

## William Glasser International Conference Policy

### Policy

The William Glasser International (WGI) Board organises conferences on behalf of the members.

The Board organises the International Conference biennially in order to serve the vision of Connecting the World with Choice Theory and to enrich the knowledge and skills of participants in the area of Choice Theory psychology and its different applications in mental well-being, therapy, education and leadership. Members combine to encourage new insights, new developments and creativity in our constant attempt to improve the quality of all we do, including facilitating the networking of people and organisations.

WGI encourages members to engage in study, research and developing presentations. The conference provides an opportunity for a formal meeting of WGI members and an open exchange between the Board and the members to achieve these aims in a need-fulfilling environment of belonging, power, freedom, fun and general well-being.

WGI believes that the International Conference raises the profile of Choice Theory and its applications in the area local to the conference. Members share information about Choice Theory and its applications by inviting the general public in that area.

There is potential for the International Conference to return a profit and to this end WGI promotes the International Conference to all members to maximise this potential.

The Board has ultimate responsibility for the International Conference.

### Procedures

The Board will decide the location for the International Conference after considering applications from interested parties at least three years before the event. In considering the applications, WGI makes a choice based on a fair rotation of sites around the areas of the WGI world, on accessibility and affordability of the venues and on the general appropriateness of the venue for our members. Normally the Board will extend an invitation to a WGI organisation or to specific members of WGI to organise and host the conference.

The Board will appoint a Board Conference Coordinator. This person will report regularly to the Board on the progress of the Hosting Committee. (See more at 2. Hosting Committee and Appendix One). If the host MO of the WGI conference does not have English as its first language, it will make all attempts to communicate and include the WGI board members who are the chosen representatives of the WGI board to serve on the Hosting Committee.

In choosing or approving an actual hotel or conference site, special attention will be given to the potential of the location for the networking aspect of the participants.

For transparency and encouraging competition for the best possible price, convenors will compare three quotes.

Ideally the Hosting Committee should be able to announce and promote its conference from the end of the prior conference and, to that end, the Board decision about a venue will be taken at least two years before the event.

### Evaluation

Evaluation of the Policy Document including the procedures is a matter for the WGI Board. The Board will use data drawn from the several evaluations carried out to then; edit, amend, and improve the International Conference Policy as necessary.

These evaluations will normally include:

- Overall organisation including all matters financial
- Promotion to our members
- Participant satisfaction
- Recommendations by the Hosting Committee and BOARD CONFERENCE COORDINATOR for future conferences
- The matter of attendee response, appropriateness of facilities and the conference in general are described below.

## Review

Once the reports have been received by the WGI Board a review of this Policy will be carried out by the Board and led by the BOARD CONFERENCE COORDINATOR. If WGI International Conferences continue to be held biennially then this review should occur every two years within 3 months of the conclusion of the INTERNATIONAL CONFERENCE. The timing is essential to enable the team preparing for the next INTERNATIONAL CONFERENCE to benefit from the developments and learning arising from the previous INTERNATIONAL CONFERENCE.

## Detailed Procedures

### 1.0 ACCOMMODATION

- 1.1 Accommodation for conference attendees should be offered in the form of special deals with the conference hotel and neighbouring establishments.
- 1.2 A variety of types and costs of accommodation should be offered.
- 1.3 Registrants will normally be invited to contact the accommodation of choice themselves.

### 2.0 HOSTING COMMITTEE

2.1 The Board will liaise closely with the Hosting Committee for the conference.

Those organising the conference on behalf of WGI will not charge a fee for their services but will have all approved expenses covered.

2.2 The “Board Conference Coordinator” (BOARD CONFERENCE COORDINATOR) will be the member of the Board with responsibility for all matters pertaining to the National Conference acting as a link between the Board and the Hosting Committee.

2.3 The Hosting Committee is advised to consider who will be responsible for different aspects of the conference. e.g.

Chairperson	Website Manager
Vice-chairperson	Registration Coordinator
Treasurer	Workshop Coordinator
Public Relations	Online Workshop Coordinator
Meals Coordinator	Hospitality Coordinator
Sales Coordinator	Venue Coordinator
Family Events Coordinator (including children)	TBA

Registration Pack Coordinator

Social Events Coordinator

Welcome committee members

Visa Information Person

- 2.4 The Hosting Committee will prepare an evaluation of the conference, including feedback from participants.
- 2.5 On conclusion of the conference the Hosting Committee will prepare a report for WGI indicating the attendance statistics, finances and any recommendations for future conferences within three months of the conference concluding.
- 2.6 WGI Executive Director will report the number of individuals who became members of WGI or took a basic training after attending the Conference.
- 2.7 The Hosting Committee will celebrate the hard work of the committee members who brought the International Conference to fruition. This may take the form of a social gathering or other manner endorsed by the Board Conference Coordinator.

### 3.0 COSTING

- 3.1 Prior to promotion of the International Conference the WGI Board will need to have sighted and approved the budget for the conference.
  - 3.1.1 The budget will be based on a realistic prediction of the costs of the conference and will be quoted in the currency of the host and \$US.
  - 3.1.2 The budget will include a clear indication to the Board of the anticipated number of attendees required for the event to break even.
  - 3.1.3 The Hosting Committee will report quarterly to the Board Conference Coordinator on budget projections.
  - 3.1.4 During the final six months lead-up to the conference the Hosting Committee will keep the Board Conference Coordinator informed of the financial situation with regard to the budget on a monthly basis.
  - 3.1.5 If the budget projection at this time predicts a loss the Board Conference Coordinator will coordinate a meeting of the Hosting Committee and WGI Board to address options.
- 3.2 The registration cost for participants will be calculated to be as reasonable as possible but will allow a safety margin to cover unpredictable items, hidden costs and areas of potential loss.
- 3.3 The registration cost will always incorporate a special discount for members of WGI (except in the case of any late-bookings rates).
- 3.4 Where possible, a variety of conference participation formats will be offered so that a variety of registration options help cater for different restraints due to time, travel or money.
- 3.5 A clear policy about late registrations, deadlines, cancellations and refunds will be made available to all registrants.
- 3.6 Where the Hosting Committee is required to make non-refundable deposits to book different aspects of the conference, this will reflect in the non-refundable amounts and deadlines for registrations.
- 3.7 Whenever the Hosting Committee seeks sponsors for any part of the Conference, the Committee will be certain the values of the sponsors are not opposed to WGI's, e.g. sponsors will not be pharmaceutical companies that manufacture psychotropic medication.
- 3.8 All profits or losses accruing from the conference will be split evenly between the hosting area and WGI central funds.

### 4.0 PARTICIPATION

- 4.1 The conference will be open to everyone.

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- 4.2 Every effort will be made to ensure that people with disabilities will have full access to the conference and its related events.
- 4.3 Insofar as possible, special dietary requirements will be available.
- 4.4 The Hosting Committee with Board approval may decide to invite a small number of guests, e.g., local dignitaries, to specific events.
- 4.5 Where possible, the conference team will organise online participation and recording of events and in a way that helps distant members participate in some of the conference events.

## 5.0 CONFERENCE CONTENT

### 5.1 Hosting Committee

- 5.1.1 Where the Hosting Committee have any doubts about the content, structure, budget, list of presenters and general approach of the conference they are recommended to consult with the WGI Board through the Conference Content.
- 5.1.2 The Hosting Committee will organise a workshop and conference attendance record system that will cater for the needs of participants who require evidence for professional development and other credit schemes.
- 5.1.3 A simple evaluation form will be available to participants to indicate their level of satisfaction with each workshop and the conference in general and including suggestions for future changes.

### 5.2 Workshops

- 5.2.1 All workshops will have Choice Theory psychology, or compatible content, as their central theme.
- 5.2.2 English will be the official language of the conference though applications to have a very small number of workshops in a specific language will be considered.
- 5.2.3 A workshop presentation will aim to be of direct interest and usefulness to the participants.
- 5.2.4 The selection of workshops should reflect the broad spectrum of application areas of Choice Theory psychology although one specific area may have a special focus in a given course offering.
- 5.2.5 Those who apply to facilitate a workshop do so on the understanding that there will be no fee and no expenses and no guarantee that their application will be accepted. If possible within the conference budget, a reduction of the conference fee may be offered to presenters.
- 5.2.6 Where the number of people interested in a particular topic exceeds the space available, a repeat of the workshop may be considered.
- 5.2.7 A presentation that is an advertisement for other services or materials will not be acceptable, but presenters may spend a few minutes at the end of their workshop referring to other materials or services they can offer and may distribute information about these.

### 5.3 Presentations

- 5.3.1 At least a lead presenter in each workshop will have completed an official WGI certification course (CT/RTC).
- 5.3.2 Guest presentations may have a topic that does not include Choice Theory but the topic will be one that is relevant to our members. The guest speaker will partner with CT/RT certified person to ensure content is aligned with Choice Theory.
- 5.3.3 Presenters will be invited to offer only one 60- to 90-minute workshop so that participants have the maximum variety possible.
- 5.3.4 The HOSTING COMMITTEE, upon recommendation by at least one faculty member may invite keynote speakers who is not WGI-certified but who has material to offer that is of special interest to our members.
- 5.3.5 In the case of an invited keynote speakers, it is at the discretion of the HOSTING COMMITTEE with due consideration for the conference budget to offer a fee and/or expenses.
- 5.3.6 Before accepting a presenter (including guest or keynote speakers) as part of the conference program the HOSTING COMMITTEE will arrange a signed agreement with the person detailing the topic, date, time,

duration and, where relevant, fee structures as well as information about audio-visual equipment, meals, accommodation and expenses.

- 5.3.7** Presenters will be given clear guidelines about what they should do if, for any reason, they are unable to give their workshop.
- 5.3.8** Presenters will be encouraged to make available handouts and other materials in electronic form for distribution to the participants.
- 5.3.9** WGI will approve any business or organization that wishes to co-host an International Conference.

## **6.0 DATES**

- 6.1** The date of the conference will be chosen to primarily suit the host country. Other countries may be considered but definitely choose dates that will work within the host country as the majority of attendees will come from there.
- 6.2** Neither WGI nor any of its affiliate organisations will arrange other events that will compete in any way or detract from the International Conference.
- 6.3** Neither will WGI plan events to conflict with national conferences of the MOs.
- 6.4** Normally this will mean that no other WGI events should be planned within two months of the date of the International Conference or MO Conferences, unless the planned event will be strictly online. In that case, we ask for a one-month distance from any previously scheduled events, either nationally or internationally
- 6.5** Individuals or organisations arranging events that might conflict in any way with the International Conference or other WGI events are recommended to consult with the Board as soon as the conflict is obvious.

## **7.0 VENDING**

- 7.1** The International Conference Committee will provide a facility for participants to see and purchase publications that are about or related to Choice Theory psychology and its applications.
- 7.2** Those who are selling materials (the “vendors”) will pay a flat rate or percentage rate to the Hosting Committee.
- 7.3** The rate for vendors will be established as part of the budget for the conference.
- 7.4** Vendors will not sell or exhibit items that are not related to Choice Theory psychology or that have not been vetted by the conference committee.
- 7.5** It will be at the discretion of the organising committee and ultimately with the WGI Board to permit or prohibit the sale of specific materials at the conference.

## **Appendix One**

### **Criteria for the Board Conference Coordinator**

1. Understands budgeting and contract negotiation
2. Knows when to consult – perception and timing
3. Ability to work as part of the Hosting Conference Committee (team) while working on behalf of the Board
4. Has time available to dedicate to this role
5. Can work within constraints of all resources (fiscal, human, time)
6. Understands the purpose of the conference and the wide range of attendees.

## **Appendix Two**

### **Benefits accruing through negotiation**

1. Members of the Hosting Committee normally, will be conference attending, fee-paying participants.
2. Benefits the Hosting Committee negotiates, such as free rooms, complimentary upgrades, meals, parking and the like are to be considered as income to the Conference budget.
3. Any upgrades, parking or the like will be allocated appropriately to individuals by the Hosting Committee in consultation with the Board Conference Coordinator.

This policy will be reviewed every two years.

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