



**International Bodyguard & Security Services Association**  
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**RULES OF ORGANIZING IBSSA EVENTS**  
(CONGRESS, CHAMPIONSHIPS, CONFERENCES, ETC)

1. The organizer of the event is always the IBSSA member company or national/regional organization of IBSSA, who received the rights to organize. It means, that IBSSA will not order hotel or other services directly. IBSSA will control the conditions.
2. The host organization is responsible for:
  - Preliminary information
  - To guarantee that participants will get visa to the country
  - Hotel reservation
  - Local transportation
  - Congress facilities (rooms, decorations, technical – equipment, etc)
  - Other programs
  - Press conference
  - Receptions

**FINANCIAL OBLIGATIONS**

1. The event must have an independent budget, which is the total competence of the host organization. They can have incomes or support from:
  - The government
  - The municipality
  - Sponsorships
  - Advertisements
  - Contribution of members
  - Profit of exhibition or other side – events
  - Hotel price difference\*
  - TV and Video rights – incomes – every event a special agreement must be signed between IBSSA and the host.
  - Other incomes

\*Hotel prices must be lower for the participants than the full price, but it's possible, that the organizer will keep a part of the reduction for other expenses.

1. From the registration fee (US\$ 100./person), the 75% is the property of IBSSA, it is to cover the travel of the Board and Honorary members and other Congress related expenses, and the host can get the 25% of it. How ever there must be a close cooperation between IBSSA and the Host and those expenses could be shared.
2. It is a guideline, that during the event and the preparatory trips – the travel will be covered by IBSSA and the host will cover all local expenses. During the congress it means 8 – 10 persons for a 3 – 4 day period.
3. If a company is patronizing the event, the organizer has full right to distribute their prospects, materials for the participants.
4. If the host has any problem or question about this subject, please do not hesitate to contact the HQ!