

CISM GENERAL ASSEMBLY AND CONGRESS

GUIDELINE FOR ORGANIZERS



Edition 2021

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1. TERMS OF REFERENCE

This Guideline for the organizers of a General Assembly and Congress (GA & Congress) meeting has to be read in conjunction with the CISM Regulations, **Edition November 2020** and the CISM Flags Manual **edition 2020**.

The CISM Statute and the CISM Regulations are the supreme regulations references for all CISM events.

Without discrimination towards any gender represented, all articles use masculine gender as neutral.

This manual is available in English and French but in the occurrence of any misinterpretation or misunderstanding arising from language trouble, the English version shall prevail.

2. ABOUT CISM GENERAL ASSEMBLY AND CONGRESS

The supreme authority of CISM is the General Assembly (GA) in which all member nations are represented (each having one vote). It approves statutory matters, strategic and annual operational plans and convenes once a year. The General Assembly is organized every year preferably in May and requires detailed preparation, following procedures explained in these guidelines.

3. PARTICIPANTS

The following authorities are subject to participate at a General Assembly:

- President of CISM;
- Vice Presidents of CISM (one by Continent);
- Secretary-General of CISM (SG);
- Members of the Board of Directors (BoD);
- Treasurer General;
- Chiefs of Delegation of member nations;
- Presidents of Commissions not belonging to the BoD;
- Presidents of CISM Sport Committees (PCSC);
- Delegates of member nations;
- Members of the Commissions;
- Members of CISM President's Office;
- Members of the General Secretariat;
- Representatives of partner firms and sponsors; and
- Guests invited both by CISM and the host nation.

Each delegation shall comprise a maximum of three (3) delegates: one chief of Delegation and two delegates. The number of delegates mentioned does not include the CISM President, Vice Presidents, BoD members, Commissions' Presidents, PCSCs and Commissions' members. These people have official functions in CISM and have to be added under the same conditions as their respective nations' delegates.

The following table represents the maximal acceptable composition of a CISM Member Nation attending a CISM GA and Congress:

Official function	Maximal number
Chief of Delegation	1
Official delegates	2
CISM President	1
CISM Vice President	1
CISM BoD member	1
CISM Treasurer General	1
PCSC	Not limited *
President of a CISM Commission	Not limited *
Chief of Liaison Office	1

* Some countries contribute with more than one person

Because of the large number of delegations and the complications involved in the organization of a General Assembly, member nations are requested to strictly respect the composition mentioned above.

As a courtesy to the participants, the Local Organizing Committee (LOC) is asked to invite spouses and to organize a specific cultural/touristic program for them.

Each member Nation is requested to maintain the CISM HQ permanently informed on the amendments to the composition of its official delegation to CISM. In this sense, **the CISM Directory is the only officially recognized document** listing the most up to date and accurate composition of each member nation or CISM body. CISM Member Nation may not register officials not listed in the CISM directory.

When the Chief of delegation cannot attend a CISM GA, he shall delegate his voting authority to one delegate. For this proposal, the Chief of Delegation has to send in advance (at the latest, upon arrival in the host nation) an official letter to the CISM SG informing his inability and the name of the delegate who will replace him temporarily. Such a document of investiture must be signed by the Minister of Defence or by an authority accredited by him, concerning delegates whose appointment has not yet been officially announced, i.e. whose name is not indicated on the CISM Directory. A delegate unable to present such a document will only be considered as an observer. The Commission for the Verification of Credentials will examine the documents presented.

The host country – LOC - may invite one or two observers from non-member countries. Representatives from embassies and military attachés accredited to the organizing country are considered as observers. Representatives from sports organizations in contact with CISM may also be invited.

The organizing country (in coordination with the CISM HQ) shall invite representatives from national and international media to take part in the main activities of the event, especially in the press conference.

The organizing country should also invite CISM Members of Honor of its own country.

4. PREPARATION

The General Assembly and Congress should take place in a different continent every year, in order to stimulate the involvement of many countries and to share the efforts to organize CISM activities. The organization of the GA & Congress is entrusted to a nation at least two years in advance. Consequently, the organizing country has enough time for its preparation and also permits the country to observe the preparation of the previous host nation.

4.1. Place

The GA raises considerable interest in the area in which it is organized and may, as experience has shown, lead to the affiliation of new countries. Since more than 300 people are participating in this major event, it is advisable to organize the GA & Congress either in the main city or in its proximities, where the Government is located and close to an international airport. The choice of an appropriate location is very important since it will facilitate transport, accommodation and communication, avoiding disgusting problems and reducing logistics costs.

4.2. Date

The ordinary GA convenes either in April or May to permit the closure of the CISM accounts of the previous year. During the first on-site pre-visit, the LOC has to present to the CISM Secretary-General and CISM Protocol & Events Manager three possible dates for the statutory event. The CISM SG will consult the BoD and he will inform the country of the decision taken. Once the date is established the host country cannot change it without CISM SG approval.

4.3. Preparation

A well planned and well-executed preparation in advance will assure a further successful event. This phase has to start as early as possible and its first step is to set up a Local Organizing Committee (LOC), which will be in charge of the organization of the event. Once appointed, the LOC is considered as the main entry point of contact for CISM for all issues related to the preparation of the CISM GA & Congress. It shall be responsible for all matters relating to the planning and execution of the activities as well as it shall be the main interlocutor of the CISM General Assembly Coordination Committee (GACC).

The second step is to select at least three venues and accommodations (following the minimum requirements) to submit to the project manager (CISM Protocol & Events Manager) during the 1st on-site preparatory visit. It is advisable to have both the accommodation and the conference center in the same complex or within a walking distance. It will facilitate the logistics aspects. At this moment, it is also advisable the LOC describe what they are thinking about cultural activities, spouses program, protocol audiences and other extras activities. After the decision taken about hotel and conference centers, the next steps are related to the preparation itself, following a matrix of responsibilities and a timeline. You may find in Appendix 2 a checklist which can be useful for guiding the LOC during the event's preparation.

4.4. Preparatory Visit

Preparatory visits are required to maximize efforts between the CISM HQ and the LOC to prepare in optimal conditions the CISM GA & Congress. CISM General Secretariat shall provide the knowledge and expertise, which CISM has acquired over the years as a result of it overseeing the organization of the previous CISM GA & Congresses, to assist the host nation delegation to CISM concerning the planning, organization and operation of the GA.

The preparatory visits are planned in the following sequence:

- a. **M - 15** (15 months before the event): first preparatory visit (CISM SG + Protocol & Events Manager)
 - i. Final selection of the hotel + convention center
 - ii. Definition of a matrix of responsibilities + timeline
 - iii. Meeting with the Minister of Defense and/or Chief of Staff
 - iv. Discussion about the invitation file and overall schedule of activities
 - v. Visas Issues
 - vi. Discuss the minimum requirements (checklist)
 - vii. Contract signature*
*** It would be more convenient to sign the contract during the GA & Congress on the year before the event per se.**

- b. **M - 9**: second visit (Protocol & Events Manager) with the following purposes :
 - i. Definition of all protocol activities
 - ii. Definition of the meeting rooms set up
 - iii. Discuss Visa procedures
 - iv. Finalize the invitation file and the general program of activities
 - v. Elaborate on the plan of Audiences and protocol visits
 - vi. Discuss the scenario and scripts of the ceremonies
 - vii. Review of the overall program of activities
 - viii. Discuss the minimum requirements (checklist)

An extra preparatory visit can be scheduled according to the request of the host nation.

For all these activities described above, the traveling costs are at CISM expenses while the LOC covers the full board and lodging as well as transportation on the place.

5. PROGRAM

The general program of the GA & Congress is elaborated by the General Secretariat in synchronization with the LOC. It will be disclosed in the official invitation, which means the unexpected changes are not welcome because they can create inconveniences and misunderstandings.

The typical general program is given hereafter:

Date	Activity	Dress code
D - 3	Arrival of CISM Secretariat*	Civilian
D - 2	Preparatory meetings BOD members arrival	Civilian
D - 1	Preparatory meetings BOD members arrival Delegations Arrival	Civilian
D	Delegations Arrival	Civilian
	BOD Meeting (1 st Section)	Service Uniform
D + 1	Protocol programs Commissions Meetings PCSC Meeting	
	Press Conference	
	Opening Ceremony	
D + 2	Opening Cocktail	Service Uniform
	Continental Meetings	
D + 3	Congress	Sports equipment
		Friendly Sports Competitions
D + 4	Congress	Service Uniform
D + 5		Civilian
D + 5	General Assembly	Service Uniform
	Closing Ceremony	
	BoD meeting (2 nd Section)	
	Gift Exchange	Class A Uniform
Gala Dinner		
D + 6	Cultural Events	Civilian
D + 7	Delegations Departure	

***When it is necessary, the CISM Protocol & Events Manager will arrive some days prior to the event.**

6. FINANCIAL CONDITIONS

As a general rule, a country organizing a GA & Congress will base its organization on the following conditions:

6.1 Travelling expenses

All participants' travel expenses to reach the host country (nearest international airport) are borne by the delegations they belong to. Local transportation is at the expense of the host nation.

6.2 Transportation

The Organizing Committee will provide transportation means for every accredited participant for all official movements including the airport pick-up and drop-off, the courtesy calls to local and national authorities held outside the official hotel, the cultural activities or any other activities requiring a group movement.

The following table recaps the transportation means to be provided:

CISM authority	Transportation means	Availability
CISM President	Private car	24h/day
CISM Secretary-General	Private car	
4 CISM Vice Presidents	Private car	
CISM VVIP/VIP Guests	Private car	
Members of the CISM General Secretariat	A 15 seaters minibus	
Other participants	Minibusses or buses	During official movements

The Organizing Committee does not have any other obligation to provide on-demand transport to other participants. However, to offer a taxi service at the hotel lobby is a must.

6.3 Board and lodging

The host nation shall provide full board and lodging for the hereafter officials during their entire period of work in the host nation:

CISM authority	Max Number	Type of room
CISM President	1	Senior suite
CISM Secretary-General	1	Junior suite
CISM Treasurer General	1	Single room with safe
Members of the CISM HQ	10	Single rooms
Specific guests or Key-note speakers	2	Single rooms

The financial contribution for all other participants and accompanying spouses/companions is fixed by the LOC in accordance with the CISM General Secretariat and **it may not exceed 140 EUROS (single room) and 180 EUROS (double room) including lodging and full board**. The financial contribution must be clearly announced in the invitation and may afterward not be changed.

The above-mentioned conditions are valid for the duration of the General Assembly. If a participant stays for a longer period (early arrival, later departure), the conditions of stay may vary.

The LOC is also responsible for all financial aspects regarding lodging and full board for its personnel and the interpreters. For the latter, the General Secretariat can help in finding interpreters but the organizing committee shall cover travel costs, full board, lodging and daily allowances.

6.4 Convention Center

The LOC is responsible to pay for all costs related to the renting and operating of the convention center as well as to cover all costs related to the translation services as specified in this Guideline.

The LOC has to take note of all requirements related to the provision of the meeting rooms and its equipment, including translation requirements as they are listed in this Guideline.

7. SUMMONS-INVITATIONS

The General Secretariat prepares the summons (notice of meeting) and a summary of the agenda. After that, the LOC elaborates in synchronization with the General Secretariat the official invitation file.

The LOC must submit the invitation to the CISM Secretary-General approval at least eight (8) months before the agreed date of the activity. Once it is approved, the LOC must send the invitations to all member nations at least six (6) months before the date established to start the General Assembly. The official invitation file and its annexes will also be available for download on the CISM website.

The invitation file must contain:

- a. Cover page with the CISM emblem and the organizing country's coat of arms;
- b. The summons (convocation)
- c. The standard invitation text signed by the Minister of Defense of the host country;
- d. The distribution list (member nations, observers and other guests invited by CISM and LOC);
- e. The general program;
- f. The conditions of stay;
- g. Miscellaneous information as following:
 - The amount of finance charges in internationally convertible currency (preferable in US Dollar). This must be specified for single and double rooms and full board;
 - The number of delegates admitted per country (in principle three);
 - Conditions of stay for accompanying spouses (including special programs);
 - Conditions of stay for assistants (aide de camp, press attaché, etc...);
 - Cultural day and other cultural activities available on-site;
 - Practical information concerning:
 - Police regulations (passport, VISA, etc...);
 - Access to the location of the General Assembly (nearest airport, train station, etc...);
 - Customs regulations and formalities required for entry to the country;
 - Health regulations (vaccinations, etc...) and medical services;
 - Dress regulations (winter-summer uniforms, etc...);
 - Weather conditions;
 - Points of contact (email and phone numbers);
 - Extra expenses to be met by participants (hotel, meal, beverages, airport taxes);

h. Registration forms

Through the registration forms, the member nations will officially inform the LOC of their intention of attending the event. Based on these documents the LOC will plan hotel bookings, airport/train station pick up and drop off, transportation, as well as all administrative and logistical matters. These documents must be simultaneously sent to the LOC and the CISM HQ.

The LOC has to send attached to the invitation the templates of the following agreements:

- **Preliminary agreement** (to be returned at least **three months** before the General Assembly). The preliminary agreement informs the LOC of the name of participants or at least the number of attendees. It works as an important operational basis. At this opportunity, the LOC can also ask other data, according to its needs.

- **Final entry** (to be returned at least **45 days** before the General Assembly). The final agreement specifies the names, ranks and function of the participants, as well as arrival and departure flight information, Credit Card data and other relevant and necessary information requested by the LOC and the hotel.

The hotel selected for the event may demand credit card data to guarantee the reservation. However, it is important to take into consideration that many countries either don't use credit cards or don't allow their officials to use it for official activities. It means that the selected hotel has to be flexible and accept payment upon arrival.

It is advisable to emphasize in the invitation file that all member nations have to send their preliminary/final entry forms even those which will not attend the event. In this case, they are asked to send either a registration form or a letter declaring their no attendance. This procedure helps the LOC to manage the hotel bookings.

Due to internal administrative issues, national bureaucracy, issue of visa and sometimes lack of commitment, some countries don't follow the deadline fixed by the LOC to send the registration forms. The LOC has to be aware and prepared to deal with this most likely situation. **It is strongly recommended to be clear in the invitation file that neither the host nation nor the CISM HQ may be held as responsible for the booking of the delegations rooms after the Final Agreement deadline.**

As mentioned above, these registration forms must be sent both to the LOC and to the CISM HQ. The CISM Protocol & Events Manager will consolidate the information received through the agreements and will cross-check this information with the LOC weekly in order to avoid loss of information and misunderstanding.

Managing correctly and accurately these documents and data, mostly the final entries, is the first step for a successful event.

8. GENERAL ORGANIZATION

8.1. Patronage committee

The General Assembly and Congress may be placed under the patronage of high authority or a patronage committee. In the case of a patronage committee, it consists generally of governmental, military and sports authorities from the host country.

8.2. Host delegation

The Chief of host delegation is responsible for all aspects of the long-term preparation of a General Assembly i.e.:

- Drawing up the operating chart;
- Appointment of the organizing committee;
- Drawing up a financial plan;
- Drawing up an exact calendar (with the place, date, activity and other important information);
- Drawing up the invitation file;
- Drawing up an exact day-by-day program;
- Selection of hotels and conference centers to host the event;
- Sending out invitations to the participants;
- Purchase of CISM medals and other awards;
- Organization of information conferences;
- Media information.

8.3. Local Organizing Committee

The Local Organizing Committee (LOC), made up of citizens of the host country, may call upon technicians from other countries for assistance.

The LOC is responsible for the spot preparation of a General Assembly which includes:

- Appointment of the various sections and definition of their duties;
- Organization of the secretariat;
- Information flow to the participants.

The LOC should cover the following areas:

a. Secretariat

- Organization of the both LOC secretariat and CISM Secretariat;
- Provide accreditation for all participants;
- Prepare the event brochure;
- Organization of the meeting rooms and equipment (stands, sound equipment, poles and flags, coffee break, sanitation, translator cabins,...);
- Printing and dispatching of paperwork and documents;
- Deal with translators;
- supervise the welcome desks (airport, conference center and hotel)
- Other.

b. Protocol

- General protocol;
- Reception and welcoming of officials and missions,
- Organization of the opening and closing ceremonies and the official picture of the event;
- Organization of Welcome Cocktail or Dinner and the Gala Dinner (closing banquet);
- Organization of the Gift Exchange;
- Prepare flags and anthems;
- Organize Protocol meetings between CISM authorities and Local authorities;
- Organize Awards ceremonies (Provide cushion and military to hold the medals);
- Provide Master of Ceremony and prepare the ceremonies scripts;
- Responsible for rehearsals.
- Other.

c. Public relations

- Provide tourist brochures, maps, guidebooks, miscellaneous;
- Operate the welcome desks at the hotel and conference center;
- Contacts with reporters, organization of the press conference and press coverage before, during and after the event;
- Organization of ladies program and a cultural day;
- Information and communication,
- Presentation of awards and gifts (LOC shall deliver a gift to the CISM authorities and to the chief of delegations);
- Photo and video coverage.
- Other.

d. Financial

- Preparation of estimates;
- Management of funds;
- Payment of bills.
- Other.

e. Logistics

- Organization of Pick up and drop off at the airport;
- Organization of local transportation;
- Operate the welcome desk at the airport;
- Supervision of traffic, staff cars, fuel, parking;
- Support the protocol section on the reception and welcoming of officials and missions;
- Hotel bookings;
- Lodging and meals for the participants and additional members of the organizing committee;
- Coffee break;
- Organization of first aid and medical services (mobile and stationary units);
- Provide adequate security for the event;
- Point of contact with the hotel and conference center managers;
- Other.

For your information, hereafter you may find the organizational chart of the LOC of the 69th CISM GA and congress.



9. ARRIVAL OF PARTICIPANTS

Delegates and participants may arrive at the event place using different means of transport. The most commonly used is air transportation, but also railway and car transportation should be considered when the location permits.

The period of arrival of the participant at the airport/train station up to his check-in at the hotel is very sensitive, mostly for those who traveled for many hours or even days. For this reason, these procedures must be as fast as possible. Nobody shall wait for more than 30 minutes at the airport/train station after arrival. If it's necessary, more shuttles must be available.

People responsible for this activity must carry an updated and accurate list, based on the final entries, describing ranks, names, flight information (flight number, time, and terminal), as well as the room booked for the participant.

9.1. Airway

The organizing country must establish a welcome desk at the airport (**all terminals**), on a 24-hour basis. This desk must be in direct contact with the secretariat and thus with the logistics/transport department. It is preferable to install this welcome desk at the luggage collection point. When a 24-hour desk cannot be provided, a visible bulletin board has to inform the arriving delegates what to do.

The organizing country must provide assistance to help the participants with the entry formalities. If possible, a room where refreshments are served should be available. A first welcome desk before the immigration point is advisable in order to guide the arriving delegates through the immigration services. When it is not possible a must should be to contact the Foreign Affairs authorities to reserve a line at the immigration desk for CISM participants to save time. This line has to be very well indicated.

The use of backdrops, folders or banners related to the event is mandatory to identify the meeting points, special lines and the directions to be followed.

All established welcome desks must be well informed about the list of arrivals and check the names of the participants arriving.

If necessary the presence of interpreters has to be ensured to welcome the participants in the two languages English and French. The same kind of help will be provided for the departure of the participants.

Sometimes participants arrive unannounced or at a different time or date. CISM does not encourage that, but the organizing committee should be prepared to deal with it.

When there are either more than 1 terminal or arrival point, the procedures must be the same for all of them.

9.2. Railway

Delegates arriving by train should clearly inform the organizing country of their arrival times. The same assistance described for the airway arrivals must be provided to those participants who arrive at the train station (when applicable).

9.3. Road

It is recommended to inform in the invitation file the geographic coordinates and the complete address of the hotel/conference center for those who decide to travel by car.

9.4. Attendance list

The LOC will establish –day by day- an updated list of participants arrived at the hotel and forward it to the secretariat of CISM.

9.5. Hotels rooms list

The LOC will provide the CISM HQ with the rooms' distribution list in case there is a need to contact one specific chief of delegation or an authority.

9.6. Program of stay (brochure)

The program will be given to the participants upon arrival displaying them the following information:

- Welcome from the Chief of host delegation and/or President of the Organizing Committee;
- Welcome from the CISM President;
- Overview of the country and the city;
- General information about the accommodation and feeding;
- General calendar;
- Detailed calendar and schedule of meetings;
- Place and date of the ceremonies;
- Place and date of the banquets;
- Dress code for various occasions;
- Security information;
- Medical services;
- Transportation service;
- Addresses and telephone numbers of the different embassies;
- Other important information.

10. DEPARTURE OF PARTICIPANTS

The organizing committee will be in charge of confirming the departure time of each of the participants and will organize the transport to the airport/train station, as well as provide all necessary help to them (passport control, check-in, etc.). Therefore, a CISM desk should be organized for the departure.

11. PARTNER FIRMS

Representatives of partner firms will be considered as normal guests. Special help will be foreseen for the transport and storage of their exhibition material. Technicians should be ready to help them to build up the stands.

12. HOTEL

The host nation has to provide a help desk at the hotel lobby with people from the Organizing Committee ready to distribute accreditation, brochures, etc. and give all the information necessary and demanded by the event's participants.

The LOC has to avoid as much as possible to have more than 1 hotel. In the case of multiple accommodation venues, the CISM Head of Protocol will indicate some sequence for the accommodation in the main hotel, which should be:

Priority 1: all BoD members (and personal assistants if any)

Priority 2: CISM HQ

Priority 3: Chiefs of delegations ranked general (or equivalent)

12.1. Check-in

In order to avoid problems, the participants at the General Assembly are advised to pay the amount of money specified in the invitation upon arrival at the hotel at the moment that they check-in or within 24 hours after their arrival. Neither the host nation nor the CISM HQ may be held as responsible for the default of payment.

Most delegates have had a long trip and will be tired when arriving at the hotel. They will be helped with the check-in and the transport of luggage. A “welcome” drink is advisable and is proved to be “anti-stress”.

When the payment is made, the participants must receive their accreditation for the event and an information package with all necessary information on their “rights and duties”, the program (brochure), and other relevant items such as invitations to ceremonies and dinners, meal tickets, tourist information, etc.

12.2. Info board in the lobby

It is necessary to provide an information board in the lobby of the hotel, on which the Organizing Committee exposes the daily program, the latest changes or other relevant news.

12.3. Hotel rooms

The organizing committee is expected to arrange the necessary hotel rooms for all the participants. The chosen hotel must at least have 200 rooms and be flexible in the management of unexpected participants or participants who are expected but do not show up. The price of the various rooms must be clearly indicated in the invitation form. Delegates must know the price for a suite, double room (price per person), single room and full board.

Rooms must include a single or double bed, shower or bath, table and chair, telephone and the necessary comfort. The hotel should have a minimum of three stars international rating and preferably four stars international rating.

It is advisable and common to foresee a suite for the President of CISM, the CISM SG and the CISM TG if possible. For the president and Secretary-General shall have one separated fully equipped office room suitable for receiving guests.

The members of the General Secretariat and the interpreters (optional) should be lodged preferably on the same floor and not too far from the meeting rooms and the secretariat. One room per person (or couple) is an absolute necessity.

12.4. Restaurant

Meals and drinks must both be sensible and substantial and meet the dietetics requirements.

As much as possible, the following points should be taken into consideration:

- Traditions particular to ethnic groups and religion;
- identify the foods by name (in English);
- Medical requirements and prescriptions;
- Schedule of events.

The restaurant must be able to serve a maximum of people in a minimum of time. For lunch a buffet is advisable and the use of meal tickets can be a practical solution.

12.5 Offices

12.5.1 CISM President's office

If the CISM President cannot be accommodated in a suite containing a separate functional office, an office for the President of CISM, appropriately equipped (telephone, computer, printer) should be provided. The office for the President has to be ready in the morning of day D-1.

12.5.2 CISM Secretary-General's office

An office for the Secretary-General of CISM, appropriately equipped (telephone, computer, printer) and close to the CISM Secretariat office, should be provided. The office for the General Secretariat has to be ready on the morning of day D-2.

12.5.3 Secretariat of the Organizing Committee

The organizing staff should provide a secretariat with the necessary personnel and equipment (computers, printer copier, internet connection, office supplies etc) and one staff meeting room. It is preferable however to have also:

➤ one copy center: for copying, compiling and stapling (close to the meeting room). The efficient organization of the copy service is part of the successful organization of a General Assembly. This very important center must contain at least one copy machine with a capacity of a minimum of 6.000 copies per day. The machine must have an automatic compiling and stapling compartment. A second machine is a must. It must be staffed with at least one permanent copier per machine (12/24 hours) and one permanent technician for both machines. The copy center must be operational from day D-2 on. The center must contain the following paper (all A4 format): 15.000 sheets of white paper (for documents in several languages), 2.000 sheets of blue paper, 2.000 sheets of pink paper, 1.500 sheets of green paper, 500 sheets of yellow paper. For the distribution of documents and the link with the secretariat in the meeting room at least two people must be provided in charge of document transportation. In order to work properly; a large table will be available in the same room.

➤ one meeting room: for daily staff meetings This meeting room must be available for daily staff meetings (close to the CISM Secretariat), meetings with the General Secretariat and for other meetings, which are planned (e.g. Verification of Credentials) or unexpected meetings when necessary. The room must be set up for 15 to 20 people and must be permanently available.

12.5.4 Secretariat of CISM

Complementary to the offices of the organizing committee's secretariat, at least one big room for the CISM secretariat must be available close to the conference center. It must be a **separate room** and **cannot be shared with the secretariat of the organizing committee**, as they don't do the same job. While the LOC is in charge of all logistics/catering/transport aspects, the CISM HQ Staff are in charge of all aspects related to the "content of the meeting. The secretariat of CISM must be equipped

with desks, chairs and office supplies such as paper, rubbers, pens, pencils, perforating and staple machines, rulers, scissors, scotch tape, paper clips.

A telephone, electricity plugs and cables must also be available as well as Internet access for five computers. The staff of the General Secretariat uses their own portable computers. However, two (2) extra with an internet connection, a multifunctional printer color and black & white (printer, scan, photocopy) must be available. The set-up of the rooms will be decided by the Project Officer at the preliminary meeting. The CISM Secretariat must be operational from day D-2 (morning) on.

13. CISM AUTHORITIES

The LOC shall pay attention to the order of precedence of the CISM authorities when preparing the activities. The order of precedence is:

President, Vice-President of the host continent, Secretary-General, other Vice-Presidents in order of seniority, Members of the Board of Directors, in order of seniority, Treasurer General, Chief of Delegation of the organizing country, Chiefs of delegations, **based on French alphabetical order** of the nations they represent, President of CISM Sport Committee, based on the sports' alphabetical order, Presidents of Commissions (non-BoD members), Delegates, **based on French alphabetical order** of the nations they represent, Members of Commissions, CISM Sport Committees and Members of the General Secretariat.

The CISM Protocol & Events Manager will provide to the LOC the detailed list of seniority of the BOD members.

The highest CISM Authority in attendance along with the highest local Authority in attendance shall be automatically placed at the center of the dispositions, either side by side or face to face. National/Local authorities will be placed according to a mutual decision taken by CISM and the Organizing Committee. The placement will be balanced amongst the latter and the CISM authorities. CISM Special Guests will be placed according to their function on the International Scene.

When in attendance, the placement of the Honorary Presidents and Honorary Members will be mutually decided by CISM and the Organizing Committee. In any case, they will be placed amongst the highest authorities.

The definition of the seating plan depends on the number of seats in the conference room/stadium. It is recommended to reserve some seats for the honorary Presidents/Members and other authorities on the first rows of the conference center/stadium.

14. TRANSPORT

The LOC, as established in paragraph 5.2 of this guideline, is responsible for providing transportation means for every accredited participant for all official movement including the airport pick-up and drop-off, the courtesy calls to local and national authorities held outside the official hotel, the cultural activities or any other activities requiring a group movement. However, they are not obliged to provide transportation for the private use of the participants.

Complementary to this, some reserve cars must be foreseen for extra transport such as late arrivals, early departures, hospitalizations, etc. All vehicles used will, if possible, bear the CISM flag or logo.

15. MEETING ROOM SETUP

During the different CISM meetings, the organizers should provide modern rooms, properly equipped and spacious enough, according to the number of participants. The meeting rooms have to

be set-up in close co-operation and detailed arrangements with the CISM Project Officer for the specific event. The decoration of the meeting rooms is left to the initiative of the organizing country.

In every meeting room and on every place the following must be foreseen:

- A large CISM and host country flags must be displayed in the session room;
- Display all participants' nations flags alongside the room (lateral walls) or display them in a huge panel (See Appendix 6).
- Identification plates or cards;
- A miniature flag to be placed in front of the delegations (for the General Assembly), or small CISM table flags (for other meetings);

The coffee break room must be close to the meeting room. Coffee, other refreshments and biscuits should be available in sufficient quantities.

The document Meeting rooms distribution plan and set up instructions are in Appendix 3 and bring detailed information. Besides that, schematic presentations of the various meeting rooms in Appendices 4 and 5.

16. OPENING AND CLOSING CEREMONIES

All CISM events shall bear a military character and include ceremonies that enhance their prestige. The delegations organizing a CISM General Assembly and Congress are requested to apply the CISM rules and recommendations regarding Protocol and to use them as an operational basis, with all due respect to the protocol and the military traditions of their nations. These ceremonies shall not take more than 1 hour.

The template of the ceremonies is available in Appendix 1.

a. The host nation must organize opening and closing ceremonies. The opening ceremony is conducted according to local customs and procedures, however, has to respect the CISM protocol precedence and follow the CISM minimum requirements. It consists mainly:

1. Reception of the local highest authorities accompanied by the CISM President, the CISM Vice-President of the host Continent and the CISM Secretary-General;
2. The flag of the host country is hoisted accompanied by its anthem (short version);
3. The CISM flag is hoisted accompanied by its anthem (short version);
4. Welcome speech by the local highest authority (or according to the decision of the Organizing Committee);
5. Welcome speech by the CISM President;
6. The most important dignitary present pronounces the traditional phrase: **“I declare the ...Congress and the General Assembly of CISM open”**;
7. Official Picture
8. Welcome banquet.
9. When it is possible, an artistic showcase complements the formal part of the ceremonies.

If it is necessary, the CISM Order/Sport of Merit can be presented during the Opening Ceremony.

b. The closing ceremony is performed in the same practical manner as the opening ceremony, but includes the distribution of CISM awards in the Order of Merit (if not already done). It consists mainly:

1. Reception of the local highest authorities accompanied by the CISM President, the CISM Vice-President of the host Continent and the CISM Secretary-General;
2. CISM Order/Sport of Merit Ceremony (if there is someone to be bestowed);
3. Closing speech by the CISM President;
4. Closing speech by the local highest authority (or according to the decision of the Organizing Committee);
5. The CISM flag is lowered accompanied by its anthem (short version);
6. The flag of the host country is lowered accompanied by its anthem (short version);
7. Hand over CISM Flag to the next host country
8. The most important dignitary present pronounces the traditional phrase: **“I declare the Congress and the General Assembly of CISM closed”**;
9. Gift Exchange (in an occasion before the Gala Dinner)
10. Gala Dinner;

c. The use of English alongside the national language is mandatory during these ceremonies. The host nation must provide both Master of Ceremonies.

In order to lend CISM events a more official character and to encourage friendly relations between the governments of member nations, it is highly recommended that diplomatic representatives from all participating nations are invited to the opening and closing ceremonies. It is recommended that the following national personalities are also invited:

- Military dignitaries and former CISM delegates;
- The press;
- Athletes having participated in former CISM championships;
- Sports leaders, well-known coaches, representatives of NOC and other national sports organizations.

With due respect to the CISM Ideals, the organization of any events associated with any kind of political, ethical or religious propaganda is strictly forbidden in any official CISM Ceremony.

17. PRESS CONFERENCE

During all CISM events, an information (press) conference devoted to CISM and its activities should be included in the program by the host nation. The purpose of this meeting is to promote CISM on a wide scale. It is intended for the benefit of all dignitaries and authorities present, as well as for the press.

It is conducted jointly by:

- the President of CISM who chairs the meeting,
- the Continental Vice-President,
- the Secretary-General of CISM,
- the Chief of the hosting Delegation,

- Military athletes from the host country.

The Press conference should aim at considerable impact and may be preferably followed by a drink or cocktail party. It is only one of the many ways of promoting CISM and should be preceded and followed by a proper public relations campaign, including press articles, television spots, radio broadcasts, posters, panels, photographs.

18. PROTOCOL VISITS

The Host nation shall organize some protocol visits to the highest national dignitaries from political, military and sports spheres. The choice of protocol visits shall be commonly decided between the host country and CISM before the start of the event. It usually includes:

- An audience by the Head of State or highest national authority (restricted to the CISM President);
- A visit to military authorities (Minister of Defense, Chief of Staff);
- A visit to the Mayor; and
- Other eventual visits (NOC, National Sports Federations, etc).

The CISM Head of Protocol & Events and the authorities of the Host nation are responsible for the coordination of the visits. During these visits, an exchange of official souvenirs (small commemorative plaques) is commonly organized between CISM and the host country.

19. HOMAGE RENDERED BY CISM

A commemorative ceremony may be conducted at a national monument. The CISM President will lead the missions on this occasion. The host nation is expected to provide flowers or a wreath and to organize the ceremony following the national rules. All necessary information concerning the ceremony will be spoken about during the preparatory meeting in order to brief the President accordingly.

20. DECORATION CEREMONY

CISM traditionally confers the CISM Order of Merit to anyone who, by his or her actions, has contributed to the ideals and goals of CISM and the CISM Star of Sports Merit to military athletes who have demonstrated excellence in CISM championship and fidelity to the ideals of CISM.

The **CISM Order of Merit** comprises six (6) grades:

1. Grand Cordon,
2. Commander,
3. Grand Officer,
4. Officer,
5. Grand Knight,
6. Knight.

The **CISM Star of Sports Merit** comprises four grades:

1. Double Gold Star;
2. Gold Star;
3. Silver Star
4. Bronze Star

More details regarding eligibility rules can be found in the CISM Regulations.

The LOC has to send the form requests up to two months before the event. Generally, the organizing nation may request a maximum number of decorations at its own expense. In addition, the LOC may request three medals financed by CISM.

The decoration is bestowed by the President of CISM (Grand Master of the Order of Merit) or his appointed representative. The awarding of decorations follows a strict military decoration procedure and the CISM protocol should be followed as much as possible. The host nation must provide two militaries to hold the medals on the cushion to assist him.

21. GALA DINNER

Traditionally, the closing ceremony is followed by a Gala Dinner to all participants hosted by the Organizing Committee. Tradition requires that all participants attend the Gala Dinner in Uniform Class A (with tie and jacket). It is an opportunity to celebrate the success of the event and practice the friendship. It may also be enhanced by cultural and artistic displays from the organizing nation. The President may take the floor on behalf of CISM and therefore on behalf of all participants to congratulate the host nation and propose a toast.

22. CULTURAL ACTIVITIES

The cultural aspect of a CISM event is not to be neglected. The organizing country must include at least one cultural or tourist type activity in the general program.

These activities must however be carried out with a certain degree of discretion in order not to interfere with the important tasks to be accomplished by the General Assembly and Congress.

23. SPOUSES PROGRAMME

The organizing country may set up an attractive and well-planned program for spouses and companions. It shall be clearly defined on the invitation and scheduled on the brochure.

24. PHOTOS

Most of the participants at CISM events appreciate seeing photos of the events. The organizing country can produce them or assign this work to a private firm or photographer. In case the organizers wish so, the CISM HQ may include its official photographer CISM HQ in the mission. The related costs will be covered by the OC.

In any case, one complete set of photos for the General Secretariat (for the archives and to be used in the CISM Magazine and website) must be provided at the expense of the organizing country.

25. GIFT EXCHANGE

The LOC should prepare souvenirs to offer to the participants during the Gift Exchange Ceremony. The decision of presenting gifts is left at the discretion of the organizing country.

Usually, the Chief of Delegations attending the General Assembly and Congress offer gifts to the President of the LOC on the occasion of this activity

REMARK

The CISM Statutes and the CISM Regulations are the supreme regulations references for all CISM events. This Guide is a support to the Organizers of CISM General Assembly and Congress in the matter of Protocol and it had to be read in conjunction with the CISM Regulations, Edition July 2020 and the CISM Flag Manual edition 2020.

Without discrimination towards any gender represented, all articles use masculine gender as neutral.

Any additional request for information can be addressed to:

Maj Guilherme Bottrel Carvalho

CISM Protocol & Events Manager

gca@milsport.one

SAMPLE OF SCRIPTS

GENERAL ASSEMBLY AND CONGRESS OPENING CEREMONY



DATE: (xx/xx/xx)
 TIME: (xx:xxh)
 PLACE: (City/Country)

1. CEREMONY BEGINNING

<p><u>MASTER OF CEREMONY</u></p>	<p>WELCOME TO THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS 20xx OPENING CEREMONY OF THE INTERNATIONAL MILITARY SPORTS COUNCIL.</p> <p>APPROACHING THE CEREMONY SITE (the highest authorities), COLONEL DORAH MAMBY KOITA – SECRETARY GENERAL OF CISM, (VP from the host region), ACCOMPANIED BY COLONEL HERVÉ PICCIRILLO, PRESIDENT OF CISM.</p> <p>WE ARE HONORED AND PROUD TO ALSO HIGHLIGHT THE PRESENCE OF THE FOLLOWING AUTHORITIES:</p> <ul style="list-style-type: none"> - Other important authorities; - CHIEFS OF DELEGATION OF (number) COUNTRIES AND THEIR DELEGATES; - PRESIDENTS OF CISM SPORTS COMMITTEES; AND - PRESIDENTS OF CISM COMMISSIONS. <p>WE ARE REUNITED IN THE CITY OF (xxxx) TO ATTEND THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS 20xx.</p> <p>CISM HAS BEEN FOR MORE THAN 70 YEARS THE IDEAL PLATFORM WHERE ALL ARMED FORCES AROUND THE WORLD CAN MEET TO PROMOTE FRIENDSHIP, SOLIDARITY AND PEACE, THROUGH SPORTS.</p> <p>THIS IMPORTANT STATUTORY EVENT PERMITS THE WORLD LEADERS OF MILITARY SPORTS TO CARRY OUT THE MANY AGENDA POINTS AND TO MAKE IMPORTANT DECISIONS FOR THE FUTURE OF THE INTERNATIONAL MILITARY SPORTS COUNCIL AND THE WORLD MILITARY SPORTS.</p> <p>THIS SPECIAL MOMENT ALSO SHEDS LIGHT ON THE STRONG AND CORDIAL RELATIONS BETWEEN CISM AND THE MINISTRY OF DEFENSE OF THE (Country).</p>
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2. FLAGS ENTERING

<p><u>MASTER OF CEREMONY</u></p>	<p>AT THIS TIME, THE CADETS FROM THE (Nationality) ARMED FORCES WILL ENTER THE ROOM BRINGING THE (Country) AND CISM FLAGS.</p> <p>Ladies and Gentlemen please all rise (EVERYBODY STANDING UP)</p>
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3. HOISTING OF NATIONAL FLAG ACCOMPANIED BY THE NATIONAL ANTHEM

<u>MASTER OF CEREMONY</u>	<p>(WHEN THE FLAGS ARE READY AT POLE)</p> <p>THE NATIONAL FLAG OF THE (Country) ACCOMPANIED BY THE (Nationality) NATIONAL ANTHEM.</p> <p>(EVERYBODY CONTINUES STANDING UP)</p>
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4. HOISTING OF CISM FLAG ACCOMPANIED BY THE CISM ANTHEM

<u>MASTER OF CEREMONY</u>	<p>NOW, THE CISM FLAG ACCOMPANIED BY THE CISM ANTHEM.</p> <p>(WHEN THE ANTHEM FINISHES)</p> <p>LADIES AND GENTLEMAN, PLEASE TAKE YOUR SEAT</p>
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5. WELCOME SPEECH BY

<u>MASTER OF CEREMONY</u>	<p>WE INVITE xxxxx – CHIEF OF DELEGATION OF THE (Country/Republic) TO DELIVER HIS WELCOME SPEECH.</p>
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6. CISM PRESIDENT SPEECH

<u>MASTER OF CEREMONY</u>	<p>AT THIS TIME, WE INVITE COL HERVÉ PICCIRILLO, CISM PRESIDENT, TO DELIVER HIS SPEECH.</p>
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7. AWARD CEREMONY (IF IT IS NECESSARY)

<u>MASTER OF CEREMONY</u>	<p>NOW, AS IT IS CUSTOM, THE CEREMONIAL PRESENTATION OF THE CISM ORDER OF MERIT TO THE PERSONNEL WHO SUPPORTED THE ORGANIZATION OF THIS EVENT AND CONTRIBUTE WITH THE DEVELOPMENT OF CISM AND WORLD MILITARY SPORTS.</p> <p>“THE CISM ORDER OF MERIT MEDAL IS CONFERRED BY THE BOARD OF DIRECTORS ON ANYONE WHO, BY HIS ACTIONS, HAS DEMONSTRATED THE IDEALS AND GOALS OF CISM AND BY HIS PERSONAL PERFORMANCE HAS CONTRIBUTED TO THE DEVELOPMENT OF SPORTS IN THE ARMED FORCES, RENDERED EXCEPTIONAL SERVICE TO THE CAUSE OF CISM.”</p> <p>WE INVITE THE FOLLOWING PERSONALITIES TO TAKE POSITION:</p> <p>- people awarded</p> <p>(BEFORE CISM PRESIDENT APPEARS - HE MUST WEAR THE <i>GRAND CORDON</i>)</p> <p>WE INVITE COL HERVÉ PICCIRILLO, CISM PRESIDENT, TO BESTOW THE AFOREMENTIONED INDIVIDUALS WITH THE CORRESPONDING GRADE IN THE CISM ORDER OF MERIT.</p> <p>Ladies and Gentlemen please all rise for the medal ceremony</p> <p>- The CISM President takes the medals from the cushion supported by the “medals holder” (provided by the host nation);</p> <p>- The decoration is put on;</p>
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	<p>- The recipient and the CISM President exchange a military salute; and - Handshake and applause.</p> <p>(AFTER DECORATION)</p> <p>WE INVITE THE CISM PRESIDENT AND THE AWARDED AUTHORITIES TO RETURN TO THEIR ORIGINAL POSITIONS.</p> <p>LADIES AND GENTLEMAN, PLEASE TAKE YOUR SEAT</p>
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8. HIGH AUTHORITY SPEECH AND OPENING CEREMONY DECLARATION

<u>MASTER OF CEREMONY</u>	WE NOW KINDLY INVITE xxxxx , MINISTER OF DEFENSE OF THE (Country) , TO DECLARE THE OFFICIAL OPENING OF THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS 20 xx .
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After the speech, the authority reads:

AUTHORITY	<u>"I DECLARE THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS 20xx OPEN"</u>
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9. CLOSING

<u>MASTER OF CEREMONY</u>	<p>THE CEREMONY IS FINISHED.</p> <p>THE (Host Nationality) DELEGATION TO CISM IS GRATEFUL FOR YOUR PRESENCE AND INVITES THE CISM PRESIDENT, BOD MEMBERS, CHIEFS OF DELEGATION, PCSC AND ESPECIAL GUESTS TO PARTICIPATE TO A GROUP PHOTO AT xxxxx .</p> <p>AND AFTER THAT WE INVITE YOU TO ENJOY A COCKTAIL AT THE xxxxx.</p> <p>"FRIENDSHIP THROUGH SPORT"</p>
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Remark: It is up to the host country insert at the end of the opening ceremony Cultural/Folkloric shows or other activities understood as interesting to welcome the guests.

GENERAL ASSEMBLY AND CONGRESS CLOSING CEREMONY

DATE: (xx/xx/xx)
TIME: (xx:xxh)
PLACE: (City/Country)



CEREMONY BEGINNING

<p><u>MASTER OF CEREMONY</u></p>	<p>LADIES AND GENTLEMEN, GOOD EVENING! WELCOME TO THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS 20 xx CLOSING CEREMONY.</p> <p>APPROACHING THE CEREMONY SITE (the highest authorities), COLONEL DORAH MAMBY KOITA – SECRETARY GENERAL OF CISM, (VP from the host region), ACCOMPANIED BY COLONEL HERVÉ PICCIRILLO PRESIDENT OF CISM.</p> <p>WE ARE HONORED AND PROUD TO HIGHLIGHT THE PRESENCE OF THE FOLLOWING AUTHORITIES:</p> <ul style="list-style-type: none">- Other important authorities;- CHIEFS OF DELEGATION OF (number) COUNTRIES AND THEIR DELEGATES;- PRESIDENTS OF CISM SPORTS COMMITTEES; AND- PRESIDENTS OF CISM COMMISSIONS. <p>WE WERE REUNITED IN THE CITY OF xxxx DURING xxxx DAYS HOSTED BY THE (Country) AND CISM (Host Nationality) DELEGATION TO MAKE IMPORTANT DECISIONS FOR THE FUTURE OF THE INTERNATIONAL MILITARY SPORTS COUNCIL.</p> <p>THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS AND THE OTHER OFFICIAL MEETINGS THAT TOOK PLACE IN (City) HAVE BEEN SUCCESSFUL EVENTS. WE ARE SURE THAT OUR FOUNDING FATHERS ARE LOOKING AT THE ORGANIZATION THEY HAVE BRAVELY CREATED (xx) YEARS AGO WITH A FEELING OF PRIDE AND POSITIVITY. THEIR IDEA HAS WELL GROWN AND BECAME A STRONG DEFENDER OF THE VALUES AND THE FRIENDSHIP THROUGH SPORT.</p>
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AWARD CEREMONY

<p><u>MASTER OF CEREMONY</u></p>	<p>NOW, AS IT IS CUSTOM, THE CEREMONIAL PRESENTATION OF THE CISM ORDER OF MERIT AND CISM STAR OF SPORT MERIT TO THE PERSONNEL WHO SUPPORTED THE ORGANIZATION OF THESE EVENTS AND CONTRIBUTE WITH THE DEVELOPMENT OF CISM.</p> <p>“THE CISM ORDER OF MERIT MEDAL IS CONFERRED BY THE BOARD OF DIRECTORS ON ANYONE WHO, BY HIS OR HER ACTIONS, HAS DEMONSTRATED THE IDEALS AND GOALS OF CISM AND BY HIS PERSONAL PERFORMANCE HAS CONTRIBUTED TO THE DEVELOPMENT OF SPORTS IN THE ARMED FORCES, RENDERED EXCEPTIONAL SERVICE TO THE CAUSE OF CISM.”</p> <p>WE INVITE THE FOLLOWING PERSONALITIES TO TAKE POSITION:</p> <ul style="list-style-type: none">- people awarded <p>(BEFORE CISM PRESIDENT APPEARS - HE MUST WEAR THE GRAND CORDON)</p>
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	<p>WE INVITE COL HERVÉ PICCIRILLO, CISM PRESIDENT, TO BESTOW THE AFOREMENTIONED INDIVIDUALS WITH THE CORRESPONDING GRADE IN THE CISM ORDER OF MERIT.</p> <p><u>Ladies and Gentlemen please all rise for the medal ceremony</u></p> <ul style="list-style-type: none"> - The CISM President takes the medals from the cushion supported by the “medals holder” (provided by the host nation); - The decoration is put on; - The recipient and the CISM President exchange a military salute; and - Handshake and applause. <p>(AFTER DECORATION)</p> <p>WE INVITE THE CISM PRESIDENT AND THE AWARDED AUTHORITIES TO RETURN TO THEIR ORIGINAL POSITIONS.</p> <p><u>LADIES AND GENTLEMAN, PLEASE TAKE YOUR SEAT</u></p>
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CLOSING SPEECH BY CISM PRESIDENT

<u>MASTER OF CEREMONY</u>	NOW, WE INVITE COLONEL HERVÉ PICCIRILLO, CISM PRESIDENT, TO DELIVER HIS CLOSING SPEECH.
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CLOSING SPEECH BY ONE LOCAL AUTHORITY

<u>MASTER OF CEREMONY</u>	AT THIS MOMENT WE INVITE (THE HIGHEST AUTHORITY) TO DELIVER HIS CLOSING SPEECH.
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LOWERING FLAGS

<u>MASTER OF CEREMONY</u>	<p>AT THIS TIME, THE NATIONAL ANTHEM OF THE (Country) WILL BE PLAYED AND AFTER THE CADETS WILL TAKE DOWN THE FLAG AND LEAVE THE ROOM</p> <p><u>LADIES AND GENTLEMEN, PLEASE STAND UP</u></p> <p>THE ANTHEM IS PLAYED</p>
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<u>MASTER OF CEREMONY</u>	<p>AT THIS TIME, THE CISM ANTHEM WILL BE PLAYED AND AFTER THE CADETS WILL TAKE DOWN THE FLAG</p> <p>THE ANTHEM IS PLAYED</p> <p>(WHEN THE ANTHEM FINISHES)</p> <p><u>LADIES AND GENTLEMAN, PLEASE TAKE YOUR SEAT</u></p>
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CISM FLAG TRANSMISSION

<u>MASTER OF CEREMONY</u>	<p>WE INVITE THE CISM PRESIDENT, THE CHIEF OF (Host Country) DELEGATION AND THE CHIEF OF (Next delegation to host the event) DELEGATION TO TAKE THEIR POSITION.</p> <p>THE CADETS WILL PASS THE CISM FLAG TO THE CHIEF OF (Next Host Country), WHO WILL RETURNS THE CISM FLAG TO THE CISM PRESIDENT, MARKING</p>
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	THE (Host Nationality) DELEGATION HAS ACCOMPLISHED THE TASK OF HOSTING THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS. THE CISM PRESIDENT WILL HANDOVER THE CISM FLAG TO THE CHIEF OF DELEGATION OF THE (Next Host Country) , WHICH MARKS THE RESPONSIBILITY OF THAT COUNTRY TO HOST THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS.
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CLOSING CEREMONY DECLARATION

<u>MASTER OF CEREMONY</u>	WE NOW KINDLY INVITE THE (HIGHEST AUTHORITY) , TO DECLARE THE OFFICIAL CLOSING OF THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS 20 xx .
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After the speech, the authority reads:

AUTHORITY	<u>“I DECLARE THE XX^{xx} GENERAL ASSEMBLY AND CONGRESS 20xx CLOSED”</u>
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CLOSING

<u>MASTER OF CEREMONY</u>	<p>THE CEREMONY IS FINISHED.</p> <p>THE CISM (Host Nation) DELEGATION IS GRATEFUL FOR YOUR PRESENCE AND INVITES YOU TO PARTICIPATE TO THE GALA DINNER AT THE XXX at xxxxh.</p> <p>“FRIENDSHIP THROUGH SPORT”</p>
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PROTOCOL CHECKLIST

Tasks	Status	Remarks
General		
Provide a local liaison officer to be permanently in contact with the CISM Protocol Manager		
Provide a Local Organizing Committee (LOC) Help Desk at the airport (all terminals) in order to receive the delegations. Preferable at the luggage collection point. Banners, plaques, folders are mandatory to identify the meeting points and special lines		
Provide a LOC Help Desk at the Hotel Lobby		
Prepare a detailed arrival and departure plan, based on Final Entries and CISM HQ information, and provide the airport pick-up and drop-off		Car, Minivan and Bus
Elaborate and distribute the Event's Brochure (General information for all participants). Submit to CISM SG approval 15 days before the event		
Provide a Bulletin Board at Hotel Lobby to keep all the participants updated about the daily activities		CISM HQ and LOC expose the daily program and the latest changes or other relevant news.
Prepare a boarding plan for the necessary movements (official meetings, cultural activities, any other activities requiring a group movement)		
Provide accreditation for all participants. It must be ready when delegations arrive.		
Print and bind the preparatory documents in French and English based on files delivered to the LOC by CISM HQ.		
Provide a big Backdrop for the Event		
Provide four Ballot boxes for the elections		
CISM HQ Staff Office		
Provide a CISM Staff Office		
Install a multifunctional printer color and black & white (printer, scan, photocopy)		
Provide computers/laptop (minimum 5)		
Provide paper A4 (10 packages)		
Provide electrical extensions		
Provide pens, stapler, puncher, notebook, etc.		
Preparatory Meeting		
Presence of the LOC's members		
Make available all the facilities linked with the event to be visited		All the facilities must be ready to visit
Present a person from the Hotel or LOC to be responsible for the Logistic Management and the organization of the meeting rooms (different shapes/meetings each day)		A detailed timetable will be presented by CISM HQ
Present a person from the Hotel or LOC to be responsible to solve any technical emergency problems during the events		
Opening Ceremony		
Define the location (indoor or outdoor)		
Complete the ceremony's Script (ceremony's sequence) and return with the necessary changes for approval		Template provided by CISM HQ
Display Country Flag and Anthem short version		Pole is necessary Hoisting Lowering
Display CISM Flag and Anthem short version - provided by CISM HQ		
Display all participant nations' flags alongside the room (lateral walls). A big backdrop displaying all the participant nations' flags is also possible		
Provide a big Backdrop promoting the Event		
Plan Event's Official Picture (after the ceremony)		Stage/chairs are necessary for the group picture
Provide two local Master of Ceremonies (English and matter language)		

Provide Translator		See the Apdx
Inform ASAP of the participation of external authorities		
Prepare the Seating Plan according to the precedence of the CISM authorities		See the Apdx According to the CISM regulation
CISM Awards (Order of Merit)		Provide cushion and <u>militaries to hold the medals</u>
Request the awards to CISM HQ		Send request forms 2 months in advance
Provide a sound system		
Plan a rehearsal for the event		
Protocol Meetings (Audiences)		
Inform in advance if there will be protocol meetings with the CISM Authorities (President, SG, VP, etc.)		Who? When? Where? Formal? Gift exchange? Speech is necessary? Order of Merit?
Prepare the event's Script (event's sequence) and send to CISM HQ		
Welcome Banquet		
Prepare the Seating Plan		Only for the main tables
Inform ASAP of the participation of external authorities		
Prepare the ceremony's Script (ceremony's sequence) and send to CISM HQ		
Display the menu or identify the food		
Provide a sound system		
Meeting Room		
Provide meeting rooms for BOD Meeting; 4 simultaneous Continental meetings, PCSC Meeting, Commission meeting, Press Conference and General Assembly and Congress		See Meeting Rooms Planning in the Apdx
Provide a podium (15m x 6m) to accommodate 25 authorities (table of honor)		
Provide a seating plan map to assist people to take their correct seat during the General Assembly and Congress		
Provide a sound system		
Provide computer/laptop for all the events		
Provide translators (cabins and devices necessary) according to the table below (Apdx)		Do not forget that in one of the days there will be 4 simultaneous meetings (Continental meetings) Check in the Apdx the list with the necessary IT equipment for each meeting room.
Make available speakers, microphones, overhead projector, screens, computer, loudspeakers, audiovisual means, laser pointers, etc.		
Provide a notebook, pen/pencil, bottle of water and glass on the table for each participant		
Make available a technician to solve an emergency problem during the event		
Organize Coffee break (morning and afternoon) following the events' agenda		
Identify tables with Country nameplates and Country table flags		CISM will provide
Display the participants' flags during the main events (opening/closing ceremony, General Assembly and Congress). We suggest 4 big banners/panels (by Continent)		
Closing Ceremony		
Define the location (indoor or outdoor)		
Complete the ceremony's Script (ceremony's sequence) and return with the necessary changes for approval		Template provided by CISM HQ
Display Country Flag and Anthem short version		Pole is necessary
Display CISM Flag and Anthem short version - provided by CISM HQ		Hoisting Lowering
Provide Backdrop for the Event		
Provide two local Master of Ceremonies (English and matter language)		
Provide Translator (according to the table below)		See the Apdx
Inform ASAP the participation of external authorities		
Prepare the Seating Plan according to the precedence of the CISM authorities		See the Apdx According to the CISM regulation
CISM Awards (Order of Merit)		Provide cushion and militaries to hold the medals – "medal holder"

Plan the CISM Flag Transmission		Protocol soldiers are necessary
Provide a sound system		
Program a rehearsal		
Gala Dinner / Farewell Banquet		
Inform the presence of external authorities		
Prepare the Seating Plan		Only for the main tables
Prepare the ceremony's Script (ceremony's sequence) and send to CISM HQ		
Display the menu or identify the food		
Program the Gift Exchange		Gifts exchange between the Chief of Host Delegation (or other authority) and Chief of other delegations Formal The Delegation will offer any special gift
Provide a sound system		
Cultural Activities		
Display information for the participants about cultural activities in the Hotel Lobby two days prior the event		
Inform the Spouses Program in the event's brochure and/or display the information in the Hotel Lobby		
Prepare a boarding plan for the necessary movements		
Press Conference		
1 room for 30 people (+ seats)		
1 table for 6 people (+ seats and microphones)		
Backdrop displayed behind the spokespersons		
1 moderator: a person to control the process and keep reporters on the subject.		
Provide enough power plugs for the journalists		
Media invitation: Send a press conference advisory to appropriate local media outlets at least a week before the press conference and send a press release to the local media outlets. Follow up with a phone call two days before the press conference to make sure that everyone received the advisory. Call them the day before to remind them about the event.		
Prepare a Media Kit and provide a folder of information, including a press release, details of the conference's speakers name, surname, position, agenda, press release, brief description of the conference reason.		

Appendix

a. Meeting Rooms Planning

Activity	Date/Time	Capacity **	Translation
Preparatory meeting	D-2 and D-1	30-40	Not required
Board of Directors meeting	D and D+5 (full day)	40	EN-FR
PCSC Meeting	D+1	40	Not required
Press Conference	D+1	30	A moderator who can speak English and host country language
Opening Ceremony	D+1	350	EN-FR-SP-AR
Continental Meeting Africa	D+2	90	EN-FR
Continental Meeting Asia		90	EN-AR
Continental Meeting America		45	EN-SP
Continental Meeting Europe		100	Not required
Congress	D+3 and D+4	350	EN-FR-SP-AR
General Assembly / Closing Ceremony	D+5	350	EN-FR-SP-AR
CISM HQ Office	D-3 to D+7	10	Not required

** This number will be confirmed after receiving the Final Entries.

b. Necessary IT equipment for each meeting room

Equipment
Laptop / computer
Overhead projector
Projection stands
Remote control for projectors
Screens – 2 projection screens of a minimum 3m height and 4m wide for the auditorium / 3 projection screens in front of the podium (authorities) – Do not forget it will be necessary screen in all meeting rooms.
Microphones - at least one for every 2 people on the podium. One for each Delegation (GA and Congress). One (fixed) at the lecturer/speaker's place. Portable (wireless) microphones must be provided to the auditorium (on demand). Do not forget that there will be 4 simultaneous meetings.
Mouse
Lighting
Loudspeakers
Auxiliary equipment: laser pointers, flip charts
Translator cabins (according to the table above)

APPENDIX 3

MEETING ROOMS DISTRIBUTION PLAN AND SETUP INSTRUCTIONS

Day	Room name	Meeting	Start/end	Set-up	Translation	Coffee break
D-1		Preparatory meeting	10.30-12.30	U shape 40 people	-	-
D	-	BoD meeting	08.00-18.00	<ul style="list-style-type: none"> - U shape 40 people - 20 microphones - Sound system - Big Screen and projector - 01 Computer/Laptop - Laser pointer - Water bottles and glasses - Paper and ball-pen for all participants - Headsets for simultaneous translations - 1 technician ready to solve any problem 	FR/EN	10.00-10.30 & 15.00-15.30
D+1	-	PCSC Meeting	08.00-14.00	<ul style="list-style-type: none"> - U shape 40 people - 20 microphones - Sound system - Big Screen and projector - 01 Computer/Laptop - Laser pointer - Water bottles and glasses - Paper and ball-pen for all participants - 1 technician ready to solve any problem 	-	10.30-11.00
D+1	-	Press Conference	17.00-18.00	<ul style="list-style-type: none"> - Theatre style 40 people - 1 head table for 6 people - Event's Backdrop - 1 moderator EN/Local Language - 4 table microphones (head table) - 4 portable microphones - Sound system - Screen and projector - 01 Computer/Laptop - Laser pointer - Water bottles and glasses 	-	-
D+1	-	Opening ceremony	18.00-19.30	<ul style="list-style-type: none"> - Theatre style for 350 people - 3 first rows for BoD, Local Authorities and PCSC - 1 podium with honor table with 8 seats (water) - 1 Local Master of Ceremony with his Station with microphone - Sound system - 350 Headsets for simultaneous translations - 2 poles to hoisting nation and CISM Flags (with Anthem) - 2 militaries/cadets to hoist the flags - 2 militaries/Cadets to act as "medal holders" - Event's Backdrop - Rehearsal is necessary - 1 technician ready to solve any problem 	FR/EN/ES/AR	-

	-	Group photo and Welcome cocktail	19.30-20.30	<ul style="list-style-type: none"> - Sound System - Big Backdrop - 25 chairs ground floor 	-	cocktail
D+2	-	African continental meeting	08.00-14.00	<ul style="list-style-type: none"> - Double U for 90 people - 1 stage with a head table for 7 people - 4 table microphones - 30 microphones - 1 position for lecturer/speaker with a fixed microphone - Sound system - Big Screen and projector - 01 retro-screen facing head table - 01 Computer/Laptop - Laser pointer - Water bottles and glasses - Paper and ball-pen for all participants - Headsets for simultaneous translations - 1 technician ready to solve any problem - Ballot Box (at least 2) 	FR/EN	10.30-11.00
D+2	-	European continental meeting	08.00-14.00	<ul style="list-style-type: none"> - Classroom style for 100 people - 1 stage with a head table for 8 people - 4 table microphones - 40 microphones - 1 position for lecturer/speaker with a fixed microphone - Sound system - Big Screen and projector - 01 retro-screen facing head table - 01 Computer/Laptop - Laser pointer - Ballot Box (at least 2) - Water bottles and glasses - Paper and ball-pen for all participants - 1 technician ready to solve any problem 	-	10.30-11.00
	-	Asian Continental meeting	08.00-14.00	<ul style="list-style-type: none"> - Double U for 90 people - 1 stage with a head table for 7 people - 4 table microphones - 30 microphones - 1 position for lecturer/speaker with a fixed microphone - Sound system - Big Screen and projector - 01 retro-screen facing head table - 01 Computer/Laptop - Laser pointer - Water bottles and glasses - Paper and ball-pen for all participants - Headsets for simultaneous translations - 1 technician ready to solve any problem - Ballot Box (at least 2) 	AR/EN	

	-	American Continental Meeting	08.00-14.00	<ul style="list-style-type: none"> - U shape 40 people - 20 microphones - Sound system - Big Screen and projector - 01 Computer/Laptop - Laser pointer - Water bottles and glasses - Paper and ball-pen for all participants - Headsets for simultaneous translations - 1 technician ready to solve any problem - Ballot Box (at least 2) 	EN/ES	
D+2	Football 1 Pitch	CISM tournament	16.00	<ul style="list-style-type: none"> - Provide sports equipment and t-shirts 	-	
D+3 D+4 D+5	-	Congress and General Assembly	08.00-14.00	<ul style="list-style-type: none"> - Classroom style for 350 people - 1 Stage with a head table for 25 people - 15 table microphones for the head table - Event's Backdrop - 2 poles displaying Host Nation and CISM Flags - All participants nations flags displayed alongside the lateral walls (each side) - 1 lecturer/speaker position with fixed microphone - 2 giant screens - 3 retro-screens facing head table - 120 table microphones for delegations, PCSC, others - 02 Computer/Laptop - Laser pointer - Ballot Box (at least 2 big sizes) - Water bottles and glasses - Paper and ball-pen for all participants - 350 Headsets for simultaneous translations - 1 technician ready to solve any problem 	FR/EN/ES/ AR	10.30-11.00
D+5		Closing Ceremony	12.00	<ul style="list-style-type: none"> - It will start 30' after the General Assembly - The same setup will be kept - Besides, it's necessary: - 1 Local Master of Ceremony with his Station with microphone - 2 poles to lower Dominican and CISM Flags (with Anthem) - 2 militaries/cadets to lower the flags and present the CISM Flag to Dominican Chief of Delegation - 2 militaries/Cadets to act as "medal holders" - Rehearsal is necessary 	FR/EN/ES/ AR	-

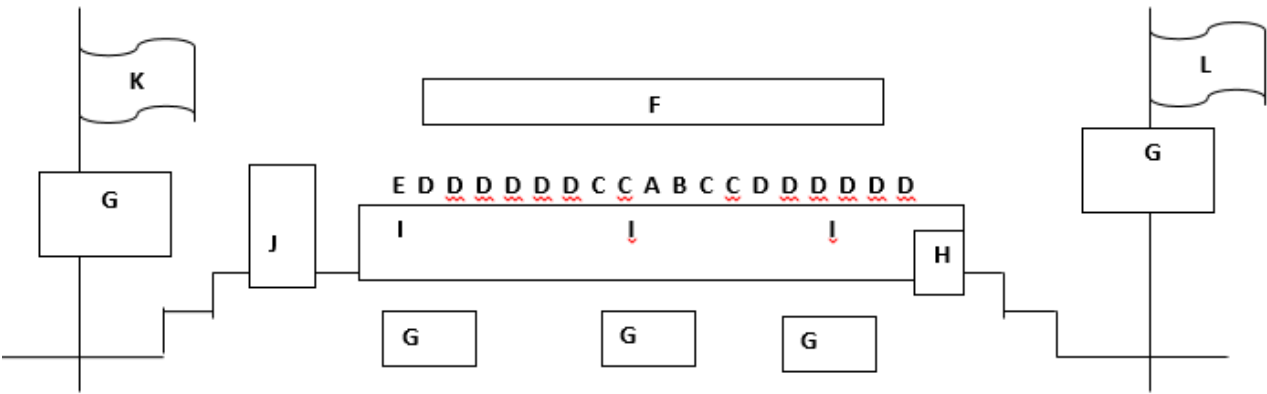
	-	BoD meeting	14.00-17.00	<ul style="list-style-type: none"> - U shape 40 people - 15 microphones - Sound system - Big Screen and projector - 01 Computer/Laptop, Laser pointer - Water bottles and glasses - Paper and ball-pen for all participants - Headsets for simultaneous translations - 1 technician ready to solve any problem 	FR/EN	-
D+5	-	Gift Exchange Ceremony	18.00-19.30	<ul style="list-style-type: none"> - Event's Backdrop - Sound System - 1 MC position with fixed microphone - Water - On the podium 3 big tables to put all gifts - chairs for accommodating delegates 	-	-
	-	Closing Gala Dinner	20.00-23.00	<ul style="list-style-type: none"> - Sound System - 1 MC position with fixed microphone - 1 portable microphone - 1 honor table for 12 people - All other round tables of 10 people - Music group available to entertain 	-	-

PROPOSAL OF SETUP

Schematic presentation of the podium of the Congress and General Assembly

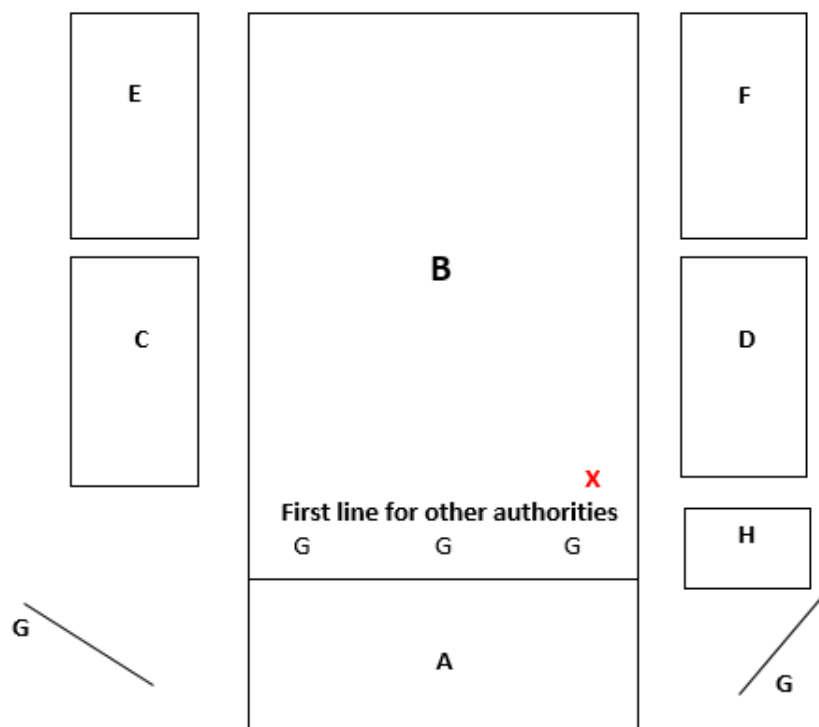
The members of the Board of Directors shall be seated on a raised platform (podium), in easy view of all delegates. The podium must be at least 15 m width and 6 m deep. The table of honor must be at least 13 m long and at least 25 people (CISM President, 4 Vice-presidents, 14 BoD members, Secretary-General, Treasurer General and other authorities) must be able to sit on it comfortably. On one side of the table, a rostrum or speaker platform is installed for official speeches and work during the sessions.

Schematic presentation of a front view of the podium:



- | | |
|------------------------------------|--|
| A : President | G : 2 Screen (4m x 3m) and 3 for authorities |
| B : Secretary General | H : Overhead projector, Video, VHS, TV set |
| C : Vice-Presidents | I : Flowers |
| D : Members of the Board | J : Lecturer |
| E : Treasurer General | K : CISM flag |
| F : Members of General Secretariat | L : Host Country flag |

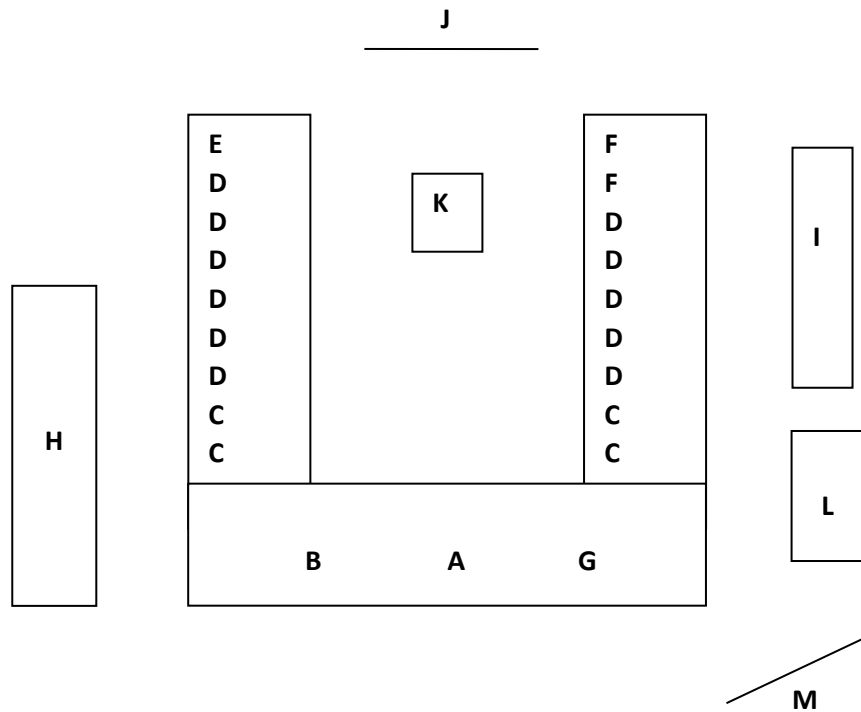
Proposal for schematic presentation of the General Assembly hall



- | | |
|--------------------------------------|------------------------------|
| A: Podium | E: Partners firms |
| B: Delegations (order starting at X) | F: Observers (10 people) |
| C: Special Guests (15 people) | G: Screens |
| D: PCSCs (30 people) | H: CISM HQ Staff (10 people) |

Delegations are placed following the French alphabetical order from A to Z, starting at X point. For a correct alphabetical order list see the current CISM directory.

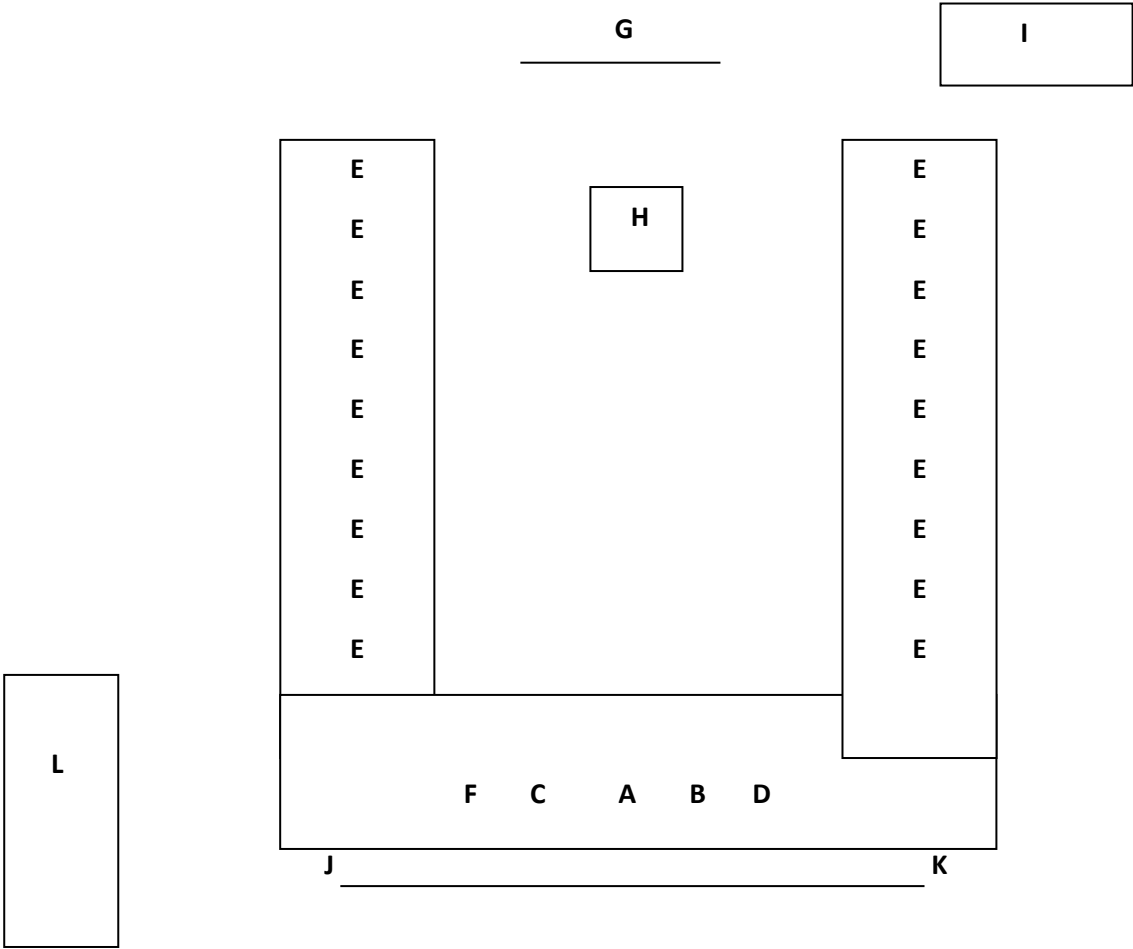
Proposal for schematic presentation of the BoD meeting room



- A : President
- B : Secretary General
- C : Vice-Presidents
- D : Members of the Board
- E: Treasurer General
- F : Commission Presidents
- G: Vice-President of the host region

- H : Members of General Secretariat
- I : Observers
- J : Screen (2m x 3m)
- K : Overhead projector, Video, VHS, TV set
- L : Simultaneous interpretation
- M : CISM and Host Country flags

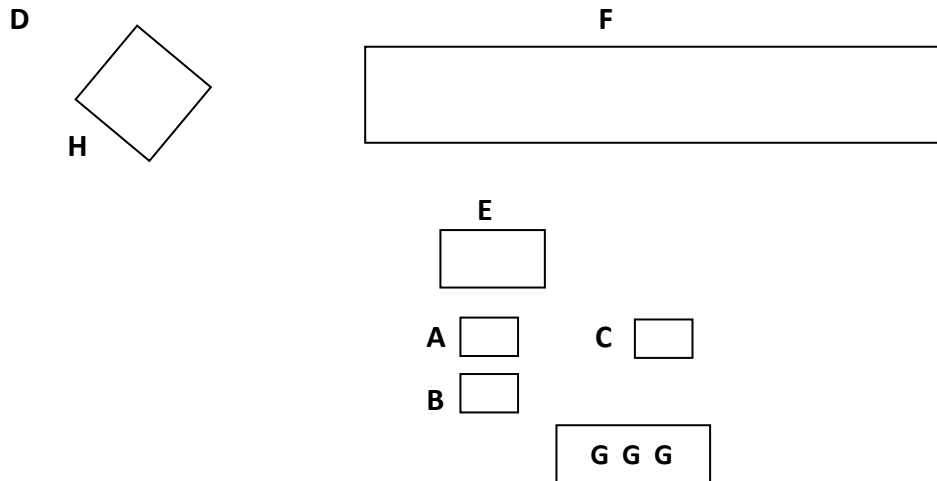
Proposal for the schematic presentation of the PCSC meeting room



- A : CISM President
- B : Secretary General
- C : Sports Director
- D : President of Sports Commission
- E : PCSCs
- F : Chief of the hosting Delegation

- G : Screen
- H : Overhead Projector
- I : Observers
- J: CISM Flag
- K: Host Country Flag
- L: Documents

Proposal of schematic presentation of the decoration ceremony (only special occasions)



A : President of CISM

B : Medal holder

C : Nominee

D : CISM Head of Protocol

E : Table

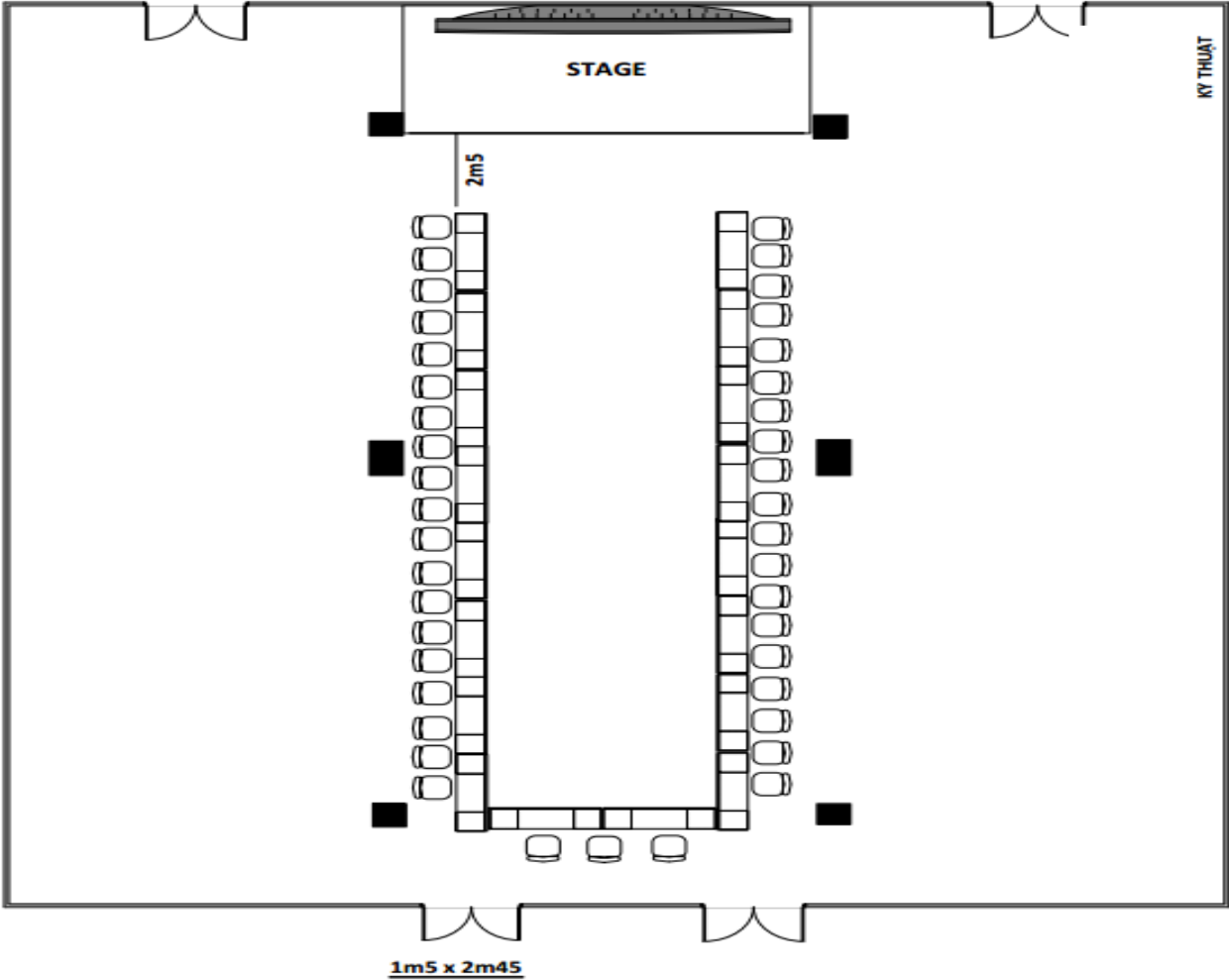
F : Secretary General, Treasurer General, BoD members

G : Press

H : Lecturer

MEETING ROOMS LAYOUT (SUGGESTION)

1. PREPARATORY MEETING (Max. 40 people) - KUMBAYAH ROOM

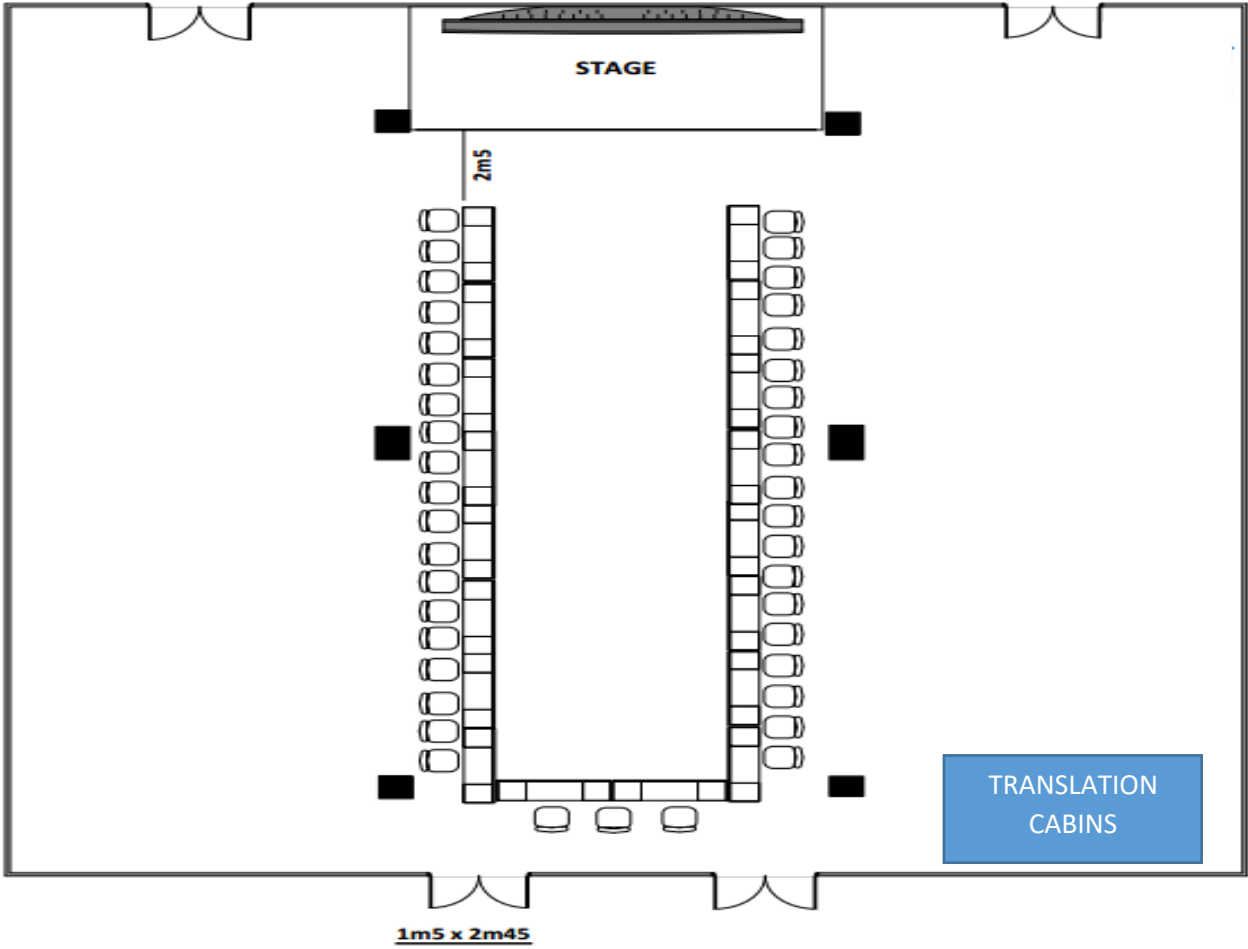


Gooseneck microphone

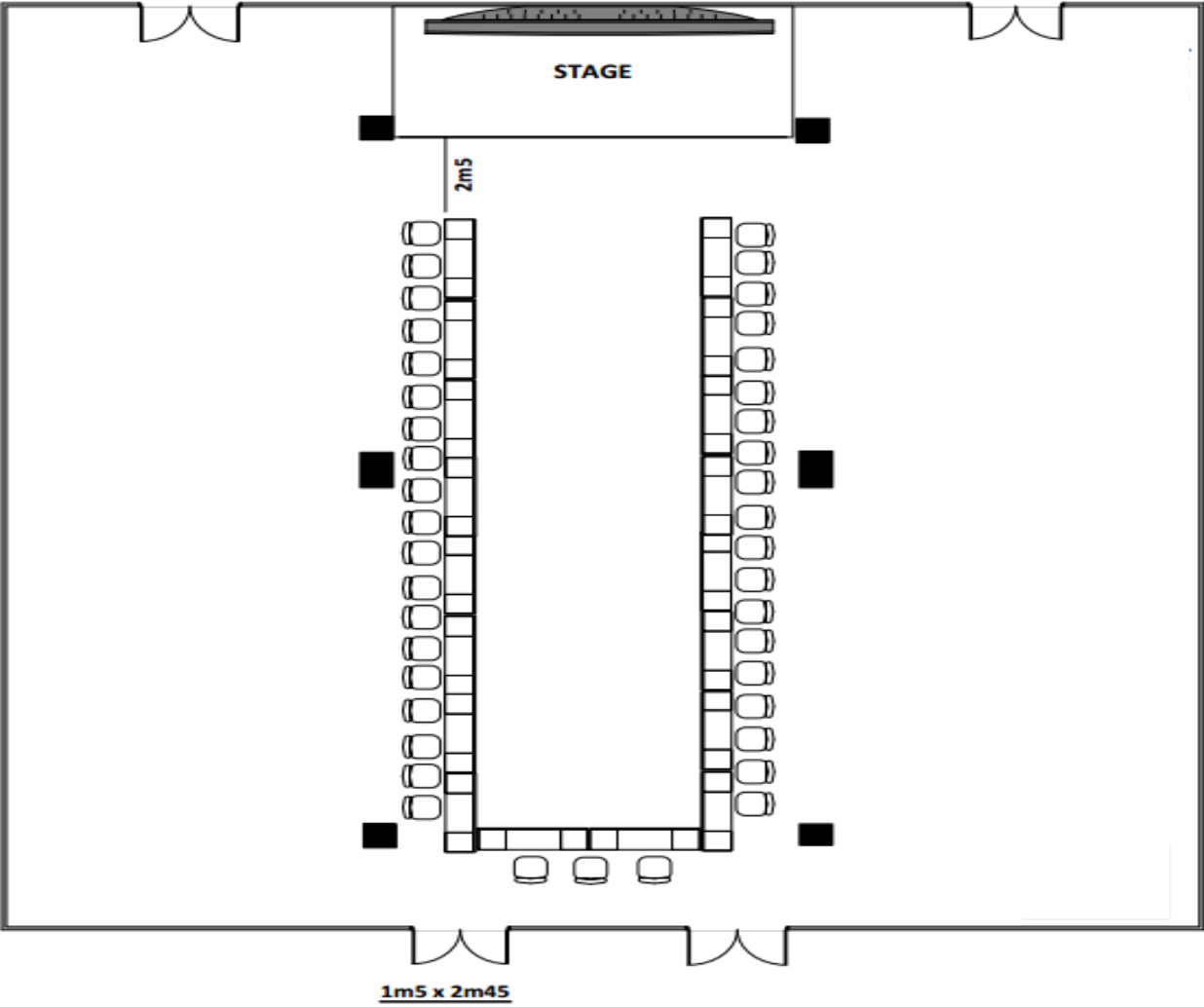


Handheld microphone

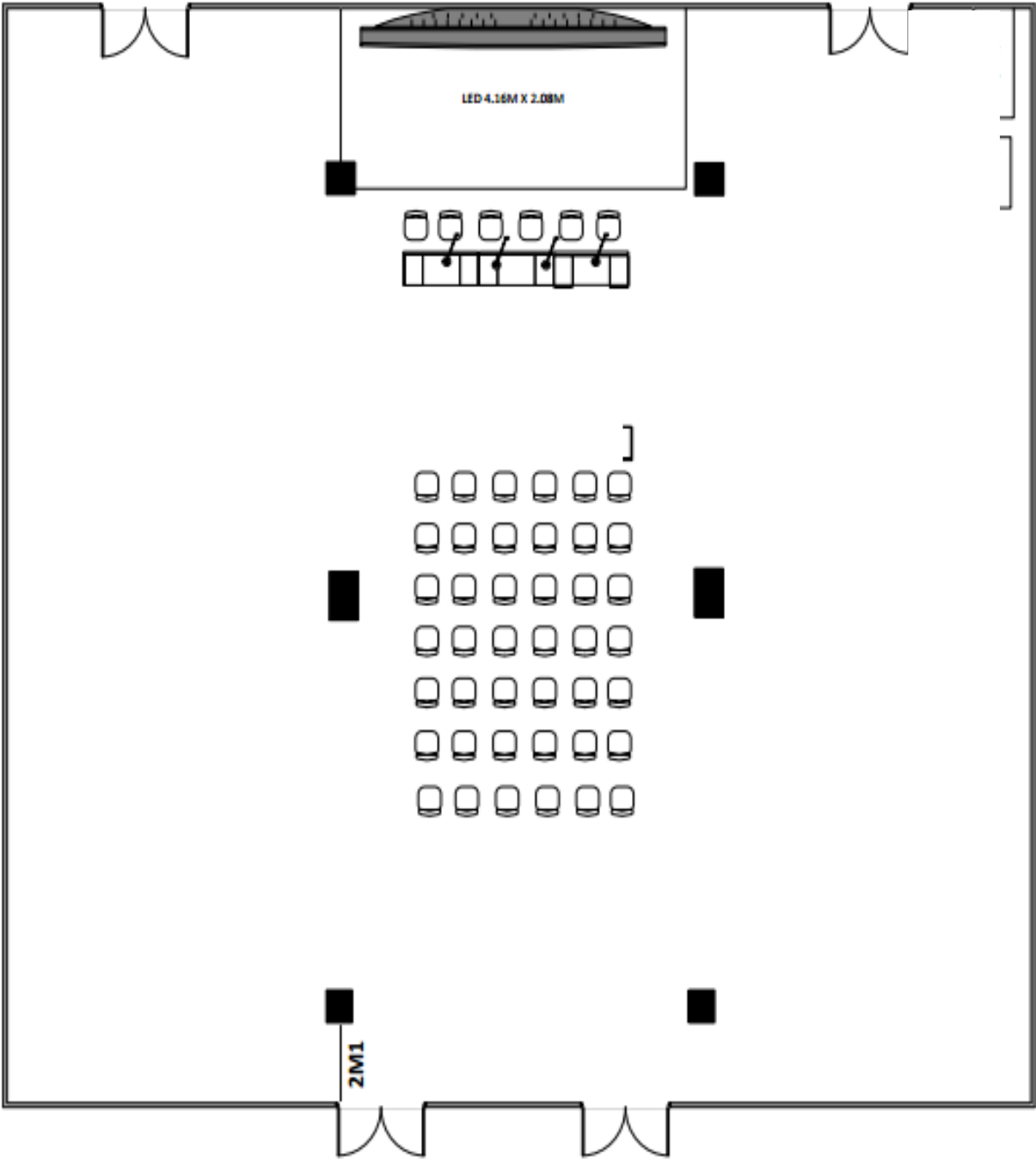
2. **BoD MEETING (Max. 40 people) - KUMBAYAH ROOM**



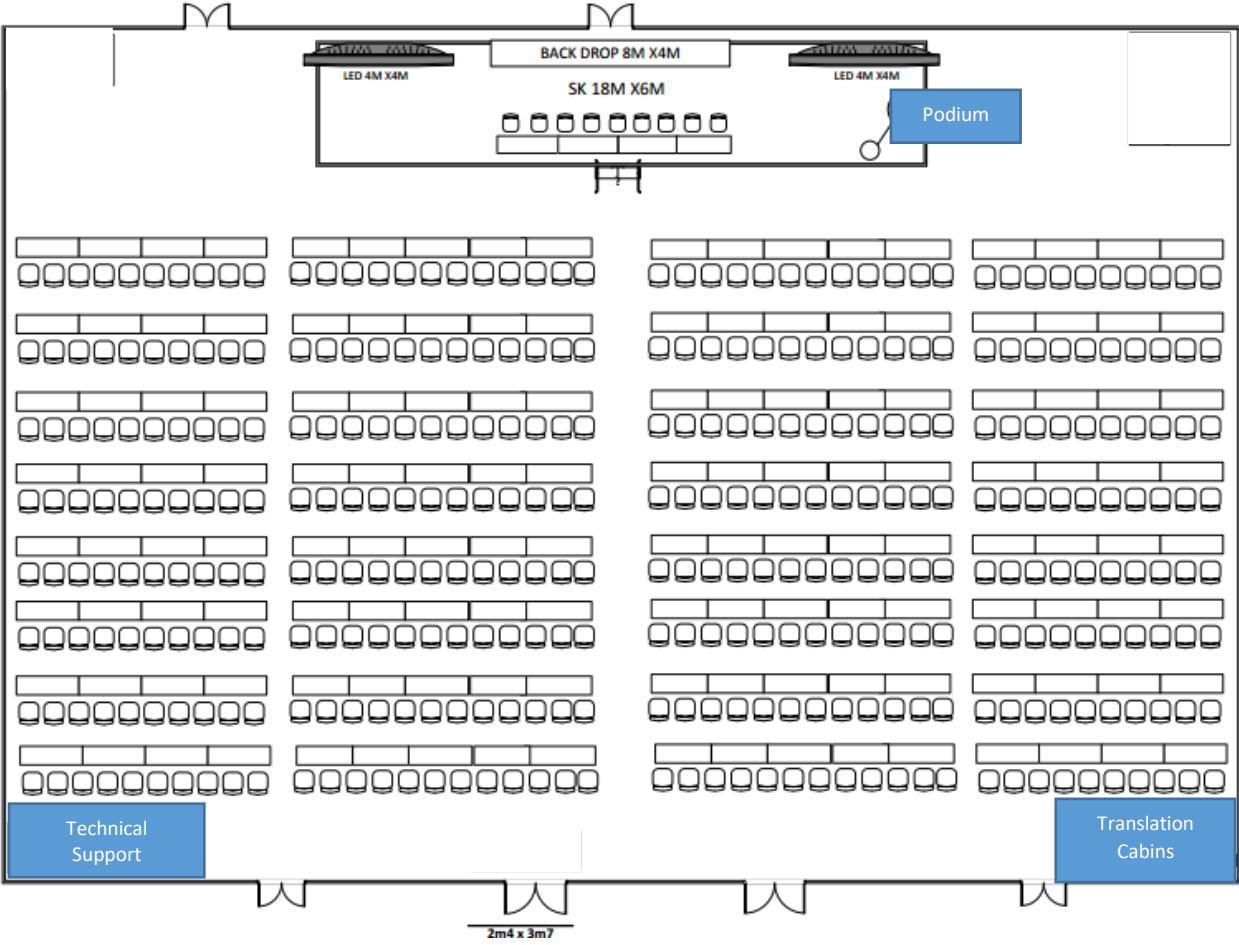
3. PCSC MEETING (Max. 40 people) - KUMBAYAH ROOM



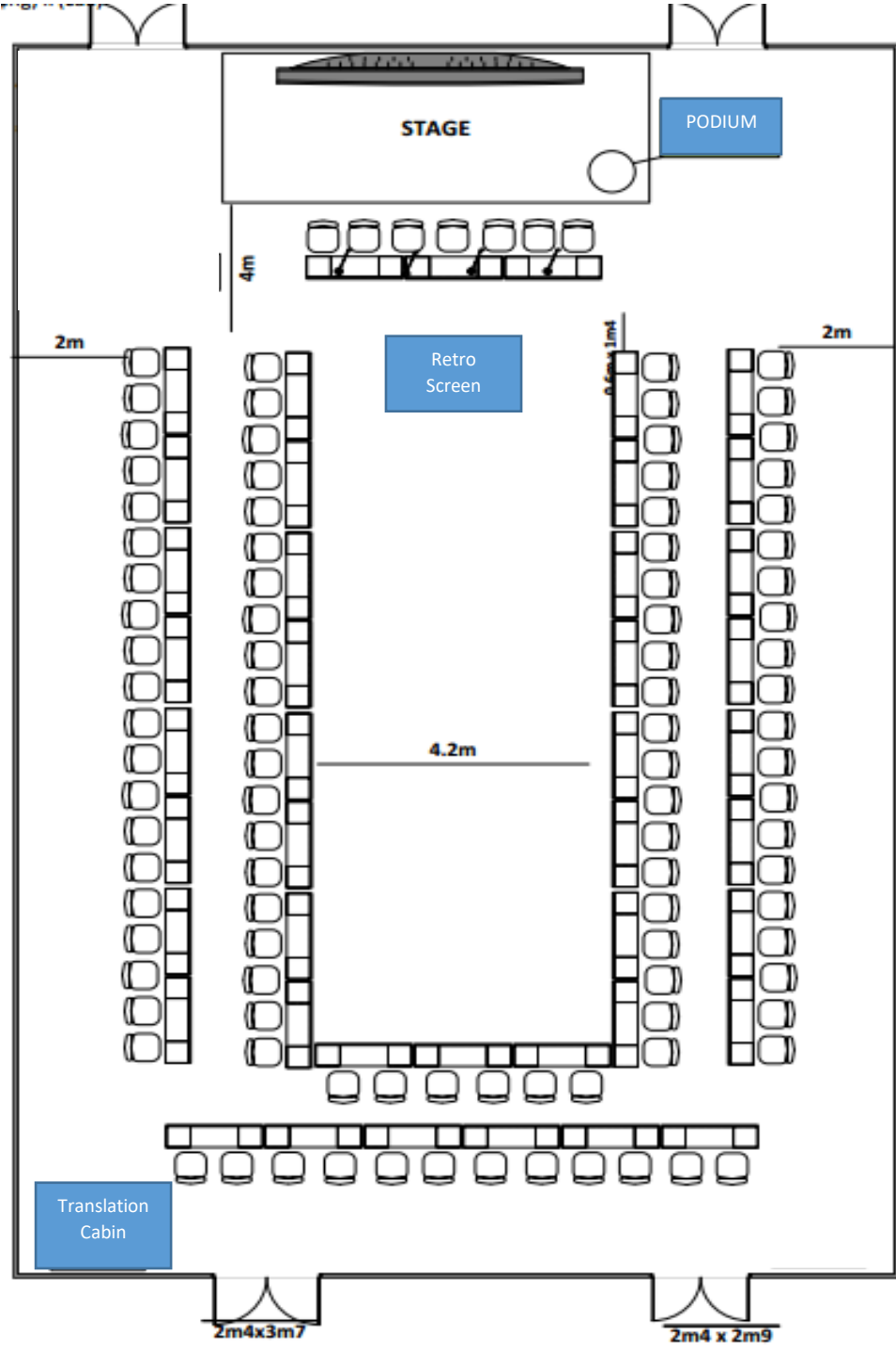
4. PRESS CONFERENCE (Max. 40 people) – IVORY ROOM



5. OPENING CEREMONY (Around 400 people) – JAMBO 1 2 3

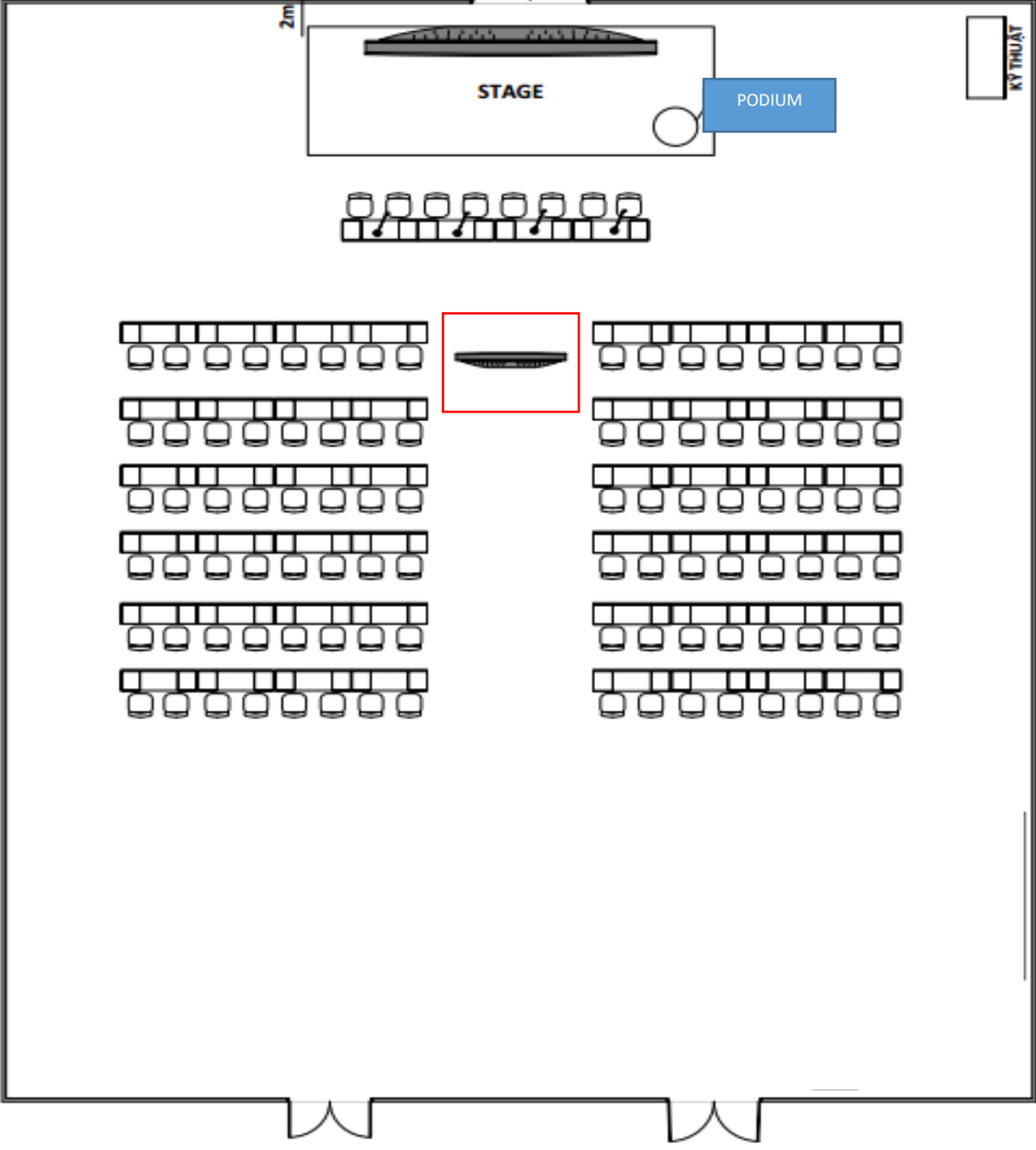


6. AFRICAN CONTINENTAL MEETING (90 people) - JAMBO 1

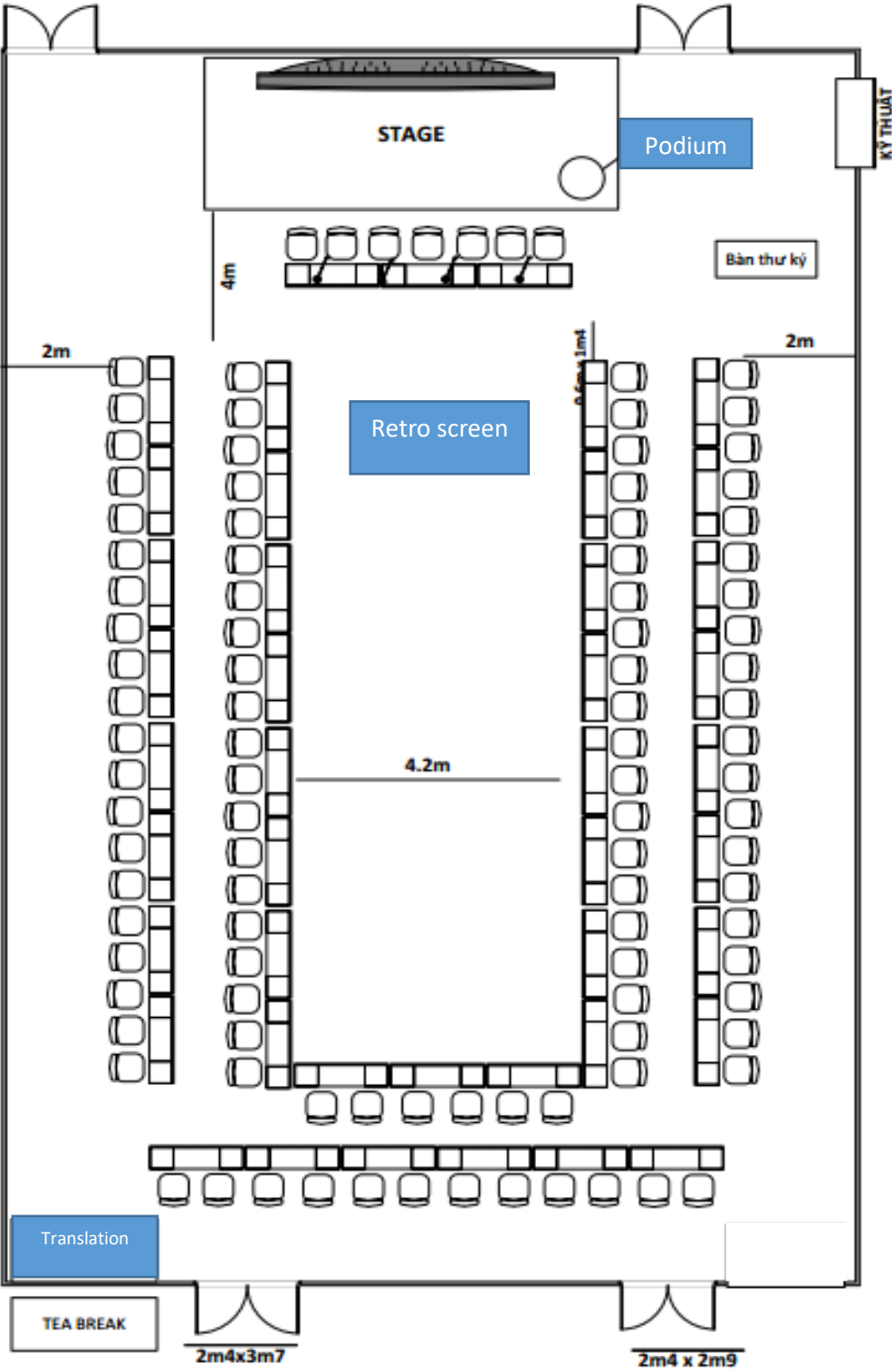


7. EUROPEAN CONTINENTAL MEETING (100 people) – JAMBO 3

28m x 20m x 6m1
(dài) x (rộng) x (cao)

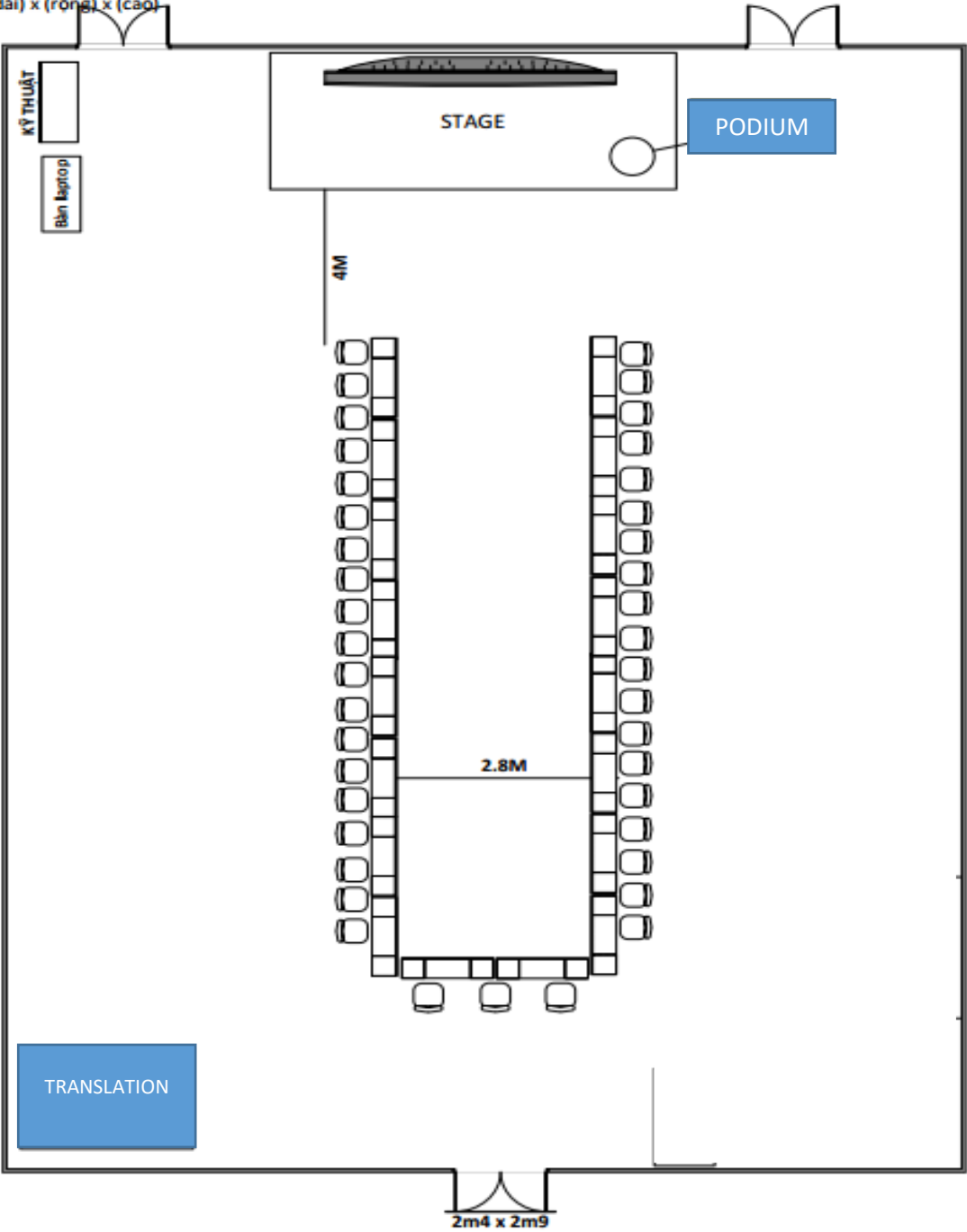


8. ASIAN CONTINENTAL MEETING (70 people) – BOUGANINVILLE

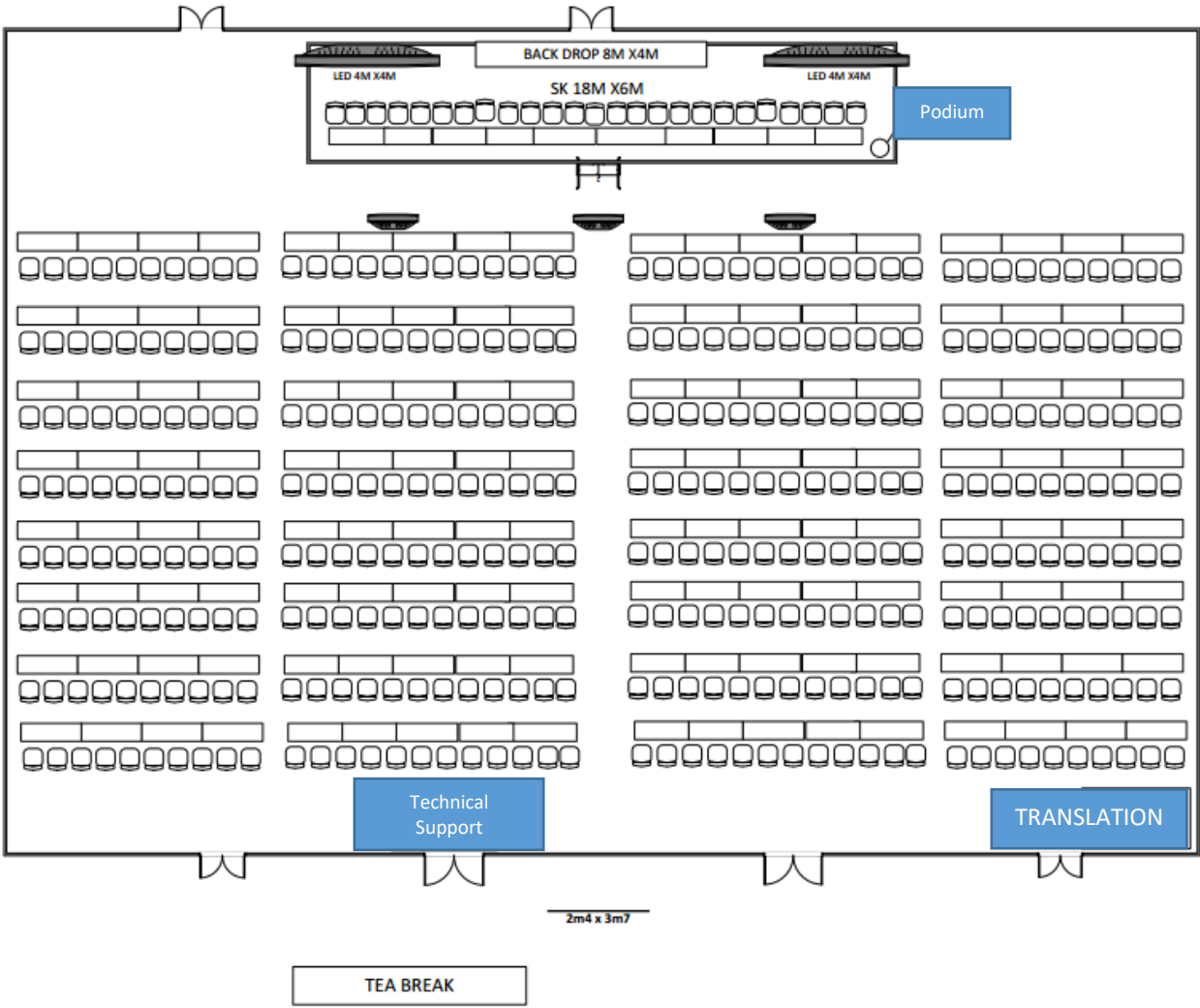


9. AMERICAN CONTINENTAL MEETING (40 people) IVORY

28m x 13m5 x 6m1
(dài) x (rộng) x (cao)



**10. CONGRESS & GENERAL ASSEMBLY + CLOSING CEREMONY (350 PEOPLE)
JAMBO 1 TO 3**



PICTURES



Conference center used for General Assembly and Congress



Podium



Backdrop / indicative plaque



BOD meeting room



African Continental meeting room



Panels displaying participant nations' flags



Opening Ceremony



Order of Merit Ceremony



Event's official picture



Gift Exchange Ceremony



CISM Flag's transmission



Gala Dinner



Coffee break