

# Guidelines for Colloquia

1. The National Association, which is to host the Colloquium, should establish an organising committee to liaise with the Secretary-General.
2. The National Association is encouraged to seek tenders at an early date for the organisation of the Colloquium from professional conference organisers (PCO) in their country.
3. On receipt of the responses to the invitation to tender, the National Association should make a recommendation to the Secretary General as to which PCO is to be engaged.
4. The National Association and the PCO should bear the following information in mind:
  - (a) CMI's preference for a venue for the colloquium is a large and well appointed hotel with facilities able to accommodate at least 250 delegates inclusive of accompanying persons (AP's).
  - (b) The Colloquium format has, historically, had the following features:
    - (i) Registration and a welcome cocktail party, the cost of which is included in the Registration Fee (or it may be sponsored), is generally held on the Sunday afternoon and evening.
    - (ii) The Colloquium starts on the Monday morning and runs through to late Wednesday afternoon.
    - (iii) On the Monday morning of the Colloquium, the President of the CMI, the President of the host National Association and, perhaps, a local dignitary welcome delegates and then open the Colloquium, Some modest "stage sets" (banners, logos of CMI and National Association, flags etc.) are displayed.
    - (iv) Monday (following the Opening Speeches), Tuesday A.M. and Wednesday A.M. are for Colloquium business sessions. A Plenary Session reviews the work of the Colloquium and passes Resolutions as may be necessary on the Wednesday afternoon, which is either preceded or followed by the CMI Assembly.
    - (v) Tuesday afternoon is normally set aside for an excursion and lunch, the cost of which is included in the Registration Fee  
A Gala Dinner (black tie or business attire as may be agreed) is held on the Wednesday evening, the cost of which is included in the Registration Fee
    - (vi) On the Sunday (prior to registration) a meeting of the Executive Council of the CMI is held. A meeting room, with tea, water and coffee service, for 16 persons will be required for this purpose.
    - (vii) Morning and afternoon tea and coffee should be provided to delegates on the Monday, Tuesday (morning only) and Wednesday.
    - (viii) It has, in the past, been found appropriate to split the business days as follows: business 09:00 –10:30; tea/coffee break; business 11:00 to 12:30; lunch break; business 14:00 to 15:30; tea/coffee break;

and business 16:00 to 17:30. This may be subject to adjustment as necessary.

(x) A luncheon should be provided to delegates on the Monday and Wednesday. The cost is included in the Registration Fee.

(xi) The Executive Council and nominated members of the National Association hosting the Colloquium (with AP's) should try to have lunch or dinner together at some stage during the week.

(xii) LCD projection for PowerPoint presentations, appropriate audio aids (podium and tabletop microphones) and cordless roaming microphones (2 for each concurrent session, plus runners) are required for most sessions.

(xiii) The possibility of high quality simultaneous English/French and French/English translation should be investigated and costed.

(xiv) A room should be available from the Sunday to the Wednesday sufficiently large to house 1 or 2 secretaries of the CMI Secretariat. This office should contain a fast photocopying machine and 1 or 2 computers with adequate stationery, etc. e.g. staplers, pens, paperclips, photocopying paper. If possible, an Internet link should be installed for the duration of the Colloquium.

(xv) Some delegations will need to use meeting rooms during the Colloquium. For this purpose, one meeting room (maximum 20 people) should be available and bookable for use through the CMI Secretariat.

(xvi) The Colloquium facilities should include sufficient space to hold the Opening Speeches session on the Monday morning, and the Plenary Session and Assembly on the Wednesday afternoon at which all delegates will be present. If possible, the room layout for all sessions should be in school room format (tables and chairs).

(xvii) For the remainder of the sessions, it may be necessary to break down the large space into two or three separate areas for separate sessions. The likely number of delegates that will attend each of the separate sessions will vary from Colloquium to Colloquium.

(xviii) Approximately 12 months prior to the scheduled date of the Colloquium, a flyer or e-mail notice should be sent to all National Maritime Law Associations. See paragraph 6 for further publicity details.

(xix) A Colloquium brochure, including registration forms, should be emailed at least 8 months prior to the Colloquium. Early payment of the Registration Fee 2 should attract a discounted rate. This brochure should contain an outline of the topics to be discussed. CMI will supply copies of previous brochures for reference. A Colloquium website should be established with full, regularly updated, details. E-mail or Internet registration and optional payment by credit card should be encouraged. Regular reminders about the Colloquium should be sent by e-mail to all potential delegates.

(xx) An AP programme should be considered involving interesting, cultural visits for the Monday and Wednesday. Generally, these should be of half-day duration only. These visits should be optional and chargeable separately.

(xxi) Seating for the Plenary session and Assembly will be by National Association; national name cards will need to be printed for display in holders on the tables.

(xxii) The host Association may wish to consider a social programme for an evening or evenings of the Colloquium, either hosted by a local organisation or included in the Registration Fee, or charged as a separate item.

(xxiii) Dress code for the Colloquium sessions and social events should be specified in brochures and Colloquium documents.

(xxiv) At registration, each registrant should receive a calendar of events, the final programme for the Colloquium and a list of registrants.

5. Colloquium Budget: The host Association provides the funding and takes the financial risk. The budget should be prepared by the local Association on the basis of the above information. Registration Fees should be designed to make a small surplus. The surplus generated will often be shared on a 50/50 basis between the CMI and the host Association. The CMI will not put funds up front and cannot accept any responsibility for financial deficits. The host Association shall take into account any local tax liabilities, including withholding tax on remittances to the CMI.

(a) The cost of publishing and distributing the papers prepared for the Colloquium should be included in the budget. (The method of publication and distribution, which is a developing topic, will need to be discussed with CMI well In advance.)

(b) The printing of the flyers, brochures, registration forms, as well as lists of delegates and programmes of the Colloquium for delegates, as well as menus, etc., will also need to be taken into account in the budget.

(c) The cost of publication of the papers in the CMI Yearbook produced at the Colloquium will be borne by the CMI.

(d) The President, Secretary-General, Treasurer and Administrator of the CMI will, unless agreed otherwise, be indemnified, in whole or in part, by the CMI for the Registration Fee, accommodation, and travel expenses. Other Executive Councillors may have some or all of the Registration Fee, and accommodation and travel expenses covered by CMI. The CMI President will decide on this.

(e) The CMI President will also decide on how much of the Registration Fee and the cost of travel and accommodation for Chairmen of Colloquium sessions, Rapporteurs and invited speakers will be borne by the CMI or included as a Colloquium budget expense.

(f) The staff of the CMI Secretariat pays no Registration Fee and their accommodation and travel expenses will be borne by the CMI.

*NOTE: It is essential that the CMI and the organising National Association agree, at the time when the budget is being finalised, how many individuals will receive concessions and to what extent.*

6. Publicity: Preliminary information (flyers or e-mails) should be prepared and distributed to:

(a) each member of the Executive Council and all Titulary Members. The information contained therein will be agreed by the host Association and CMI before distribution

(b) all attendees at the immediately previous CMI Colloquium or Conference

(c) the Presidents and Secretaries of each National Association. They should be encouraged to distribute photocopies to members of their Association

(d) Consultative Members and Observers

(e) all appropriate shipping, legal and trade associations and persons within the host country and the region.

7. A website for the Colloquium should be established as soon as possible and the coordinates distributed with all notices and mailings.

8. The host Association should obtain as much sponsorship money as possible from local and international shipping, trade and legal groups, and may accept advertising to be inserted in the Colloquium literature and allow displays by sponsors at the Colloquium. Sponsors may be invited to support particular events during the Colloquium such as a tea/coffee break, lunch or evening social event. Levels of funding, e.g., Gold, Platinum and Silver, with a financial limit attached to each, may be appropriate and included in the brochure and notices to delegates immediately prior to the Colloquium.

9. Colloquium space should be booked at the earliest possible date.

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