

Women's International Shipping and Trading Association (WISTA)
Protocol for the WISTA International 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 Conference and includes the formal expectations of the WISTA INTERNATIONAL Executive Committee ("ExCo") for the annual WISTA Conference. For additional guidance, 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 Conference to make sure learning points are included.

Host NWA Considerations

Before considering whether to place a bid on an International 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 interests among its members;
- Have attended at least one, ideally more WISTA International Conferences; and
- Determine whether there is adequate support and industry sponsors.

Timing and Overall Contents of the Conference (Suggested)

- Held annually in September or October, except in extraordinary circumstances, with dates to be confirmed by ExCo.
- WISTA Meetings (3 days)
 - Day 1
 - ExCo Autumn meeting
 - Dinner with ExCo and Local NWAs representatives
 - Day 2
 - Round Table Discussion for NWA Presidents/Focal Persons and ExCo
 - Dinner with ExCo and NWA Presidents

- Day 3
 - Annual General Meeting (“AGM”) (*please take note of the AGM Protocol*)
 - Ad Hoc Working Committee Meetings (if applicable)
 - Networking opportunity
 - WISTA International Conference Opening Cocktail 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. This 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 ExCo meetings in coordination with the ExCo WISTA International Conference contact. The facilities for 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 the meeting rooms and timing of the ExCo meetings, AGM, and Presidents’ Round Table 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 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 advise as appropriate, which the Host NWA should

take into consideration. In case the Host NWA disagrees with the ExCo advise, this will be discussed between ExCo Conference contact person and the Host NWA President.

8. ExCo will provide Euros 10,000 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 Euros 5,000 to the Host NWA if requested to assist with WISTA International 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 budget, consistent with the guidelines of the "Price and Payment Terms" section below.
11. The WISTA International President shall chair the AGM and the Secretary shall be the Secretary of the AGM.

Price and Payment Terms

1. Registration fees for NWA members should be approximately Euros 600 – all inclusive of 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 not 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 NWAs' discretion.
4. Refund for cancellations – Guidelines for the host NWA to consider and which have been used for previous WISTA International 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 entry visa to a participant, if supporting documentation is provided by the participant.
 - c. Refund of 75% of registration fees if cancellation is made 7 weeks prior to date of WISTA International Conference.
 - d. Refund of 50% of registration fees if cancellation is made 6 weeks prior to the date of Conference.
 - e. Refund of 25% of registration fees if cancellation is made 5 weeks prior to date of Conference.
 - f. No refund if cancellation is made 4 weeks or less prior to the date of 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 Conference. Considering this responsibility, the Host NWA should:
 - a. Clearly state payment terms including discount and refunds 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.
 - c. If there is adequate surplus in the WISTA International Conference budget, WISTA International will be granted a 40% (percentage) on the sponsorship they have brought in or relevant proportion thereof.

Host NWA/Participants' Responsibilities

1. The Host NWA should reasonably assist those wishing to attend the WISTA International 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 on visa requirements.
2. It is the participants' own responsibility to:
 - a. Register and pay timely and
 - b. Make all travel arrangements including obtaining a visa or
 - c. Other required travel documents.
3. A participants' list should be made available online based on the Host NWA's Conference website and updated regularly. The Host NWA should make sure that in publishing the participants' list, they do not run afoul of local laws. The participants' list should include the name of participant, country, position and company name. If above is not possible because of the laws for data protection, then with the approval of the participants' list to be distributed to participants only after the conference.

Administrative Issues

1. The Host NWA should acknowledge registration and receipt of payment.
2. Receipts for WISTA International 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 of the Host NWA.
2. Book the hotel accommodations, WISTA International Conference venue, transportation (if needed) and group discounts as far in advance as possible as well as the venue for the ExCo and other group meetings.
3. Announce your WISTA International 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 Conference. The information should include:
 - a. Payment terms;
 - b. Cancellation and refunds
 - c. Program (include "program subject to change" on written material);
 - d. Information about Host NWA and host country;
 - e. Information about hotels and booking; and
 - f. Participants' responsibilities.
5. Further, the Host NWA should:
 - a. Follow up regularly with information to the NWAs via email;
 - b. Update the Conference website including speaker and participants' 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 videos to NWAs, they 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 generation 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 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 which airport to fly into and options for getting to the hotels from the airport.
3. Consider whether there may be merit to cooperating or partnering with other organizations.
4. In consultation with ExCo Conference contact, schedule the time and arrange the facilities for the ExCo Annual meeting and NWA Presidents' dinner – confirm times with the WISTA Secretary in advance.
5. In consultation with the ExCo Conference Contact, schedule the time and arrange the facilities for Presidents' Round Table Discussion, preferably from 08:30 hours to 12:30 hours with a lunch break between 12:30 – 13:30 and continue in the afternoon for 3 - 4 hours.
6. The AGM to take place the whole of Day 3 similar to above.
7. Hybrid connection for the Round Table Discussion and the AGM might be required thus, it should be budgeted for and made available.
8. 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.
9. Highlight/Feature individuals of our NWAs whenever appropriate as moderators, panellists, speakers, etc (this assists in maintaining an international mix).
 10. Consider whether there is merit to having a trade show or other exhibition booths in conjunction with the WISTA International Conference and how to promote business-to-business opportunities.
 11. Workshops can run simultaneously in order to accommodate the variety of our membership and smaller groups can be created for hands-on participation eg ship finance, time charter structure, P&I and war risk insurance issues, etc.
 12. Panellists can be of interest to all members eg security, weather, technology, transparency, industry standards, legal issues etc.
 13. Consider general business seminars, eg Management styles, Moving your expertise to another Industry Sector, Negotiation Techniques and Tips, When to mediate and when to arbitrate, and How to do Business in other cultures using NWA members for speakers, etc.
 14. Consider speakers from members of the NWAs, from companies/organizations, high profile women, important persons notably from host nation, United Nations, local governments, universities, private and public sectors.
 15. Focus on Networking Opportunities.

SAMPLE PROGRAM ONLY

Day 1 ExCo Autumn Meeting
All day

Evening: Dinner with NWA Presidents and ExCo

Day 2 Morning: Registration
Round Table Discussion for NWA Presidents and ExCo (All Day)

Working Committee meetings (if applicable)

Evening: Dinner with NWA Presidents/Focal Persons and ExCO
and Local ExCo

Day 3 AGM (All day)

Evening Welcome Cocktail Reception/Networking

Day 4 Conference Opening ceremony

Speakers, Presentation /Panel Discussion

Lunch

Afternoon Speakers, Presentations and Panel Discussions

Evening Gala Dinner / Social Event

Day 5. Morning Workshops

Afternoon Excursions & Tours