



# FIPS World Congress Hosting Requirements

Updated Issue Date: December 2025

---

## I. Purpose

- Provide guidance for FIPS Members wishing to host a World Congress.
  - Outline process, responsibilities, logistics, sponsorships, registration, programming, traditions, and agreements.
- 

## II. Definitions

- **FIPS Executive:** Management committee overseeing day-to-day affairs, accountable to the FIPS Board.
  - **Congress Host:** FIPS Member organization (normally a National Member, sometimes Associate Member, or FIPS itself) with resources to deliver the Congress.
  - **Delegate:** Nominated representative of a National Member at the Board and official functions.
  - **Attendee:** Registered participant.
- 

## III. Hosting Process

- **Invitation:** FIPS Executive invites proposals from Member organizations.
- **Timetable:** Adjusted for seasonal differences between hemispheres. World Congresses, unless moving between hemispheres are normally held every two years.
- **Advance Planning:** Selection occurs at least one Congress ahead (~18-24 months lead time).
- **Preliminary Proposal:** Submitted by interested Members; reviewed by Executive with possible amendments.
- **Formal Proposal:** Proposals, following review and amendment by the FIPS Executive will be presented to FIPS Board for decision at the preceding Congress.

- **Board Decision:** Preferred candidate selected as Host; others may be encouraged to resubmit for future Congresses.
  - **Agreement:** Formal agreement signed between FIPS and Host.
- 

#### **IV. Host Responsibilities**

##### **General Requirements**

- Must be a FIPS Member.
- Provide financially viable proposal.
- Accept and guarantee all financial obligations.
- Manage all aspects of Congress delivery.
- Agree on dates with FIPS (typically end of snow season to reduce costs and allow patrollers to attend).

##### **Key Dates**

- Registration opens (deposit required). (number of months in advance of congress - e.g. 6 months).
- Early registration closes (full payment).
- Standard registration closes (full payment).
- Deadline for program activity proposals to FIPS (6 months in advance).
- Congress dates confirmed (at time of proposal selection by FIPS Board).

##### **Financial Guidelines**

- Recommended registration fee: ~USD \$1,500 (2026) twin share (reviewed at each Congress).
- Single room supplement and other options offered.
- Early bird discounts encouraged.
- Reduced fees for local patrollers may be considered.

##### **Accommodation & Travel**

- Preferably all attendees accommodated in one premise with shared meals.
- Venue within 4 hours of nearest airport.
- Host coordinates airport arrivals, venue transfers, and shuttle services.

##### **Facilities**

- Conference room (capacity 120).
- Breakout rooms (20–30 people).
- Evening social space.
- AV equipment provided by Host.

### **Program & Activities**

- Program developed by FIPS Special Interest Groups (SIG), followed by consultation with Host, local resort, and ski patrol for input and logistical details.
- External specialists (presenters) selected by FIPS may be accommodated for 2–4 days (identified costs, if approved by FIPS in advance, covered by FIPS). Logistics of this to be agreed upon with Host.

### **Flags & Protocol**

- Host procures flags for each attending country.
- Presented and displayed according to international protocol (alphabetical order in French).
- FIPS flag (gift from Australia, 1981) provided by FIPS. The hand-made FIPS flag was a gift from Australia presented at the third FIPS Congress held in Thredbo in 1981.
- All flags must be secure and displayed during congress.

### **Reporting**

- Final Congress report prepared by FIPS with Host assistance.
- Host provides recommendations for future Congresses to be considered for placement in this document.

---

## **V. Sponsorships & Marketing**

- Host manages local/national sponsors and trade show development; revenue goes to Host.
- FIPS provides partner/sponsor list associated with FIPS to avoid conflicts. Revenue from these existing partnerships/sponsorships goes to FIPS.
- Host promotes Congress nationally and provides publicity material for FIPS distribution.
- Sponsorship of dinners must be secured before costs are released.
- Marketing must clearly state when costs are reduced due to sponsorship.
- Hosting at a resort provides excellent publicity opportunities locally, nationally, and internationally.
- Appendix includes potential sponsorship/financial support opportunities.

## VI. Registration Process

- Host manages attendee registration.
- Dedicated Congress email addresses created by FIPS and Host.
- Host shares registration updates with FIPS Executive.
- Registration must include:
  - Consent for sharing email addresses.
  - Acknowledgment of photography.
- Clear cancellation policy required.
- Attendees must comply with local/national Covid requirements.

## VII. Conference Program

- Program developed by FIPS Special Interest Groups (SIG), followed by consultation with Host, local resort, and ski patrol for input and logistical details.
- Program template provided by FIPS; Host may recommend modifications.
- Example of program outline:

**Generic framework of Program for FIPS World Congress** Subject to change

	<b>Saturday</b> <i>Lifts 0900-1700hrs</i>	<b>Sunday</b> <i>??? Snow Sports safety in Covid times</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b> <i>Breakfast 0730-0830hrs</i>	<b>Thursday</b> <i>Lunch 1200 - 1300hrs</i>	<b>Friday</b> <i>Dinner 1900-2000hrs</i>	<b>Saturday</b>
07:30	Arrival Day	FIPS Welcome Day	Medical SIG Day	Medical SIG Day 2	Visitation/Free Ski Day	Avalanche SIG Day	Legal/Tech/Disability Day	Departure Day
07:40		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Goodbye Breakfast
08:30		Official Opening	Presentations and workshops	Presentations and workshops	Resort opening & ski with the Patrol - option - small groups (must register by Tues lunchtime)	2 x 10min Country <del>sovereign</del>	2 x 10min Country <del>sovereign</del>	
09:00			Morning Tea	Morning Tea	Local <del>tour</del> or Free Skiing	Avalanche/Rescue Dog SIGs	misc. presentations	
09:30		Official Opening/Flag Raising	TBA	TBA		TBA	TBA	
10:00		Resort and Host presentation	Morning Tea	Morning Tea		Morning Tea	Morning Tea	
10:30			Morning Tea	Morning Tea		Avalanche/Rescue Dog SIGs	Medical SIG - update	
11:00							Feedback on Congress	
11:30		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
12:30	Check-in day							Move out Day
13:00		Presentations and workshops	On-site activities	On-site activities		On-site activities	Presentations/On-site	
13:30		Site Area Visit	On-site activities	On-site activities		Example: Avalanche/Rescue Dog SIGs	Tech/Disabilities on-site	
14:00		Free skiing	Free skiing	Free skiing	Local <del>tour</del> or Free Skiing		Patroler sled challenge or Free skiing	
14:30	Pick up ski rental equipment					Free skiing		
15:00								
15:30								
16:00								
16:30								
17:00	FIPS Exec Meet	Board Meeting	SIG Meetings - Medical	demonstration <del>on-site</del>		SIG Meetings - Medical	Board Meeting	
17:30			SIG Meetings - Disabilities			SIG Meetings - Disabilities		
18:00			SIG Meetings - Avalanche	SIG Meetings - Technology	Local <del>tour</del>	SIG Meetings - Avalanche	Social time	
18:30	Welcome to FIP - Drinks	Social time	SIG Meetings - Technology	SIG Meetings - Rescue dogs	FIPS Exec Meet if required	SIG Meetings - Rescue dogs		
19:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Closing Gate Dinner	
20:30								
21:30	Social time	Social time	social event?	social event?	social event?	social event?		
22:00								
22:30								
23:00								

Generic FIPS program framework 2021

- Mix of indoor and outdoor activities.
- Sessions for each FIPS Special Interest Group.
- Arrival day → 6 days of activities → Departure day.
- FIPS Program Coordinator liaises with Host beginning at least 6 months prior to Congress dates; final review meeting held day before Congress.
- Daily program managers (FIPS + Host) with breakfast briefing held each day with attendees.

- Daily circulation of updated program and use of communication vehicles to be identified and provided by Host.
  - Pre-registration required for some activities (e.g. optional tour).
  - Attendees encouraged to participate fully in all sessions (not just skiing).
- 

## VIII. Ceremonies & Traditions

- **Opening Ceremony:** Flag raising, official opening, photo opportunities, key note speaker.
  - **Resort Presentation:** Guided tour (actual or virtual).
  - **Free Day:** Skiing or optional excursion(s).
  - **Toboggan Contest:** Controlled descent competition (tradition since 2014).
  - **Closing Gala Dinner:** Presentations, awards, and FIPS flag handover.
- 

## IX. Formal Agreement

Agreement between FIPS and Host must include:

- Venue details, package, costs, registration fees, privacy provisions.
  - Responsible persons and communication processes.
  - Contractors appointed by the Host.
  - Change/amendment process.
  - Host commitment to pay FIPS fee for all full-week attendees (USD \$50 as of 2024). This fee may include an initial payment prior to the Congress followed by a finalized payment once the number of registered attendees is known. Full and final payment with reconciliation of numbers of attendees must be completed no later than 30 days following the congress.
  - Attendee cancellation/refund process.
  - Host's Congress cancellation policy.
  - Sponsorship/trade show agreements.
  - Host decision on patrol uniforms (communicated in advance).
- 

## X. Registration Fees

### Inclusions

- Twin-share hotel accommodation.

- Meals: arrival dinner, 3 meals/day (except excursion lunch), Gala Dinner, departure breakfast.
- Airport ↔ venue transfers (arrival/departure days only).
- FIPS Fee included.
- All taxes (VAT/GST, etc.).
- Ski passes for Congress period.

### **Exclusions**

- Equipment rentals.
- Single room or other accommodation options supplement.
- Excursions outside resort (unless agreed).
- Personal expenses (beverages, tips, laundry, etc.).
- Travel to Host-nominated airport.
- Additional days before/after Congress.
- Transfers outside designated arrival/departure days.

## **XI. Key Questions**

### **To Host**

- Minimum attendee requirements by accommodation provider?
- Registration cut-off dates?
- Estimate of local patroller attendance?
- Meal times and lift operating times?

### **To FIPS**

- Typical Member attendance: ~10-15 of 18 countries.
- Typical overall attendance varies by location, season, cost, and travel difficulty:
  - Argentina: 14 countries, 113 international, 20 locals.
  - Russia: 17 countries, 60 international, 20 locals.
  - Italy: 17 countries, 150 international, 40 locals.
  - France (Covid): 110 international attendees.
  - Sweden: ~135 attendees including hosts/presenters.

---

## **XII. Queries & Contact**

- **FIPS Secretary:** [secretary@fips-skipatrol.org](mailto:secretary@fips-skipatrol.org)

**2025v1**