

THE WORLD FEDERATION OF ROSE SOCIETIES
GUIDELINES FOR HOSTING WORLD CONVENTIONS, REGIONAL COVENTIONS &
INTERNATIONAL HERITAGE ROSES CONFERENCES

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INDEX

GUIDELINES TO HOSTING A WORLD CONVENTION: PAGE 1

GUIDELINES TO HOSTING A REGIONAL OR AN INTERNATIONAL HERITAGE ROSES CONFERENCE:

PAGE 6

COMPENDIUM OF USEFUL INFORMATION TO HOSTING AN WFRS EVENT: PAGE 9

GUIDELINES FOR MEMBER COUNTRIES WISHING TO HOST A
WORLD ROSE CONVENTION

INTRODUCTION

Successive World Rose Conventions are run under the sole auspices of the World Federation of Rose Societies (WFRS), which are usually conducted every three years, but can be subject to change; due to unprecedented circumstances, such as a global pandemic. The Executive Committee and Council however, delegate the detailed organization of each successive Convention to a WFRS national Member Society. These guidelines detail the procedures to be followed in submitting an application to host a World Rose Convention.

It is expected that the Convention Liaison Committee Chair will be an integral part of the planning and delivering of all WFRS Conventions/Conferences, ensuring requirements and standards are appropriately maintained. The role of the Chairman is to protect the WFRS' interests and integrity. This may necessitate visits to the site of the proposed venue, while regular updates to the Executive Committee, most particularly at its meetings, are required.

APPLICATIONS

- a. Applications may ONLY be submitted by a WFRS Member Society.

- b. The official application form should be completed and returned to the WFRS Executive Director, with a copy to the Convention Liaison Committee Chairman, not later than 6 months before the next World Rose Convention.
- c. The application form should be signed by 2 officers of the Member Society.
- d. All applications will be acknowledged by the WFRS Executive Director.

PROCEDURES

- a. Applications will be considered at the World Rose Convention held 6 years prior to the year in question.
- b. Each applicant will be given the opportunity to present the case for its Society at the aforementioned Convention.
- c. The presentation is to last up to 30 minutes and should be accompanied by either slides or a video. Time will be allowed for questions afterwards.
- d. An outline of the budget must accompany each presentation.
- e. Letters from key supporters are appreciated.
- f. Should there be more than one application to stage a World Rose Convention in the same year, Member Societies represented at the meeting of Council will be asked to cast their vote by secret ballot. The ballot is by simple majority and the result is immediately announced by the President.
- g. The Federation is a non religious, non political and non commercial organisation and such personal views held by Members or their subsequent national society, must never under any circumstances whatsoever, be undertaken or entertained when considering a bid from a Member Country of the WFRS to host a World Convention; a Regional Convention or an International Heritage Conference.
- h. Should there be a tie vote, the President has the casting vote

RESPONSIBILITIES OF THE SUCCESSFUL APPLICANT.

- a. All matters to do with the organisation, management and promotion of the Convention in co-operation with the WFRS, which will establish the basic requirements and provide all necessary help and advice.
- b. All financial matters including sponsorship.
- c. The invitation of speakers. The WFRS has no obligation to pay eventual fees or expenses for the speakers, which are the sole responsibility of the hosting Society.
- d. The schedule of WFRS meetings, in consultation with the WFRS President, the Chairman of the Convention Liaison Committee and the Executive Director, the programme of lectures and all Convention tours.
- e. The staging of a rose show and/or a rose exhibition and the production of the necessary show schedule.
- f. The pre and post tours. The opportunity to participate in these is highly desirable.
- g. To circulate to all WFRS Officers and Member Countries the preliminary Convention programme of events plus details of pre and post convention tours and approximate costing at least 18 months before the event via the Executive Director.

- h. Registration for the Convention must be open at least 12 months before the event. The final brochure, including the entire programme, hotels as well as pre and post tours, must be circulated to all WFRS Officers and Member Countries via the Executive Director.
- i. To ensure that the Editor of World Rose News, the Web Master and WFRS social media platforms receive appropriate copy to promote the Convention on a regular basis.
- j. The hosting Society will provide the WFRS President, Treasurer and Executive Director:
 1. Accommodation for the duration of the Convention; this may include pre and post tours at the discretion of the hosting Society.
 2. Registration fee to enable attendance of events covered thereby;
 3. Invitations to all official functions including Opening and Closing Ceremonies
 4. The Regional Vice President and the Convention Liaison Chairman should also be offered the above at the discretion of the hosting Society

VENUE

A city or town with the following attractions/amenities should be selected:

- a. A suitable Convention Centre adequate to the number of participants (see below);
- b. Some public and private rose gardens within a reasonable distance of the centre;
- c. If possible, special coinciding rose events eg. festivals, international rose trials and/or show;
- d. Ideally an international airport;
- e. A main Convention Hotel;
- f. A wide choice of accommodation, both in type and price;
- g. A good choice of restaurants;
- h. A good public transport system;
- i. A local contact person who can give advice regarding the above to potential participants.

CONVENTION CENTRE

- a. This need not necessarily be the main Convention Hotel.
- b. The Convention Centre should be within easy walking reach of the main Convention hotel; where hotels are not within a reasonable distance, a regular shuttle service must be provided for the participants and the cost of such be included in the registration fee;
- c. The Centre should have:
 1. Adequate lecture facilities with seating capacities capable of fully accommodating the expected attendances.
 2. Rooms for WFRS Council and Committee meetings with adequate seating capacities as determined by the WFRS. (see below).
 3. Facilities for simultaneous translations, audio-visual/overhead projection and power point presentation capabilities etc.
 4. Halls and/or grounds for rose shows and/or exhibitions, plus future Convention/Conference displays.
 5. An information and message centre to be manned throughout the Convention.
 6. A comfortable and private rest area for use should a participant become unwell during a meeting or lecture with adequate medical services available.
 7. Appropriate facilities for the efficient deliveries of refreshments.

LECTURE PROGRAMME

- a. The programme should appeal to as wide a diversity of rose enthusiasts as possible. Half day lectures alternating with visits etc. are to be preferred. While special attention may be given to roses, their breeding and their culture in the host country, it is stressed that a majority of lectures be directed to a general audience.
- b. Small discussion groups on subjects of limited appeal should be considered.
- c. Invited speakers should represent a wide geographical distribution.
- d. The official language of the WFRS is English and all meetings and lecturers should be held in English, or simultaneous translation into English provided at the discretion of the hosting Society, which shall decide if the number of non-English speaking participants warrants simultaneous translation and/or interpreters.
- e. Speakers already invited to previous Conventions with similar subjects should be avoided.
- f. Time must be allocated for the Federation's main sponsor to give a presentation, if required.

CONVENTION PROGRAMME

- a. The Convention should last approximately one week.
- b. Time should be allotted for an informal Meet and Greet, the Opening Ceremony, two Executive Committee meetings and one Council meeting, all Standing Committee meetings, a Friends of the Federation lunch/dinner, rose show/exhibitions, lectures, tours/special visits, a combined Banquet and Closing Ceremony, to be staged in one room only. The detailed programmes for the Opening and Closing Ceremonies are to be approved by the WFRS President and Convention Liaison Committee Chair before publication.
- c. Tours and special visits should be organised to take in rose gardens/nurseries and/or places of natural beauty and/or historical or general interest.
- d. A Master of Ceremonies should be appointed for the Opening and Closing Ceremonies and speeches kept to a sensible minimum. At the Closing Ceremony one speaker giving a vote of thanks to the hosting Society is sufficient. Pleas from delegates wishing to add their thanks should be politely declined.

COMMITMENTS

- a. A Convention shall be held under the sole auspices of the WFRS and this must be acknowledged on all printed literature/brochures/schedules and other means of communication.
- b. The Executive Committee is to be regularly kept informed of the planning and progress of the Convention.
- c. Persons attending the Convention must pay a registration fee to cover the general cost of the event.
- d. The registration fee must include a per capita levy of, currently £25, which is to be paid by the hosting Society to the WFRS Treasurer within 3 months of the end of the Convention.
- e. The hosting Society will guarantee the payment of a per capita levy for at least 400 registered participants to the WFRS Treasurer.
- f. The hosting Society shall send the list/number of registrations to the WFRS Treasurer immediately after the Convention.
- g. The Convention is ultimately the responsibility of the WFRS national Society Member, even if it chooses to delegate it to a Regional Society within its country.
- h. The Convention Convenor should be empowered to act and speak for the national WFRS Member Society and make binding decisions on its behalf.

- i. The WFRS flag must be displayed in a prominent position during of the Convention and then transferred to the next hosting Society at the Closing Ceremony.
- j. The hosting Society shall choose an artist to execute the paintings of the Hall of Fame winning varieties, and be responsible for their compensation.
- k. A summary report containing feedback from the hosting Society must be sent to the President, Executive Director and Convention Liaison Chair within 3 months of the end of the event. Suggestions are always extremely useful for Societies which might be considering staging such an event, and help them with its organization to the best of their ability.

GENERAL REQUIREMENTS

- a. Identification badges bearing the participant’s name and country of origin should also be provided. The registrant’s chosen name should be clearly visible.
- b. There must be a prominent, central information desk open 24 hours prior to the start of the Convention and all day during the Convention, where any information can be sought and messages left and/or received. While those on duty may not have the answer to every question, they should have the means of quickly obtaining it.
- c. A central hospitality area where tea and coffee is constantly available is desirable. This could also double as a rest area, bearing in mind the average age of the participants.
- d. The availability of a main meal catering should avoid competition with the general public. In many cases participants have only a limited time to eat between meetings or other functions, and most will want to sit together and chat.
- e. Adequate seating at all social functions must be provided, particularly when some delegates may be physically handicapped or elderly.
- f. At social events and, in particular at the Meet and Greet, the Opening Ceremony and Closing Ceremony and Banquet, it should be made clear whether drinks are included in the price of the ticket.
- g. Lectures should cover a wide range of topics about roses. Ideally, lecturers must come from a variety of climatic regions of the world, thus offering the widest possible appeal. All participants must be able to attend the lectures without charge.
- h. Lecture notes provided by the guest speakers must be published by the hosting Society.
- i. If Convention events are held on more than one site, there should be maps, and transport with circulating shuttle buses.
- j. The hosting Society must carry appropriate public liability insurance in case of accidents
- k. A rose show or exhibition must be held in conjunction with the Convention.

WFRS MEETINGS

It is the hosting Society’s responsibility to meet the cost of meeting rooms, all computer equipment, amplification equipment, coffee and water facilities, as well as all administrative equipment for the Executive Director for use during and subsequent to all Committee meetings.

It is important to avoid overlapping Committee meetings, to allow sufficient time to cover all matters on the agendas and to allow time between Committee meetings. The meetings must not overlap lectures, but may take place at the same time as the Rose Shows/Exhibitions. The following is a guide for the organisers, who should liaise closely with the Executive Director and the Convention Liaison Chair.

Meetings	Attendance	Duration (hours)
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Awards Committee (Perhaps two sessions)	40/60	3
Breeders' Club	20	1
Classification & Registration Committee	15	2
Convention Liaison Committee	40/60	2
Council meeting	60/80	3+
Executive Committee 1	20	3
Executive Committee 2	20	2
Heritage and Conservation Committee	40/60	2
Honours Committee	6	2
International Rose Trials Standardisation Committee	20	2
Promotions Committee	30/40	1
Publications Committee	40/60	2
International Judges Committee	20	1

(Note: Meetings of the Breeders' Club, the Classification & Registration Committee and the International Rose Trials Standardisation Committee could be combined.)

GUIDELINES FOR MEMBERS COUNTRIES WISHING TO HOST A REGIONAL CONVENTION OR AN INTERNATIONAL HERITAGE ROSES CONFERENCE

PREAMBLE

Applications must be received at least two years before the proposed dates of a Regional Convention or an International Heritage Roses Conference, which may be held by any Member Society, subject to the approval of the WFRS Executive Committee or the Executive Committee and WFRS Council. Applications received mid-way between World Rose Conventions will be considered by the Executive Committee, either by digital vote or during a Regional Convention, upon condition of it having a quorum. Applications received immediately prior to a successive World Rose Convention will be considered by both the Executive Committee and at the meeting of Council. The successful applicant will be given the opportunity to make a short presentation of its proposed programme during an Executive Committee meeting between World Conventions, or to the Convention Liaison Committee meeting during the World Rose Convention.

Once approval has been given, the host Member Society must circulate a preliminary programme of events to the President, Vice Presidents, Executive Director, Treasurer, Convention Liaison Committee Chair, the

Editor of WRN and all WFRS Member Societies. The official brochure, which should contain the entire programme of events for the duration of the Convention, pre and post tours as well as the registration form, must be circulated to all Member Societies in good time, ideally one year before the event, via the Executive Director.

APPLICATIONS

- a. Only WFRS Members may apply to hold a Regional Convention or an International Heritage Roses Conference or nominate a Regional Society together with another suitable organization to do so.
- b. Any applications to host a proposed combined event, such as hosting a mixed Regional Convention with an International Heritage Roses Conference will not be considered.
- c. Applications should be made in writing to the WFRS Executive Director, with a copy to the Convention Liaison Committee Chair, at least two years before the proposed dates of the event.
- d. The Executive Director will acknowledge the application and send the necessary form to the applicant by email.
- e. The form should be completed and signed by two officers of the Member Society and copies sent to the President, the Executive Director, the Area Vice President and the Chairman of the Convention Liaison Committee.
- f. Should the application be received mid-way between World Rose Conventions and considered by the Executive Committee by a digital vote or during a Regional Convention, the Executive Director shall immediately inform the result to the Member Society concerned, as well as the eventual Regional Society or other suitable organization nominated to host the Convention by the above Society. Copies thereof shall be sent to the President and the Chair of the Convention Liaison Committee.
- g. The Federation is a non religious, non political and non commercial organisation and such personal views held by Members or their subsequent national society, must never under any circumstances whatsoever, be undertaken or entertained when considering a bid from a Member Country of the WFRS to host a World Convention; a Regional Convention or an International Heritage Conference.

CONDITIONS

- a. Regional Conventions or an International Heritage Roses Conferences may not be held during the period six months prior to or six months after a World Rose Convention.
- b. A Regional Convention or an International Heritage Roses Conference is the responsibility of the Member Society in liaison with the WFRS.
- c. A Member Society may nominate one of its Regional Societies together with another suitable organization to host the Convention on its behalf.
- d. In the case of c. above, the application form must also be signed by an officer of the Regional Society and the other suitable organization.
- e. The Member Society shall appoint a Convention Convenor/Co-ordinator who shall be empowered to act on its behalf and liaise with the Chairman of the Convention Liaison Committee.
- f. The hosting Society will guarantee the payment of the per capita levy of a minimum of 100 registered participants.
- g. The hosting Society shall send the official listed number of registrations to the WFRS Executive Director immediately after the Convention/Conference.
- h. The registration fee must include a per capita levy, currently £15, which is to be paid to the WFRS Treasurer with three months of the end of the Regional Convention/Conference.

COMMITMENTS

- a. A Regional Convention or an International Heritage Roses Conference is held under the sole auspices of the WFRS and must be acknowledged prominently in print and other means of communication on all publicity material.
- b. For a Regional Convention, the hosting country should privilege and actively promote regional speakers from their own countries or region / part of the world . For an International Heritage Rose Conference, the invited speakers should represent a wide geographical distribution focused on Heritage roses.
- c. Time must be allocated for the Federation's main sponsor to give a presentation, if required.
- d. The WFRS flag must be displayed in a prominent position for the entire duration of the event.
- e. At the Closing Ceremony the flag will be passed on to the Convenor of the succeeding hosting Convention or Conference.
- f. The Executive Committee and the Convention Liaison Committee Chair must be regularly informed of the planning and progress of the Convention.

RESPONSIBILITIES

The Member Society shall be totally responsible for

- a. Obtaining sponsorship
- b. The programme of events, together with the Convention Committee Liaison Chair, and the duration of the Convention, usually 4 days. It is important for the hosting Society of a WFRS Regional Convention to focus on local interest and concern for its Area, as opposed to a World Convention, dealing with the interests and situations of our Societies around the globe.
- c. The choice of and invitation to speakers/lecturers to suit the particular type of event, be it a Regional Convention or an International Heritage Roses Conference.
- d. The expenses for speakers, which are at the discretion of the hosting Society.
- e. The arrangements for eventual pre and post Convention tours.
- f. The complimentary accommodation for the President and Area Vice President for the duration of the Convention.
- g. The Member Society must ensure it carries proper liability insurance for the protection of itself and the participants.
- h. First aid and medical assistance should be available at all times.
- i. In the event that a WFRS Executive Committee or any other Committee meetings are scheduled at the Convention or International Heritage Roses Conference, the hosting Society must provide suitable facilities and equipment for these meetings in consultation with the Executive Director and the Convention Liaison Chair. In essence, the following are considered as official meetings: for a Regional convention only one meeting ; the WFRS Executive Committee and for an International Heritage rose conference only two meetings, the WFRS Executive Committee and the Conservation & Heritage Committee.
The other committee meetings could be organised at the discretion of the hosting society and in accordance with the President and the Executive Director but will not be recorded as official meetings.
- j. A post Convention/Conference summary report from the hosting Society must be sent to the President, Executive Director and Convention Liaison Chair within 3 months of the end of the event.

COMPENDIUM OF USEFUL INFORMATION
FOR WFRS MEMBERS WISHING TO HOST A
WORLD CONVENTION, REGIONAL CONVENTION OR INTERNATIONAL
HERITAGE ROSES CONFERENCE

1. It is strongly advised, especially for the World Rose Convention, that a **professional agency**, which organizes conventions/conferences (dealing with and co-ordinating registration, payments, reimbursement in case of cancellation, etc.,) be engaged by the hosting Society. Assistance could also be requested from a travel bureau for visits to local venues of interest during the event, plus the planning of pre and post tours. When necessary, guidance and letters of invitation must be given to registrants for the early application for visas.
2. **Programme of the Convention.** Conventions should have an overall title (“A Fairytale of Roses”, “Celebration 22” or “Roses for the Future”). The programme should include lectures covering all aspects of the rose with particular attention to the climatic conditions etc. of the country. Also to be included should be a rose show/trials, floral/artistic exhibitions, visits to parks and gardens both public and private. Possibly it would include local cultural events and festivities, which help to include the city and its population. The programme and the duration of the Convention/Conference is the responsibility of the hosting society in liaison with the Convention Liaison Chair.
3. In recent years the Chairman of this Committee, sometimes accompanied by the President, Executive Director or the Vice Chairman, has scheduled a **visit to the location** of the proposed venue, both before and after a bid has been approved, in order to evaluate the suitability of the venue, suggest and advise the most appropriate programme to be offered to prospective participants.
4. The **WFRS flag**, which will be passed on to the hosting Society by the previous hosting Society, must be displayed in a prominent position for the entire duration of the Convention or International Heritage Roses Conference. The flag shall be transferred to the following hosting Society during the Closing Ceremony. (To note, there are two flags, one to be used during World Rose Conventions and another for Regional Conventions/ International Heritage Roses Conferences.)
5. **Timely opening of registration** (At least one year in advance, in order to facilitate travel programmes and convenient flight fares for those coming from afar.) Ample time should be calculated for early registration. Registration should be as simple as possible; the form should preferably give the possibility for double/family registration. In the case of Regional Conventions, where the number of participants is smaller, but so too accommodation and services, it is important to stress early registration, in order to reserve hotels etc. without causing the organizers last minute logistic problems.
6. Consideration should be given as to whether day by day, **local participation** by the general public, should be permitted.
7. **Sponsorship** is the total responsibility of the hosting Society unless it conflicts with the ethics of the WFRS. These are to be approved by the President, the Executive Director and the Convention Liaison Committee Chair.

8. **Promotion**, national and international must include the Federation's publications, WRN and BOAN, social networks and Member Societies' and affiliates' publications. Information regarding updating and eventual changes of the programme must be promptly circulated to the Publications Committee, the Social Media Committee and the web master in order to give maximum publicity to the Convention. Some societies advertise the events in their annuals, so it is vital to give as much information as possible as early as possible. This should also be produced in black and white, as some annuals do not use colour.
9. Participants should receive notification of availability of **electronic contact** (Google, etc.) Also an indication of whether internet facilities are free or not.
10. At least three weeks before arrival, including pre and post tours, participants' **dates of arrival and departure and flight numbers** should be checked and confirmed.
11. **Reception upon arrival.** When possible there should be reception stand at the airport, otherwise volunteers with boards carrying WFRS and national Society logos, to assist in indicating local transport - shuttles, filled limousines or other means - to hotels. Equally, transport indications should be available upon departure at the end of the event.
12. **Accommodation.** Choice of hotels to suit all pockets preferably within walking distance of Convention Centre/Hotel is highly recommended. Suitable floral decorations in the hotel halls always make a positive atmosphere. Regular pick up and drop off services for participants in hotels further away are mandatory.
13. Consignment of **Convention kit** at a desk in the Convention Centre/Hotel. There should always be sufficient volunteer staff to cope speedily, particularly with the arrival of groups, who might be tired after pre tours.
14. **Contents of Convention kits** are to include handbooks, preferably wire bound to open flat, with day by day schedule of events and lectures, lecturers' CVs., plus a separate booklet with the printed lectures, which have been supplied well beforehand by the speakers. Name badges with large lettering on both sides (name, preferred name, country) meal, show and tour tickets (preferably of a size to fit into the name badges), brochures of gardens and touristic sites, city maps, local amenities and emergency numbers. Any other information provided by sponsors.
15. Organisers must comply with international data protection laws, and never publish, circulate or broadcast any personal details of any participants, in printed or digital formats.
16. Convention Centre with **permanent desk** for information and assistance open at least 24 hours prior to the start of the event, as well as a bulletin board to update attendees of any change of the day's activities.
17. **Tables and space** in a central area must be provided for the promoters of future Conventions/Conferences as well as for the Friends of the Federation.

18. **Welcoming party** - Meet and Greet, is very informal, giving participants the opportunity of mix and catch up on friends. Buffet-finger food and drinks (included in the registration) with floral decorations and perhaps music provide the congenial atmosphere.
19. **Food.** Special requirements must at all times be available. Local specialities and European cuisine provide a choice for all tastes. It is very important to state, also in the guide book, which meals and drinks are included in the registration and which are not, in order to avoid embarrassment.
20. **Protocol for Opening Ceremony.** WFRS flag on prominent display. Choice of MC, (mandatory for a WRC) if felt necessary. Entertainment. Introduction of WFRS President – welcoming remarks and official opening of the Convention. President of hosting Society's welcome and introduction of special royal, government, municipal guests who might like to take the word. (Only for WRC – Flags of WFRS Member Societies represented should be well in evidence. Videos of Presidents Emeritus. Hall of Fame winners announced. Paintings presented to breeders by President.) Entertainment and reception.
21. **The choice of lecturers and moderators,** as well as their eventual compensation is at the discretion of the hosting Society. Lecturers who confirm their participation should supply a short CV and inform of which lecture aids would be required. This information should be supplied to the day's moderator. It is wise to have a reserve lecturer or two in case there are last minute dropouts. Question time and coffee breaks should be calculated in the programme and strictly adhered to.
22. The presentation of future events should also be calculated into the daily programmes: WRC 30 minutes, Regionals and Heritage Conferences 15minutes.
23. **Timing** of luncheons must include time to relax and and freshen up. The boarding of buses for local excursions or half-day tours also takes time.
24. **Buses** should always be numbered or in some way be indentifiable for their passengers. Large buses with 2 doors make for speedy unloading/loading on excursions. Stops must be calculated for every two hours in order to refresh/washing hands should this not be possible on the buses. Consideration must be given to eventual traffic congestion in large cities in order to remain within the timetable. Disabled access to the buses is desirable.
25. **Convention tours** – should include a plethora of available options - nurseries, public and private parks and gardens and sites of natural beauty. City tours could include museums/port/old city/monuments, places of worship, etc.
26. Thought should be given to a separate programme for **accompanying persons**, who would not necessarily attend the lectures, and should have the possibility of tourism and shopping.
27. Some **free time.** Could include a break in the programme of a sponsored day tour to a place of special interest. Free time could be given also in the evenings to relax and socialise or perhaps also a show or theatre/opera/cultural event. Free time on the afternoon before the Closing Ceremony is also appreciated.
28. **Friends' Lunch/Dinner** is to be included in the programme and is the occasion to demonstrate local culinary traditions at an acceptable price. The hosting Society should inform the Executive Director

well in advance of the cost of the event and choice of menus, so that he/she might send a circular to know how many Friends will be attending the get-together, including eventual dietary requirements. Payment to the Executive Director, Treasurer or the Convention's organisers should be made in advance, preferably by a pre payment facility on the Convention's official website.

29. **WFRS Committee meetings.** Every effort be made to avoid conflict of timing with other events. Perhaps an entire day for meetings prior to a World Convention opening could be built into the programme. (This would mean that Members' delegates should be advised to arrive one day earlier.) Close collaboration with the Executive Director is necessary with regard to the amount of time for each committee meeting. Recently an increasing amount of committee meetings are also held at Regional/ Heritage Roses events. Chairmen must inform as to how much time they require and the estimated number of participants. Light refreshments required during the meetings should be supplied by the hosting Society. In the case of exceptional Executive Committee evening meetings, participants could be asked to contribute for a working meal.
30. **Suitable facilities** must be provided for the Executive Director in order to work efficiently – computer, telephone, word processor and printer as well access to a photocopier.
31. **When the Closing Ceremony and Banquet** is optional, a separate cost should be provided for participants. It is important to indicate the dress code. In the case of World Conventions it is a gala dinner, giving participants an opportunity to show off all their elegance.
32. Whenever possible it is preferable to have **participants placed at tables** with name cards, although at a WRC with a large number of attendants it could be difficult. Certainly all office holders and special guests should be placed at reserved tables. The President, Executive Director and Convention Liaison Chair, together with the Convenor, will determine the seating of the top tables. At the entrance a large board should indicate the tables and names of those seated to enable all to find their placing easily.
33. **Protocol of Closing Ceremony.** The MC is to welcome guests and present the evening's programme. There could be entertainment, although loud music impedes conversation, particularly when participants are saying their farewells. In the case of WRCs, the presentation of the Literary, Garden and WFRS Awards must to be inserted during the gala dinner. The flag will be handed over to the next hosting Society, the President will present his/her farewell address and the incoming President his/her inaugural address. End of the Convention.
34. **Pre and Post tours.** The purpose of these is to offer those participants, with time and interest in a fuller view of the country, its peoples and sites of particular natural/historical/architectural relevance. A choice of tours should be offered, also regarding number of days and price. Minimum and maximum numbers stated. Convenient accommodation at a meeting point near to the airport on the day before the start of the tours in order to rest and relax. (The additional price of one day - also for the last day of a post tour must be included on the invoices.) Participants should ideally receive their pre convention kits prior to the pre-tour with their badges plus information regarding their programme of visits and an introduction to the history and specialities of the area.