



## **WORLD SYMPOSIUM ON DENTURISM PROTOCOL FOR COUNTRY HOSTING EVENT**

The World Symposium on Denturism is an educational and networking event registered to the International Federation of Denturists. A World Symposium is held every two years at a location to be decided by the members of the IFD. To date, World Symposia have been held:

1998 – Quebec City, Canada  
1999 – Hobart, Tasmania  
2002 – Las Vegas, United States  
2004 – Montreal, Canada  
2007 – Coventry, United Kingdom  
2009 – Las Vegas, United States

### **REQUEST TO HOST A SYMPOSIUM**

- A country wishing to host a World Symposium will forward a written request to the Chief Executive of the IFD no less than 3 years prior to the proposed date of the World Symposium in that country.
- The request must include:
  - Proposed date and location
  - A tentative schedule of events
  - A description of the proposed venue
  - Agreement to adhere to IFD requirements in the planning of the Symposium
  - Agreement to compensate IFD with 5% of the gross registration from participants who do not reside in the host country
  - Name and contact information of host country representative
  - Signature of President of the host country
- The request to host a Symposium will be reviewed by the Executive of the IFD and ratified by the members of the IFD at the next annual general meeting.

### **CHOICE OF LOCATION**

The location should be one that is readily accessible by members of the country association and international participants.

### **DATE OF SYMPOSIUM**

It is usual to schedule a Symposium for September or October with dates that do not overlap with events to be held by other members of the IFD.

### **IFD INVOLVEMENT IN PLANNING**

- Although the planning of the event is the responsibility of the host country, the IFD has an interest in the development of a successful event that will provide credibility to the IFD's ownership of the name.
- The IFD will be consulted on any matters that will affect the IFD or the international focus of the Symposium.
- The IFD Chief Executive will be kept informed on a reasonable basis as plans progress.

### **IFD REQUIREMENTS**

- The IFD will be acknowledged as a partner in the World Symposium.
- The IFD logo will be used on all printed and posted materials as a partner in the World Symposium
- The IFD will be offered 1 complimentary exhibit booth/stand during the trade show component of the Symposium.
- A complimentary meeting room will be offered to the IFD for the scheduling of an IFD information meeting or an IFD annual meeting (see Guidelines for IFD Meetings).
- Should they be able to attend, the President of the IFD or Designate and the Chief Executive of the IFD will be offered complimentary registration and 1 complimentary special event ticket each.

- IFD representative(s) will be invited to any social meetings held with industry.
- The IFD will be compensated for the use of the World Symposium name and credibility by the reimbursement of 5% of the gross registration from participants not residing in the host country. This will include 5% of the exhibit booth/stand fees of exhibitors from other countries who attend the Symposium. This compensation will be included in the planning budget and paid as a confirmed expense prior to the closing of the books of the association, being no later than 90 days following the Symposium.
- The IFD will have no responsibility in the event that the World Symposium is not a financial or attendance success.

#### **IFD RESPONSIBILITY**

- The IFD will make every attempt to have IFD representative(s) attend the World Symposium.
- The IFD will post current information on the Symposium on its website.
- The IFD will post photos from the Symposium on its website.
- The IFD will take organizational and financial responsibility for any IFD exhibit/stand
- The IFD will assist the host country as is requested and feasible.

#### **CONFIRMATION OF ARRANGEMENTS**

All the foregoing are negotiable with the IFD.