



The Chartered Institute of
Logistics & Transport

International

The CILT International Convention

your application to host the meetings 2015

Closing Date for Submissions

30 April 2013

Announcement of Successful Bid

2 June 2013 at Convention in Sri Lanka

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The CILT International Convention - your application to host the meetings

Each year the members of the CILT International family meet to share ideas, learn from each other and conduct the business of the Institute. Each year the CILT Council meeting has got bigger and bigger with more and more delegates from the growing number of Councils around the world.

In 2011 more than 60 delegates from 18 countries met in Sydney and in 2012 more than 150 delegates from 20 countries met in the UK. The 2013 CILT Convention will be held in Sri Lanka and in 2014 in Malaysia. We are now looking for CILT Territories, Branches or the combined resources of a Region to host our Convention in 2015.

The meeting is now called the Convention because our Institute has become too large for an annual Council Meeting to conduct all of the business of the Institute. Day to Day operations are managed by the Secretary General and the Secretariat. The International Management Committee meets on a regular basis as the Executive Committee reporting to the Council of Trustees who have the ultimate legal responsibility to safeguard the



Royal Charter and ensure the good governance of the Institute.

At the convention apart from the AGM and other formal business we have the CILT Showcase where Councils can share their successful initiatives. We also have an International Meeting of the Young Professionals and a meeting of the Secretariat.

After each convention we review the feedback from delegates and the organising committee to ensure that our next hosts can incorporate all of the lessons learned into their planning. We also have an agreed template schedule for the five days that can be used by CILT Councils who host subsequent meetings.

	Day 1 Planning	Day 2 International Committee Meetings	Day 3 CILT International Meetings	Day 4 Host CILT Council Conference	Day 5 CILT Workshops
Morning	Delegates arrive	Individual Delegation Meetings Education Marketing	International Council Meeting CILT AGM	CILT Branch Conference	Technical visits to local transport and logistics facilities and operations
Afternoon	IMC Individual Delegation Meetings	Membership Young Professionals Women in Logistics	International Showcase	CILT Branch Conference	Technical visits to local transport and logistics facilities and operations
Evening	Informal Networking	Welcome Social Event	International Presidents' Dinner	Host Branch Dinner	



Not all delegates need to attend all the days or choose to attend all the events but we do expect all attendees to attend the CILT International Meetings on Day 3.

This template is not 'set in stone' but should be used as a guide. The final agenda for the International Convention is determined by the Host Council working very closely with the CILT International Secretariat.

Hosting the CILT Convention

The following is a brief list of the major responsibilities for the Host Council. It is not exhaustive but illustrates the scale of the work undertaken.

- The CILT Convention will attract over 100 overseas visitors from over 20 countries, maybe more
 - Many visitors will need assistance to obtain visas
 - The host Council will need to facilitate payments from many different countries
 - Not all Councils are as well established as others - the host will need to be mindful that many Councils have limited budgets
 - The host will need to cater for the needs of many different cultures, languages and religions

- The Host CILT Council will need to form a Convention Committee that starts work on the event **at least 12 months** before the Convention. Tasks will include:
 - Managing a budget for the Convention - the financial risks and benefits of hosting the CILT Convention are carried entirely by the Host Council. CILT-International will not provide a financial guarantee or meet costs incurred.
 - Booking meeting and conference venues and hotel rooms - the Convention is most easily managed at one venue with multiple meeting rooms. Catering, social events and hotel accommodation preferably on the same site.
 - Seeking sponsorship from local businesses
 - Providing regular information to the CILT websites
 - Managing the bookings (and changes to bookings!) of delegates.



- Collecting deposit payments and confirming bookings.
- Printing of convention materials
- Providing a checklist to participants about the host country (e.g. climate, visa, currency, time difference, transport) and differences in etiquette, dress codes and menus

- There is enough work to require a full time person working on the event for the final three months before the Convention
- In the week before and during the event a full time team is needed. The Event Organisers should be easy to recognise for Convention delegates by use of distinctive shirts etc.
- The Host CILT Convention Committee should provide at least one volunteer to work with the organising committee of the Branch hosting at least one, preferably two conventions before theirs in order to gain the experience and record the lessons learned. The host Branch should also endeavour to assist the hosts of subsequent Conventions.

- During the Convention the Host Council will need to
 - Provide travel instructions from and to the nearest international airport
 - During the Convention manage transfers
 - From hotels to conference venues and back to hotels
 - To and from social events
 - To and from technical visits
 - Back to the airport at the end of the Convention
 - Administrate payments - many of which will be in Cash.
 - Liaise with the venue(s), caterers, audio visual contractors
 - Provide a spouses & partners programme in parallel with the Convention
 - Arrange the programme and speakers for their Logistics & Transport Conference
 - Arrange Technical visits



- Provide facilities to print and duplicate conference and committee papers
 - Liaise with the National and International press
 - Engage with a photographer to record the event and provide/sell photographs to the participants.
 - Provide a messaging board and notices of changes to the agenda
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- A number of participants might choose to stay on afterwards, or arrive earlier for personal holiday.
 - After the Convention the Host Council will need to
 - Settle outstanding payments to local vendors
 - Record the lessons learned and pass them onto CILT International Secretariat and subsequent hosts.

Hosting other CILT Meetings

The Convention is held once per year. We also hold at least one other face to face meeting of the CILT International Management Committee. In November 2012 it was held in Wuhan, China. (Other IMC meetings are held by tele-conference to minimise costs)

Branches who do not have the resources to host the International Convention might want to host the International Management Committee meeting. We are looking for hosts for this meeting in 2014 and 2015

The IMC is a two day meeting involving approx. 15 prestigious members of the CILT. The International Management Committee includes the Honorary Officers, International Vice Presidents, the President-elect (who chairs the IMC) the International President, Directors and Secretary General

The dates for the IMC meeting are flexible but we like to meet approx. 6 months after the International Convention September or October of each year. The host Branch might want to combine the IMC meeting with an opportunity to meet with the local Branch



Management Committee, local senior logistics and transport leaders, universities and other organisations. IMC members might also visit other Branches in the region.

Your Proposal

If your Branch is interested in hosting a CILT International Convention &/or IMC meetings please send a comprehensive proposal covering all the items mentioned above. The proposals will be reviewed at the International Management Committee meeting on Sunday 2 June 2013 in Colombo, Sri Lanka where a final decision will be made for the hosts of the CILT Convention in 2015

Even if your Branch has already expressed interest in hosting the International Convention to one or more of the International Management Committee or Secretariat you will need to prepare and present a formal written proposal which should be presented electronically. Hard copies of the proposal and any supporting documentation cannot be distributed to IMC Members around the world. All documents should be in PDF format.

Proposals should be sent to the Secretary General **no later than 30 April 2013**.



Assessment of the Proposals

The key criteria for the assessment of proposals, together with the respective weightings are shown below. Make sure that your submission addresses all of these criteria

Cost: This includes cost of flights to the host country and local travel from airport, cost of hotels, cost of conference etc	30%
Ability of host to organise the conference: This includes funding, management, staffing, venue etc	25%
Ease of obtaining visas: It is important that visitors can easily obtain visas particularly for African and far eastern countries	15%
Ease of Travel: How easy is it to reach the location including availability of flights, distance from airports etc	10%
Places of Interest: Are there sufficient locations close to the location for the partners programme	10%
Rotation Factor: Is it your turn in terms of previous hosting of IMC and Council meetings	10%

If you have any questions please do not hesitate to contact me

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