

ISOCARP VICE PRESIDENT CONGRESSES AND EVENTS

This document describes specific programme objectives and responsibilities assigned to the Vice President Congresses and Events.

Events, specifically the Annual Congress, have historically been the main activity of ISOCARP. The Congress should provide a platform for establishing professional as well as personal contacts with colleagues around the world. Congresses are important contributors to the income of ISOCARP.

Post Description

- The VP Congresses and Events is the first responsible EXCO member for the scope of ISOCARP work relating to congresses and other events
- He or she is organising a yearly congress & exhibition, and other events (regional symposium, seminar, etc), possibly co-hosted or co-branded
- The VP Congresses and Events ensures that each event is profitable.

Objectives and Responsibilities

- Preparing the Event Plan for the period of the VP service and beyond, in coordination with other programmes, members and partners
- Submitting bid reports to EXCO for the Congress host city decision
- Identifying potential event sponsors and securing funds from them in collaboration with the SG and support from the Secretariat
- Preparing budgets for each event together with the Treasurer and with the support of the Secretariat for submission to EXCO
- Preparing legal congress documents (agreements with LOCs) in cooperation with the SG and with the support of the Secretariat, to be presented and adopted by EXCO
- Managing the Secretariat in preparing a data bank of targeted individuals and institutions for congress attendance and exhibition
- Liaising with the Congress Committee in defining congress themes and General Rapporteurs, with support from EXCO
- Supervising the Secretariat and communicating with the LOC in logistics preparation or looking for external outsourced responses
- Marketing the congress and the exhibition in cooperation with the VP Communication and Marketing
- Supervising event cost control with the support of the Secretariat
- Participating in the EXCO team work and EXCO regular meetings.

Reporting

- Prepare an annual Congresses and Events Plan at the beginning of the year to be submitted to ExCo for adoption
- Prepare Progress Reports to ExCo for the regular ExCo meetings
- Prepare an annual Statement of Activities for the Bureau and Annual General Meetings.