



Bidding Document

ORGANISATION OF THE INTERNATIONAL ASSOCIATION OF COMMUNICATION SCIENCES AND DISORDERS (IALP) WORLD CONGRESS

I. THE IALP CONGRESS

The Triennial World Congress is one of IALP's most important activities. It is a physical event for continued education and professional networking through social and cultural functions. It is organised in close cooperation with the Executive Committee of IALP. The Congress cannot be shorter than three full days (spread over four days) and not longer than four full days (spread over five days)¹.

II CONGRESS OVERVIEW

II.1 Opening and Closing Ceremonies

The President of IALP is the President of the Congress and presides over the Congress, including both the opening and closing ceremonies, which are jointly planned by the Organising Committee with the IALP President and CEO.

II.2 Scientific Programme

II.2.1 Main Sessions

There is a Main Report Session in the morning of two of the days for a three-day Congress; or in the morning of three of the four days for a four-day Congress. Each main session is usually two hours long; one hour for a main report and 20-30 minutes for each of two discussants who comment on the main report; followed by questions from the audience. The titles and presenters for the main reports and the discussants are recommended by the IALP Executive Committee with input from the full Board and the Congress Scientific Committee. The titles for the main reports for the Congress are voted for by members of the General Assembly at the Annual General Assembly two (2) years ahead of the Congress. The selection of contributors to the main report sessions should assure as wide an international forum as possible is represented.

¹ The bidding entity has the flexibility to choose between a three-day or a four-day congress. When submitting a "Congress Convener Bid" (See Section V. Bidding Models and Process) two separate budgets for a three-day or a four-day event need to be included in the bid unless the bidding country clearly indicates in the proposal that they are only interested in either one or the other.

II.2.2 IALP Standing Committee Presentations

IALP Standing Committees organize sessions (symposia, workshops, and seminars) to take place during the Congress. The Chairperson of each Standing Committee is responsible for the respective sessions, but the timetable is decided by the Scientific Programme Committee of the Congress (See Section IV. Key Roles and Responsibilities) in collaboration with the IALP VP for Education and the IALP CEO.

II.2.3 Call for Abstracts Format

Except for the invited main report (keynote) speakers, all presenters must submit titles and abstracts to the Scientific Programme Committee at least six months before the Congress. Abstracts must be presented in English. At least 12 months before the Congress, the chair of the Organising Committee of the Congress (See Section IV. Key Roles and Responsibilities) and the IALP VP for Education will provide details about the submission process as well as the names of the Scientific Programme Committee members (including members of the IALP Standing Committees) who will review the abstracts and the criteria for their approval. Authors should indicate what kind of presentation they are submitting but the Scientific Programme Committee may suggest alternative forms of presentation according to program/space/time organisational demands.

II.2.4 Poster Presentations

Poster sessions should be organised and planned as topically oriented sessions.

II.3 Congress Proceedings

The book of abstracts of the Congress must be made available electronically to Congress participants and other members of the IALP. The proceedings should contain a 200-to-500-word abstract of each of the papers presented at the Congress. The authors are responsible for the manuscripts. The Organising Committee is responsible for the submission forms which should include the explicit authorization for publication in the proceedings and for the production of the Congress proceedings/book of abstracts.

II.4 Social Programme

A social dinner and at least one half day excursion must be arranged. The half-day excursion must allow for participation by all Congress participants. The half day excursion and the social dinner may be charged separately from the regular registration for the Congress.

II.5 Annual General Assembly

Time on the program and space at no charge are provided for all Individual Members and Affiliated Society Delegates to attend the IALP Annual General Assembly (AGA); whenever possible, infrastructure should be provided for the AGA to be held in a hybrid fashion. The IALP President presides at the AGA.

II.5.1 Voting at the General Assembly

Voting ballots are prepared by the IALP CEO at least 30 days prior to the AGA as per the IALP By-Laws. Voting is entirely electronic, opens at least 30 days before the AGA and is managed by an independent service provider selected by IALP. Voting expenses are covered by the IALP budget. The ballot should contain the following:

1. Candidates for the incoming Executive Committee Officers.
2. By Law Changes (if any)

II.6 Language of the Congress

The official language of IALP and of the Congress is English. Simultaneous translation is encouraged, using AI resources. The language of the host country may be used on condition that translation is provided into IALP's official language.

III. OFFICIAL MEETINGS HELD IN CONJUNCTION WITH THE CONGRESS

III.1 Executive Committee and Board Meetings

Complimentary meeting room space is provided for the Executive Committee and the Board to meet the day prior to the opening of the Congress (usually a Sunday) and for a post-Congress Board meeting of one hour on the last day of the Congress after the Closing Ceremony.

III.2 IALP Standing Committee Meetings

Complimentary meeting room space is provided for Standing Committee meetings as requested during the Congress.

IV. KEY ROLES AND RESPONSIBILITIES

IV.1 IALP President

The IALP President serves as President of the Congress. Along with the IALP CEO, the President works closely with the Organising Committee and the Professional Congress Organiser (PCO) in Bid Model #1 (See Section V Bidding Models and Process) "Congress Convenor" (if it includes a PCO) and in Bid Model #2 "Local and Scientific Host", including keeping the other members of the IALP Executive Committee informed of Congress planning progress and issues (if any) in a timely manner.

Invitations to the main session presenters and discussants for each session come from the IALP President. The invitation letter to the main session presenters must inform them that the main report must be submitted as a manuscript no later than March 31st preceding the Congress to be shared with the discussants prior to the Congress. The main reports will be published in an issue of *Folia Phoniatica et Logopaedica*, the official journal of the IALP following the Congress.

IV.2 IALP CEO

The IALP CEO is the business officer for the IALP and the resource for current and past IALP policy and practice. Along with the IALP President, the CEO works closely with the Organising Committee and the Professional Congress Organiser (PCO) in Bid Model #1 "Congress Convenor" (if it includes a PCO) and in Bid Model #2 "Local and Scientific Host", including helping to keep the members of the IALP Executive Committee informed of Congress planning progress and issues (if there are any) in a timely manner.

IV.3 IALP Vice President for Education

The IALP VP for Education works closely with the Chair of the Scientific Programme Committee on the development of the Scientific Programme for the Congress and is responsible for keeping the other members of the IALP Executive Committee informed of Congress Programme planning progress and issues (if there are any) in a timely manner.

IV.4 Organising Committee of the Congress

- The Organising Committee, in agreement with the IALP Executive Committee, sets the dates for the Congress.
- The Chair of the Organising Committee:
 1. Must be a resident in the country where the Congress is to be held.
 2. Works closely with the IALP President and CEO and serves as liaison between the Organising Committee and the IALP Executive Committee.
 3. In Bid Model #1 “Congress Convenor”, the Chair of the Organising Committee is in charge of all local arrangements and the Scientific Programme Committee, including choosing the venue (in agreement with the IALP Executive Committee) where the Congress will take place.
 4. In Bid Model #2 “Local and Scientific Host”, the Chair of the Organising Committee appoints the Scientific Programme Committee and serves in an advisory role to the IALP President, CEO and PCO for matters related to: venue and lodging; social programme; exhibitors and sponsors; registration and other logistical matters.

In all discussions and decisions between the Organising Committee and the IALP Executive Committee regarding the Congress, the decisions of the Executive Committee will be final.

IV.5 Scientific Programme Committee of the Congress

- The Scientific Programme Committee is responsible for the scientific and educational content of the Congress.
- The Chair of the Scientific Programme Committee:
 1. Works closely with the IALP VP for Education, who in turn keeps the IALP President-Elect and Chairs of Standing Committees informed about the abstract submissions and review process.
 2. Appoints individuals who will review the scientific programme for the Congress and establish the review dates and procedures. Members of IALP Standing Committees are available to serve as reviewers for submitted papers/abstracts.

IV.6 Professional Congress Organiser (PCO)

In Bid Model #1 “Congress Convenor”, the bidding entity may choose to work with IALP’s preferred PCO or engage another PCO of their choosing. In Bid Model #2 “Local and Scientific Host”, IALP’s preferred PCO is engaged.

IALP has engaged Keynote PCO (www.keynotepco.ie) as their preferred PCO for future Congresses in 2031 and beyond. Keynote PCO managed the 2016 Congress in Dublin and the 2023 Congress in Auckland and has a wealth of experience regarding the Congress operations.

V. BIDDING MODELS AND PROCESS

V.1 Congress Location

The IALP World Congress usually takes place every three years. The site of a Congress is determined by voting of delegates of the Affiliated Societies of IALP and the individual members of IALP in conjunction with a General Assembly based on bid options that have been confirmed by the Executive Committee to be viable. The decision is made **four years** in advance of the proposed Congress – i.e., at the General Assembly occurring 4 years before the proposed Congress.

V.2 Who is eligible to bid?

Bids to host an IALP Congress must be presented by an IALP Affiliated Society Category A or an individual member of the IALP. Joint bids from more than one Affiliated Society in Category A are welcomed and encouraged.

A bid to host a Congress from an Individual Member must be supported by a written statement of support from any IALP Affiliated Society(ies) in the country where the proposed Congress will be held. Letters of support from other national societies in the country are encouraged.

Individual(s) or organisation(s) making the bid should be solvent and experienced in hosting national conferences and should support this with a statement. Experience in hosting international conferences/meetings can be a positive factor. It is also considered useful to have the supportive backing of the city's council or other local authorities. Backing from a country's promotional Tourist Organisation is advised, but not a prerequisite for making a bid.

V.3 Bidding Models

There are two Bidding Models:

- Bidding Model #1 “Congress Convenor”; and
- Bidding Model #2 “Local and Scientific Host”.

In Bidding Model #1, as Congress Convenor, the hosting society has full responsibility for organisation of the Congress and ensuring its success. In Bidding Model #2, with a Local and Scientific Host, many organisational and financial aspects are managed directly by IALP and IALP's preferred PCO (Keynote PCO). In Bidding Model #2, the hosting society is primarily responsible for the local matters of helping to: identify and recommend the venue; engaging with local authorities and supporting groups; and planning the scientific programme, social events and tours.

It is possible to work with Keynote PCO in either of the bidding models as described below.

V.3.1 Bidding Model #1 “Congress Convenor”

- The Organising Committee is responsible for all Congress organisation matters including: developing the scientific and social programmes; contracting for the venue and lodging; securing exhibitors and sponsors; managing registration and other logistical matters; and all associated financial matters. The hosting society carries full financial responsibility.
- The Organising Committee appoints the Scientific Programme Committee that works closely with the IALP VP for Education in developing the scientific programme.
- The Organising Committee works closely with the IALP President and the CEO (and other IALP Officers as needed) on all other matters related to the Congress.
- The Congress budget is managed by the Organising Committee (and/or the PCO if one has been engaged) and must include as expense item, a guarantee of at least 40,000 Euro (or equivalent adjusted to inflation based on 2022 value of the Euro) to be paid to the IALP within six months of the closing of the Congress.
- Any resulting profit (i.e., revenue over expense from the Congress is split “50/50”, with 50% going to the convening organisation(s)/individual(s) and 50% going to the IALP.

- Upon request, the IALP can provide the convening organisation a start-up sum of 5,000 Euros. The full amount of the start-up sum will be returned to the IALP within six months of the Congress in addition to the 40,000 Euros guarantee.
- IALP's preferred PCO, Keynote PCO or another PCO of the Congress Convenor's choice can be engaged directly by the hosting society for full or partial management of the Congress.

V.3.2 Bidding Model #2 “Local and Scientific Host”

- All contracts and associated financial matters are handled by Keynote PCO as IALP's preferred PCO with oversight from the IALP President and CEO. The local hosting societies do not undertake financial responsibility for the Congress budget or financial operations.
- The Organising Committee is responsible for appointing the Scientific Programme Committee that will work closely with the IALP VP for Education in developing the scientific programme.
- The Organising Committee serves in an advisory role to the IALP President and CEO and IALP's preferred PCO (Keynote PCO) for matters related to: venue and lodging; the social programme; local exhibitors and sponsors; on-site registration and other logistical matters.
- The Organising Committee engages with their local authorities, local members, sponsors, and patrons to help secure support for the Congress.
- The budget for the Congress is managed by IALP's PCO (Keynote PCO) with oversight from the IALP President and the CEO. Any resulting profit of revenue over expense from the Congress is split 20% going to the hosting organisation(s)/individual(s) and 80% going to the IALP.
- As IALP's preferred PCO, Keynote PCO can be engaged directly by the host society for full or partial management of the Congress.

V.3.3 Procedure for Making a Model #1 “Congress Convenor” Bid

The bid should include the following:

- That the Congress is primarily an IALP Congress that would be organized by one or more Affiliated Societies or by an individual person in the convening country.
- The proposed dates of the Congress.
- The potential venue(s) that can accommodate 1000 attendees and that are fully accessible to persons with disabilities.
- Lodging options at different price points and ratings that can accommodate 1000 attendees in the aggregate; and transportation options and costs for attendees.
- Social programme options and their estimated costs.
- Proximity of one or more international airports.
- Proposed registration fees (See Section VI.6 Congress Fees); and projected attendance.
- Information on the proposed Organising Committee of the Congress including capacity for handling Congress organisation matters such as: developing the programme; contracting for the venue and lodging; managing registration and other logistical matters.
- That the Congress would be open to all nationalities.
- A portfolio describing attractions of the proposed location.
- Plans for advertising and promotion of the Congress.
- Support of the national professional association(s) in that country, including any financial obligations or expectations,
- Information regarding the national association's annual meetings.
- Assurance of an insurance policy that indemnifies the IALP from any liability or injury that may occur as a result of the Congress.
- A statement of understanding about the financial obligations of the host organisation to IALP, including the following:
 1. Confirmation that no regulations in the country would prevent a transfer of Congress revenues to the IALP treasury.

2. A budget that clearly demonstrates the revenue and anticipated expenses for the Congress. The budget should also indicate any other sources of revenue that will be available to the host organisation to support the Congress.
3. The budget must include a written guarantee of at least 40,000 Euros (or equivalent adjusted to inflation based on 2022 value of the Euro) to be paid to the IALP within six months of the closing of the Congress.
4. Whether the Congress Convenor is requesting start-up funds of 5,000 Euros from IALP. And if so, that the full amount of the start-up money will be returned to the IALP within six months of the Congress.

V.3.4 Procedure for Making a Model #2 “Local and Scientific Host” Bid

The bid should include the following:

- That the Congress is primarily an IALP Congress that would be organized by one or more Affiliated Societies or by an individual person in the hosting country.
- The proposed dates of the Congress.
- Potential venue(s) that can accommodate 1000 attendees and that are fully accessible to persons with disabilities.
- Lodging options at different price points and ratings that can accommodate 1000 attendees in the aggregate.
- Social programme options and their estimated costs.
- Proximity of one or more international airports.
- Commitments of support from local and/or national authorities and/or organisations.
- Information about the proposed Organising Committee of the Congress including capacity for developing the scientific programme, and providing advisory input on venue, lodging, social programme, and other logistical matters.
- That the Congress would be open to all nationalities.
- Plans for advertising and promotion of the Congress.
- Support of the national professional association(s) in that country and local or national authorities/entities, including any financial obligations or expectations,
- Information regarding the national association’s annual meetings.
- A statement acknowledging the financial arrangement that any resulting profit of revenue over expenses from the Congress is split 20% to the hosting organisation(s)/individual(s) and 80% to IALP.

V.3.5 A bid to hold an IALP Congress is submitted in writing to the IALP President and the IALP CEO, at least six months prior to the meeting of the General Assembly held four years before the targeted Congress, unless otherwise informed by the Executive Committee.

V.3.6 Each proposed bid is reviewed by the Executive Committee prior to the Congress to determine if all necessary information has been provided. Those bids deemed to be acceptable are put on the upcoming General Assembly agenda. The organisation or individual submitting the bid will be notified of the decision of the Executive Committee at least 90 days prior to the General Assembly meeting.

V.3.7 The affiliated organisation or individual making the bid will be informed of the time and place of the voting and advised regarding promotional opportunities (e.g., such as submitting a video).

- V.3.8** Prior to the voting at the General Assembly, a period of 10 minutes per presentation will be allocated for each of the accepted bids to address the meeting and present information about the proposed site.
- V.3.9** The voting takes place in conjunction with the General Assembly. A simple majority vote will determine the successful bid.
- V.3.10** The successful bidder will identify an individual who will serve as Chair of the Organising Committee for the three years prior to the Congress. The Chair will liaise with the IALP President and the CEO and report to the IALP Executive Committee at least bi-annually during the years prior to the Congress. The reports will include annual and projected financial statements, programme plans, and progress. All decisions regarding the Congress are final with the Executive Committee.
- V.3.11** The successful bidder will be responsible for making a final report on the Congress including financial statements within six months of the conclusion of the Congress.

VI. ADDITIONAL CONSIDERATIONS

VI.1 Announcements of the Congress

Announcements of the Congress should appear on the IALP website, through collaborating associations, social media and in the *Folia Phoniatica et Logopaedica* as well as other sites with interest in human communication sciences and disorders, including audiology, phoniatrics, and related fields. This information should be published at least 18 months in advance of the date of the Congress. There should be a dedicated, standalone Congress website. All announcements should indicate that it is an appropriately numbered Congress of the IALP. The IALP logo and that of the convening or host organisation should be clearly identified on all Congress materials. The IALP President and IALP CEO will keep the IALP Executive Committee members apprised of these decisions and process.

VI.2 Financial Responsibilities

VI.2.1 Bid Model #1 “Congress Convenor”

- The Organising Committee in collaboration w/IALP President and CEO decides the manner in which the costs of the Congress are to be covered.
- In the event of a positive profit after paying the IALP-Benefit and any start-up sum received back to the IALP, the profit will be split in 50% for the IALP and 50% for the organising society(ies).
- In the event of a negative outcome, the IALP is not liable for debts incurred by the Organising Committee of the Congress Convenor.
- IALP should have access to the financial accounts of the Organising Committee of the Congress Convenor with one week’s notice at any time during the three years of preparation. The accounts should be available for audit by IALP at the termination of the Congress. The final detailed financial report of the Congress should be provided by the Congress Convenor’s Organising Committee within six months of the Congress.

VI.2.2 Bid Model #2 “Local and Scientific Host”

- In the event of a positive profit after paying any start-up sum received back to the IALP, the positive profit will be split 20% to the hosting organisation(s)/ individual(s) and 80% to the IALP.

VI.3 In Bid Model #1, the Organising Affiliating Society may retain the affiliation fees of the society for the two years prior to the Congress and the year of the Congress.

VI.4 The Main Reports presenters will be reimbursed for their travel expenses (return economy ticket) from the Congress budget. These presenters will also have their conference registration fee waived as well as the fee for the social programme. Hotel costs for up to 4 nights for Main Report presenters will be covered by the Congress budget.

VI.5 The Discussants will have their conference registration fees waived as well as the fee for the social programme.

VI.6 Congress Fees

The Congress fees are set by the Congress Convenor (Bid Model #1) subject to approval by the IALP President and CEO; or by the IALP Executive Committee (Bid Model #2). There should be at least ten (10) categories of fees as follows:

- 1) The highest fee for non-members. There should be at least a 20% differential between the fees for non-members and Individual Members of IALP from high income countries.
- 2) The next highest fee for members of High Income Affiliated Societies.
- 3) The next highest fee for Individual Members of IALP from high-income² countries.
- 4) The next highest fee is for IALP Board members, Committee members and members of the local Association (s) hosting the Congress.
- 5) The next highest fee for members of Middle- and Low-Income Affiliated Societies.
- 6) The next highest fee for Individual Members of IALP from middle-income countries
- 7) The lowest fee for Individual Members of IALP from low-income countries .
- 8) A student fee for IALP student members.
- 9) A student fee for non-IALP students.
- 10) An accompanying person fee.

VI.7 Participants

All individual members of IALP and its Affiliated Societies must be invited to the Congress. Other professionals from related disciplines may also be invited.

A badge should be given to each participant displaying name and home country, and Affiliated Society, if appropriate. Different badges should be provided for Board Members, members of the Organising Committee of the Congress, delegates of Affiliated Societies, individual members, Honoured Members, and accompanying persons. As an alternative, various coloured ribbons may be used and attached to a standard badge.

VI.8 IALP Booth

² The Guidelines of the World Bank should be applied to provide a definition of high, middle and low-income countries.

During the Congress, the IALP is provided with a standard exhibition booth central in the exhibition area at no cost. An exhibition booth will be available also at no cost to the Organising Committee of the immediate next Congress.

VII. EXTRAORDINARY CIRCUMSTANCES

In the case of extraordinary circumstances (such as war, natural disaster, outbreaks, etc.) that would interfere with the Congress, the IALP President, IALP CEO, the Organizing Committee, and the PCO if involved will work collaboratively to identify the best solution to minimize the overall inconvenience and risk to all parties. The IALP Executive Committee must be kept informed of options and timeframes for solutions being considered and with input from the full Board would be responsible for any final decisions made.

IALP Sponsorship Policy

(May 2024)

Background About the IALP

The International Association of Communication Sciences and Disorders (IALP) is a non-political, non-governmental worldwide organisation of professionals and scientists that work together for the benefit of persons with speech, language, voice, swallowing and hearing disorders.

The organisation was founded in 1924 by Emil Froeschels to foster collaboration of professionals interested in disorders of communication throughout the world. Further information is available at [IALP \(ialp-org.com\)](http://ialp-org.com)

VISION

IALP has a global vision to facilitate better understanding, knowledge, and care of all those with communication and swallowing disorders.

MISSION

To improve the quality of life of individuals with disorders of communication, speech, language, voice, hearing and swallowing.

To advance its mission, IALP will:

- facilitate science, education, and clinical practice through international cooperation and collaboration;
- create and share knowledge, skills, and information; and
- provide a platform for international networking and advocacy.

Sponsorship Considerations

Sponsorship is a business relationship whereby a sponsoring entity provides either financial or in-kind (such as services, goods, training, etc.) support to the recipient entity in return for specified acknowledgement. Sponsorship is different from advertising. Advertising is a call to action to help sell a product or service or to make an announcement. Sponsorship acknowledges the sponsoring entity's support but is not linked to selling a particular product or service.

The objectives of IALP's sponsorship program are to:

- Provide a vehicle for sponsors to gain heightened visibility to IALP members or a particular segment thereof.
- Provide a vehicle for sponsors looking for international exposure that aligns with an Environmental, Social and Governance (ESG) Corporate Social Responsibility (CSR) framework.
- Enhance sponsors' reputation and brand internationally.
- Provide international exposure and visibility to IALP.
- Provide commercial benefit, in-kind services, and/or increased recognition to IALP.

IALP reserves the right to refuse any sponsorship opportunity that:

- Does not align with the Association's mission and values, its members' scopes of practice, and/or evidence-based practice;
- Comes from an entity that engages in endeavours related to gambling, sexual exploitation, slavery, tobacco, and/or any other environmentally or socially irresponsible practice; or
- Could potentially compromise the integrity or the image of the IALP.

Process

- Members of IALP Board, the Chief Executive Officer (CEO), and the Congress Organizing Committee may source potential sponsors.
- Potential sponsors are provided details about sponsorship options. These include but are not limited to support for:
 - The IALP Congress: An IALP Congress is held every 3 years. Customized sponsorship, advertising, and exhibit opportunities are developed for each IALP Congress by the Congress Organizing Committee.
 - Composia: Up to 2 Composia may be held each year. Customized sponsorship, advertising, and exhibit opportunities are developed for each IALP Composium by the IALP Committee that is hosting the Composium.
 - IALP publications, website, webinars, social events, and/or projects. (Please refer to Appendix A for a list of current IALP sponsorship opportunities.)
- Details confirming any proposed sponsorship must be submitted in writing to:
 - The IALP Congress: The Congress Professional Conference Organiser (PCO) in liaison with the Congress Local Organizing Committee, the IALP President and the CEO when directly related to the Congress.
 - Composia: The lead organiser/chair of a Composium and the Vice President for Marketing and Development.
 - All other IALP offerings: The IALP President and CEO.
- A sponsoring entity may wish to:
 - Consider a range of sponsorship packages, varying in amount and benefits customized to the particular event. As noted above, customized sponsorship packages are developed by the organiser for each IALP Congress and Composium.
 - Sponsor one or more events within a Congress, such as the Congress dinner, a keynote speaker or another social/cultural event; and/or items such as lanyards, Congress bags, the Congress app, coffee breaks, dinners, etc.
 - Connect with the IALP community as a Congress exhibiter. The specific exhibition details and agreement are drawn up by each Congress Planning Committee and are specific to each Congress.
 - Sponsor one or more webinars or other IALP activities or events and have their logo featured for a specific amount of time.
 - Sponsor a specific event such as the World Day of Hearing. At that time of the year, national activities take place in many countries. Thus, many affiliated societies of IALP organize special events to increase visibility and public awareness and may seek sponsors for additional financial support and publicity for such events.
- IALP does not give out member e-mails. If event registrants have provided permission, the Congress or Composium Planning Committee may provide sponsors the option of having messages from the sponsor forwarded to the event registrants if negotiated as part of a sponsorship package.
- A written agreement describing the specific benefits to the sponsor and the specific benefits to the IALP is signed by an appropriate business representative of the sponsoring entity and one of the following:
 - The host Association(s) for the Congress.
 - Composium lead organiser/chair and/or the Vice President for Marketing and Development for Composia.
 - The IALP President or CEO for all other sponsorships.

The Vice President for Finance and the Chief Executive Officer keep separate and detailed records of sponsorship funds received to be reported as part of the VP for Finance report to the Board and General Assembly.

Donations

As a Non-governmental Organisation registered in Malta, IALP is pleased to accept donations to help support work related to its mission and vision. Donations are different from sponsorship in that there is no expected return in the form of specified acknowledgement or heightened visibility.

Contact

Queries related to IALP Sponsorship should be directed to the IALP CEO at -
ialp_ceo@ialpglobal.org

Acknowledgement - Appreciation is extended to the following IALP member organisations that shared their existing sponsorship policies for the development of this document: ASHA, NZSTA, RCSLT, and SPA.