

**WORKING DOCUMENT FOR  
HOSTING AND BIDDING  
THE FIG WORKING WEEK 2013**

**International Federation of Surveyors FIG  
Copenhagen 2008**

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## Arrangements prior the Working Week

### **Bids**

#### Making the bid

The annual conference of the International Federation of Surveyors called the **FIG Working Week** will be organised by the Federation itself in co-operation with a local member association(s). The bids are asked from the member associations of the Federation. The concept includes that the Federation will be in charge for most of the work but support is needed from the member association to the technical programme, technical visits and logistics in the hosting country. Budgetary issues and share of profit will be negotiated between FIG and the member association(s).

Bids to host the FIG Working Week 2013 have to be submitted to the FIG Council by **1 December 2008**, please send the bid to the FIG Office in Copenhagen, email: [fig@fig.net](mailto:fig@fig.net) and a hard copy to the FIG Office address. The bid has to include a draft budget, proposal on the venue(s), proposals on accommodation opportunities and estimates on registration and accommodation fees. Additional information about support and funding that is available to the conference organisers (funds and/or receptions hosted by the hosting city/country, social events etc.) is most welcome. You can further include information and ideas on how you are able to support delegates from developing countries, students, young surveyors and other under-represented groups to attend.

To help the preparations in making the bid some information and statistics on the latest working weeks have been collected.

This document is divided into two parts: first part includes general information, statistics, principles on registration fees, free registrations etc. The second part is to give detailed information about the practical arrangements during the working week like room requirements, technical facilities etc.

The working week includes the annual technical conference of the FIG and its administrative meetings, of which the General Assembly is most important.

In case of any change in the city and venue the Council shall be immediately informed. Changes are not allowed without confirmation by the Council.

Invitations, programmes etc. printing material shall be reviewed and confirmed by the FIG Office before printing.

The FIG Office shall be informed on all main activities by the organising committee and a copy of the minutes and agenda of the organising committee should be submitted to the FIG Office.

#### Evaluation of the bids

The bids to host the FIG Working Week 2013 will be evaluated by the FIG Council which will make its recommendation to the General Assembly that decides on the venue at its meeting in Eilat, Israel during the FIG Working Week 2009, 3-8 May 2009. At the first session (3<sup>rd</sup> May 2009) the candidates have an opportunity to make a presentation on their bid and the decision will be made at the second session of the General Assembly (8<sup>th</sup> May 2009).

The preparation for the Council proposal will be made by the FIG Office. Further information can be obtained from Mr. Markku Villikka, FIG Director, email: [markku.villikka@fig.net](mailto:markku.villikka@fig.net). In the evaluation following issues will be evaluated in particular:

- “best value for the money”:
- financial result to FIG
- venues for working weeks are rotated between different countries and regions
- registration and hotel costs will be reasonable
- venue fulfils the needs of the technical and administrative meetings
- there is support from the local member association and authorities to the event; these include both financial support to the working week as well as local contribution to the technical programme and technical tours.

Site visit before making the decision is at the moment optional.

## General

### Timing

FIG Working Week 2013 will be the next Working Week and General Assembly after the FIG Working Week 2012 that will be held in Rome, Italy in April/May 2012. The Working Week 2013 shall be organised between March and June 2013. From FIG administrative point of view the best time for the Working Week would be April-May (June) 2013.

### Statistics

To help the estimation of the size of the working week following figures can be given on the latest working weeks and congresses.

Venue and year	Delegates to General Assembly and Conference	Participants to the Conference only	Local Participants	Accompanying persons	Total number of participants
Sun City, South Africa, 1999	About 120; 37 member associations				Total number 350, 43 countries; 20 sessions; 3 workshops; 44 papers
Prague, Czech Republic, 2000	120-130; 45 member associations				Total number 330; 47 countries; 13 sessions; 62 papers
Seoul, Korea, 2001	130-150, 43 member associations	200	600	?	Total number 950; over 50 countries; 30 sessions; 150 papers
Washington, DC, USA, 2002 - Congress	150-200; 55 member associations		~ 2,000	~ 200	Total number 4,000 (FIG 2,000), over 80 countries; 110 sessions; 450 papers (FIG)
Paris, France, 2003	150; 52 member associations		~ 100	179	546 delegates and 193 accompanying persons

Athens, Greece, 2004	~130-150; 51 member associations		~ 250	~ 30	400 + 250 (HARSE); 33 sessions; 200 papers
Cairo, Egypt, 2005	150-200; 52 member associations		135	58	865 from 80 countries; 400 papers; 50 sessions; 7 pre-conference workshops
Munich, Germany 2006 – Congress	200+; 57 and 65 member associations		135	129	1,265 from 100 countries, together with INTERGEO 3,000 and the tradeshow 19,500; 90 sessions, 500 papers and 100 posters
Hong Kong, SAR China, 2007	~150; 45 and 48 member associations		106 from Hong Kong and 39 from China	35	518 from 58 countries, 64 sessions and 300 papers
Stockholm, Sweden, 2008	~200; 52 member associations		189	72	950 from 90 countries

The number of delegates to the General Assembly has been quite stable – 120-150 from 45 to 60 member associations (at the General Assembly in Stockholm about 200 people from 52 member associations attended the meeting, which includes observers – the General Assembly is open to all conference participants). The attendance is slightly varying and depends on the attractiveness of the venue and registration fees. The number of member associations has been increasing every year. Currently there are 98 member associations from 80 countries. In addition FIG has members in following categories: affiliates (28), academic members (80), corporate members (34) and correspondents (14). The total number of countries involved is more than 120. Normally the delegates participating the Working Week represent more than 70 countries (and at the congresses more than 90 countries). At the Working Week in Stockholm there were participants from 90 countries.

The number of participants to the technical conference is very much depending on the venue, technical programme and the registration fees. The number has been increasing and is expected to further increase in the future. An open call for papers has been used to attract more participants. In addition the Commissions will invite speakers to guarantee high quality of the professional programme. Typically there will be about 250-350 papers divided into 3-5 parallel sessions. In addition a series of workshops will be organised in parallel to the technical programme or as pre-conference workshops. From 2008 peer review option has been offered as an alternative.

The Council is implementing a policy with the conferences by organising in even years a Congress or a major Working Week (possibly with a partner organization) and in the odd years a slightly smaller Working Week and a Regional Conference. In 2013 the Working Week is planned to be slightly smaller and in addition in the last part of the year a Regional Conference will be organised (regional will be decided depending on the venue of the Working Week).

## Languages

The official language of FIG is English. The local organiser is allowed to provide interpretation between English and a local language. Costs for the interpretation can be included in the budget of the Working Week.

The bidders are requested to notice that FIG is studying how to promote other cultures and languages than English in FIG. According to the statutes the General Assembly will be held in English.

## **Budget**

### General

A draft budget shall be included in the bid. However, the final budget will be prepared in co-operation between the FIG Office and the host association. Any up-dates to the budget shall be submitted to the FIG office. The registration fees shall be confirmed by the FIG Council. FIG and the host association will make a contract about arrangements and sharing the profit of the Working Week. As FIG and the local member association host the Working Week together the surplus (and deficit) will be shared on fifty-fifty basis.

The accounting of the conference will happen between the member association and FIG. After the Working Week a copy of the accounts shall be submitted to the FIG office. Contents of this report shall be negotiated with the FIG office and depends on the split of responsibilities between FIG and the local member association.

The registration fees as well as conference hotel(s) with their prices shall be negotiated and agreed with FIG to confirm reasonable cost level for all participants and variety in accommodation levels.

### Registration fees

Registration fees for the latest FIG working weeks have been:

Venue, year	Early registration fees			Late registration fees		
	GA + Conference	Accompanying persons	Students	GA + Conference	Accompanying persons	Students
Sun City, 1999	R 2,400*) Daily fee: R 750	R 850*)	R 750*)	R 2,850*)	R 1,000*)	R 750*)
Prague, 2000	USD 490**)	USD 180**)	USD 40**)	USD 600**)	USD 220**)	USD 60**)
Seoul, 2001	USD 450***) Congress only : USD 250	USD 200***)	USD 40***)	USD 550***) Congress only : USD 350	USD 250***)	USD 50***)
Washington, DC 2002	USD 425 Without receptions and banquet: USD 350 Speakers: USD 300/200	USD 200***)	USD 50	Without receptions and banquet: USD 400 Daily: USD 200	USD 200***)	USD 50
Paris, 2003	Full delegate: € 500 **) Technical Conference: € 420	€ 50	€ 50	Full delegate: € 550-600 Technical Conference: € 470-520	€ 50	€ 50

Athens, 2004	EUR 420/470	EUR 50	EUR 50	EUR 500	EUR 50	EUR 50
Cairo, 2005	EUR 420/470 *)	EUR 100 *)	EUR 50 *)	EUR 470/520 *)	EUR 100 *)	EUR 50 *)
Munich, 2006	EUR 440/490	EUR 100	EUR 150	EUR 490/560	EUR 100	EUR 150
Hong Kong SAR China	EUR 485 *) Daily EUR 120	EUR 185	EUR 295 Daily EUR 60	EUR 585 Daily EUR 120	EUR 185	EUR 295 Daily EUR 60
Stockholm, Sweden ****)	EUR 415 Daily EUR 300	EUR 195 *)	EUR 45 *)	EUR 550/675 *) Daily EUR 300	EUR 195 *)	EUR 45 *)
Eilat, Israel	EUR 500 *)	EUR 300 *)	EUR 100 *)	EUR 650 *)	EUR 300 *)	EUR 100 *)

\*) including lunches and coffees.

\*\*) including light lunches and coffees.

\*\*\*) all meals and banquet included.

\*\*\*\*) without VAT.

To be noticed that before 2002 there was a different registration fee for those who participated only the General Assembly, only the technical conference or both events. After 2002 this separation has not been possible. Daily registration fee is acceptable. In the above table the old registration fees are converted to follow this concept.

Please further notice that services included in the registration fee are not equal. Normally the opening ceremony, exhibitors' party and coffee breaks are included in all registration fees. Banquet is not normally included and is normally € 80-100.

To be noted that comments from the member associations and participants indicate that the registration fees have been expensive and therefore should not be increased in the future.

#### Free registrations

According to the decisions made by the Council following people will have free registration to the working week:

- Council members (President, 4 Vice Presidents, ACCO representative in the Council)
- Staff of FIG office (3-4 persons)
- Commission chairs and Task force chairs responsible for the technical programme (10-12 persons)
- Representatives of the United Nations when invited (1-5 persons)
- Representatives of sister organisations (currently max 8 persons – normally 2-3 representatives attending)

All these people however pay for meals, accommodation etc. Free accommodation shall be provide to the President (suite) and the FIG office staff.

#### Costs to be covered by the organisers

The host shall provide free accommodation to the President of FIG for the whole Working Week. Normally this has to be a suite with meeting facilities, but details can be negotiated with the FIG Office and is depending on the availability of meeting rooms.

The FIG office staff is also allowed to free accommodation.

The host shall also take care of the costs of site visits before the conference arrangements start. During the preparation there is normally a visit by the President and FIG Director about 1-1.5 years before the Working Week and technical visit(s) by the FIG Director and the FIG General Manager about (3-) 6 months prior the meeting. These costs can be included in the conference budget.

The FIG Office will provide lot of services to the Working Week. These include the collection and editing of the abstracts and full papers (non peer review process) and collecting and reviewing papers (peer review process) for publishing on a CD and on the web. The FIG Office will also act as the link between the FIG commissions and the host and assist the host association in many other ways. The FIG Office will be in charge for the Conference web site and registrations (via Internet) – these include both international and national participants. Details to be agreed in the contract between FIG and the host association. The host shall pay for the services provided by the FIG Office according to time used and based on a contract to be made between the host and FIG. These costs will be included in the agreement about the organising the conference between FIG and the local member association.

It is expected that in the conference budget some funds are allocated to support some speakers from developing countries. This includes free registration and possibly free or cheap accommodation. Normally the number of supported speakers has been 10-20 speakers. This support should come from aid programmes, sponsors or from the Working Week budget.

### Royalties to the FIG Foundation

In the registration fee a sum of 10-20 EUR per each participant shall be included for the FIG Foundation. The sum to be paid by the local participants can be negotiated between the host and the FIG Office. This money will be collected by the host and forwarded to the FIG Foundation (to be used for promoting surveying profession especially in the developing countries).

In the programme there should be a FIG Foundation Dinner that can be linked to another event (with local cultural programme). A fixed fee from this arrangement shall go to the FIG Foundation.

In addition the participants shall be given an opportunity to make a voluntary contribution to the FIG Foundation.

### **Site visits**

A site visit before the recommendation is made to the General Assembly is optional and depending on the number of bids and their contents. The local member association should cover the costs of such a visit (this is often sponsored by the local tourism office).

Normally the host has invited the President (and the FIG Director) to visit the host country and the venue of the Working Week venue 1–1.5 years before the working week. The host is in charge for the costs of this visit, but it can be included in the conference budget.

The FIG General Manager (and the FIG Director) will make a technical visit to the Working Week venue about 6 months prior the event to check the venue, meeting rooms, programme, final invitations etc. Additional visits depend on the need. Most of the work is, however, made in correspondence by email. The host is in charge for the costs of the technical visit, but it can be included in the conference budget.

### **Invitations**

#### General guidelines (printed, web)

FIG office will take care of distributing information (invitations, call for papers etc.) about the Working Week by email using the FIG address database. In addition material submitted by the host will be published on the e-Newsletter and posted on the FIG web site. The FIG Office will

assist the local host by submitting address labels of all members and national delegates to the technical commissions.

FIG is in charge for establishing and running a web site for the Working Week. FIG office will administrate the web site with main information about the event on the FIG web site. The FIG Office will further be in charge for the technical programme (together with the Commissions) and for posting the papers on the web as well as for the administrative meetings (agenda papers etc.).

All printed promotion material shall be prepared or confirmed by the FIG office before printing and mailing. The place of printing and production will be made based on costs.

#### Call for papers

It has been agreed that there will be an open Call for Papers for the technical conference in 2013. The technical programme will include both peer review and non peer review papers. The first call for papers shall go out together with the first invitation during the FIG Working Week in 2011 in Marrakech, Morocco (April/May 2011). The FIG Office will distribute the Call for Papers to all FIG members and national delegates of commissions etc. by email.

#### Invitation letters

First invitation shall be prepared and distributed latest at the FIG Working Week two years before the Working Week 2013 (at the FIG Working Week 2011). The second announcement should be circulated together with the Call for Papers at the FIG Working Week 2012 and the final invitation about 6 months before the event.

### **Congress programme**

#### Call for papers

There will be an open Call for Papers to the technical conference. The FIG Office will prepare the call for papers together with the technical commissions. The technical programme will include both peer review and non peer review papers.

#### Preparations of the conference programme and collection of abstracts and full papers

The commission chairs are in charge for preparing the technical programme. The FIG Office will act as a link between the host and the commissions.

The host association shall nominate a delegate to each of the technical commissions and/or a contact person to confirm that there is local input in the technical programme. It is expected that there is at least one paper from the host country in each commission or main topic of the conference.

The theme of the Working Week is prepared and adopted by FIG and the host and confirmed by FIG Council. The host is encouraged to propose themes of the technical conference.

The FIG Office will collect both abstracts and full papers and produce and circulate guidelines on preparing the papers. The proceedings will be published on the FIG web site and on a CD-Rom.

The FIG Office will edit the papers and produce a master CD-Rom for production. The place for producing the CD-Roms will be made based on costs and logistics.

## Arrangements during the FIG Working Week

### Working Week Programme

This is the framework of the FIG Working Week as it has been at the latest conferences:

Classification		Admin1	Admin 2	Day 1	Day 2	Day 3	Day 4	Day 5	Notes
Council Meeting	AM								
	PM								
	Night	dinner							
Commission Officers Meeting	AM								
	PM								
	Night	(dinner)							
ACCO Meeting	AM								
	PM								
	Night	dinner							
Opening Ceremony	AM								
	PM								
	Night								
General Assembly	AM								
	PM								
	Night								
Commission Annual Meetings	AM								
	PM								
	Night								
Plenary Sessions	AM								
	PM								
	Night								
Technical Sessions/ Workshops	AM								
	PM								
	Night								
President's Meeting	AM								
	PM								
	Night								
Welcome Reception	AM								
	PM								
	Night								
Farewell Banquet	AM								
	PM								
	Night								
Foundation Dinner								Compulsory, profit to FIG Foundation/linked to other dinner	
Closing Ceremony	AM								
	PM								
	Night								
Technical Tours	AM								
	PM								
	Night								
Tours/ Accompanying Persons	AM								
	PM								
	Night								
Exhibition	AM								
	PM								
	Night								

	Required
	Option
	Alternative slot

## Conference Rooms

Meeting	Duration / Days	Time	Persons, pax	Room/notes
LOC Office	Admin 1 – Day 5			
FIG Office	Admin 1 (2) – Day 5	All day	10	Office + meeting
President's Meeting Room	Admin 1 (2) – Day 5	All day	10	Meeting
Speakers Room	Day 1-4 (5)	All day	10	Preparations
VIP Room				Depending on LOC
Council Meetings	Admin 1 + one other day	Half day/ Full day	15	Conference
Commission Officers Meeting	Admin 1	Half day	25	Conference
ACCO Meeting	Admin 2 + Day 4, pm	All day + half day	25	
Commission Meetings	Day 1	PM	Com 1 20 Com 2 25 Com 3 30 Com 4 10 Com 5 30 Com 6 15 Com 7 30 Com 8 15 Com 9 15 Com 10 10	Offices etc. could be used Simultaneous meetings
Opening Ceremony	Day 2	AM	All – 500	Theatre
General Assembly	Day 1 and Day 5	AM/PM and AM	150 ( - 200)	Classroom + theatre
- breakout sessions	Day 1	PM	150 divided into 3 rooms, optional	Theatre, classroom GA room can be used
Plenary Sessions	Day 2-4	AM	All delegates 300-400	Theatre
Technical Sessions/ Workshops	Day 2-4 (5)	Day 2 PM , all day	Parallel sessions 1. 150-200 2. 150-200 3. 50-100 4. 50-80 5. 30-50 (6. 30-50)	Theatre
President's Meeting	Day 5	AM	50-80	Chairs in circle
Exhibition	Day 2-4		20-40 exhibitors	LOC
Welcome Reception	Day 1	Evening	All	LOC
Closing Ceremony	Day 5	PM	200-300	General Assembly room
Foundation Dinner/Cultural Dinner	Day 3	Evening	50 / 300	
Farewell Banquet	Day 4	Evening	All	

## Administrative Meetings

### FIG Office

Date: All days – free entry for the FIG staff (FIG Director and FIG General Manager and staff)

Venue:

Participants: FIG General Manager and staff, meetings up to 10 people

Room layout: Working place for two people, conference table up to 10 people

Chair: FIG General Manager

Contact: FIG General Manager

Facilities: 2 PCs, printer, copier (jointly with LOC), internet access, (telephone jointly with LOC)

Refreshments: Coffee and tea on tap, biscuits, water and soft drinks, snacks

Notes:

### Council Meetings

Date: Administrative Day 1 9:00-18:00 (and in addition Day 2 or when needed during the week; arrangements only for the Administrative Day 1)

Venue:

Participants: President, Council, FIG Director, FIG General Manager, and invited guests, max 12 people

Room layout: U shape

Chair: President

Contact: FIG General Manager/FIG Director

Facilities: Screen, beamer (powerpoint), internet

Refreshments: Coffee and tea on tap, biscuits, water and soft drinks

Notes: Lunch during the day. The Council has a joint dinner after the Council meeting on Admin 1.

### Commission Officers and ACCO Meetings

Date: Commission officers meeting on Administrative Day 1, 13:00-18:00. ACCO Meeting on Administrative Day 2 from 9:00 to 18:00

Venue:

Participants: Commission Officers Meetings: Commission chairs and vice chairs – 20 people; ACCO Meeting: Vice President, Commission chairs and vice chairs, FIG Director, invited guests (pax 20-25).

Room layout: U shape

Chair: Vice President

Contact: FIG General Manager/FIG Director

Facilities: Screen, beamer (powerpoint), internet

Refreshments: Coffee and tea on tap, biscuits, water and soft drinks

Notes: Lunch during the day. ACCO dinner in the evening of Admin Day 2 at 19:00, local, moderate restaurant.

### General Assembly

Date: Day 1, normally from 9:00-15:00 including lunch and breakout sessions and Day 5 from 10:30 to 13:00 (or 14:00).

Venue:

Participants: Member associations, affiliates, academic members, correspondents, honorary presidents and honorary members, corporate members, Council. Normally 120-150 persons.

Room layout: Conference Room arrangement, top table for 8 persons (Council + FIG Director)

1-3 seats per delegation, 60-70 delegations out of 90-100 member associations. Display of national flags (provided by the Working Week 2013 organiser together with the FIG Office), name plates of member associations (provided by FIG 2013, host in charge for updating), ballot box, additional agendas etc. (to be agreed with the FIG Office).

150-200 chairs for the meeting plus extra chairs in theatre style for listeners.

Break out sessions, if requested by FIG: 3-4 rooms (pax 30-60), the General Assembly room can be used. The need for breakout rooms to be agreed with the FIG Office.

Chair: President

Contact: FIG General Manager/FIG Director

Facilities: Screen, beamer (powerpoint), Internet, microphones (2-4 for the top table, roaming microphones on the aisles plus supporting personnel)

Refreshments: water

### Commission Annual Meetings

Date: Normally Day 1 from 15:00 to 17:00

Venue: A meeting room for each Commission (10 commissions), pax (10-)20-50 depending on commission.

Participants: Commission national delegates (10-50 delegates per commission), President's room etc. can be used.

Room layout: class room / free

Chair: Commission chairs.

Contact: FIG General Manager

Facilities: Screen, beamer (powerpoint) (optional)  
Refreshments: water  
Note: Need for rooms to be agreed with the FIG Office.

### President's Meeting

Date: Day 5 from 9:00 to 10:30  
Venue:  
Participants: Presidents of member associations, about 50-60 people  
Room layout: Circle of chairs  
Chair: President  
Contact: FIG General Manager/FIG Director  
Facilities: flip chart  
Refreshments: water and coffee

### **Technical Conference**

#### Plenary Sessions

Date: Day 2-4; To be agreed depending on the programme.  
Venue:  
Participants: All participants, 300–500(-1000)  
Room layout: Conference/ theatre style  
Chair: To be invited.  
Contact: FIG General Manager/FIG Director  
Facilities: Screen, beamer (powerpoint), internet (optional)  
Refreshments: Water to top table.

#### Technical Sessions

Date: Day 2-4  
Venue: Parallel sessions depending on the programme, 3-6 parallel sessions and workshops, capacity 50–300.  
Participants: All participants.  
Room layout: Conference shape  
Chair: Commission chairs / invited persons  
Contact: FIG General Manager/Commission chairs  
Facilities: Screen, beamer (powerpoint), internet  
Refreshments: water for speakers

#### Workshops

Date: To be agreed. Possibility to organise pre-conference workshops 1-2 days.  
Venue: One of the rooms for parallel sessions to be available for the whole week – the FIG Office to take care of reservations.  
Participants: Commissions and delegates  
Room layout: Conference  
Chair: Commission chairs  
Contact: FIG General Manager/FIG Director  
Facilities: Screen, beamer (powerpoint), internet (optional)  
Refreshments: water

## **Opening Ceremony**

Date: Day 1 or Day 2 (morning)

Venue: Biggest meeting room or a special place outside conference venue

Participants: All participants

Room layout: Theatre/Conference

Chair: President of the LOC

Contact: LOC / FIG General Manager / FIG Director

Facilities: Screen, beamer (powerpoint), (internet)

Refreshments:

Notes: Programme normally includes some cultural programme (national flavour), greetings from the Minister etc. political level from the hosting country, President of FIG, President of the hosting member association and possibly a keynote address from a prominent expert.

FIG fanfare to be played (tape provided by FIG); stage decoration: FIG and Working Week banners etc., flags of member associations.

## **Closing Ceremony**

Date: Day 5 , normally from 14:00-16:00.

Venue: General Assembly room

Participants: All delegates to the General Assembly, other delegates and accompanying persons

Room layout: Conference

Chair: President of FIG and President of the LOC

Contact: FIG General Manager/FIG Director

Facilities: Screen, beamer (powerpoint), (internet)

Refreshments:

Notes: The Closing ceremony is normally brief (about 1 hour) including addresses of the President of FIG and the President of LOC/Member Association, rewards and thanks to the organisers etc. Handover of the FIG banner to the representatives of the next working week and the FIG fanfare.

The LOC is in charge for packing the FIG flags and name plates, as necessary, and assisting the next host to ship them to their country. The closing ceremony is normally followed with a farewell reception (sponsored by the host of the next event).

## **Exhibition**

There is normally a technical exhibition to raise financial support for the event and to show the local expertise to the foreign participants. Normally the Working Week is too small to attract international manufacturers but they often participate through their local distributors. FIG corporate members are willing to assist. The exhibitors normally prefer that the exhibition lasts not more than two or three days and does not overlap with technical tours. Further it is favoured to have coffee breaks / lunches in the exhibition area or have an exhibitors' party.

Normally exhibition space, free of charge, will be offered to member associations and the hosts of next working weeks/congresses.

## **Technical tours**

When all technical commissions participate to the technical programme it is expected that there are optional technical tours for all commissions. To plan these tours the host shall be in contact with the Commission chairs (through the FIG Office) and to nominate a local contact person to each commission. Local input is further expected to the technical sessions so that in each commission also local papers will be presented.

## **Social events**

### Welcome reception

A welcome reception is normally hosted in the evening of Day 1. This is normally included in the registration fee. The programme, food and drinks are decided and planned by the host.

### Banquet

Farewell banquet takes place on Day 4. It is often flavoured by local culture, music etc. decided by the host. Short addresses of the Presidents of the host association and FIG are normally included. The banquet can be charged separately.

### Receptions

It has been common that the hosting city invites heads of the delegations, commission chairs and the council members (80-100) to a reception to the City Hall or similar during the week. The list of foreign guests will be provided by the FIG Office.

The closing ceremony is normally followed with a farewell reception (sponsored by the host of the next event).

### Meals and coffees

Coffee and tea breaks are expected to be included in the registration fee. Lunches are included depending on the venue and local tradition. It would be a good idea to have lunches included in the registration fee. To be considered how the catering could assist the exhibition.

### Social tours

Normally the host prepares a programme for social tours and visits during the Working Week. There shall be no tours during the opening ceremony.

### Pre- and post conference tours

Optional pre- and post conference tours are normally offered.

## **Hotels**

The organiser should offer accommodation at hotels of different categories to please requirements of delegates coming from different cultures and social conditions. The list and pricing of the hotels should be discussed with the FIG Office to assure an optimal service.