

SECTION 5: STANDING ORDERS

5.3 Hosting the General Assembly



PART 1: THE BID PROCESS

1. Introduction and Overview

- 1.1 The Virtus General Assembly is the highest decision-making body in the organisation. It provides an opportunity for the membership to shape the future of the organisation, elect the Governing Board and receive updates on delivery of the strategic plan.
- 1.2 The GA takes place every two years and usually comprises a conference session, the Virtus Awards and the formal General Assembly.

2. Bid process

- 2.1. Approximately 18 months before the GA, Virtus will issue a call for bids to host the Assembly. Virtus Member Organisations in good standing may bid for the event in accordance with the specification set out within this document.
- 2.2. In some years, the Governing Board may choose to award the Assembly to a nation where there is sufficient strategic benefit to do so (for example alignment with a major event or with a future Global Games host). Such decisions will be taken carefully to ensure there is no undue impact on likely attendance/voting.
- 2.3. Bids will be reviewed by the Governing Board and the winning candidate announced approximately 12 months before the event takes place.
- 2.4. In submitting a bid, Virtus member nations agree to strict confidentiality throughout the bid application process. Bidding nations will not attempt to solicit support from Governing Board or other Committee members and Virtus representatives. Bids must at all times observe the Virtus policies and procedures including the Code of Ethics.
- 2.5. The successful host will ensure professional standards throughout the delivery of the event.

3. Language

- 3.1. The bid and all subsequent information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages, however English versions should take precedence.

4. The GA Programme

- 4.1. The Virtus Governing Board will work with the host to deliver an agreed programme. Whilst there will be some flexibility and each programme can be bespoke to the event, there will be some mandatory common elements including:
 - i) A conference session (the programme, guest speakers and aims/objectives of which will be determined by Virtus)

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- ii) The Virtus Awards – celebrating sport for people with an intellectual impairment
- iii) The General Assembly – the formal membership meeting.
- iv) Optional – a meeting of the Governing Board ahead of the GA and one meeting following the GA

5. Event Contract

- 5.1. An event hosting agreement will be sent to the winning hosts and only when the contract has been signed by both parties should it be considered that the bid has been successful. The agreement will set out the responsibilities of the organising committee and must be followed carefully.
- 5.2. The agreement will set out the responsibilities of the host nation and any changes from the bid that affect the delivery of the event must be approved by the INAS Governing Board.

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PART 2: EVENT SPECIFICATION

1. Hosts of the GA should meet the following minimum requirements:

1.1. Host Organisation

- i) Should be a full Virtus Member Organisations in good standing at the time of the bid. Organisations who have been members of Virtus for less than 5 years may be asked to detail their track record in delivering major events.
- ii) An organising committee (LOC) should be formed who will be responsible for managing and overseeing all aspects of the GA. The LOC should provide regular updates to Virtus on progress towards the event.

1.2. Event dates and programme

- i) The event date should be determined in consultation with Virtus and should allow for competition cycles, climate, other major events, venue and accommodation availability.

1.3. Entry Process, Information and Communication

- i) Preliminary entry information should be available to members approximately 9-12 months before the GA. Final information should be published approximately 1 month before the GA.
- ii) A full list of delegates should be shared with Virtus periodically in the weeks before the GA in order that their eligibility can be checked.

1.4. Accreditation

- i) An accreditation system should be developed for all delegates which clearly indicates the capacity attended. This will normally include:
 - (a) Member Organisation Representative
 - (b) Translators
 - (c) Virtus Governing Board Members
 - (d) Virtus Staff
 - (e) Observers
 - (f) Guests

1.5. Ceremonies and Receptions

- i) Ceremonies are an opportunity to welcome delegations and guests, to showcase national culture and to launch or close the event in a positive spirit and atmosphere. It is mandatory to include an opportunity to raise/lower the Virtus flag and a welcome speech from the Virtus President.
- ii) Additional Receptions may be considered for key guests, VIP's and sponsors.

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1.6. Guests

- i) Virtus may grant access to the event to guests. Only guests approved by Virtus may attend.

1.7. Venues

- i) A suitable conference-style venue should be chosen that is suitable for the size of the delegation. This should include:

Conference

- a. Tables in conference style layout
- b. Free of charge WIFI provision
- c. Projector/Powerpoint facility
- d. At least 3 microphones (2 of which should be roving)

GA

- a. Tables in rows layout
- b. Top Table for 6 people
- c. Free of charge WIFI provision
- d. Projector/Powerpoint facility
- e. At least 3 microphones (2 of which should be roving)
- f. A name plate per member is needed together with top-table (President, Secretary General and Executive Director)
- g. Voting cards (1 per voting delegate as identified by Virtus)

Board Meeting (if requested)

- a. Tables in meeting layout
- b. Free of charge WIFI provision
- c. Projector/Powerpoint facility
- d. Whiteboard/flipchart - pens

1.8. Translation

- i) Where possible, live translation should be provided in French and Spanish via closed loop system. However this is a desirable rather than mandatory requirement.

1.9. Accommodation, meals and refreshments

- i) Where possible, different standards of accommodation should be offered, however all accommodation should be of an appropriate standard.

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- ii) Accommodation should be located close to the arrival airport (ideally no more than 90 minutes in average traffic conditions) and include a number of accessible rooms.
- iii) LOC's should provide all meals throughout the event including breakfast, lunch and evening meals ensuring religious/ethnic requirements and the nutritional requirements of athletes are observed.
- iv) Refreshments including tea/coffee and snacks should be available at times throughout the event and sufficient bottled water should be available throughout (an environmentally friendly refillable option is preferred).

1.10. Transport

- i) An effective transport provision is vital to the success of the event. This begins with the arrival of the teams at the airport, continues with travel to any venues and ceremonies, and ends with teams returning to the airport for departure.
- ii) Transport should be provided from a reputable supplier, and sufficient for the large numbers of people travelling at the same time. It is important to ensure appropriate insurance is in place.
- iii) Additional transport also needs to be considered for event staff, guests, officials and VIP's and any equipment needs.

1.11. Branding, Media, Marketing and Communications

- i) The Virtus GA is an opportunity to promote Virtus, the host organisation and sport for people with an intellectual impairment. The organisers are responsible for ensuring visible branding is established in accordance with the Virtus Brand guidelines.
- ii) Any press releases and communication about the event must be agreed with Virtus in advance. Press releases and information concerning decisions of the General Assembly may only be issued by Virtus.

1.12. Medical Provision

- iii) Details of any medical support should be given in the welcome guide/delegate information.

1.13. Security

- i) The LOC are responsible for ensuring security measures to guarantee the safe and peaceful delivery of the GA and wellbeing of its guests. The LOC should undertake a risk assessment in consultation with the relevant national and local authorities and a copy of the risk assessment should be made available to Virtus at least 3 months before the competition.

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- ii) The risk assessment should cover all areas of security and welfare of delegates and guests.

1.14. Emergency Planning

- i) LOC's should develop clear emergency procedures in the event of a major accident or emergency at all accommodation and training venues. This includes protocols for managing the immediate situation, ensuring the support of emergency services, for liaison and coordination with Virtus staff. Any media liaison must be jointly managed with Virtus.

1.15. Contingency Planning

- i) Despite the very best planning, there will often be unforeseen circumstances that arise during the planning and delivery of a major event. It is important therefore that LOC's give consideration to contingency and backup plans in respect of essential operational areas to ensure successful delivery. Examples might include:
 - ii) Problems regarding venue and facility availability,
 - iii) Loss of a key sponsor or income source
 - iv) A power failure or loss of internet impeding communication
 - v) Accommodation availability problems
 - vi) A key member of staff or volunteer falling ill

1.16. Finances and Insurance

- i) The cost of hosting the event will entirely be met by the LOC and losses will not be underwritten by Virtus.
- ii) Sponsorship may be raised, in accordance with the guidelines set out in the Virtus Policies. The LOC should consider all necessary insurances needed for the safe and successful delivery of the event. This will include any compulsory insurances (within the nation) and may include public liability and employer's liability.
- iii) For a period beginning on the date of this Agreement and ending 2 years after the date of completion of the Event, the Organisers shall maintain, with reputable insurers lawfully carrying on insurance business the following insurance:
 - (a) professional indemnity insurance for an amount of at least £250,000 or equivalent local currency amount in respect of each and every claim (£250,000 or equivalent local currency amount in the aggregate in USA/Canada).
 - (b) public liability insurance for an amount of at least £5,000,000 or equivalent local currency amount for any one occurrence or series

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of occurrences arising out of any one event, unlimited in the aggregate (£2,000,000 or equivalent local currency amount in the aggregate in USA/Canada).

- iv) Please note that estimates are based on our current policy, actual amounts may vary and will be confirmed in the hosting agreement.
- v) In addition, Virtus strongly recommends the LOC to purchase event cancellation insurance or similar.