



GLOBAL STAFF EXCHANGE PROGRAM

GUEST STAFF GUIDELINES

Guest staff are expected to:

- (1) Remain on the payroll of their employer and have financial support for travel expenses.
- (2) Have a valid passport and visa (if applicable).
- (3) Have clear, written objectives for the exchange.
- (4) Ensure that there is a phone conversation between the GM's and/or Departmental Directors of the sending and receiving conference venues prior to the exchange to clarify the objectives of the exchange; to agree on the schedule and to address any financial, language, immigration, medical or other issues. Both parties need to have a full understanding and agreement on how any outstanding issues will be resolved and *all issues must be resolved before the exchange begins.*
- (5) Have an initial meeting with assigned mentor to discuss objectives and scheduling and at least once a week after that to discuss progress.
- (6) Participate fully as a guest member of the host conference venue's staff.
- (7) Arrange for photography during the exchange that can be used in IACC publicity afterwards.
- (8) Send a written recap to IACC with feedback on the process of the exchange, plus comments on the host property and whether guest achieved the objectives of the exchange.