



# **CISM INTERNATIONAL SYMPOSIUM**

***GUIDANCE FOR THE ORGANIZATION  
OF A CISM INTERNATIONAL SYMPOSIUM***

***CISM***

Friendship through Sport

**Edition 2006**

# **GUIDANCE FOR THE ORGANIZATION OF A CISM INTERNATIONAL SYMPOSIUM**

## **1. INTRODUCTION**

This document deals with the organization of a CISM International symposium and aims to explain its working procedure. It will not replace the CISM Procedures Manual but, in a way, constitutes the internal rules for the conduct of these Symposia. This Document shall be read in conjunction with the CISM Manuals of Policy and Procedures.

**Consequently it is essential that delegates and the organizing committee be familiar with this document in order to ensure a smooth conduct of a CISM International Symposium.**

### **1.1. PRESENTATION OF THE INTERNATIONAL MILITARY SPORTS COUNCIL**

The International Military Sports Council, known by its acronym "CISM", is an international sports association composed of the armed forces of member nations accepted by the General Assembly. CISM is open to the armed forces of all nations. The fundamental aim of CISM is to promote sport activity and physical education between armed forces as a means to foster world peace. This ideal is encapsulated in the CISM motto "FRIENDSHIP THROUGH SPORT".

#### **1.1.1. Background**

CISM was founded on 18 February 1948 in Nice, France. The five founding nations were Belgium, Denmark, France, Luxembourg, and the Netherlands.

In the aftermath of World War I, an American, General John Pershing, recognized the need to breakdown linguistic and cultural barriers and promote friendship and morale among soldiers of Allied Forces. As a result, he established the Allied Forces Sports Council in 1919 and organized the first international military sport event, the Inter Allied Games, in France. These games involved 18 nations from five continents and 1500 athletes in 24 sports.

Following the Second World War, the Allied Forces Sports Council was revived and the second Inter Allied Games were held in 1946 in Berlin. Most notably, allies from Western and Eastern Europe competed in harmony. Unfortunately, because of political discord, the Allied Forces Sports Council was extinguished in 1947. However, the ideal was rekindled the following year with the founding of CISM and the rise of a global vision.

#### **1.1.2. Scope and Activity**

Since its founding in 1948 with five European nations, CISM has grown today to 127 member nations from Europe, Africa, Asia and South, Central and North Americas. In addition to many continental and regional championships, CISM organizes over 20 World Championships annually and the Military World Games every four years with about 6,000 participants including Olympic Medallists and World Champions. CISM also provides clinics, technical and solidarity assistance to member nations.

#### **1.1.3. Structure**

The supreme authority of CISM is the General Assembly in which all member nations are represented. It approves statutory matters, strategic and annual operational plans and convenes once a year. The General Assembly elects a Board of Directors, which is the policy-making body headed by an elected President, the CISM President. It convenes at least twice a year. The General Secretariat, located in Brussels, is the permanent executive and administrative body.

Liaison Offices are established in Europe, Africa, Asia and the Americas to coordinate regional activities. Technical Committees are also established to manage, develop, and supervise the technical aspects for each sport.

CISM maintains close relationships with national, international sport federations and other international organizations such as the IOC.

## 1.2. WHAT IS A CISM INTERNATIONAL SYMPOSIUM?

A CISM International Symposium is a high level Congress gathering high authorities around a specific theme. The theme of a CISM International symposium has to be voted by the Board of Directors and presented to the CISM General Assembly. During a CISM International Symposium, all the participants will present and debate various specialized lectures around the elected theme.

The aim of a CISM International Symposium is to present and share amongst all the participants, and more globally amongst the whole CISM Community, the scientific, sport, technical ... knowledge of the CISM Member Nations. During a Symposium, any Member nation is offered the possibility to show the CISM Community its latest progresses in a specific field. Likewise, any participating Member Nation can benefit from the experience of its colleagues to improve its way of functioning in the same specific field. In this sense, a CISM International Symposium is a tool for the development of CISM as a whole, as well as a tool for improvement for all the CISM Member Nations internal organization(s).

## 2. RESPONSIBILITY

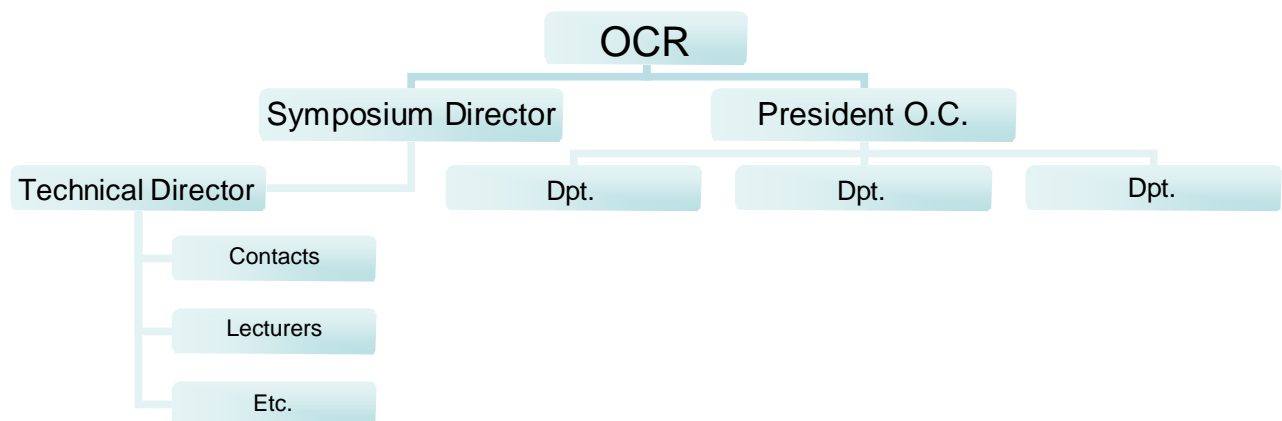
The organization of a CISM International Symposium is entrusted to a CISM Member Nation which shall set up an organizing Committee for the event.

The CISM Board of Directors will select amongst its members a CISM Official Representative who shall be the highest authority of the Symposium.

Regarding the topic of the Symposium, the involved CISM Commission (Sport, Sport Medicine, Planning, etc.) will appoint a representative who will be highly involved in the preparation of the symposium.

In order to ensure a smooth collaboration and an efficient exchange of information between the different involved parties, the CISM Secretary General will appoint one of his Deputies as Symposium Director.

We could summarize the involved responsibilities as follows:



### **3. PARTICIPANTS**

The following military authorities are subject to participate in a CISM International Symposium:

- CISM BoD Members
- Chiefs of Delegations
- Delegates
- Experts belonging to a CISM Member Nation
- Commission Presidents/Members
- Presidents Technical Committees / TC Members
- Referees
- Coaches and team captains
- Athletes

After approval of the Board of Directors, course/Symposia can be open for civilians.  
The participation of women in a CISM International Symposium is highly encouraged.

In addition to the above-listed possible participants, the Host Country is encouraged to invite high authorities of its armed Forces and Government as well as famous national experts dealing with the main subject of the symposium.

### **4. PREPARATION**

The organization of a course/Symposium is entrusted to a nation at least one year in advance.  
Consequently the organizing country has at least one (1) year for its preparation.

#### **4.1. PLACE**

A CISM International Symposium can raise considerable interest in the area in which it is organized and may, as experience has shown, lead to the affiliation of new countries. Since many people are involved in this major event, it is advisable to organize it in or in the neighbourhood of a big city where the appropriate (sports) accommodation is available and close to an international airport. The choice of a good location is very important since it will limit transport and communications problems.

A CISM International Symposium is one of the main events of the CISM calendar of activities, it is in this sense a highly promoting tool for the CISM Visibility and for the organizing country to divulge new knowledge. It is therefore advised to have famous guest speakers during the sessions to strengthen the importance of the event.

#### **4.2. DATE**

The date of a CISM International Symposium must be fixed one year in advance.

#### **4.3. PLANNING**

The involved Commission (s) is (are) advised to plan the organization several years in advance and to take all CISM recognized sports into account and also an acceptable repartition of the Symposia on different continents.

#### **4.4. PREPARATION PHASES**

##### **4.4.1. LONG TERM PREPARATION**

The organization of a CISM International Symposium has progressively become a complex operation. It is, in fact, a matter of enabling a growing number of delegates to take part in the activities of an organization which is constantly growing. This means that the preparations must begin early.

The location of the venue, the accommodation, the transportation, etc... must be fixed long in advance. The long term preparation is mostly entrusted to the organizing country and is extremely important as it is the basis for the smooth conduct of a CISM International Symposium.

## 4.4.2. ON THE SPOT PREPARATION

The course/symposium is divided into two parts :

- part 1 : the preparatory meetings with the Organizing Committee, the Symposium Director and the Technical Director.
- part 2 : the symposium itself

All the phases need a specific preparation. It is therefore highly recommended that the Symposium Director and the Technical Director arrive several days prior to the start of the Symposium

## 5. PROCEDURE

Any nation interested in the organization of a CISM International Symposium must inform the CISM General Secretariat about its intentions. On this purpose, the Member Nation shall return the candidacy

Form to the General Secretariat (Appendix 1). The candidate country must specify if the participation is limited in number. Likewise, the candidate must specify any financial restriction.

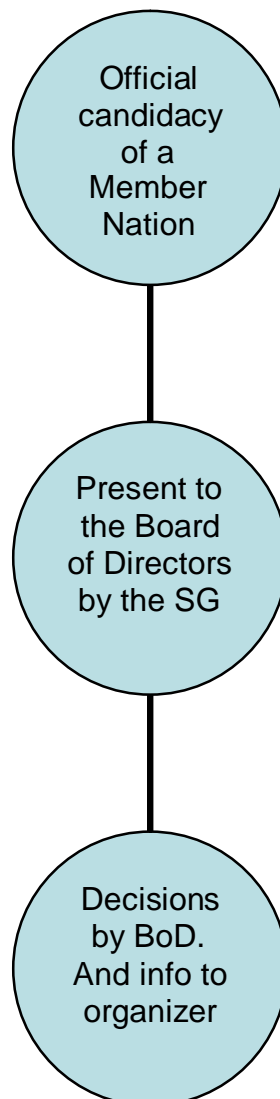
Upon reception of the official candidacy, the Secretary General will send it the present document as well as any additional requested information.

If the country is willing to receive a financial and/or technical support of CISM, it is obliged to use the official request form given in APPENDIX 2. No symposium will be financially supported if no request form was filled in.

The Secretary General then presents the different candidacies (if so) to the Board of Directors. The latter shall study the various files and will choose the host country and the Main Topic of the symposium. According to the nature of the Main Topic, the involved Commission appoints one of its member (President or member) as Technical Director.

The Secretary General shall appoint one of its Deputies as Symposium Director.

The selected country is then officially informed, by official written letter, about the decision of the BoD and about the different appointments at the end of the BoD Meeting.



## 6. FINANCIAL CONDITIONS

### 6.1. GENERAL

As a general rule, a country organizing a CISM International Symposium will base its organization on the following conditions :

- Travelling expenses  
The travelling expenses of all participants to the host country (nearest international airport) are borne by the delegations they belong to. Local transportation is at the expense of the host

nation. The travelling expenses of the appointed lecturer and other individuals can be on CISM's expense if this is foreseen in the request forms and if this is approved by CISM.

- Board and lodging  
In principle, full board and lodging of all the participants are met by the organizing country. No financial contribution may be claimed per participant. When the organizers cannot offer full board and lodging to the participants, this must be clearly stated in the Appendix 1.  
Any financial contribution must clearly be announced in the invitation and may afterwards not be changed.

The above mentioned conditions are valid for the duration of the symposium. If a participant stays for a longer period of time (early arrival, late departure), he can be obliged to pay his stay.

The organizing country is responsible for all financial aspects regarding the hire of rooms, the board and lodging of the organizational staff and simultaneous interpreters (if necessary). For the latter, CISM can help in finding interpreters and pay their transport and daily allowances.

Immediately upon arrival, participants are informed, in writing, of the exact conditions of stay, stating the various extra expenses for which they will be held accountable such as beverages, telephone calls, dry cleaning, laundry and any additional items.

## 6.2. SPECIFIC FINANCIAL ASSISTANCE BY CISM

Any symposium organizer may request a financial assistance by CISM. On this purpose, he will fill in the financial request form appearing in Appendix 2. Nevertheless, this is subject to the following conditions:

- The request form must correctly be filled in by the Chief of Delegation and duly signed.
- It has to be sent to the General Secretariat before 15 September of the year previous to the year of the requested Symposium.
- The secretary of the involved Commission will inform the appropriate authorities and the responsible for Technical Assistance (SG) and they will analyze the request form and technical/financial implications.
- The request will be studied at the meeting of the involved Commission.
- The proposals of the Commission will be submitted to the Commission for Finance and to the Board of Directors of CISM for approval at its November meeting.

## 7. DURATION - PROGRAMME

### 7.1. DURATION

A CISM International Symposium is generally organized in the period September-October

The average duration of a CISM International Symposium, including one day reserved to the arrival and one day reserved for the departure of the participants is **7 days**.

### 7.2. PROGRAM

It is obvious that the program must be known in advance and that a minimum of changes must be accepted. Every change is a reason for misunderstanding and difficulties. The programme is fixed in collaboration with the Symposium Director

The hereafter presented program must be considered as the program by default:

- Day 1 : Arrivals
- Day 2 : Arrivals and Opening Ceremony
- Day 3 : Lectures
- Day 4 : Lectures
- Day 5 : Lectures and Closing Ceremony
- Day 6 : Cultural Day

- Day 7 : Departures

## 8. PRELIMINARY INFORMATION

A member nation requesting to organize a CISM International Symposium may be required by the involved Commission to provide information regarding the proposed program, facilities and accommodation to be used, to the General Secretariat as a prerequisite to securing approval to organize the course/symposium. On site inspections by appropriate officials may be required.

## 9. INVITATION

### 9.1. STATUTORY RULE CONCERNING THE INVITATION

See. CISM Procedures Manual, Ch. 3 art.3.1 – 3.2 – 3.3

### 9.2. INVITATION PROCEDURE

Any country organizing a CISM International Symposium must extend invitations to all CISM member nations at least **six (6) months** before the date set of the symposium :

Additional invitations must be sent to :

- the members of the Board of Directors;
- the CISM Secretary General;
- the Presidents Technical Committees
- the Chiefs of the Liaison Offices;
- the partner firms of CISM involved.

In the case of countries which are not members of CISM but for which the organizing country has obtained special permission either from the participating countries or from the Board of Directors, invitations are extended through diplomatic channels only.

### 9.3. INVITATION FILE

The invitation file has a cover page with the CISM emblem and the organizing country's coat of arms and contains at least the following points :

- the standard invitation text;
- the countries invited;
- the general program;
- the detailed program and the topics to be discussed.
- the conditions of stay;

The following points will be specified :

- access to the location of the event (nearest airport, etc);
- customs regulations and formalities required for entry to the country.
- police regulations (passport, visa, etc);
- health regulations (vaccinations, etc);
- dress regulations (winter-summer uniforms, etc);
- weather conditions;
- postal address;
- extra expenses to be met by participants;

Registration forms including a :

- **Preliminary agreement :**

The preliminary agreement gives an overview of the participating authorities. The preliminary agreement, informing the organizing country of the exact number of participants and thus representing an important operational basis, is requested to be returned at least **three months** prior to the symposium and at least **two months** prior to the symposium.

- **Final agreement :**

The final agreement specifies the names and ranks of the participants, with other relevant and necessary information such as the arrival date, hours, etc ... The final entry is requested to be returned at least one month prior to the symposium.

The organizing committee and the participants should bear in mind dispatching delays, so that these documents may reach them within the required time.

## **10. COMPOSITION OF A MISSION**

Participants sent by their countries to a CISM event are called "missions".

The composition of a mission to a CISM International Symposium is stated in the invitation file extended by the organizing country.

Delegations are required to strictly respect the standard composition of a participating mission. No other additional member may be included in the mission without special authorization from the organizing country. In all cases where the composition is not respected, missions must pay the extra accommodation costs. Host nations have no financial nor organizational obligations towards people who are not included in the mission (relatives, etc.).

## **11. WITHDRAWAL OF PARTICIPATION**

Any nation that withdraws from participation in a CISM International Symposium for which it had sent in the final entry, is requested to notify the organizers at least eight (8) days before the opening of the symposium (with copy to the General Secretariat).

## **12. ORGANIZING AUTHORITIES**

### **12.1. PATRONAGE COMMITTEE**

The symposium may be placed under the patronage of a high authority or a patronage committee if the organizing country so wishes.

It consists generally of governmental, military, and sports authorities of the host country.

### **12.2. CISM STAFF/LECTURERS**

The material organization of a CISM International Symposium is made by the host country.

The organization of a doctrinal course, doctrinal symposium, scientific course and CISM congress is made by a staff appointed by CISM and headed by the Technical Director of the symposium.

The Technical Director of the symposium is in charge of the conduct of the event and of the content (appointment of the lecturers and supervision of the presentations)

The Symposium Director is responsible (in close collaboration with the organising country) of the material organisation.

### **12.3. HOST DELEGATION**

The Chief of Delegation is responsible for all aspects of the long-term preparation of a symposium i.e. :

- filling in the official request form (see Appendix 1);
- drawing up a financial plan;
- Filling in the specific form for a Financial Assistance Request when needed (see Appendix 2);
- drawing up an exact calendar (with place and date);
- drawing up an exact day-by-day program;
- drawing up the operating chart;

- appointment of the organizing committee (invitation to interested dignitaries);
- sending out invitations to the participants;
- purchase of gifts and other awards;
- organization of press conferences, etc.

## **12.4. ORGANIZING COMMITTEE**

### **A. Composition**

The organizing committee is made up of nationals of the host country, who may call upon experts from other countries for assistance.

### **B. Duties**

It is responsible for the on the spot preparation of a symposium which includes :

- appointment of the various commissions and definitions of their duties;
- organization of the secretariat;
- information flow to the participants.

## **13. PROGRAMME OF STAY**

The programme informs the participants about the following :

- general calendar;
- detailed calendar and schedule of meetings;
- place and date of the closing and opening ceremonies;
- place and date of the closing banquet;
- dress regulations for the various occasions;
- security matters;
- addresses and telephone numbers of the different embassies, military attachés, etc.;

## **14. RULES OF THE STAY**

### **14.1. GENERAL**

Immediately upon arrival, participants are informed, in writing, of the exact conditions of stay, stating the various extra expenses for which they will be held accountable.

The participants fall under the jurisdiction of the organizing country.

They must be informed about the forbidden or to avoid behaviours and attitudes relating to the laws and habits of the country.

### **14.2. MILITARY UNIFORMS**

Participants must wear military uniform during official ceremonies such as the opening and closing ceremony.

### **14.3. FORBIDDEN ACTIONS**

See CISM Procedures Manual, Ch III, art. 3.17

## **15. ARRIVALS**

### **15.1. GENERAL**

As a general rule, participants are required to strictly comply with the scheduled arrival date(s) fixed in the invitation.

The absence of a participant without prior notification, the early and late arrival and the arrival of an unexpected participant will be handled in conformity with the relevant articles of the CISM Regulations.

## **15.2. MEANS OF ARRIVAL**

### **15.2.1. Airway**

The organizing country must foresee a reception desk at the national airport with (if necessary) a permanency of 24 hours. This desk must be in direct contact with the secretariat and thus with the transport department. When no permanency can be foreseen, a clear notice must be issued so that arriving delegates know what to do. The organizing country must foresee enough assistants to help the participants with the entry formalities and luggage.

### **15.2.2. Railway**

Delegates arriving by rail should also be taken care of and be picked up.

### **15.2.3. Road**

It is recommended to send a road map of the locations if people are willing to arrive by car.

### **15.2.4. Welcome and check-in**

Mostly participants have had a long trip and they are tired when arriving at the hotel. A "welcome" drink is advisable and is proved to be "anti-stress".

When check-in is done, the participants must receive a information package (in eg. an attaché case) with all necessary information on their "rights and duties", the programme, ... and other relevant items such as invitations to ceremonies and dinners, meal tickets, tourist information, etc .

## **16. ACCOMMODATION**

See CISM Procedures Manual

## **17. TRANSPORT**

Modern cars and buses must be provided by the organizing country.  
The following transport must be foreseen :

- one car for the President and/or Secretary General (if present)
- one car for the Official CISM Representative
- one car for the Symposium Director
- mini buses or buses (N° 3, 4...) for the participants.

Complementary to this, some reserve cars must be foreseen for extra transports such as late arrivals, early departures, hospitalisations, ...

All vehicles used by missions will, if possible, bear the CISM emblem.

## **18. MEDICAL CARE - SECURITY AND INSURANCE**

See CISM Procedures Manual

## **19. CISM MEETING POINT - CISM CLUB**

See CISM Procedures Manual

## 20. OFFICES

The organizing staff should provide the necessary rooms and can be guided by the following rules which are to be adapted to the situation concerned:

- one dactylo pool  
This room should comprise at minimum one person responsible for typing work. They must be able to type in English and/or in French. The room must contain the necessary computers and printers.  
Complementary to this all necessary office equipment must be available such as paper, rubbers, pens, pencils, perforating and staple machines, rulers, scissors, scotch tape, paper clips, ...
- one copy centre  
This very important centre must contain at least one high capacity copy machine (10.000 copies a week). It must be staffed with at least one copier and one technician.  
The centre must at minimum contain the following equipment : 10.000 sheets of white paper, 200 overhead plastics. It must also contain good stapler machines, small office equipment such as rubbers, pens, pencils, rulers, scissors, scotch tape, paper clips, ... and all necessary copy inks.

## 21. SYMPOSIUM ROOM

A modern and large room has to be provided for the symposium. The decorations (signs, banners, ...) of the room and the disposition of the tables is left to the initiative of the organizing country

On every place the following can be foreseen :

- identification plates or cards;
- a miniature flag to be placed in front of the delegations;
- a glass and water bottles;
- paper and ball-pens;

### **Microphones** (if necessary)

One fixed microphone can be foreseen for the lecturer(s)

One movable (wireless) microphone is to be foreseen close to the overhead projector (for the symposiums)

Another movable microphone is to be foreseen for the room

For each participant a headphone must be available

**Simultaneous interpretation** must be foreseen as the working language of a CISM International Symposium is English. The preparatory documents and the working documents for the simultaneous translators will be handed over to the interpreters. It is absolutely necessary to test the equipment before the symposium. At minimum two interpreters toward English are to be foreseen per language.

### **Audio-visual apparatus**

The following apparatus must be available :

- one slide projectors
- one overhead projectors (and reserve lamps)
- one pointer or long stick
- a projection screen of minimum (2 m height and 3 m large)
- a video projection system (VHS)

During the projections, the lights in the room must be dimmed, but the participants must always be able to write and take notes.

## 22. COFFEE BREAK ROOM

The coffee break (one in the morning: mostly between 10.15 and 10.45 and one in the afternoon: mostly between 15.15 and 15.45) must be close to the meeting room. Coffee and other refreshments should be available in sufficient quantities.

## 23. TOILETS

In the neighbourhood of the meeting room, a sufficient amount of toilets must be available. It is obvious that the necessary toilet attributes (paper, soap, ... ) be present.

## 24. TIMING OF THE SESSIONS

Sessions will have mostly the following timing:

09.00-10.15: session  
10.15-10.45: coffee break  
10.45-12.00: session  
12.00-14.00: lunch  
14.00-15.15: session  
15.15-15.45: coffee break  
15.45-17.30: session

## 25. CEREMONIES AND PROTOCOL

### 25.1. MILITARY CHARACTER

All CISM events must bear a military character and include ceremonies destined to enhance their prestige. The following rules and recommendations support this purpose and delegations organizing the symposium are requested to apply them and to use them as an operational basis, with all due respect to the protocol and the military traditions of their countries.

### 25.2. OPENING AND CLOSING CEREMONIES

#### 25.2.1. OPENING CEREMONY

The host nation can organize an opening ceremony following its own inspiration. The opening ceremony should include a military ceremony. This ceremony is conducted according to local customs and procedures.

The following points are obligatory during an opening ceremony.

- the CISM flag is hoisted to the sounds of the CISM anthem
- the Symposium Director or the Official CISM Representative and a dignitary of the host nation pronounce a welcome address.
- the symposium will be opened by the Official CISM Representative with the traditional phrase : **"I declare the ... International Symposium of the International Military Sports Council open"**.

An example of an opening ceremony is given hereunder:

- Entering of authorities in the room
- Soldiers bring CISM flag in room on the sound of the CISM march
- National flag is hoisted and national anthem is played
- CISM flag is hoisted and CISM anthem is played
- Speech by the Symposium Director/ OCR
- Speech by a high authority of the host nation
- Military parade
- Cultural and folkloric activity and/or video on country etc...

#### 25.2.2. CLOSING CEREMONY

The closing ceremony of a CISM International Symposium is performed in the same practical manner as the opening ceremony, but includes possibly the distribution of diplomas.

The closing ceremony ends with the traditional phrase: **"I declare the ... International Symposium of the International Military Sports Council closed"**.

### **25.3. PROTOCOL VISITS**

The choice of protocol visits is left to the initiative of the host authorities

### **25.4. CLOSING BANQUET**

Tradition requires that the closing banquet be attended by all members of the organizing committee and participants in the symposium.

The CISM Official Representative takes the floor on behalf of CISM and therefore on behalf of all participants.

In the course of his final speech (the last to be delivered) he is advised to stress the following points:

- the role of CISM in general (its aims and accomplishments, its spirit and its future);
- the host nation's contribution to CISM;
- congratulations to the organizers.

He may present the traditional CISM souvenirs to selected members of the organizing committee, which are, as a rule, the only presents offered in public at this occasion.

## **26. OTHER ACTIVITIES**

During a CISM International Symposium the following other official activities are organized:

- press conference (see CISM Regulations)
- cultural activities (see CISM Regulations)

## **27. PHOTOS**

Most of the participants at a CISM International Symposium are willing to purchase photos of the event. The organizing country is requested to take the necessary steps in order to produce them. In any case one set of photos for the General Secretariat (archives, Website and Sport International) must be foreseen.

## **28. DIPLOMAS**

In every CISM International Symposium, CISM participation diplomas are given.

The presentation of diplomas takes place just before or during the closing ceremony, but whenever possible it should be done in public. Wearing of uniform is mandatory on this occasion.

## **29. SPECIAL RECOMMENDATION**

The Chief of a CISM Delegation sending a participant in a course/symposium must inform the participant of the CISM rules and traditions.

## **30. REPORTS**

The organizing delegation in collaboration with the Official CISM Representative, the Symposium Director and the Technical Director fill in the "Symposium Joint Report" to be addressed to the General Secretariat within thirty (30) days following the event.