international attendees, 20 locals
  - Russia – 17 countries incl Host, 60 international attendees, 20 local patrollers
  - Italy – 17 countries incl Host, 150 international attendees, 40 local patrollers

### **Queries and Further Information**

Contact the FIPS Secretary at [secretary@fips-skipatrol.org](mailto:secretary@fips-skipatrol.org), or the FIPS President

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