



# IAA Official Dinner Co-Payment Policy

## Executive Summary

In order to make it easier for all Full Member Associations (FMAs) to host IAA Council and Committee Meetings, especially smaller FMAs, the IAA Executive Committee recommends that Council approve this IAA Official Dinner Co-Payment Policy at such events with an implementation for all Official Dinners at IAA Council and Committee Meetings following its approval by Council.

Hosts can use the status quo and pay the full dinner cost or opt to have participants co-pay with such fee level as defined in this policy.

The definition of Delegate will be changed in order to generally exclude non-FMA delegated individuals.

Co-Payment is defined as the (part) payment to be assumed by the individual attending the Official Dinner.

Future IAA Council and Committee Meetings hosts must not limit total attendance below 250 total participants for future large meetings and 150 for future small meetings.

## Official Dinner co-payment options

Hosts of IAA Council and Committee Meetings will have the option to require a co-payment for all participants to the IAA Official Dinner as defined in this policy, or to forego co-payment and cover the full cost directly.

## Co-payment levels

The co-payment level will be determined on a case-by-case basis between the IAA Secretariat and the host and aims at covering up to the full cost of the dinner with the following limits:

- the maximum co-payment amount for Delegates is CAD \$125 (or €80 whichever is the most);
- the maximum co-payment amount for non-Delegates is the full cost per person;
- co-payment shall not exceed the actual total cost per person of the dinner (including directly related logistics costs e.g. room rental and transportation);
- co-payment is not required for Delegates and members of the host FMA; and
- co-payment can be waived for up to 10 Delegates benefiting from the Special Assistance Fund to attend the IAA Council and Committee Meetings, as managed by the Secretariat.

## Delegate

For the purpose of this Policy, the term Delegate shall be defined as an individual delegated by his/her Full Member Association to one or more of the following IAA entities: Council, committees (includes

committee task forces), subcommittees and Forums<sup>1</sup>. Officers of the IAA Sections (Chair, Vice-Chair, Treasurer and Secretary), IAA Officers and ad hoc VIPS (as determined by the secretariat) are also defined as Delegates.

### Non-Delegate

For the purpose of this Policy, the term non-Delegate shall be defined as individuals that are not Delegates; this also includes spouse and family members of Delegates as well as FMA staff and IAA Secretariat staff.

### Limited attendance

IAA Council and Committee Meetings hosts must not limit total attendance below 250 total participants for future large meetings and 50 total participants for future expected small meetings.

As a general guideline, when the host wishes to limit attendance to the dinner, the number of Delegates and non-Delegates from the host's organization should be limited at a maximum of 20 participants. This is not a fixed number and coordination between the host and the Secretariat will address potential exceptions.

### Administration

The host can ask to directly collect this fee and manage dinner participants and related logistics. However, as this will require additional steps to participants who already need to register on the IAA website to participate in the IAA Council and Committee Meetings, the recommended process is for the IAA to collect this fee and to refund the host at the earliest possible time following the event.

### Cancellation fee

Any attendance cancelled within 10 business days prior to the IAA Official Dinner date, will be charged the full dinner cost per person. Any cancellation received before this deadline will be fully refunded.

### Taking effect

The provisions of this policy shall be applied to offers to host IAA Council and Committee Meetings submitted after the adoption of this policy by Council.

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<sup>1</sup> As presented during Council, although an exhaustive list of various functions and committees were not included in this document, the intent is that Committee Chairs and Vice-Chairs, as well as members of statutory or limited committees will be considered as Delegates for the purpose of this policy.