



From: Josche Ouwerkerk
To: IFLA Officers, Special Interest Group Convenors, Core Activity Directors, Regional Managers
Date: 23 October 2012
Subject: IFLA Guidelines for Satellite Meetings

Dear Colleagues,

Each year, a significant number of IFLA Professional Units organise a Satellite Meeting. A Satellite Meeting allows an IFLA Professional Unit to devote more time to a specific topic than is available during the IFLA World Library and Information Congress.

Over the past two to three years IFLA has received a number of requests for (financial) support and guidance for the organisation of Satellite Meetings. This, together with the fact that IFLA is required to formalise any agreements that IFLA enters into, has led the Professional Committee to develop Guidelines for Satellite Meetings. These are now available at:

<http://www.ifla.org/files/assets/hq/officers/key-documents/guidelines-satellite-meetings.pdf>

The most notable change for Professional Units and hosts is that there now has to be an agreement between IFLA and the host organization. The agreement makes the host responsible for, among other things, the finances of the event. It will clear IFLA and any private person, such as an IFLA Officer, from any liabilities.

The host organisation is also expected to provide seed money and other financial support, and thereby take the financial risk. The guiding principle remains that satellite meetings should aim to break even.

This change in procedure will be mandatory for Satellite Meetings held in conjunction with the IFLA WLIC 2014 Lyon, the call for proposals will be sent out in January 2013. The Guidelines will also be sent to the National Committee, so that they can communicate it to potential hosts.

IFLA Professional Units that organise a Satellite Meeting in 2013 are invited to use the Guidelines and agreement for the set-up of their Satellite Meeting, but it is not mandatory.

With kind regards,
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