



## **LCI INFORMATION PACKAGE No. 1:**

### **A GUIDE TO LCI CONFERENCES**

An LCI Conference is held every year in August/September. All past and present Ladies' Circle members, including those from inaugurated Circles, may attend the Conference, although it may sometimes be necessary to limit the number of participants.

#### **HOST COUNTRY**

All full member countries of LCI may apply to host the Conference. The LCI Rules must be followed.

#### **HOW TO APPLY**

In accordance with LCI rules, the venue for an LCI Conference is chosen at the AGM, three years in advance. Any National Association wishing to host a Conference must apply by returning the application form to the LCI Secretary by 10th June, for inclusion on the AGM Agenda of that year. A vote is then taken at the AGM. In the event of no application having been received by 10th June, the matter will be re-circulated. The LCI Board must receive a re-circulated Application in time for consideration at their final LCI Board meeting; held the day before the Councillors Meeting.

All prices are to be given in EUR.

The applicants will be asked to give a presentation of maximum **5 minutes** at the AGM. No expenses can be claimed or included in the proposed Budget to cover the cost of making the initial submission to host an LCI Conference, however these costs may be refunded by a country's own National Association.

#### **ROLE OF THE NATIONAL BOARD**

The application for the Conference from the Circle or Area must be approved by the National Board and at the AGM of that country. The organising Circle or Circles in the area of the venue for the Conference are responsible for the arrangements and **MUST** keep their National Board and the LCI Board informed of these. The ultimate responsibility of the Conference lies with the National Board of the hosting Country.

#### **TIMETABLE FOR CONFERENCE**

3 years in advance:	Host country is elected
2 years in advance:	The exact dates and venue should be announced at the AGM. The estimated cost of the AGM Venue should be given to the LCI Board.
1 year in advance:	At this AGM a representative of the Conference Committee should make a presentation about the Conference; (a visual presentation using film, colour slides or Power Point is preferable to include information about the country, the Conference town, and where the Conference will be held. (This shall be at the expense of the Conference Committee.)

#### **MAIN CONFERENCE COMMITTEE**

There is no specific number of members for the Committee, but approx. 14 members, is usual. A Chairman should be chosen and also a Secretary, to take minutes of the Conference Committee meetings, a Treasurer, and Circlers to be responsible for Transport, Registration Office, Publicity and Sponsorship, Accommodation, House Parties, Banqueting, AGM and AGM lunch, Stewarding and Sales items. One member should also be responsible for the contact with the LCI Board and their own National Board. All correspondence with the LCI board must be in English. Some of these committee members will, at a later date, appoint sub-committees to help them in their work. The Chairmen of the Sub-Committees should be the relevant members of the main Committee, and should keep the Conference Chairman **FULLY INFORMED OF ALL THEIR ACTIVITIES AT ALL TIMES.**

The National and LCI Boards shall be informed about the progress of the work. The Conference Secretary must send minutes, or a summary in English, from all meetings to their National Board and of all Full Committee Meetings to the LCI Board.

FOR LCI: Information should always be sent to the LCI Immediate Past President and to the person who will be LCI President at the Conference. (Her work starts two years before as Vice President). They will be responsible for informing the other members of the LCI Board about the Conference.

FOR NATIONAL BOARD: Information should be sent to the person appointed by the National Board (preferably to the person who will be the National President at the time of Conference) although another person will have to take this responsibility for the first one and a half years. The National Board must be kept informed and offer assistance where necessary. Contact between these three groups is very important.

## THE WORK OF THE COMMITTEE

The Committee is expected to follow the regulations and formalities suggested by the LCI and National Boards. The Committee will make all practical decisions, such as accommodation, meeting places, lunch and dinner venues, sight-seeing trips and a programme for partners. The choice of the delegates' hotel and the venues for councillors' meeting, International Contact Meeting and AGM (+ the respective lunches) need approval by the LCI board.

All the work of the Committee is voluntary, although the Committee members may claim reasonable expenses incurred by their work. At the AGM in 1980 the councillors recommended that members of the main Committee of the Conference should not pay for their own participation. It is left to each Committee's discretion as to how this is achieved. It is suggested that these expenses should be taken into the budget and covered by the Registration Fee.

## DUTIES

- To make the general plan for the Conference
- To book hotels, restaurants and meetings places in good time
- To check that the venues are suitable
- To decide the minimum and maximum number of participants (the minimum must be borne in mind when estimating the budget and the maximum when choosing the functions venues)
- To draw up the basic budget (the final budget is decided one year in advance, if prices are available at that time).
- To prepare a time schedule for Conference preparation. This is important to be sure that everything is considered in good time.
- To decide working methods, how frequently the Committee meetings should take place and where.
- To take minutes of all meetings and report regularly to the LCI and National Boards.
- To open a bank account
- To contact a printing office in good time
- To discuss and prepare publicity information, and if possible arrange sponsorship.
- To prepare articles for the press, for LC magazines of Member Countries and for LCI website
- To make arrangements for a photographer, if one is required.

## THE BUDGET

The cost of the following things should be considered when drawing up the budget:

- Hire of all venues and equipment required
- AGM: All expenses in connection with the AGM: Hire of venue; hire of microphones; sound recording facilities (if requested); slide projector/film projector and screen; power point presentations, refreshments; printing costs for balance sheets, agendas for AGM and National Anthems. (LCI reimburses the Conference organisers for these expenses up to a maximum of €9.000.)
- Councillors' Meeting: Hire of venue; transport, soft drinks, coffee/tea, lunch.
- International Contact Meeting: Hire of venue; transport, soft drinks, coffee/tea, lunch.
- LCI Board Meeting: Hire of venue; soft drinks, coffee/tea, lunch. (LCI reimburses the Conference organisers for these expenses upon prior approval of quotation.)
- Cost of promoting the Conference at the AGM prior to the Conference – budget cost for one Circler ONLY
- Transport
- Hire of photocopying equipment
- Printing of Registration Forms, Conference Programmes, lists of participants
- Publicity material and menus for functions
- Prices of all meals, including wines and service charges
- Postage and telephone charges
- Decorations for all functions
- Boards for the Poster Exhibition
- Guides for tours (if needed)
- Official Photographer
- Entertainers
- Decorations for themeing etc
- Reasonable expenses for the Committee members
- Insurance premiums
- Cost of professional paid help
- Any extra expenditure, taxes, airport tax, bus, ferry, etc. MUST BE notified in advance of the Conference.
- Costs for the invited National representatives of RT
- It is suggested that the Committee makes a Registration Form, which can be copied. The price must be known for each individual function or activity. Ideally prices should be in EUR.
- An extra charge is recommended for late bookings.
- Countries who are not able to transfer money with the registration booking, must be asked to sign a declaration stating that they will pay for all the places they booked, whether the participants attend or not. **Such bookings are not to be accepted without a signed declaration.** These participants should pay full on their arrival. The LCI Board is not responsible in any circumstances.

- NB: Final prices should be confirmed in writing.

The LCI Board **MUST** be informed well in advance of these costs, especially for the AGM venue, so that the LCI Treasurer can budget accordingly. Final confirmed costs to be sent to the LCI Treasurer by **1st May of the year prior to the Conference printed at the Budget/Balance LCI Conference sheet.**

#### **A) EXPENSES REFUNDED TO THE CONFERENCE BY LCI.**

All expenses must be accounted for.

- **LCI Board meetings (pre and post conference meetings):**
  - hire of venue – to be obtained free of charge whenever possible!!
  - soft drinks, coffee, tea, lunch
  - photocopies for use by the LCI Board
- **Participation costs of all LCI Board members.**
- **A maximum of EUR 9000 for all expenses in connection with the AGM including (Was earlier budgeted in LCI budget GBP 5000):**
  - hire of AGM venue
  - hire of sound system, projector, screens
  - printing costs for balance sheet & AGM agendas
  - refreshments during break
  - costs for decoration, National Anthems and flags.

#### **B) COSTS FOR THE EXPENSE OF THE CONFERENCE COMMITTEE**

- **Before the conference**
  - All presentations at preceding LCI conferences + extra costs involved in these presentations for the conference committee members. Costs can be allowed for one Circler to promote the Conference and make the presentation to both the Councillors and AGM at the Conference preceding the actual Conference being organised. (Travelling costs + participation costs for committee members to preceding conferences are at the expense of the individual committee members)
  - All the expenses involved in the organisational meetings before the conference (cost of meeting rooms, travel expenses).
- **Conference**
  - Reasonable expenses of the committee members
  - Registration and if possible full participation of the committee members
  - If applicable: Uniform dress for the committee members to be worn during the conference
  - The full costs of the conference minus:
    - \* Participation fees of the participants (also the Councillors' Meeting and International Contact meeting should be paid to the Committee by the Councillors, LCI refunds these costs to the Councillors)
    - \* Refunds by LCI
    - \* Sponsoring

#### **FINANCES**

The Conference should be financially self-supporting. Care should be taken when estimating how many people will attend the Conference. It is best to consider a minimum number when drawing up the budget to avoid a deficit. Any loss made is the responsibility of the host country, not LCI. The purpose of hosting a Conference is not to make a profit, but if, by careful budgeting, a slight profit is made then this should be dealt with as directed by LCI Rule 8-23 which reads:

Surplus funds resulting from an LCI AGM shall be apportioned as follows:

- 40% to be decided by the host circle/area
- 20% to the LCI Travel fund
- 15% to the LCI Charity fund
- 15% to the LCI Extension support fund
- 10% to the LCI Associate member fund

#### **LOAN**

A loan is obtainable for the Conference Committee from LCI on application to the LCI Treasurer. This application must be made two years before the Conference. The loan must be repaid prior to the start of the actual Conference. **Loans are interest free.** Some National Associations also make a loan to the Conference Committee to help with the pre-Conference expenses. (Make provision for variations in exchange money, so you do not lose money moving from one currency to another).

#### **INSURANCE**

The Conference Committee is not obliged to insure people attending the Conference. Make clear somewhere on the Registration Form that participants must insure themselves. Insurance should however be taken out by the Committee to cover any damage to hired halls, money held, sales goods, cancellation etc. The Conference Committee is urged to seek professional advice on all possible aspects of Conference Insurance. The Committee should be insured against any claim that may be made against them, for damage or injury resulting from the negligence of the Committee. In GB&I this is called **Public Liability Insurance.**

**FINANCIAL REPORT**

A DETAILED Conference Financial Report should be presented to the LCI Board before 31<sup>st</sup> December of the same year. If a deficit arises, the responsibility shall be a matter between the Conference Committee and the National Board of the organising country. When a profit is made on a Conference, the surplus money should be apportioned in accordance with LCI Rule 8-23. The Conference Committee decides, together with the National Board, what to do with their portion of the profit.

**PROGRAMME AND REGISTRATION FORMS**

DRAFT OF THE PROGRAMME AND REGISTRATION FORM SHOULD BE SENT TO THE LCI VICE-PRESIDENT BY 10th JUNE IN THE YEAR PRIOR TO THE CONFERENCE. Then the LCI Board can discuss the proposals and give advice before the final programme is printed. The printed programme should include the Councillors' programme.

The Registration Form and the Programme should be prepared in such a manner that it is possible to take extra copies. This should be sent out AT LEAST 6 MONTHS before the Conference, with:

- ◆ A programme in detail with all costs
- ◆ The last date for booking (3 months before Conference)
- ◆ Last date for cancellation (1 month before Conference)
- ◆ Information on the Dress code for each event:
  - Opening Ceremony and Welcome Party - National costume or a uniform dress per country (countries should be recognisable)
  - AGM: formal dress with hat
  - Home Parties: semi-formal (smart)
  - Gala Dinner*: evening dress (formal)
  - To be available on the website

The Conference Committee should acknowledge and confirm all bookings immediately by returning a photocopy of the original registration form and then take extra copies for their own use. When the Conference is fully booked, all Countries must be notified at once. Further applications must be acknowledged and the Circler told that her name will be placed on a waiting list, unless she requests immediate return of her money draft. (Suggestion: Print on the form "Please observe ALL dates, they are very important!").

NB All invitations and Conference correspondence should be sent by e-mail whenever possible. An e-mail address should be asked for on the Booking Form. Check the LCI Directory for current LCI Member contact addresses.

**INVITATIONS TO BE SENT FOR FULL CONFERENCE (by the Committee):**

LCI BOARD:	LCI Officers All past LCI Presidents, the Past LCI Secretaries and Treasurers for the previous five years (Updated list obtainable from the LCI Secretary)
COUNCILLORS:	President and Imm. Past President (Full Member Countries) (They are the President and the Vice-President in the current International Directory.)
FULL MEMBER COUNTRIES:	Send or email sufficient for each Circle to the National Secretary for her to distribute
GB&I:	NALC HEADQUARTERS Marchesi House 4 Embassy Drive Edgbaston Birmingham B15 1TP
ASSOCIATE MEMBER COUNTRIES:	Send sufficient for each Circle to the Contact Lady. (If the address is not in the LCI Directory, contact LCI Secretary)
WEBSITE	If possible prepare a Website about the Conference / arrange a direct link to the LCI website with all the information and Booking Forms available for Circlers to download, this will reduce your printing costs considerably.

**INVITATIONS TO BE SENT FOR THE WELCOME PARTY: To bring greetings**The LCI Board invites:

- The International Round Table President to the Opening Ceremony, the Welcome Party and the LCI AGM, together with one nights accommodation, at the expense of LCI. The invitation will be extended to the 'Men's Programme' but at the Tablers own expense.

The Conference committee invites:

- The National Round Table President
- The Area Chairman of Round Table

- The Club Chairman of the local Round Table
- Representatives of the State and/or Town where Conference is held.

For these guests the committee pays for the Welcome Party only.

Sometimes the Representatives of the Town will provide a Civic Reception for a specific number of people on the first evening of the Conference, prior to the Welcome Party.

### REGISTRATION OFFICE

This should be open on the afternoon when the Councillors arrive, and especially when the remainder of the participants arrive. For the whole of the first two days of Conference it should be open from 8.30 - 18.00 or later if necessary.

The Registration Office should deal with:

- Registrations
- Problems and queries
- Selling of photographs taken at Conference
- Give information about:
  - Shopping; hairdressers; doctors; chemists; banking; travel agencies; transport etc.
  - Selling Pins from the LCI-Shop

### ACCOMMODATION

This can be either hotel or University accommodation. If hotels are used then ideally one hotel should be able to take all Councillors. Hotel accommodation should be offered at a different Grades and costs BUT ALL accommodation must be close together to allow easy movement of participants.

A lounge or pleasant meeting place should be available for use during the daytime and in the evenings after functions. Also facilities for making coffee etc. should be available. If University accommodation is to be the basis of the Conference, then some hotels shall be added to the Conference venue. **All the LCI Officers, Councillors and Contact Ladies should be accommodated at the same accommodation, and if possible all the various meetings should be held there too.**

It is greatly appreciated if participants can be met on arrival at various airports/stations and taken to the Registration Office and afterwards to their accommodation. This can only be done if times of arrival are known in advance. It is not always possible to deal with departures in the same way, but it is very nice if busses are arranged at convenient times for departures.

### POSTER EXHIBITION (OPTIONAL)

A Room or Area must be available for a poster exhibition to be held during the duration of the conference. This must be a place that is easily accessible to all participants to the conference, so preferably the hotel lobby or another convenient place.

Boards to hang up posters must be provided for each member country (1 square metre per country) + 1 contact corner for short messages (please, provide pins).

### AIDE DE CAMP (ADC)

The Conference Committee should appoint an Assistant for the LCI Board, who will take care of the arrangements for all Board meetings, such as Lunch, coffee/tea, refreshments, PC, facilities for copying, paper, pens etc.

### SALES ITEMS

Usually the Conference Committee provides a souvenir of the Conference for the members to purchase. Conference Badges and Banners may also be offered for sale. It is up to the Committee to decide how many items are produced. The Conference Shop is also responsible for selling LCI Banners and Pins, all money for these items should be given to the LCI Treasurer.

### ROUND TABLE PROGRAMME

A Round Table programme should be discussed and planned with the local Round Table Club and sent to the interested partners. The Programme should cover the whole of Friday evening when partners will not be able to take part in the Circle Programme. They are welcome to attend the Welcome Party, the tours in the Circle Programme **and THE GALA DINNER.**

### TOMBOLA

During the Conference a Tombola/Raffle is held. The Vice President arranges the Tombola. The tickets will be sold from the first day of the Conference and continue until the Gala Dinner when all sold tickets and money are returned to the LCI Treasurer for checking. The incoming President at the Banquet draws the winning ticket.

### CONCLUSION

Conferences vary from Country to Country, according to the type of venue chosen. Sometimes hotels are used and at other times University accommodation is available. However, a National flavour is always expected and local food etc. Keep the atmosphere light and friendly, and not too regimented - **AND DO REMEMBER TO ENJOY IT ALL YOURSELVES!**

**GOOD LUCK!****A SUGGESTED CONFERENCE PROGRAMME****Thursday:**

- Councillors' Meeting: only morning (can begin quite early)
- Lunch
- Time for National Boards to meet with their own Circlers
- Opening Ceremony and Welcome Party (usually starts at about 6 p.m.)

**Friday:**

- AGM from 9.30 am until 2 p.m.
- Lunch
- Home-Parties

**Saturday:**

- International Contact Meeting: only morning
- Lunch
- Tours: full-day and half-day; optional half-day tour for councillors
- Banquet

**Sunday:**

- Brunch (optional) However a meeting point with refreshments available (at delegates own cost) should be arranged

**PROGRAMME DETAILS****MONDAY:**

- Increasingly due to distance the LCI Board may arrive Sunday evening to being the Board meeting promptly on Monday morning/

**TUESDAY:**

- The LCI Board continue their Board Meeting
- Arrange an evening meal for the LCI Board and the Conference Committee only, preferably at home
- Other early arrivals make their own arrangements

**WEDNESDAY:**

- The LCI Board continue their Board Meeting and final preparations
- LCI Councillors and representatives from Associate Member Countries arrive
- A dinner is provided for Councillors arrivals, LCI board and webmaster, nominees and the Conference Committee, for which each participant pays. Send information about this in advance
- (Other members who arrive early for their own convenience, may be accommodated in the Conference residence, but meals outside the official Conference Programme are their responsibility) Arrange mid-morning coffee break, lunch and afternoon tea

**THURSDAY:**

*LCI COUNCILLOR'S MEETING:* only morning, can begin quite early

- Participants: LCI Board + 1 webmaster, Councillors, observers, representatives from Associate Member Countries, National Vice Presidents, nominees for International Office .The LCI Board must notify the Conference committee well in advance of the possible number of participants. Lunch should be prepared for those who have paid for it in advance. Arrange mid-morning coffee break.
- Prior to the Councillors Lunch arrange for an Official Council Photograph to be taken. Copies of the photograph should be sold to Councillors for collection at the AGM or Gala Dinner.
- All other Circlers taking part in Conference arrive.
- Time for National Boards to meet with their own Circlers. Venues to be reserved by the individual countries in advance (at their own expense) through the conference committee

**MEETING ROOM**

A room/area should be allocated so that LCI President can meet with their Circlers to discuss the voting issues to be decided at the AGM. The Conference Committee should ensure that refreshments/drinks are available but these should be available on a cash payment basis.

**CIVIC RECEPTION (If one is held)**

Often the Mayor of the hosting town/city will host a Reception for the Conference participants or Councillors. This should be prior to the Welcome Party.

**OPENING CEREMONY AND WELCOME PARTY**

- Presentation of each country: all participants are advised to wear their national costume or another uniform dress.
- Participants: All those who have registered.

#### PLANNING DETAILS:

- Toastmaster
- Decorations
- Seating arrangements
- Menu and wine
- Programme and music
- Transport

Speakers:            -Chairman of the Conference Committee  
                          - National President of Host Country  
                          - LCI President  
                          - Representatives of State/Town  
                          - Round Table Representatives

#### FRIDAY:            THE SECOND DAY OF CONFERENCE

##### *LCI ANNUAL GENERAL MEETING*

Beginning around 9.00 am The Meeting usually finishes by 2.00 p.m. The President decides the final details for the meeting

PLANNING DETAILS: Stewards must be appointed to help the LCI Board at the meeting.

- Seats for the LCI Board and 2 Councillors from each Full Member Country at a table (long cloth); a second table for Associate Member Countries (1 per country) on the stage. Place for tellers, scrutineer and minutes' secretary.
- Microphones
- Speaker's desk/Podium
- Beamer / Laptop (for the use of the next Conference Committee, check!)
- Paper and pencils
- Place names (LCI Officers/Councillors)
- Voting Slips for each Councillor
- Copy of Agenda and Balance Sheet for all participants. Arrange with LCI Secretary/Treasurer.
- National Anthems, Music and texts (arrange text with LCI, any live music is to be paid by Conference)
- LCI wall banner
- Places should be reserved for Representatives of Associate Member Countries and invited guests, Past LCI Officers, Life Hon. Members, Nominees for LCI Office, Conference Committee and other guests (first rows of the audience).
- Refreshments: water/soft drinks for the LCI Board and Councillors during meeting
- Morning coffee break for all participants
- Morning coffee break in separate room for LCI Board and Councillors.

##### **AGM LUNCH - Informal**

The Restaurant should be close to the meeting hall, or better still in the same building.

Participants: All who have registered.

#### PLANNING DETAILS:

- A hostess for lunch must be appointed
- Seating arrangements (for delegates)
- Decorations
- Menu and wine
- Transport - if needed

##### *HOME PARTIES*

Participants: **those registered!**

These parties are arranged in small groups to allow Circlers to get to know each other better.

PLANNING DETAILS: A hostess for each party is appointed (should be present and past Circlers). Home Parties should have a local colour and form

- Menu and Wines: Should be kept the same for all groups.
- Plan a presentation among the guests.
- Transport: Venues for the Home Parties should not be more than half an hour away from the accommodation. The parties should finish in time for the participants to be at their accommodation by midnight.
- Duration of the party: at least 3 hours.

If the number of places at home-parties is limited due to a shortage of candidates to organise a home-party, the places can be allocated on a first come first served basis, and the rest of the participants can be divided over restaurants.

## **SATURDAY: THE THIRD DAY OF THE CONFERENCE**

### *SIGHT SEEING TOURS*

Several tours should be offered (at least 6 either Half or Full Day in length) and can take many forms including cultural, historical, active, pleasure and of course shopping. Try to arrange tours relevant to your town and country; important industry is just as relevant as old buildings and scenery!

Participants: - All registered participants

Food: - Half Day Tours should include tea/coffee break. Full Day Tours should include lunch.

The tours should be finished in time for the participants to get ready for the banquet at 5 p.m. at the latest!

An optional short tour in the afternoon should be arranged for the benefit of Contact Ladies, Councillors and LCI Board.

PLANNING DETAILS: Guides, Menu and wine, Transport

### *INTERNATIONAL CONTACT MEETING AT 9.00 AM (only morning)*

Participants: Newly elected LCI President, Vice-President, Secretary, Treasurer, IPP, Weblady National Presidents and Vice Presidents

Representatives of Associate Member Countries

Tea or soft drinks should be provided plus lunch

An optional short VIP tour can be offered from 16.00 to 17.00 for Councillors if possible i.e. e. short walking tour of Town.

*PRESIDENT'S COCKTAIL PARTY:* The LCI Board have agreed that this will now only take place if sponsorship has been secured to fund the event. Discuss all arrangements and costs with the LCI President.

### *GALA DINNER - Formal*

Participants: All those who are registered.

### PLANNING DETAILS:

- Seating arrangements - Discuss with LCI President
- Welcome Speech (Conference Chairman)
- LCI Songs
- A Hostess/Toastmaster should be appointed
- Menu and wines
- Printing of Programme
- Decorations
- Microphones
- If any entertainment is considered necessary it should be kept very short
- Result of Tombola
- Speech, song or cabaret presented by the Presidents of Full Member Countries?
- Outgoing President's speech and Hand-over of Jewel
- Incoming President's speech, introduction of new LCI Board.

**IF THE GALA DINNER VENUE IS AWAY FROM THE MAIN HOTEL/ACCOMMODATION TRANSPORT MUST BE PROVIDED AT REGULAR INTERVALS FOR ALL PARTICIPANTS**

## **SUNDAY: FINAL DAY OF CONFERENCE**

### *BRUNCH: optional*

The general feeling amongst recent participants is that they do not want a set 'Brunch' but would appreciate a meeting point where they can say their goodbyes and purchase either food or drinks as required.

Members of the conference committee **SHOULD STILL BE AVAILABLE TO HELP THE PARTICIPANTS OF THE CONFERENCE!** Transport to both airports or the train station **SHOULD BE PROVIDED** at regular times during this final day

### *LCI BOARD MEETING*

Participants: Incoming and outgoing LCI Board.

Provide a room

Lunch if requested.