



International Correspondence Chess Federation

ICCF Congress and Management Committee Meetings (effective from 1.1.2018)

1. Ordinary meeting of Congress

Annual meeting of Congress or Ordinary meetings can be organized following two options:

- Full scope
- Reduced scope

1.1. Full Scope Congress

1.1.1. Responsibilities of Host Federation for Organising a full scope ICCF Congress

1.1.1.1. Essential

- To provide a main venue for the Congress in a good quality but reasonably priced hotel in an attractive location, with options of lower priced accommodations and restaurants in the surrounding area. The Congress hotel should have a suitably sized main meeting room and another ancillary meeting room(s) for use as an office and for smaller meetings of up to 12 persons (e.g. for Management Committee members, etc.).
- To provide invitation and reservation documents (and visa advice as necessary).
- To provide lapel badges and place name cards for each delegate and official.
- To arrange for the availability of Internet access, video projector, printer, paper, other audio and visual materials, and photocopying machine for use during Congress.
- To provide facilities, score sheets, and equipment for the traditional ICCF blitz tournament.
- To provide beverages and snacks for breaks and the Blitz tournament and to obtain advance menus for ICCF Closing Banquet and make arrangements in consultation with ICCF President and Finance Director.

1.1.1.2. Optional

- To provide a full day excursion to a place or area(s) of local interest. If the budget permits, this should include a small lunch or, otherwise, a stop near to reasonably priced eating facilities.
- To arrange at least one chess event (in addition to the traditional ICCF blitz tournament).
- To provide some traditional or other entertainment following the Opening Ceremony,
- To provide assistance with transportation from / to the main airport / railway station as required by visiting guests.

1.1.2. Responsibilities of ICCF for Organising a Full Scope Congress

- To issue the invitation letters, information sheets and reservation forms to all delegates/officials.
- To issue all reports and documentation for consideration prior to and during the

Congress.

- To be responsible for the costs of printing and copying material during the Congress.
- To be responsible for the costs of the Closing Banquet.
- To distribute the draft Minutes etc. to all delegates/officials, either at the close of the Congress or subsequently.
- To provide guidance to Host Federations about Congress requirements and arrangements.
- To provide for reimbursement towards expenses incurred by EB/MC members, as provided in Section 3.

1.1.3. Specimen of full scope ICCF Congress Schedule

Sunday	Arrival and registration of delegates/officials
Sunday	Meeting of ICCF Executive Board / Management Committee
Sunday evening	<i>Short welcoming reception (drink/ aperitif)</i>
Monday	Opening Ceremony (+ <i>short traditional entertainment</i>)
Monday	Opening of Congress Meetings
Monday AM/PM	Congress Meetings
Monday evening	Chess match/event, local event or free
Tuesday AM/PM	Congress Meetings
Tuesday evening	Chess match/event, local event or free
Wednesday AM	Congress Meetings
Wednesday/PM	Congress Meetings
Wednesday evening	ICCF Blitz Tournament
Thursday AM/PM	<i>Full day excursion (with small lunch if budget permits)</i>
Thursday evening	Closing ICCF Banquet
Friday etc.**	Departure of delegates / special or private excursions etc.

optional by host federation (in italics)

1.1.4. ICCF Financial support to Host Federation

In addition to paying for the cost of items listed in 1.1.2, ICCF shall provide a financial support to the Host Federation.

The amount of this financial support is defined in the ICCF Financial Regulations.

1.2. Reduced scope Congress

1.2.1. Responsibilities of Host Federation for Organising a reduced scope ICCF Congress

- To provide a main venue for the Congress in a good quality but **reasonably priced hotel** in an attractive location, with options of lower priced accommodations and restaurants in the surrounding area. The Congress hotel should have a suitably sized main meeting room and another ancillary meeting room(s) for use as an office and for smaller meetings of up to 12 persons (e.g. for Management Committee members, etc.).
- To provide invitation and reservation documents (and visa advice as necessary).
- To provide lapel badges and place name cards for each delegate and official.
- To arrange availability of Internet access and video projector.
- To provide beverages and snacks for breaks during Congress.

1.2.2. Responsibilities of ICCF for Organising a Reduced Scope Congress

- To issue the invitation letters, information sheets and reservation forms to all delegates/officials.
- To issue all reports and documentation for consideration prior to and during the Congress.
- To be responsible for the costs of printing and copying material during the Congress.
- To distribute the draft Minutes etc. to all delegates/officials, either at the close of the Congress or subsequently.
- To provide guidance to Host Federations about Congress requirements and arrangements.
- To provide for reimbursement towards expenses incurred by EB/MC members, as provided in Section 3.

1.2.3. Specimen of reduced scope ICCF Congress Schedule

Saturday	Arrival and registration of delegates/officials
Saturday PM	Meeting of ICCF Executive Board / Management Committee
Sunday AM & PM	Congress Meetings
Monday AM/PM	Congress Meetings
Tuesday AM/PM	Congress Meetings
Tuesday PM	Departure of delegates
Wednesday AM	Departure of Delegates

1.2.4. ICCF Financial support to Host Federation

In addition to paying for the cost of items listed in 1.2.2, ICCF shall provide a financial support to the Host Federation.

The amount of this financial support is defined in the ICCF Financial Regulations.

2. Extraordinary meetings of Congress

2.1. Responsibilities of Host Federation for organising an extraordinary meeting of Congress.

- To provide a main venue for the Congress in a good quality but reasonably priced hotel, with options of lower priced accommodations and restaurants in the surrounding area. The Congress hotel should have a suitably sized main meeting room and another ancillary meeting room(s) for use as an office and for smaller meetings of up to 12 persons (e.g. for Management Committee members, etc.).
- To provide invitation and reservation documents (and visa advice as necessary).
- To provide lapel badges and place name cards for each delegate and official.
- To arrange for the availability of Internet access, video projector, printer, paper, other audio and visual materials, and photocopying machine for use during Congress.

2.2. Responsibilities of ICCF for organising an extraordinary meeting of Congress

- To issue the invitation letters, information sheets and reservation forms to all delegates/officials.
- To issue all reports and documentation for consideration prior to and during the Congress.
- To be responsible for the costs of printing and copying material during the Congress.
- To distribute the draft Minutes etc. to all delegates/officials, either at the close of the Congress or subsequently.
- To provide guidance to Host Federations about Congress requirements and arrangements.
- To provide for the expense of beverages and snacks for breaks.
- To provide for reimbursement towards expenses incurred by EB/MC members, as provided in Section 3.

3. Reimbursement of expenses of EB/MC members attending to Congress

ICCF shall provide for reimbursement towards expenses incurred, as follows:

- any ICCF Executive Board and Management Committee member
- a scale of reimbursement which does not attempt to cover all items of expenditure, but which represents a significant contribution towards the cost of travel and the hotel accommodation.

The scale of reimbursement is defined in the ICCF Financial Regulations.

4. Executive Board and/or Management Committee meetings

Where it is considered essential that a special Executive Board and/or Management Committee meeting is required, then all of the participants will receive reimbursement from ICCF of reasonable travel expenses, irrespective as to whether they are member federation delegates. The reasons for such meetings and the costs thereof will be reported to the next Congress.

5. Other matters

It has been a long tradition of ICCF that additional members of delegations, various other officials, partners and families should be encouraged to attend Congresses. There are also other CC enthusiasts who attend Congresses, although having no official position in ICCF or a member federation.

The costs of the following persons attending banquets, excursions and events will be borne by the host federation or ICCF, as defined in sections 1 and 2 above:

- a) partners / families of delegates / ICCF officials,
- b) additional members of delegations and their partners / families,
- c) other CC friends with no official capacity and their partners / families may request ICCF President / Host Federation approval to participate in Congress activities and functions. They should also receive permission from the delegate for their country.