

WORLD ASSOCIATION FOR SYMPHONIC BANDS AND ENSEMBLES

GUIDELINES FOR ORGANIZING WASBE INTERNATIONAL CONFERENCES

1. General Conditions

- a. All WASBE international (biennial) conferences shall be organized and executed in accordance with these Guidelines, which define the responsibilities of the **WASBE Board**, the **WASBE Conference Chairperson**, the **WASBE Artistic Planning Committee**, and the **Local Organizing Committee**.
- b. WASBE conferences should be approximately one week in duration.
- c. WASBE Board meetings are to be scheduled during the two days preceding the opening of the conference and during the day immediately following the closing of the conference.
- d. Registration of participants should begin on the day preceding the formal opening of the conference.

2. Responsibilities of the WASBE Board

- a. The WASBE Board is responsible for WASBE international conferences and must approve all aspects of the conference.
- b. The WASBE Board shall select the location for a WASBE international conference, at least four years in advance.
- c. The WASBE President, with the approval of the WASBE Board, shall appoint the WASBE Conference Chairperson and the WASBE Artistic Planning Committee.

3. Duties of the WASBE President

- a. The WASBE President shall serve as the Chairperson of the WASBE Artistic Planning Committee.
- b. The WASBE President together with the WASBE Artistic Planning Committee establishes the main themes of the Conference.
- c. The WASBE President shall *preside* at the conference.

4. Duties of the WASBE Conference Chairperson

- a. The WASBE Conference Chairperson shall be a member of both the WASBE Artistic Planning Committee and the Local Organizing Committee.
- b. The WASBE Conference Chairperson shall coordinate all actions of the WASBE Artistic Planning Committee and the Local Organizing Committee.
- c. The WASBE Conference Chairperson shall work in conjunction with the WASBE Executive in preparing all official documents and in planning all aspects of the conference.

5. Duties of the WASBE Artistic Planning Committee

- a. The WASBE Artistic Planning Committee shall establish the main themes of the conference and shall select the performing ensembles for the conference.

- b. The WASBE Artistic Planning Committee shall coordinate all repertoire performed at the conference.
- c. The WASBE Artistic Planning Committee shall plan for all lectures, sessions, clinics, workshops, symposiums, panel discussions, demonstrations, master classes, and resource centers.
- d. The WASBE Artistic Planning Committee shall make regular reports to the WASBE Board concerning all planned events.

6. Responsibilities of the Local Organizing Committee

a. Conference Facilities

- i. Main concert (conference) hall(s)
- ii. Not less than two rehearsal halls at the conference center plus a rehearsal hall for the International Youth Wind Orchestra.
- iii. Not less than three smaller rooms to accommodate lectures, workshops, film and audio presentations, resource centers, WASBE Board meetings, and all manner of smaller meetings.
- iv. Exhibitors Area of not less than 500 square meters.
- v. A reception area, including space for the registration desk, hospitality desk, information desk, bulletin boards, etc.
- vi. Office space for the WASBE Artistic Planning Committee, the Local Organizing Committee, and the WASBE Executive.
- vii. A lounge area for participants, preferably with refreshments available.

b. Financial Responsibility

- i. The Local Organizing Committee shall have complete financial responsibility for the conference with the following exceptions:
 - 1. Conference participants will pay all of their own expenses except where noted otherwise in these Guidelines.
 - 2. Participating ensembles, except for the International Youth Wind Orchestra, will pay all of their own expenses.
- ii. All legal and audit fees, liability insurance (except for personal insurance of participating ensemble members) and necessary licensing fees are the responsibility of the Local Organizing Committee.
- iii. The Local Organizing Committee shall provide board and lodging for members of the WASBE International Youth Wind Orchestra (ca. 50 musicians between the ages of 18 and 25 plus 4 staff members — manager, conductors, etc.) beginning with lunch on Sunday prior to the opening of the Conference through breakfast on Sunday immediately following the Conference. IYWO members who plan to arrive on Saturday should make arrangements through the LOC and will be responsible for the cost of Saturday housing.
- iv. Hospitality
 - 1. The WASBE Board should meet one year prior to the conference at the place of the conference by invitation of the Local Organizing Committee. Lodging and board should be provided for the members of the WASBE Board and the members of the WASBE Artistic Planning Committee. At this meeting, the WASBE Board should be presented for acceptance the finalized plans of the

WASBE Conference Artistic Committee and the Local Organizing Committee. Furthermore, the Board should have the opportunity to visit the conference center and all facilities and accommodations that will be used for the conference.

2. During the conference itself, the Local Organizing Committee should provide board and lodging for some 25 persons, including members of the WASBE Board, the WASBE Artistic Planning Committee, and other persons of particular importance to the conference, to be decided by the WASBE Board.
3. It is usual for the Local Organizing Committee to arrange for the provision of refreshments during the sessions of the WASBE Board.

c. Conference Logo

- i. The Conference Logo shall be developed by the Local Organizing Committee, in consultation with the WASBE Artistic Planning Committee.
- ii. The Conference Logo shall be used *only* for the WASBE Conference, and it or any variation thereof shall not be used for other events.

d. Transportation

- i. The Local Organizing Committee shall attempt to obtain for conference participants special rates from the major airlines servicing its location.
- ii. When appropriate, the local Organizing Committee shall organize transfers from major airports, train stations, etc.
- iii. The Local Organizing Committee shall provide information on local public transportation to all participants.
- iv. The Local Organizing Committee shall provide to all conference participants, at no additional charge, transportation to all conference events not taking place at the conference center.

e. Visiting Ensembles

- i. The Local Organizing Committee shall provide each ensemble with a guide and, as needed, a translator for the time period that the ensemble is at the conference site.
- ii. The Local Organizing Committee shall provide adequate rehearsal facilities. Each ensemble shall be allowed to request up to two rehearsals of two hours duration and one sound check of thirty minutes duration in the hall where the concert is to take place.
- iii. The Local Organizing Committee shall provide the visiting ensembles all necessary facilities and equipment for rehearsals and concerts. Such equipment shall include but not be limited to the following:
 1. Large percussion instruments, including timpani (set of 4), large bass drum, chimes (tubular bells), large Tam Tam, marimba, xylophone, vibraphone, and orchestral bells.
 2. Other performance equipment as needed, including music stands, chairs, pianos, harps, podiums, public address system, etc.
- iv. The Local Organizing Committee shall provide each member, conductor, administrator and advisor of each performing ensemble with a complimentary pass that will entitle said persons to attend conference concerts and educational sessions free of charge.

f. Staff

- i. The Local Organizing Committee shall provide workers for the reception area and shall insure that at least two persons are at the registration desk at all times. In addition to meeting the needs of the Local Organizing Committee, said workers shall register new WASBE members, collect WASBE membership fees, and sell WASBE merchandise.
- ii. The Local Organizing Committee shall provide interpreters as follows:
 1. The Local Organizing Committee shall insure that persons speaking the following languages are available in the Reception Area at all times:
 - a. English
 - b. French
 - c. Spanish
 - d. German
 - e. Japanese
 2. The Local Organizing Committee shall provide professional simultaneous translators for English, French, Spanish, German, and Japanese at all General Meetings and at other events determined by the WASBE Artistic Planning Committee when a minimum of ten (10) delegates per language indicate when pre-registering for the conference that they wish to have simultaneous translations.
- iii. The Local Organizing Committee shall provide personnel for setting up stages, moving percussion equipment, etc.
- iv. The Local Organizing Committee shall provide technicians for concert hall(s), audio visual equipment, etc.
- v. The Local Organizing Committee shall provide video archive recordings of all major sessions as determined by the WASBE Artistic Planning Committee.

g. Equipment

- i. The Local Organizing Committee shall provide all equipment needed by interpreters for simultaneous translations.
- ii. The Local Organizing Committee shall provide the equipment for concerts and presentations as established in detail by the WASBE Artistic Planning Committee.
- iii. The Local Organizing Committee shall provide computers, phones, fax machines, and photocopy machines as needed.

h. Living Accommodations

- i. The Local Organizing Committee shall reserve hotel rooms and provide meal plans to all conference participants. It is usually best to use facilities where the conference participants can maintain contact with each other and where the costs are moderate. Similarly, meals and should be arranged so that the conference participants can be together.
- ii. Inexpensive living accommodations shall be offered to participating ensembles.

i. Lists of Participants

- i. A list of participants will be prepared by the Local Organizing Committee showing full name, country, and accommodation at the conference and will be made available to all participants no later than the end second day of the conference.
- ii. A complete list of all participants will be prepared by the Local Organizing Committee, showing full name, complete postal address, telephone number, fax

number, and e-Mail address. A copy of this list will be sent to the following persons no later than 30 days after the closing of the conference.

1. WASBE President
2. WASBE Immediate Past-President
3. WASBE President Elect
4. WASBE Executive Director
5. WASBE Treasurer
6. WASBE Secretary
7. WASBE Conference Chairperson

7. Joint Responsibilities of the Local Organizing Committee and the WASBE Artistic Planning Committee

a. Conference Program

- i. The WASBE Artistic Planning Committee shall be responsible for the musical, educational and scholarly content of the conference.
- ii. The Local Organizing Committee shall be responsible for arranging receptions, ceremonial events, and recreational events, which are to be scheduled in consultation with the WASBE Artistic Planning Committee.

b. Conference Daily Schedule

- i. The daily schedule for the conference shall be established by the WASBE Artistic Planning Committee and the Local Organizing Committee in consultation and shall be approved by the WASBE Board.
- ii. The daily schedule shall be so structured that no two events take place simultaneously.
- iii. The daily schedule shall include appropriate time for two general membership meetings, with one being scheduled near the beginning and one near the end of the conference.

c. Announcements and Publicity

- i. The WASBE Board shall insure that announcements of the conference appear in its official publications during the years preceding the conference.
- ii. The Local Organizing Committee shall publicize the conference in its own country and develop an adequate marketing plan to obtain capacity audiences at all conference concerts.
- iii. The WASBE Artistic Planning Committee shall use whatever practical means that can be devised to provide maximum international publicity.

d. Conference Publications

- i. Official conference documents, such as the official program, abstracts, and important papers, shall be prepared for publication by the WASBE Artistic Planning Committee and the Local Organizing Committee in mutual consultation.
 1. Publicity should include the following for the IYWO: audition and application procedures, registration fees, name of the conductor, and repertoire if known. This information is to be posted on the LOC website 16 months prior to the Conference.

2. Arrange for the design and production of 55 T-shirts for IYWO members and staff.
- ii. The Local Organizing Committee has the financial responsibility for the publication, distribution and mailing of all conference documents including promotional flyers and brochures.
- iii. All conference documents are to be published under the WASBE imprint after approval by the WASBE Board.

8. Fees and Income Distribution

- a. A schedule of fees for participation in the conference shall be established by the Local Organizing Committee in consultation with the WASBE Artistic Planning Committee and shall be approved by the WASBE Board.
- b. Each delegate, except WASBE Board members and the Executive Director, shall pay a conference registration fee. One half of the conference registration fee shall go to the Local Organizing Committee; the other half shall go to WASBE.
- c. Music industry companies exhibiting at the conference will pay an exhibitor fee, 80 percent of which shall go to the Local Organizing Committee and 20 percent of which shall go to WASBE.
- d. All profits from concerts, concessions, programs, and other income sources not specified here shall go to the Local Organizing Committee.
- e. WASBE shall not be responsible for any financial losses incurred by the Local Organizing Committee.
- f. All payments shall be made to WASBE no later than 90 days following the closing of the conference.
- g. An itemized accounting of all income and expenses shall be sent to the following persons no later than 90 days following the closing of the conference.
 - i. WASBE Treasurer
 - ii. WASBE President
 - iii. WASBE Immediate Past-President
 - iv. WASBE President Elect
 - v. WASBE Executive Director
 - vi. WASBE Secretary
 - vii. WASBE Conference Chairperson

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