



**International
Handball
Federation**

**XVIII.
Regulations for
IHF Symposia**

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Table of contents

	Page
1. Conditions	3
2. Registration	3
3. Theoretical lessons, lectures and work group	3
4. Practical lessons and demonstrations	4
5. Social programme	4
6. Diploma	4
7. Closing banquet	4
8. Cost allocation / financial arrangements	5

The Commissions of the International Handball Federation are, individually or together with other commissions, organising symposiums, the content of which lies within their field of responsibility (see Bylaws, article 17).

The symposia will be announced by the IHF. Applications shall be sent to the Head Office. The Congress/Council will transfer the organisation to a member federation which will prepare for and implement the symposium according to the provisions laid down in the present regulations. At the same time the participation fee to be paid to the organiser will be determined.

1. Conditions

The organiser is expected to hold the symposium in suitable premises (hotel, sports school, etc.). At the same time, if possible, it should be ensured that participants and IHF representatives stay, eat and drink together in one complex.

2. Registration

Upon registering for the symposium, participants or their national federations must transfer one-third of the participation fee to the organiser. The remaining amount must have been paid by the time the symposium begins at the latest.

In return for this fee the organiser must provide accommodation and meals for the participants. Participants should be accommodated in double rooms. A surcharge must be paid for a single room. IHF representatives will be accommodated in single rooms.

3. Theoretical lessons, lectures and work group

The following has to be provided:

- 3.1.** Auditorium for 120 to 150 participants, equipped for simultaneous interpretation into the three official IHF languages (English, French, German) with sufficient microphones for the participants.
- 3.2.** At least four seminar rooms, each capable of holding between 30 and 40 people (no facilities for simultaneous interpretation).
- 3.3.** Technical equipment (VHS and DVD recorders, projectors, screen, etc). The organiser must be told in good time what equipment is required.

4. Practical lessons and demonstrations

The following has to be provided:

- 4.1.** A sports hall (complying with international handball standards and room for spectators) for practical lessons, demonstrations and matches and training material, such as balls, mats, dumbbells, skipping ropes, equipment for practising jumping, etc.
- 4.2.** A good handball team with two goalkeepers and between 12 and 14 court players, so as to be able to fill all attacking and defensive positions, plus an attendant or coach who is familiar with the game and capable of leading the training session. The players must be capable of demonstrating and of putting into practice their technical and tactical training as well as the rules and their various interpretations.
- 4.3.** A portable (if possible wireless) microphone and loudspeakers in the sports hall for the person leading the practical lessons, whose words will be translated consecutively by the interpreters of the corresponding language group (no simultaneous interpretation required).

5. Social programme

A tour of the city and/or an excursion - possibly going out for an evening meal. The relevant costs must be included in participation fee.

6. Diploma

The organiser must issue certificates for each participant confirming their attendance. These certificates will be signed by the relevant Commission president as well as by a representative of the organising federation.

7. Closing banquet

A joint banquet to mark the official end of the symposium.

8. Cost allocation / financial arrangements

8.1. Council and Commission members

- 8.1.1. The IHF will bear the costs of travel, daily allowances, vaccinations and visas for IHF representatives.

The IHF will also pay a remuneration for each speaker making a presentation at the symposium (theoretical lessons, lectures, practical lessons, etc). The amount will be decided by the president of the relevant Commission (see Financial Regulations).

The IHF has the right to use the presentations and material taken from symposia for its own ends.

- 8.1.2. The organiser shall bear board and lodging (full board including beverages).

8.2. Speakers

- 8.2.1. In principle the costs incurred for travel, vaccinations, visas, etc and the daily allowance as determined by the appropriate national provisions shall be borne by the national federation of the relevant speaker.

- 8.2.2. The organiser will bear board and lodging (accommodation in a single room and full board including beverages).

- 8.2.3. Remuneration of the speakers will be effected in accordance with the Financial Regulations.

8.3. IHF lecturers

- 8.3.1. In principle, IHF lecturers nominated by the Commissions are obliged to attend IHF symposia.

- 8.3.2. As a rule, the national federation will bear the full costs (travel, vaccinations, visas, daily allowance) incurred by IHF lecturers from its country.

