



Union of International Associations

***Survey on International
Meeting Issues - 2018***



UNION OF INTERNATIONAL ASSOCIATIONS
UNION DES ASSOCIATIONS INTERNATIONALES



UIA

Survey on International Meeting Issues - 2018

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Associated and complementary information is available in the
Yearbook of International Organizations,
Volume 5: Statistics, Visualizations and Patterns

And

The UIA's annual ***International Meeting Statistics Report***

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UIA Survey on International Meeting Issues - 2018

During 2018 the Union of International Associations undertook its seventh large-scale survey on issues encountered by international organizations and associations when holding meetings. The survey is designed to help all involved in the process of organizing international meetings to get a sense of changes over the years and the challenges of the current environment.

The questionnaire was in English and comprised simple yes/no and multiple choice questions.

The 2018 survey follows surveys undertaken on behalf of UIA's Associate Members in 1985, 1993, 2002, 2009, 2013 and 2015. The questions have been adjusted over time and some new ones have been added for this edition. Comments and suggestions are always welcome.

With the aid of our sponsors we were able to invite a larger group of organizations to participate. We repeat the survey on a regular basis (approx. every 3 years).

We thank our sponsors for their support of this edition of the survey:

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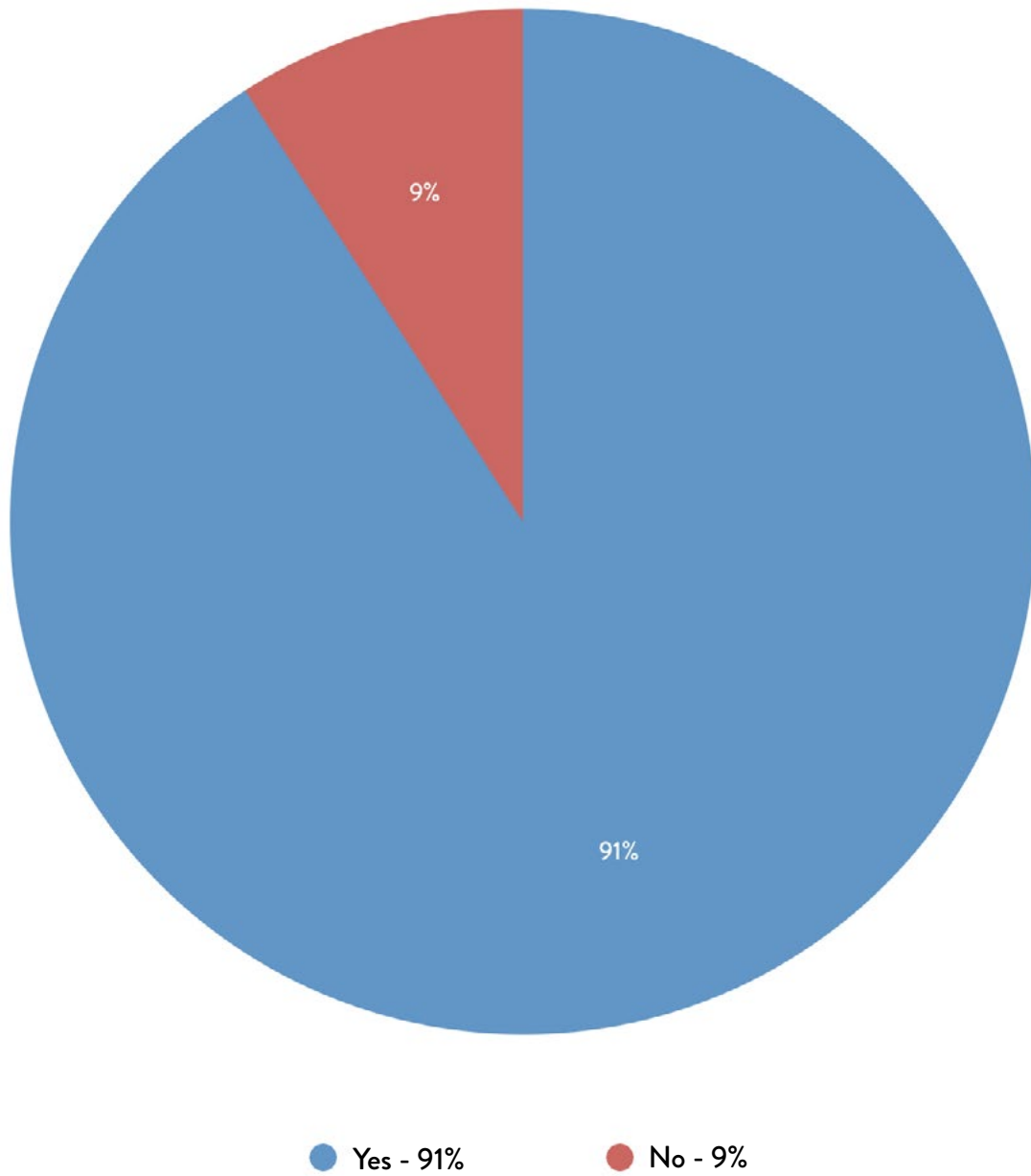
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1. Does your organization hold one or more major international meetings?



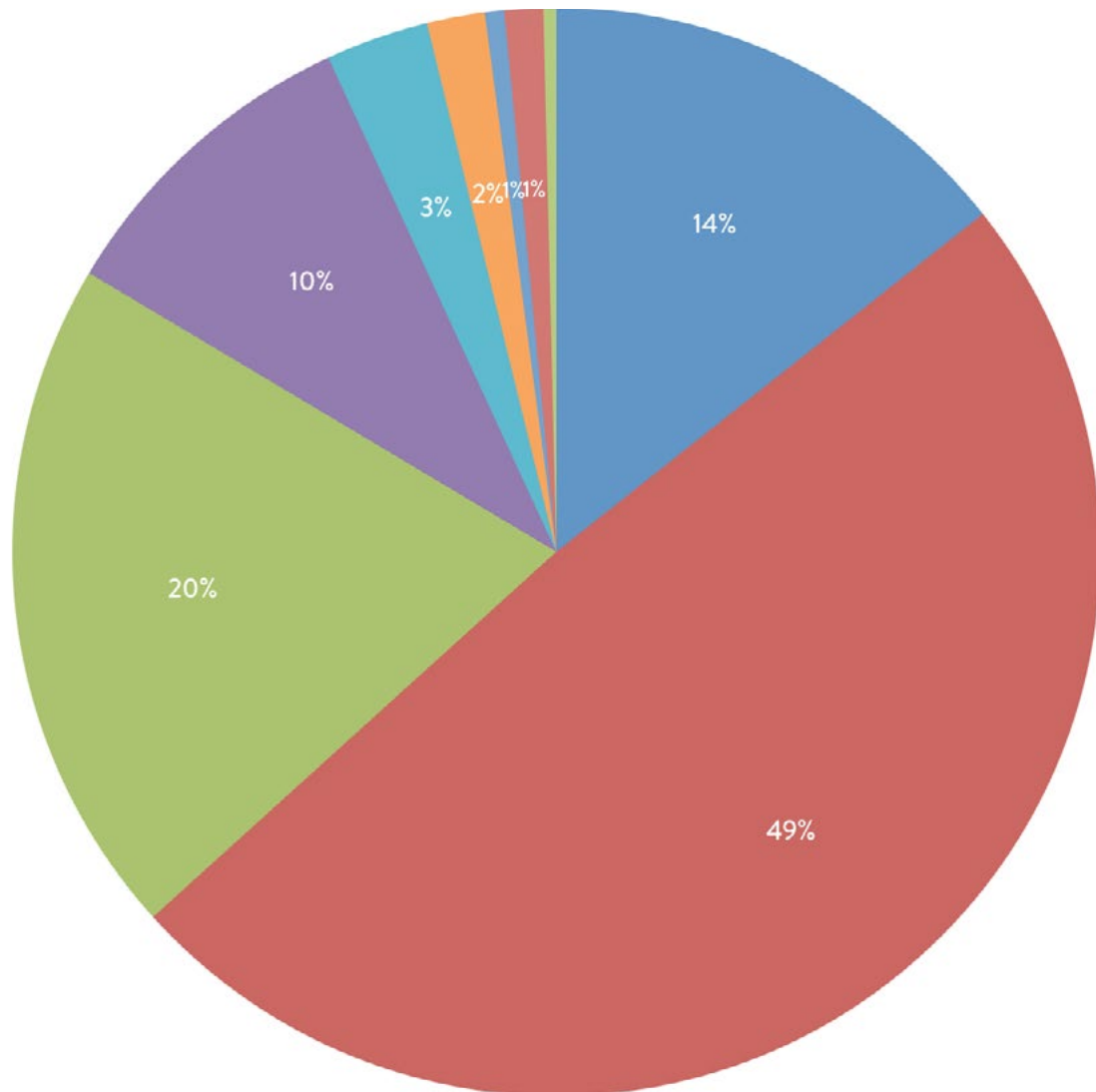


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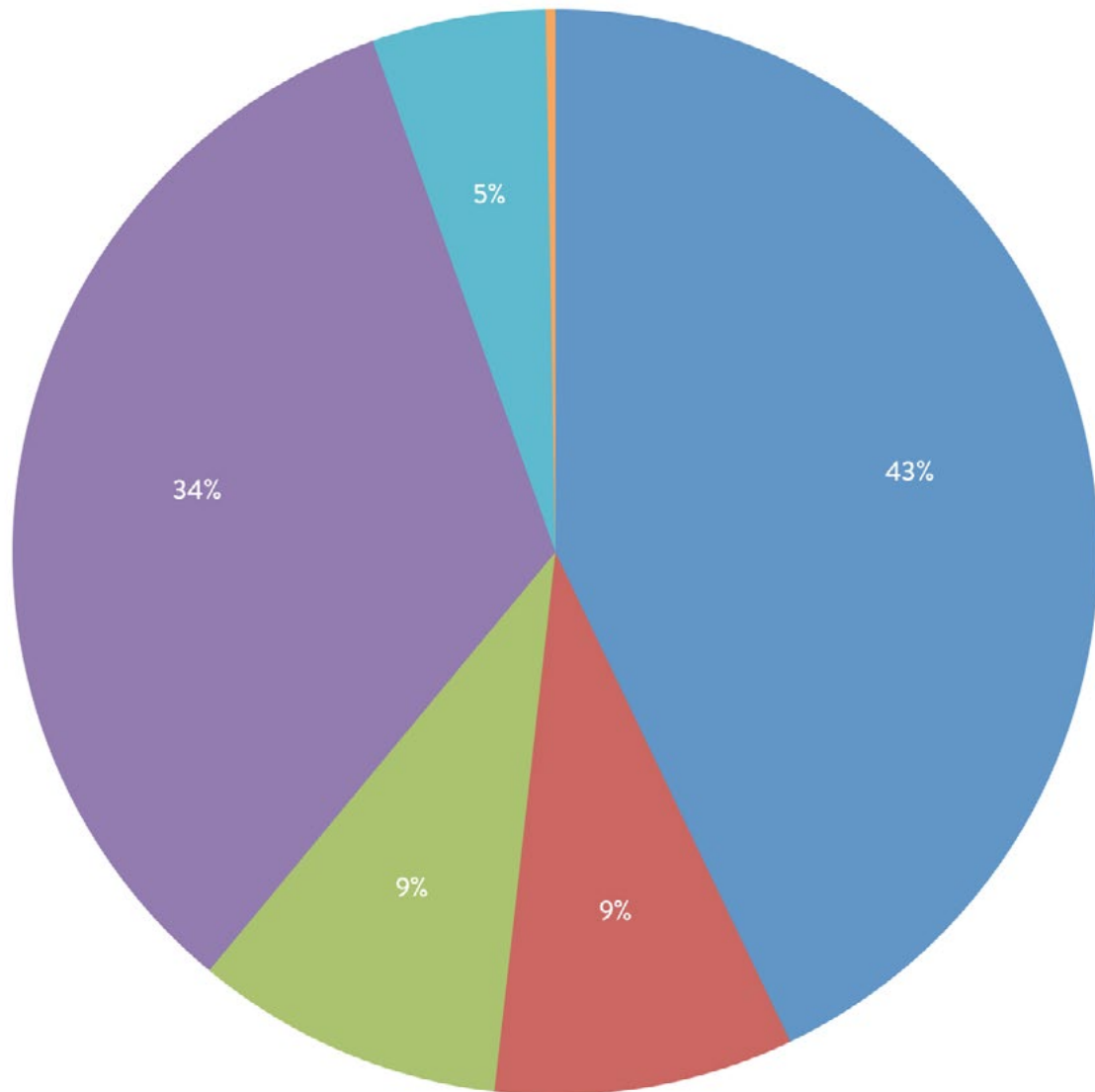


2. How often is your largest international meeting held?



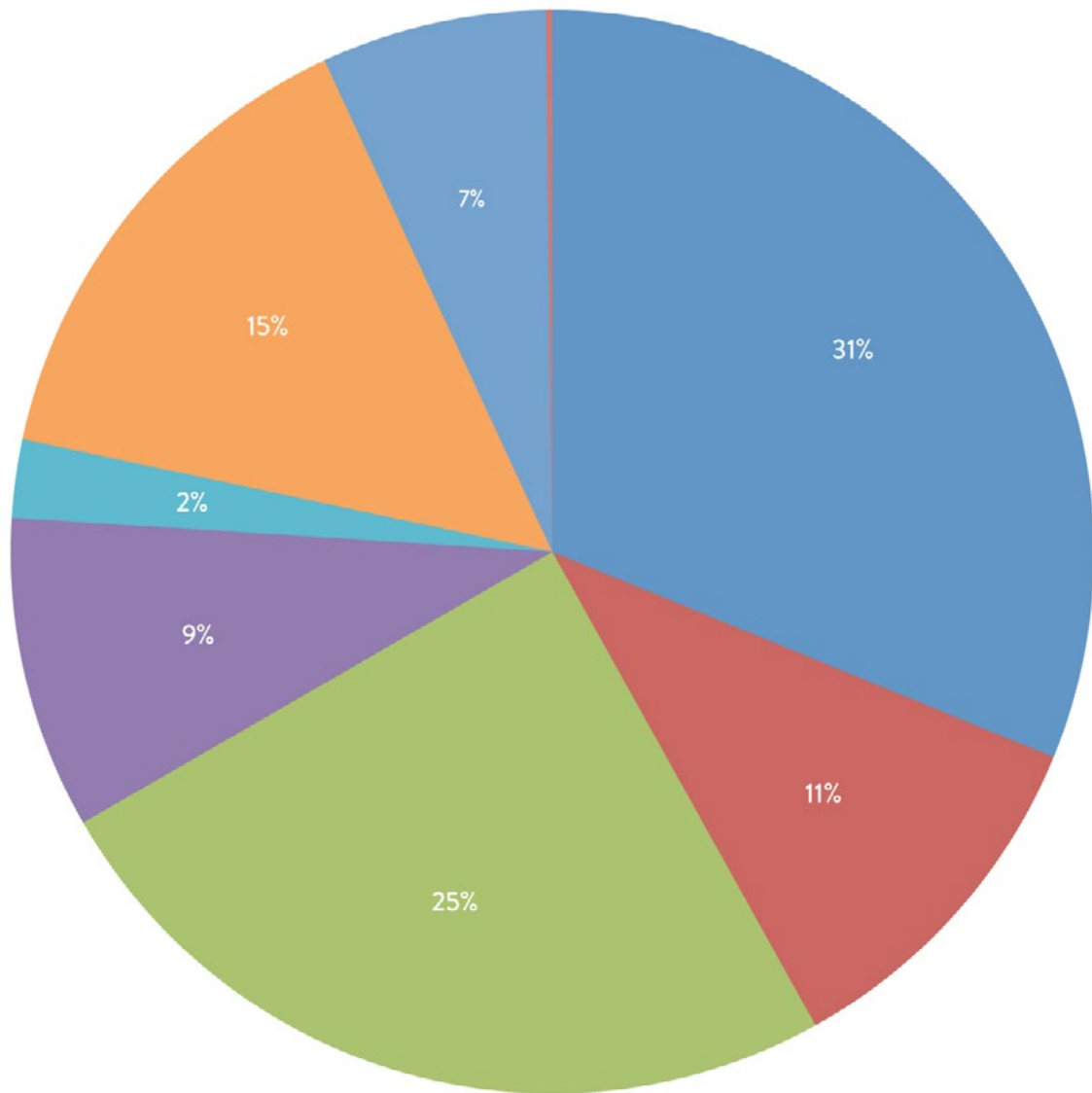
- 2 or more times per year (e.g. biannual) - 14%
- Annual - 49%
- Every 2 years (biennial) - 20%
- Every 3 years (triennial) - 10%
- Every 4 years (quadrennial) - 3%
- Every 5 years - 2%
- Less than once in five years - < 1%
- Other - < 1%
- I don't know - < 1%

3. Who organizes this meeting?



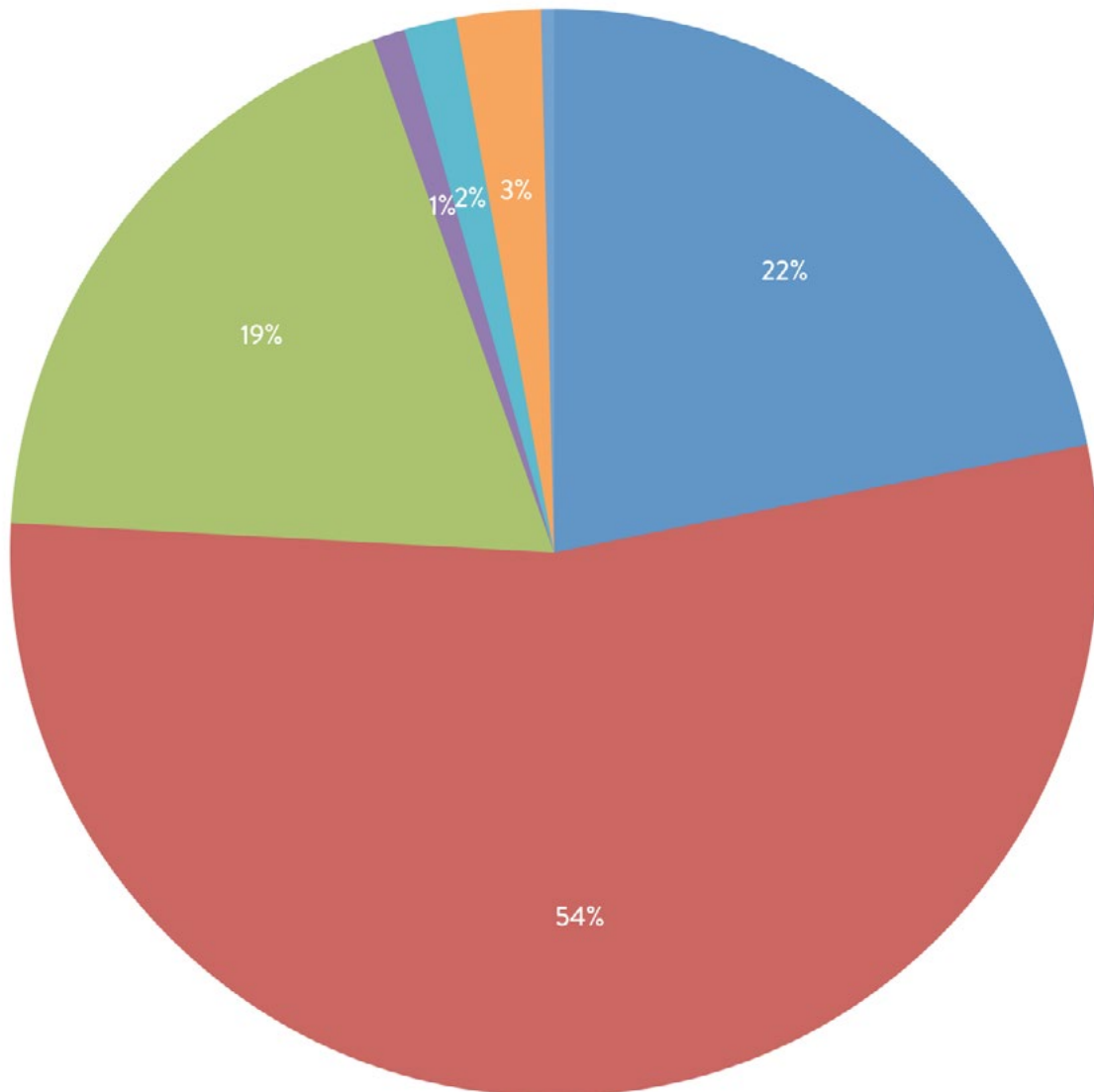
- National or local member / national or local organization - 43%
- An external Professional Congress Organiser (PCO) - 9%
- Our association's in-house PCO or meeting planning department - 9%
- Our association's general staff - 34%
- Other - 5%
- I don't know - <1%

4. What are the main sources of income that cover the costs of this meeting?



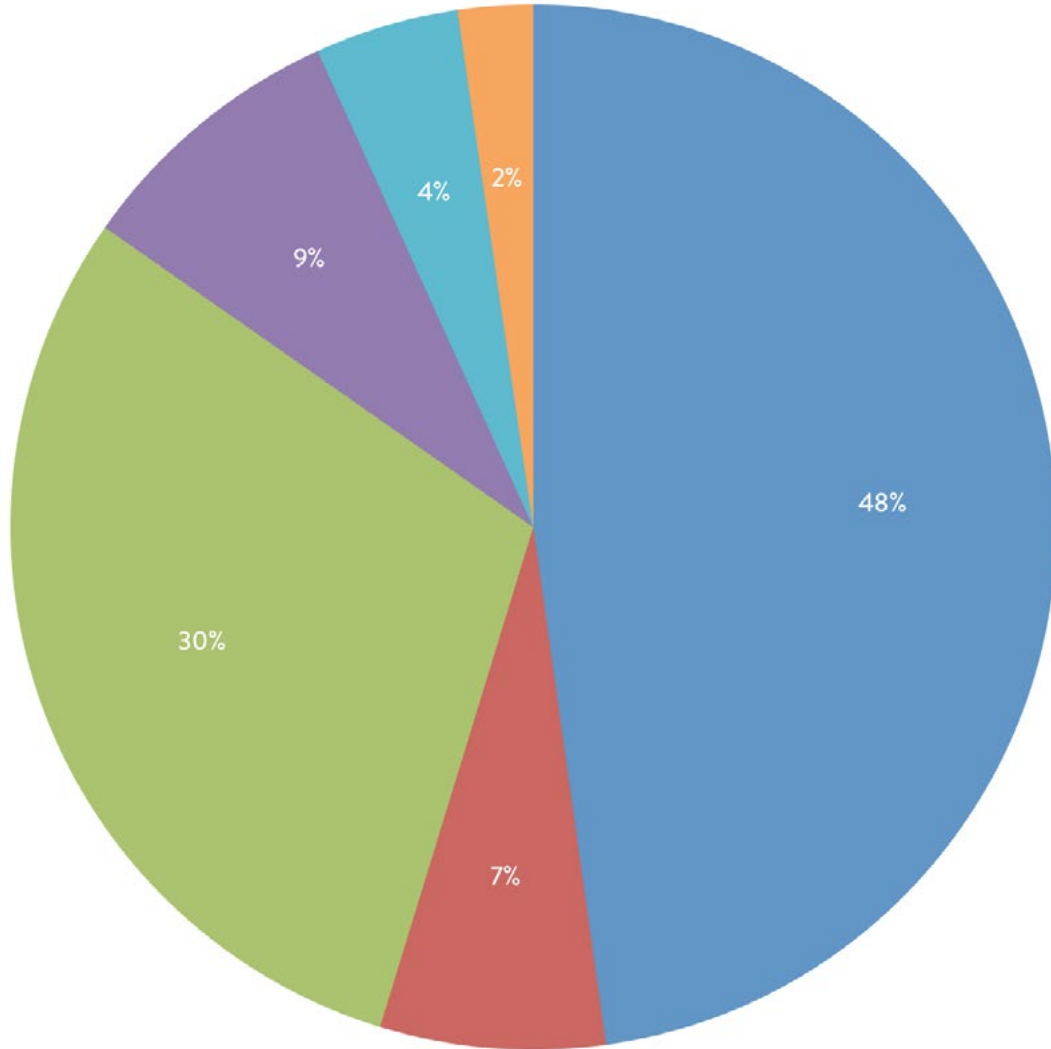
- Registration fees - 31%
- Exhibition fees - 11%
- Sponsorship - 25%
- Partnerships - 9%
- Advertising / promotion (other than sponsors) - 2%
- Annual membership - 15%
- Other - 7%
- I don't know - < 1%

5. Who makes the final decision on the destination / location / city / country of this meeting?



- General Assembly - 22%
- Council / Board / Steering Committee - 54%
- Executive officer(s) / staff - 19%
- National body - 1%
- Partner organization - 2%
- Other - 3%
- I don't know - < 1%

6. Do you provide a bid manual for potential destinations, or a similar document with criteria and decision-making information?



- No, there is no bid manual or other document - 48%
- Yes, a bid manual - 7%
- Yes, a document with guidelines, criteria, checklists, etc - 30%
- Our requirements for meetings are contained in our statutes or by-laws - 9%
- Other - 4%
- I don't know - 2%

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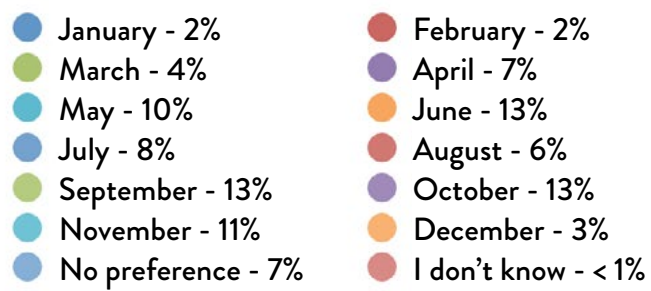
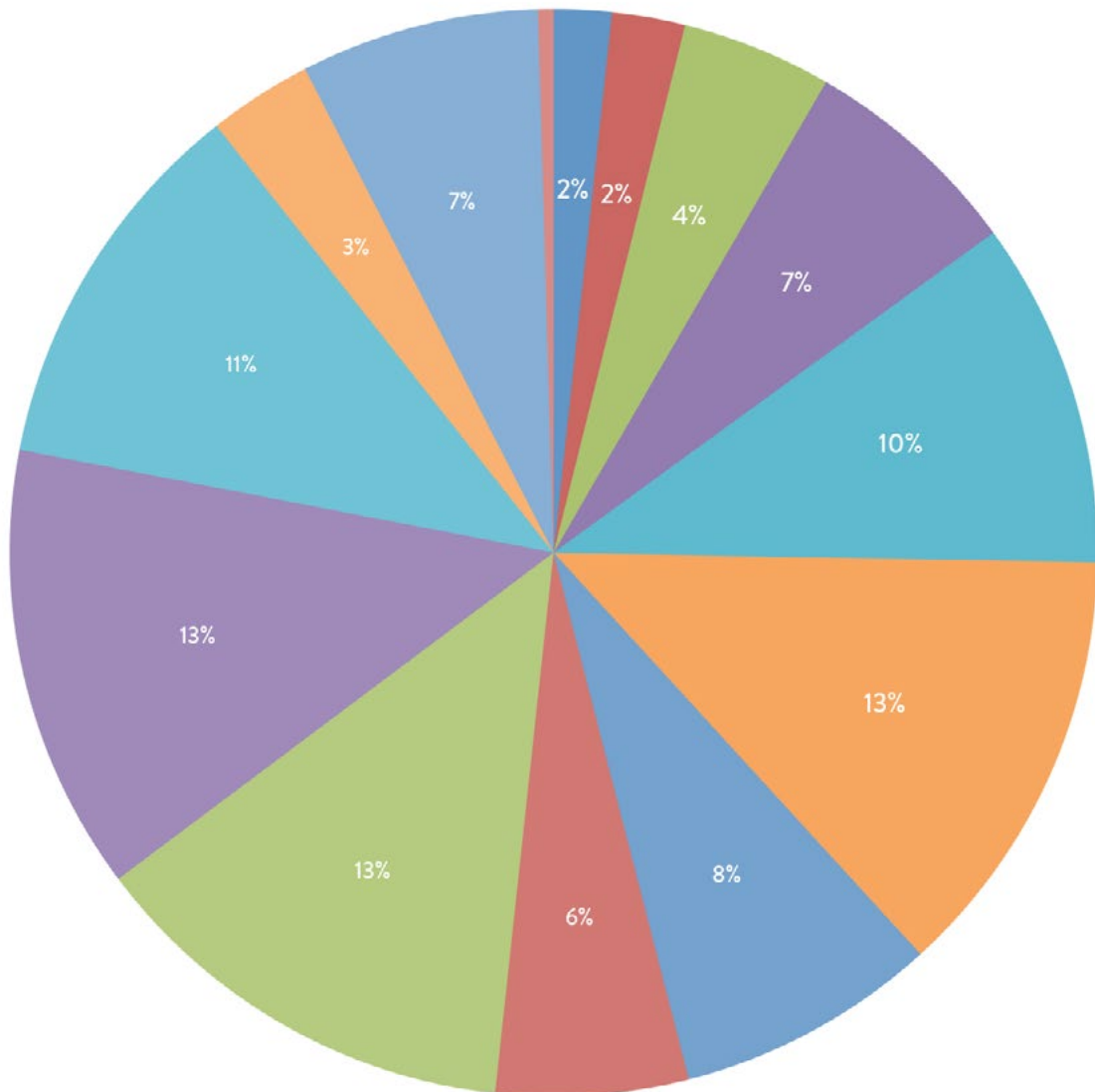
- Seoul official bid support letter
- 1:1 bidding clinic
- Professional bidding consultation and coaching

To find out more about available support for your event, please visit www.miceseoul.com

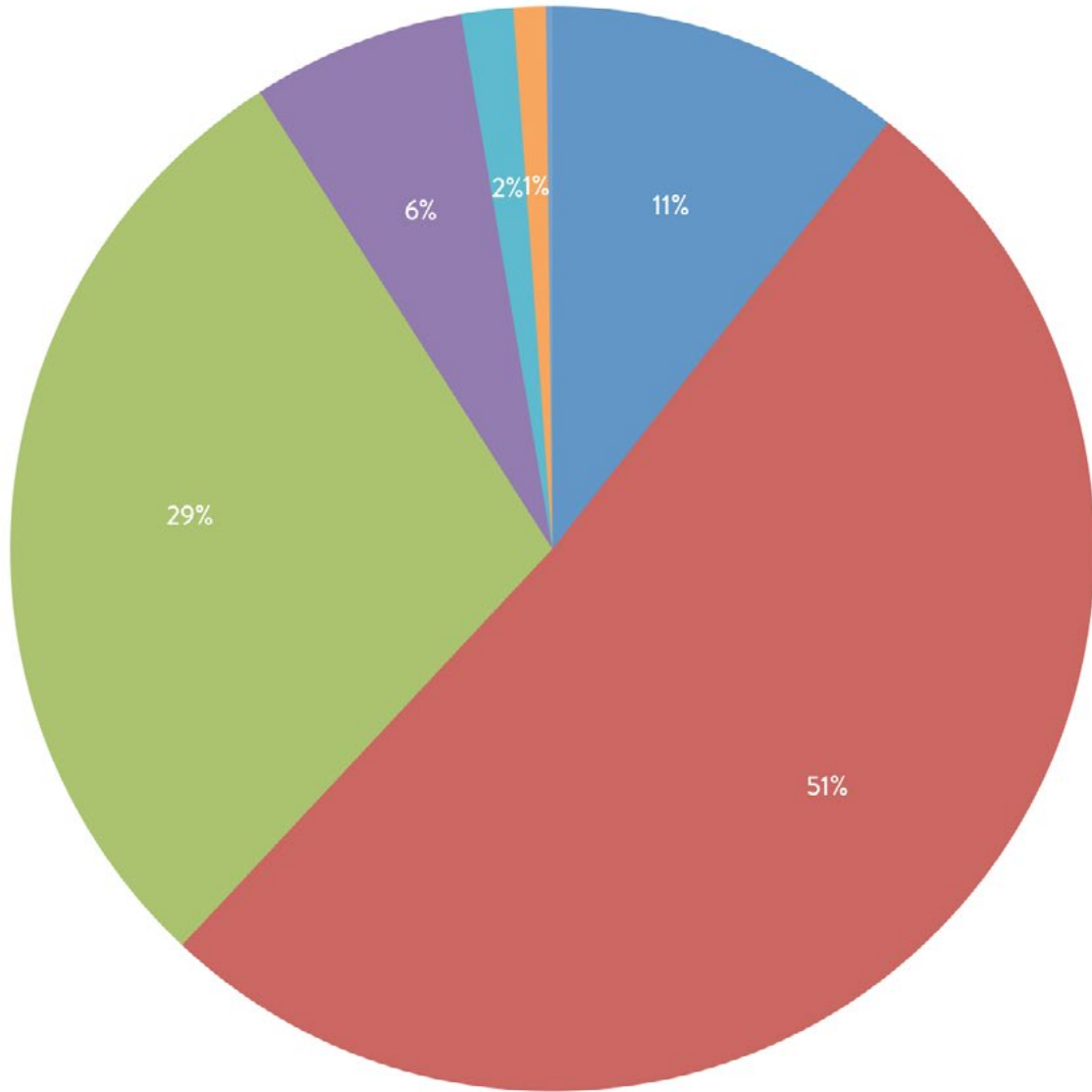
+ SEOUL MICE ALLIANCE SUPPORT



7. What is the preferred time of year for this meeting?

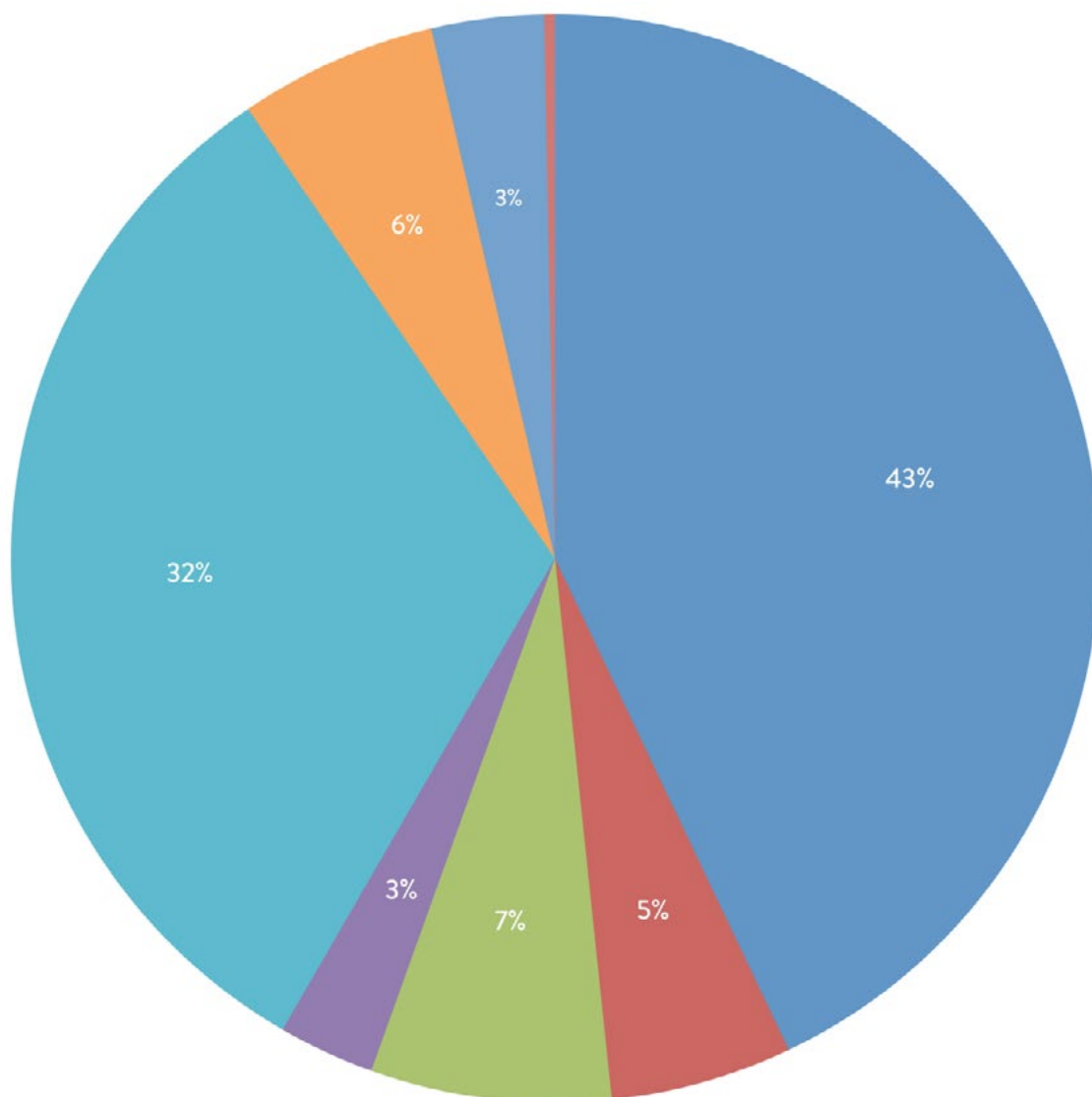


8. What is the usual length of this meeting?



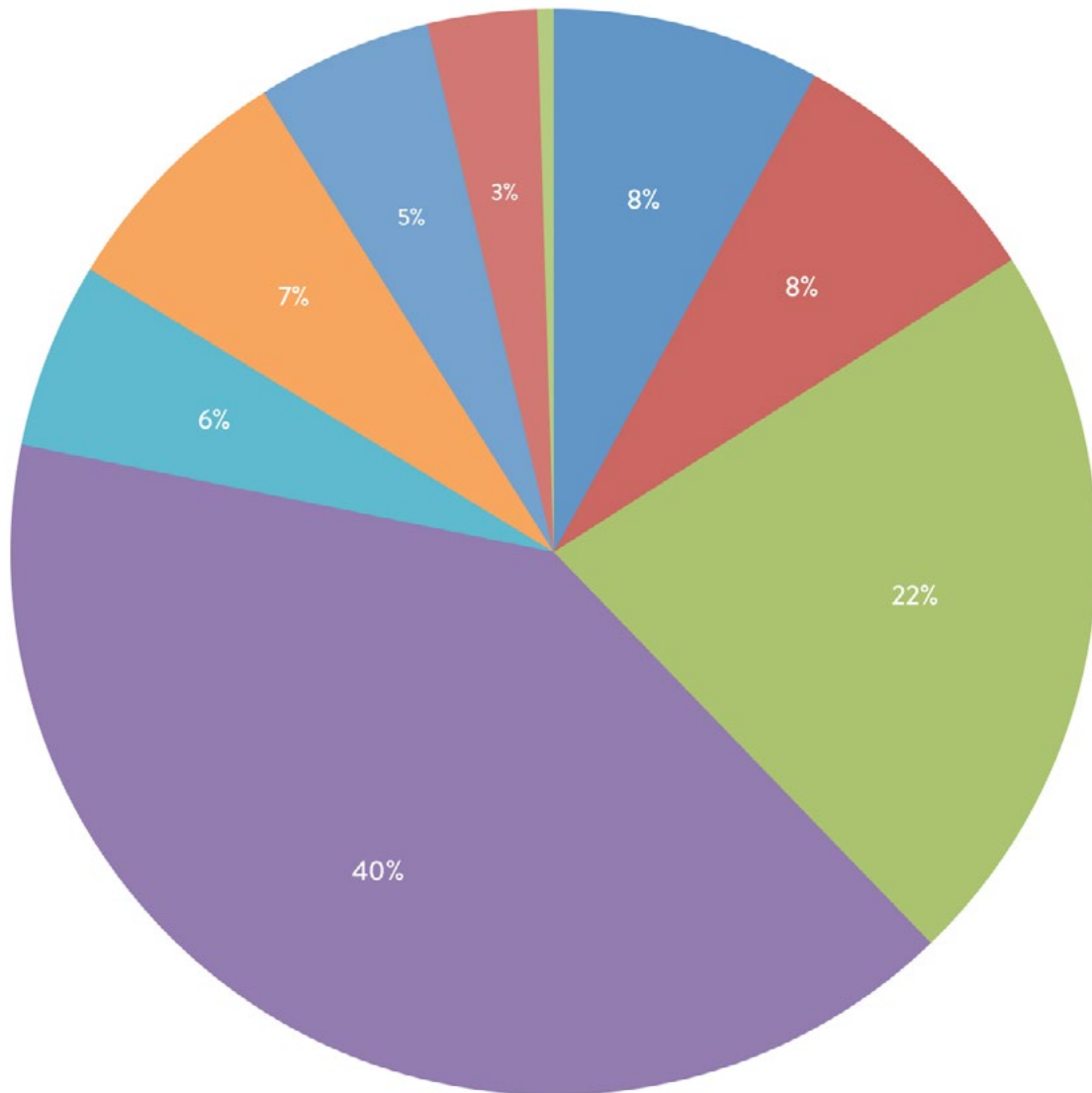
- 1 day or shorter - 11%
- 2 to 3 days - 51%
- 4 to 5 days - 29%
- 6 or more days - 6%
- Variable - 2%
- Other - 1%
- I don't know - < 1%

9. Where is this meeting held?



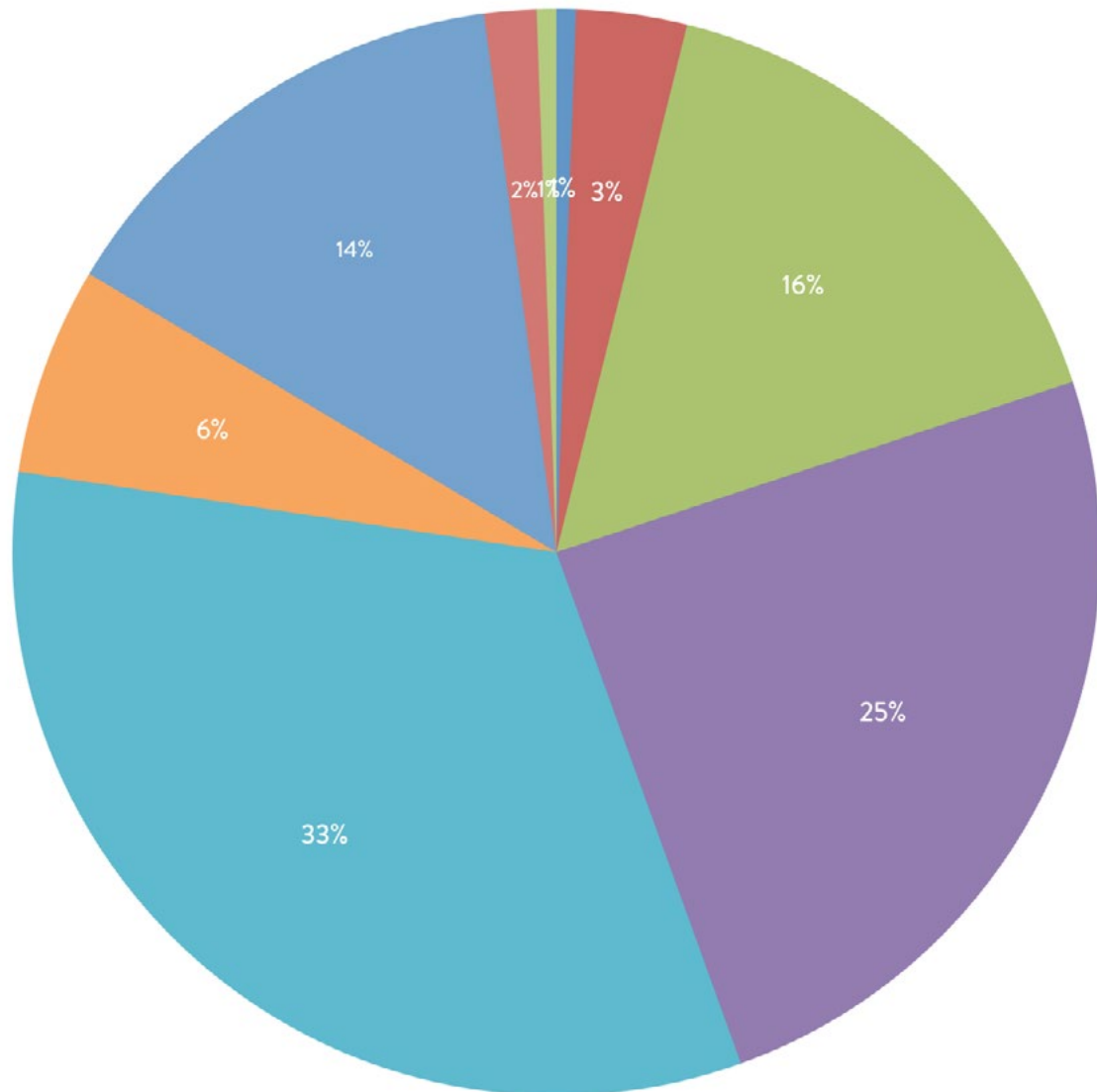
- Rotating or variable - 43%
- Africa - 5%
- Asia - 7%
- Australasia / Pacific / Oceania - 3%
- Europe - 32%
- North America - 6%
- South America - 3%
- I don't know - 1%

10. How is the location of this meeting determined?



- An official policy of rotation between continents - 8%
- An official policy of rotation between countries on the same continent - 8%
- No official policy of rotation, but meeting usually rotates - 22%
- Each destination is decided on a case by case basis - 40%
- The location does not change; the meeting is in the same place every time - 6%
- The location is determined by the partner organization - 7%
- The location is determined by the location of a principal officer (e.g. President, Secretary General) - 5%
- Other - 3%
- I don't know - 1%

11. Where do you usually hold this meeting?



- In our international office - <1%
- In our local/regional/national office - 3%
- At a university - 16%
- In a hotel - 25%
- In a conference or congress centre - 33%
- In a facility specific to our work or the subject (e.g. a museum, a hospital, a factory) - 6%
- Variable, or no preference - 14%
- Other - 3%
- I don't know - <1%

HANGZHOU INTERNATIONAL EXPO CENTER

65000/m²
Sky Garden

850000/m²
Construction Area

10000/m²
Column-Free
Multi-function Hall

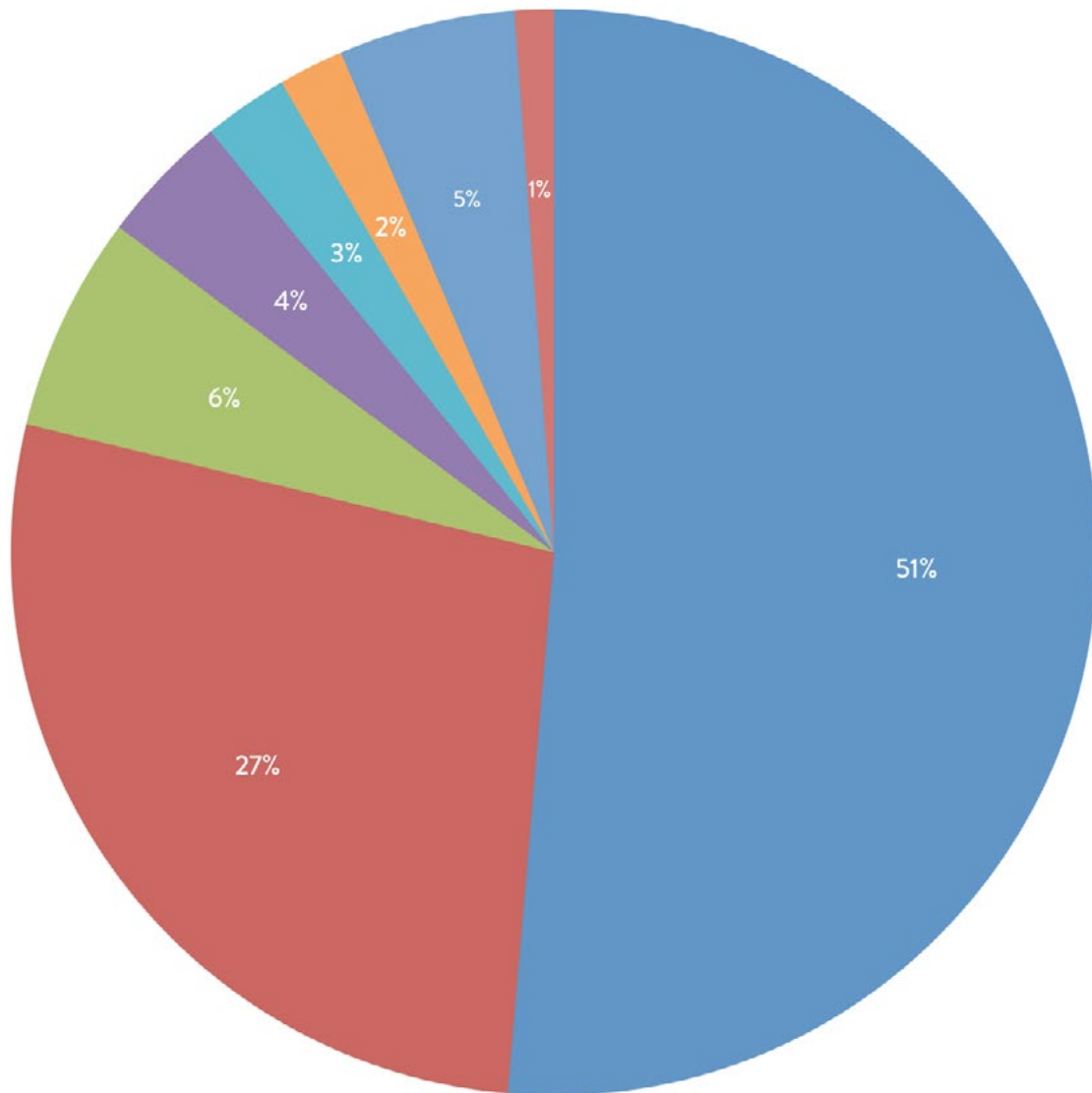
100-3000/m²
61 meeting rooms
Meet various demands

Hangzhou is a unique city. As one of seven ancient capitals in China, Hangzhou is also one of the birthplaces of the event (MICE) industry China.

In recent years, with the aim of constructing a destination for international meetings, Hangzhou has introduced more and more international conferences through the communication with international associations. And the fact that G20 Hangzhou Summit, Culture: Key to Sustainable Development International Congress and other top level international conferences have been successfully staged in Hangzhou, will be a great contributor to the development of the international convention industry.

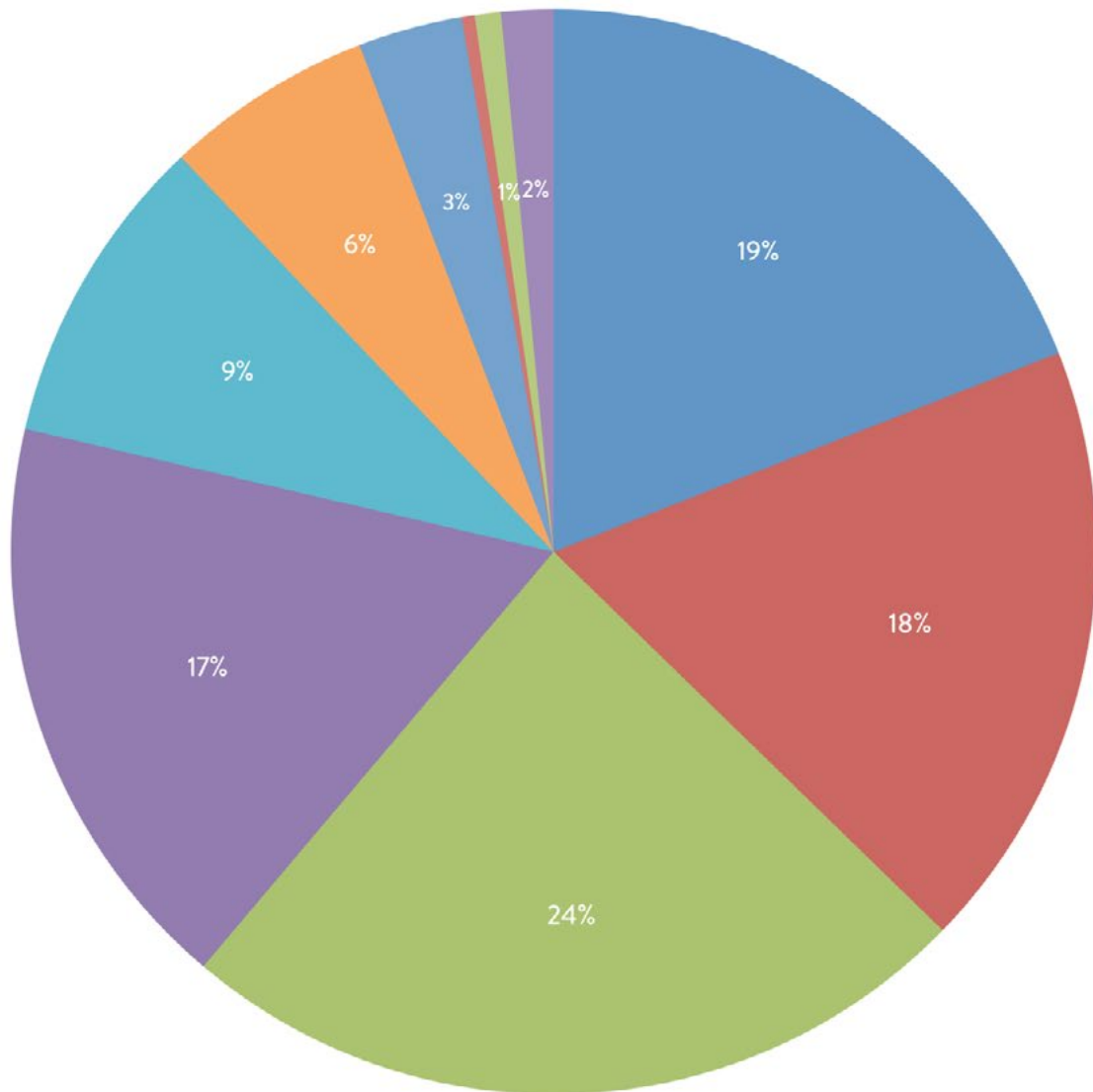
HIEC is a multi-functional complex consisting of convention, exhibition, hotel, catering, business and offices, bringing in a brand-new pattern. 61 meeting rooms could meet various demands. The largest column-free multi-function hall with 10,000 sqm is equipped with 16 tracks of simultaneous interpretation and high-standard multimedia digital devices, creating top conference experience. HIEC will exert its comprehensive advantages of multiple business continuously, provide professional, dedicated and specific service under innovation driven for customers around the world.

12. Do you hold an exhibition in conjunction with this meeting?



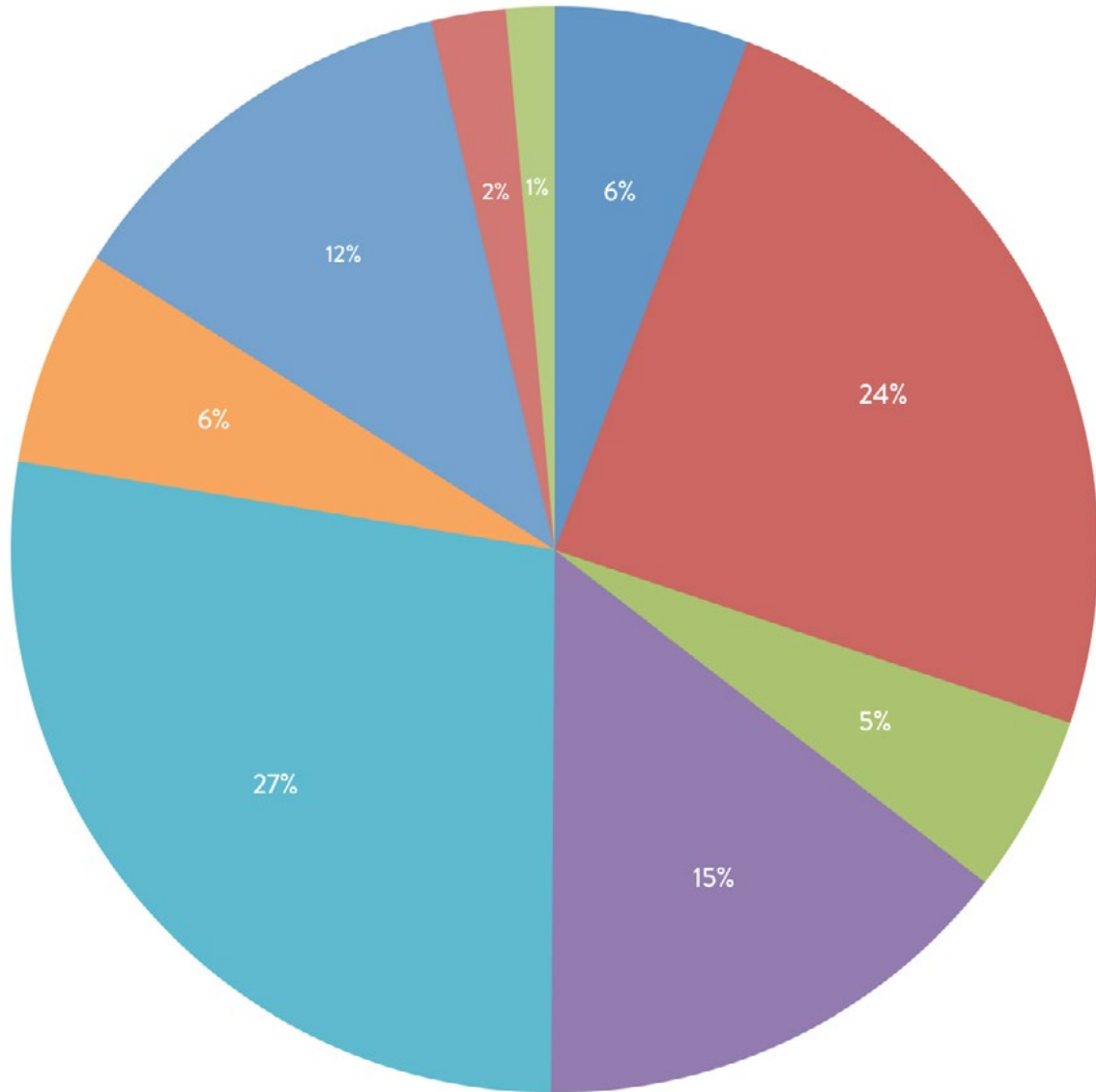
- No exhibition is held - 51%
- Yes, a different size each time - 27%
- Yes, up to 500 m2 - 6%
- Yes, up to 1,000 m2 - 4%
- Yes, up to 3,000 m2 - 3%
- Yes, up to or over 5,000 m2 - 2%
- Yes, but I do not know the size - 5%
- I don't know - 1%

13. How many delegates (excluding accompanying persons and staff) attend this meeting?



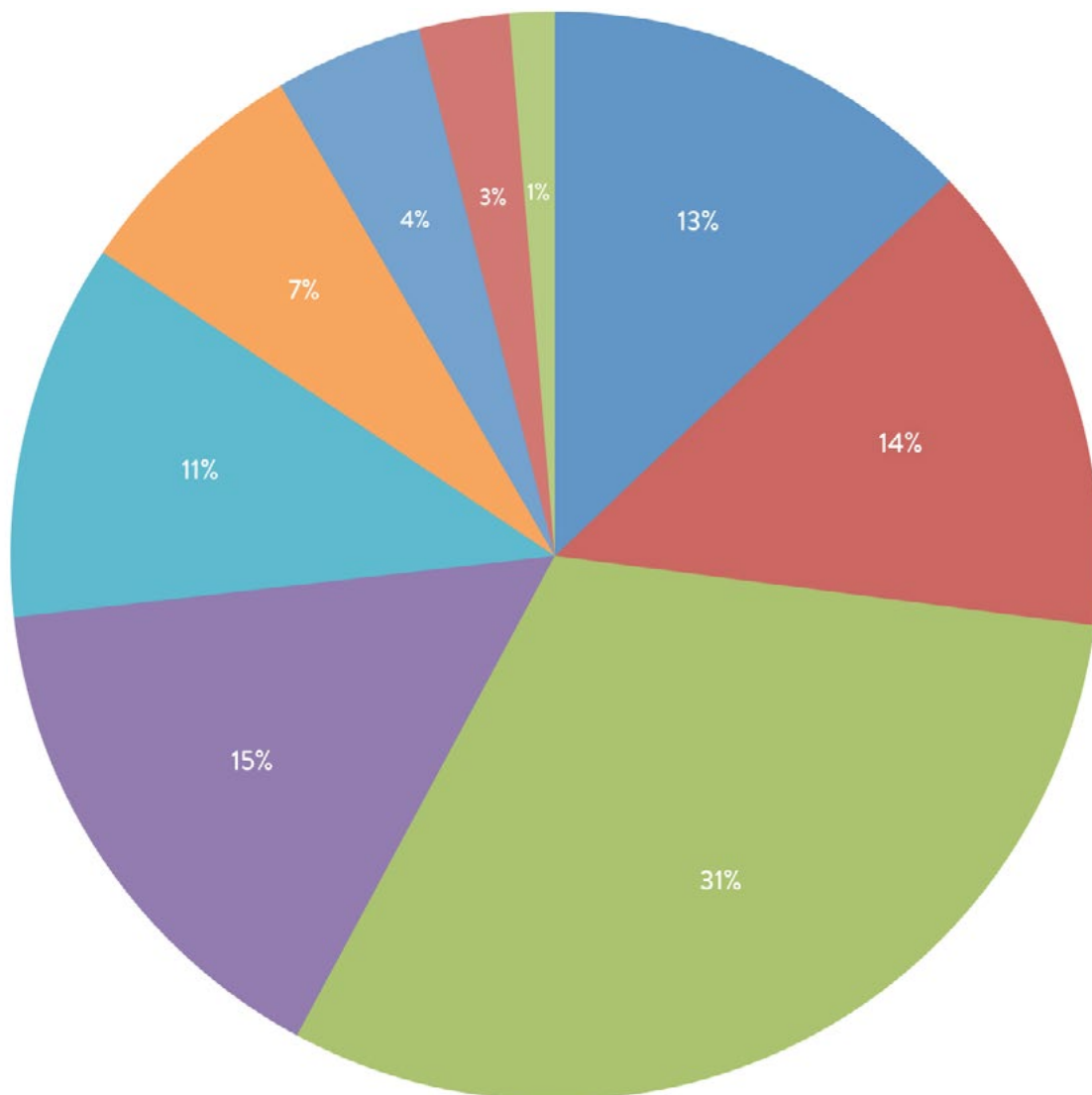
- 50 or fewer - 19%
- 51 to 100 - 18%
- 101 to 250 - 24%
- 251 to 500 - 17%
- 501 to 1,000 - 9%
- 1,001 to 2,500 - 6%
- 2,501 to 5,000 - 3%
- 5,001 to 7,000 - <1%
- 7,001 or more - <1%
- I don't know - 2%

14. What concerns do you have about your future meeting activities?



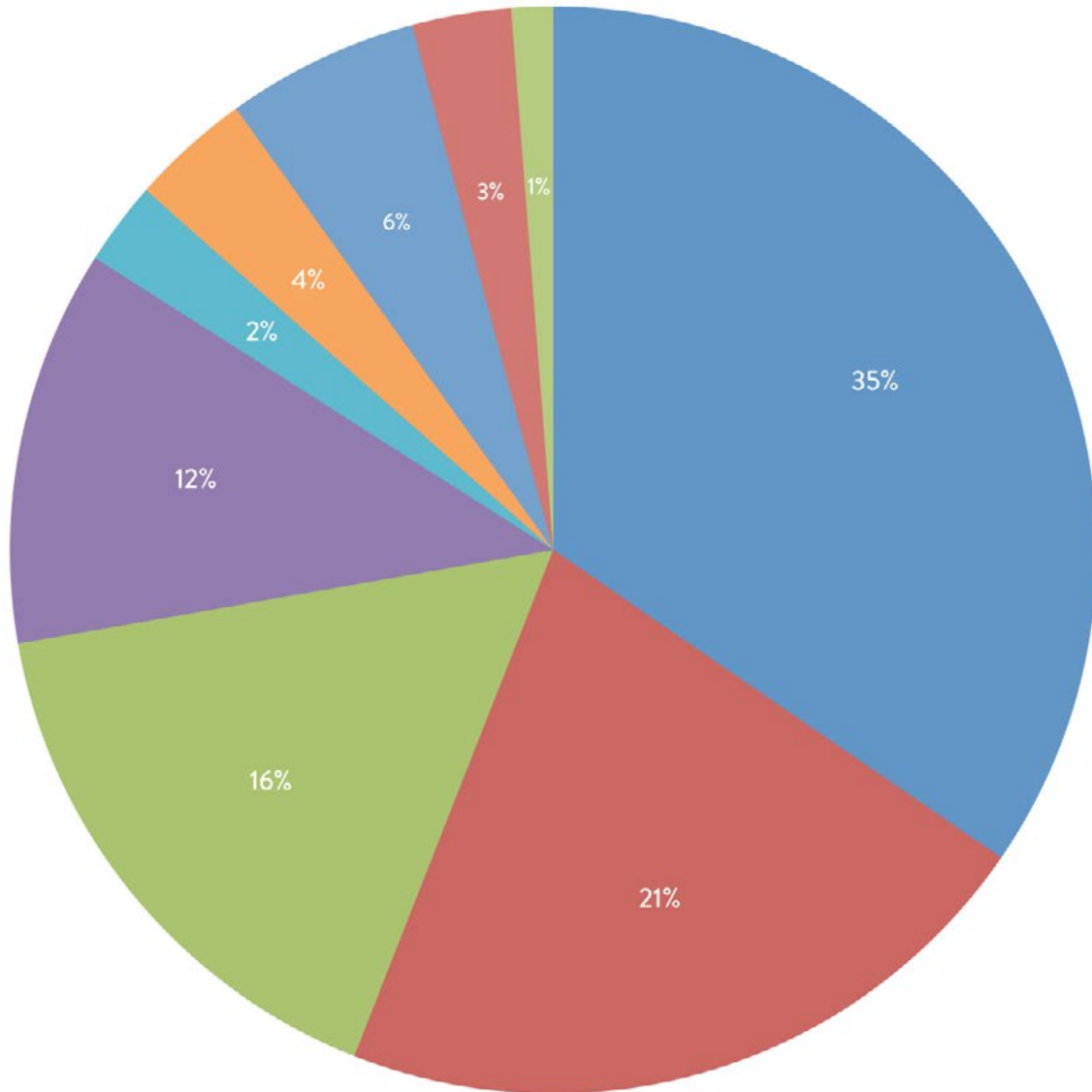
- Inability to locate a local partner - 6%
- Reduced funding or finance, fewer sponsors and exhibitors - 24%
- Exchange rate impact on costs - 5%
- Reduced participant numbers - 15%
- Obstacles to participation (e.g. budget reductions, travel costs, visa issues) - 27%
- Safety concerns (e.g. health, terrorism, political situation) - 6%
- None of the above - 12%
- Other - 2%
- I don't know - 1%

15. Do you publish proceedings of your meetings?



- We do not publish conference proceedings - 13%
- We publish proceedings on paper (e.g. books, binders) - 14%
- We publish proceedings digitally (e.g. online, email, pdf, e-book, portable device) - 31%
- We publish (selections of) proceedings in our regular journal or newsletter, or in our annual report - 15%
- We act as our own publisher - 11%
- We publish proceedings with an external publisher - 7%
- We publish proceedings on a portable device (e.g. DVD, USB or thumb drive) - 4%
- Other - 3%
- I don't know - 1%

16. Are there opportunities for online / virtual participation in your events?



- No, there are no options for remote participation or interaction and we are not considering this - 35%
- No, there are no options for remote participation or interaction but we are considering this - 21%
- Live streaming of (some) speakers or sessions - 16%
- Archived videos of (some) speakers or sessions - 12%
- Virtual poster session - 2%
- Online discussion forum concurrent with the meeting - 4%
- Live online reporting from the conference - 6%
- Other - 3%
- I don't know - 1%

Monaco, a country afflicted with chronic ethical conference syndrome

Relations between healthcare organisations and healthcare professionals are now highly regulated and governed by a number of professional codes of ethics. This is particularly true for conferences and events organised by the profession. These charters of best practice are having an enormous impact on medical conferences. The healthcare sector is vital to the Principality, and so the Convention Bureau has been preparing for this change since 2014, leaving it well placed to help clients comply with the requirements.

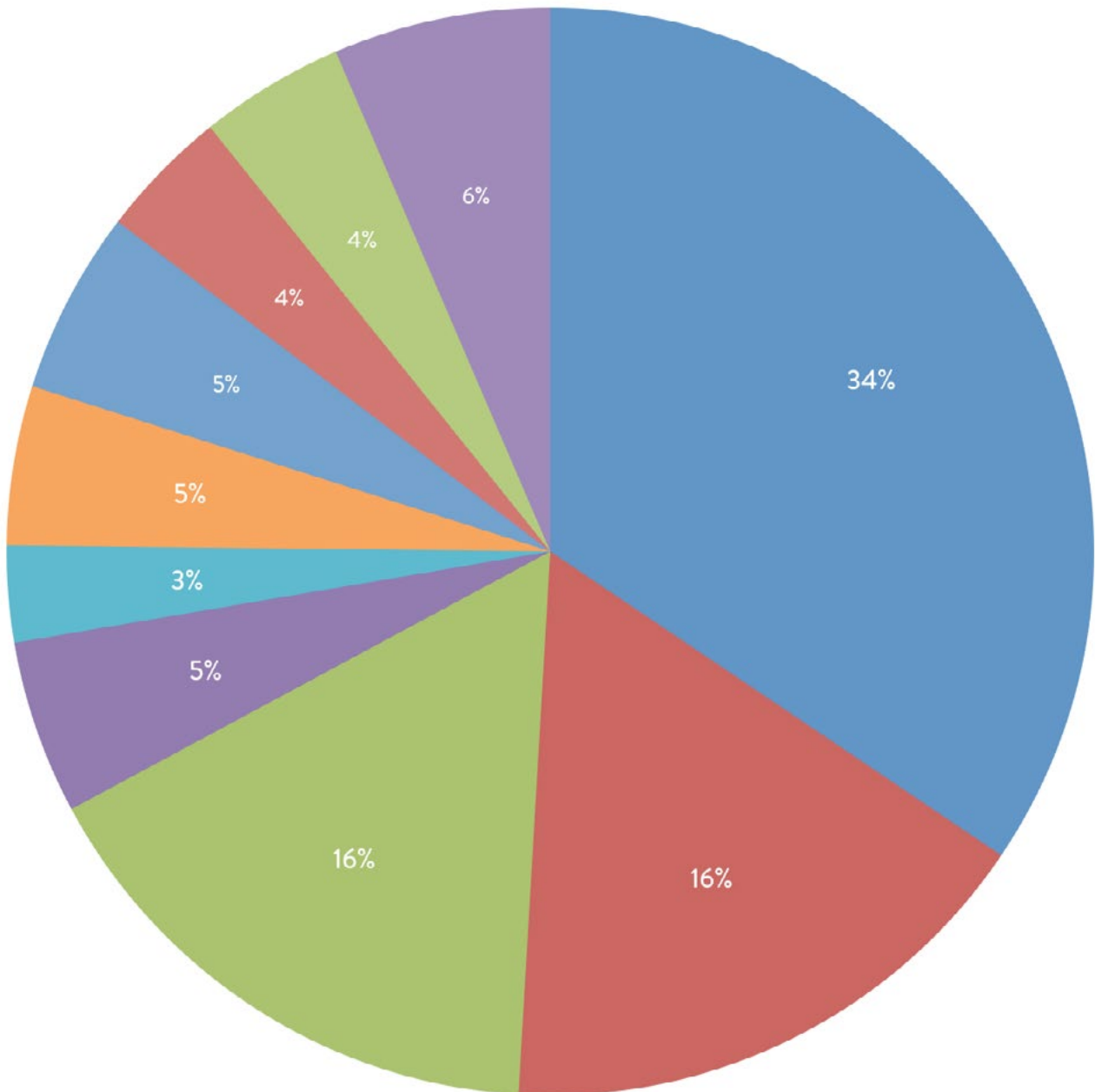
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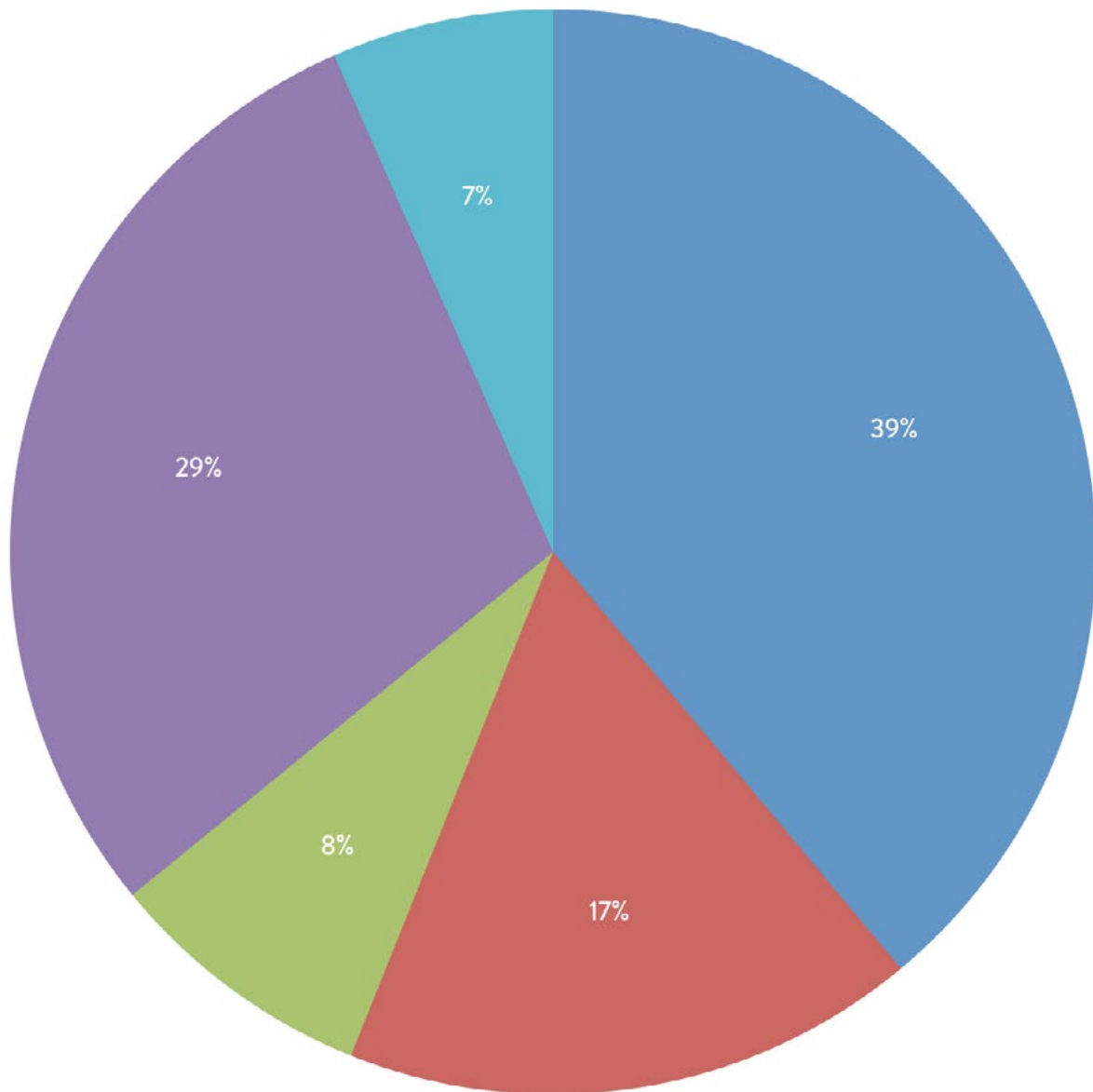
FOLLOW US  @MonacoCVB  Monaco Convention Bureau

17. Have you consulted a (city, regional, or national) Convention and Visitors Bureau (CVB)?



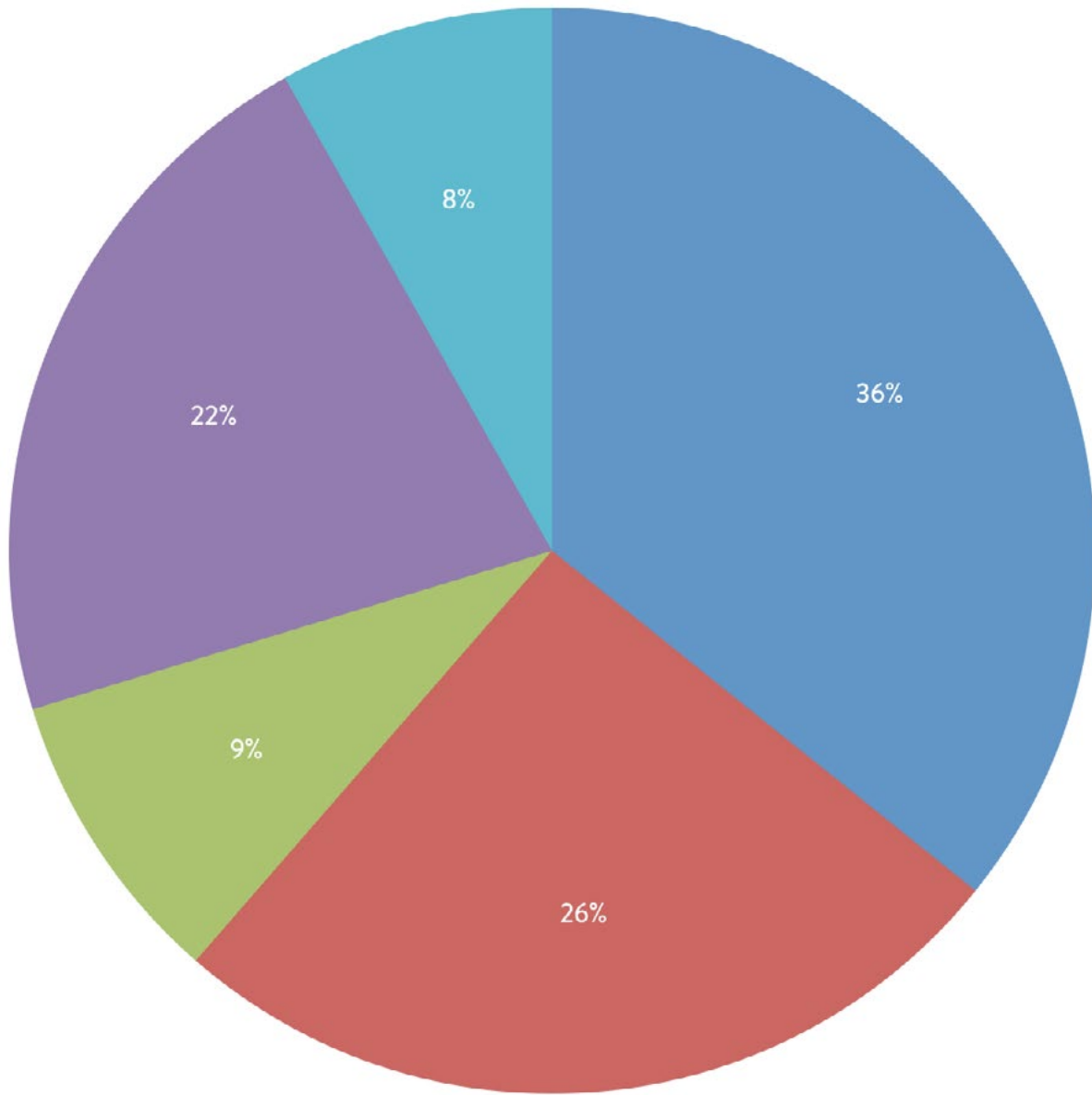
- No, we are not familiar with the services offered by a CVB - 34%
- We know what a CVB offers, but we have never consulted one - 16%
- We have consulted a CVB in the last 5 years - 16%
- We are likely to consult a CVB in the near future - 5%
- We have received assistance from a CVB in preparing a budget for our meeting(s) - 3%
- We have received assistance from a CVB in preparing a bid proposal for our meeting(s) - 5%
- We have received assistance from a CVB in finding suppliers for our meeting(s) - 5%
- We have received financial assistance from a CVB for our meeting(s) - 4%
- Other - 4%
- I don't know - 6%

18. Does someone in your organization read specialized magazines from the meetings industry media?



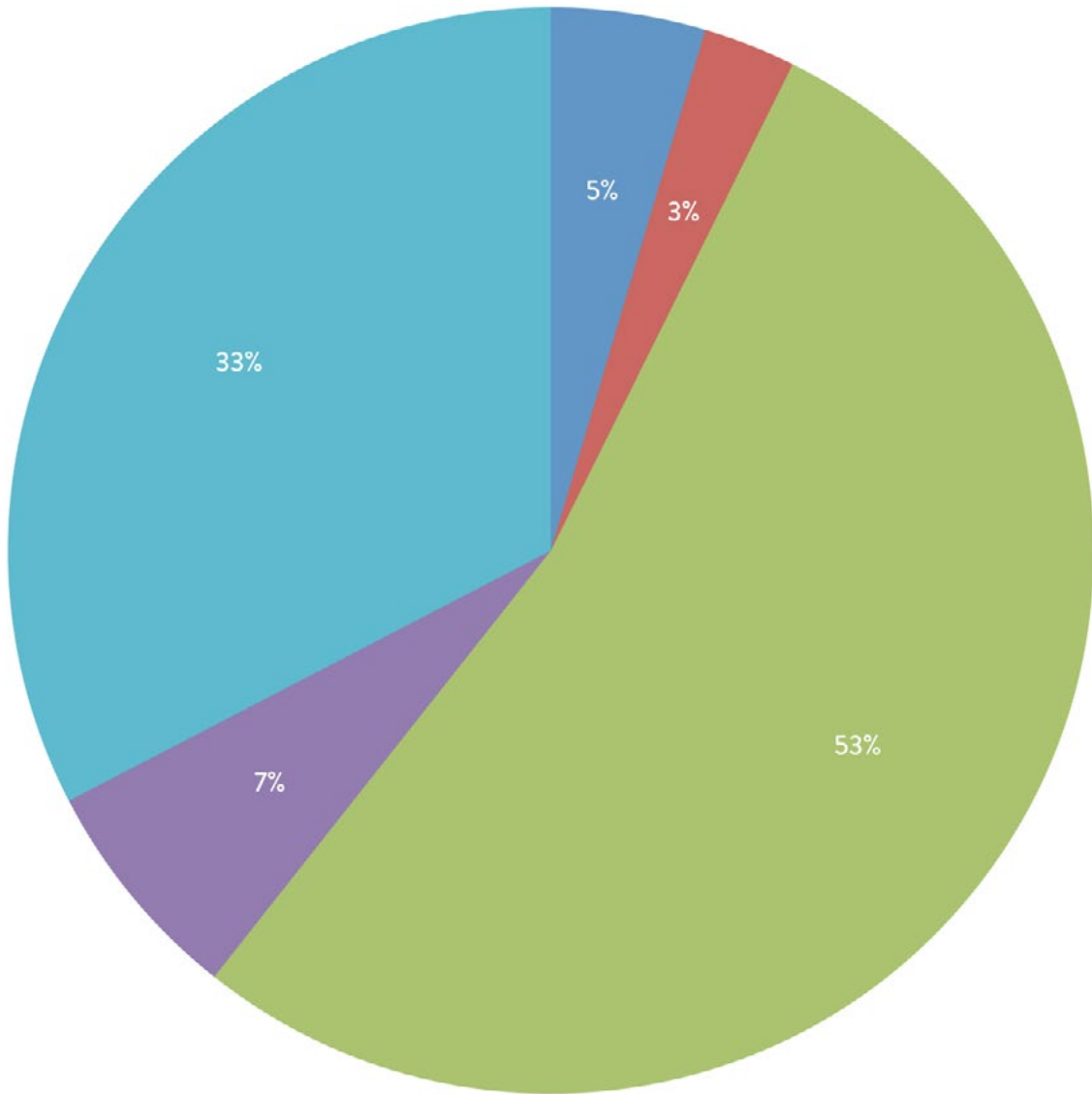
- No, we are not familiar with these publications - 39%
- No, we are familiar with these publications but we do not read them - 17%
- Yes, always - 8%
- Yes, sometimes - 29%
- I don't know - 7%

19. Does someone from your organization attend trade shows on travel and meetings?



- No. We are not familiar with such trade shows - 36%
- No. We are familiar with trade shows but we do not attend - 26%
- Yes, often - 9%
- Yes, sometimes - 22%
- I don't know - 8%

20. Your association is (probably - and possibly frequently!) contacted by companies that provide services and products for meetings.
How do you prefer to be contacted by such suppliers?



- Telephone - 5%
- Postal letter - 3%
- Email - 53%
- Website / web-form - 7%
- We prefer not to be contacted by any supplier in any way - 33%



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21. Do you have additional comments on international organization meetings to share?

A wide variety of responses were received for this question. Below are a few examples which highlight current and ongoing issues in organizing international association events:

- A recurrent problem: visa issues
- We consider that flying is a major contributor to Climate Change and actively discourage it.
- A greener methodology to organize events should be implemented. Less waste and excess food must be achieved.
- Excellent interpretation services are essential
- We see difficulties to attract younger members since their perspectives to continue in certain research fields are limited.
- Sponsoring is getting complicated since sponsors tend to give preference to large meetings.
- Rotation to different countries is preferred, but often this can restrict attendance from the other side of the globe.
- Sponsors prefer to aid high income professionals like doctors, lawyers, accountants, realtors etc. I think that this is the reason we get no funding, although each meeting is attended by several hundred professionals from the 5 continents.
- Last conference was hampered by bankruptcy of the (local) PCO. It is almost impossible to find a PCO that is active on all continents and if possible in most of the 65 countries that could be considered as possible hosts. Because of lack of sufficient trustworthy PCO's, we held our 30 conferences (since 1899) in only 18 different countries.
- Because our association is small, there is no advantage to us using a conference/convention bureau or similar service.
- The cost of international conferences is sky-rocketing. This is really a big challenge and efforts must be put in place to check hiking cost.
- I would like to know more about CVBs
- Different and not always transparent compliance rules in medical meetings and national differences in CME practice and rules are a major barrier in design and organise a educational and updating congress.
- There is a need of uniformity at least in Europe for compliance rules and expenses limits. They should be known by Associations ... not discovered when they approach sponsors. EFPIA doesn't provide information on this point to Association only to Members (pharma companies).

- European CME practices need to be rethought - EAACME CME credits are not accepted in the larger European countries but for international congress is simply not possible and not economically sustainable to present a file in each different European country from which the participants come from. Even further the actual impossibility to have CME credits when you have participants supported by the industry cut even more the possibility of funding without offering alternative options to fund high level education events.
- We have two significant challenges with venues: 1) our conference has been growing in Europe and we wish to accept as many good proposals as possible to encourage attendance and participation, but it is difficult to find conference hotels in city centers (or nearby) with a lot of meeting space. We are willing to use two conference hotels near one another (within 1-2 city blocks or across the street) to get adequate meeting space, but we have only ever received bids from individual hotels with no mention of partnering. 2) While universities can offer the meeting space that we need, our experience has been that they are incredibly difficult to work with and inflexible. They are unwilling to use our venue contract template and/or their attorneys will have to review it for MONTHS; and they will have requirements such as we must use the catering company they specify (including to serve alcohol at receptions), but they will not assume any liability for any part of the event (whether it is that someone trips and is injured due to something broken in a building on the campus, or someone is injured after being served too much alcohol at a reception, or something else). These things cause them to not even be considered for venues for our conferences.
- It is quite difficult to collect membership fee from different countries. Some countries do not allow people to bring their currency out of the original countries. And some countries do not provide enough budget for the researchers to go out of their countries to attend meetings. This kind of financial issue can be an obstacle to promote activities of international organization.
- We greatly appreciate the excellent services and welcoming atmosphere of the Maison International 40 rue Washington Brussels Belgium and would hope to engage with this venue for future AGMs
- We are building an internal capacity to organise meetings and we have done already more than 10 events which we plan to continue doing this way, using our members as volunteers.
- We are considering adding an industry exhibition portion to future meetings.
- After a quick search of CVBs online, there doesn't appear to be sufficient assistance with meetings that need to be held in Africa.
- We're a very specialized organization that meets in the facilities of local host/partner organization. We tend to meet in the developing world and need to identify funding to cover travel costs for participants from other countries in the developing world. Participants in A, B, C countries are expected to pay their own way. Last year we held our triennial in Canada for the first time since 1994 - and were much more successful in fundraising.
- We had great support from the equivalent of a convention bureau in City-A but none in City-B or City-C - - we needed to do it all ourselves and received no funding from the City (but did from provincial and federal sources). The City-B model is based upon how much you spend in the city, but we work hard to get as much as possible provided in-kind to allocate funding towards travel costs for people from developing nations.



UIA

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Associated and complementary information is available in the
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