



INTERNATIONAL ASSOCIATION OF
GERONTOLOGY

MANUAL OF OPERATING PROCEDURES

2001 Revision

Endorsed at
XVIIth World Congress of Gerontology,
Vancouver, BC Canada

July 2001

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INTERNATIONAL ASSOCIATION OF GERONTOLOGY

MANUAL OF OPERATING PROCEDURES

I. PURPOSE AND HISTORICAL CONTEXT

The By-laws of the Association were reviewed by a committee of Council and an English version was approved by Council at the XIIIth Congress in New York (USA) in July 1985. This version – referred to hereafter as “The By-laws” can be found as Appendix VII (by E. Busse and G.L. Maddox) in N.W. Shock’s: *The International Association of Gerontology: A Chronicle – 1950 to 1986* (Springer, 1988).

Article 26 of The By-laws states:

A Manual of Operating Procedures of the Association will be submitted by the Executive Committee for Council approval and constitute an appendix to Association By-laws. The manual is advisory only and is intended as a guide to desirable practice regarding the duties of the Officers of the Association; dissemination of information on actions by the Executive Committee, and planning and implementation of the International Congresses. The Council will periodically review and approve by majority vote of those present and voting, changes in the existing Manual.

The current document draws on procedures devised in 1989 and 1993 and presented to Congresses in Acapulco and Budapest, respectively. These have been re-written to

amendments agreed to during Council Meetings of the IAG in Adelaide in 1997. To enhance activities of the IAG and facilitate the smooth running of the IAG, its Secretariat and the World Congresses, there it was decided that

- subscription rates would be increased
- audited accounts of each Congress would be made publicly available
- a start-up loan would be made from Congress to Congress.
- 25% of net surplus funds from each future Congress would be paid to IAG for purposes of supporting the work of the IAG Secretariat.

At the same Congress, it was agreed that the prospect of a permanent secretariat would not be pursued further.

A *ESTABLISHMENT AND LEGAL STATUS OF THE ASSOCIATION*

The IAG was founded in 1950 in Liege, Belgium. Hence anniversaries should be celebrated in accordance to the date of foundation (1950). Legal registration was processed in 1952 according to the Belgian law.

The institution that legally represents the IAG before the Belgian law is the Belgian Gerontological Society. The Belgian representative to IAG, as required by Belgian law, is the Council Member of the Belgian Gerontological Society.

B *USE OF IAG SYMBOLS AND PROTOCOL*

1. LOGO

The logo represents the integration and the union of member societies from all over the world. As a recognition to the historical background of the IAG, the logo should be subtitled "Founded 1950"

Member societies and their official publications may use the logo of the IAG to indicate that activities are performed under the auspices of the IAG. It may be used on the stationary of the member societies with the subtitle "Member" used along with the name of the constituent member society.

2. FLAG

The flag represents the international community and the presence of gerontologist members of IAG all over the world, supporting the promotion and development of gerontology as a science.

The flag was a gift from the Mexican Society of Geriatrics and Gerontology intended to enhance the presence of the IAG in scientific meetings. During the opening Ceremony of the XIV World Congress of Gerontology in Mexico (1989), the flag of the IAG was presented for the first time.

Presentation of the official flag will follow a protocol for presentation during the World Congresses of the IAG.

- The flag will be carried by the President or a representative of the IAG.
- The audience will stand up.
- The flag will be delivered by the Past President of IAG to the President –elect during the ceremony of transfer of office (usually, the opening ceremony of the World Congress).
- The official flag will be placed at the presidium and shall remain during the scientific event.
- At the closing ceremony it will be retired with honours.

3. PRESIDENTIAL MEDALLION

The Medallion represents the authority, historical background, cities of founders and presidents for the duration of the IAG.

During the opening ceremony of a World Congresses of the IAG, the outgoing President invests the President Elect with the Medallion.

The President may decide upon other academic or scientific events at which to use the Medallion.

Each President will engrave a disc of the Medallion with their name, country and years of office before relinquishing it at the opening ceremony of a World Congress.

The President of IAG must securely maintain the Flag and Presidential Medallion between Congresses in view of their historical value.

C. CONSULTATIVE STATUS TO THE UN

The IAG has consultative status to the UN NGO Committee on Aging in New York and Vienna. The IAG is entitled to nominate a representative to participate on its behalf in the NGO's activities related to the field of Aging. For instance, as was done in connection with the World Assembly on Aging (1982).

The representative should be appointed by the Executive Committee after reviewing nominations proposed by the Regions. The representative must be available to attend sessions of the United Nations Program on Aging.

No financial recompense is provided for the representative. The representative's function is to be aware of the events and to collect and disseminate pertinent information of interest to the membership of IAG.

The representative will provide, in coordination with the Executive Committee, any collaboration requested from the bodies of the General Assembly, ECOSOC and other agencies and networks of the UN system.

D COLLABORATING IN INTERNATIONAL ACTIVITIES

From time-to-time, the IAG has been invited to co-sponsor conferences organised by other international bodies concerned with ageing, e.g., World Federation on Mental Health, International Federation on Ageing, International Psychogeriatric Association.

It is consistent with the objectives of the IAG to encourage and publicise such events and to remain visible in the International arena by accepting co-sponsorship or agreeing to having meetings jointly auspiced by the IAG.

Any approach for auspicing should be reviewed by the President and the Secretary General, primarily to document the scientific content of the program, prior to agreeing to IAG auspicing. They have the authority to accept auspicing or co-sponsorship, providing there is no financial obligation inherent in such agreements.

E FUNDING FOR IAG SECRETARIAT

To assist in supporting the work of the IAG Secretariat, it was agreed at the

1997 Council Meeting that 25% of net surplus funds from each Congress would be paid to IAG. These funds would be used to offset expenses associated with clerical and administrative support for the day-to-day activities of the Secretariat, producing a newsletter, essential travel for IAG business, and seed other activities as the Secretariat determines is appropriate.

II. OFFICE BEARER ROLES

Office Bearers comprise the Executive of the IAG. They include a President, Past-president, President-elect, Secretary General/Vice President and Treasurer. Day-to-day running of the Association is done principally by the President, Secretary General and Treasurer. While the official duties of these offices are specified in the By-laws this section provides key information on the tasks delegated to Office Bearers.

A. OFFICE OF THE PRESIDENT

The President, as Chief Executive Officer of the IAG, has the responsibility of ensuring that the objectives of the Association are pursued effectively and that its proceedings are conducted in accordance with the By-laws. Should the Office of any members of the Executive become vacant, the President shall nominate successors for Council approval (Article 25b of By-laws).

The principle responsibilities of the Office of President are outlined below.

1. PROMOTING INTERNATIONAL GERONTOLOGY

Principal spokesperson. The President of the Association has the obligation as well as the opportunity to be the principal spokesperson worldwide for research, training, and practice in gerontology and geriatrics. To this end, the President must take every opportunity to be visible at international, regional and national meetings in which the Association or its constituent members are, or should be, involved.

Appointment of Representatives. Beyond personal involvement, the President should take every opportunity to appoint representatives from IAG to both public and private, national and international bodies with mandated interest in human aging, such as the United Nations and WHO and various regional and national activities initiated by these international agencies. Appointments should be made so as to minimise cost to the IAG. If representation involves expenses to the IAG, these expenses should be anticipated in annual budget projections.

Identification of Consultants to IAG from Regions. The President should be visible as a source of information about gerontology and/or geriatrics. To this end the President should periodically ask the constituent societies to identify distinguished members who would be available to serve IAG as consultants or representatives on request of the President.

2. CONVENING MEETINGS

The President arranges agendas for, and convenes, Council meetings held during the Congress they have organised. Ordinarily at least an annual meeting of the Executive should be convened by the President.

3. CONFERRING PRESIDENTIAL AWARDS

At the Congress where the President takes office, awards will be made at the discretion of the President to worthy recipients. A certificate should be prepared to accompany a commemorative Presidential Medal that is presented at the time of the Congress dinner. (See Section V: Awards)

B. OFFICE OF THE SECRETARY GENERAL/VICE-PRESIDENT

The Secretary General assists the President in achieving the objectives of the IAG. The Secretary-General, who is also Vice-President, succeeds the President if that office is vacated prematurely. (See Article 25 of the By-laws.)

The principal responsibilities of this office are outlined below.

1. CORRESPONDENCE

The Secretary-general is responsible for monitoring and responding to day-to-day correspondence as it arises. This can take the form of e-mail, fax or air-mail. The former are preferred in the interest of rapid communication, while air-mail is used for dissemination of newsletters, minutes, notice of meetings and agendas and all other formal correspondence. Formal correspondence may take the form of an e-mail or facsimile in the first instance, but should be followed with a 'hard copy' delivered through the post or by express couriers.

2. DISTRIBUTION AND APPROVAL OF MINUTES

The Secretary General is responsible for minutes of meetings of the Executive Committee and Council and for circulating these minutes in English. Approval

of minutes can be rather complicated because the persons who must approve the minutes are widely dispersed geographically.

In practice the Secretary-General sends only to members of the Executive a full set of minutes (in English) for both Executive Committee and Council meetings. The Executive Committee is asked to approve the minutes of their meeting and approve, on behalf of Council, the minutes of Council.

Subsequently, copies are sent to all members of Council, usually via a Newsletter, which also may be made available by electronic means (eg. on the IAG web site). Highlights of the minutes of the Executive Committee and of Council are published in *Gerontology*.

While the Executive Committee and Council may prefer that all members of Council receive the full minutes of all meetings of Council and the Executive Committee, such a decision is expensive and should be made with that fact in mind.

3. PROCESSING APPLICATIONS FOR MEMBERSHIP

The By-laws (Articles 5, 6 & 7) are explicit in regard to the conditions of membership and required information (Organisation's By-laws; identification of officers; full list of members). A standard letter can be sent in response to inquiries.

Once all materials have been received, the Secretary-General will (a) poll the Executive Committee on behalf of Council for a recommendation in regard to acceptance of an applicant and (b) poll Council regarding this recommendation, In any particular case the Executive Committee may act for Council, but approval of full Council is preferred.

As soon as possible after formalities are concluded, the President or the Secretary General, on behalf of the President of the IAG, should write to the President of the newly admitted Association (with a copy to the relevant Regional Chair) welcoming the Association as a constituent member of the IAG. When notification of membership is given, the accepted society should be notified that approval is contingent on the payment of required dues to the IAG Treasurer.

The By-laws make explicit that, in principle, any given country should have only one national society, incorporating gerontology and geriatrics. Council is permitted to waive this rule, however, if circumstances warrant. Multiple associations from the same country approved to date shall continue as members of the IAG.

4. MONITORING OF MEMBERSHIP IN THE IAG AND OFFICE BEARERS OF CONSTITUENT SOCIETIES

The By-laws (Article 9) are explicit in terms of payment of dues as a condition of voting and participation in the Association. It is therefore important for the Secretary-General, the Treasurer, and the President to work from the same official list of constituent societies, their officers, and Council representatives.

Officers of constituent societies and representatives to Council change at various times. These changes are consequential in at least three ways: 1) for the Treasurer when soliciting dues; 2) for the Secretary General when polling Council for purposes of voting between Congresses; and 3) for the Secretary General for purposes of providing the President-Elect an accurate list for voting when Council meets at Congresses.

The current list of constituent societies is kept as a database or spreadsheet to facilitate mailing and contact with members. Wherever possible, this

information should include e-mail and facsimile information. A full list of member associations is available on the IAG website.

5. IAG NEWSLETTER

There is no prescription concerning the frequency of publication of the IAG Newsletter. For instance from 1985 - 89 the Secretary-General assumed responsibility for two newsletters a year, while from 1993 - 97 a total of two newsletters were sent. It was foreshadowed that two issues per annum would be produced from 1997 – 2001 (spring/autumn).

Anticipated cost of preparation and distribution should be included in the approved annual budget to the Association.

Copies are distributed to officers of constituent member societies, council members and other bodies as deemed appropriate (e.g., International Psychogeriatric Association, Novartis Foundation, WHO, UN).

Typically a separate Congress newsletter is made available by the Congress organisers. Distribution and frequency of this publication are at the discretion and expense of the Congress Planning Committee.

6. RECEIPT OF BIDS FOR WORLD CONGRESS

The Secretary General is responsible for receiving bids from Host Associations to host World Congresses, typically by December of the year before the formal bids are considered by Council. Once all bids have been received, these are circulated to members of the Executive, in the first instance. (Section VI.

Planning and Implementing World Congresses of IAG B. Site Selection and Dates provides procedural details).

7. REPORTING TO COUNCIL

The Secretary-General will make a full report at a Council meeting held in conjunction with the World Congress at which s/he steps down. The report will include substantive activities that have occurred during the four-year tenure of office. The report might include information on, new members, major initiatives of IAG, meetings of Executive, newsletters, prize winners.

C OFFICE OF THE TREASURER

1. PRINCIPAL RESPONSIBILITIES

The principal responsibilities of this office are the following:

- in cooperation with the President, developing the working budget of the Association for discussion and approval by the Executive Committee on behalf of Council;
- maintenance of a banking account(s) on behalf of the IAG;
- annual solicitation of dues from constituent societies;
- periodic reports on the financial status of the Association to the Executive Committee.

2. DEVELOPING A BUDGET

In cooperation with the President and Secretary General, the Treasurer develops a budget proposal for each of four years of the Executive's tenure. It is to be reviewed and tentatively accepted by Council when it meets during a Congress. While biannual rather than annual budgets tend in practice to be the rule, it is important to match annual income to expenditures. When the Executive Committee has approved a working budget each year, this approved budget is shared with the full Council in a letter or as a Newsletter item.

3. ESTABLISHING AN ACCOUNT

Since IAG is incorporated in Belgium, the Treasurer must determine the legal status and requirements of an account in the Association's name in any other country. A banking institution will require specification of authorized signatures to write checks and withdraw funds. The usual procedure is to authorize the Treasurer alone to sign cheques and withdraw funds up to US \$500 or equivalent. Above that amount two signatures should be required and the second signature would ordinarily be that of the President. The Secretary General should also be a signatory to the account. *Consideration should be given to establishing a \$US account as a matter of course.*

4. DUES

Dues are ordinarily solicited annually. The By-laws (Article 9) make clear that a constituent member society that fails to pay dues to the Association (a) forfeits voting rights after one year and (b) is subject to termination of membership by act of Council after two years of non-payment.

At the 1997 World Congress it was agreed to increase the capitation fee to enable the IAG to operate in a more proactive way between Congresses. Dues had been constant since the previous increase in 1972 (from \$USD 0.25 from \$USD 0.50, per member of constituent organisations). A 10% increase was approved (i.e., from \$USD 0.50 to \$USD 0.55 per member of constituent organisations).

Several problems are typically experienced in obtaining dues payment. The most important is failure to make contact with the appropriate officer in the constituent society. This highlights the necessity of maintaining a continuously updated list of officers of each constituent society. Another common problem is that constituent societies who arrange payment through a bank transfer do not identify their society in the transfer document. Full identification must be stressed repeatedly and provision made on the proforma. Finally, some societies prefer to pay their dues biannually rather than annually. This preference can be accommodated if the constituent society clearly indicates its intentions to the Treasurer of IAG.

In an attempt to obviate or reduce these difficulties it is recommended that (a) a fixed date be set for payment and (b) a clear proforma be provided to societies when dues are solicited (see Proforma). An option to pay 1 - 4 years at a time could be an incentive for large societies with constantly growing membership. These procedures could simplify dues collection and be financially advantageous, for example by generating additional revenues through accumulated interest.

5. PERIODIC REPORTING

The Treasurer is required to make at least an annual report to the Executive Committee and to the entire Council when it meets at a Congress (By-laws Article 12). It is good practice, for the Treasurer to report the status of the IAG to the President and the Secretary General at least quarterly and to the Executive Committee each time it meets.

Periodically the Treasurer should report to the Executive Committee on constituent societies that are delinquent in paying annual dues. Strenuous efforts should be made to rectify any such circumstances.

Like the Secretary-General, the Treasurer will make a full report at a Council meeting held in conjunction with the World Congress at which s/he steps down. The report will include information on financial matters and accounts relevant to the four-year tenure of office.

D. OFFICE OF IMMEDIATE PAST-PRESIDENT

The immediate Past-President takes up office from the moment of transfer of the Presidency at the time of installation of the new President, usually at the beginning of each World Congress.

The Immediate Past-President makes a comprehensive report to Council at its first meeting during the World Congress. The Immediate Past-President is an ex-officio member of the Executive and remains so until the succeeding appointment of a new immediate Past-President. All Past Presidents retain the right to attend Council meetings as non-voting observers.

E. OFFICE OF PRESIDENT-ELECT

The President-Elect is appointed by Council on the nomination of the host Association for the upcoming World Congress of the IAG at the time of confirmation of the site of the next Congress.

The President-Elect is an ex-officio member of the Executive. Their prime responsibility is, as President of the upcoming World Congress, to Chair the Congress Planning Committee.

III RESPONSIBILITIES OF MEMBER ASSOCIATIONS

Each constituent society should specify a "best address" for contact. This address is most likely to be permanent or to ensure forwarding of mail. Address details should include e-mail and Fax, as well as a postal address.

Each constituent society should report to the IAG Secretary General any changes consequent upon election of new officers, and provide appropriate addresses in a timely way. Ideally, this information could be conveyed via the relevant Region.

Regional Executives are best placed to encourage non-member societies in their region to consider joining the IAG.

IV. MEETINGS

A. *MEETINGS OF THE EXECUTIVE COMMITTEE*

Although the By-laws do not specify the frequency with which the Executive Committee should meet, at least one meeting annually is advised. More frequent contact by mail, fax, email, telephone or teleconference is encouraged. Meetings of the Executive Committee should be appropriately preceded by an agenda and supporting documents.

B. MEETINGS OF COUNCIL

The full Council ordinarily meets during a World Congress. At least two meetings are required. The preparation of the agendas for these meetings and proposed annual budgets for four years are the responsibility of the President-Elect in association with the Secretary General-designate, and Treasurer-designate. Once installed, the (new) President will then preside at these meetings. The out-going Secretary-General will continue to act only until the installation of the new office bearers. By-laws (Article 21B) require that the agenda and budget proposals be sent to members of Council 90 days in advance of the Council Meeting.

C. MINUTES

The President should ensure that the minutes of the prior meeting are distributed by the Secretary-General in a timely fashion to members of the committee prior to a meeting and summarised in appropriate publications for distribution to Member Organisations and Council.

D. VOTING CARDS AT COUNCIL MEETINGS

A list of member societies in good standing is prepared by the Treasurer and Secretary General, in consultation with the President, for use at a World Congress. This list indicates the number of council members eligible to vote (By-laws Article 14) and should be provided by the outgoing Secretary General to the Secretary General-Designate, preferably about four months prior to a World Congress, with any amendments transmitted as they might be

received. This list should enable the incoming Secretary General to prepare appropriate voting cards for use on site at the Council meetings.

These cards are to be used (displayed) in any vote taken by Council. Having such cards permits one to determine any changes in official representation of a constituent society and permits the Treasurer to solicit the payment of dues of Associations in arrears at meetings of Council.

V. GERONTOLOGY: THE OFFICIAL ORGAN OF THE IAG

The journal *Gerontology* is published by Karger (Basel) and is designated in it as The Official Organ of the IAG. Traditionally it comprised two sections: Clinical and Experimental. Dr. E. Busse served for many years as *Gerontology's* Editor for the IAG.

In 1996 Prof G. Andrews initiated discussions with Karger about a new editorial arrangement and expansion of the areas covered by *Gerontology*. He proposed, and Karger subsequently accepted, that the Editor for the IAG would be appointed for a four-year term, concurrent with their membership on the IAG Executive. The Editorship need not be tied to any particular Executive position. However, this role should be consistent with the incumbent's research background and experience as reviewer and editorial board member for other peer-reviewed journals. The 1997 Council meeting endorsed this recommendation. Prof M. Luszcz was appointed as Editor for the IAG for the period of her tenure as Secretary General.

The Editor for the IAG should provide regular input to *Gerontology*, which reaches a wide audience. Materials overlap with the content of the newsletter

and can include conference announcements, as well as news items and editorials.

Further discussions then ensued at the Karger publishing house in Basel concerning the expansion of the journal to include social sciences. Karger and the Editors of the Experimental and Clinical Sections agreed to add a third Behavioural Science Section, effective January 1999.

VI. AWARDS

A. *PRESIDENTIAL AWARD*

These awards mark the continuation of the tradition of delivering a testimonial award to individuals who have contributed to the enhancement of IAG in specific tasks. Awardees are typically former office bearers or external persons who have assisted in pursuing objectives and implementing activities of the IAG.

As a Presidential testimonial, the President of IAG assumes full responsibility for the nominations of candidates and their proposal for approval to the Executive. The President designates the type of recognition according to circumstances, and an appropriate certificate is presented along with a medal at a Congress.

B. *BUSSE RESEARCH AWARD*

This award is supported by an endowment that secures its continuity. It recognises outstanding contributions to gerontological research over three decades by Dr. Ewald W. Busse (President of IAG, 1985-1989). The award was initiated by the Center for the Study of Aging and Human Development

of Duke University. The Award is typically made every two years to young researchers, one in Biomedical Sciences and one in Behavioural and Social Sciences.

VII. PLANNING AND IMPLEMENTING WORLD CONGRESSES OF IAG

A. NAME OF CONGRESS

The Executive Committee decided at the 1989 Congress in Acapulco that the name *World* (rather than *International*) *Congress of Gerontology* would be used in announcements, commencing with the 1997 Congress. However the designation *International Congress of Gerontology* is retained and identifies the sequential number of the Congress starting from the first Congress held in Belgium in 1950. Thus the 2001 World Congress in Vancouver was the 17th (XVII) *International Association of Gerontology World Congress of Gerontology*.

B. BIDS: SITE SELECTION AND DATES

Other things being equal, it is typical to rotate the location of Congresses through the Regions, in order to promote the development, and raise the profile, of gerontology throughout the world.

The By-laws designate Council as responsible for selecting the site and date of World Congresses. Constituent societies interested in hosting a Congress ordinarily submit an official written proposal approximately eight years in advance, with information on congress facilities and appropriate letters of commitment from expected sources of support. Council selects a site

provisionally and re-confirms that site four years later. For example, at the XVIth Congress (Adelaide, Australia, 1997), the site of the XVIIth Congress (Vancouver, Canada, 2001) which had been selected in Budapest in 1993 was re-confirmed and the site (Brazil) of the XVIIIth Congress for 2005 was selected. At the 2001 Congress in Vancouver, Council would be expected to re-confirm Brazil as the site of the XVIIIth Congress (2005) and provisionally select the site for the XIXth (2009) Congress. The provisional site is officially confirmed at the immediately prior World Congress.

The following procedures and practices should be adopted:

1. Potential host societies or countries should make their interests known to the Executive Committee of IAG, usually by July of the year before the next Congress (e.g., July 2000 for the 2009 Congress). Formal proposals should be received by December 31 in the year before the Congress at which the venue will be decided.
2. The formal proposal from the intending Host Association should include the following six components:
 - i. A description of the general approach and a possible theme;
 - ii. An indication of the capacity of the host society to stage it;
 - iii. A venue where the Congress would be held;
 - iv. An indication of likely or actual sources of financial support necessary for holding a Congress;

- v. Letter/s of support from relevant professional bodies (e.g., the Host Association, Regional Secretariat or Member Societies) or government instrumentalities;
 - vi. Peripheral, satellite or other special events that might be held in conjunction with the Congress.
3. The proposal to host a World Congress of the IAG should place emphasis on the scientific aspects of the Congress, as well as the infrastructure and capacity to support the Congress. Information regarding likely appeal stemming from local tourist attractions is secondary to the information that should be submitted with your bid.
4. Four (4) complete copies of all relevant materials should be provided to the IAG Secretariat no later than December in the year before the bid is to be considered.
5. Prior to the Congress where site selection occurs it is advisable to contact the current Congress President about distribution of any bid or promotional materials during that Congress. This might include purchasing a trade display at that Congress.
6. At the time of the Congress where initial site selection occurs
 - a representative of the host society should be prepared to speak to the bid during a Council meeting. This should entail a presentation of no more than ten (10) minutes (inclusive of any audio-visual material), highlighting the six (6) key components above.

- If desired, copies of the bid (or an abbreviated version of it) and promotional materials can be provided to all members of Council.

7. Expressions of interest to host a Congress should be included in the *IAG News*.

C CONGRESS LEADERSHIP

At the Congress immediately prior to the Congress at which they will assume office, Council confirms as President-elect of IAG the person proposed by the constituent society that will host the upcoming World Congress. At the same meeting of Council, the President-elect of IAG should propose for confirmation by Council a Secretary General/Vice President-elect, and Treasurer-elect of the IAG.

The constituent Society of IAG selected to host a Congress may propose for approval by Council a President of the Congress other than the IAG President-Elect.

D. CONGRESS PROGRAM PLANNING COMMITTEE

By-laws (Article 29) recommend a Planning Committee, typically of ten (10) individuals, which includes members of the Executive Committee (President, Secretary General/Vice President, Treasurer, Immediate Past-President and President-Elect) chairs of the four regions of the Association, and at least one other person selected by the President-Elect (Congress President). Additional people may be recommended but they must be approved by Council or

Executive on behalf of Council. This committee should be in place six months after the conclusion of the most recent World Congress.

The President-Elect, as President of the Congress, chairs the Planning Committee because this officer is ultimately responsible for the Congress. Participation by the Chair of each Region or their designated representative is vital. The full Congress Planning Committee should meet at least twice and ideally be notified 6 months in advance of meetings so as to ensure the representation of all Regions of the IAG. Meetings of the local Organising Committee will be much more frequent and at the discretion of the Congress President.

Congress Planning Committee members, particularly Chairs of Regions, should make a special effort to select and keep in contact with committees which represent the diversity of disciplines within their regions. These Regional Committees, if selected early, can be very useful in program planning, as well as in evaluation and recommendations regarding submitted abstracts. Regional Committees supplement and complement the Congress Planning Committee.

E. LEGAL AND FINANCIAL OBLIGATIONS

1. LEGAL ISSUES

The IAG is officially registered as a professional association in Belgium (1952). However, the legal status of IAG in any particular country planning to

host a Congress may be ambiguous and should be discussed with legal counsel. In general it is advisable for Congress Organisers to incorporate as a separate non-profit organisation eligible to legally do business, nationally and internationally.

2. FINANCIAL RESPONSIBILITY FOR CONGRESS

The traditions and expectations regarding financial responsibility for IAG Congresses are unambiguously clear. Financial responsibility for a Congress remains with the designated host constituent society or an incorporated body (see previous section) that it may put in place for purposes of planning, organising and implementing a World Congress. Acceptance of this responsibility should be clearly documented in a Memorandum of Agreement signed by the President-Elect and the President of IAG as a condition of confirmation of a Congress site by Council, four years prior to said Congress. By precedent, the IAG per se is not legally responsible for debts of the Congress, nor the owner of assets generated by a Congress, apart from the 25% surplus designated for the IAG Secretariat for the subsequent four years (see Section I. *Purpose and Historical Context E. Funding for IAG Secretariat.*

3. COSTS FOR IAG EXECUTIVE ATTENDANCE AT CONGRESS PLANNING COMMITTEE MEETINGS.

Financial responsibility for members of the IAG Executive Committee when they attend meetings as members of the Planning Committee of a Congress is shared by the Congress Planning Committee and the IAG.

Since it is to the advantage of IAG to coordinate meetings of the Executive Committee and the Congress Planning Committee in the interest of reducing costs, the following understanding currently operates.

- When the Executive Committee of IAG meets (typically in conjunction with a professional meeting likely to attract most of its members), IAG reimburses Executive Committee members' economy airfares by the least expensive and most direct route and for a reasonable per diem, for the day/s required for the Executive Committee meeting. A reasonable per diem would be at a level sufficient to cover the cost of accommodation at the meeting venue and modest expenses.
- When the Executive Committee and the larger Congress Program Planning Committee meet jointly, for the day/s on which the Program Planning Committee meets, members of the Executive Committee will be reimbursed for room and board costs and the resulting cost will be equally shared by IAG and the Congress Planning Committee or as otherwise agreed according to the specific circumstances. Expenses of other members of the program Planning Committee are totally the responsibility of the Congress Planning Committee.

4. PRESENTATION OF AUDITED CONGRESS ACCOUNTS TO COUNCIL

At the 1997 IAG Council meeting, it was agreed that final Congress accounts should be presented to the Executive in the first instance. The information

based on the audited accounts of the Congress would then be referred to Council Members within about 6 months of the closure of the Congress.

5. LOW INTEREST INTER-CONGRESS LOAN

To assist early stages of Congress organising, it was agreed at the 1997 Council Meeting that a low interest loan would be made from Congress to Congress. In the first instance the value of the loan would be \$USD 30,000.

Payment of the loan would be made contingent upon a Congress Business Plan (budget) being received and approved by the Executive. The loan is repayable (with interest set at approximately the prime rate applying at the time in the country from which the loan is made) within 6 months of the closure of the Congress.

It is probable that the legal entities established to organise and convene World Congresses would be dissolved before the loan could be made or repaid. Hence it may be practicable for the IAG to act as a vehicle to effect transfer of the inter-congress loan and its repayment. Thus the loaning Congress could pass to the IAG the value of the loan (e.g., \$USD 30,000) for on-payment to the Planning Committee for the next Congress. Subsequently this Congress Planning Committee could pass the loan repayment, with interest, to the IAG for on-payment to the beneficiary nominated by the relevant World Congress (e.g., in the case of the 1997 Congress in Adelaide, repayment would be to the

Richard Gibson Memorial Gerontology Research Fund, administered by the *Australian Association of Gerontology*).

F. BUDGETING

Estimated budgets will vary considerably from country to country and from Congress to Congress. The most important initial financial issue is cash flow rather than total cost. That is, the start-up expenses three or four years before a Congress, which are necessary to establish a secretariat and distribute initial publicity, are necessary but difficult to cover far in advance. To facilitate this process, the 1997 Council Meeting in Adelaide agreed to institute an inter-Congress loan (see previous section).

Experience suggests that Congress organisers need a substantial amount of monetary resources at least 30 months in advance of a Congress to cover development of a secretariat and to send out first and second Congress announcements. Experience has shown that initial resources required are in the area of \$US 100,000.

The sources of total financial support for a Congress may be estimated to be 35 to 40% from registrations; 40 to 50% from awards from government, businesses, foundations, or individuals; and 10 to 20% in-kind services from business or other organisations (e.g., the Host Association).

Registration fees do not arrive in large numbers until at least 9 months prior to the Congress. Consequently cash flow for Congress implementation depends heavily on securing approximately 35 to 40% of the budget, as early in the process of developing a Congress as possible, from awards and gifts.

In light of information on sponsorship and likely registrants, a Congress Planning Committee could put in place initiatives to offset costs for designated categories of registrants, e.g., from individuals from developing countries, students, or retired gerontologists. Appropriate concessions for partial or waived registration could be agreed. It remains the prerogative of the Planning Committee to determine any concessions. (For instance, in previous Congresses some of the following have occurred: \$1,000 to Invited Symposia Organisers; waiver of registration for those non-gerontologists who normally would not register to attend; honoraria to invited speakers or symposia convenors, etc.). The Planning Committee should include in its deliberations concessions or reimbursements made for members of the outgoing Executive and Regional Chairs

G. *PLANNING SCIENTIFIC PROGRAM*

1. ABSTRACTS

Until 1997 Regional Committees made recommendations regarding papers in their regions and were informed about recommendations made regarding abstracts from other regions when the Program Committee meets to make final program decisions about eight months prior to the Congress. The Planning Committee in effect delegates to regions responsibility for initial review of abstracts. Initial recommendations were reviewed and confirmed by the Planning Committee. Upon the recommendation of the Executive, Council

agreed that for the 2001 Congress, a modification to the reviewing of abstracts would be trialed.

For the 2001 Congress, it was agreed that the local Organising Committee would establish an Abstract Review Panel. The Organising Committee would convey the membership of the Panel to the Executive of the IAG for confirmation and approval.

The Abstract Review Panel has delegated responsibility to review and accept or reject abstracts for the 2001 Congress. It was further agreed that if the need arose, borderline submissions would be referred back to Regions for clarification and recommendation.

The success of this approach will be evaluated by the Program Planning Committee to determine if the arrangement should continue for future World Congresses.

A date for submission of abstracts must be set which accommodates a preference of Congress participants for as late a date as possible and the necessity for organisers to have enough time to evaluate abstracts, produce an abstract book, program and timetable. The local organising committee is responsible for decisions about, and consequences of, acceptance of late abstracts.

2. SCIENTIFIC PROGRAM

Programs ordinarily include plenary sessions, invited symposia, submitted papers and symposia, posters, workshops, and other 'special events' (e.g., meetings of international bodies such as the UN).

Attention must be given to the appropriate and equitable distribution of plenary sessions and invited symposia among the sections representing the various disciplinary interests within the IAG. Nominations for keynotes, plenary speakers, invited symposia or other special events are ordinarily sought from members of the Executive and Regional Chairs, as well as being recommended by the local scientific program committee.

Composition of free paper or poster sessions will of necessity be determined by delegates. In the interest of keeping the number of concurrent sessions manageable, use of thematically grouped poster formats should be seriously considered/encouraged for unsolicited submissions. A decision on the number of presentations an individual could make during the Congress is at the discretion of the Organising Committee.

Program planners have the option of sending to participants a skeleton program which lists sessions by title, speakers included and abbreviated titles of individual presentations. Then, at the time of actual registration, a full program is available.

A relatively complete skeleton program is essential at least six months in advance so that participants may make their travel plans and accommodation arrangements.

3. FEES AND PUBLICITY

The registration fee should be as modest as possible. It should be set with the expectation that it will cover Congress costs, repayment of seeding allocations, and all other financial commitments, including reimbursement of the Inter-Congress Loan to the previous Congress host organisation.

Ongoing use of electronic media or Congress and IAG *Newsletters* for updates and dissemination of information is highly advisable. Distribution of announcements to IAG member organisations and Council members is vital to a successful World Congress. Inclusion of an IAG / World Congress booth, display or brochures at Regional IAG meetings, National Conferences, and other major geriatric or gerontological meetings and events is highly advisable.

H. LANGUAGE / TRANSLATION

Decisions regarding provision of translation services involve several practical considerations. Organisers must consider whether any single language can be the official language of the Congress, e.g., for purposes of submitted abstracts for review or for presenting papers. In practice, English has become the official language of World Congresses of Gerontology.

Permission to use multiple languages affects the review and publication process and is therefore more than just a courtesy to participants. Simultaneous translation can be very expensive. Consequently, even when translation services are offered, decisions have to be made regarding the cost of promising of simultaneous translation, in how many languages, for how many sessions. In all cases, the Congress will bear this expense.

I. SUGGESTED PLANNING SCHEDULE FOR CONGRESS

The following schedule is based on experience of previous Congress Planning Committees. The months specified indicate months prior to the Congress. Variation from this schedule would be expected in future planning but experience suggests that such a schedule is realistic.

<u>Months before Congress</u>	<u>Activity</u>
96	<ul style="list-style-type: none">• Congress site provisionally approved.• IAG publicity of event distributed via <i>Newsletter</i>.• Provisional dates specified.
48	<ul style="list-style-type: none">• Council re-confirms congress site.• Dates of Congress set.• Provisional planning of exact site, broad themes and objectives of Congress.• Develop strategic plan for seeking financial support.
36	<ul style="list-style-type: none">• Hotel arrangements provisionally made.• Preliminary announcements to constituent societies.• Contact made with regional chairpersons regarding their involvement in program planning.• Begin search for financial support (See section on Budgeting.)
30	<ul style="list-style-type: none">• Discussion by organisers of preliminary program plans with Executive Committee.

- Creation of Congress Secretariat.
 - First official meeting of full Program Planning Committee (PPC), typically in conjunction with another event, e.g., an IAG Regional Congress.
 - PPC Agenda to include preliminary decisions about plenary sessions and invited symposia.
 - Commence recruiting for Trade display.
- 24
- Begin to plan Social Program and site visits.
 - Continue recruiting for Trade display.
 - Plan *Second Announcement* which includes registration, costing, and call for papers.
- 18
- Second meeting of Program Planning Committee
 - Provisional program structure should be agreed..
 - Themes, potential Keynote speakers, convenors of symposia, roundtables or poster-discussion sessions should be identified.
 - Send Second Announcement, including registration and paper submission materials.
 - Abstract & Registration Forms (2001 materials on web/appendix).
 - Develop abstract forms in a style which can be reproduced conveniently in a Congress abstract volume.

- Announce date for return of registration and abstracts.
- Ongoing use of electronic media or Congress and IAG *Newsletters* for updates and dissemination of information.

12 - 9

- Reviewing Abstracts.
- Make arrangements for preparation and printing of program, book of abstracts and list of participants.
- Put in place logistics for
 - on-site secretariat
 - registration procedures
 - hospitality for Congress delegates
 - Congress daily newsletter
 - Other services for delegates (e.g., banking, photocopying, rehearsal facilities)
 - local arrangements for social program for spouses/visiting persons
 - order badges/satchels etc. for participants.

6 - 8

- Second meeting of full Program Planning Committee
 - Ensure appropriate program coverage
 - Final program structure should be approved.
- Notify free-contributors of acceptance and format of presentation.

- 6
 - Send completed program and hotel reservation materials to registered participants.
 - Notify contributors of time of presentation, as well as their accommodation arrangements.
 - Provide participants with ‘skeleton program’
 - Ideally, the latest version of the program should be made available on the Web.
- 4
 - Final Program Preparation
 - Prepare and print final program, book of abstracts and book of participants.
 - Make final plans for the on-site secretariat, and for registration, hospitality, Congress daily newsletter, and services to participants.
 - Confirm local arrangements for program for spouses/visiting persons.
 - Print badges for participants.
- 0
 - The Congress convenes.

VIII. REGIONAL MATTERS

A. OFFICE BEARERS AND REGIONAL BY-LAWS

The By-laws encourage initiative of the Regions of IAG in pursuing the Association's objectives. They stress that elected IAG regional leadership must

- (i) be confirmed by the Executive Committee and Council, and
- (ii) report regularly to the President regarding regional activities carried out in the name of the Association.

Regional By-Laws should be available on the IAG Website for easy access by Constituent Societies. By-laws of the European and Asia-Oceania Regions have been in place for some time. Those for the North-American Region (NAR) were confirmed by the Executive in 1999. By-laws for the ComLat are under development.

B. PLANNING AND IMPLEMENTING REGIONAL CONGRESSES

Regional Congresses of IAG are normally held in the years between World Congresses (most often two years after a World Congress) and develop on the initiative of regional leadership. Regional leadership must keep the Executive Committee informed of intentions, general plans, and proposed responsible organisers.

Leadership of Regional Congresses is determined by appropriate Regional Officers and Committees of the Region. It is desirable that these arrangements be confirmed by the Executive Committee of IAG.

Three of the four regions (Asia-Oceania, ComLat, and European) hold such meetings. NARC typically holds meetings during the GSA or CAG annual

meetings, as required. In addition, since 1995, the NAR and ComLat have jointly staged a *Pan American Congress of Gerontology* once every four-years, under the auspices of the IAG. It is held in the same cycle as the Regional Congresses, alternately in the USA or Latin America.

Financial arrangements for (Inter)Regional Congresses are the responsibility of the approved organisers of such Congresses.

C. THE INTER-REGIONAL PAN-AMERICAN CONGRESS

A brief history of the evolution of the Pan American Congress follows.

In 1992, at a Regional meeting during the Cuban Congress, Bravo Williams proposed to have a Pan American Congress co-chaired with the North America Region every four years. This would be in addition to ComLat Regional Congress, and would not replace it. Although there had been a Pan Am meeting linked to the IAG in 1956, the arrangement was not formalised or continued. Hence the “First” Pan American Congress (PAC) of the IAG has come to be recognised as that held in 1995 in Sao Paulo, Brazil.

During 1993 PAC, planning continued in Mexico in conjunction with a meeting of the Sandoz Prize Committee, and in Budapest at the World Congress, during a ComLat Regional meeting. Bravo Williams and Edit Beregi worked together with the Regions to implement the 1995 Pan American Congress, in

Sao Paulo. There it was decided to have the next PAC in North America. San Antonio, Texas was selected as the site, with Roger McCarter as Convenor and President.

In 1996 in Cuba, the ComLat Region decided that Argentina would be next host of PAC in 2003. NARC was contacted and both GSA and CAG agreed that they would like to participate.

In 1999, at the PAC in San Antonio, a meeting was held by the IAG Executive with representatives of NARC and ComLat to regularise this IAG Congress.

In the absence of IAG Regional By-Laws of both regions, it is difficult to formalise arrangements for the composition and terms of reference of a PAC Planning Committee. However, they should be in line with IAG recommendations and ultimately embodied in Regional By-laws. At a minimum, the Congress Planning Committee should comprise members of each Regional Council, supplemented by additional members from relevant Societies for the local organising committee.

Financial responsibility for the PAC, as with all IAG Congresses, rests with the Congress Planning Committee, not with any existing gerontological organisation. Mechanisms could be put in place to deal with this. Any surplus could be made available to the next PPC as a seeding loan or split equally between Regions, regardless of which Region hosts the PAC. As with the

IAG, this would be on the understanding that any loan would be repaid upon completion of the subsequent PAC. A permanent account could be established for the PAC, jointly by NARC and ComLat and probably in US dollars. Funds from such a permanent common account could be used by the two Regions to conduct Regional affairs. There is precedence for this in the Asia Oceania Region, with a secretariat maintained by Regional Congress surpluses. Such an arrangement would make more transparent financial outcomes of the PAC and other Regional initiatives. Regions could adopt procedures along the lines of those decided at the World Congress in Adelaide to provide a contribution to a secretariat and a float for future PAC's.

IX. APPENDICES

II B 3 PROCESSING APPLICATIONS FOR MEMBERSHIP

Sample Membership Application Letter

Dear Council Member,

The Executive of the IAG (see enclosed letters), has considered requests for membership from:

- a) *Maltese Association of Gerontology & Geriatrics (M.A.G.G.).*
- b) *Philippine Association of Gerontology Inc.*
- c) *Individual Membership – Dr Abdulrazzak Abyad, Lebanon*

All material, required by IAG By-Laws has been received and it complies with IAG Regulations. (Contact the Secretariat if you require further information). Therefore I write to seek your formal endorsement of the IAG Executive's recommendation to admit the above mentioned to the IAG.

Only those who oppose this decision need to reply by fax or email, before **Friday December 17th 1999**. In the absence of a majority opposing this decision, it will take effect thereafter.

Yours sincerely

Mary Luszcz, Ph.D
Secretary General, IAG

cc. IAG Executive
Regional Secretaries

Encl.

Sample Letter Welcoming New Members

Mary Gener Calalang, MD
President, PAGO
4th Street BBB
Marulas Valenzuela
Metro Manila

Dear Dr Calalang,

I write on behalf of the International Association of Gerontology to acknowledge the acceptance of *Philippine Association of Gerontology Inc.(PAGO)* as a member association of the IAG. The response from Council Members was overwhelmingly positive.

May I take this opportunity to welcome your country's membership in the IAG and its continuing participation for years to come. Please do not hesitate to contact the Secretariat if you have any questions about your membership.

This membership is renewable annually upon payment of the capitation fees. These are based on the current membership of your Association, and calculated at USD \$0.55 cents per member. Please find payment information enclosed.

For our records, I would appreciate you confirming the details of your address, fax and email (if available) and those of the office bearers of the Association, using the attached proforma.

Thanking you in advance and, once again, welcome.

Yours sincerely

Prof. Gary Andrews
President

II B 6 RECEIPT OF BIDS FOR WORLD CONGRESS

Sample letter to those wishing to make bids for World Congresses

Dear Professeur Moulias
Secrétaire Général
Societe Francaise de Gerontologie
FAX +01 40 77 96 44

October 23, 2000

Dear Professeur Moulias,

Thank you for your letter concerning hosting the XIXth *International Association of Gerontology* World Congress of Gerontology in 2009.

We would be pleased to receive a proposal from the concerning this possibility. The proposal should include information on the following components:

1. A description of your general approach and possible theme for the IAG World Congress
2. An indication of the capacity of the *Societe Francaise de Gerontologie* to stage it
3. A venue where the IAG World Congress would be held
4. An indication of likely or actual sources of financial support necessary for holding a Congress
5. Letter/s of support from relevant professional bodies (e.g., *Societe Francaise de Gerontologie*, the IAG European Regional Secretariat or Member Societies) or government instrumentalities
6. Peripheral, satellite or other special events that might be held in conjunction with the XIXth IAG World Congress

The proposal to host a World Congress of the IAG should place emphasis on the scientific aspects of the Congress, as well as the infrastructure and capacity to support the Congress. Information regarding likely appeal stemming from local tourist attractions is secondary to the information that should be submitted with your bid. **Four (4) complete copies** of all relevant materials should be provided **to the IAG Secretariat no later than December 31, 2000.**

Prior to the Vancouver Congress

- you may wish to contact the Congress President, Dr. Gloria Gutman at the Congress Secretariat, Gerontology Research Centre, Simon Fraser University at Harbour Centre, 2800-515 West Hastings St, Vancouver, British Columbia, Canada V6B 5K3 about distribution of any materials during that Congress.

At the time of the Congress in Vancouver

- a representative of the host society should be prepared to speak to the bid during a Council meeting. This should entail a presentation of no more than ten (10) minutes (inclusive of any audio-visual material), highlighting the six (6) key components above;
- if desired, copies of the bid (or an abbreviated form of it) and promotional materials can be provided to all members of Council (currently numbering 102)

If you require information on all the members of the IAG, could I direct you in the first instance to the IAG website (www.cas.flinders.edu.au/iag). There you will find the most recent listing of our members. If you have difficulty with this approach, please contact the secretariat again and we could send the list as an email attachment, if you provide the relevant address.

I trust this information will be sufficient at this stage. If you have any questions, please do not hesitate to contact me. The expressions of interest to host the XIXth Congress will be included in the upcoming *IAG News*. I look forward to receiving your proposal.

Yours sincerely,



Prof. Mary Luszcz, PhD
Secretary General
International Association of Gerontology

II C 4 DUES

Sample Letter for Soliciting Dues

Dear Treasurer,

I am writing to you with respect to your organisation's membership renewal to the International Association of Gerontology which fall due on the 1st of January of each year and relate to the previous year's membership numbers.

Currently, our records indicate that payment of your membership dues for year(s) **1998** and **1999** has not been received.

I would be most appreciative if you would remit your dues to the Association's account listed below as soon as possible. The fee payable is USD55 cents per member of your organisation for each year. If you have made a payment please notify the Secretariat of the details at the earliest opportunity.

We take this opportunity to extend best wishes to you and your organisation's members and thank you in anticipation for your early co-operation.

Yours sincerely

CHARLES N. YOUNG

Treasurer

International Association of Gerontology

Account Name:	International Association of Gerontology
Account Number:	XXXXXXXXXX
BSB Number:	XXXXXXXXXX
Bank:	XXXXXXXXXX
Bank Address:	XXXXXXXXXX
	XXXXXXXXXX
	XXXXXXXXXX

Sample Proforma for Soliciting Dues

MEMBERSHIP FEES DUE TO IAG

Membership fees for the International Association of Gerontology are payable to the following account:

Account Name:	International Association of Gerontology
Account Number:	XXXXXX
BSB Number:	XXXXXX
Bank:	XXXXXX
Bank Address:	XXXXXX XXXXXX XXXXXX

Amount payable:

US 55 CENTS PER REGISTERED MEMBER OF YOUR ORGANISATION.

The preferred payment method is International Telegraphic Transfer (ITT). **Please ensure that the transfer document is identified as IAG Fees and includes name of member organisation** and forward a copy of documentation to:

IAG Secretariat
C/- Centre for Ageing Studies
Laffer Drive, Science Park
Bedford Park South Australia 5042
Australia

Thank you in anticipation

MR CHARLES YOUNG
Treasurer
International Association of Gerontology

VI I PLANNING AND IMPLEMENTING WORLD CONGRESSES OF IAG

Sample of MOA between Congresses

MEMORANDUM OF UNDERSTANDING REGARDING PLANNING ORGANISATION AND CONDUCT OF THE 17TH WORLD CONGRESS OF THE INTERNATIONAL ASSOCIATION OF GERONTOLOGY

I, Gloria Gutman acting on behalf of the 2001 World Congress of Gerontology Society and the Canadian Association of Gerontology as the Host Association for the 17th World Congress of the International Association of Gerontology to be held in Vancouver in 2001 do hereby accept all responsibility for the planning, organisation and conduct of the Congress and confirm that the International Association of Gerontology shall bear no financial liability whatsoever for the Congress and its associated activities.

I further confirm that 25% of any net surplus funds from the Congress will be paid, within 6 months of the closure of the Congress, as a non-repayable contribution to the International Association of Gerontology for the purpose of supporting the work of the Secretariat of the Association.

In addition I acknowledge the commitment, in accordance with the resolution of the International Association of Gerontology Council, to pay , from the remaining surplus funds, subject to there being sufficient funds available, a loan of US\$30,000 (Thirty Thousand United States Dollars) to be provided as a float to the next approved World Congress Organisation repayable to a beneficiary to be designated by the 2001 World Congress of Gerontology Society with interest at a rate to be determined by the International Association of Gerontology Executive which is equal to or less than the prime borrowing rate applying to Canada at the time.

Signed on behalf of the 2001 World Congress of Gerontology Society and the Canadian Association of Gerontology:

Gloria Gutman

Dated:

Signed on behalf of the International Association of Gerontology:

Gary Andrews

Dated: