



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
2011 – Darwin, Australia
2013 – Montreal, Canada

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. Proposed dates must be confirmed with the Chief Executive of the IFD three years in advance.

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 a minimum 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. This compensation will be discussed at the beginning of negotiations.
- 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.