



GUIDELINES FOR IFD MEETINGS

DATE AND LOCATION

The location of the annual meeting or informational meeting of the IFD will be discussed with the host country and ratified by members of the IFD no less than 3 years prior to the meeting.

DATE

The IFD annual meeting is generally held in September or October on dates that do not conflict with other events held by member countries of the IFD.

VENUE

The IFD depends on the host country to choose the best venue for the annual Board meeting or IFD information meeting. It is preferable that it be held in a central, comfortable and safe hotel with breakfast included, comfortable guest rooms and meeting rooms, a business centre with internet, and close to attractions. At the same time, we must remember that many of our colleagues are from unlegislated and under resourced countries. The guest room rate must be reasonable. The host country must choose a suitable hotel with the foregoing criteria.

MEETING ROOM SET UP

- Room large enough for hollow square meeting table and coffee service
- Hollow Square for 40 persons
- Observer seating for 30 persons (or more depending on how many local colleagues will attend)
- Pitchers of water/glasses on meeting table
- Refreshment station
- Wireless internet; electrical hookups for 3 laptops

SPECIAL EVENTS

- Day 1 – Evening Hospitality hosted by the host country
- Day 2 – Meeting Schedule (see below)
- Day 2 – evening on own
- Day 3 – Meeting Schedule (see below)
- Day 3 – Special Event in evening
- To be discussed – this may include a dinner/entertainment, visit to special site. See budget below.

SCHEDULE AND FOOD AND BEVERAGE REQUIREMENTS

DAY	EVENT	FOOD/BEVERAGE (SUGGESTIONS ONLY)
Day 1	Guests arrive	
	Evening – Opening Reception	Hosted by country
Day 2	0830 – Coffee (guests will have had breakfast in the hotel).	Coffee/tea/assorted juices Milk and cream
	0900 – Meeting commences	
	1030-1100– Refreshment Break	Refresh Coffee/tea Breakfast breads, plate of sliced fruits
	1200 – Lunch	Lunch Buffet in separate room – 50 persons (to be confirmed) Suggested: Soup of the Day, Assorted Sandwiches, Cheese, Pickles, Desserts, Coffee/tea/soft drinks
	1330 – Meeting commences	
	1500 – Refreshment Break	Coffee/Tea; assorted soft drinks Assorted cookies
	1630 – Meeting adjourns	

	Evening on own	Provide a list of good local restaurants
Day 3	0830 – Coffee (guests will have had breakfast in the hotel).	Coffee/tea/assorted juices Milk and cream
	0900 – Meeting commences	
	1030-1100– Refreshment Break	Refresh Coffee/tea Muffins, Danish, Croissant
	1200 – Lunch	Lunch Buffet in separate room – 50 persons (to be confirmed) Suggested: Chicken/Beef/Fish buffet, Salads, Desserts, Coffee/tea/soft drinks
	1330 – Meeting commences	
	1500 – Refreshment Break	Coffee/Tea; assorted soft drinks Assorted cookies
	1630 – Meeting adjourns	
	Evening – special event	To be discussed

BUDGET

The host country will provide the following:

- ❖ Opening Hospitality
- ❖ Meeting Room and Lunch Room
- ❖ Meeting food and beverage – or secure sponsorship

Guests will pay for the special event individually.

- ❖ The fee for the special event should be reasonable for all attendees. If host country utilizes the services of a meeting planner, there may be the availability of an online payment system through the meeting planner. If not, fees will be collected by the host country on-site.
- ❖ The IFD will liaise with the host country to develop a registration form to be sent to the IFD. A summary of registrants will be sent to the host country.

MEDIA RELEASES

All media releases concerning Denturism, the IFD and the IFD Annual Meeting must be approved by the IFD before distribution. On request, the IFD will provide statements to the media during the meeting. The official spokesperson of the IFD is the President.

CONFIRMATION OF ARRANGEMENTS

All the foregoing is negotiable with the IFD.