

**INTERNATIONAL VIOLA CONGRESS**  
**GUIDELINES AND REQUIREMENTS FOR CONGRESS HOSTS**

See: [www.viola.com/ivs](http://www.viola.com/ivs) click on CONGRESSES, click on Guidelines for CONGRESS BID GUIDELINES and IVS Constitution By Laws (III. B. 2. e-g.).

**A. Requirements - IVS Officers.** The host must:

1. Waive the registration fees for the 7 IVS officers.
2. Supply accommodation for the nights of the Congress, including the night of the last day of the Congress and 2 nights prior to the first day of the Congress (the day prior to the Congress, the IVS holds its all day internal meetings). Accommodation usually supplied is 'bed & breakfast'. IVS officers wishing to stay at alternative accommodation venues, must be paid the cost of the room of the official IVS accommodation venue. IVS spouses/partners usually receive a discounted rate for accommodation excess and for Congress registration.
3. Supply a meeting room all day prior to the Congress and during the Congress days for IVS meetings. Most hosts also supply tea & coffee facilities for our morning & afternoon breaks on the first day of IVS meetings.
4. The Congress host is required to assist the IVS Officers with part travel expenses to attend the Congress. No set amount is designated, but a recommendation of 1/3 to 1/2 is suggested (the IVS contributes approximately 1/2 the travel costs for IVS officers).

**B. Requirements – IVS Section Heads & PIVA Reps.** The host must:

1. Send 'official' invitations to all the IVS Section Heads (11 in all) and PIVA Representatives (usually 2) to attend the Congress.
2. Waive the registration fees for IVS Host Section Head, all other section heads and the PIVA representatives.

**C. Requirements – Congress Performers/Presenters (including those presenting/performing from IVS Sections & PIVA).**

1. No salary/payment is to be made to this group. However, the Host may wish to supply accommodation and/or assist with travel costs.
2. Waive registration fees for this group.
3. Accompanists and supporting artists may be paid a fee.
4. The Host may be requested to write letters to the artists' employers/governments, to assist them with 'work leave' and finances.
5. The Host may NOT perform during their own Congress.
6. A significant presentation opportunity must be offered the host of the previous Congress (which for 2008 is Keith Crellin, host of the 2007 Congress).
7. The host should make every attempt (which includes extending invitations to all the IVS section heads for recommendations) to include artists from ALL our IVS sections to perform or present. The host should keep the IVS informed regarding the IVS sections who will be sending a performer/presenter and those IVS sections who are not presenting/performing.

8. PIVA must be given a display area 'free of charge' and given the opportunity for a presentation.

**D. Requirement – IVS Public Meetings and Host Section Public Meeting.**

1. 2 IVS Public Meetings must be scheduled during the Congress on separate days – an Annual General Meeting & an IVS Section Delegates Meeting (no double scheduling/booking can be programmed during these meeting times).
2. The Congress Host Section may also request a scheduled time for a Public Meeting, the host should make every effort to accommodate.

**E. Requirement – Double Bookings/Scheduling.**

1. The host may choose to schedule one event or two events at the same time (but no more than two).
2. However, NO double bookings can take place during concert/recital performances, Congress Ensemble performances or rehearsals, or during IVS meeting times.

**F. Requirement – Congress Banquet or Social Function.**

1. Presentation time must be made available for IVS speeches and presentations.
2. The Host section and next Congress Host may also wish speech times.
3. Most hosts do not include the cost of the banquet dinner in their registration fee, however this is up to the host.

**G. Requirement – Event recordings.**

1. All event recordings must have authorisation by the required persons see 'CONGRESS BID GUIDELINES'.
2. A copy of all recordings is required to be sent to PIVA.
3. The IVS recommends the host liaise with PIVA prior to the Congress.

**H. Guideline – Official Congress Opening and Closing Ceremonies.**

It is traditional that the IVS President, IVS Host Section President are part of the opening and closing ceremonies as well as the Congress Host.

**I. Guideline - Dignitaries.**

1. It is traditional to invite selected dignitaries to speak at a Congress function, usually the opening ceremony, or a special function (such as a Mayor's Cocktail Party for selected Congress reps), or the gala concert, or another Congress event.
2. Past dignitaries invited by hosts to speak (as well as, to offer a letter of welcome in the printed programme) have included: University Chancellors, Mayors, City Councillors, Ministers of the Arts and Culture, State & Provincial Governors & Politicians, Members of Parliament/Congress, Governors-General/Heads of State, etc.

**J. Guideline – Special Functions-Cocktail Party with Officials.**

1. Many hosts have organised special functions with government officials (e.g. local Mayors, Government Ministers and/or overseas Ambassadors/High

Commissioners/Consuls, from those countries sending performing artists to the Congress).

2. These functions usually take the form of a cocktail party and usually only the Congress organisers, IVS President, IVS section heads attend. If hosted by another country's official, guests also include performers/presenters from that country also.

**K. Guideline – ‘Café Viola’.**

The IVS strongly encourages the Host to organise an ‘after Congress evening hours’ venue each evening of the Congress, where all Congress participants and attendees can go to socialise over a drink

**L. Guideline – Printed Congress Programme.**

The IVS President should be asked to write a ‘Letter of Welcome’ to be printed in the official Congress Programme. Other hosts have also included welcome letters from: themselves, venue hosts, government officials, etc.

**J. Requirement – Communications.**

The Host is required to keep in regular contact with the IVS Officer ‘in charge’ of Congress organisation as well as with the Host section President and others that may require regular communication.

*Prepared by Dr Michael Vidulich, IVS President, September 2007*