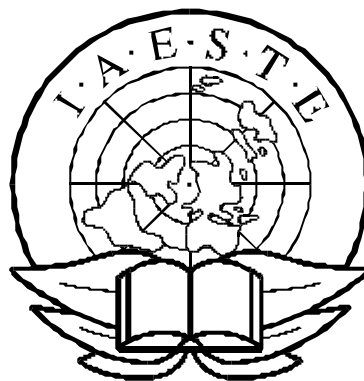

Annual Conference Delegate Guide

An Introduction to the Annual Conference



2003

1st Edition

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1 INTRODUCTION

This guide was made in order for the participants at the Annual Conference to prepare themselves for the conference. This guide describes Annual Conference and how the work should be organised before, during and after the conference. It is meant to serve as a reference guide to be kept by the National Secretaries of all participating IAESTE countries to aid in the preparation of Annual Conference participants.

The Annual Conference is divided into two main parts, The General Conference and The Exchange Conference. Sometimes it is incorrectly referred to as the General Conference, but this in fact only refers to the Conference Sessions, while the Annual Conference includes both General and Exchange Conference sessions.

The aims of IAESTE

- *The Association is an organisation for the exchange of students of Higher Education wishing to obtain technical experience abroad relative to their studies in the broadest sense.*
- *It shall promote international understanding and goodwill amongst the students of all nations irrespective of race, colour, sex or creed.*
- *The Association operates an exchange programme for the benefit of students, academic institutions, industrial and other organisations offering traineeships.*

2 ANNUAL CONFERENCE HISTORY

The Association was founded in January 1948 at Imperial College, London, on the initiative of Imperial College Vacation Work Committee. 10 European countries represented at this meeting and became members.

In 2002 there are 52 full members, 5 associate members and 29 co-operating institutions. It is composed of one delegate from each member country.

The Annual Conference takes place every year mid- to late January. All member countries, associate members and co-operating institutions are invited.

The number of participants has varied between 200 - 220 participants the last years.

The host country is decided by election 2 years ahead and any member, associate member or co-operating institution can host the conference.

3 HOW THE ANNUAL CONFERENCE WORKS

General Conference

The General Conference has full power to take formal decisions for the fulfilment of the aims and regulations of the Association.

The purpose of the General Conference is to offer an opportunity for the General Assembly (one representative from each country) to meet, discuss and vote on matters concerning IAESTE's activities.

Exchange Conference

During the Exchange Conference the member countries exchange traineeships.

4 PREPARATIONS FOR THE ANNUAL CONFERENCE

During what corresponds roughly to the autumn term of the academic year in the Northern hemisphere, IAESTE committees worldwide begin a cycle of activities in preparation for Annual Conference in January and setting up placements for the majority of IAESTE trainees the following summer. From October to January these activities have to be done:

- Job-raising,
- Collecting offers,
- Completing O-forms (work offered),
- Receiving student applications,
- List of Requests (wish list).
- Select National Team

See “*Practical Guide to IAESTE*” page 4.

Who should participate at the Annual Conference

The delegation can consist of: 1 delegate, 2 exchange co-ordinators, 2 accompanying persons. If they wish to send more they have to contact the General Secretary.

- The NS (National Secretary) is the delegate. If the NS is unable to attend, another person can be nominated by the country as delegate.
- All participants must speak English.
- The NS is responsible for bringing a good working team.
- All participants must be prepared for tasks at the Annual Conference: The exchange, IDT training sessions, seminars and development work shops.
- The NS has to select participants who are motivated and have experience of relevant national and international IAESTE activities.
- The participants should read the various publications, minutes etc describing the Annual Conference. This gives the participants a sense of what is required of them at Annual Conference.
- All participants should respect the differences between other countries' cultures. They should also remember that they are representatives of their countries.

The Delegate's responsibility

The Delegates must be familiar with the Delegate's Guide, Practical Guide and minutes from earlier conferences. These give the delegates a sense of what is required of them at General Conference.

- The delegate must attend all the General Conference Sessions in time.
- Only full member countries are allowed to vote.
- He/she must know the "Robert Rules of Order" in order to follow the Conference, these are available on the intraweb.
- He/she is responsible for his/her national team at the Annual Conference and that all persons know what their responsibilities are.

5 WORK AT THE ANNUAL CONFERENCE

5.1 General Conference Sessions

- There are usually 4 – 5 Conference Sessions.
- Various issues are discussed and if necessary voted on.
- Elections of AC members, future conference venues, SID matters, GS matters etc.
- Roberts Rules of Order are used to conduct the proceedings.

5.2 Exchange Conference Sessions

The aim is that all countries exchange offers with as many countries as possible.

- Bring formal and complete offers, see Practical Guide.
- Timetable – time will be allowed to make appointments with countries. Please allow at least 15 minutes for each job to be exchanged. Please do not make appointments with countries before this allocated time.
- Exchanges must not be conducted outside of the Exchange Conference sessions.
- Bring the wish list you sent and received to be prepared for the meeting and try to prepare the exchange according to the wishes.

6 WORK AFTER THE ANNUAL CONFERENCE

When you come home, make sure you have all the offers you have exchanged.

- Inform your employer which country you have exchanged their offer with.
- Select the appropriate students.
- Send the nominations as soon as possible, and definitely before the 31st March. If you don't have a nomination, please inform the country as soon as possible.
- See Practical Guide for deadlines.

Remember

While the Annual Conference is an enjoyable experience the primary aim is to ensure quality traineeships for the IAESTE trainees. All delegates and participants should remember this.