



## **Operating Code**

# **ICHPER·SD World Congress & Exposition**

**Conditions and Guidelines for the  
ICHPER·SD Anniversary World Congress & Exposition  
Organizing Committee  
(WCEOC'2008)**

Revised & Updated: 2002, 2005 and 2008

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**Operating Code**  
**Conditions and Guidelines for the**  
**ICHPER·SD ANNIVERSARY WORLD CONGRESS & Exposition**  
**ORGANIZING COMMITTEE**  
**(WCEOC)**

**I. ICHPER·SD's World Congress & Exposition**

The World Congress & Exposition is a biennial program of ICHPER·SD and must be conducted according to the conditions and guidelines, and/or any modified addendum as set by ICHPER·SD.

**II. Participants**

Every individual or organizational participant must be a currently registered member of ICHPER·SD.

**III. Program**

- A. A proposed theme for the World Congress shall be submitted by the World Congress & Exposition Organizing Committee (WCEOC) at least eighteen (18) months prior to the first day of the World Congress & Exposition, and approved by the ICHPER·SD Executive Committee.
- B. The completed abstract form as instructed by WCEOC for presentation consideration shall be submitted at least six (6) months prior to the first day of the World Congress to the ICHPER·SD headquarters for everyone, except for residents of the country in which the World Congress is staged. The Scientific Committee consisting of five (5) members appointed by the ICHPER·SD President shall review and approve or disapprove, and notify the result of its review to each applicant at least five (5) months prior to the first day of the World Congress & Exposition.
- C. The completed abstract form as instructed by WCEOC for presentation consideration shall be submitted at least six (6) months prior to the first day of the World Congress & Exposition to the WCEOC headquarters for residents of the country in which the World Congress is staged. The Scientific Committee consisting of five (5) members appointed by the WCEOC President shall review and approve or disapprove, and notify the result of its review to each applicant at least five (5) months prior to the first day of the World Congress & Exposition.
- D. Members of both of the Scientific Committees must have a terminal degree (*e.g.* Doctoral degree as Ph. D., Ed. D., DPE, D. Psych.) in our fields and must be currently engaged or professionals retired from teaching and researching in higher education and/or research institutes.
- E. The names of those individuals recommended by the WCEOC to be keynote speakers along with their brief background information shall be submitted to the Executive Committee of ICHPER·SD for its approval at least six (6) months prior to the World Congress & Exposition.
- F. The Director and Associate Director(s) of each ICHPER·SD Commission in consultation with the Secretary General of ICHPER·SD and the Secretary General of WCEOC shall organize the selected symposium (workshop or demonstration) sessions as a part of the World Congress program. The symposium, workshop and demonstration sessions must be in compliance with

the written guidelines and procedures published by ICHPER·SD and enforced by the ICHPER·SD Secretary General and the WCEOC Secretary General.

#### **IV. Congress Registration Procedures**

- A. ICHPER·SD headquarters in Reston, Virginia, U.S.A. shall be the center for all congress registration procedures and processes, except for residents of the country in which the World Congress & Exposition is staged, including the receiving of abstracts as well as providing notification of approval or disapproval of abstracts. All participants may register in accordance with the established procedures in the World Congress & Exposition Information Booklet either at the website or by submission of registration application along with appropriate fees to the headquarters.
- B. WCEOC headquarters shall serve as the local registration center for citizens of the country in which the World Congress & Exposition is organized.

#### **V. Registration Fees**

- A. There shall be three registration fee categories for the ICHPER·SD Anniversary World Congress & Exposition. On the basis of economic status of the country as defined by the Executive Committee of the Council, the members in Group A countries pay 100% of the congress registration fees; in Group B, 85%; and in Group C, 75%.
- B. WCEOC's proposed registration fees for the World Congress & Exposition shall be submitted to the Executive Committee of ICHPER·SD at least eighteen (18) months prior to the first day of the World Congress & Exposition with the understanding that consideration will be given to affordability in setting the fees.
- C. The proposed registration fees may be adjusted by a joint agreement between the WCEOC and the Executive Committee of ICHPER·SD.
- D. The registration fees of the World Congress & Exposition shall be equally divided and revert to ICHPER·SD (50%) and to the WCEOC (50%).
- E. The net surplus of the Congress & Exposition shall be distributed equally between the WCEOC (50%) and ICHPER·SD (50%).
- F. All ICHPER·SD membership fees (100%) received by WCEOC shall be submitted with applications to the ICHPER·SD Secretary General before or at the Closing Ceremony of the World Congress & Exposition.
- G. The Executive Committee of ICHPER·SD reserves the right to negotiate the World Congress & Exposition registration fees and net surplus with the WCEOC, giving special consideration to under-developed countries.

#### **VI. Exposition Fees & Administration**

The administration and operation of exhibits and the setting of fees shall be established by the World Congress & Exposition Organizing Committee (WCEOC) in consultation with the ICHPER·SD President and Secretary General. WCEOC is solely responsible for all liabilities associated with the Exposition, and it may hire a business enterprise specializing in organizing and operating the exposition. ICHPER·SD is however obliged to promote the Exposition internationally while WCEOC concentrates its endeavor nationally and regionally.

## **VII. Budget**

The Organizing Committee (*i.e.* WCEOC) shall develop and submit a detailed initial budget including estimated revenues and expenses from all sources when applying for the bid, and provide an interim budget report to the Executive Committee of ICHPER·SD for review three (3) months prior to the Congress.

## **VIII. Finances**

The World Congress & Exposition Organizing Committee is solely responsible for financing any and all costs for the preparation, organization, and carrying out of all responsibilities for the World Congress & Exposition.

## **IX. Housing and Expenses**

In order to encourage a large attendance, the World Congress & Exposition Organizing Committee must make every effort to reduce traveling and accommodation expenses for participants and their accompanying family members or guests. For example, reasonable tariffs and discount rates should be established for hotel rooms and meals, and less expensive public or university and governmental housing facilities should be offered whenever possible.

## **X. Official Language**

The World Congress & Exposition shall be conducted in English and provide simultaneous interpretation for the language spoken in the host country or another language at the discretion of the Organizing Committee and ICHPER·SD. The Organizing Committee (WCEOC) and the Executive Committee of ICHPER·SD may decide to provide multi-interpretation services if it is deemed an absolute necessity.

## **XI. Facilities and Meeting Rooms**

The Organizing Committee of the World Congress & Exposition (WCEOC) must arrange suitable facilities for the World Congress & Exposition and its programs including the Opening Ceremony, Closing Ceremony, Executive Committee Meetings, Board of Governors Meetings, the Regional Meetings; and Divisions', Committees' and Commissions' Meetings. In general, the Board of Governors' and the Executive Committee's Meetings of ICHPER·SD shall be held prior to, during, and after the World Congress & Exposition, if necessary.

## **XII. Identification Card**

An identification card shall be issued for all participants in the World Congress & Exposition. It shall contain: (a) surname; (b) given names; (c) nationality; (d) World Congress & Exposition function; (e) ICHPER·SD registration number; (f) World Congress registration number; and (g) participant's photograph and signature. The I.D. card may be issued by WCEOC for a participant's accompanying family members or guests by charging a minimal fee. The colors of the I.D. card may be different in order to differentiate bearer's function in the World Congress & Exposition.

## **XIII. Transportation**

In the event, the venue(s) of the World Congress & Exposition or its programs is more than a reasonable walking distance from the official hotel or hotels and other housing facilities, the WCEOC must provide scheduled transportation service to and from the official hotels and housing facilities and the venue.

#### **XIV. Publicity**

It is the responsibility of WCEOC to promote and advertise the World Congress, especially at the national and regional level. ICHPER·SD shall join WCEOC's efforts to promote and advertise internationally.

#### **XV. Bidding to Host the World Congress & Exposition and Selection Procedures**

- A. The bidding to host the ICHPER·SD World Congress & Exposition shall only be made by a member national organization or an institutional member in good standing with the Council.
- B. The bidding organization must submit a letter of application along with the supporting documents as specified below.
  - 1. A statement of endorsement to honor and comply with the conditions and guidelines as stipulated in this Operating Code with an official addendum to the Code.
  - 2. A proposed plan including a budget, accommodations, registration fees, promotional materials, description of the site and a list of supporting local and national organizations.
  - 3. A projection of the number of participants expected from the hosting country and abroad.
  - 4. At least three letters of recommendation preferably from an university president, the mayor of the city, the national organization for HPERSD or the ministry of sport or education or any other related governmental authorities.
- C. The selection shall be made by the ICHPER·SD Executive Committee upon the recommendation of the President and the Secretary General.
- D. The Secretary General upon consultation with the President shall develop the schedules for the selection procedures and make such announcements through ICHPER·SD official memoranda, website, journals and/or news update.
- E. The ICHPER·SD Executive Committee reserves the right to negotiate the conditions in the best interest of the Council through the Office of the President and Secretary General when deemed necessary.

#### **XVI. ICHPER·SD Officers' Visit for Final Negotiation & Signing Ceremony**

At the discretion of ICHPER·SD and the Organizing Committee, the WCEOC shall organize and sponsor a preparation visit for a pre-negotiating or final working session for the World Congress & Exposition including officers (President, Secretary General, and/or concerned regional Vice President) or a designated member of the Executive Committee as appointed by the President. The WCEOC shall provide room and board, and first class or business class round trip airfare for the President and Secretary General who represent ICHPER·SD as the main coordinators, in negotiation and planning all matters pertaining to the congress. At the end of the meeting, ICHPER·SD and WCEOC shall execute the Operating Code with the ratified addendum to the Code (*i.e.* as a binding "Agreement") between the entities. This procedure is named the ***Official Signing Ceremony of the Agreement*** for hosting the ICHPER·SD Anniversary World Congress. Once the Agreement is signed, the event becomes official, and we can make the announcement on a worldwide scale.

### **XVII. Special Accommodation and Air Fares**

The Organizing Committee for the World Congress shall provide first class or business class round trip airfare and room and board for the President and the Secretary General of ICHPER·SD. The President and the Secretary General shall arrive at least 5 days prior to the first day of the World Congress to inspect, prepare and finalize all associated programs of the World Congress, and they shall leave 3 days after the last day of the Congress in order to close out World Congress affairs. Furthermore, the WCEOC shall provide business class or up-gradable round trip airfare, room and board for the members (*i.e.* maximum 13 persons) of the ICHPER·SD Executive Committee. The Executive Committee members shall arrive 2 days before the first day of the World Congress and depart on the second day after the closing of the Congress.

### **XVIII. Fee Exemption and Reduction of Congress Registration Fees**

- A. The President and Secretary General of ICHPER·SD and of WCEOC, the Vice President for the world congress organizing region, and Chair(s) of the Scientific Committee(s) shall be exempted 100% of the congress registration fees.
- B. The other 9 members of the ICHPER·SD Executive Committee including the 5 Commissioners of the ICHPER·SD Divisions and the Editor-in-Chief of the Journal of ICHPER·SD, and the other 9 members of WCEOC Executive Committee shall pay 50% of the congress registration fees.
- C. Directors of the ICHPER·SD Commission who organize an official symposium as part of the Congress programs shall pay 50% of the congress registration fees upon the approval of the President and Secretary General.
- D. Associate Directors of the ICHPER·SD Commissions who worked closely with the Director in organizing an official symposium as part of the Congress programs shall pay 50% of the congress registration fees upon the approval of the President and Secretary General.

### **XIX. Official Report and Proceedings**

- A. On the third day of the World Congress, WCEOC shall submit a detailed financial report and submit to ICHPER·SD an international certified check consisting of 50% of the congress registration fees and exposition along with 100% of the ICHPER·SD membership fees received by WCEOC. At the same time, ICHPER·SD shall submit to WCEOC a check for 50% of the congress registration fees received at ICHPER·SD headquarters.
- B. On the completion of the World Congress & Exposition, the WCEOC must provide and submit an official report of the World Congress & Exposition within forty-five (45) days from the last day of the World Congress & Exposition including: (a) detailed final financial report including an adjusted balance of corresponding amount of international certified check; (b) a copy of each participant's registration application; (c) a copy of all publications (information brochures, programs, etc.); (d) a copy of the World Congress related photographs; (e) names and addresses of all keynote speakers; (f) names and addresses of principal members of the WCEOC; and (g) names and addresses of organizations that made significant contributions to the World Congress..
- C. The World Congress & Exposition Proceedings must be assembled and published by the WCEOC and disseminated on the first day of the Congress. The publication must be of high quality. The WCEOC is also responsible to disseminate Proceedings directly to individuals and organizations that are entitled to receive it in accordance with arrangements as established by the WCEOC and approved by ICHPER·SD.

- D. ICHPER·SD shall be entitled to twenty (20) complimentary copies of the Proceedings of the World Congress & Exposition.

#### **XX. Miscellaneous WCOE Responsibilities**

- A. The WCEO is responsible to organize any special event in cooperation with the Secretary General of ICHPER·SD.
- B. The WCEO is responsible to select official carriers and hotels.
- C. The WCEO is responsible to search for corporate sponsors and governmental subsidies for the World Congress & Exposition.
- D. The WCEO is jointly responsible with ICHPER·SD to make their best effort and to create new ideas for the greatest success of the World Congress & Exposition.
- E. All preparation affairs and administration of the Congress shall be orchestrated by the WCEO and ICHPER·SD.

#### **XXI. Duties of ICHPER·SD Officers and The Composition of the World Congress Planning Committee**

- A. The President shall serve as Chair of the World Congress & Exposition Planning Committee while giving special recognition to the WCEO President as Co-Chair.
- B. The President and Secretary General shall be ICHPER·SD's main coordinators. The Secretary General shall inform all members of the meetings which should be called to their attention and appropriately advertise and promote meetings of the World Congress & Exposition.
- C. The Vice Presidents, Commissioners and the Editor-in-Chief of the Journal(s) shall coordinate and evaluate the various programs (*i.e.* keynotes, oral and poster presentations, symposia, workshops, demonstrations), together with the World Congress & Exposition Planning Committee.
- D. The Immediate Past President and chair of the Finance Committee shall review the budget and financial report of the World Congress & Exposition Organizing Committee, and report findings and recommendations to the President for consideration.
- E. The eight Vice Presidents shall be responsible for promoting and maximizing attendance at the World Congress & Exposition from the geographic regions they represent. Additionally, they shall be responsible for organizing ICHPER·SD regional meetings during the World Congress in cooperation with the President and Secretary General. The ICHPER·SD Secretary General is responsible for reserving the meeting rooms in consultation with the WCEO Secretary General.
- F. The five Commissioners of the ICHPER·SD Divisions shall be responsible for organizing their divisional meetings including all Directors and Associate Directors of the ICHPER·SD Commissions in consultation with the President and the Secretary General. The Secretary General is responsible for obtaining room assignments for the divisional meetings.

- G. The Chairman of the ICHPER·SD Research Committee shall recommend a special set of research papers on a specific topic to the Congress & Exposition Planning Committee and the Scientific Committee of WCOC.
- H. The Editor of the ICHPER·SD Journal shall develop an organized publicity plan and carry out a promotional strategy for the World Congress through the ICHPER·SD Journal
- I. The World Congress & Exposition Planning Committee shall be composed of: (a) the ICHPER·SD Executive Committee; (b) the officers and the Scientific Committee of the World Congress & Exposition Organizing Committee; (c) Five Commissioners of the Division; (d) Directors and Associate Directors of each Commission who organizes the symposium program of the World Congress & Exposition; and (d) Chairman of the ICHPER·SD Research Committee.

**\*\*\* See Next Page: Example of Agreement of WCEOC**



**Hosting of the World Congress & Exposition of the  
International Council for Health, Physical Education,  
Recreation, Sport, and Dance  
(ICHPER·SD)**

**Letter of Agreement**

This Letter of Agreement is duly executed between the parties of:

and

The International Council for Health,  
Physical Education, Recreation, Sport, and Dance (ICHPER·SD)  
1900 Association Drive  
Reston, Virginia 20191-1598, United States of America

The 54<sup>th</sup> ICHPER·SD Anniversary World Congress & Exposition Organization Committee (WCEOC'20\_\_) agrees to host and organize the World Congress & Exposition of ICHPER·SD from \_\_\_\_\_, 20\_\_ in \_\_\_\_\_. Furthermore, the \_\_\_\_\_ Organizing Committee agrees to organize and conduct all affairs in full compliance with the attached ICHPER·SD Operating Code (as a binding 'Agreement') with any modified addendum as executed by the representing officers of the respective parties herein.

\_\_\_\_\_  
Date  
  
Secretary General, WCEOC'2013

\_\_\_\_\_  
Date  
Secretary General  
ICHPER·SD

\_\_\_\_\_  
Date  
  
President, WCEOC'20\_\_

\_\_\_\_\_  
Date  
Adel Elnashar, Ph.D.  
President  
ICHPER·SD