



## GUIDELINES FOR THE ORGANISATION OF THE IAJ ANNUAL MEETINGS

Every world meeting of the International Association of Judges is organized upon a decision of the Central Council between the following two different models:

- a) the national association that organises the meeting covers all the expenses for the participants (e.g. accommodation, meals, simultaneous translations, excursions etc.);
- b) each national association pays the expenses for its delegates (accommodation and meals), whilst the organising association covers the general expenses (meeting rooms, simultaneous translations etc.) and offers hotel accommodation for 10 IAJ's officials. Such accommodation should be granted for free for the whole meeting; three hotel rooms should be made available since the night preceding the start of the meeting (first meeting of the Presidency Committee); check out on the last day (Thursday) should not be required earlier than 03.00 p.m.

The Presidency Committee may also request the national association organising the meeting to invite about 10 additional observers or guests who may attend at their own expense for travel and accommodation but otherwise without additional charge for registration

The hosting association may have recourse to sponsors, but the hosting association must ensure that any sponsorship is consistent with the principles of the IAJ and that there is no conflict of interest such as might arise if they are involved in cases before local courts. In any case, sponsorships should be authorised by the Presidency Committee of the IAJ.

The meeting should preferably start on Sunday (preceded by a meeting of the Presidency Committee on Saturday) and last till the following Thursday.

In any case, the hosting association must comply with some requirements, listed below.

### **MANDATORY REQUIREMENTS**

The candidatures to host an IAJ annual meeting must be presented in written form to the Secretariat General of the IAJ at least 30 days before the reunion in which the Central Council will decide on the venue of its next meetings.

The hosting association must assure that the delegates of **all** the associations member of the IAJ are in fact admitted into the hosting country and adopt all the necessary initiatives, as well as diplomatic contacts.

The hosting association takes care of:

- providing information about compulsory (and/or recommended) **vaccinations**;
- the issue of **visas** early in advance, solving any possible diplomatic or administrative difficulty;
- receiving and registering the **registration forms** of the participants;
- keeping **contacts with the hotels and forwarding delegates' reservations to the hotels**;
- **welcoming** the participants and **releasing badges** to them and to accompanying persons. The badges must indicate the name of each participant and the respective country, as well as the position in the meeting (delegate, observer, accompanying person etc.); for the "IAJ Officials", either this general indication or the individual quality (President, Secretary-General etc.) must be indicated;
- providing all delegates with the emergency numbers (person in charge of the logistic, physicians ...);
- taking care of contacts with the police and of any necessary **security measure**;
- sending the I.A.J. an updated and complete list of participants, with indication of their respective countries; for I.A.J. officials and members of the Secretariat-General such qualities have to be indicated in the list as well as in the badges.

The hosting association will designate a **contact person** with the following characteristics:

- English-speaking (or French-speaking);
- computer/email skills.

The selected **hotels** must be located close to the meeting venue. The meeting venue should be preferably located inside one of the selected hotels. They must be selected in order to grant the choice between various categories and prices.

When the accommodation expenses are covered by the hosting association, the hotel should possibly be one sole for all the participants; if various hotels are chosen, they must be of the same category and characteristics.

The chosen hotels should guarantee fixed prices for some days before and after the meeting, for the participants who want or have to extend their stay.

The hosting association has the faculty of charging extra-fees for the accompanying persons (for excursions, receptions and general expenses). They must be specified in advance together with the indication of the methods of payments accepted (taking into consideration the fact that delegates of some countries may not have credit cards).

The hosting association will provide any kind of assistance to the Presidency Committee in the organisation of an **international conference**, which will take place during the meeting. The conference, which may last a whole day, or half a day, will deal with a topic chosen by the Presidency Committee, after consultations with the hosting association.

The programme must have at least two sessions of the four Study Commissions. The sessions are to be programmed on each of two different days and each is to be of at least three hours.

In the venue of the meeting the following provisions will be granted by the hosting association:

- meeting halls and equipments: see below;
- **coffee-breaks** every day and **water** for the presidency desks;
- a **working room** for the General Secretariat very close to the meeting halls and open for the Secretariat's members at any hour;
- at least **3 computers** reserved to the General Secretariat. Operating system: Windows 7 or XP; software: Microsoft Office. The computers will be equipped with CD-ROM drive, fast printer connected to the computer and internet connection (wi-fi, ADSL or similar, 24/24 h); all the connections, (included the printer's connection to the computer) must be checked during the days before the arrival of the General Secretariat. A data processing technician must be available in the office of the Secretariat.
- **at least 3 powerful copy machines;**
- **stationery articles** (paper, stapler etc.; adequate photocopying and printing materials - such as ink cartridges - must be available in the working room).

**Assistants** must be available at any time in the meeting venue:

- to cooperate with the General Secretariat;
- in the meeting halls, before and during the sessions, for each one of the sessions of the Central Council, for any meeting of the Presidency Committee, for the meetings of each of the 4 Regional Groups and for each of the 4 Study Commissions. The hall for the meeting of the Presidency Committee (15 people) must stay available for the whole length of the general meeting, as the Presidency Committee may need to meet many times with no previous notice.

#### **Conference rooms:**

- opening ceremony (attendants: authorities and guests + all the colleagues registered for the meeting + accompanying persons);
- Central Council (max 300 participants at present);
- Presidency Committee (max 15 people);
- 4 Study Commissions (50 persons each, on average; but quite often 2 delegates per association participate);
- 4 Regional Groups: European Association (80 persons on average); Ibero-American and African Groups (40 persons each, on average); ANAO Group (20 persons on average);
- Council of Honorary Presidents (10 people).

#### **Equipments in the meeting halls:**

- **meeting table:** for the Presidency Committee;
- **front presidency desk:** for all the other meetings;
- **tables** for the delegates in the Central Council, Regional Groups and Study Commissions;
- for the Central Council meeting: separate **work-desk for the General Secretariat**, very close to the presidency desk;
- **15 reserved seats** (at least) must be arranged in the first row for IAJ authorities and guests (Honorary Presidents etc.) in the main meeting room, on the occasion of ceremonies and Central Council's meetings;

reserved seats, at least 6, must be arranged in the rooms where the Regional Groups and the Study Commissions meet;

- **microphones**: necessary for the Central Council as well as for the 4 Regional Groups and for the 4 Study Commissions;
- **place cards** (with the names of each member country for the delegates as well as with the names and roles of the people sitting at the presidency desk) must be prepared and placed in alphabetical order before each session. The names of the countries must be written precisely in accordance with the list provided for by the IAJ General Secretariat; such cards shall be ready for all meetings of the Central Council as well as of the Regional Groups;
- **place cards** with the names of Honorary Presidents attending the meeting; the Secretariat-General will provide the list of Honorary Presidents in attendance; they will be given special seats in the first row of the assistance and their names will be printed on place cards to be put on the first row table.
- availability of a **video projector** to be connected to personal computers, should it be necessary to show a power point presentation or any other file.

Each conference room must be prepared (with lighting, microphones on and air conditioning) always 30 minutes before the start of each meeting. Whenever interpretation is provided, interpreters must be present and their equipment must be set up at least 15 minutes before the start of the works.

A banner with the IAJ logo must be provided in the hall in which the Opening Ceremony and the meetings of the Central Council take place.

**Simultaneous translation** must be provided for the Central Council. The languages will be (at least) English, French and Spanish.

Local mobile phones have to be provided to the IAJ's President and at least 3 members of the General Secretariat, as soon as they arrive.

All the **information** concerning logistics, events, and any kind of practical communication must be given both in English and in French (if possible, also in Spanish). This applies to oral and written information to the participants.

All the participants (delegates, guests and accompanying persons) can **attend the opening ceremony** and must be informed accordingly.

After the meeting, within one month, the hosting association must prepare and deliver to the General Secretariat of the IAJ the final **list of the delegates** who in fact attended it.

## **OPTIONAL**

The hosting association will entrust preferably a professional agency with the logistic organisation.

The hosting association organises a one-day or half-day **excursion**, covering the expenses. The excursion should emphasize social and recreational gatherings (free of professional activities such as lectures, conferences etc.); it should take place on the last day of the meeting.

The hosting association should make proposals for other excursions pre- and post-meeting.

The organising association could evaluate:

- to offer one or more dinners or other meals to the participants;
- to organise the reception of participants at the airport and their transfer to and from the meeting venue;
- to deck out the rooms for the plenary meetings (i.e. opening ceremony and Central Council meetings) with a wall (or table) poster of the event, flags, flowers etc.;
- to prepare and distribute certificates of participation;
- to entrust a photographer with the photo reportage of the events and to prepare cd-roms with the pictures;
- to offer participants a token souvenir or gift, provided that any token gift or souvenir is not heavy and can be easily stored in the luggage.

Previous experiences showed the great usefulness of:

- printing the programme on the verso of the delegates' badges.

*Adopted in the Presidency Committee meeting in Siofok (Hungary), on 30<sup>th</sup> September 2006*  
*updated on 13<sup>th</sup> January 2011*  
*updated on 9<sup>th</sup> September 2011*  
*updated in November 2012*  
*Adopted in the Presidency Committee meeting in Naples (Italy), on 28<sup>th</sup> June 2013*  
*updated on 14<sup>th</sup> November 2014*  
*updated in Rome (Italy), on 13<sup>th</sup> June 2015*  
*updated in Mexico City on October 31<sup>st</sup>, 2016*  
*Updated in Santiago de Chile on 12<sup>th</sup> November 2017*

Annex: Model Programme with the schedule of events. Times of start and finishing of meetings are binding and cannot be changed by Hosting Organisation.

PROVISIONAL PROGRAMME  
for the  
57<sup>th</sup> Annual Meeting of the IAJ  
Foz do Iguacu, 8<sup>th</sup> - 14<sup>th</sup> November 2014

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**Saturday, November 8, 2014**

from 08.00           Arrival of delegates  
15.00 - 18.00       Meeting of the Presidency Committee

**Sunday, November 9, 2014**

from 08.00           Arrival of delegates  
09.00 - 16.00       Meeting of the European Association of Judges  
09.00 - 16.00       Meeting of the Ibero-American Regional Group  
09.00 - 16.00       Meeting of the African Regional Group  
09.00 - 16.00       Meeting of the Asian, North American and Oceanian Regional Group  
16.00 - 18.00 Meeting of the Presidency Committee (2<sup>nd</sup> part)

09.00 – 17.00 Excursion for accompanying persons – Bird Park (details to be specified in a separate programme for accompanying persons at a later time)

Evening:  
19.00 – 22.00       Welcome cocktail party offered to participants and accompanying persons

**Monday, November 10, 2014**

09.00 - 09.45       Opening Ceremony  
10.00 - 13.30       Meeting of the Central Council  
15.00 - 18.00       Meeting of the Study Commissions 1 – 4 (1<sup>st</sup> part)

13.00 – 17.00 Excursion for accompanying persons – Safari at Iguacu National Park (details to be specified in a separate programme for accompanying persons at a later time)

Evening:           Free time

**Tuesday, November 11, 2014**

09.00 – 13.00       Meeting of the Central Council (2<sup>nd</sup> part)  
15.30 – 18.00 Excursion to Itaipu Dam

Evening:  
19.00 – 22.00       Dinner offered by the AMB at Itaipu Dam

**Wednesday, November 12, 2014**

09 – 12.30           International Conference on Environmental Law (by Justice Herman Benjamin)  
12.30-14.00       Lunch  
15.00 - 18.00       Meeting of the Study Commissions 1 – 4 (2<sup>nd</sup> part)  
18.00-20.00       Free time (Presidency Committee Meeting)

14.00 – 18.00	Excursion for accompanying persons – Shopping Artesanato (details to be specified in a separate programme for accompanying persons at a later time).
Evening	Free time

**Thursday, November 13, 2014**

09.00 – 13.00	Meeting of the Central Council (3 <sup>rd</sup> part)
09.00 – 13.00	Spare time for accompanying persons
14.30 – 18.30	Excursion to Foz do Iguacu waterfalls
19.00 – 23.00	Farewell Dinner offered by AMB at Iguacu National Park

**Friday, November 14, 2014**

Departure of delegates