

Protocol for the WISTA International AGM and Conference

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Purpose

This Protocol provides guidelines and recommendations for the Host National WISTA Association (“NWA”) when it hosts a WISTA International AGM and Conference and includes the formal expectations of the WISTA International Executive Committee (“ExCo”) for the annual WISTA International AGM and Conference. For additional guidance, please contact any member of the ExCo.

Updating the Protocol

This Protocol should be updated regularly and should be reviewed by ExCo after the most recent WISTA International AGM and Conference to make sure learning points are included.

Host NWA Considerations

Before considering whether to place a bid on an International AGM and Conference, the prospective Host NWA must be in good standing and should:

- Consider their membership numbers to ensure adequate manpower to put on a conference;
- Consider their financial standing;
- Form a Conference Committee to assess interest amongst its members;
- Have attended at least one, ideally more, WISTA International Conferences; and
- Determine whether there is adequate local support and industry sponsors.

Timing and Overall Contents of the Conference (Suggested)

- Held Annually in September or October, absent extraordinary circumstances, with dates to be confirmed by ExCo.
- WISTA Meetings (2 days)
 - Day 1
 - ExCo Autumn meeting
 - Dinner with the ExCo and NWA Presidents
 - Day 2
 - Round Table Discussion for NWA Presidents and ExCo
 - Annual General Meeting (“AGM”) (*please take note of the AGM Protocol*)
 - *Ad Hoc* Committee Meeting (if applicable)
 - Networking opportunity

- WISTA International AGM and Conference Opening Reception
- WISTA Conference (2 days)
 - Registration
 - Panels, speeches, workshops, and business-to-business opportunities, including social media and website workshops
 - Social Events / Excursions
 - Gala dinner

Host NWA/ExCo Responsibilities

1. The Host NWA is responsible for the content of the Conference Program as long as it is within the guidelines of the section below on “Planning the Program.” The Host NWA will seek ExCo's approval on the overall program prior to starting to communicate the Conference Program externally.
2. The Host NWA should establish a dedicated website link to include all Conference information.
3. The Host NWA is responsible for arranging meeting facilities for the ExCo meetings in coordination with the ExCo WISTA International Conference contact. The facilities for the ExCo meetings may be in the Conference area or possibly at the company premises of a Host NWA member. The AGM must be located in the Conference area.
4. ExCo will provide the Host NWA their requirements for meeting rooms and timing of the ExCo meetings, AGM, and Presidents’ Roundtable Discussion as soon as such information is available, ideally by April 1.
5. ExCo will nominate one ExCo member to be the primary contact with the NWA hosting the next WISTA International AGM and Conference as soon as possible after the Host NWA is selected. The Host NWA will include the ExCo member on the Conference Committee and keep her copied in on Conference-related emails.
6. The Host NWA should provide regular reports and updates to ExCo beginning one year in advance, and at least quarterly thereafter, or more frequently upon request. Such status reports should include:
 - a. Program and speakers
 - b. Budget and sponsors
 - c. Marketing and Press
 - d. Number of registrations

7. ExCo should reply within one week of receiving the status report and provide feedback or advice as appropriate, which the Host NWA should take into consideration. In case the Host NWA disagrees with the ExCo advice, this will be discussed between the ExCo Conference contact person and the Host NWA President.
8. ExCo will provide Euros 6,500 to the Host NWA. This money is intended to cover the Conference fee for the ExCo members, the costs of the ExCo meetings and AGM, and the costs of the dinner with the NWA Presidents.
9. ExCo may also provide a loan of up to Euro 5,000 to the Host NWA if requested to assist with WISTA International AGM and Conference start up, but this loan must be repaid within one month following the International Conference.
10. The Host NWA is responsible for the WISTA International AGM and Conference budget, consistent with the guidelines of the "Price and Payment Terms" section below.
11. The WISTA International President shall chair the AGM.

Price and Payment Terms

1. Registration fees for NWA members should be approximately Euros 600 - ALL inclusive (taxes, VAT, etc.) and should be discussed with the WISTA International President before being finalized.
2. The registration fees for non-members shall be at the discretion of the Host NWA, but should exceed the fees for members so as to encourage WISTA membership.
3. An "Early Bird" Discount can be offered to encourage early registration. The amount and time is at the Host NWA's discretion.
4. Refund for Cancellations - Guidelines for the Host NWA to consider and which have been used for previous WISTA International AGM and Conferences follow:
 - a. Full refund of registration fees if cancellation is made 8 weeks prior to the date of the WISTA International Conference.
 - b. Full refund of registration fees if the Embassy of the Host NWA refuses to grant an entry visa, if supporting documentation is provided by the participant.
 - c. Refund of 75% of registration fees if cancellation is made 7 weeks prior to the date of the WISTA International Conference.
 - d. Refund of 50% of registration fees if cancellation is made 6 weeks prior to the date of the WISTA International Conference.
 - e. Refund of 25% of registration fees if cancellation is made 5 weeks prior to the date of the WISTA International Conference.

- f. No refund if cancellation is made 4 weeks or less prior to the date of the WISTA International Conference.
 - g. Refund of registration fees described above is wholly at the discretion of the Host NWA.
5. The Host NWA is responsible for the budget and financial outcome of the WISTA International AGM and Conference. Considering this responsibility, the Host NWA should:
- a. Clearly state payment terms, including discount and refund possibilities and deadlines for refunds, if registration is withdrawn, for whatever reason.
 - b. If there is a surplus in the WISTA International Conference budget, the Host NWA can offer refunds for cancellations and no-shows at their discretion.

Host NWA/Participants' Responsibilities

1. The Host NWA should reasonably assist those wishing to attend the WISTA International AGM and Conference by:
 - a. Issuing Invitation letters;
 - b. Providing Receipts/Confirmation of Payment letters;
 - c. Responding timely to other reasonable requests from participants; and/or
 - d. Advising of visa requirements.
2. It is the participants' own responsibility:
 - a. To register and pay timely; and
 - b. To make all travel arrangements, including obtaining a visa or other required travel documents.
3. A participant list should be made available online on the Host NWA's Conference website and updated regularly. The Host NWA should make sure that in publishing the participant list they do not run afoul of local laws. The participant list should include the name of the participant, country, position, and company name.)

Administrative Issues

1. The Host NWA should acknowledge registration and receipt of payment.
2. Receipts for WISTA International AGM and Conference fees should be made out to the entity or person paying the fees unless requested otherwise.
3. Logistics regarding the Conference should be included on the Conference website.

Guidelines for the Host NWA Before and During the Year of the Conference

1. Consider employing a Professional Conference Organizer - this is at the discretion and responsibility of the Host NWA.
2. Book the hotel accommodations, WISTA International AGM and Conference venue, transportation (as needed), and group discounts as far in advance as possible, as well as the venue for the ExCo and other meetings.
3. Announce your WISTA International AGM and Conference Theme at the prior year's AGM.
4. Provide information on the Conference website, subject to ExCo review, approximately 10 months prior to the WISTA International AGM and Conference. The information should include:
 - a. Payment terms;
 - b. Cancellations and Refunds;
 - c. Program (include "program subject to change" on written material);
 - d. Information about the Host NWA and host country;
 - e. Information about hotels and booking; and
 - f. Participant's responsibilities.
5. Further the Host NWA should:
 - a. Follow up regularly with information to the NWAs via e-mail;
 - b. Update the Conference website, including speaker and participant information and registrations;
 - c. Establish a Press Committee and coordinate with WISTA International's Press Officer; and
 - d. For branding purposes have a professional team that covers the Conference both on video, as well as photographs. Prior to sending the Conference pictures and video to the NWAs, this will be forwarded to ExCo for review.

Suggested Annual Calendar the Year Before the WISTA International Conference

September:	Provide preliminary program and presentation of the next WISTA International Conference at the Conference the year before
October:	Prepare sponsorship package
November:	Begin to solicit sponsors
December:	Send holiday wishes to the NWAs and include an invitation to the Conference

January:	Venue photos online/key speakers lined up
February:	Preliminary Conference program online
March:	Begin advising the Press and generating interest
April:	Begin registration online, including for the “Early Bird Discount,” if applicable
May/June:	Continue to encourage Press interest
July/August:	Encourage registration online
September/October:	WISTA International AGM and Conference
October:	Follow-up Press release and Conference synopsis for website; circulate a survey seeking feedback on the Conference survey

Planning the Program

1. Consider a list of pre- and post-Conference activities to share with attendees (golf, sailing, museums, tours, excursions, sightseeing, *etc.*).
2. Provide information on logistics, such as what airport to fly into and options for getting to the hotel from the airport.
3. Consider whether there may be merit to cooperating or partnering with other organizations.
4. In consultation with the ExCo Conference contact, schedule the time and arrange the facilities for the ExCo Autumn meeting and NWA Presidents’ dinner – confirm times with the WISTA Secretary in advance.
5. In consultation with the ExCo Conference contact, schedule and arrange facilities for the Presidents’ Round Table Discussion, preferably from 08.30 hours to 12.30 hours, with a lunch break between 12.30 hours and 13.30 hours, and schedule 4 hours for the AGM.
6. The Conference Program should include a combination of international and domestic speakers, Panel Discussions, and Workshops – please consider that our membership is a diverse commercial group of management professionals from numerous industry sectors. The discussions/panels/themes should be organized with an international view point.

- a. Industry Sectors include: Ship Owners/Operators, Ship Managers, Vessel interests, such as Containers, Bulkers, LNG, Chemicals, Crude Oil and Products, Terminals, Navy/Coast Guard, Port Authorities, Flag States, Maritime Academies, *etc.*
 - b. Industry Services include: Agents, Bankers, Lawyers, Bunker Suppliers, Shipyards, Insurers and P&I Clubs, Brokers, Consultants, Surveyors, Pilots, Salvors, *etc.*
 - c. Trade Elements include: Charterers, Suppliers, Receivers, Freight Forwarders, *etc.*
7. Highlight/Feature individuals of our NWAs whenever appropriate as moderators, panellists, speakers, *etc.* (this assists in maintaining an international mix).
 8. Consider whether there is merit to having a trade show or other exhibit booths in conjunction with the WISTA International AGM and Conference and how to promote business-to-business opportunities.
 9. Workshops can run simultaneously in order to accommodate the variety of our membership and smaller groups can be created for hands-on participation, *e.g.*, ship finance, time charter structure, P&I and war risk insurance issues, *etc.*
 10. Panellists can be of interest to all members, *e.g.*, security, weather, technology, transparency, industry standards, legal issues, *etc.*
 11. Consider general business seminars, *e.g.*, Management Styles, Moving Your Expertise to another Industry Sector, Negotiating Techniques and Tips, When to Mediate and When to Arbitrate, and How to do Business in other Cultures, using NWA members for speakers, *etc.*
 12. Consider speakers from members of the NWAs, from sponsoring companies/organizations, high profile women, important persons, notabilities from hosting country, from the United Nations, local governments, the universities, the public and private sectors.
 13. Focus on Networking Opportunities

SAMPLE PROGRAM ONLY

Day 1	ExCo Autumn meeting ExCo Dinner with NWA Presidents and ExCo	
Day 2	Morning	Registration
	Morning	Round Table Discussion for NWA Presidents and ExCo <i>Ad Hoc</i> and Standing Committee meetings (if applicable)
	Lunch	
	Afternoon	Annual General Meeting

	Evening	Conference Cocktail Opening Reception/Networking
Day 3	Morning	Opening – Keynote Speaker, Welcome Speeches Panel Discussions/Speakers
	Morning	
	Lunch	
	Afternoon	Workshops/Panel Discussions
	Evening	Gala Dinner / Social Event
Day 4	Morning	Workshops/Panel Discussions
	Lunch	
	Afternoon	Excursions