



CONGRESS GUIDELINES

**As approved by the Committee of Delegates during the WCF Congress in Oslo, July 2004.
As amended by the Committee of Delegates during the online WCF Congress, June 2021.**

1. Introduction

The applicant city/organization writes a letter to the all EC-members with a proposal to organize a WCF-congress.

If the candidate city is located in a region that is a member of the WCF, the candidacy must be supported by that WCF member, with a letter from their president. Important: in that case, it is the Member Association that is the host, not just an individual member (hence, the written request by a Member Association's President). All communication between the WCF and the Association should be through the President of that Association, or to an Association committee constituted to host the Congress.

This proposal should be accompanied by

- I) an organizational plan,
- II) a draft program,
- III) the names and functions of the individuals who will be responsible for carrying out each of the activities,
- IV) the official sponsors, and
- V) a preliminary budget, specifying as many of the details listed below as possible.

All involved parties are reminded of the importance and desirability of responding to all communications promptly!

Throughout the planning process, it is good to bear in mind the goals of the WCF, as stated in Article 3 of the WCF Statutes: "This World Organization will serve as a liaison among all carillon associations in order to defend and promote interests of carillonneurs and to develop the art of the carillon (by all legal means) including:

- a. its improvement from a musical point of view as well from that of construction;
- b. the creation and maintenance of the most cordial and fraternal relations among carillonneurs of all nationalities;
- c. the establishment of artistic and musical exchanges."

2. Organization

2.1. Theme

The theme should be of a general nature, so that speakers from all Member Associations will be able to make presentations.

2.2. Duration

No more than five days (CD and EC meetings excluded).

2.3. Meeting rooms

- a. Executive Committee meetings (ca. 12 people)
- b. Committee of Delegates meetings (ca. 40 people)
- c. General Assembly meetings (ca. 200 people).
- d. Exhibition area – sale of music, brochure display, etc. (30 square metres minimum).

2.4. General Assembly and Presentations

- a. Each Member Association's president (or representative) should make a five-minute presentation on its activities since the last Congress at the opening session of the General Assembly. These presentations do not have to conform to the theme of the Congress.
- b. All other planned presentations should be summarized and provided to the Host Association at least six months before the Congress for review, to determine if they fit the theme of the Congress.
- c. Time should be made available for other interesting presentations that are not related to the main theme of the Congress.
- d. Upon acceptance of a presentation summary, a copy of the full text of the presentation, in one of the three WCF languages (French, English, or Dutch/Flemish), must be delivered to the Host Association at least two months before the Congress, in electronic form.
- e. Simultaneous translation into the other official WCF languages should be provided during the General Assembly and presentations. If this is impractical, the Host Association must provide written translations of the full text of the presentations in the other official WCF languages, at the beginning of the presentation.
- f. A variety of audio-visual devices should be provided and described to all presenters in advance.
- g. Composers' forums may also be included in the presentations.
- h. Sufficient time for a question-and-answer period should be provided at the end of each presentation.
- i. If possible, there should not be any overlap between meetings/presentations and other congress activities/concerts

2.5. Housing

- a. A variety of facilities, from camping to dormitory housing to hotel rooms should be offered near the Congress activities.
- b. Parking facilities for personal vehicles should be considered and made available, if possible.

2.6. Dining

- a. Meals are special times for promoting amicable relationships among individual participants – one of the goals of the WCF. Therefore, adequate time for leisurely meals should be scheduled. Remember that some cultures expect two hours for lunches.
- b. As many meals as possible should be sponsored.
- c. Meals should be included in the registration fee, if possible.
- d. If necessary, a few group meals may be at attendees' cost.

2.7. Other Social Activities – optional, but desirable for family program

- a. Boat trips
- b. Dances
- c. Music on other instruments
- d. Brief tours of local attractions, if possible in at least two languages (ENG,FR)

2.8. Carillon(s)

- a. At least two concert quality instruments, in good repair, should be provided in the general area of the Congress location, one of which may be a traveling carillon.
- b. A complete description of each instrument should be provided in the Congress packets, along with suggested listening areas (which should have adequate seating and refreshments available).
- c. A large-screen monitor or video projection screen allowing the performers to be seen is desirable.

2.9. Musical programs

- a. Each Member Association has the right to designate a performer for a single recital representing that Association, which will be indicated on the program for that recital.
- b. Other recitalists may be invited by the Host Association.
- c. All recitalists performing at a Congress must be current, paid-up members of one of the Member Associations.
- d. All recitalists must forward program details and notes and any other requested information to the Host at least four months before the Congress.
- e. Printed programs for all recitals must be included in the Congress packets.
- f. There should not be any overlap between recitals and other Congress activities, or between musical programs.
- g. Recitals, as a whole, should include a variety of musical genres, including folk and popular selections.
- h. No more than 90 minutes of carillon music should be scheduled without an intervening activity.
- i. It is desirable to have program notes distributed on separate leaflets for each recital.
- j. Recitals with multiple performers (quatre-mains, duets) or with other instrument are encouraged.
- k. Some recitals should feature new carillonneurs.
- l. Audio and video recordings should be made.

2.10. Transportation

- a. If the facilities listed above are far from each other or from the performance site(s), shuttle busses should be provided.

- b. If shuttle busses are not practical, moderate cost public facilities may be used.
- c. Transportation facilities to and from Congress cities must be communicated to attendees well in advance of the Congress.

2.11. Free time and practice time on the carillon(s)

- a. Congress attendees should have an opportunity to visit and (briefly) play each of the congress carillons.
- b. Congress recitalists must be provided adequate time to rehearse their recitals. Rehearsal time takes precedence over the attendees' free time.
- c. These activities may be scheduled at the same time as other Congress activities.

2.12. Workshops/Masterclasses

- a. For each congress, the congress host is urged to organize workshops/masterclasses with different subjects. The choice is free, but EC can be asked for advice.
- b. All information about workshops/masterclasses is given at least 6 months before the congress.
- c. Congress attendees should enroll in advance to attend workshops or master class

2.13. Congress proceedings book

- a. This is the enduring record of the Congress. It is provided to the attendees as part of their registration fee, and is also available for general distribution to interested parties, for an appropriate charge.
- b. As this is an important document, the WCF provides a subsidy for its production, which is paid upon delivery of the book to attendees.
- c. It should consist of at least the following:
 - Full text of all presentations, in one of the WCF official languages, with a summary in the other two WCF languages
 - Programs of all recitals played
 - Minutes of the General Assembly meeting
 - List of delegates
 - Congress photo
- d. Optionally, it can also include
 - CDs or other recordings
 - Sheet music

2.14. Registration fees

- a. Attendance is available to the general public.
- b. Individuals who are current paid-up members of Member Associations are charged a discounted rate.
- c. The Congress registration form, therefore, should ask attendees to specify their Member Association affiliation, which should be verified as soon as possible with the Member Association.
- d. Family members of attendees may be charged a discounted rate, but this will not necessarily entitle them to full Congress participation.
- e. Full payment of these fees is due, no matter the number of days of attendance.
- f. Offer a registration fee for students, as low as possible.

2.15. Family activity program

- a. A program of activities should be recommended for family members accompanying attendees.
- b. This program may, or may not, be included in the registration fees.
- c. Family members may, or may not, be invited to attend individual Congress events.
- d. These activities may be scheduled at the same time as other Congress activities.

2.16. Budget

- a. A preliminary budget must be submitted with the proposal to host a Congress.
- b. A more detailed budget is reviewed by the Executive Committee prior to the Congress.
- c. Note that all Congress activities must be supported by either sponsors or registration fees (the WCF makes only a partial contribution to the production of the proceedings book).

2.17. Division of responsibilities

The responsibilities for planning and executing a Congress are divided according to the following table:

Activity	WCF			Host
	President	EC	CD	
Pre-Congress planning				
Solicit proposals	x			
Distribute Congress Guidelines	x			
Propose a Congress site				x
Propose a theme and preliminary budget				x
Select site and theme			x	
Secure financial support				x
Create program schedule				x
Choose meeting sites				x
Choose housing facilities				x
Choose transportation				x
Call for paper presentations				x
Review and select presentations				x
Solicit Member Association performers				x
Solicit and select other performers				x
Prepare detailed budget				x
Review all of above	x	x		x
Create registration materials				x
Create publicity	x	x	x	x
Distribute registration materials	x	x	x	x
During Congress				
Operate registration area				x
Conduct CD/EC meetings	x			
Conduct general assemblies	x			
Post -Congress				
Create Congress proceedings				x
Distribute Congress proceedings	x	x	x	x
Collect WCF subsidy				x