



Manual for Conventions 2022

The Rotary International Manual for Conventions is intended to assist the International Convention Committee, the Host Organization Committee, and the General Secretariat in planning, conducting, and supporting an RI Convention. The information in this manual is based on the RI Constitution and Bylaws, the *Rotary Code of Policies*, and *The Rotary Foundation Code of Policies*. Changes to these documents by the RI Board of Directors override policy as stated in this publication.

Rotary Code of Policies references in this manual, which can be found at www.rotary.org, include:

- Article 57 International Convention
- Section 20.060.4 District Conferences & Assemblies Timeframe
- Section 26.050 RI Protocol
- Section 26.130 Diversity, Equity, and Inclusion
- Section 34.030.13 Commercialization of the RI Name and Emblem
- Section 34.030.14 The Rotary Marks in Combination with Other Marks for Commercial Purposes
- Section 34.030.15 RI and TRF Guidelines for Use of the Rotary Marks by Other Organizations
- Section 37.010 Guidelines for Sponsorship of RI Meetings, Events, Projects, and Programs
- Section 61.040 Recommended Protocol at RI Meetings
- Section 66.050 Contracts

Rotary Foundation Code of Policies references in this manual, which can be found at www.rotary.org, include:

- Section 21.030.1 Specific duties of Officers

Bylaws of Rotary International references in this manual, which can be found at www.rotary.org, include:

- Section 5.050 RI Meetings

The Constitution of Rotary International references in this manual, which can be found at www.rotary.org, include:

- Article 8 Convention

Citation Key

RCP *Rotary Code of Policies*
RFCP *The Rotary Foundation Code of Policies*
RIB RI Bylaws
RIC RI Constitution

This manual is reviewed annually and approved by the board at its autumn meeting. Any policy in the RI Constitution and Bylaws and Rotary Code of Policies supersedes information in this manual.

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Using this Manual

For the purposes of this manual, the following definitions apply:

Booth(s): can refer to booth(s) or display area(s).

The Board: refers to the RI Board of Directors.

The Host Organization Committee (HOC): Made up of local and regional members, plays an active part in the support of the convention.

The International Convention Committee (ICC): Appointed by the President per the RI bylaws, this committee provides strategic direction for the convention.

General Secretary: The chief operating officer of the organization and responsible for all operational aspects of the convention. As used in this manual, the term *general secretary* covers the general secretary and other members of the Secretariat to whom the general secretary has assigned responsibilities.

Meetings and Events staff: Report to the General Secretary and have operational and fiscal control of convention preparations. All modifications, additions, or reductions in costs, services, and other arrangements are made through the Meetings and Events Team.

Personal Data: Any information that relates to an individual who is or can be identified from the data, either alone or in conjunction with other information. This includes their name, postal address, email address, telephone number or payment cardholder data.

This manual is for the general guidance of the bidding cities, convention committee, and HOC and has been approved and is revised from time to time by the Board. The general secretary is requested to bring to the Board's attention any necessary changes to the manual (RCP 57.030.). Revisions of this manual should be distributed to the following:

- RI president
- RI president-elect
- RI president-nominee, when known
- HOC chair
- Host area governor(s) at the time of acceptance
- Succeeding governors through the year of the convention
- International convention committee members
- Chief sergeant-at-arms and key deputies
- General secretary
- All known current host areas and related convention and visitors bureaus or ministries of tourism

Sponsorship: The secretariat has been authorized to secure sponsorships from corporate, not-for-profit and licensed vendors. These sponsorships offer benefits and recognitions to these valued potential sponsors to showcase their brand by aligning with Rotary's values and areas of focus. Sponsorships are not to be confused with fundraising and donor activities where a potential individual or a corporate entity may subsidize cost for a speaker or for a particular program with no benefits (example: Queen Noor from Jordan was covered by a generous Rotary member)

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The Rotary International Convention

The primary purpose of the Rotary International Convention is to stimulate, inspire, and inform Rotary members at an international level while advancing the strategic goals of the association. It is also the annual business meeting of RI (RCP 57.010.). The convention program includes preconvention meetings, general sessions, workshops, forums, breakout sessions, entertainment, and other meetings. The House of Friendship provides an opportunity for Rotary Action Groups, Fellowships, Licensed Vendors, and other organizations to connect and engage with members.

Club presidents-elect and other incoming Rotary club and RI officers are especially encouraged to attend the convention, so that they will be motivated to actively develop RI at the club and district levels.

The RI constitutional documents govern the RI Convention, while the Board of Directors, subject to the provisions of these documents, guides its administration. Moreover, the RI president who will serve in the year of the convention directs the planning and management of a convention, either personally or through delegation of duties.

A successful RI Convention requires mutual understanding and respect among the stakeholders: the RI president, trustee chair, RI Board of Directors, International Convention Committee (ICC), general secretary, and Host Organization Committee (HOC).

Responsibilities of Stakeholders

- RI president
- Trustee Chair
- RI Board of Directors
- International Convention Committee (ICC)
- General Secretary
- Host Organization Committee
- Convention Promotion

RI President

The president presides over the convention and may assign any person a place on the program and approve the payment of any additional person's expenses. While the constitutional documents of RI and the decisions of the RI Board of Directors govern the administration of the convention, the RI president is directly responsible for all decisions during the planning process.

Trustee Chair and The Rotary Foundation

The Foundation chair coordinates the Foundation segments of the convention program in consultation with the president and the Trustees (RFCP 21.030.1). Two years before the convention, the chair presents the plan for these segments to the Trustees to determine which activities and events they wish to hold at the convention. Traditionally, the following events and activities, funded by TRF, are held either as an official part of the convention program or in conjunction with the convention:

Official convention program specifications

- The Rotary Foundation general session, which includes the trustee chair presentation and other elements to be determined
- At least one breakout session on current programs and initiatives of The Rotary Foundation (RCP 57.110.2)
- The Rotary Foundation Donor Summit session to recognize and steward donors.
- Three Foundation exhibits on the following: programs and fund development, PolioPlus, and the Rotary Peace Centers
- A lounge for Arch Klumph Society members
- Office space for the Foundation trustee chair and chair-elect

Events held in conjunction with the convention

- A ticketed dinner event hosted for Arch Klumph Society and Legacy Society members (by invitation only)
- A ticketed dinner event hosted for new or elevated Major Donors and Bequest Society members of that Rotary year (by invitation only)
- Other training and committee meetings as approved by the Foundation Chair

In addition, during a general session, the trustee chair should present The Rotary Alumni Global Service Award alongside the Rotary International president (RCP 43.080.4.4).

RI Board of Directors

The RI Board of directors approves all recommendations from the International Convention Committee. (RCP 57.080.3.).

International Convention Committee

The International Convention Committee (ICC) consists of six Rotary members, one of whom is the host committee chair. Twenty-eight to thirty months before the convention takes place, the president shall appoint the ICC chair in consultation with the president to serve during the year of the convention.

The chair of the convention committee shall be selected in accordance with the following criteria: 1. Within the last 10 years has served on the RI Board of Directors or on an RI or TRF committee approved by the Board or Trustees. 2. Has knowledge of and experience in planning Rotary International Conventions. 3.

Shall not be a member of or adviser to the Host Organization Committee or appointed to the preceding year's International Convention Committee. 4. Is sufficiently healthy to perform the duties of the office. 5. Preferably has the ability to communicate in English. (RCP 57.080.1)

The ICC chair of the future convention may attend meetings of the current year's committee as an observer at no cost to RI. (RCP 57.080.2). The ICC chair will attend the convention preceding the convention for which such chair has been appointed at Rotary International's expense. The RI president and the ICC chair work as a team to plan and conduct the convention, making all appointments and significant decisions together.

Responsibilities:

- Assist the RI president in planning and implementing the convention program. This should be done in close association with the general secretary and the HOC, who are responsible to the ICC. The ICC will advise, receive instructions from, and work with the president of the relevant year to include the president's desires and ideas in the program. The final authority is the Board (RCP 57.080.3.).
- Review the convention draft budget prepared by the general secretary for Board approval (see "Budget and Financial Matters").
- Establish registration fees, subject to Board approval.
- Recommend the entertainment features of the convention for approval by the president (see "Program").
- Consider proposals and plans for the convention and make recommendations with attention to diversity, equity and inclusion
- Determine the initial interpretation languages to be included in the final budget recommendation. This will include six RI languages — French, Japanese, Korean, Mandarin, Portuguese, and Spanish and any additional languages that are appropriate for the host country. The committee may also provide simultaneous interpretation for a language if the registration numbers at the December registration deadline warrant it and if space and budgetary constraints allow. (RCP 57.110.5.)
- Approve HOC plans for special convention events, such as Host Hospitality Night, preconvention entertainment and entertainment in the HOF, subject to the review and authority of the Board.
- May participate in convention promotion efforts beginning 16 to 18 months before the convention, as discussed during the initial ICC meeting.
- Promote the convention in the ICC members' local areas. This could include making personal visits (at no cost to RI) to district conferences and RI institutes, sending emails and/or social media posts to district governors and others, and closely cooperating with Rotary regional magazines.
- Perform the following duties at the convention, among others:
 - Advise the president and general secretary as necessary
 - Provide policy guidance and planning information to convention officials
 - Help enforce RI policies where needed, including code of conduct (Exhibit 3) violations as requested by the general secretary

General Secretary

Before the president appoints the ICC, the general secretary will act as the liaison to the president, the RI Board, the HOC and host city officials in all matters concerning the convention.

After the Board has tentatively selected the city for the convention, the general secretary will travel to the city and, with the close cooperation of the HOC and city administration or private parties, negotiate contracts for RI and arrange for a sufficient block of hotel rooms for the estimated attendees. The general secretary will also meet with the HOC board of directors to carefully review all convention organization plans (RCP 57.130.).

Responsibilities

Site Selection

- Manage the site selection process.

Governance

- Act as secretary to the ICC and promptly submit meeting minutes to the appropriate interested parties before submission to the RI Board.

- Develop the advance memorandum and the agenda for committee meetings, in consultation with the ICC chair.
- Provide regular reports on convention planning to the ICC and Rotary senior leaders.
- Implement Rotary International and The Rotary Foundation policies applicable to the Convention.
- Address any code of conduct violations reported.

Vendors

- Ensure that members of the HOC and host city suppliers recommended by the convention and visitors bureau (CVB) are included in the bidding process.
- Negotiate and execute all contracts in accordance with RI policy.

Finances

- Present the convention budget to the Board for approval.
- Subject to Board policies, presidential direction, and ICC guidance, be primarily responsible for controlling the finances of the convention, which includes the following:
 - Ensure that expenditures are within budget provisions, provide monthly variance reports, and inform the president, the Board, and the committee of any overruns for appropriate action
 - Collect all fees, sponsorship payments, and other revenues and properly safeguard and account for them
 - Make all purchases of goods and services or authorize others to do so under appropriate circumstances and controls. When purchasing goods or services locally, the general secretary will work closely with the HOC because local relationships often result in cost savings to RI
 - Sell tickets to all official RI events and provide space to the HOC for host event ticket sales
 - Verify that all goods and services are delivered in accordance with contracts and agreements including assurance that meals charged to RI are for those served or guaranteed
 - Guarantee obligations to vendors contracted by Rotary International.
 - Obtain and review applications and bids from competitive companies seeking to be designated “official,” such as air carriers, rental car companies, and other services. For the air carrier, the general secretary considers not only the fare proposed but also the capacity of the carrier, any sponsorship rights fee, the complimentary tickets, and freight offered to RI.
 - Select official service providers in compliance with the procurement policy. (RCP 66.050)
 - Allocate complimentary airline tickets, complimentary hotel rooms, and other concessions related to the convention to replace charges that would otherwise be applied to the convention budget.
 - Review and approve sponsors in exclusive categories reserved by RI, including airline companies and banking/financial institutions. Review any requests by the local organizing entity for advance permission to solicit sponsors in any of RI’s exclusive sponsorship categories. (RCP37.010.12)
 - Provide continual oversight of the budget and provide the Board with final financial reports and statistics no later than the autumn Board meeting following the convention.
- As soon as practical, submit a final financial statement to the president and the ICC for their review and comment before publication, normally 60-90 days after the convention.
- Provide the president (serving during the year of the convention), the Board, and the ICC chair with a final financial statement containing income and expenses and any comments or explanations.

Sponsorship

- Create and implement an integrated sponsorship strategy for the Convention that targets global brands and companies interested in long-term, sustainable relationships via custom, integrated packages of convention and/or year-round benefits.
- Jointly with each HOC, develop a sponsorship platform for each convention that includes both HOC and RI assets, as well as a coordinated joint solicitation strategy.
- Negotiate and finalize an agreement with the HOC outlining the joint solicitation strategy, sponsorship platform development, and revenue-sharing terms.
- Review and approve, in conjunction with the President, all sponsor prospects to be solicited by the HOC.

Logos

- Design a convention logo in accordance with RI policy with the input and cooperation of the HOC and the President who will preside over the convention, once they are designated. Together with the President, finalize the design of the official logo. Any convention tag line, slogan or theme is subject to the same development, review and approval process and policies as the convention logo and all references to the convention logo throughout this Manual shall also apply to any convention tag line, slogan, or theme.
- RI is the owner of the convention logo and convention tag line, slogan, and/or theme, and all are included in the definition of “Rotary Marks.”
- RI is responsible for approving all uses of the logo and tagline, slogan, and/or theme on all printed and electronic materials and merchandise; and only RI has the rights to license use thereof. (See Convention Logo section, below, for more details on use of the convention logo.)

Space

- Manage all space allocation of contracted space within the pre-convention and convention venues
- Arrange suitable space, materials, forms, and supplies necessary for pre-registration for the following convention in the future convention booth.
- Provide space and the necessary personnel to accommodate convention election procedures.
- Provide on-site currency exchange, if possible and authorized.
- Provide appropriate space in an easily accessible and prominent location for the following convention booths: Global Networking Groups, Club and District Projects Exhibition, Rotary Resource Center (Secretariat services), The Rotary Foundation, general services, licensees, and convention promotion.
- Establish suitable offices for RI general officers and staff (including the president, president-elect, president-nominee, Foundation trustee chair, and chair-elect) at the convention site.
- Assign suitable office space for the HOC. All furniture, equipment. and food and beverage ordered are the responsibility of the HOC
- Provide adequate space for the annual general meetings of Global Networking Groups (Rotary Fellowships and Rotary Action Groups), preferably three rooms with seating space for up to 100 people (RCP 42.020.12)
- Open an office in the convention city approximately two weeks before the convention and have staff available to work with the HOC, convention and visitor's bureau, suppliers, contractors, and others on convention arrangements.
- Organize signature events (which may include a cultural night, , and a hosted event at a prominent tourist attraction). Online ticket sales should be operational by the opening registration date for the one-year prior convention, but not before then.

Marketing and Promotion

- Develop a marketing strategy and execute a global plan to promote convention registration.
- Develop and distribute promotional materials and resources for dissemination worldwide by promotion team members, the HOC marketing committee and the district promotions chairs.
- Develop and maintain the official Rotary International Convention Website – convention.rotary.org.
- Support promotions activities and serve as a liaison among the various promotions teams for the convention.
- Establish production schedules and deadlines for marketing collateral developed by the HOC, including HOC website content.
- Purchase a domain for the HOC and review and approve content for the HOC website and HOC event ticket sales.
- Solicit bids for and select a local public relations firm to support public awareness and earned media campaigns.

General Sessions

- Develop themes for the general sessions' programs based on the preferences of the president for the convention year.

- Present options for external speakers and entertainment, with attention paid to diversity, equity and inclusion, and appropriateness for the audience
- Invite and contract the speakers and entertainment based on the input from the president.
- Develop graphics to support the themes and programming of the general sessions.

Breakout Program

- Manage Call for Proposals to solicit material for breakout sessions 9-11 months prior to the convention.
- Present results of the Call for Proposals and recommended breakout program to the President and the ICC chair for their review and approval 5-6 months prior to the convention.
- Consider diversity, equity and inclusion in the selection of breakout presenters and subject matter
- Manage all interactions with speakers for the breakout sessions.
- Develop and distribute evaluations for individual sessions and the entire convention and provide a report on the results of those evaluations.
- Coordinate and deliver orientation programs for convention attendees.
- Solicit and analyze bids for the provision of a mobile app for the convention.
- Contract a service provider to develop the app.
- Design and maintain the contents of the mobile app for convention.

Registration and Housing

- Manage convention registration and housing.
- Manage data associated with convention registration according to PCI requirements and according to applicable privacy laws and Rotary International data privacy policies.
- Provide solutions and mechanisms to streamline and distribute badges, tickets, and other registration-related materials.
- Monitor registrations by language preference to determine which languages will need to be interpreted simultaneously. The general secretary and the convention chair will also use this information to determine which languages will be used for the program and the transportation guide (RCP 57.110.8).
- Contribute to and distribute the official convention program.
- Provide housing, registration materials, and appropriate amenities for guest speakers and performers within the convention budget.
- Negotiate and contract hotels for the official housing block, identifying the hotels to be used for Rotary Senior Leaders, Official Participants, staff, vendors, entertainers, speakers, and guests.
- Negotiate and contract onsite temporary staffing services.
- Provide solutions for breakout monitors to reflect and track the available number of seats in all breakout sessions.
- Provide all reporting needs regarding registration and housing information collected for the convention, including historical data.
- Draft and distribute all registration and housing related correspondence to attendees.
- Notify and communicate with the host government and/or its embassies and consulates about the convention, providing them with current lists of attendees.

Other

- Promptly review and address any reports of violations of the code of conduct
- Provide appropriate transportation to and from the block hotels to the main convention venue(s) based on registration and housing data.
- Provide appropriate transportation for select Signature Events between the event venue(s) and the block hotels. Scope of service provided will be determined on a case-by-case basis.
- Collect and distribute a list of unofficial affiliate events that are submitted.
- Provide staff support and solutions for the convention and pre-convention meetings.
- Ensure that no groups or individuals associated with any convention-related booth use the convention to solicit funds, other than donations offered directly to the Foundation.
- Assign sufficient staff for the convention press bureau, depending on country-specific circumstances. (RCP57.090.3)

- Ensure that RI protocol is followed (RCP 26.050., RCP 61.040., and RCP 57.110.10.)
- Develop and distribute an overall convention evaluation survey. Survey is sent to all registrants.
- Analyze convention evaluation survey data and develop a report from the information, to act on for future convention planning.

The Host Organization Committee

The Host Organization Committee (HOC) is a group of Rotarians from the host district(s) who support the success of the convention by fulfilling specific responsibilities, which are carried out with the help of 1,000 to 1,200 volunteers.

In serving as hosts to all who attend the convention, the HOC can provide service and hospitality that reflects the ambiance of the convention city. It is this ambiance that demonstrates the internationality of the convention and of Rotary International. It is critical that the HOC embrace the broad spectrum of Rotary membership and non-member participation at the Convention by recruiting HOC members and volunteers that represent various ages, ethnicities, races, colors, disabilities, learning styles, religions, faiths, socioeconomic statuses, cultures, marital statuses, languages spoken, sexual orientations, and gender identities.

The HOC must clearly understand its role in the planning and operation of the convention, which involves cooperating with the ICC and general secretary. Until one year before the convention, the HOC must submit annual reports on its progress in fulfilling its responsibilities, and monthly activity reports will be required in the year before the convention. Depending on the progress shown in these reports, the general secretary may hold a training meeting where the HOC is located.

Structure

The HOC is typically structured as shown in the HOC Toolkit (page 79). The host organization appoints a chair and selects an executive committee. The committee should include representation from as many Rotary clubs within the host district(s) as possible to promote enthusiasm for the convention, raise necessary funds, and make the best use of member talent in the area. It is important that the HOC seek to represent the diverse nature of Rotary by recruiting committee members that represent a cross-section of district membership to participate in the planning and execution of their responsibilities. The HOC also cooperates by providing advice and assistance to the convention committee and the general secretary. The number and size of these committees may vary as needed. The HOC must be incorporated according to the laws and regulations of the host country.

The original proposal must include the name of the acting HOC chair and provide an explanation of how and when the host area will select its chair 30 months (about 2 and a half years) prior to the convention.

Qualifications of HOC Chair

- An experienced Rotarian, preferably a past district governor, appointed by the HOC
- Able to make a full-time commitment to the position
- Able to work effectively and cooperatively with leaders from other countries and cultures
- Have full support by the Rotary leaders in the host area and the HOC
- Able to serve as an effective liaison between the HOC, the ICC, and the general secretary

Before the Board accepts an invitation to host a Convention, any nearby districts must satisfactorily prove to the Board support for the convention and the HOC by providing letters of support including the signatures of the current district governor and the future district governor from the relevant districts.

The Board encourages districts to hold district conferences at a time most convenient, provided that the conferences are not scheduled at the same time as the Rotary institute for that district's zone or at the same time as the International Convention, (RIB 15.040.1), preferably not within 3 months of the International Convention. In the circumstance that a district wishes to host their district conference in conjunction with the Convention, the request must be presented for Board approval not less than 24 months in advance via the ICC, and the district conference cannot have a negative operational or financial impact on the convention.

HOCs should note that all recommendations made in the approved minutes of the ICC require further approval by the RI Board before any decision can be considered final. HOCs requesting pre-approval of any of their convention activities or plans prior to the ICC meeting should be addressed via the staff liaison.

Responsibilities

Contract

Once the Board tentatively selects a specified city as the convention site for a specified year, the HOC and the general secretary shall enter into a written agreement that defines the responsibilities of each party regarding the convention. Changes to the RI Constitution and Bylaws, the Rotary Code of Policies and The Rotary Foundation Code of Policies after the execution of said agreement shall override any policy specified in the agreement.

Finances

- Present a preliminary budget to the ICC during their official meeting.
- Develop a budget for approval by the president, ICC, and general secretary one year before the convention dates
- Submit all contracts to RI for review before signing
- Provide quarterly financial reports to RI during the convention year
- Provide a provisional financial statement to the general secretary within 30 days of the end of the convention and submit a *final* financial statement within 180 days to the president, the ICC chair, and the general secretary.

Promotion

- In cooperation with the general secretary, who will purchase domain names suitable for use by the HOC, establish a website as a resource for interested participants, providing information on tourism and HOC membership and structure in the early stages of planning. Social media sites may also be established in cooperation with the general secretary.
- The HOC website should maintain a consistent theme and message with the convention.rotary.org website.
- The HOC website will provide ecommerce functionality for HOC host hospitality ticket sales and will open simultaneously with the convention registration website at convention.rotary.org, starting during the one-year prior convention.
- The HOC website will support volunteer recruitment.
- Assist RI with organizing and staffing a booth and promotional activities at the 18-months prior IA, the 12-months prior convention, and the 6-months prior IA. The HOC booth staff for both events should be sufficient to handle the expected traffic and will be funded by the HOC.

House of Friendship

- With the general secretary, jointly develop plans for the HOF, including designing an attractive stage for the OC's entertainment program. RI will provide basic stage and audio-visual equipment. Any additions or upgrades are at the cost of the HOC.
- With the general secretary, jointly develop plans for host hospitality ticket sales / promotion and a souvenir booth, at the HOC's cost.
- Provide RI with a list of entertainment acts / performers names by an agreed upon date for review & approval, and so RI can produce badges
- Develop a plan for the registration and distribution of volunteer and HOF entertainment badges and materials, including furnishings, schedule, and volunteer staffing.

Sponsorship

- With the general secretary, jointly develop a sponsorship platform which includes RI and HOC assets and can be used to solicit both local companies and large global brands.
- Develop a list of sponsor prospects for solicitation by the HOC and submit to the general secretary for approval.
- With the general secretary, develop sponsorship revenue projections based on prospect list.

Data Privacy

- Develop a data privacy policy that addresses how registrant's Personal Data will be collected, processed, used, stored, and retained. This policy must be in compliance with all applicable data privacy laws throughout the Rotary world, including the EU's General Data Protection Regulation, and not conflict with RI's Privacy Policy
- Publish a data privacy policy on HOC website.
- Contract only with vendors who agree to protect the Personal Data and that maintain privacy policies, enter into a Data Processing Agreement with RI and vendors, and adhere to and operate in compliance with all applicable data privacy laws and regulations.
- Share Personal Data only as authorized and in compliance with the HOC's and RI's data privacy policies and provide notice to individuals if sharing Personal Data with third parties.
- Appoint an individual to oversee data privacy issues.
- RI must be notified immediately if there is a suspected breach or discovery of any breach (including any unauthorized access or accidental sharing) of Personal Data.

Events

- Organize and operate a host hospitality event including associated registration and ticket sales, recruiting hosts and pairing hosts with registered guests, making transportation arrangements in consultation with the general secretary, and communicating all details to the hosts and guests at no cost to RI. Any host hospitality event for more than 3,000 participants should be approved by the general secretary prior to contracting a venue or services.

Volunteer recruitment

- Recruit, train, and schedule local volunteers who will be needed to support the convention.

Public Relations

Work with RI Public Relations to obtain: 1) news media coverage, 2) paid advertising, and 3) external events for the purpose of increasing the general public's understanding of Rotary during the convention and encouraging new Rotary memberships.

Other support

At the request of the ICC, the president, or the general secretary, the HOC may provide other support for the convention, such as advising on

- vendor options
- speakers and entertainment
- local guests of the convention.

Convention Program

Overview

Program elements included are:

- General Sessions
- Preconvention Meetings
- Breakout Sessions
- Livestreaming
- Official Luncheons and Foundation Meal Events
- Ancillary Events
- Unofficial Affiliated Events

The convention program should include inspirational, educational, entertainment, and general interest features that club members and their guests will enjoy. The program should also:

- Demonstrate the impact of RI service or highlight effective service by others.
- Advance the Strategic Plan as well as the program and goals of Rotary.

- Include keynote speeches that provide informative and inspirational messages related to the Object of Rotary and programs of RI.
- Demonstrate the diverse, equitable and inclusive culture of Rotary.
- Encourage and enable as much as possible the participation of members whose language is different from that of the host country.
- Be sensitive to differences in culture, customs, and social values of RI membership.
- Offer distinct program opportunities not available at other meetings.
- Make the most of host country assets and resources.
- Include discussion sessions to address current issues and further develop the interests of the membership while being large enough to provide for a broad exchange of international views, but small enough to permit questions and comments from attendees.
- Enhance membership development and retention.

Program features and speakers should not be chosen solely for their public relations impact or to provide a forum for an international personality. However, consideration should be given to the worldwide publicity value as well as the practicality of the subject matter and its relationship to the work of clubs and the aims of RI (RCP 57.110.). It is suggested that topics on world understanding and peace be included in the program of the International Convention.

The president is responsible for the programming of the general sessions and will determine what speakers and entertainment to invite. The general secretary will develop themes for the convention general sessions, and is responsible for speaker invitations, contracts, entertainment contracts and stage production, and related support services for general sessions and other official RI program events. While the president and the general secretary welcome suggestions for services and contact information for program participants from the HOC, the general secretary is responsible for contacting, selecting, and managing all program-related service vendors.

Preconventions

To improve coordination with the convention and ensure a cohesive convention experience, and to allow the convention committee and general secretary ample time to plan for events, all preconvention events, including international institutes and any events requested by the Trustees, shall be planned, and implemented under the supervision of the Convention Committee.

Chairs or conveners identified to lead each preconvention event shall operate under the supervision of the Convention Committee and shall report event plans and progress to the Convention Committee chair.

All preconvention events for a particular convention shall be proposed and approved at the first official Convention Committee meeting, which is typically held 18 to 24 months before the convention. (RCP57.110.4)

Generally, the following meetings are held immediately before an RI Convention:

Rotaract Preconvention Meeting

The Board at its November 2021 meeting agreed to a three-year pilot basis beginning at the 2023 Melbourne convention, to more fully integrate Rotaract's active participation in a Rotary International Convention in place of a separate Rotaract preconvention event and approves an exception to Rotary Code of Policies section 57.110.3. regarding a Rotaract preconvention event for this purpose. There will be no Rotaract preconvention for 2023, 2024, and 2025.

Youth Exchange Officers Preconvention Meeting

The annual Youth Exchange Officers' preconvention, as part of the official convention program, should occur all day the Friday and Saturday before the convention commences. The preconvention shall be conducted in accordance with RI policy regarding convention operations and procedures. The general

secretary is requested to provide staff support for such meeting. The program shall be arranged and implemented by RI. (RCP 57.110.3)

Council of Past Presidents

The annual meeting of the Council of Past Presidents, as part of the official convention program, shall be scheduled by the Convention Committee in conjunction with the chair of the Council of Past Presidents to occur at such time prior to the convention that will permit the past presidents to attend all convention activities. The general secretary is requested to provide staff support for such meeting.

Other preconvention meetings

The Board of Directors may propose or recommend a preconvention meeting for a single year or a pilot period, through the Convention Committee at the in-person meeting in July or August 2 years prior to the convention in question. These meetings may be for specific audiences and may have separate registration fees.

International Institute

This meeting can be held in conjunction with the RI Convention, at the preference of the president for that convention, provided that a suitable venue can be secured (RCP 60.010). Conducted under the supervision and guidance of the president (RCP 60.030), the International Institute is designed to

- Improve participants' knowledge of RI policies and programs, including those of the Foundation, thereby enhancing participants' value as resources to their clubs and districts.
- Promote support for these policies and programs while also soliciting suggestions for improvements and innovations.
- Provide support to RI's current and incoming leadership by presenting the views of present and past international officers.

If appointed, an International Institute Committee shall advise the president on program elements for the institute. Programming should be consistent with the RI Strategic Plan.

Eligible attendees are past, current, and incoming RI officers (including reported governors-nominee) and current RI committee members, and Rotary coordinators, Rotary public image coordinators, regional Rotary Foundation coordinators and endowment/major gifts advisers. Spouses or guests of those Rotarians eligible to attend the institute shall be permitted to register on the same form as an eligible Rotarian (RCP 60.020.1).

Rotary International licensed regional magazine editors shall be recognized as official participants of International Institutes, with rights to be observers at plenary sessions, appropriate luncheons and dinners, receptions, and other social occasions. Other than registration fees, which shall be waived, there will be no associated cost to RI. (RCP 60.020.2)

International Institute registration fees will be determined annually based on the projected per-attendee cost of conducting an International Institute. Registration fees for senior leaders will be waived, and Rotary will budget appropriately to cover these costs (RCP 60.040).

Better World, Better You Festival

In September 2016, the Board requested the general secretary to conduct a feasibility study to determine the type of events in conjunction with an RI convention that would attract non-member participation and increase Rotary's public image. At the conclusion of the study, the Board approved a three-year pilot of the "Better World, Better You" festival as the publicly-facing event at a Rotary convention to be launched in Melbourne, Australia in May 2023. The launch was delayed to 2024 in Singapore due to the COVID 19 pandemic.

This event is a combined conference and community festival focused on health, wellness and sustainability with professional speaking spaces and health check stations, entertainment, and social opportunities. Each year the festival content would be adjusted to appeal to local audiences and address local topics and concerns. For participants, the festival is an opportunity to participate in health & wellness activities and interactive stations, experience wellness technology, attend educational and inspirational experience, and learn more about Rotary's mission, values, and volunteer opportunities. The target audience would be 85-90% non-members, and non-Convention participants. The subject matter and format will be appealing to families with young children and teens participating, as well as 18-40 year olds joining for the evening entertainments.

The festival is designed to achieve the following goals:

- Raise the Profile of Rotary International in the local community
- Position Rotary International as a solutions driver in the community
- Build a lasting legacy for the city or region
- Break even financially

This event will be under the jurisdiction of the International Convention Committee, similar to non-policy -mandated pre-conventions. This will be pilot for 3 years, with a final report due to the Board at the October 2025 Board meeting.

See the Budgets and Financial section for information on registration fees for preconventions.

General Sessions

All general sessions should be designed to achieve the purposes stated in RCP 57.010. The general secretary will collect and maintain a list of potential speakers that are consistent with the general sessions' themes and Rotary Values. Invitations to speak should only be issued to speakers who align with Rotary values and will not issue an invitation to a speaker that:

- Conflicts with Rotary's ethical and humanitarian values
- Undermines internationally recognized standards for human rights
- Discriminates based on race, ethnicity, color age, gender, language, religion, political opinion, sexual orientation, national or social origin, property, or birth or other status through the partnership's activities and results
- Involves any subject matter which is not in accord with the Object of Rotary

Speakers should be selected and invited in the first 2 quarters of the Rotary year. The last round of speaker invitations should go out no later than 12 weeks before the convention. All speakers must respond to our invitation no later than 9 weeks before the convention to be in the program book. Last-minute speaker invitations should only be in extraordinary circumstances. All speakers should be knowledgeable about RI and speak on subjects related to RI; major speakers should be advised to relate their topics to RI, especially if they are non-Rotarians (RCP 57.110.1.). General sessions should be under two hours and may consist of addresses, panel discussions, audiovisual presentations, award presentations, and recognitions. Introductions of Rotary senior leaders and spouses, and the families of the president and the president-elect occur during conventions (RCP 57.110.9). In acknowledgment of post-convention survey feedback from attendees for the past five years, introductions should be kept to a dignified minimum.

All presentations are subject to realistic time frames. RI staff members assist the general session presider in maintaining the schedule so that subsequent convention activities are not disrupted. Addresses are limited to a maximum of 20 minutes.

If the general sessions are hybrid/virtual, then each general session should be no more than 60 minutes long with speaker keynote addresses limited to a maximum of 8 minutes.

In order to control the length of general sessions and to facilitate interpretation in RI languages, all speeches must be submitted in writing to RI by the specified deadline, even if a speaker decides not to use the teleprompter.

Consideration should be given to holding the first general session on the opening day of the convention and the closing session on the last evening of the convention.

In order to livestream or record and post videos of speakers and performers at the international convention, the speaker must sign a speaker agreement / speaker release form, including Rotary senior leaders.

Opening General Session

The opening general session should be approximately 90 minutes long and no more than 120 minutes. It should include (all times given are approximate):

- Flag ceremony (25 minutes)
- Welcome remarks by local officials (8-10 minutes)
- Welcome remarks by the RI president (8-10 minutes)
- Featured entertainment (30-60 minutes)

In the event the general sessions are hybrid/virtual, then the opening general session should be approximately 60 minutes long and no more than 70 minutes. It should include (all times given are approximate):

- Flag ceremony (18-20 minutes)
- Welcome remarks by local officials (3-5 minutes)
- Welcome remarks by the RI president (5 minutes)
- Featured entertainment(s) (3-5 minutes)

Flag Ceremony

The flags presented at the RI Convention are those of officially recognized RI countries, geographical areas not associated with a recognized RI country, and the Rotary flag.

Convention Business

The Board, consistent with RI Bylaws section 6.010., which provides that no election of officers is necessary at the annual convention if the Board determines that the selection of the officers has otherwise been completed in accordance with the bylaws, agrees that there shall be an ongoing presumption that officer selections have been completed in accordance with the RI Bylaws, unless otherwise determined by the Board as to the selection of a particular officer. In the event that an election is necessary as determined by the Board, such election shall be conducted in accordance with current voting procedures as outlined in the RI Constitution. Business reports, such as those delivered by the general secretary and the treasurer, will be posted on rotary.org to conclude the essential business of the convention.

Entertainment

Entertainment should include representation of the host country or area and be of high quality yet cost effective, tasteful, and considerate of the multitude of nationalities, cultures, and religious beliefs of participants. During the opening and closing sessions, entertainment featuring internationally renowned artists is customary. Entertainment that could be misunderstood by various cultures, such as comedy, is discouraged. All entertainment contacts need to be secured no later than 16 weeks prior to the convention.

Simultaneous Interpretation

While RI's official language is English, simultaneous interpretation shall be provided for six RI languages — French, Japanese, Korean, Mandarin, Portuguese, and Spanish, and any additional languages that are appropriate for the host country (RCP 57.110.5). The ICC will determine the initial interpretation

languages to be included in the final budget recommendation. The committee may also provide simultaneous interpretation for a language if the registration numbers at the first registration deadline warrant it and if space and budgetary constraints allow.

The RI president will determine, based on recommendations of the general secretary in consultation with the convention chair, whether simultaneous interpretation and translation of printed matter will be provided at ancillary meetings — official preconvention or post-convention meetings, not including the International Institute. The general secretary's recommendations will be based on the location of the convention and the preregistered attendance by language. (RCP 57.110.5.).

Breakout Sessions

Breakout sessions inspire attendees, helping them improve their leadership skills and giving them new ideas for projects, fundraising, and strengthening membership. Featuring sessions on a variety of topics, breakout sessions allow attendees to network, discuss issues, and share their service expertise.

Rotarians, Rotaractors, or approved Rotary organizations (such as Rotary Action Groups) who want to organize and present breakout sessions must submit a proposal to RI by the advertised deadline each year (typically at the end of September). In addition, the convention committee and general secretary may invite certain groups or individuals to organize, present, or facilitate breakout sessions, subject to the approval of the RI president.

The breakout sessions should reflect the strategic priorities of the organization and must include a breakout session for club presidents-elect and on The Rotary Foundation. (RCP 57.110.2a., 57.110.2b.).

All breakout session speakers must be registered for the convention (see “Speaker Expenses”).

Livestreaming

Livestreaming is an accepted strategy for increasing live attendance at events. It supports Rotary's strategic objectives of growing and diversifying participation in Rotary, it increases Rotary's appeal, develops value for participants, and offers opportunities for personal and professional connection.

Live Streaming sessions include general and select breakout sessions and may have on demand content available to the attendees at the conclusion of the convention.

The general secretary coordinates with to the President for the year of the convention and the Chair of the Convention to select breakout sessions that reflect strategic priorities and will be of interest to virtual attendees.

Ticketed Events produced by Rotary International

Convention food and beverage events generally include ticketed events, such as:

- A luncheon hosted by the RI president-elect for incoming club, district, and international leaders but open to all registrants.
- A luncheon hosted by the RI president for current club, district, and international leaders but open to all registrants.
- A third luncheon associated with the Convention theme, or major Rotary anniversary or celebration, open to all registrants although other themes and formats have been executed.

Official food and beverage events at the convention, and all official RI-ticketed events, are limited to paid registrants.

RI is also responsible for producing and selling tickets to Signature Events, based on recommendations from the HOC (see HOC toolkit). For these events:

- The signature event program should be considered tentative until the ICC approves it. Once approved, the events become part of the official program
- In the case of an outdoor event, a backup location should be available, if possible.

- Signature events should be presented at the ICC meeting for review and recommendation as a part of the official schedule approved by the Board.
- Planning for the event should take into consideration official convention program events that may run late and affect the event. The event should not be scheduled during general sessions.

Ticketed Events produced by The Rotary Foundation

Donor recognition activities hosted in conjunction with the International Convention include ticketed events, such as:

- A ticketed dinner event hosted for Arch Klumph Society and Legacy Society members (by invitation only)
- A ticketed dinner event hosted for new or elevated Major Donors and Bequest Society members of that Rotary year (by invitation only)

Unofficial Affiliated Events

Registrants often want to hold unofficial affiliate events — such as district, zone, national, and area breakfasts, luncheons, receptions, and parties — in conjunction with the convention. Members who wish to hold such events must be registered for the RI Convention and make a request through RI.

The general secretary asks organizations to schedule unofficial affiliate events at times when they will not conflict with convention general sessions. At the request of the Board or the ICC, the general secretary may decline to assist organizations that schedule events that conflict with the convention program.

Global Networking Groups have gatherings and events during the convention. The Board requires these groups to hold annual general meetings during the convention, and the general secretary is asked to reserve two rooms of adequate size (preferably with seating for 100+ people) for these meetings. If asked, the general secretary will also assist the groups by publicizing events.

Organizers of unofficial affiliate events that are open to all convention registrants, including events held by the Foundation, may ask to list their events in the official program book by providing their on-site contact information.

Some organizers of unofficial affiliate events request to hold their events in a venue that RI has already contracted for use during the convention. However, the contracts for these venues may not allow use by third parties, thus preventing RI from reassigning the space. As RI is not allowed to take on additional liability, it will decline the use of these venues to requesting unofficial affiliate event organizers.

Unofficial affiliated event organizers must provide RI and the HOC with full details of these events, including contact details of the organizer, so that the information desks of both RI and the HOC will be able to answer questions about these events during the convention.

Standard Operating Procedures

The following standard operating procedures will remain in force for each RI Convention unless the International Convention Committee (ICC) recommends to the Board a specific change for the convention the committee is planning.

- **Planning Meetings**
- **Registration**
- **Housing**
- **House of Friendship**
- **Budget and Finance Matters**
- **Sponsorship**
- **Convention Promotion**

Planning Meetings

The expenses of ICC members who attend the meetings described below will be included in the RI Convention or ICC budget. Expenses of partners of committee members will be included for attendance at the convention only.

Orientation Visit

As soon as possible after the ICC chair is appointed, and when the president-nominee (PN) is confirmed, the PN, ICC chair, and the general secretary will visit the host city. During this visit the ICC Chair, PN, and general secretary will meet with city and RI leaders to familiarize themselves with HOC planning, view the proposed facilities, and give the president-nominee an opportunity to present his views on the convention planning process.

Marketing Strategy Discussions

The ICC Chair, PN and HOC Chair(s) should also convene as early as 34 months ahead of the convention for marketing strategy discussions with relevant RI Staff to review and agree upon theme, creative, messaging, strategy, and logo prior to the official convention committee meeting.

Official Convention Committee Meeting

About 20 months before the convention, on a date set by the RI president, the full convention committee, including the president-elect and general secretary, will meet in the city where the convention will be held. Approximately one month before this meeting, committee members will receive an advance memorandum, prepared by the general secretary, so that they may familiarize themselves with the material to be covered. The general secretary, with the cooperation of the host city and district officials, will make the necessary physical arrangements for the meeting, including accommodations for committee members.

During the meeting, designated secretariat staff will present the following to the convention committee:

- A review of the convention budget, subject to Board approval
- Convention registration rates, subject to Board approval
- A recommended program for the convention

During this meeting, the HOC will be provided an opportunity to present their respective plans as well.

The minutes of the meeting, with recommendations to the Board, are prepared by the general secretary, approved by the ICC chair, and transmitted to the Board as the report of the committee. The general secretary will inform the committee of how the Board acts on the committee's recommendations.

As a standard practice for Conventions, the International Convention Committee shall also hold a brief meeting following the convention held immediately prior to the convention year for which they are planning. (RCP 57.080.4)

Informal Meetings

Informal meeting of the convention committee may be held at the two prior international assemblies at the discretion of the president for the year of the convention. Committee members who do not have a funded role at the Assembly may participate in person at no cost to RI or participate remotely.

International Assemblies

For the purposes of promoting the convention, the current and following years' convention chairs and partners will be official paid participants. (RCP 58.070.1.)

Visits by Convention Chair

Subject to the approval of the president, the chair may, when required, visit the host city or RI headquarters.

Convention

The ICC will arrive at the convention city in advance of the convention on a date determined by the general secretary, and in accordance with budget guidelines. With the general secretary's assistance, and at a time selected by the ICC chair, the committee will meet to do the following:

- Resolve any problems requiring committee solution
- Ensure that all committee members fully understand the status of convention preparations
- Receive specific assignments from the chair (ICC members may perform numerous duties assigned by the chair and the president)

Final report

The committee chair, on behalf of the ICC, may provide a final report to the Board at its autumn meeting immediately following the convention.

Registration

The general secretary is responsible for convention registration and correspondence, including pre-convention meetings, Rotary-ticketed events, and Rotary Foundation-ticketed donor events. Convention registration will be handled as follows.

Official participants and general registrants

Official participants are current district governors and partner, district governors-elect and partner, past RI directors and partner, directors-nominee and partner, past general secretaries and partner, past Foundation trustees and partner, current RI/Foundation committee chairs and partner, partners of deceased Rotary senior leaders, and Officers and officers-nominee of Rotary GB&I, all of whom are unfunded participants in the convention (RCP 57.050.2.).

General registrants are Rotarians, Rotaractors, non-Rotarian Rotary program participants and alumni, Youth Exchange students, Rotary club/district employees, Interactors, Partners of deceased Rotarians, and their guests. (RCP 57.050.1.)

Each convention attendee who has reached 16 years of age shall register and pay a registration fee to attend the convention. The registration fee shall be fixed by the board. No delegate or proxy shall be entitled to vote at the convention unless the registration fee has been paid.

With the approval of the president, the HOC may invite non-members to visit the House of Friendship with a reduced registration fee or at no fee. Such individuals shall provide information necessary for credentialing but shall not be considered convention attendees (RCP57.050.9)

Guests must register and be accompanied by an authorized general registrant or registered official participant. Participants who are 18 years old or younger must be registered as the guest of an eligible adult, have verifiable parental consent to register, to allow their data to be used for convention purposes and must be supervised at all times during the convention.

All registrants will receive their confirmation by email, which will include a letter of invitation for visa purposes (if necessary). Online registration will close when onsite registration opens. Registrants who submit forms must submit a completed and signed official form to RI Registration Services by the Board-approved deadline, historically 31 March of the convention year. Registrations are not transferable.

Registrants who wish to cancel their registration may do so online or submit a request in writing (cancellations will not be accepted by phone) before the cancellation deadline to receive a refund of registration fees paid, less a US\$50 per person processing fee. Registrants who cancel after the deadline will not receive a refund. In cases of force majeure, refund requests will be considered on a case-by-case basis, and all approved refunds will be less a US\$50 per person processing fee. Cancellation requests submitted because of a failure to obtain a visa for travel will result in a refund, less a US \$50 per person processing fee, if RI Registration Services receives written notice no later than the last day of the convention; requests received after the convention will not be refunded. Cancelled registrations are not transferable.

Registrants must pick up their own registration materials on-site and will be required to provide photo identification for security purposes. RI will not issue badges to anyone other than the registrants under that ID number, even if they are trying to collect for a registrant who has cancelled or is otherwise absent. Registration materials typically consist of badges and lanyards, and may include program books and transport guides unless provided digitally. Distribution of additional materials at registration is at the sole discretion of the general secretary and must be requested no later than 31 March of the convention year. RI will not distribute HOC materials.

Rotary senior leaders (RSLs) and convention officials

The following officers will use an RSL convention registration and housing form: the RI president, the RI president-elect, and the RI president-nominee and their family members; aides to the RI president, the RI president-elect, and the RI president-nominee; the RI Board of Directors and directors-elect; the

Foundation trustee chair, trustees, and incoming trustees; past RI presidents, current ICC members, the immediate future ICC Chair, the General Secretary, officers of Rotary International in Great Britain and Ireland (Rotary GB&I), designated sergeants-at-arms, and committee members of officially convened committees as determined by the RI president (if funded by RI or Foundation to attend the convention) and speakers.

RSL registration and housing forms will be distributed to RSLs and convention officials by their designated RI staff liaisons in the August before the convention. RI staff liaisons are RI or Foundation staff members who serve as contacts for Rotary senior leaders, Foundation speakers and guests, vendors, RI speakers, sergeants-at-arms, and others. To ensure a consistent flow of accurate information, the primary staff liaison must be the sole source of communication for the leader or official. RI staff liaisons are responsible for the leader's or official's adherence to all registration and housing reservation deadlines. All Foundation communications for meetings will be delivered by the Foundation-designated liaison.

All RSL registrants must submit a completed and signed RSL registration and housing form to the designated RSL staff liaison. RSL staff liaison will share a spreadsheet containing extracted data included in the forms to RI Registration and Housing Services by the registration housing deadline, typically by the end of October in the year before the convention. RI staff liaisons will make sure that forms have been completed properly — that badge information is provided, registrant categories are clearly indicated, and Rotary-ticketed and pre-convention events are selected. RI staff liaisons will also indicate the amount that RI will cover and include the applicable information for the related costs such as cost center, project number, the account number, task name, expenditure type, and authorization from the cost center manager. The RSL or convention official must provide credit card authorization on the completed RSL registration form for any amount that is not covered by RI.

Upon receipt of forms and appropriate fees (or cost centers), RI Registration Services will email registration confirmations to the registrant with copy to the staff liaison.

Groups

Clubs, districts, and tour operators who wish to register groups of 25 or more for the convention must submit the official group registration form to RI Registration Services by the Board-approved deadline dates to receive the corresponding rates. Group organizers are responsible for obtaining any legally required notices and/or consents from registrants regarding processing Personal Data, as Personal Data will be shared with RI. Upon receipt of the form and appropriate fees, RI Registration Services will issue a group confirmation to the group organizer. Members of a group will all be assigned to the same seating of a general session with multiple seating to the extent possible. Reserved general session seating will be provided to registrants who qualify under RI protocol.

The group organizer will be the sole contact person for all group-related correspondence and will serve as the liaison between group registrants and RI Registration Services. All changes and cancellations to registrations must be submitted in writing by the group organizer. The same cancellation policy applies to groups and individuals. Cancelled group registrations are not transferable. People who are currently registered as individuals and wish to transfer to a group will be charged a US\$100 transfer fee. This same fee applies to those who are registered in a group and wish to be registered as an individual.

Group organizers or designated tour leaders must pick up all registration materials for the group at one time upon arrival at the convention. RI may require all members of the group to be present at its discretion. Group registration materials cannot be distributed individually; the group organizer is responsible for distributing all registration materials to group registrants. RI will not provide replacement registration materials to individuals after releasing group materials to the group organizer. RI will not collect and distribute individual registration materials to tour group organizers who have not registered their participants as a group. Those individuals must collect their registration materials in person.

RI offers 1 complimentary registration for every 40 paid registrations (main registrants and guests) for non-member tour leaders. Additional tour leaders above and beyond the complimentary allotment must pay the established registration fee.

Group organizers utilizing privately chartered coaches must notify the RI Transportation team with the dates, number of coaches, and inquire if there is any special permitting required to drop-off or pick-up on or near the convention venue(s) or at hotels within the official contracted block.

Exhibitor registration

Paying RI licensed vendors (RI Licensees) and commercial exhibitors will be provided up to six complimentary House of Friendship access badges per booth for booth staff. Any additional badges will be available for US\$50 per badge if requested before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be available on-site for US\$100 per badge.

RI projects and Global Networking Groups exhibitors that do not pay a booth rental fee may obtain House of Friendship access badges for their booth staff for US\$50 per badge if requested before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be issued on-site for US\$100 per badge.

The Host Organization Committee (HOC) may obtain a reasonable quantity, as determined by the convention manager, of complimentary House of Friendship access badges and set up wristbands for its volunteers, entertainers, and convention service vendors to support on-site HOC convention responsibilities, if requested before the March pre-registration deadline. The reasonable quantity will be based on the number of HOC booths (up to 6 badges per booth) and on the number of volunteers, entertainers, and vendors working with the HOC. The reasonable quantity may also be based on HOC usage at prior conventions. RI shall provide the wristbands and badges to the HOC who will distribute them according to its needs and in compliance with RI policy.

Any exhibitor who wishes to attend a general session, breakout session, or other official convention event may do so after registering at the corresponding convention registration fee established by the Board.

Sponsor Registration

Convention sponsors will be provided complimentary full-access convention badges for their representatives commensurate with their level of sponsorship and as delineated in the Rights & Benefits platform jointly developed by RI and the HOC, as well as any necessary HOF access badges and set-up wristbands for staff working their exhibit booth.

The general secretary may allow exceptions to the above policy as deemed appropriate. (RCP 57.050.3.)

Participants Covered by Other RI Cost Centers

If participants are covered by other cost centers, the average expense of the event will be charged back to their cost center at the conclusion of the event.

Badges

Rotarian badges will include the following: Call name, full name, classification, club name, and country. Rotaractor badges will include call name, full name, club name, and country. Guest and non-member badges will include call name, full name, home city and country. RSL badges will include call name, full name, classification, club name, and country. (RCP 57.050.4.) Sponsor Badges will include the following: Call Name, Full name, Title, Company Name, and the word "Sponsor".

Online RI Registration

Based on Information Systems research and findings, RI will not implement nor consider requests to pre-populate basic registration information from the online RI registration system into the online RI housing reservation system or the online HOC ticket sales process, or vice versa. This enhancement proved to be too complex and costly and would compromise RI data security.

Payment

Registrants must submit the appropriate registration and Rotary-ticketed event fees with their registration requests. Fees may be paid by credit card (credit cards accepted vary by registrant country), personal check in U.S. dollars drawn on a U.S. bank, or cashier/counter check in U.S. dollars drawn on a

U.S. bank. In countries with RI offices or with an RI fiscal agent, registration fees may be remitted in the local currency at the established rate of exchange. Personal, club, or travelers' checks are not accepted onsite for payment of fees.

Registrants from currency-restricted countries — only those located outside the jurisdiction of an RI office or fiscal agent — may register as “fees due” and pay registration fees on-site at the rate available when RI Registration Services received the registration form. However, if there is a promotional rate during the prior year convention, all registrants must complete payment during that rate period to receive that rate. Registrants who are otherwise eligible to register as “fees due” and pay on-site will be increased to the lowest rate other than the promotional rate.

For fees due registrants from countries who are able to use one of the payment methods listed above, RI will issue fees due notices for payment of remaining balances. If fees are not received by the deadline on the notice, the registrant will pay the applicable fee on the date that payment is received. Cancelled registrations cannot be reinstated. Subsequent registration requests will be honored at the rate applicable at the time of the new request.

Session assignment

When multiple opening or closing general sessions are scheduled, RI will assign them by date in the order of registration, except in the case of groups and ticket holders for RI luncheons which may conflict with opening or closing programs. Groups who have identified themselves in advance and have registered their participants together will be assigned to the same opening session, typically the second opening session.

Rotary-ticketed event registrants will be assigned to a non-conflicting general session. Otherwise, RI cannot accommodate requests for specific opening session assignments. Registrants may direct such requests to the on-site registration desk for further consideration, and they may be honored at the discretion of the general secretary if general session seats are available.

Opening general session assignments will be confirmed via the registration confirmation or via an announcement emailed to all main registrants and group leaders. Because of historical housing departure patterns, RI never arranges for closing session seats for every registrant at the convention. The schedule for closing sessions is based on total convention registration and closing night housing figures. When multiple closing sessions are scheduled, RI assigns them on-site at registration, per registrant request, on a first-come, first-served basis.

Ticketed Event Sales

Tickets to Rotary-ticketed events are available to all convention registrants on a first-come, first-served basis. Tickets can be purchased when registering online or using the convention registration form. Convention registrants may also add tickets to their registration online after registering. Tickets will not be sold in advance to those who register as “fees due” but may be available for purchase at the convention on a first-come, first-served basis, depending on availability. All attendees of Rotary-ticketed events must also be registered for the convention or for the pre-convention associated with the event, if applicable.

A registrant who wishes to cancel a ticket order must submit a cancellation request in writing to RI Registration Services by the ticket cancellation deadline (generally 30 April) to receive a refund. After the deadline, no refunds will be issued. All on-site ticket sales are final.

For the Signature Events, tickets should not be oversold, because it affects food service, transportation, and venue capacity. For events where transportation is provided, hotel information must be collected at the time of registration, along with any other mobility needs.

Registration Data Management

Registration data is subject to Rotary's Privacy Policy found at [rotary.org/privacy](https://www.rotary.org/privacy) and the Privacy Policy for Rotary Conventions on page 40. Registration data may only be provided to the HOC or vendors supporting the convention to support Convention marketing and promotions, subject to the policies found in this

Manual, Rotary's Privacy Policy and provided that the registrant has not opted out from receiving convention-related communications. Requests for Personal Data should be sent to the Registration Analyst with sufficient advance notice so that the intended use can be reviewed and approved and that the appropriate reports can be generated. The HOC and other recipients of Personal Data are expected to follow Rotary's data privacy policies, including Rotary's Privacy Policy found at rotary.org/privacy.

Rotary Programs Code of Conduct

All Convention participants are subject to a code of conduct (Exhibit 3), to which they agree as a function of registering for the event. The code of conduct outlines the participant's responsibilities in providing a safe, inclusive, harassment-free environment for all event participants, in-person and virtual. It defines rules for participants, illustrates examples of behavior that violate the code of conduct and provides a mechanism for reporting violations. Alleged violations of the code of conduct during a Rotary event will be addressed by the general secretary, and members of the ICC if needed.

Housing

The general secretary will determine an appropriate number of double-occupancy rooms and contract for them in the convention city. Rooms should be located within a 45-minute traveling time of the convention venue (RCP 57.060.1.) via shuttle or 60 minutes if public transit systems are being used. The general secretary will contract blocks of guest rooms at 3-5 star rated hotels, with an appropriate price point distribution for the market.

The HOC may recommend one or more official participant hotels to the general secretary. The general secretary will review the hotel proposals to review negotiating rates, concessions, contract terms as necessary, and to ensure compliance with RI Convention housing specifications. Once the general secretary has reviewed, inspected, and selected the official participant hotels, he/she may begin contracting with them. The contracting process should be completed before the first ICC meeting in the host city. The convention location will be considered tentative until the general secretary successfully negotiates an appropriate block of hotel rooms, adequate space for all convention activities, thoroughly reviews the tax implications related to convention income, expenses, and any other agreements necessary to memorialize the proposal from the host area government (or related agency) as it relates to financial arrangements.

The general secretary is responsible for securing the services of a housing agency through a mandatory three-bid process. The agency's scope of work will include facilitating the hotel contracting process and coordinating reservation processing. RI expects that convention and visitors' bureaus and tourism offices will present the organization with a block of reserved hotel rooms on a first-option basis without a guarantee from RI that they will be awarded the housing contract.

Convention housing will be handled as follows:

Official participant and general registrant housing

Registration for official convention housing will be made possible online at the preceding convention (RCP 57.060.2.). At the preceding convention, the RI-designated convention housing agent will offer online booking; RI and the HOC will include space for computer kiosks in the convention promotion booth. All reservations should be booked online through, RI's official housing website and will require a credit card guarantee. A month prior to the scheduled arrival date, hotel will charge one night's room and tax deposit for each reservation. All reservations canceled within the cancellation policy will receive a refund for the deposited amount.

Official participants and general registrants may reserve rooms at official participant hotels (OP hotels) and/or any hotels on a first-come, first-served basis throughout the booking process offered by the official housing agent.

Guests must submit cancellation requests in writing before the cancellation deadline in order to receive a refund of the room deposit. Requests received after the deadline will be subject to cancellation penalties (based on the housing contract).

- **Rotary senior leader housing**

The Rotary senior leader (RSL) registration and housing form will be distributed to RI staff liaisons in the August before the convention. All RSL registrants must submit a completed and signed RSL registration and housing form to the designated RSL staff liaison. RSL staff liaison will share a spreadsheet containing extracted data included in the forms to RI Registration and Housing Services by the registration housing deadline, typically by the end of October in the year before the convention. RI staff liaisons will ensure that forms have been completed properly, with guest housing information, room preferences, and any special requests provided. RI staff liaisons will also indicate the amount that RI will cover and include the cost related information such as project number, cost center, account number, task name, expenditure type, and authorization from the cost center manager. The RSL or convention official must provide credit card authorization on the completed RSL housing form for any amount not covered by RI.

Upon receipt of RSL registration and housing forms, cost centers, and credit card authorizations (if necessary), RI Housing Services, with the help of its official housing agency, will issue housing confirmations to RSL's and the designated RI staff liaisons for distribution two months prior to the convention.

- **Group housing**

Clubs, districts, and tour operators who wish to reserve blocks of 15 or more rooms must submit a group housing request via official housing website. The group housing website will be available at the preceding convention and will be accepted on a first-come, first-served basis by Rotary's official housing agency.

Group block may be reduced without penalty prior to the payment deadline, typically end of October. Payment will require a two nights' room & tax deposit for each of the remaining rooms held in the group block.

An invoice for the deposit payment amounts due will be sent by official housing agent approximately 1 week after the adjustment deadline. Payment will be due to the official housing agent within 5 business days after receipt of invoice. If no payment is received within 5 business days, the groups' room block will be canceled and released. After October deadline any rooms released from the group block will result in loss of the deposit for those rooms.

A rooming list submission deadline is typically set 4-6 months prior to the convention. The complete rooming list deadline is the last day to provide names for all rooms reserved. Name and date changes can occur up to the month of the convention, and any rooms held that are left unassigned during this deadline will be canceled and the deposit will be forfeited as a fee retained by the hotel. The group organizer and the official housing agent will coordinate all group housing transactions.

House of Friendship

Booth space is provided at the RI Convention for the groups detailed in the HOC Toolkit (page 63 of this manual). The RI exhibitor process from application to allocation is to be developed by the general secretary each year and presented to the RI President for approval before execution. Groups in all categories may be awarded one complimentary booth per application – except in the case of licensed vendors, who must rent booths and may rent more than one, space permitting. If space permits, Global Networking Groups may be allowed up to two booth spaces when requested.

Because of the continual demand for booth space at conventions, RI reserves the right to reallocate any booth not set up and staffed by the start of exhibit hours, as stated in the application terms. RI may also deny booth space at future conventions to an exhibitor that is tardy in booth set up or an exhibitor that does

not staff the exhibit for the duration of the RI Convention (defined as during published House of Friendship hours).

Beginning with the 2023 Melbourne Convention, RI has taken the responsibility of selling, and managing, exhibit space to Commercial Exhibitors generally described as organizations that do not fall into one of the categories which can apply for complimentary exhibit space. In the event that the complimentary exhibit space demand is greater than the number of complimentary booths offered, these organizations will have the opportunity to purchase space in the HOF.

Set-up access to the House of Friendship is limited to ensure the safety and security of all attendees. As a result, “early access” wristbands will be provided to each 10ft x 10ft booth, to ensure a timely, safe, and efficient set-up of booths in the House of Friendship.

“Early access” is defined as booth set-up day and one (1) hour prior to the official opening of the House of Friendship each day. Exhibitors with “early access” privileges are required to wear the “early access” wristband at all times during booth set-up day and daily if access is necessary one (1) hour prior to the official opening of the House of Friendship. The general secretary will grant additional move-in time to exhibitors with complex booths when practical. The exhibitor can request additional time directly from RI.

Paying RI licensed vendors and other commercial exhibitors that have purchased booth space, along with sponsors whose sponsorship package includes booth space, will be provided up to six complimentary House of Friendship access badges per booth. RI/Foundation partners, UN Agencies and other key international organizations with which RI has official status will be provided up to six complimentary full access badges to all convention events on the same basis as other paid registrants. Any additional exhibitor badges will be available for US\$50 per badge if requested before the March pre-registration deadline. All exhibitor badges requested after the March pre-registration deadline shall be available on-site for US\$100 per badge.

RI projects and Global Networking Groups exhibitors that do not pay a booth rental fee may obtain House of Friendship access badges for their booth staff for US\$50 per badge if requested before the March pre-registration deadline. All House of Friendship access badges requested after the March pre-registration deadline shall be issued on-site for US\$100 per badge. (RCP 57.050.3.).

The following categories of participants at the convention are allocated booth space:

- Club and District Projects Exhibition: An area will be provided for exhibiting exemplary projects, with the stipulation that no requests for financial support be allowed (RCP 57.110.6.a.). Only approved Rotary Entities may request a booth. Rotary Entities must comply with RI policy, and all project names, logos and supporting promotional materials and publications must comply with Rotary's brand standards and the policies for use of the Rotary Marks by Rotary Entities (RCP 34.030.6, 52.020.1.), and any groups not on brand or in compliance with the Rotary Marks policies will not be granted a booth. No fundraising, for any purpose, or sales of products or merchandise, including for fundraising purposes, are permitted from the Club and District Projects Exhibition areas (RCP 57.110.6.a). Club and District Project booths are non-transferable and cannot be passed on to other organizations without express permission of Rotary.
- Global Networking Groups: Global Networking Groups (Rotary Fellowships and Rotary Action Groups) are encouraged to arrange activities during the convention, and the convention committee will help them publicize these activities to all convention attendees. Booth space shall be provided to highlight the activities of the Global Networking Groups, with the stipulation that no requests for financial support be allowed (RCP. 57.110.6.b) and only approved groups may request a booth. Any Global Networking Groups that are suspended Rotary Fellowships or Rotary Action Groups will not be eligible to exhibit (RCP 42.010.10, 42.020.12). All groups must comply with RI policy, and all logos, projects and supporting promotional materials and publications shall be in compliance with Rotary's brand standards and the policies for use of the Rotary Marks by Rotary Entities (RCP 34.030.6, 52.020.1.). Any groups not on brand or in compliance with the Rotary Marks policies will not be granted a booth. No fundraising, for any purpose, or sales of products or merchandise, including for fundraising purposes, with or without the Rotary Marks will be permitted at the RI Convention from the Fellowship, project, or Rotary Action Groups booths.

- Licensees: Companies, Rotary clubs, Community Marketplace licensees and others licensed by RI to use the Rotary Marks in connection with the sale of merchandise may be provided display booth space, subject to conditions specified by RI. (For more information, see the HOC Toolkit and RCP Article 35.) RI Licensees may purchase booth space only from RI. Rotary Entities that are RI Licensees must apply for booth space in the RI Licensee area if they wish to sell goods or advertise/take orders for goods for sale at the convention.
- Secretariat services: Booth space will be allocated to the RI Secretariat for providing resources and information on RI and Foundation programs and emphases (RCP 57.110.6d.).
- General services: Appropriate display areas may be provided to those vendors or entities that have entered into an agreement or a contract with RI requiring them to provide a service to convention attendees or specifically allowing them to make use of exhibit space at the convention (RCP 57.110.6.e.).
- Convention Sponsors: Booth space will be provided to sponsors commensurate with their level of sponsorship and as delineated in the Rights & Benefits platform jointly developed by RI and the HOC. Sales of products, services, and merchandise may be allowed from sponsor booths with the approval of RI. Giveaways of Convention promotional items may be allowed from sponsor booths with the approval of RI. RI Sponsors may also, with the support and approval of RI, develop campaigns that fundraise for RI/TRF.
- Non-Rotary organizations: The Board has agreed that, as space permits, RI will make exhibit space available to other organizations and that preference will be given to those organizations that have an official relationship with RI and a proven record of successful cooperation with Rotary clubs. (For specific guidelines, see RCP 57.110.7.) These organizations will pay a rental fee of 50 percent of the fee charged to RI licensed vendors for the exhibit space provided. Because RI maintains an official relationship with these organizations, they do not need a Rotarian sponsor in order to exhibit at the convention, and their assigned staff liaison can facilitate their participation as needed. No requests for financial support will be allowed.

The number of booths available for licensed vendors of Rotary Marks merchandise varies from year to year and depends on the venue size and layout. The general secretary is responsible for assigning booth space to licensed vendors in good standing. The Club and District Projects Exhibition, booths allocated to Global Networking Groups, Rotary International partner organizations and general services booths are also allocated by the general secretary. Upon allocation, booth awards and the overall floor plan will be submitted to the RI President for review and approval.

Commercial Exhibit booths will be allocated by RI. RI is required to review booth applicants to confirm that none are in violation of the venue contract requirements. Confirmation will not be unreasonably withheld. Commercial Exhibit booths may not be sold to RI licensees, and no Rotary Marks merchandise may be sold or advertised for sale from these booths and orders shall not be taken for Rotary Marks merchandise from these booths, even where offsite exchange or shipments are arranged. RI reserves the right to deny booth space to potential Commercial Exhibitors for any reason, prohibit the Commercial Exhibitors from selling certain merchandise, terminate a booth awarded or require a Commercial Exhibitor to leave the exhibition area, House of Friendship or Convention.

All Commercial Exhibitors must comply with RI policies (including policies for the use of the Rotary Marks and prohibitions on fundraising for charitable organizations other than The Rotary Foundation). Booth space will be denied to any proposed Business Exposition exhibitor that does not comply with any RI policy.

Product distribution

The free distribution of products of various kinds and the specific distribution methods may be authorized only if it is in the best interest of the convention attendees. If authorized, the RI general secretary will set forth the requirements and limitations for distribution.

Budget and Financial Matters

Rotary International firmly believes that the RI convention budget shall be balanced. Therefore, costs associated with the annual convention will be covered by the revenues collected from registrations, booth rentals, ticket sales, sponsorships, and other acceptable means (RCP 57.100.3.).

Budget

The general secretary prepares the convention budget on realistic cost and revenue figures based on the following figures approved by the board (RCP 57.100.1)

- Asia: 25,000
- North America: 17,000
- Europe: 17,000
- Australia: 17,000
- South America: 14,000
- Africa: 10,000

The ICC sends the recommended budget to the Board for approval via the Finance Committee. Once approved, the budget cannot be altered without Board approval.

Convention Reserve Fund Utilization

There shall be, as an appropriated fund balance, a reserve fund for net convention loss of a minimum of US\$500,000, with the understanding that no convention budget should be deliberately established so as to anticipate subvention by this amount. Such reserve fund is intended to reduce the impact of conventions on RI's general administrative reserve funds.

In the event that a convention's revenues exceed expenses, the convention expense reserve fund shall be increased by the excess amount. Amounts in this reserve fund exceeding US\$500,000 may be used to reduce the cost of future RI Conventions. The reserve fund will be reduced by such amounts utilized in this manner. (RCP 57.100.6)

The reserve fund may be used for the following items to reduce cost of future RI Conventions recommended by ICC to the board approval.

- a) Salary Allocation for Direct Staff Support (provided the convention reserves exceed US\$6.5 million)
- b) Live Streaming for paid registrants
- c) Emergency change of venue
- d) Budget relieving enhancements for Meetings and Events Infrastructure
- e) Modified Critical Criteria
- f) Pilot Program Services (that may be successful or not)

Convention Additional Forecasted Surplus

In the event that the convention revenues exceed expectations during the convention year, the President and the ICC Chair in coordination with the ICC and the general secretary shall first use the projected surplus to provide additional services to the attendees at the convention. If the additional services exceed \$500,000, then the President shall inform the Board of the proposed services to the convention attendees.

The President and Convention Chair with consideration from ICC and general secretary may create a wish list of items that will further enhance the experience of the attendees provided general secretary projects a surplus. Enhancements of the program that would increase the expenses over US\$500,000 will require approval from the board.

Revenues from Registration Fees and Ticket Sales

Each convention attendee who has reached 5 years of age shall register and pay a registration fee to attend the convention. The registration fee shall be fixed by the Board. (RCP 57.050.1)

Registration fees account for the majority of convention revenues. All expenses related to the convention must be identified before establishing registration fees, which must be affordable. Established ticket prices

for convention events should cover all costs of the event, including food, decorations, floral arrangements, audiovisual and production equipment, labor, and entertainment.

Registration officially opens on the first day of the 1-year prior convention. To incentivize early registration, four tiers of pricing are offered:

- During a promotional period coinciding with the 1-year prior convention: Registration fee – maximum of US\$50
- From the end of the promotional period to 15 December: Registration fee
- 16 December – 31 March: Registration fee + minimum of USD\$75
- 1 April – onsite at convention: Registration fee + minimum of USD\$150

The registration fee for the convention is waived for the following attendees:

- Current year's Board of Directors, Directors-elect, Trustees and incoming Trustees and Past Presidents
- Hired service providers who are also members
- Invited general session speakers
- Paid breakout speakers, whether members or non-members (see "Speaker Expenses")
- One editor from each licensed Rotary regional magazine who attend as media and not as regular convention attendees (RCP 57.050.6.) The complimentary registrations are limited to one editor per licensed regional magazine.
- Member licensed vendors, host business expo exhibitors and other personnel who are working in booths for which booth rental has been paid, who will not be attending general sessions, breakout sessions, or other official RI Convention events and are granted access only to the House of Friendship for the sole purpose of staffing their exhibit
- Sponsor representatives, commensurate with their level of sponsorship and as delineated in the Rights & Benefits platform jointly developed by RI and the HOC
- Other positions whose registration fee is waived include the RI President-nominee, members of the International Convention Committee, the chair of the following year International Convention Committee, appointed Sergeants-at-Arms, Past RI Presidents, Past TRF Trustee Chairs, and appointed Aides and Sergeants-at-Arms for the RI President, RI President-elect, President-nominee, and their families.

A number of members, especially those from the host area and those working as appointed sergeants-at-arms, will volunteer many hours as part of their participation in an RI Convention. HOC members and their volunteers are expected to be registered in accordance with the Bylaws. The HOC is offered a reasonable number of generic badges that offer access to the House of Friendship only.

Spouses of deceased Rotary senior leaders who are not Rotarians themselves will be allowed to register independently for the convention instead of as guests of Rotarians and will be granted the same privileges granted to their spouse (RCP 57.050.1.).

When determining registration fees for preconvention meetings, the president and convention chair for that year's convention, and general secretary, in consultation with the trustee chair for Foundation events, may determine if attendees may register for stand-alone preconvention meetings without registering for the convention. This may vary from year to year, and among preconventions in a single year (RCP 57.050.7.).

Committee Expenses

Expenses of the Convention Committee Meeting, and the preliminary administrative promotional and marketing expenses incurred by RI shall be charged to the convention budget.

Currency

The general secretary receives and deposits RI funds according to policies established by the Board. In accordance with this responsibility, the general secretary will determine the currency to be accepted for all convention income.

Disbursements

Disbursements from the convention account are made by electronic funds transfer (EFT) or, if EFT is not available, by a check signed by the general secretary.

Requests for payment should be made only upon adherence to the procedures established by the general secretary or, in the case of executed contracts, upon satisfaction of all terms of the contract. Payment requests shall be supported by approved documentation, and all payments shall follow RI Secretariat policies.

All bills will be paid via invoice through the office of the general secretary, which handles bookkeeping and controls the convention budget.

The HOC shall disburse its funds in such a manner as approved by law in the country in which the convention is being held. Payment requests shall be supported by approved documentation, and all payments must be approved by the Chair of the HOC or delegate. The local district governor(s) may be involved yet are not directly involved in the HOC finances.

Excluded Expenses

Certain expenses incurred in connection with a convention are not charged against the convention budget but are covered by disbursements from the appropriate RI or Foundation budgets. In general, these are expenses that the Board feels should be covered by all Rotary clubs, not just members attending the convention. These include:

- Expenses of past and current Rotary senior leaders
- Attendance at the convention of the president's and president-elect's families
- Press center and media relations
- Expenses related to the Rotary Preconvention meetings
- Preconvention and convention events of the Foundation
- Expenses of Secretariat staff who attend the convention to support the above-named functions

Contracts

Contractors, suppliers, and other vendors for products and services over US\$20,000 or that involve the processing of Personal Data are selected in compliance with RI's purchasing and data privacy policies. The general secretary is responsible for the execution of the appropriate procurement procedures and selection of service providers. The HOC shall submit all proposed contracts to RI for approval prior to the contracts being signed. The HOC shall not execute any contract that RI has indicated could put registrants' Personal Data at a legal or security risk. In the event that concerns about the vendor or the contract arise after a contract has been executed, the HOC will take appropriate actions to mitigate the issue, such as amending or cancelling the contract.

Security

In addition to meeting the minimum-security requirements deemed necessary by the venue, the general secretary arranges for security guards in areas where money will be handled (e.g., convention registration and exhibition areas) and where valuable equipment, such as computers, will be used. The HOC is responsible for hiring security for areas where they will be handling money (ticket sales area, HOC store etc...) or have expensive equipment. Ideally, the HOC and RI will use the same security provider.

Audit and Accounting

The general secretary establishes appropriate procedures to ensure that all expenses and revenues are properly documented, identified, and safeguarded. He is also responsible for making sure that expenditures are kept within limits and that convention accounts are subject to a post-convention audit.

Corporate, Not For Profit and Governmental Sponsorship

Guidelines for corporate, not for profit and governmental sponsorship should be in accord with the Object of Rotary and ethical guidelines appropriate to a given culture. See specific guidelines for sponsorship of RI events, programs, and projects at RCP 37.010. The costs for assets or benefits provided to sponsors as delineated in the Rights & Benefits platform jointly developed by RI and the HOC shall be borne by the

entity who owns said assets (e.g., the HOC will cover the cost of HOC-ticketed event tickets provided to sponsors; RI will cover the cost of registrations provided to sponsors). The costs associated with the standard booth package (e.g., standard carpet, hard walls, table, chair, wastebasket, etc.) provided to sponsors will be borne by the entity (RI or the HOC) who benefits the most financially from that sponsor based on the RI-HOC Sponsorship Agreement.

Speaker Expenses

The convention budget will include funds to cover the cost of keynote speaker fees, honoraria, and attendance expenses, which will be subject to final approval by the Board. All speakers are responsible for all taxes associated with their fees, honoraria and attendance expenses.

For general session speakers who are members of Rotary, covered expenses include the convention registration fee, an additional registration fee for an accompanying spouse or guest, transportation, housing, meals, and incidentals for eight days or less, as approved by the RI president. The eight-day period starts the Thursday immediately before the convention and ends on the Thursday immediately following the convention. Anyone eligible to register for the convention that is organizing, speaking, presenting, or otherwise participating in a breakout session must register for and attend the convention at their own expense, unless otherwise approved by the RI president.

For non-member general session speakers, covered expenses include speaker fees/honoraria, transportation, housing, meals, and incidentals for eight days or fewer, as approved by the RI president. The eight-day period starts the Thursday immediately before the convention and ends on the Thursday immediately following the convention. The convention registration fee is waived for non-member speakers and guests.

For non-member breakout speakers attending at the invitation of RI, covered expenses may include speaker fees/honoraria, transportation, housing, meals, and incidentals for five days or fewer, when budget allows. The convention registration fee is waived for non-Rotarian breakout speakers and a reasonable number of guests.

The Rotary Foundation Expenses

These activities are included in the general secretary's advance memorandum for the ICC's consideration in planning the official program. With the approval of the ICC, the general secretary will incorporate appropriate costs for these activities into the specific convention budget. The Foundation administrative budget will cover any unanticipated expenses related to these official activities and all expenses for ancillary events.

Convention-related expenses are covered according to the following guidelines:

General Session

- Expenses for speakers invited jointly by the RI president and Foundation trustee chair will be included in the convention budget. Speaker expenses consist of airfare, housing, a daily meal allowance, and incidentals. If a speaker is not a member, a fee or an honorarium may be provided, subject to the approval of the RI president.

Events and Accommodations

The Foundation will pay for the following:

- Event expenses added after the budgets and meal ticket prices have been approved by the Foundation staff and trustee chair, which may include among others transportation, entertainment, audiovisual support, changes in menu selections, image magnification on screen, and interpretation.
- Trustee expenses related to attending the convention and the Foundation ancillary meetings held in conjunction with the convention, including the expenses of the aides to the trustee chair and chair-elect and spouses.
- Foundation staff expenses for the convention and any ancillary events to which they are assigned.

- Foundation ancillary events (any Rotary Foundation-ticketed donor events and the Rotary Foundation Cadre of Technical Advisors Training, etc.).
- The Arch Klumph Society lounge
- Liaison Trustee expenses related to the convention (except for the ICC meeting called by the general secretary), including special trips to the convention site by selected committee members (Foundation corporate services budget). The Foundation must provide budget information to the corporate services division during the budgeting cycle.
- Any expenses not defined as Foundation expenses in the original convention budget that the Foundation requests after the budget has been developed and approved.

RI (International Convention Budget) will pay for the following:

- Booth space and setup within the Rotary Resource Center to include all the Foundation programs and staff in proportion to total available space, including a standard PolioPlus double booth, a single Paul Harris society booth and a single Rotary Peace Centers booth, excluding graphics.
- Foundation booth equipment, including phone lines, furniture, lighting, decorations, signage, display stands, computers, internet connections, etc., if it is included and defined in the original convention budget.
- Office space for the Foundation trustee chair and chair-elect with a setup similar to that of the president and the president-elect.
- Foundation related event costs included in the approved ticket prices, which may include meals/catering, image magnification on screen, interpretation, entertainment, audiovisual support, decorations, etc.
- Space and equipment for workshops (including language-specific workshops) on topics approved by the President, including room setup, required simultaneous interpretation, and audiovisual equipment. Meetings & Events will coordinate with the Foundation in their budget planning to incorporate the requested workshops and the equipment desired by the Foundation in the original convention budget and the original convention program.
- The trustee liaison's participation in all ICC meetings called by the general secretary in an official call-to-meeting letter.
- Freight costs for all materials sent with the normally scheduled RI shipment; shipping costs for items sent after the scheduled shipment will be the responsibility of the Foundation.

Revenues in excess of the expenses for events in which RI collects funds on behalf of the Foundation will be applied against the cost of other convention events and activities that the Foundation would normally cover.

SPONSORSHIP

A sponsorship platform will be jointly developed between RI and the HOC for each convention which includes both HOC and RI assets, as well as a coordinated joint solicitation strategy for securing sponsors.

For the purposes of this manual, the following definitions apply:

Sponsorship Platform

Multi-tiered rights and benefits that a sponsor receives based on their level of sponsorship. Benefits remain the same whether the sponsor was solicited or secured by the HOC or RI, and benefits from both RI and HOC are included in the sponsorship packages. This framework provides the building blocks for constructing an integrated sponsorship with activation strategies that provide a return on investment (ROI) to the sponsor and deliver on the company's sponsorship objectives.

The sponsorship rights fees for each level will be determined based upon sponsorship history, the value of the rights and benefits being offered at that sponsorship level, market comparisons, and other factors.

When possible, all rights and benefits will be presented, phrased, structured, and delivered so as to not incur taxes, including Unrelated Business Income Tax (UBIT) in the US, Value-Added Tax (VAT), Goods and Services Tax (GST) or other taxes. However, RI realizes that some taxes are a cost of doing business

and the benefit of the taxable activity outweighs the tax liability. RI will engage an independent tax consulting firm to provide a tax opinion on the tax consequences of the convention, especially when held outside the USA, that includes various revenue streams including sponsorships, and the benefits provided to sponsors.

The general secretary reserves the right to secure a professional services vendor specializing in sponsorships to provide support in a variety of ways, including, but not limited to, soliciting prospective sponsors and onsite fulfillment services.

Convention sponsors

Companies and other organizations that pay a significant rights fee at levels determined appropriate for each convention will be considered Convention Sponsors. Convention Sponsors may be local, national, or global brands and may sponsor more than one convention, or may be part of a larger, integrated cause campaign. Convention Sponsors receive HOC and RI recognition and benefits commensurate with their rights fee as per the sponsorship platform, along with significant support from RI staff to activate their sponsorship appropriately.

Other Sponsor Levels

Based on the needs of the host market and as determined necessary/desirable by the general secretary and the HOC, additional sponsor categories may be created.

Joint Sponsorship Strategy

The joint sponsorship strategy outlines the agreed upon terms and definitions and process for soliciting and securing sponsors. It also contains the sponsorship levels and estimated revenue projections based on the approved prospect list.

Commission Based Allocation

The formula used to determine the sponsorship rights fee allocation for HOC is calculated based on a commissioned based structure and is primarily used to offset approved expenses incurred by the HOC and RI in planning and hosting the convention and delivering on sponsorships. Commission Based allocations are based on the preliminary budget developed by RI and the HOC.

RI-HOC Sponsorship Agreement

The Agreement between the HOC and RI (commonly referred to as the Memorandum of Understanding or MOU) documents the sponsor solicitation process, delineates the sponsorship solicitation roles and responsibilities of both RI and the HOC, and outlines Sponsor contracting, sponsorship fulfillment and the agreed upon revenue-share. This agreement can only be finalized once RI has received a tax opinion from its tax consultant and all implications for taxes, contracting, revenue-sharing, etc. are fully understood.

Joint Sponsorship Corporate Prospect List

An approved joint prospect list will be jointly developed by RI and the HOC according to the Rotary Code of Policies.

Sponsorship Responsibilities

The HOC responsibilities regarding sponsorship include:

- Sponsorship Platform: Work with the staff at RI to develop multi-tiered sponsorship levels which include appropriate RI and HOC recognition, assets, and benefits for sponsors per level. HOC assets may include, but are not limited to:
 - sponsor recognition on the local Rotary and/or HOC convention website.
 - tickets to, and recognition at, HOC-produced events.
 - booth space in House of Friendship.
 - recognition in any locally produced and distributed digital assets including websites, social media, and e-mail communications.
 - recognition on HOC-produced signage and collateral.

- and recognition and/or visibility as part of convention promotion at International Assembly.
- Additional sponsorship categories may be offered where RI and the HOC deem necessary
- Convention Sponsors receive both HOC and RI recognition and benefits as delineated in the sponsorship levels, regardless of whether they were solicited by RI or the HOC.
- The HOC may not solicit companies for potential sponsorship of the convention until the RI-HOC Sponsorship Agreement has been finalized.
- No “Official” sponsorship or other designation can be promised to any sponsor without approval from the general secretary and President (RCP 37.010.11)
- No “Title” sponsorship of the International Convention is allowed. (RCP 37.010.9)
- No category exclusivity can be promised to any sponsor without RI’s written approval. RI reserves exclusive rights to solicit and accept category exclusive sponsorships within both the airline category and banking/financial institutions (RCP 37.010.12).
- Corporate or sponsor sales promotions, campaigns, and/or activations must be approved by RI.
- HOC Sponsor Prospect List: The HOC will submit a list of prospective companies for potential solicitation by the HOC for sponsorship of the convention to RI. These may include local companies and national and global companies with corporate or major regional headquarters in the area, and preferably companies that are considered warm leads due to existing relationships with local members.
- The initial list should be submitted a minimum of 24 months prior to the hosted convention.
- This list should be submitted to RI using the Sponsor Prospect Form (See HOC Toolkit (page 75) provided by RI which includes information on the company including the company contact and their relationship to HOC and the potential solicitation amount.
- The general secretary and President will review and provide feedback or approval of the Prospect List within 45 days of submission to RI, once the RI-HOC Agreement has been executed.
- The HOC may only solicit companies for potential sponsorship of the convention from the companies approved on the Sponsor Prospect List.
- All in-kind sponsorships or partial in-kind payments of sponsorships must be approved by RI in advance.
- No additional prospect names may be submitted to RI for solicitation after 15 December in the year preceding the hosted convention.
- Sponsorship categories that may require additional vetting by the general secretary in consultation with the President, require approval by the Board of Directors, or have additional restrictions include airline; banking/financial institutions; hotel/accommodations; transportation; first aid/medical sponsorships; internet sponsorships; alcohol, tobacco, and gambling (RCP 37.010.11-14)
- A list of prohibited sponsorships is set forth in RCP 37.010. Sponsorships by companies within the Guns, Weapons and other Armaments category are not acceptable (RCP 37.010.3.c).

RI-HOC Sponsorship Agreement

- Approve and execute an Agreement with RI documenting the sponsor solicitation process and sponsorship fee allocation.
- Agreement will be presented to the HOC approximately 27 to 31 months prior to the hosted convention and executed prior to the Official Convention Committee meeting held in the host city.
- The HOC may not solicit companies for potential sponsorship of the convention until this Agreement has been finalized and executed.

Sponsor Solicitation

Solicit sponsors from the approved Sponsor Prospect List and use of the approved sponsorship packages.

- Upon RI’s request, include RI staff in solicitation of sponsors from approved HOC Sponsor Prospect list. This may occur especially with national and global brands that are headquartered locally and have the potential to become a multi-year sponsor.

- Upon request, join RI staff in solicitation of Convention Sponsors and assist with specific activations.
- The HOC may not solicit companies for potential sponsorship of the convention until the Sponsor Prospect List, RI-HOC Agreement has been finalized and executed.
- No in-kind sponsorships or partial in-kind payments of sponsorships can be negotiated without prior approval from RI.
- All Sponsors must enter into a written agreement with Rotary International.
- All sponsorship rights fees will be paid to RI and allocated per the RI-HOC Sponsorship Agreement.
- Sponsorship Contact: The HOC provides a point of contact to RI who is responsible for assisting RI staff in sponsor deliverables and fulfillment related to HOC assets.
- Post-event Reports: The HOC assists with providing information and content for post event fulfillment reports.

The general secretary responsibilities regarding sponsorship include:

- Sponsorship Strategy: Create and implement a sponsorship strategy for the Convention that targets global brands and companies with the goal of securing multi-year sponsors.
- RI-HOC Sponsorship Agreement: Draft and execute an Agreement with the HOC documenting the sponsor solicitation process and sponsorship revenue-sharing for the convention.
- Sponsorship Platform: With the HOC, create multi-tiered sponsorship packages which provide increased recognition and benefits to the sponsor commensurate with each level. Packages offer appropriate assets and benefits from both RI and HOC.
- HOC Sponsor Prospect List Review: Review and provide feedback and/or approval of the HOC's target list of prospects for local solicitation. RI will provide review and approval of the Prospect List within 45 days of receipt. Evaluation of list will include assessment of potential for larger relationship, HOC connection to company, and reach and capacity of company.
- Sponsorship Solicitation: Solicit Convention Sponsors from companies that align with the sponsorship strategy. Develop activation strategies with sponsors to ensure satisfactory ROI to the sponsors.
- Sponsorship Contract and Invoicing: Draft all Sponsor agreements. Issue invoices and ensure collection and appropriate attribution on all A/R.
- Sponsorship fee allocation: Distribute sponsorship fees in a timely fashion according to the RI-HOC Agreement.
- Sponsorship Delivery: Ensure all sponsorship deliverables and fulfillment are met for Convention Sponsors. Work with HOC sponsorship point of contact to ensure all fulfillment related to HOC assets is delivered.
- Post-event Reports: Prepare all post event fulfillment reports regarding sponsorship.

Commissioned based model for the International Convention

The sponsorship fee allocation model will be developed based on the RI and HOC budget and revenue projections that will impact revenue and budget and will be detailed in RI-HOC Agreement.

Convention Promotion

The Convention Promotion Committee was eliminated effective 1 July 2020. Since that point, the volunteer roles for promoting the convention have been performed by a Team chair, selected by the President, from the International Convention Committee, a team of regional promotion coordinators selected by the Team Chair and the Senior Marketing, Promotions and Publications Specialist.

The Senior Marketing, Promotions and Publications Specialist serves as the main point of contact for these activities and assists the volunteers in ensuring promotional activities are aligned with RI marketing and communication activities, materials, messaging, and strategy within RI policy.

Promoting the convention is a responsibility shared by all stakeholders, and all work together to ensure consistent messaging and content. However, the key groups that drive the activity forward, and their corresponding responsibilities follow:

1. General Secretary—Meetings and Events and Marketing Team
 - Work with key stakeholders (President, ICC Chair and HOC Chair) to develop and communicate the following:
 - creative strategy
 - marketing collateral
 - a marketing plan for use across all available Rotary channels: web, email, social media, and publications
2. Convention Committee
 - Serve as a global sales force to encourage convention attendance.
 - Using marketing tools produced by the general secretary, develop and execute a plan to share the message about the convention to their cultivated regional Rotary network.
 - Promote convention during Rotary activities during the approved promotion timeline.
3. Promotion Team (if named by president)
 - Serve as a regional sales force to encourage convention attendance.
 - Using marketing tools produced by the general secretary, develop and execute a plan to share the message about the convention to their cultivated regional Rotary network.
 - Promote convention at assigned Rotary Institutes and promotional events during the approved promotion timeline.
4. HOC
 - Partner with the CVB to best promote destination.
 - Motivate host area to register and become actively involved in convention.
 - Using marketing tools produced by the general secretary, share the message about the convention to their cultivated regional Rotary network.
 - Establish a website (and social media sites if desired) as a resource for interested participants, providing information on tourism and HOC membership and structure in the early stages of planning, but not before the 18 months prior International Assembly.
 - The HOC website domain should be one purchased by the general secretary
 - The HOC website should maintain a consistent theme and message with the convention.rotary.org website
 - The HOC website will provide ecommerce functionality for Host Hospitality event ticket sales that will open simultaneously with the convention registration website at convention.rotary.org, starting during the one-year prior convention.
 - The HOC website will support volunteer recruitment.

Convention Promotion Timeline

19-22 Months Prior

The HOC, Promotion Team and General Secretary can collaborate on a shared strategy around:

- Promotion at the 18-months prior International Assembly and 12 months prior International Convention
- HOC Website and social media debuts

18-Months Prior International Assembly

At the 18-months-prior International Assembly, the Host organization committee (HOC) can:

- help organize a booth to promote convention attendance
- offer tourist information about the host city and country at the booth
- hold giveaways that highlight attractions in the host city
- recommend menus and decorate tables for the closing dinner

At the 18-months-prior International Assembly, the Convention Committee and General Secretary can:

- approve materials for the HOC to distribute at their booth
- ask district governors-elect to submit their convention attendance goals at the booth
- broadcast the RI convention promotion video from the general session stage

15-Months Prior

Starting 1 April, approximately 15 months prior

- Begin passive convention promotion online and at PETS, District Conferences, etc. however, registration and housing forms cannot be distributed yet. Acceptable promotion would include:
 - an informational website and social media sites
 - promotional materials with convention location and dates
 - general tourist information
 - Preview of RI convention promotion video at events

12-Months-Prior Convention

At the 12-months-prior International Convention, the Host organization committee (HOC) can:

- in collaboration with the general secretary, organize a booth to promote convention attendance
- offer tourist information about the host city and country at the booth
- hold giveaways that highlight attractions in the host city
- provide registration/ticket purchase for the Host Hospitality event

At the 12-months-prior International Convention, the General Secretary can:

- in collaboration with the HOC, design and staff a booth with capabilities for participants to register for convention and book housing online
- distribute and collect registration and housing forms and the RI Promo Brochure
- post housing and registration forms on RI website.
- post web link to the HOC site
- broadcast the convention video from the general session stage

6-12-Months-Prior Rotary Institutes

- HOC and Convention Committee collaborate to promote convention and Rotary Institutes through a booth, presentation, speaker, etc.
- General Secretary sends promotional materials for distribution.

6-Months-Prior International Assembly

At the 6-months-prior International Assembly, the Host organization committee (HOC) can:

- help organize a booth to promote convention attendance
- offer tourist information about the host city and country at the booth
- distribute registration and promotional materials

At the 6-months-prior International Assembly, the General Secretary can:

- produce materials for the HOC to distribute at their booth
- broadcast the convention video from the general session stage

Privacy Policy for Rotary Conventions

Rotary has adopted this Privacy Policy for the processing (collection, use, sharing, and retention) of Personal Data of Rotarians and others in support of its annual international convention. This policy is in addition to Rotary's Privacy Policy found at rotary.org/privacy.

Rotary collects Personal Data including names, addresses, phone numbers and email addresses to facilitate and support the annual Rotary International Convention. Rotary may provide individuals' registration data to certain groups of Rotarians set forth below, including zone and district promotion chairs and those organizing regional or district events, to assist them in planning convention-related activities. Physical addresses and phone numbers are not shared. Past convention data may be shared to provide context in analyzing current data. Further information on how Rotary shares other Personal Data is provided below.

Personal Data on current convention registrants

Registration data for the current convention (including name, registration ID, registration type, zone/section, district, club, email address, language, and country) may be shared with:

- RI Board of Directors
- Convention Committee
- Convention Promotions Committee
- Convention Visitors Bureau (if promoting on behalf of the Host Organizing Committee)
- Housing Bureau
- Host Organizing Committee
- Zone level Convention committees (in the appropriate zone only)
- District level Convention committees, including District Convention Promotion Chairs (in the appropriate district only)
- Club level Convention committees (in the appropriate club only)
- Unofficial affiliate event organizers (registrants in the event target audience only)

Past convention registration data

Past registration data will only be shared in aggregate form with:

- RI Board of Directors
- Convention Committee
- Convention Promotions Committee
- Host Organizing Committee
- District level Convention committees (in the appropriate district only)
- Club level Convention committees (in the appropriate club only)

Virtual Meetings

To support virtual meetings, including a virtual House of Friendship and virtual general and/or breakout sessions, Personal Data will be used to facilitate participation, attendance and enhance the participant's Convention experience. Rotary may use third-party owned software and services to facilitate this participation and participant's use of the software and services will be subject to the privacy policies and terms of those software and service providers and Rotary's Privacy Policy.

If any session is recorded, notice will be provided in advance to participants that the session will be recorded and again when the session begins. Notice shall be provided if RI, the HOC, or any third party, will be using the names, statements, content or recordings of participants.

Visas

Occasionally, staff may provide Personal Data to support visa applications. This information is provided directly to the applicable government entity and may include both personal and sensitive Personal Data as defined in RI's Privacy Policies.

Opt-out

Individuals may notify Rotary that they do not want their Personal Data shared. If an individual opts out of communications, their contact information will only be used for official Rotary convention business, and communications about, and invitations to, special convention events will not be sent.

The General Secretary is authorized to revise this Policy as circumstances require provided that any material revisions are reported to the RI Board of Directors. Any questions about this policy should be sent to the Data Privacy and Security Committee.

Personal Data Use Policy

If Personal Data is provided as outlined above, individuals, including the HOC and members of Committees, must abide by Rotary's privacy policies, including Rotary's Privacy Policy found at: rotary.org/privacy.

1. Personal Data can only be used to facilitate convention and event planning.
2. Personal Data can only be used for the authorized purposes and cannot be used or disclosed for any purposes unrelated to the purpose for which it was shared.
3. Personal Data cannot be disclosed to any third party without prior authorization.
4. Personal Data must be safely stored, safeguarded and transferred, and individuals must notify RI immediately if they suspect or discover any breach (including any unauthorized access or accidental sharing) of Personal Data. Email privacy@rotary.org as well as your Rotary staff contact in the event of a potential or confirmed breach.
5. Personal Data should be retained only as long as needed for the purposes for which it was provided. Once the purpose has ended, Personal Data must be securely deleted.

Miscellaneous

Reserved Seating

The sergeants-at-arms will reserve seats at convention general sessions and entertainment features for Rotary senior leaders and voting delegates in accordance with Board-approved protocol (RCP 26.050., and RCP 57.110.10.). The convention badge will indicate if the registrant has reserved seating. Reserved seating is customarily provided for each member of the immediate family of the Rotarian entitled to sit in the reserved section, except in the case of voting delegates. Voting delegates will have reserved seating only for sessions in which voting is taking place.

All credentialed representatives of the news media (press, radio, and television) will be allowed into the reserved seating section, as preapproved by the RI press center. The news media will be seated based on the venue size, the general session facility setup, and RI protocol. The Press Center must inform the appropriate Meetings & Events staff of seating needs approximately 45 days before the convention.

Sponsor representatives may receive reserved seating as part of their sponsorship package, and their convention badge will indicate if the representative has reserved seating. The Sponsorship team must inform the appropriate Meetings & Events staff of seating needs approximately 45 days before the convention.

Except for those seats permanently reserved, any unused reserved seats are opened for general seating five minutes before each session commences. Permanently reserved seats are for

- RI president, president-elect, and president-nominee and their spouses and families
- Past, present, and incoming RI directors and their spouses or guests
- Past, present, and incoming trustees and their spouses or guests
- Past RI presidents and their spouses or guests
- Past and present general secretaries and their spouses or guests
- Aides to the RI president, the RI president-elect, and the RI president-nominee and their spouses or guests
- Spouses of deceased past general officers of RI and their guests
- Rotary GB&I officers and their spouses or guests
- International Convention Committee members and their spouses or guests
- Chief sergeant-at-arms and spouse or guest
- Future ICC members and their spouses or guests
- Convention Promotion Team members and their spouses or guests
- Arch Klumph Society members
- Legacy Society members
- Level 4 Major Donors
- Level 5 & 6 Bequest Society members
- Convention Sponsors in accordance with the Rights and Benefits packages developed with the HOC
- Credentialed external and Rotary media
- Others whom the RI president, ICC chair, or sergeant at arms consider appropriate

Bidding for the Convention

The following section will guide potential host cities in pursuing a Rotary International convention bid.

- **Procedures for Selecting RI Convention Host City Sites**
- **Meeting Critical Criteria**
- **Convention Bid Forms**

Procedures for Selecting RI Convention Host City Sites

The following procedures have been established for the selection of sites to hold RI's annual convention:

- **Ongoing**

The general secretary shall maintain current information on cities around the world reporting to have the facilities and services available to hold a RI Convention. This information will be provided to the Board upon request.

- **6-9 years out**

Identification of viable cities

Districts that are interested in hosting the convention are encouraged to submit a letter or email from the district governor or governors of the district or districts comprising the proposed host region to the Director of Meetings and Events. The RI Board will receive from the general secretary a list of viable cities from diverse regions around the world that have not hosted a convention within the previous 20 years. The Board will then agree on up to 12 cities from which to solicit proposals. This will be done with the understanding that RI is requesting those cities to bid on one or all of the next open three years for the convention. RI will not entertain any unsolicited proposals.

Solicitation of bids

Based on the Board's decision, the general secretary will issue the invitation to bid to the respective Rotary District(s) of the Board-designated cities. Enclosed with this letter will be a copy of the most recent Manual for Conventions (which includes bidding procedures and a list of HOC responsibilities). The letters will also request that proposals include a written confirmation indicating that the district governor(s) agree(s) to comply with the list of host organization committee responsibilities. It shall be noted that the list is not exhaustive, and that if the host organization committee wishes to do anything above or beyond its defined responsibilities, the host organization committee must inform and receive approval from RI before proceeding with the activity. The letter will request these district(s) to submit proposals to RI within a five-month time frame.

Rotary districts that want to invite RI to hold the convention in their city must work with the local convention and visitors bureaus or ministries of tourism to submit a proposal using the guidelines in this manual.

The Board has determined that cities requiring exceptions should only compete against other cities requiring exceptions, and that once every seven years, the invitation to bid will only be issued to cities qualified to bid with exceptions (RCP 57.040.8). The next year that cities requiring exceptions will be considered is for 2035.,.

The Board shall consider bids from cities that require exceptions to the critical criteria for an RI convention host city, provided that

- a) no other city in the country meets the criteria for conventions
- b) there are no more than three modifications to the critical criteria
- c) the total financial impact of the applied modifications does not exceed US\$1.5 million
- d) the accepted bids are further subject to limits on the number of registrants or to other convention product modifications as defined by the general secretary
- e) such an exception occurs no more than once every seven years

The RI Board has approved exceptions to critical criteria guidelines detailed in the Manual for Conventions. (RCP 57.040.9)

Review of bids

Proposals for hosting conventions will be acknowledged in writing promptly upon receipt. If, after review by the general secretary, there are cities that are obviously not suitable, a letter expressing

regret will be sent to the districts(s) that made the proposal(s) before the end of the five-month period.

At the end of the five-month period, the general secretary will review all suitable proposals received, and notify the Board of those cities. In this case, suitable is defined as cities which, through information submitted in the proposals and through research conducted by the general secretary, have the preferred and critical criteria, in the way of facilities, physical accessibility, visa regulations and services needed to hold a convention, or cities that are being considered as requiring exceptions to the critical criteria.

Proposals will require the endorsement of the governor of the district(s) and an official representative of the government of the proposed city. Proposals will require the bidding chair to serve as the acting host organization committee chair and an explanation of how and when the host area will select its host organization committee chair no later than 30 months out.

- **5-8 years out**

Site Inspection

Based on the analysis of the suitable proposals, the Board will tentatively select four (4) to six (6) cities to inspect. The Meetings and Events team will work with the current president to set the dates for future convention site selection visits. The general secretary, in conjunction with three (3) senior leaders appointed by the president will conduct city inspections to confirm whether the cities have the facilities and support to host the RI convention. The three senior leaders shall be:

- a recent past chief sergeant at arms,
- a current or incoming director,
- and a recent past convention chair.

In accepting the president's invitation to participate in a convention site selection visit, the senior leaders must commit to participation in the full trip, visiting all cities included on the itinerary. The site inspection team will be required to submit a final report on its recommendations for a future convention site(s) within four weeks after completing all visits. The review and site inspection process should be completed within nine months of the deadline for receipt of proposals.

- **4-7 years out**

Report to RI Board

Based on the resulting inspection report submitted to the Board, the Board will then tentatively select up to three cities to host the next open years under consideration, subject to those cities providing a comparable proposal for that respective year as needed. Such tentative selection will also be based on the general secretary's successful negotiation of an appropriate block of hotel rooms, adequate space in which to hold all convention activities, a thorough review of related tax implications relating to convention income and expenses, and any other agreements necessary to memorialize the proposal from the host area, government (or related agency) as it relates to any financial arrangements. During this period, the HOC and the general secretary shall enter into a written agreement that defines the responsibilities of each party regarding the convention.

- **3-6 years out**

Final confirmation of selection

When negotiations for hotels, convention facilities, and financial arrangements have been successfully completed and all tax implications considered, the general secretary will notify the Board. At that time, the Board will accept the proposal from the district, and agree to hold a convention in the specified city in a specified year, subject to the successful negotiation of all necessary arrangements by the general secretary. (RCP 57.040.6.)

Approximate timeline for next bidding cycle

| | |
|----------------------|---|
| 31 January 2022 | District Governors send a notice to RI Director of Meetings to indicate interest in hosting the Rotary International Convention. <i>(cities that have already sent a notice will be automatically included for the Board's consideration)</i> |
| April 2022 | Board selects cities to receive the invitation to bid |
| October 2022 | Cities submit bids for consideration |
| July 2023 | Board selects finalists |
| July - November 2023 | Site selection committee trips to finalist cities |
| January 2024 | Board selects cities for each year. |

Convention Bidding and Hosting Workshop

During the convention, RI may hold a convention bidding and hosting workshop to train interested members on the primary responsibilities of HOCs, how to submit an effective proposal, ways to secure government support for venue fees and public transportation, etc... A sample list of HOC responsibilities will also be available at this workshop. The general secretary appointed past convention chair(s), and HOC chair(s) will lead the workshop. Attendance at this workshop is strongly encouraged of all bidders for future conventions.

Meeting Critical Criteria

The board has outlined critical and preferred criteria for convention cities to meet to be eligible for selection. The site selection process is designed to carefully evaluate that a potential city clearly meets all the crucial criteria

CRITICAL CRITERIA

Venue:

- Must be available on a first-option basis for RI, on a 24-hour basis during the rental period
- Must be rentable at no cost to RI, with an explanation of how the proposed venue fees will be paid and a financial plan supported by government statements or sponsorship or grants
- All convention activities (excluding pre-convention activities) shall be under one roof, within one complex or within a comfortable walking distance (less than 1,000 meters, or approximately a half-mile)
- Pre-convention activities shall be as close as possible to the central convention venue, with suitable meeting space.
- Must be outfitted with air-conditioning or heating units so that the indoor temperature remains at approximately 72°F/22°C
- Must be covered and fully constructed, with sufficient chairs at no cost, adequate capacities, and meeting space to accommodate the needs described in **Bid Form 3** (open-air facilities such as stadiums will not be considered).
- Initial setup of all meeting rooms, with chairs, lecterns, skirted platform, and head tables, and one microphone shall be provided, at no cost to RI
- Must be able to provide free hi-speed Wi-Fi throughout the general session hall, exhibition hall(s), meeting rooms, and office venue at no cost to RI
- Include CAD venue diagrams/floor plans clearly showing all proposed meeting, banquet, and office space
- Include information on room dimensions, ceiling height, and current seating capacities
- Include a complete inventory of all venue equipment with current costs
- Complete the Space Allocation Grid (**Bid Form 3**)
- Provide a map indicating locations of all meetings spaces provided.

General Session Hall

- General session venues must have at least 8,000 seats in Africa and South America; at least 10,000 seats in Australia, Europe, and North America; and at least 15,000 seats in Asia, while still allowing a throw distance of 45 feet (13.716 meters) for rear–screen projection and providing sufficient dressing room and office space.
- Include a diagram of the general session facility with proposed seating layout.

Hotel

- Hotel room blocks must include at least 5,600 discounted rooms in Africa and South America and at least 7,000 discounted rooms in Asia, Australia, Europe, and North America, reserved on a first-option basis, making up no more than 40 percent of the total number of sleeping rooms in the bidding city, offered by hotels suitable for RI's hotel booking system. This must be supported by RI hotel commitment forms (see **Bid Forms 4A-4D**, as applicable)
- Provide a map indicating where each hotel is located.
- Include a city-wide hotel room inventory (**Bid Form 3**)

HOC

- Provide identification of the acting HOC chair and an explanation of how and when the host area will select its chair.
- Include the HOC's estimated total attendance capacity given the venues and hotel accommodations proposed, and the HOC's estimated host district(s) registration figure
- Provide a letter signed by the district governor indicating agreement to comply with the list of HOC responsibilities

Taxes

- Provide details of all applicable taxes.

PREFERRED CRITERIA

Further consideration will be given to proposals that meet the following preferred criteria for site selection:

- Pre-existing, purpose-built breakout session space within the primary convention venue, consisting of at least 20 rooms with varied capacities ranging from 50 to 2000 persons (set theater-style), with a combined capacity of 8,000 seats.
- Free public transportation for all delegates if access is within reasonable walking distance of hotel block and the convention venues, the schedule is sufficiently accommodating of the official convention program, and can comfortably handle the expected attendance.
- An arena-type venue with tiered seating for General sessions (if a sports arena is suggested, the proposal must indicate if the facility houses professional sporting teams and when the teams have primary rights to the facility that take priority over any contractual agreement with RI).
- Proposals augmented with financial incentives, such as subsidies that will eventually offset convention expenses. Financial incentives might include in-kind donations. Financial incentives may be for the use of RI or the HOC.
- Tax exemption for the income and expenses generated from the convention, or a plan for helping RI recover tax money spent in relation to the convention.

If the inspection report shows that a city does not meet all of the critical criteria as described in this manual and the Board of Directors proceeds to select that city, the Board will explain how any deficiencies will be addressed. If a city's facilities and services vary slightly from the preferred criteria, the general secretary will inform the Board accordingly. If none of the proposed cities meet the criteria, as determined by the general secretary, the Board may either postpone selection or solicit proposals from another group of cities (RCP 57.040.2.).

When a country where currency exchange restrictions apply is proposed as a convention site, the convention will be used as an opportunity to negotiate with appropriate government officials in those countries where there is a substantial amount of RI or Rotary Foundation funds on deposit, and not available as a result of currency restrictions on the release of such funds.

The general secretary will ensure that all information published by the Secretariat about the Board's site selection for an RI Convention clearly distinguishes between those sites that are definitely decided and those that have been tentatively identified and are still being investigated.

Having selected a convention city, the general secretary will update future Boards as needed on the progress being made and will alert the Board to any serious problems encountered in convention planning. If a selected site becomes inaccessible, the Board will consider changing the location (RCP 57.040.7.).

Convention Space and Facilities

RI Exhibit Hall and House of Friendship

At least 200,000 square feet (approximately 20,000 square meters) of column-free exhibit space is required for HOC (commercial-50 percent) and RI (organizational-50 percent) exhibits.

In a 10- to 12-day event schedule, the following days for move-in, show, and move-out are acceptable. Venues that allow earlier move-in days are preferred.

| | |
|---------------|------------------------|
| Move-in days | Monday -Friday |
| Show days | Saturday-Wednesday |
| Move-out days | Thursday and/or Friday |

General Session Facility

At least 225,000 square feet (approximately 20,900 square meters) of column/pillar free space is required to support the following functions: seating; staging (at least 40 x 100 feet [12.2 x 30.5 meters]); 45 feet (13.716 meters) behind the stage for rear-screen projection and technical equipment; and at least 18,000 square feet (approximately 1,700 square meters) immediately adjacent to the stage for dressing rooms and offices. A ceiling height of at least 45' (13.716 meters) is strongly recommended. Existing dressing rooms and office space are preferred, but these may be constructed if necessary, in close proximity to the stage. The facility should include appropriate support facilities, including sufficient toilets front-of-house and backstage, and if it has windows, appropriate room-darkening shades, provided as part of the venue rental cost.

The general session facility proposal must include chairs, the initial setup and removal of those chairs, blackout drapes (if necessary), and stage platforms at no cost to RI.

In a 10- to 12-day event schedule, the following days for move-in, rehearsal, show, and move-out are acceptable. Venues that allow earlier move-in days are preferred.

| | |
|----------------|------------------------|
| Move-in days | Monday - Thursday |
| Rehearsal days | Friday-Saturday |
| Show days | Sunday-Wednesday |
| Move-out days | Thursday and/or Friday |

Meeting and Banquet Rooms

The remainder of the meeting, banquet, and office space required is outlined in the Space Allocation Grid in **Bid Form 2**. This form must be completed, with proposed room names and facilities for each function. If meeting space is suggested at an adjacent official participant hotel, it must be at no cost to RI and kept on hold until the hotel is officially contracted, at which time the space will be confirmed or released, depending on the program needs.

Housing

RI requires that hotel rooms be blocked on a first-option basis. At least 7,000 double-occupancy rooms in Asia, Australia, Europe, and North America or 5,600 double occupancy rooms in Africa and South America, making up no more than 40 percent of the total number of rooms offered by hotels in the bidding city, are needed.

The sleeping rooms at convention hotels (non-Official Participant hotels) should be blocked in the following pattern:

| | |
|---|-------------|
| Wednesday (<i>before the convention</i>): | 10 percent |
| Thursday: | 30 percent |
| Friday: | 70 percent |
| Saturday: | 100 percent |
| Sunday: | 100 percent |
| Monday: | 95 percent |
| Tuesday: | 90 percent |
| Wednesday: | 60 percent |
| Thursday: | 15 percent |
| Friday: | 5 percent |

Official participant hotels (OP hotels) and those hotels designated for preconvention meetings or other RI sub-blocks will have different patterns, including earlier arrivals and later departures. RI staff will confirm specific patterns for these hotels upon their official designation. OP Hotels shall block a slightly different room block pattern than the overflow properties, as outlined in **Bid Form 4, Exhibit 3** over a two-week period, with 100% of the peak-night commitment beginning the Saturday prior to the Convention and ending the Tuesday of the convention, until the specific pattern is confirmed and the hotel is contracted.

RI requires that 1,000 rooms in the block be in OP hotels. OP hotels will be in the deluxe or superior category with preference given to the OP Hotels located adjacent to the venue.

All hotel rooms must be located no more than a 45-minute traveling time from the convention venue (RCP 57.060.1) or 60 minutes if public transit is the transportation method for the convention. Traffic congestion at peak times must be factored into the traveling time. The entire block of rooms should represent less than 100 hotels.

In order to meet the needs of as many attendees as possible, rooms must be reserved in the following percentages by category:

| | |
|----------|-----|
| Deluxe | 25% |
| Superior | 25% |
| Standard | 25% |
| Economy | 25% |

The local convention and visitors' bureau or another official organization must provide completed RI hotel commitment forms (in North America refer to Form 4A and 4B; outside North America refer to Form 4C and 4D) found in Exhibit 3 as documentation that the hotels agree to the following requirements.

The general secretary is responsible for securing the services of a housing agency through a mandatory three-bid process. This agency will be called on to facilitate the hotel contracting process and/or coordinate reservation processing. RI expects that convention and visitors' bureaus and tourism offices will present the organization with a block of reserved hotel rooms on a first-option basis without a guarantee from RI that they will be awarded the housing contract.

Convention Hotel (non-Official Participant) Minimum Requirements

- Net rates offered to RI must be the lowest rates offered during the convention period. No lower rate, including internet rates, will be offered to other groups or individuals for any days during the RI room block unless applicable to all RI attendees, regardless of the date they were booked. A standard

commission on the Net Room Rate for each occupied night will be remitted to the Housing Bureau by the Hotel including all rooms found outside of the block during the post-audit review.

- Hotel will agree that unused rooms will be released back to the hotel, as of the established citywide hotel cut-off date (without liability to Rotary International).
- Hotel will agree that no attrition or cancellation penalties will apply to RI.
- Hotel will agree that all rooms booked will be confirmed with a credit card guarantee or one-night deposit. Cancellations must be made 72 hours prior to arrival or guests forfeit their one-night deposit.

Additional Requirements

- Hotel will agree that they will continue to honor their committed room block and concessions even if the person filling out the current form is no longer with the company at the time of finalizing the Contract.
- Hotel will agree to pay a standard commission (10%) on the Net Room Rate for each occupied night which they will remit to the Housing Bureau. The 10% Commission will be paid on all rooms found outside of the block during the post-con room audit.
- One complimentary room must be provided for every 35 room nights booked, on a cumulative basis.
- Hotels must provide up to ten staff rooms at a 50 percent discount off the net RI Convention rate for a period of up to 21 days.
- Hotels must provide complimentary in-room internet service.
- Hotel agrees to provide complimentary breakfast to all attendees staying at the hotel.
- Hotels must provide daily in-house guest lists and cancellation/no-show reports to the RI designated agent, who will cross-reference them against the registration list to identify any rooms booked outside of the block.
- Hotels will need to agree to an audit being performed, to find those attendees outside of the block. Housing agent will provide a registration list to Rotary including only those names of registrants who have opted in to sharing their data. Any reservations identified by the hotel as booked outside of the block will then be credited towards group's final pick-up numbers and be commissionable, but no personally identifiable guest information needs to be disclosed to Rotary or housing agent.
- Hotels are asked to allow the designated housing agency to oversell the contracted room block by 5-10 percent to compensate for the organization's historic room-block wash factor and to help hotels meet their individual sales goals.

Official Participant Hotel Minimum Requirements

In addition to the points above, each OP hotel shall offer RI the following concessions:

1. One complimentary presidential suite over and above the complimentary room policy
2. Two complimentary two-bedroom suites over and above the complimentary room policy
3. Five complimentary one bedroom-suites over and above complimentary room policy
4. 15 additional rooms for staff at a 50 percent discount off the net RI Convention rate for up to 21 days
5. 20 VIP amenities provided to Rotary senior leaders at no cost
6. Upgrades to concierge/club level (if available at the hotel) for up to 20 rooms
7. Complimentary rooms and meeting space for preplanning visits and two preconvention meetings of Rotary senior leaders, RI committees and staff, for a total of at least 40 nights per meeting or site visit.
8. A hold on all meeting space, at no cost to RI, until the hotel is contracted, which time, space will be confirmed or released depending on the final program requirements. The remainder of contracted

and held space by RI, will be reviewed throughout the year however, RI's final meeting space review will occur 60 days prior to the convention. On or before the 60-day review date, RI shall confirm or release, in writing, said meeting space without penalty. Sixty-day meeting space release does not impact hotel contracting timeline. All meeting space confirmed will be complimentary room rental with no food and beverage minimum required.

9. Block rooms as indicated in **Bid Form 4, Exhibit 3**, over a two-week period, with 100% of the peak night room commitment beginning the Saturday prior to the Convention and ending the Tuesday of the convention, until the specific pattern is confirmed at the time the hotel is contracted. Once Group's OP block is finalized, the pattern will be changed to reflect a standard bell curve.

On **Bid Form 3, Exhibit 3**, list the total citywide room inventory and the total number of rooms committed to RI by hotel in the appropriate categories. Then list the current average rack rates in May/June (indicating whether taxes are included) for the respective categories.

Additional Details

Location

The international convention shall be held in a different country — and, if possible, a different part of the world — each year. The eastern and western United States, as divided by the Mississippi River, are considered distinct regions for the purpose of site selection (RCP 57.040.1.).

Date Selection

The RI Constitution and Bylaws provide that the annual convention will be held during the months of April, May, or June (RIC 8.1). Effective 2015, it is recommended that conventions should not be held during the last two weeks of June. The convention opens officially on Sunday and closes Wednesday evening. Every attempt is made to avoid scheduling the convention on a national holiday or major religious observance.

Because activities during the RI Convention require mass movements of attendees, it is important that the weather be temperate during the proposed dates for the convention.

Nations at RI Conventions

The host country must provide assurance that it will not have official governmental policies, which exclude nationals from any other country solely on the basis of national citizenship (RIB5.050), and it must allow the presentation, display, and placement of all Rotary countries and geographical areas flags in the venue. Potential host cities will also be evaluated for diversity, equity and inclusion of all Rotary members. The HOC shall cooperate with RI to ensure that as far as is possible, prospective delegates are able to obtain the necessary visas for entry into the country in which the convention is to be held.

International Access

The proposed city must have an international airport within a 45-minute drive of the major convention venue and the major portion of the hotel block. The airport must offer nonstop or direct flights from international gateway cities, and international gateway flights should offer at least 12,000 seats daily.

RI enlists Rotary International Travel Service to determine the city's accessibility and to negotiate and contract with airlines servicing the city.

Costs

Careful consideration should be given to convention costs, which might be absorbed by entities within such cities if the Board considers them as potential convention sites. A potential location's capacity and the available financial options should also be considered.

Transportation

Destinations capable of providing complimentary or discounted access to public transportation represent a considerable savings to RI. RI does not rely solely on public transportation for a convention; however, RI does wish to include public transportation as an option for convention attendees. The general secretary must secure the services of a transportation management company through a mandatory three-bid process. The

infrastructure of the convention city must be able to absorb 300 extra buses at one time without experiencing significant traffic problems.

Local Support (HOC)

The ongoing support of local members is vital to a successful convention. A strong host organization functions as local experts during the approximately seven years preceding a convention. From eight to three years before the convention, the HOC executive leadership is involved in planning the convention and includes approximately 10 to 50 people. However, their largest commitment — involving between 1,000 and 1,200 volunteers — is needed during the convention. It is the HOC's responsibility to recruit, assign, manage and train these volunteers to prepare them for their assignments in advance of the convention.

The original proposal must include the name of the acting HOC chair and provide an explanation of how and when the host area will select its chair 30 months prior to the convention.

The city's convention and visitors' bureau or another similar government agency must be committed to the success of the convention and available throughout its planning and execution.

Security

The safety and security of participants is another essential component of the success of an RI Convention therefore proposals should include and address the relative safety of the respective destination.

Personal Data

The safety and security of participants' Personal Data must be a factor of planning an RI Convention; therefore, Convention bids or proposals, including from a HOC and vendors, must at a minimum indicate how participants' Personal Data will be safely and securely processed. The HOC must be in compliance with all applicable privacy laws and RI data privacy policies and enter into a Data Processing Agreement with RI and its vendors. In addition, the HOC will process any Personal Data shared by RI and Registrant's Personal Data in accordance with Rotary's data privacy policies found at [rotary.org/privacy](https://www.rotary.org/privacy), the Privacy Policy for Rotary Conventions (page 40), all applicable privacy laws, and its Data Processing Agreement with RI.

Convention Bid Forms

A complete convention bid will require the submission of the following completed forms:

- ☐ Form 1: Convention Site Specifications Questionnaire
- ☐ Form 2: Convention Space Requirement
- ☐ Form 3: Convention Housing Inventory
- ☐ Form 4A-D: Convention Hotel Commitment Form (Exhibit 3)
 - ☐ Form 4A: Convention Hotel Commitment Form (within North America)
 - ☐ Form 4B: Official Participant (OP) Hotel Commitment Form (within North America)
 - ☐ Form 4C: Convention Hotel Commitment Form (outside North America)
 - ☐ Form 4D: Official Participant (OP) Hotel Commitment Form (outside North America)
- ☐ Letters from proposed OP hotels agreeing to the conditions as outlined
- ☐ A letter from the local tourism bureau or convention and visitors' bureau specifically outlining the room block. This offer would be extended on a first option basis to RI in addition to their agreement to the RI Convention rate and complimentary room policy.
- ☐ A list of all hotels with the total number of rooms, the number of rooms committed to RI, and the proposed RI net rates.
- ☐ A hotel map, if available.
- ☐ The original proposal must include the name of the acting HOC chair and provide an explanation of how and when the host area will select its chair 30 months prior to the convention, and accepting the HOC responsibilities as outlined in the current Manual for Conventions

Incomplete bids will not be considered.

Form 1: Convention Site Specifications Questionnaire

Please respond to the following questions and include the document in your original proposal.

AVAILABILITY

1. Proposed year(s) and dates for the Rotary International Convention

COUNTRY

2. Does your country restrict any visitors based on their respective country of origin, ethnicity, age, race, religion, faith, gender, gender identity, sexual orientation, or marital status? If yes, provide details.
3. Please list the countries whose citizens require a visa to enter your country.
4. Can the flags of all Rotary countries and geographical areas will be displayed, announced, and placed in the venue?

PROPOSED CONVENTION DATES AND WEATHER CONDITIONS

5. Provide the dates proposed for the RI Convention as well as alternate dates.
6. Provide average daytime high and low temperatures during the proposed convention period.
7. Does the country have a rainy season, and does it fall during the time of the proposed convention?
8. What is the average rainfall in the month proposed for the convention?
9. Can any unusual weather be anticipated during the proposed convention?

TRAVEL INTO THE CITY

10. How far from the convention venue, in distance and driving time, is the closest international airport?
11. How many total seats are available into the international airport daily?
12. If the host city is outside the United States, how many direct flights (one or more stops, but no change of planes) from the United States arrive daily? Weekly?
13. How many direct flights total (one or more stops, but no change of planes) are available daily?
14. What cities offer nonstop or direct flights into the international airport on Saturday and Sunday?
15. What airlines serve this airport?
16. List percentages of the total flight service by airline.
17. What other methods of traveling to the city are widely used?

CITY INFRASTRUCTURE & TRANSPORTATION

18. How far (in terms of distance and time to transfer) is / are the proposed convention venue(s) from city center/hotel district?
19. What are the transportation options to and from venue?
20. Describe the city's transportation infrastructure.
21. Describe the public transport system including any ridership data.
22. List any national or religious holidays or events that draw large numbers of people to the city within the 30 days preceding and following the proposed convention dates.
23. List up to three competent Transportation Management Companies and events that they've supported.
24. List the taxicab companies serving the city and the number of taxis each company owns.
25. What are average taxi fares from the airport to the convention center and from the convention center to major hotels?

CONVENTION EXPERIENCE

26. Describe the five largest conventions your city has hosted, including dates and the organizers' contact information. How many hotel rooms were used? Who provided housing reservation services?
27. Was a shuttle bus transportation system used? If yes, provide details, including vendor contact information.

VENUE

28. What are the proposed venue(s)?
29. Is all venue space available on a first-option basis?
30. Is the venue available at no cost to RI? How is the venue rental being funded?
31. Is the venue fully constructed, with chairs at no cost, adequate capacities, and sufficient meeting space as defined in the critical criteria?
32. Will all convention activities take place under one roof, within one complex or within a comfortable walking distance?
33. Where will pre-convention activities be held? How far will they be from the central convention venue?
34. Is the venue outfitted with air-conditioning or heating units so that the indoor temperature remains at approximately 72°F/22°C?
35. Is the venue a covered structure? (open-air facilities such as stadiums will not be considered)
Is the venue able to provide free and reliable high speed Wi-Fi throughout the general sessions hall, exhibition hall(s), meeting rooms, and office venue at no cost to RI? Please confirm that these minimum specifications can be met at the venue: minimum two Internet circuits, from two separate ISPs, coming into building on two physically diverse paths.

4Gbps circuit (x2 for redundancy) or higher for wireless users (supporting convention attendees)
1Gbps circuit (x2 for redundancy) or higher for wired users (supporting convention support staff)
36. Does the initial setup of all meeting rooms include chairs, lecterns, skirted platform, and head tables, and one microphone, at no cost to RI? What additional details are available for initial setup of meeting rooms?
37. What standard facility services are provided (cleaning, electricity, security, etc.) included in the venue rental
38. Can the general sessions venue seat the following minimums, while still allowing a throw distance of 45 feet (13.716 meters) for rear-screen projection and providing sufficient dressing room and office space.
 - a. Africa and South America: 8,000 seats
 - b. Australia, Europe, and North America: 10,000 seats
 - c. Asia: 15,000 seats
39. Is the House of Friendship Exhibit Space a minimum size of 200,000 sq. feet or 20,000 sq. meters?
40. Are there sufficient breakout rooms committed at the venue (a minimum of 20 rooms with varied capacities, ranging from 50 to 2000 seats) for a combined capacity of 8,000 seats.
41. Describe the proposed space. for official luncheon events. What is the capacity?
42. Is there an exclusive or preferred catering service at the venue? IF so, please provide menus.
43. What are the catering operations available onsite?
44. What is the available parking space? How many spaces? What is the cost?
45. Is the venue unionized?
46. Is the venue a public or private facility? Who owns it? Who operates it?
47. Please provide a short description of the largest comparable international conference held at this venue.
48. Do proposed facilities have any preferred or exclusive suppliers? If so, include current price lists from each.
49. What areas on the venue(s) grounds can be used for attendee transportation loading / unloading with full-size coaches?

FINANCIALS

50. What is the local currency and exchange rate to the US dollar?
51. Please provide the usual venue rental fees (including taxes), minimums, etc.
52. Please provide the venue deposit schedule and refund policy.
53. List three (3) major banks in the country and distance to branch from venue
54. Describe any restrictions on conversion to USD or on moving money out of the country
55. HOC preliminary budget
56. Describe the support from the convention and visitors' bureau (or another government organization). The bureau must provide specific details on the financial package offered to RI.

TAXATION LAWS & BANKING

57. If RI holds a convention in an international city, would that be constituted as “a temporary or permanent establishment” requiring RI to register for income tax, value added tax and/ or payroll tax purposes?
58. Are there any known tax laws governing international conventions in your country, that RI can benefit from or should be aware of? List all taxes that apply to the purchase of goods and services.
59. Does the local/national government require RI to pay income taxes on registration revenue received by RI? If yes, does the local/national government allow RI to reclaim taxes paid on local goods and services? Please explain. Is it government policy to return any portion of these taxes to RI? Provide specifics.
60. If the local/national government offers RI certain financial incentives to hold the convention, are they subject to any taxes?
61. How are registration fees, cancellation fees, ticketed event fees, booth fees, sponsorship fees, licensing rights, and publication sales treated? Value Added Tax (VAT) or Goods Service Tax (GST) or any other tax treatment on Revenue.
62. Reclaiming VAT/GST on expenses
 - a. If not exempt of VAT (GST) on income, how will the VAT/GST be treated on expenses?
 - b. If exempt of VAT/GST on revenue, does RI have the right to reclaim VAT/GST on RI expenses?
 - c. Are there any tax exempt expenses?
 - d. Are there different tax rates for expenses? Provide specifics.
63. Can RI open a bank account in your city and country?
 - a. If so, can RI open a local currency and USD account?
64. Are there any financial restrictions RI should be aware of in regards to banking laws that may impact the operations of the convention?

SAFETY AND SECURITY

65. What safety measures does the city offer in the venue, the city, and the region to protect a group of the magnitude of Rotary International? Please describe plans for the safety of participants in the event of natural disaster, fire, political unrest, or other emergencies.
66. Provide per capita statistics on in the proposed city relevant to crimes against persons.
67. Are the proposed venues and surrounding areas accessible for participants requiring mobility or other assistance?

HOC COMMITMENT

68. Who has been identified as the acting HOC chair? How was the chair selected? If another chair is selected to see the convention through, when will they be selected, and how? Does the HOC report to a local or regional authority?
69. Provide the districts and number of members and clubs in the proposed host area, and the number from the host area expected to attend the convention.
70. Provide the number of volunteers expected to support the HOC before and during the convention.

CONVENTION AND VISITOR'S BUREAU

71. Please describe the role the convention and visitor's bureau will play if this city was selected.

SPONSORSHIP

72. What are the key corporate entities in your city, region, and country that may be interested in sponsoring a Rotary Convention?
73. Are there any specific not-for-profits that align with Rotary's areas of focus?
74. How can the HOC or the CVB assist and support in securing sponsorships from corporate entities within the region?
75. How early could the corporate sponsors make commitments in advance of the convention?

Form 2: Convention Space Requirements

Please note the following in relation to the Space Allocation Grid (Exhibit 1). Space Allocation must be included in the original proposal but will not be binding. In the event that RI selects this city, the general secretary is responsible for space allocation and final determinations of how venue space will be used during the license period.

- **All space will be in use simultaneously.**
- Assumes that move-in time is 06:00 hours and move-out time is 23:59 hours, with a 24-hour hold for the duration of the rental period.
- The official convention days are Sunday through Wednesday. Move-in days are before the beginning of the convention and move-out days are on or after the end of the convention. The only exceptions to this format are the preconference meetings included in the official schedule.
- Offices include offices for the general secretary, the president, president-elect, president-nominee, Foundation trustee chair, Foundation trustee chair-elect, Trustees and the Board, and the International Convention Committee.
- Registration for preconference meetings should be held in the general registration area whenever possible, provided that the preconference meeting space is in the same building.

Form 3: Housing Inventory (form below will need to accompany the submitted Hotel Commitment Form found in Exhibit 3)

1. List the total citywide room inventory and the total number of rooms committed to RI by hotel in the following categories:

| Driving Time to General Session Facility (in minutes) | Deluxe | Superior | Standard | Economy |
|---|--------|----------|----------|---------|
| 5 | | | | |
| 15 | | | | |
| 30 | | | | |
| 45 | | | | |

2. List current average rack rates in May/June (indicating whether taxes are included) for the following categories:

| Category | Single | Double |
|----------|--------|--------|
| Deluxe | | |
| Superior | | |
| Standard | | |
| Economy | | |

Host Organization Committee Toolkit

The Host Organization Committee (HOC) is a group of members from the host district(s) who support the success of the convention by fulfilling specific responsibilities.

Key responsibilities include:

- serve as a welcoming committee and organize Host Hospitality event
- recruit and manage a volunteer force
- promote the convention to host districts and supporting promotion at the 2 prior IAs and prior IC as indicated in HOC responsibilities (p 24)
- Provide prospects for sponsorship and exhibits
- Organize and manage House of Friendship entertainment
- liaise between key local contacts and RI

Key responsibilities that *are no longer* the HOC responsibilities include:

- organizing and ticketing signature events
- selling and fulfilling exhibit space at the House of Friendship
- promoting the convention at the International Assembly
- promoting the convention at the prior convention
- funding the venue (cost of the venue should be covered by sponsorships)

The following sections will provide detailed explanations of the following functions.

- **Finances**
- **Personal Data**
- **HOC Member Registration**
- **House of Friendship**
- **Promotion and Public Relations**
- **HOC Insurance Coverage**
- **Miscellaneous HOC Responsibilities**
- **HOC Sample Organizational Structure**
- **HOC Sample Budget Sheet**

Finances

By 30 days prior to the first ICC meeting, usually in July or August 2 years in advance of the Convention, the HOC will develop a balanced, break-even budget, reflecting all anticipated HOC expenses and revenues, and submit it to the president, the ICC, and the general secretary for approval. The budget shall include expenses such as volunteer organization, including clothing, food, and drink. The HOC may choose to also incur expenses for the production of a promotions video (which is separate from the official RI promotion video) and meetings on site with the ICC. This budget shall be submitted for review at each convention committee meeting and be available upon request.

During the 12-month period before the convention, the HOC must provide quarterly financial reports of projected and actual revenues and expenses to RI as of 30 June, 30 September, 31 December, and 31 March. The general secretary will provide a standard report format for the HOC to use.

If the HOC needs financial assistance to fulfill its responsibilities, it may ask RI for a loan, which may support advance operating expenses. The HOC shall provide a projected financial and cash flow statement showing the need for such a loan. The HOC shall be expected to repay this loan.

The financial assistance received from RI must be shown as a loan in the break-even budget presented at ICC meetings and subsequently should not be considered part of HOC's revenue on quarterly financial statements.

The HOC must submit a provisional financial statement to the general secretary within 30 days of the end of the convention and submit a *final* financial statement within 180 days to the president, the ICC chair, and the general secretary. If the final financial statement shows that income exceeded expenses, the HOC will refund any amounts received from RI within 180 days of the end of the convention. The HOC shall determine in advance how surplus funds will be allocated after the convention.

If the general secretary deems necessary, RI shall have the right, upon reasonable notice and during normal business hours, to inspect and audit financial books from time to time for the purpose of verifying the accuracy of payments and reports.

If due to extraordinary circumstances the HOC shows a loss in their final financial statement and is unable to pay back the financial assistance received from RI, then the general secretary may decide to forgive the loan amount.

Funding Sources

As soon as the HOC has been advised that its city has been tentatively selected to host the convention, the HOC may implement an assessment on each club member in the host area as agreed to by the host district(s) governor(s) as a source of revenue. Other sources of funds may include commissions, sponsorships solicited as part of a joint solicitation strategy with RI, fundraising events, and public fund grants. All prospective sponsors must be approved by the general secretary and the RI president and must follow all guidelines (RCP 36.010). The HOC will determine in advance how assessments will be refunded in case the city is not officially chosen to host the convention.

Some HOCs have suggested preparing a budget between US\$300,000 to US\$500,000, or the equivalent in another currency, to support the committee's activities and plans. An allocation for venue rental is not included in this amount. The HOC is not expected to pay rental fees or other expenses for RI convention venue(s), as the expectation is that the city will furnish such facilities, or that the city government or chamber of commerce, the tourist association, or a similar group of local sponsors will provide the funds, if necessary, for the meeting place (RCP 57.040.4.).

Expenses

Typical HOC Expenses may include:

- Convention promotion, events, and materials, such as buttons, banners, and posters for local and regional activities
- Extra personnel in the HOC office to assist with the work of the committee
- HOC meetings with or without meals (some HOCs pay for meals, some collect money from each person in attendance, and some do not have meals at meetings)
- Postage, printing, and technical support as well as any other support for Host Hospitality Night
- Expenses associated with planning and operating the Host Hospitality Night.
- Services of a professional convention planner, legal services, or other professional consultants
- Uniforms or apparel for HOC members or volunteers for easy identification

A sample HOC Financial Summary Template is included as Exhibit 2.

Note: As a member of the ICC, the HOC chair will be reimbursed by RI for expenses related to the Board-authorized ICC meeting.

Personal Data

The HOC will process any Registrant's Personal Data in accordance with Rotary's data privacy policies found at rotary.org/privacy. More specific information as to how this data can be used can be found in Exhibit 3 – Privacy Policy for Rotary Conventions. In addition, the HOC will process any Personal Data of registrants, including Personal Data shared by RI, in accordance with the Privacy Policy for Rotary Conventions (page 40). The HOC should:

1. assess how Personal Data will be collected, used, stored, transported, and deleted;
2. draft a privacy policy that addresses how registrant's Personal Data will be collected, processed, used, stored and retained, including a policy for the HOC convention website. This policy must be in compliance with all applicable data privacy laws, including the EU's General Data Protection Regulation, and not be in conflict with RI's Privacy Policy;
3. advise on any local or international privacy laws that could apply due to the Convention;
4. contract only with vendors who agree to protect the Personal Data of registrants, enter into a Data Processing Agreement, and follow all applicable data privacy laws and regulations.
5. share Personal Data only as authorized and in compliance with the HOC's and RI's data privacy policies;
6. appoint an individual to oversee data privacy issues; and
7. notify RI immediately if there is a suspected or discovery of any breach (including any unauthorized access or accidental sharing) of Personal Data.

HOC Member Registration

As submitted in the proposal to host the convention, the HOC will ensure registration from the host area.

Key HOC leaders and district/community leaders are highly encouraged, but not required, to attend and observe the convention held two years before their respective convention at no cost to RI. The HOC may provide financial support to members who attend these prior conventions.

All Rotarians, Rotaractors, other eligible registrants, and their guests who are members of the HOC who wish to attend general sessions, breakout sessions, RI luncheons or other official RI events must register via the official convention registration form at the full corresponding registration rate.

The HOC may obtain a reasonable quantity, as determined by the convention manager, of complimentary House of Friendship access badges and setup wristbands for its volunteers and convention service vendors to adequately support on-site HOC convention responsibilities, if requested before the March pre-registration deadline. The reasonable quantity will be based on the number of volunteers, and vendors working with the HOC. RI will provide all wristbands and badges requested to the HOC who will distribute the badges according to its needs and in compliance with RI policy (RCP 57.050.4.).

HOC members and their spouses who are promoting the convention must register for the convention and pay the associated registration fees. The HOC may provide financial support to members of the HOC who attend prior conventions, at the expense of the HOC. Exhibitor registration badges are also available for a nominal fee, providing access to the House of Friendship only. The general secretary will provide a limited number of badges to non-member vendors and other booth personnel who will be promoting the city and providing housing.

Convention Host Area Rebate Policy

This rebate policy has been discontinued for conventions after 2017.

House of Friendship

The House of Friendship (HOF) is the name of the RI Exhibition Hall at the convention. It should reflect the historical background and culture of the host country or emphasize characteristics of the host city that set it apart from other cities. Originality, beauty, and function have been the hallmarks of the HOF at previous conventions. It also provides clubs and districts with an opportunity to share their success stories in service through the varied exhibits.

RI and the HOC will jointly develop and execute plans for the HOF, including HOC offering guidance on a theme for decorations to the HOF (attractive entrance units, lounges, and welcome banners), developing an entertainment program for the HOF stage, providing suggestions for HOF food and beverage concessions, and planning host sales and souvenir booth. The expense for these features will be shared as indicated in the RI & HOC General Expense Responsibilities on page 65.

Guidelines

- The general secretary will design the House of Friendship and will establish the space allocation and booth layout.
- The HOC is responsible for providing appropriate contact information for prospective exhibitors from the local area, providing introductions and access to decision makers, and for acting in compliance with policies & procedures established by the general secretary for the health, safety, and enjoyment of the convention attendee. More specific guidelines are shared with HOC closer to the convention date.
- The HOC may sell convention souvenirs, including with the convention logo for that year, in the HOF but not merchandise bearing solely the Rotary emblem or other Rotary Marks. Convention logo souvenirs must be manufactured by RI licensees.

Floor Plan

The general secretary will establish the space allocation at the convention venue, including the HOF booth layout and other features of the HOF.

- The HOF includes an entertainment area, food and beverage concessions, a comfortable seating area (for a minimum of 2,000 people), and sales and souvenir booths. RI exhibits have been part of the HOF at most conventions.
- The president will review and approve the floor plan after the booth allocation process is complete. There is no need to have the floor plan approved prior to the allocation process.

Entertainment Program

The HOC will coordinate a plan and schedule for the entertainment in the HOF. The general secretary will build a stage with appropriate seating and provide the necessary stage and basic equipment for performer(s). Any specialty equipment is the responsibility of the performer(s). This entertainment should not interfere with the convention general sessions, or any other convention features that the ICC deems important. The HOC will recommend appropriate entertainment from the local area to add to the atmosphere of the HOF. Appropriate acts from past conventions have included Rotary Fellowships, children's choirs, acoustic bands, magic acts, and others.

Food and Beverage Concessions

The general secretary will develop the menus offered in the HOF taking into consideration the audiences' broad needs and tastes, negotiates the contract for the food service, decorates the serving area, provides seating and tables for the volume of people anticipated, and negotiates the prices for the various proposed menus. Menus should be international in scope and provide for vegetarian needs. The HOC will recommend appropriate local delicacies and regional menu items to add to the experience of the HOF.

The decision of whether to serve liquor or allow smoking must be dictated by the venue's rules and regulations, the terms of any applicable contracts and be culturally appropriate and approved by the RI president and the ICC chair.

Sales and Souvenirs

The HOC is permitted to have a store on the HOF floor where they can sell convention souvenirs royalty-free under the limited license permitted by RI. The HOC booth primarily sells local merchandise and provides home hospitality, among other activities.

For the Commercial Exhibits, the HOC must provide its exhibitor prospect list to the general secretary via the Meetings & Events staff no later than 3 months in advance of the preceding convention, with updates monthly. Any potential Commercial Exhibitor not in compliance with RI policy will not be approved. Any exhibitors who purchase booth space within 75 days of the convention will not be included in the program guide. RI reserves the right to refuse access to the HOF to any exhibitor for noncompliance with the rules and regulations for the convention.

Exhibitors may include retailers selling non-Rotary Marks items, tourism groups, and any other groups wanting to promote themselves or sell products to participants. Fundraising, by any entity other than The Rotary Foundation itself, is not allowed in the HOF or the adjacent exhibit areas.

When offered at a convention, the Commercial Exhibit area provides the local region with an opportunity to promote potential trade partners and non-profit organizations that assist Rotary clubs in worldwide service projects. Often larger expositions offer the opportunity to showcase local artisanship and goods as well as international merchants.

Volunteer Roles in the HOF

One of the principal responsibilities of the HOC is recruiting, assigning, and training volunteers. The HOC provides volunteers for the HOF, including greeters. Multilingual volunteers are particularly valuable in the HOF to assist registrants in finding particular features of the HOF.

General

In matters not specifically decided upon by the ICC or readily found under specific RI policy, the HOC should consult with and obtain the approval of the general secretary or his designee.

The general secretary will consult with the HOC to plan an opening ceremony in the HOF to promote attendance at the HOF opening.

RI and HOC General Expense Responsibilities

| Service | HOC | RI |
|---|---|--|
| Aisle Carpet | | Aisle carpet |
| Aisle Signage | | Aisle signage |
| Lounges | | Lounges |
| Resource Center + Connected Lounge Area + Ribbons booth | | Resource Center |
| Convention Promotion Booth | HOC staff, giveaways, promotional materials for tours, HHN, | Booth build including graphics, furnishings, power, internet etc.. |
| Exhibit Booths | HOC store (display and fixtures) | All RI & commercial exhibitor booths |
| Cleaning (B) | HOC store | Cleaning |
| Security - basic perimeter and docks | HOC Store (A) (B) | Security |
| Communications Equipment (walkie-talkies) | Obtain own (walkie talkies and or mobile phones) | Obtain own |
| Medical Services | | Medical Services |
| Tote Bags | | Acquiring, stuffing & distributing the Tote bags |
| Office Furniture, equipment, and food | HOC Expense for their needs | |
| Entrance Units | | RI Expense |
| Staff handling Exhibitor Registration | | RI Expense |
| Registration Area | | Registration Area |
| HOC Tour & Host Hospitality Night Ticket Sales/ Info desk | Office build, furniture, and equipment (A) (B) | |
| RI Offices | | RI Offices |
| Storage Area | | Storage Area |
| Food Concessions | | Food Concessions |
| Stage, Chairs and Equipment HOF | | Stage, Chairs and Equipment HOF |
| Stage, entertainment program | Fees for entertainers | |
| Food Concessions HOF Tables and Chairs | | Food Concessions Tables and Chairs |
| Water and Electricity Food Concessions | | Water and Electricity Food Concessions |
| Operation Licenses | | Operation Licenses |
| General Session | | Stage Program and Production |

(A) HOC may wish to provide additional security for their areas with valuables, equipment, or cash.

(B) Cleaning varies by location and will require additional clarification

Signature Events

The HOC will recommend ideas for a suite of ticketed signature events for convention registrants to take place during the published convention dates. These recommendations will be provided by 30 months in advance of the convention in questions, such that preliminary plans and budgets can be developed for presentation at the ICC meeting that takes place 20- 22 months in advance of the convention it supports.

The ICC must review plans for the event and, subject to the review and authority of the Board, determine whether it will take place.

The general secretary is responsible for all aspects of this event at its cost: logistics, security, crowd control, medical service, insurance, reporting, and ticket arrangements (processing tickets, payments, confirmations, distributing tickets to convention registrants), transportation, and providing appropriate equipment and staff for these functions.

Welcome Event

On the Saturday night before the start of the convention, the primary Signature Event, the Welcome Event will take place. It will be designed to provide a welcoming experience that is culturally specific to the convention site. Details of the event will vary by location. In the past, registrants have enjoyed events that offer food and beverages, entertainment, and activities that are unique to the city or country hosting the convention.

The number of registrants that can be accommodated at this event depends on the venue. The estimated participation for this event would be between 2,500 – 5,000 ticketholders.

Other Signature Events

On other nights during the convention, smaller events have been popular catering to specific interests or activities. Examples of past additional signature event include:

- Group tickets to a sporting event
- Group tickets to an arts event, like the ballet or a musical performance
- A hosted dinner event at a local museum
- A block party in a particular neighborhood that has a distinct identity
- A meal event at a nearby cultural destination

Recommendations from the Host Organizing Committee for these opportunities that are unique and iconic to the host city will allow the general secretary to create a suite of offerings that are specific and appropriate to the host city.

Host Hospitality Night

Host Hospitality Night (formerly called Home Hospitality) is an RI Convention tradition in which registrants are given a memorable evening of hospitality and international fellowship. The HOC is responsible for providing this experience for interested convention registrants, usually in the home of a member, a restaurant, or a larger venue in the host area. HOC responsibilities for this event include recruiting hosts, coordinating and confirming arrangements with guests, scheduling transportation as necessary, and answering questions about the event at an inquiry desk during the convention.

Successful host hospitality events have taken a variety of forms. Traditionally, host hospitality events have been held in members' homes. This format can be very successful when there is a large membership population in close proximity to the main convention venues and hotels. It also creates the maximum number of volunteer options for the local clubs to engage with the convention. In certain locations Host Hospitality Nights have also been successful when hosted by a club rather than an individual, and held in a larger venue,

such as a hotel or restaurant, rather than in individuals' homes. In this case, it is important to plan the event so that local customs and interaction between hosts and guests are integral parts of the experience

The event is usually held on Monday during the official convention in the late afternoon and evening. To help ensure the success of the event, the HOC and hosts will maintain personal communication with its guests. The HOC should encourage registrants from outside the host country to participate.

Though the experience may vary location to location, certain guidelines should be followed to ensure success.

- The HOC should try to confirm the maximum number of area members or clubs interested in serving as hosts within 20 months of the convention.
- Consider charging each participant a nominal administrative fee for the event.
- Attendee hotel information should be collected during the time of registering for the Host Hospitality Night along with any special needs, such as dietary or mobility.
- Although Host Hospitality Night is a part of the official convention program, RI does not pay for any transportation related to the event. The HOC and local hosts, with guidance from RI, should determine the best transportation plan based on the structure of the event and number of hosts participating. The HOC, or local host, are responsible for making special arrangements for any attendees who require accessible transportation.
- The HOC must work with the RI transportation team for any vehicles needing access to convention venues or official block hotels.
- Because some registrants change hotels or make their own housing arrangements, the HOC or local hosts should not wait until the convention to make contact with their guests. RI recommends communicating important information to registrants' multiple times in advance of the event.

RI and the HOC will promote the event. The HOC will process and confirm all Host Hospitality event requests. Registrants shall receive a written acknowledgment by fax, email, text message, or post indicating their assigned host's name (a copy of which will also be sent to the host). The acknowledgment will note that if guests need to cancel their registration for the event, they should notify their assigned host as soon as possible. It is recommended that hosts send follow-up communication to their guests after receiving the acknowledgment, and that guests check in at the Host Hospitality Night booth on Saturday or Sunday of the convention to reconfirm their assignments.

There shall be a Host Hospitality Night booth in the convention center and it must be adequately staffed with HOC volunteers until the official start of the event so that registrants may sign up for the event, cancel their assignment, or obtain information about the event. A listing of the status of all assignments must be available at the booth.

Promotion and Public Relations

Convention Promotion

Once a city is tentatively selected it is understood that local cultivation efforts will occur in the host area and in some instances, these will be countrywide efforts related to fund raising, volunteer recruitment and general awareness about that respective convention. Local host organizations should always be mindful that these efforts are not active promotion efforts but can be easily identified or known as cultivation efforts.

Host organizations should understand the importance of avoiding and avoid publicity outside of the host area regarding any future convention until 18 months prior to that year's convention. Policy allows for the following:

19-22 Months Prior

The HOC, Promotion Team and General Secretary can collaborate on a shared strategy around:

- Promotion at the 18-months prior International Assembly and 12 months prior International Convention
- HOC Website and social media debuts

At the 18-months prior International Assembly, the HOC can:

- Recruit and train a corps of volunteers to promote convention attendance at the booth
- Provide tourist information about the host city and country to share at the promotion booth
- Provide giveaways that highlight attractions in the host city
- Recommend menus and decorate tables for the closing dinner

Beginning 1 April (~15 months prior), passive convention promotion may occur however, registration and housing forms cannot be distributed yet. Acceptable promotion would include:

- an informational website and social media sites targeting members of the Host City
- promotional materials with convention location and dates
- general tourist information
- preview of RI convention promotion video at events

At the 12-months prior International Convention, the Host organization committee (HOC) can:

- Recruit and train a corps of volunteers to promote convention attendance at the booth
- Offer tourist information about the host city and country at the booth
- Provide giveaways that highlight attractions in the host city
- Distribute registration and housing forms in the future Convention booth, together with RI.

After the conclusion of the 12-months prior convention, full promotion of the following year's convention may commence.

Tourism offices or convention and visitors' bureaus of cities where RI conventions will be held two or more years in the future may purchase a convention booth from the current HOC as long as the booth will promote only tourism in the city and not the future convention.

Host Website and Social Media

The HOC may establish a website as a resource for interested participants, providing information on tourism and HOC membership, Host Hospitality night, and volunteer opportunities at a domain owned by RI. The general secretary will purchase domain names suitable for use by the HOC. The website must include a privacy policy that reflects how the HOC will process Personal Data. The HOC may also establish social media sites for these same purposes.

The HOC is encouraged to collaborate with RI on website and social media efforts in support of the convention.

The HOC's e-commerce system and processing of Personal Data shall be in compliance with all local laws, credit card security standards and data privacy/security laws and provide adequate services for the attendees using it to purchase tickets, submit and confirm payment, and receive written confirmation of the ticket order promptly after the transaction is complete.

The website and social media may be used for passive promotion of the host city — providing information about tourism and the HOC in a manner that does not conflict with current convention promotion activities — beginning during the International Assembly, approximately 18 months before the convention. Soliciting attendance for a specific convention outside the current year, through promotion events at zone, district, or club meetings, direct mail, telemarketing, incentive giveaways, or other activities, is not permitted.

RI will develop a convention website that houses information and promotions for the current year convention, and a tab on that website will show a limited site for the following years' convention. The link for the future year will link to that year's HOC website to promote awareness of the future year location. At the current year convention, the future year's registration and housing will open, and will link to the HOC's website.

Public Relations

The HOC will work with RI Public Relations to obtain: 1) news media coverage, 2) paid advertising, and 3) external events for the purpose of increasing the general public's understanding of Rotary during the convention and encouraging new Rotary memberships.

HOC Insurance Coverage

Rotary International provides the HOC with general liability for the HOC's activities and events during the time of the convention.

Insurance coverage provided to HOC:

General Liability for activities and events during the duration of the convention

- General liability insurance covers liability arising out of bodily injury to a third party (a person who is not an insured under this program) or damage to a third party's property

Insurance coverages not provided to HOC:

Recommended as soon as the HOC legal entity is created:

General Liability – to protect the entity as it operates

Directors & Officers Liability – to protect entity's officers and directors

Crime/Fidelity Bond – if HOC will be fundraising and handling funds

HOC to consider, depending on its operations:

Automobile Liability – of any kind

Personal Medical/Health Insurance

Property Insurance

Travel Insurance

Volunteers Injury and Accident

Workers Compensation/Employers Liability

Cyber Liability




Media Liability

Accidental Death and Disability

RI shall purchase a separate Special Events Insurance policy to provide liability coverage for major meetings held by RI. General liability insurance coverage shall be provided for all future convention Host Organizations for their activities and events during the time of the conventions, subject to the terms and conditions of a Special Events insurance policy, under the condition that RI has the opportunity to review and approve all contracts executed by the Host Organizations and that full cooperation will be provided in submitting detailed underwriting information to RI and its carriers (RCP 72.050.1)

As the insurance coverage provided to HOC via Rotary International's special events liability policy is specific to the convention (the official dates of the convention) and the HOC as a legal entity operates in advance of the convention and engages in various activities, the HOC should obtain insurance coverage to protect itself and its' assets. The HOC should obtain insurance coverage that is appropriate for the activities performed, appropriate for the geographic location and is in accordance with local insurance laws and requirements.

Convention Logo

1. The RI President for the year of the convention in conjunction with the general secretary will approve the design of the convention logo for their year. Any convention tag line, slogan and/or theme is subject to the same development, review and approval process and policies as the convention logo and all references to the convention logo throughout this Manual shall also apply to any convention tag line, slogan, and/or theme.
2. The convention logo, and convention tag line, slogan, and theme, will undergo the same review process and risk analysis and approval as any other word or design marks of RI.
3. In the development of the convention logo, the general secretary will take into consideration a number of factors, including, but not limited to, continuity with past and future convention logos reproducibility in various media, translation concerns, and trademark clearance.
4. The word “Rotary,”  (Mark of Excellence),  and , as well as numerous other names and logos of RI, including convention logos, are the intellectual property of RI and collectively referred to as the “Rotary Marks.” Because RI owns the officially adopted convention logo, and convention tag line, slogan, and theme, all are defined as “Rotary Marks.” RI maintains all rights in the convention logo and convention tag line, slogan and theme including, but not limited to, trademark/service mark and copyright. Where applicable, the HOC agrees to effect any necessary assignment(s) to transfer right, title and interest, including intellectual property rights and other rights in the convention logo, tag line, slogan or theme to RI and/or to help facilitate such an assignment.
5. RI will grant the HOC a limited right to use the convention logo, within the guidelines set forth herein, in accordance with the specifications set forth by RI, and as further specified in any agreement between the HOC and RI.
6. In order to create one brand for the RI convention, no version of the convention logo other than the officially provided and adopted version(s) will be permitted for use without prior review and approval by RI and the RI president for the year of the convention on a limited and individual basis.

No modification, alteration, or obstruction of the Rotary Marks (including the convention logo) is permitted. The Rotary Marks must always be reproduced according to the specifications approved by RI, in order to create one brand for the convention. Specific guidelines for the convention logo, may be found in the Brand Center on www.rotary.org, and on convention.rotary.org.

7. All goods or merchandise bearing the convention logo or other of the Rotary Marks shall be reproduced by a RI Licensee or another vendor or manufacturer authorized by RI to reproduce the Rotary Marks. . If the desired goods are not reasonably available from a RI Licensee, the HOC must request a one-time release to reproduce the Rotary Marks from the RI Licensing Section for the otherwise unauthorized vendor; and the grant of such release is at the discretion of RI.
8. HOCs are granted an exception to RI licensing policies for souvenir sales of goods bearing the convention logo and other local indigenous goods (without the Rotary Marks) sold by the HOC from its booth at the convention during the dates of the convention.
 - a. This exception does not authorize HOCs to sell goods bearing solely the Rotary name, the Mark of Excellence, the Masterbrand signature, or any of the other Rotary Marks, because such goods would be in direct competition with RI Licensee goods.
 - b. This exception applies only to souvenir sales by the HOC from the HOC booths at the convention. This exception does not authorize sales of convention logo merchandise prior to the convention, on

the Internet, by mail order, or otherwise, even if such goods are sold via mail order or on the Internet prior to the convention but not distributed until the convention, and irrespective of any point of sale determination.

- c. The RI Licensee manufacturing the goods or reproducing the convention logo, or any other of the Rotary Marks on such goods for the HOC is not exempt from RI's licensing policies or the provisions of that Licensee's license agreement with RI.
 - d. The HOC is subject to RI policies concerning circularization of Rotarians. The HOC may not send mailings (printed or electronic) advertising goods or services for sale to Rotarians. Internet and mail-order sales by the HOC to individual Rotarians are not permitted, even where the Rotarians in question are convention registrants. HOCs are not permitted to make Internet and mail-order sales to Rotary clubs and districts, as such sales are reserved as the rights and privileges of RI Licensees.
 - e. Notwithstanding the restrictions regarding advance sales of goods set forth in subsection d), above, HOCs may distribute promotional materials for the convention, such as brochures and pins bearing the convention logo, prior to the convention, as long as the materials are not for sale but are free of charge, subject to the provisions of paragraph 8, above and subsection f) below. The HOC shall contact RI Licensing if it is interested in pursuing a relationship with a RI Licensee, where the HOC receives proceeds from the RI Licensee's sale of convention goods prior to the convention.
 - f. The RI Licensing Section must review and approve all convention goods that HOCs would like to sell or give away at the convention, before the convention or at any other time or place. Such goods must be produced by a RI Licensee or another vendor or manufacturer authorized by RI.
 - g. All uses of the convention logo are subject to RI Board policies, including the policies regarding use of the Rotary Marks. The HOC is, therefore, subject to the provisions contained in the most updated version of the RCP, including, but not limited to, Articles 34 and 35.
 - h. No telephone cards or affinity cards containing the Rotary name, Rotary Marks or the convention logo may be sold or otherwise distributed by the HOC.
 - i. Any sales of goods by the HOC that do not meet the criteria of the HOC licensing exception, as discussed above and as set forth in the RCP, are subject to RI's licensing policies. The HOC must become a RI licensee, with all of the obligations attendant thereto, if it desires to sell Rotary Marks merchandise that does not include the convention logo, even if the intended sales are for fundraising purposes related to the convention.
 - j. Any sales of goods bearing the convention logo by HOCs may not commence until after the last day of the immediately preceding Convention; and these sales must be licensed by RI.
9. Use of the approved convention logo for welcome signs, banners, promotional, advertising, or other such uses may be allowed, as long as such uses are a) first subject to the review and approval of RI, b) produced by either a RI Licensee or a manufacturer authorized by RI, and 3) otherwise in compliance with the provisions of this Manual for Conventions.
10. Any use of the convention logo with the name or logo of a sponsor is subject to "Guidelines for Sponsorship of RI Meetings, Events, Projects, and Programs" (RCP 37.010.) and "RI and TRF Guidelines for Use of the Rotary Marks by Other Organizations" (RCP 34.030.15.), the current sponsorship guidelines adopted by the RI Board, and the sponsorship sections of this Manual for Conventions. Any use of sponsor names and emblems may also be subject to the terms of any agreement between the HOC and RI.
11. Any use of the convention logo in any situation or in any materials in which the name and/or emblem of another company is also used may or may not be permissible, subject to the "Guidelines for Sponsorship of RI Meetings, Events, Projects, and Programs," (RCP 37.010.), "RI and TRF Guidelines for Use of the Rotary Marks by Other Organizations," (RCP 34.030.15.), any agreement between the HOC and RI, and

review and approval by RI for appropriate wording, position, and identification, within the sole discretion of RI. RI reserves certain exclusive sponsorship categories for itself, including airline companies and banking/financial institutions, due to RI's long term agreements and relationships with such entities. The general secretary, in consultation with the RI President, retains the exclusive right to approve or disapprove any sponsorship relationship, including any "official" sponsorship.

Convention Sponsorship

A sponsorship platform will be jointly developed between RI and the HOC for each convention which include primarily RI assets, as well as a coordinated joint solicitation strategy.

The Host Organization Committee responsibilities regarding sponsorship include:

- Finalize and execute an agreement between RI and the HOC documenting the sponsor solicitation process and revenue-sharing.
- Submit to the general secretary for approval a list of prospective companies using the Sponsor Prospect Form (see page 75) for potential solicitation by the HOC for sponsorship of the convention. These may include local companies and national and global companies with corporate or major regional headquarters in the area, and preferably companies that are considered warm leads due to existing relationships with local members.
- Working with the staff at RI to develop a sponsorship platform which includes appropriate RI and HOC recognition, assets, and benefits for sponsors.
- Solicit Convention Sponsors from the approved Sponsor Prospect List and using the approved sponsorship platform.
- Providing an HOC point of contact responsible for assisting RI staff in sponsor deliverables.
- Assisting with information and content for post event fulfillment reports.

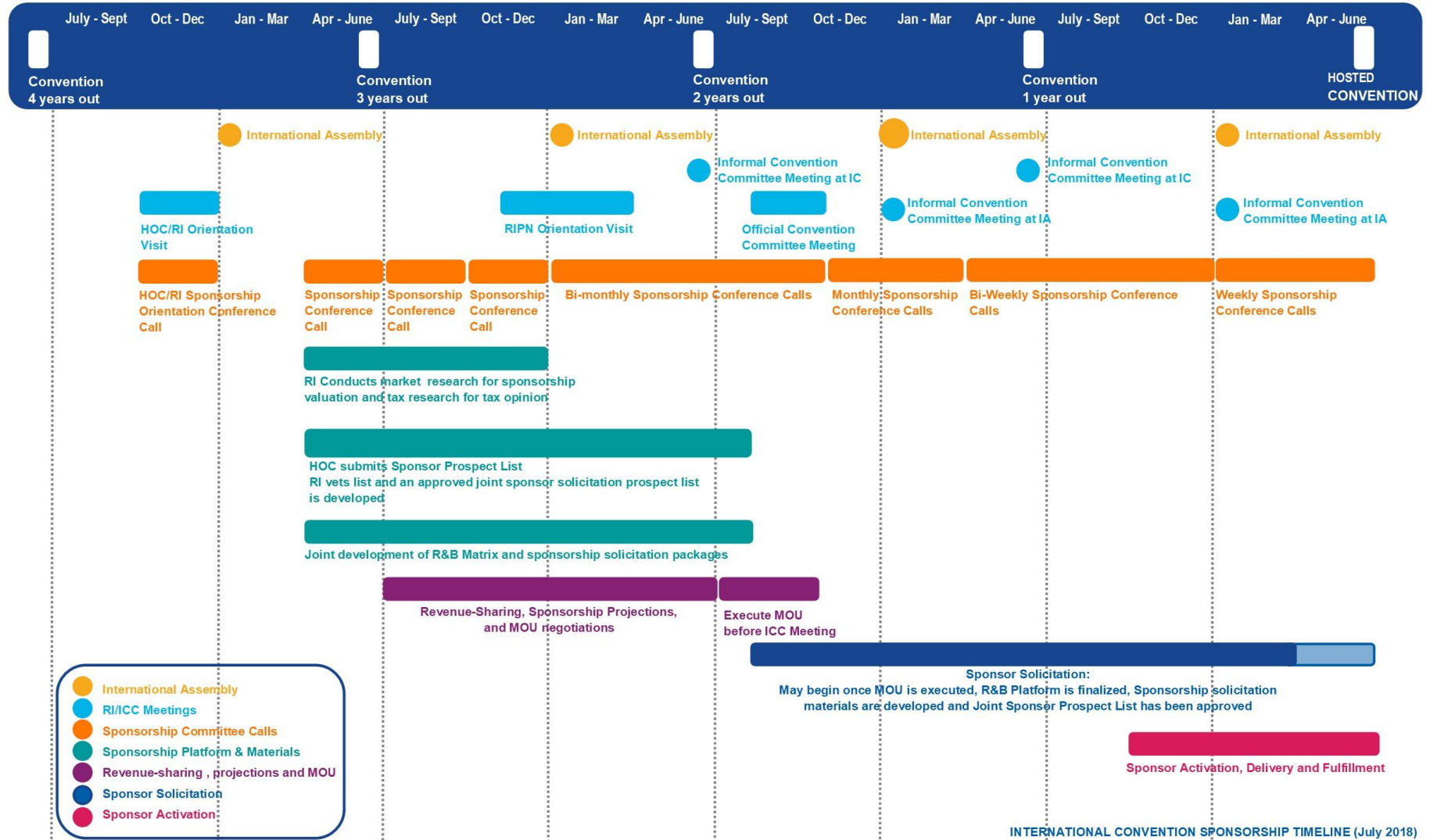
Conditions:

- The HOC may not begin sponsor solicitation for the convention until an Agreement has been executed between the HOC and RI regarding sponsorship solicitation.
- The HOC may not solicit companies for potential sponsorship of the convention until the HOC Sponsor Prospect List has been submitted and approved by RI. Only companies on the Sponsor Prospect List that have been approved may be solicited by the HOC.
- The HOC may not solicit companies for potential sponsorship of the convention until the sponsorship platform has been jointly developed and finalized by RI and the HOC. Potential sponsors will be solicited using the approved sponsorship packages.
- No category exclusivity can be promised to any sponsor without RI's written approval.
- No "Official" sponsorship or other designation can be promised to any sponsor without written approval from the general secretary and President.
- No "Title" sponsorship of the International Convention is allowed
- Sponsorship categories that may require additional vetting by the general secretary in consultation with the President, require approval by the Board of Directors, or have additional restrictions include (RCP 37.010., pts. 11-14): airline, banking/financial institutions; hotel/accommodations; transportation; first aid/medical sponsorships, internet sponsorships, alcohol, tobacco, and gambling.
- RI reserves the right to reject a potential sponsor for any reason, including companies deemed to risk harm to Rotary's brand and/or image (i.e., adult entertainment, companies experiencing adverse public scrutiny for corruption, poor business practices, values at odds with Rotary, etc.).
- Sponsorships by companies within the Guns, Weapons and other Armaments category are not acceptable (RCP 37.010.3.c)
- All Convention Sponsors must enter into a written agreement with Rotary International.
- No in-kind sponsorships or partial in-kind payments of sponsorships can be negotiated without prior approval from RI.
- All sponsorship rights fees will be paid to RI and allocated per the RI-HOC Sponsorship Agreement.
- Corporate or sponsor sales promotions, campaign, and/or activations must be approved by RI.

HOC Sponsor Prospect List

[illegible]

INTERNATIONAL CONVENTION SPONSORSHIP TIMELINE



INTERNATIONAL CONVENTION SPONSORSHIP TIMELINE (July 2018)

Miscellaneous HOC Responsibilities

Volunteer Recruitment

The HOC will, at its own cost, recruit, train, and schedule local volunteers who will be needed to support the convention. Volunteer recruitment should be coordinated by a single subcommittee of the HOC to avoid duplicate scheduling of volunteers and ensure a fair distribution of volunteers. Historically, the guideline has been 1 volunteer for every 200 attendees. The HOC is responsible for the cost of volunteer uniforms and food/drink. All volunteers assigned to roles at the convention venue must be register and pay the appropriate associated fee for the convention and have the proper credential.

Activities can include

- Providing background information on Rotary in the host city and district, and strong local club and district humanitarian projects.
- Providing spokespeople as requested by the general secretary for the media on the convention and local Rotary projects.
- Assisting in outreach to the news media.
- Promoting Rotary to appropriate businesses (hotels, restaurants, taxis, retail stores) and public institutions.
- Providing an acceptable number of volunteers in key areas in order to direct arriving attendees when public transportation is the main mode of transport.

Information Booth/Display Area

The HOC will provide a staffed information booth during convention hours to respond to inquiries from convention registrants about tourist attractions, restaurants, the convention program, unofficial affiliated events, and non-emergency medical and dental services, etc.

The booth will also provide volunteer interpreters for convention attendees who do not speak the local language. (*Note: This service may be provided in person or through a communication device.*)

Reception/Welcome

HOC volunteers will greet convention registrants as they arrive in the host city at airports or train stations, and in hotels. RI may provide limited information to assist the HOC in this service. HOC volunteers also typically provide transportation from the airport to the hotel for a select list of Rotary Senior Leaders.

HOC Office

If the HOC chooses to establish an office onsite at the convention, RI will allocate appropriate space at the convention venue. All furnishings and equipment for this office will be the financial responsibility of the HOC.

HOC Relationship with the General Secretary

The host organization is to provide advice and assistance to the general secretary. Local members are citizens of the host country as well as business and professional people, and community leaders, familiar with customs and practices of the host city and country. Therefore, only they can provide the degree of assistance that enables RI to perform its convention responsibilities with a working knowledge of the host city.

Some of the key referrals the HOC can assist with include referrals for potential sponsors and exhibitors, as well as key service providers, such as transportation management companies, stage production companies and general decorators. All service provider contracts over \$20,000 will be subject to a competitive bidding process, with a minimum of three bids required.

Other Support

At the request of the ICC, the president, or the general secretary, the HOC may provide other support for the convention, such as advising on

- vendor options
- speakers and entertainment

- local guests of the convention.

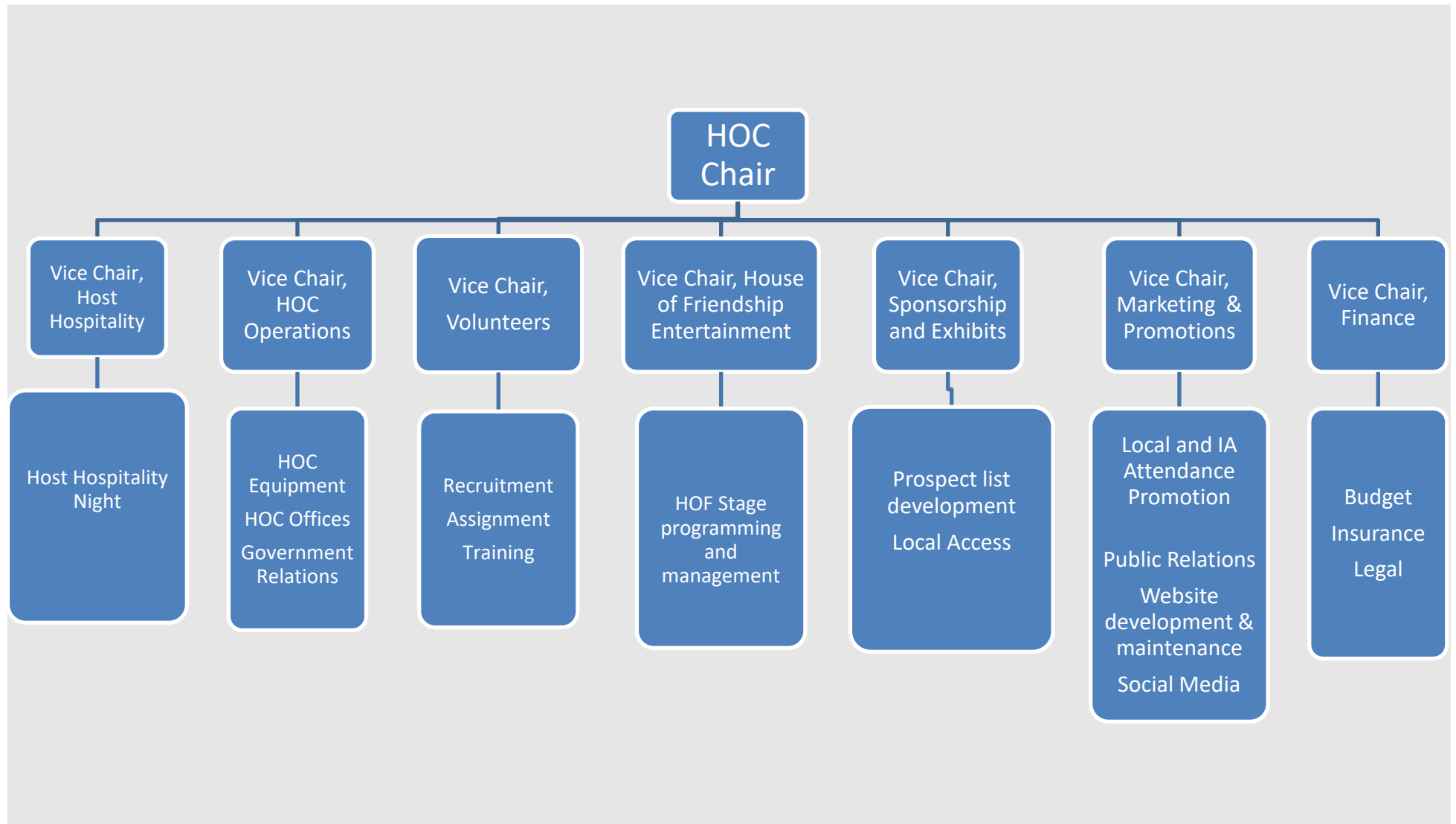
The HOC must not ask companies to make presentations at ICC meetings unless the general secretary requests such. In the past, company representatives who have been invited to present to the convention committee mistakenly believed that their company had been selected as a designated vendor. RI has a mandatory policy of obtaining at least three bids for a vendor service.

While RI plans preconvention events independently of the ICC, the HOC may be asked to contribute to aspects of these planning meetings.

- The Rotaract Committee or local Rotaract club members may contact the HOC for assistance in planning and implementing evening, cultural, or social unofficial affiliate events for Rotaractors attending the Rotaract Preconvention Meeting.
- The Rotary Youth Exchange Committee may also seek guidance from the HOC in identifying Youth Exchange students hosted in the area to serve on panel discussions or in identifying a local convener.

If the HOC wants to undertake other activities, including operating additional special events during the convention, the ICC and the general secretary must approve them.

HOC Sample Organizational Structure



See Exhibit 2 – Sample HOC Financial Summary template

HOC FINANCIAL PROCEDURE TIMELINE

- 1) Host organization committee (HOC) Chair nominates a treasurer and submits executive committee list to RI
- 2) RI will also provide the budget template to be utilized for all reporting to RI. [3 to 4 years out]
- 3) RI provides HOC Chair and treasurer with historical and financial information to assist with budgeting. *[20-24 months prior to the convention dates]*
- 4) RI Finance Liaison sets up a meeting with HOC treasurer prior to International Convention Committee (ICC). *[20 – 24 months prior to the convention dates]*
- 5) HOC treasurer will present the budget to ICC. *[18 – 20 months prior to the convention dates]*
- 6) ICC will approve the preliminary breakeven budget and request for final budget to be submitted by 1 June prior to informal ICC meeting. *[12-13 months prior to the convention dates]*
- 7) GS and committee chair will review and approve their budget before 30 June. *[11-12 months prior to the convention dates]*
- 8) If HOC requests any financial assistance, a cash flow statement should be provided to show financial assistance is needed.
- 9) RI will draft the contract for the financial assistance and send to HOC for approval prior to issuance of funds.
- 10) Quarterly statements will be submitted to general secretary. *[30 June, 30 September, 31 December and 31 March of the convention year]*
- 11) RI will review and provide feedback to HOC treasurer. *[within 7 (seven days) of submission]*
- 12) Updated statements will be forwarded to Convention Committee.
- 13) Provisional Report will be provided within 30 days at the end of the convention.
- 14) RI will use provisional reports to update their convention financials. If host organization shows a loss, RI will include the financial assistance as an expense on Convention Financials.
- 15) A final (preferably audited) financial report will be provided within 180 days at the end of the convention.
- 16) Concurrently, HOC shall refund up to the loan amount paid by RI if income exceeds expenses. If some loss is incurred, HOC will refund any amount not used to offset the loss.

Exhibit 1: Space Allocation

| | | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------------|-----------------|--------|---------|-----------|----------|--------|----------|--------|--------|---------|-----------|----------|--------|
| Description of Events | Sq Ft | Activity | | | | | | | | | | | | |
| General Session: 12 days in total (Monday – Friday) | | | | | | | | | | | | | | |
| Move-in: Monday - Thursday (4 days) | | Move-in | | | | | | | | | | | | |
| Rehearsal: Friday - Saturday (2 days) | | Rehearsal | | | | | | | | | | | | |
| Show days: Sunday – Wednesday (4 days) | | Show days | | | | | | | | | | | | |
| Move-Out: Thursday - Friday (2 days) | | Move-Out | | | | | | | | | | | | |
| House of Friendship & Exhibition : 11-12 days in total (Monday – Friday) | | | | | | | | | | | | | | |
| Move-in: Monday – Friday (5 days) | | Move-in | | | | | | | | | | | | |
| Show days: Saturday - Wednesday (5 days) | | Show days | | | | | | | | | | | | |
| Move-Out: Thursday - Friday (2 days) | | Move-Out | | | | | | | | | | | | |
| Banquet room : 7-9 days in total (Monday – Thursday) | | | | | | | | | | | | | | |
| Move-in: Monday - Friday (1-3 days) | | Move-in | | | | | | | | | | | | |
| Show days: Saturday - Wednesday (5-7 days) | | Show days | | | | | | | | | | | | |
| Move-Out: Thursday (1 day) | | Move-Out | | | | | | | | | | | | |
| Registration area : 11 days in total (Monday – Thursday) | | | | | | | | | | | | | | |
| Move-in: Monday - Tuesday (2 days) | | Move-in | | | | | | | | | | | | |
| Show days: Wednesday - Wednesday (8 days) | | Show days | | | | | | | | | | | | |
| Move-Out: Thursday (1 day) | | Move-Out | | | | | | | | | | | | |
| Offices: 11 days in total (Monday – Thursday) | | | | | | | | | | | | | | |
| Move-in: Monday (1 day) | | Move-in | | | | | | | | | | | | |
| Show days: Tuesday - Wednesday (9 days) | | Show days | | | | | | | | | | | | |
| Move-Out: Thursday (1 day) | | Move-Out | | | | | | | | | | | | |
| pre-convention meetings & halls : 9-11 days in total (Monday – Thursday) | | | | | | | | | | | | | | |
| build: Monday - Tuesday (2 days) | if necessary | Build | | | | | | | | | | | | |
| move-in: Wednesday - Thursday (2 days) | | Move-in | | | | | | | | | | | | |
| show days: Friday - Saturday (2 days) | | Show days | | | | | | | | | | | | |
| reconfiguration: Sunday (1 day) | | Reconfiguration | | | | | | | | | | | | |
| show days: Monday - Wednesday (3 days) | | Show days | | | | | | | | | | | | |
| move-out : Thursday (1 day) | | Move-Out | | | | | | | | | | | | |

| MEETING ROOM SPECS | # OF ROOMS | MINIMUM SIZE / SET UP (SQ. FT.) | MINIMUM SIZE / SET UP (SQ. M.) | OPERATIONAL DAYS NEEDED | Capacity |
|---|--------------------|---|---|---|----------|
| Breakout Rooms | 1 | 2,000 person theater style | 2,000 person theater style | 8 days (Wednesday - Wednesday) - fully built | 2,000 |
| Breakout Rooms | 3 | theater style over 500-1,000 person | theater style over 500-1,000 person | 9 days (Wednesday - Wednesday) - fully built | 2,200 |
| Breakout Rooms | 16 | up to 400 person (theater or classroom) | 200-400 person (theater or classroom) | 10 days (Wednesday - Wednesday) - fully built | 3,300 |
| Ancillary Meeting Rooms | 4 | Combo: U-Shape and Theater for 100 (675 – 1,500 sq ft) | Combo: U-Shape and Theater for 100 (60 – 140 square metre) | 11 days (Wednesday - Wednesday) - fully built | 400 |
| Offices (Senior Leaders / Support) | 10 | 675 – 800 sq ft | 60-70 square m | 11 days (Monday - Thursday) | |
| Offices (General Staff) | 12 | 400 – 600 sq ft | 35-55 sq m | 11 days (Monday - Thursday) | |
| Offices (Customer Service) | 3 | 1,400 – 1,600 sq ft | 130-150 sq m | 1 room - 17 days (advance office) / 11 days (Monday - Thursday) | |
| General Session Hall | 1 | 200,000 sq ft or more | 18,500 sq m or more | 11-12 Days Depending on setup/ teardown(Monday - Friday) | |
| Special Banquet Hall | 1 | 50,000 sq ft | 4,600 sq m | 6 - 7 days depending on setup/teardown (Thursday - Wednesday) | |
| Exhibit Hall | 1 | 200,000 - 225,000 sq ft | 18,500-21,000 sq m | 11 days (Monday - Thursday) | |
| Registration Area/Hall | 1 | 40,000 to 60,000 sq ft | 3,700-5,600 sq m | 10 days (Monday - Wednesday) | |
| Storage Rooms (can be built areas) | 2 | 1,500 to 6,000 sq ft | 140-600 sq m | 11 days (Monday - Thursday) | |
| Reception Room or Lounge (could be in the foyer space area which can built) / AKS | 1 | 5,000 sq ft | 465 sq m | 8 days (Wednesday - Wednesday) | |
| | | | | | |
| MINIMUM INVENTORY REQUIRED AT NO COST TO RI | QUANTITY | | | | |
| General Session Chairs | 10,000 to 15,000 | | | | |
| Breakout Room Chairs | 8,000 | | | | |
| Banquet Chairs | 2,000 | | | | |
| LECTERNS (in all breakout rooms) | 20 | | | | |
| SKIRTED PLATFORMS (RISERS) - in all breakout rooms | 20 (12 sq. metres) | | | | |
| Head Tables | 40 | | | | |
| 1 Microphone | 20 | | | | |

Exhibit 2: Financial Summary Template

| 20XX ROTARY INTERNATIONAL HOST ORGANIZATION COMMITTEE | | | | | 20XX-XX BUDGET & FORECAST | | | | | |
|---|-------------------------------------|---------------------------|-------------|---------|---------------------------|----------------|----------------|------------|-------------------------------|-------------------------|
| XXXXXXXXXX CONVENTION | | | | | | | | | | |
| REVENUE | | HOC Member Responsibility | # of people | US \$ | Original Budget | Revised Budget | Actual to Date | Forecasted | VARIANCE Budget Vs Forecasted | |
| Line Item Description | Detailed Description | | | | XX | XX | | | | |
| Club Assessments (Host Districts) | | | | | | | | | | |
| | District #1 | | 1,800 | 10 | 18,000 | 18,000 | | 18,000 | - | optional/good will loan |
| | District #2 | | | | - | - | | - | - | optional/good will loan |
| | Subtotal | | | | 18,000 | 18,000 | - | 18,000 | - | |
| District Loans | | | | | | | | | | |
| | Loan #1 | | 1 | 100,000 | 100,000 | 100,000 | | 100,000 | - | |
| | Loan #2 | | | | - | - | | - | - | |
| | Subtotal | | | | 100,000 | 100,000 | - | 100,000 | - | |
| Souvenir Sales | | | | | | | | | | |
| Commissions | | | | | | - | | - | - | |
| | Tours | | | | - | - | | - | - | |
| | Food | | | | - | - | | - | - | |
| | Beverage | | | | - | - | | - | - | |
| | Others | | | | - | - | | - | - | |
| | Subtotal | | | | - | - | - | - | - | |
| Interest Income | | | | | - | - | | - | - | |
| Government, Corporate Contributions & Sponsorships | | | | | | | | | | |
| | Government | | | | - | - | | - | - | |
| | Corporate | | 1 | 105,600 | 105,600 | 105,600 | | 105,600 | - | see attached tab |
| | Individual | | | | - | - | | - | - | |
| | Exhibit | | 1 | 15,750 | 15,750 | 15,750 | | 15,750 | - | see attached tab |
| | Subtotal | | | | 105,600 | 105,600 | - | 105,600 | - | |
| Rotary Club Member Donations | | | | | - | - | | - | - | |
| TOTAL REVENUE | | | | | 239,350 | 239,350 | - | 239,350 | - | |
| EXPENSES | | | | | | | | | | |
| HOC Themed Store (HOF) | | | | | | - | | - | - | |
| | Souvenir Sales Expenses | | | | - | - | | - | - | |
| | Booth Build | | | | - | - | | - | - | |
| | Furniture Rental | | | | - | - | | - | - | |
| | Subtotal | | | | - | - | - | - | - | |
| HOC Meetings | | | | | | | | | | |
| | Regular | | | | - | - | | - | - | |
| | Volunteer Training | | | | - | - | | - | - | |
| | RI Convention Cmte | | | | - | - | | - | - | |
| | Executive Committee | | | | - | - | | - | - | |
| | Promotion Chair/ Committee | | | | - | - | | - | - | |
| | Support | | | | - | - | | - | - | |
| | Subtotal | | | | - | - | - | - | - | |
| Convention Transportation | | | | | - | - | | - | - | |
| Postage, Printing & photocopying expenses | | | | | | - | | - | - | |
| | Promotion Material | | | | - | - | | - | - | |
| | Other | | | | - | - | | - | - | |
| | Subtotal | | | | - | - | - | - | - | |
| Advertising/Publicity | | | | | | | | | | |
| | Zone Inst | | | | - | - | | - | - | |
| | International Assembly | | | | - | - | | - | - | |
| | International Convention | | | | - | - | | - | - | |
| | Promotional Video | | | | - | - | | - | - | |
| | Subtotal | | | | - | - | - | - | - | |
| Office Expenses (Stationary, supplies) | | | | | - | - | | - | - | |
| Office Accommodations | | | | | - | - | | - | - | |
| Hired Staff Expenses | | | | | - | - | | - | - | |
| Chairman's Expenses | | | | | - | - | | - | - | |
| Website Development | | | | | | | | | | |
| Temporary Help | | | | | - | - | | - | - | |
| Telephone, Fax, Cell Phones | | | | | - | - | | - | - | |
| Bank Charges | | | | | - | - | | - | - | |
| Credit Card Processing Fees | | | | | - | - | | - | - | |
| Professional Fees (Legal, Accounting, Insurance) | | | | | - | - | | - | - | |
| Host Volunteer Onsite Expenses | | | | | | | | | | |
| | Volunteer Vests/Uniforms | | | | - | - | | - | - | |
| | Host Registration Setup/Support Exp | | | | - | - | | - | - | |
| | Furniture and Equipment Rental | | | | - | - | | - | - | |
| | Information Services | | | | - | - | | - | - | |
| | Other | | | | - | - | | - | - | |
| | Subtotal | | | | - | - | - | - | - | |
| Contingencies & Misc. Onsite expenses | | | | | | - | | - | - | |
| TOTAL EXPENSES | | | | | | | - | | - | |
| Less District Loans & Assessments | | | | | (118,000) | (118,000) | - | (118,000) | - | |
| NET INCOME/(LOSS) | | | | | 121,350 | 121,350 | - | 121,350 | - | |

Host Hospitality

| Revenue | | Qty | Amount | Total | Comments |
|--------------|-------------------|----------|--------|------------------|----------|
| | Registration | 2,000.00 | 25.00 | 50,000.00 | |
| | | | | - | |
| | Subtotal | | | 50,000.00 | |
| | | | | | |
| | | | | | |
| Expenses | | | | | |
| | Venue Rental | | | - | |
| | Security | | | - | |
| | Signage | | | - | |
| | Transportation | | | - | |
| | Food and Beverage | | | - | |
| | Management Fee | | | - | |
| | Misc 1 | | | - | |
| | Misc 2 | | | - | |
| | Misc 3 | | | - | |
| | Misc 4 | | | - | |
| | Misc 5 | | | - | |
| | Subtotal | | | - | |
| Total | | | | 50,000.00 | |

Marketing and Promotions

| Expenses | | Qty | Amount | Total |
|----------|-------------------|-----|--------|-------|
| | Brochures | | | 0 |
| | Printed Materials | | | 0 |
| | travel | | | 0 |
| | Banners | | | 0 |
| | Social Media | | | 0 |
| | NewsPapers | | | 0 |
| | Club Allowance | | | 0 |
| | | | | 0 |
| | | | | 0 |
| | Subtotal | | | 0 |

Commission Based Sponsorship and Exhibits Allocation

| Post 2023 Convention Sponsorship and Exhibit Sales Revenue Sharing Model | | | | | |
|--|--|----------------------|----------------|-----|---------------|
| | Estimated Outsourced Sales Agency | 25% | | | |
| | Estimated Fulfillment Costs | 10% | | | |
| | Estimated Exhibition Build Cost (including booth package, aisles, security and misc) | \$ 1,100.00 | | | |
| | USD to Local Currency | 1 | | | |
| Sponsorships (Net) | | | | | |
| HOC Percentage Share | Level of Support from HOC | Tiered Sponsor (USD) | HOC Share | Qty | Total Example |
| 7.5% | Sharing Confirmed Names/Contacts for Corporate Entities | \$ 200,000 | \$ 9,750 | 2 | \$ 19,500 |
| 15% | certain level of involvement with securing sponsorship in addition to sharing the Names/Contacts | \$ 200,000 | \$ 19,500 | 2 | \$ 39,000 |
| 20% | Partnered with Rotary & outsourced agency including in sales presentations, closing and activation | \$ 200,000 | \$ 26,000 | 2 | \$ 52,000 |
| Exhibitions (Net) | | | | | |
| 5% | Sharing Names/Contacts | \$ 2,500 | \$ 70 | 75 | \$ 5,250 |
| 15% | Confirmed and Signed | \$ 2,500 | \$ 210 | 75 | \$ 15,750 |
| | | | | | |
| | | | | | |
| | Estimated Share for HOC | USD | Local Currency | | |
| | Sponsorship Details - Example | \$ 105,600 | \$ 105,600 | | |
| | Exhibits (15%) | \$ 15,750 | \$ 15,750 | | |
| | Total | \$ 121,350 | \$ 121,350 | | |

Post 2023 Sponsorship Share Plan

| HOC Percentage Share | Sponsorship Descriptions | Sponsorship Levels (USD) | Sponsorship (local currency) | Without Support from Outsourced Company | With Support | Gross Total Amount (USD) | Net Total Amount without Support (USD) | Total Amount with (USD) | Combined Total (USD) |
|----------------------|--------------------------|--------------------------|------------------------------|---|--------------|--------------------------|--|-------------------------|----------------------|
| 20% | Diamond Level | \$ 200,000 | \$ 200,000 | 1 | 0 | \$ 200,000 | \$ 36,000 | \$ - | \$ 36,000 |
| 20% | Platinum Level | \$ 100,000 | \$ 100,000 | 0 | 1 | \$ 100,000 | \$ - | \$ 13,000 | \$ 13,000 |
| 20% | Gold Level | \$ 50,000 | \$ 50,000 | 2 | 2 | \$ 200,000 | \$ 18,000 | \$ 13,000 | \$ 31,000 |
| 20% | Silver Level | \$ 25,000 | \$ 25,000 | 2 | 2 | \$ 100,000 | \$ 9,000 | \$ 6,500 | \$ 15,500 |
| 20% | Supporter Level | \$ 10,000 | \$ 10,000 | 2 | 5 | \$ 70,000 | \$ 3,600 | \$ 6,500 | \$ 10,100 |
| | Total | | | 7 | 10 | \$ 670,000 | \$ 66,600 | \$ 39,000 | \$ 105,600 |
| | Exhibit Sales | \$ 2,500 | \$ 2,500 | 75 | 0 | \$ 187,500 | \$ 15,750 | | \$ 121,350 |
| | | | | | | | | | |
| RI Percentage Share | Sponsorship Descriptions | Sponsorship Levels (USD) | Sponsorship (Local Currency) | Without Support from Outsourced Company | With Support | Total Amount (USD) | Total Amount without Support (USD) | Total Amount with (USD) | Combined Total (USD) |
| 80% | Diamond Level | \$ 200,000 | \$ 200,000 | 1 | 0 | \$ 200,000 | \$ 144,000 | \$ - | \$ 144,000 |
| 80% | Platinum Level | \$ 100,000 | \$ 100,000 | 0 | 1 | \$ 100,000 | \$ - | \$ 52,000 | \$ 52,000 |
| 80% | Gold Level | \$ 50,000 | \$ 50,000 | 2 | 2 | \$ 200,000 | \$ 72,000 | \$ 52,000 | \$ 124,000 |
| 80% | Silver Level | \$ 25,000 | \$ 25,000 | 2 | 2 | \$ 100,000 | \$ 36,000 | \$ 26,000 | \$ 62,000 |
| 80% | Supporter Level | \$ 10,000 | \$ 10,000 | 2 | 5 | \$ 70,000 | \$ 14,400 | \$ 26,000 | \$ 40,400 |
| | Total | | | 7 | 10 | \$ 670,000 | \$ 266,400 | \$ 156,000 | \$ 422,400 |

Exhibit 3 - Rotary Programs Code of Conduct

All Convention participants are subject to a code of conduct, to which they agree as a function of registering for the event. The code of conduct is as follows:

Rotary (“RI”) is committed to providing a safe, productive, and welcoming environment that is free of harassment for all meeting participants and RI staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, RI staff, service providers, and all others (“participants”) are expected to abide by this RI Programs Code of Conduct, which incorporates the Rotary International Website Terms of Use, when participating in in-person, virtual, and hybrid meetings. This code of conduct applies to all RI meeting-related events, including those sponsored by organizations other than RI but held in conjunction with RI events, on public or private platforms.

RI has zero-tolerance for any form of harassment, including, but not limited to, sexual harassment of participants or RI staff. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity). If you experience harassment or hear of any incidents of unacceptable behavior, RI asks that you inform codeofconduct@rotary.org immediately. Harassment can include:

- Sexual advances or verbal abuse of a sexual nature
- Comments or jokes that denigrate, insult, offend, or ridicule based on a protected characteristic of any participant
- Inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any participant

Participants shall adhere to the following rules when using virtual meeting platforms and participating in virtual programs and programs with a virtual component. Posts and content that do not meet these rules or the rules set forth in the Rotary International Website Terms of Use, including the Interactive Features and User Content sections, may be removed by RI.

- The recording or transmissions of any education sessions, presentations, demos, videos, content, Q&A, chat room activity, and individuals in any format, including by screenshot or copying, is strictly prohibited.
- Respect others. No personal attacks — ever. Posts or content that may exclude, silence, or interfere with the participation of another participant is strictly prohibited.
- Disruption of presentations, discussions, chats, in the exhibit hall or at other events, is strictly prohibited. All participants must comply with written and verbal instructions.
- Keep posts and discussions relevant and on-topic. Presentations, postings, and messages shall not contain unsolicited materials, special offers, job offers, advertising, marketing, product announcements, or solicitation for services.
- You shall not post content that contains viruses or malicious scripts, or files, materials, or code intended to harm, damage, create an adverse impact on, or interfere with the meeting or RI’s networks, servers, or databases.
- Respect intellectual property and privacy rights. Post content that you have personally created or have permission or license to use in the meeting. Do not post images of other people, especially children.

- The information you post is available for all to see, and your comments and materials are subject to various laws, including, but not limited to, copyright, trademark, advertising, privacy, and defamation.

RI reserves the right to take any action deemed necessary and appropriate, including immediate removal from or of access to the meeting or platform without warning or refund or liability to RI and at participant's expense; and RI reserves the right to prohibit attendance at any future meeting, virtual or in-person. RI reserves the right to establish additional rules necessary for the safety and convenience of participants.