

Guidelines for hosting International Balint Federation Council Meetings

These Guidelines were agreed at the Council meeting in Charleroi on 4th October 2012

The goals of these guidelines are to:

- Clarify the difference between IBF Council Meetings and IBF Conferences, (Congresses and Leadership Conferences)
- Provide a venue for IBF Council Meetings that is beneficial primarily to the organising national society and its members but also to the participating IBF Council members by creating the opportunity for interaction and learning.
- Minimize the planning burden on hosting national societies and the IBF Board.
- Minimize costs for attendees and hosting national societies.

Guidelines:

The IBF greatly appreciates the work involved for national societies in hosting Council meetings

- Member national societies considering hosting an IBF Council meeting are encouraged to hold this in conjunction with a national society's conference that is already planned or is being planned. This is in contrast to IBF Congresses which are standalone events and planned jointly by a local organising committee and the IBF Board.
- Continuing education credit should be available for attendees.
- 3 hours must be scheduled for the Council meeting during the conference. (The IBF Board meeting of 2-3 hours may occur the afternoon or morning prior to the official beginning of the conference and the IBF Board might ask the local organiser for help to finding a suitable meeting place.)
- The IBF Board assumes responsibility for planning the agenda for the Council meeting.
- If the hosting society intends to charge for participation at the conference the amount **must not exceed the actual cost and be kept to an absolute minimum**,). Fees for the conference must be substantiated by a budget which has to be approved by the IBF Board before a final decision is taken.
- Also hotel room rates of recommended hotels should be reasonable and negotiated by the hosting society at an advantageous rate if possible, certainly less than 100 Euros per room.