

## **Professional Conference Organisers Application Criteria**

Professional Conference Organisers known as PCOs who maintain a high professional standard in the organisation, management and administration of congresses, symposia, association conferences and other international meetings held in Ireland will qualify as recipients of Fáilte Ireland leads on an agreed rotation basis. In order to qualify, PCOs must satisfy the following criteria:

- 1.** The PCO must have been engaged exclusively or principally on a full-time basis in the organisation of professional association conferences, congresses and other international and national meetings for at least 4 years.
- 2.** The PCO must have organised 8 international association conferences, plus a minimum of 2 large-scale domestic association conferences in a full management role (including delegate registration) which were:
  - Attended by representatives from 3 or more different countries
  - Of 2 or more full working days duration
  - Of which 5 or more must have been attended by a minimum of 300 delegates
- 3.** The PCO should have a permanent company or business address and a full-time staffed office in the island of Ireland.
- 4.** The PCO has the expertise and management systems in-house capable of managing all aspects of a major international association conference including on-line registrations, receipt of abstracts, exhibition, transport, social programme, financial operations and budgeting, printed materials, venue management, sponsor requirements, and dealing with suppliers. Full details to be made available in a confidential Self Completion form which may be subject to review and period audit undertaken by an independent evaluator appointed by Fáilte Ireland.
- 5.** The PCO has public liability insurance and employer's liability insurance in place in each case for a minimum of €6.5 million, and full professional indemnity insurance.
- 6.** The PCO must be registered for VAT, and have a current tax clearance certificate.
- 7.** The PCO must be in full compliance with all relevant and current legislation governing its business.
- 8.** The PCO shall be agreeable to submitting proof of its compliance with the above conditions each year to the Business Tourism Unit of Fáilte Ireland or to a designated third party.
- 9.** A new market entrant wishing to be included in the list of PCOs for leads shall apply by letter to the Business Tourism Unit with a list of association conferences and events that the company has been involved in organising since it was formed. In addition the PCO must fill out the Fáilte Ireland Application Form found below.
- 10.** As part of confirmation of the applicant's suitability for inclusion in the list of approved PCOs, the new applicant must agree to an inspection by Fáilte Ireland, or a designated representative, of a conference that the PCO is organising.

- 11.** New entrants are required to supply 2 referees from previous conferences they managed as part of their conditions/application.
- 12.** Members of the Association of Irish Professional Conference Organisers (AIPCO) will automatically qualify for inclusion in the Fáilte Ireland leads management process.
- 13.** Company members of the International Association of Professional Congress Organisers (IAPCO) will automatically qualify for inclusion in the Fáilte Ireland leads management process provided they meet the conditions set out in clauses 3, 4, 5, 6 and 7 of this Criteria document.
- 14.** Any breach by the PCO of agreed procedures, as signed off by the Business Tourism Industry Working Group, will automatically result in the company being removed from the leads generation process operated by Fáilte Ireland.