



GUIDELINES FOR PLANNING A VISIT OF THE PRESIDENT OF INTERNATIONAL INNER WHEEL

INTRODUCTION:

Why are these guidelines important?

The President's travels can be long and demanding, usually involving visits to several countries. Her travels involve changes in time zones, climates and foods. The President must have some **rest time** to ensure her continued good health and a successful and enjoyable visit with you.

Arrival

The President must be met at the airport and **taken to her hotel**. Please **do not plan long** receptions at the airport, visits with members, visits to project(s) or sightseeing tours on route to the hotel. Please ensure the member(s) meeting the President carry a large placard displaying the name **International Inner Wheel** for ease of recognition.

Accommodation

Comfortable accommodation with facilities for relaxing and working should be reserved. **Good high speed Wi-Fi is essential.** If any hospitality is to be arranged at a person's home this person should not be an IIW election nominee.

Please discuss arrangements with the President in advance of her stay. In some circumstances a President may feel she needs access to hotel facilities such as wifi to be able to do her work. However in some circumstances she may prefer to stay with people she already knows, particularly if the visit is to an area where threats to hotels and tourism are an issue.

Security

Security varies from place to place. Depending upon the locations and any unusual situations, appropriate and adequate security must be arranged for the President.

Food and Drinks

During her travel, the President experiences frequent changes in the types of food and drink provided. A few special provisions can help avoid physical discomfort and distress. It would be appreciated if sealed bottled water is available at the hotel and at all meal functions.

ACTIVITIES OF THE PRESIDENT:

- A. Activities should be planned to accommodate the following priorities:
- (a) Meeting and talking with members.
 - (b) Visiting Inner Wheel projects.
 - (c) Sightseeing (only if time permits)
- B. Daily Schedule:
- (a) On arrival, with consideration to be given to the length of journey/jet lag, the President must be allowed to rest before participating in any event.
 - (b) **Time should be allowed** between any afternoon function and an evening function.
 - (c) All evening functions should be scheduled to end by 22.30.
- C. Programme:
- (a) The President will deliver her remarks in English and will usually speak for about 20 minutes. If interpreters are used to translate the President's address and other comments, she may adapt her speaking time accordingly. The President's speech should be clearly the highlight of any programme.
 - (b) At **ALL** official functions, the President will be the Chief Guest and may offer the toast of International Inner Wheel to which no reply is made.
- D. Travel:
- (a) The President must travel by air on **scheduled commercial flights only**. Travel by private plane is not allowed.
 - (b) While the President's international travel is paid by International Inner Wheel, it is the responsibility of the Club/District/Association/Council

to accept **all** expenses in their own country, including travel and any courier charges incurred-(see Gifts)

E. Invitations:

Please plan your invitation well in advance to give the President time to organise her programme for the year.

F. Gifts:

If your country wishes to present a small gift to the President as a reminder of her visit, it would be appreciated if the gift is small in size and light in weight. It is not possible for the President to carry extra luggage, as on some trips she will be visiting several countries and large books, pictures, etc. are very heavy and regrettably cannot be accepted. If such gifts are presented the gift giver should arrange for the gift(s) to be couriered at her own expense to the President's address. The President cannot take excess luggage on flights. Instead of giving gifts PLEASE consider donating the equivalent spend to a local charity or project. This provides IIW with valuable news that can be reported on the IIW website.

G News

On completion of the President's visit the National Representative is required to send pictures and a report of the visit to the IIW Editor or IIW Administrator so that items can be immediately posted on the IIW website. Please send the reports and photos to the IIW Editor and / or to IIW office at admin@internationalinnerwheel.org and also with a copy to the President.

H Emergencies and Cancellations

With heightened security issues around the world, countries inviting the President need to be aware that a visit might have to be cancelled at short notice because of terrorist threats, closed airports etc. Sometimes visas cannot be obtained until just prior to the visit and if these are refused for any reason the President would not be able to attend. Where possible countries should look at cancellation insurance as IIW cannot reimburse cancelled costs and amalgamating Presidential visit with events that would be able to go ahead without her as a guest – e.g. Conferences, Rallies, Friendship Days etc are a sensible precaution.

March 2016

VISIT OF THE INTERNATIONAL INNER WHEEL PRESIDENT

Please complete this form and return it to The Administrator, International Inner Wheel, Suite 2.3, 20 Market Street, Altrincham, Cheshire, WA14 1PF, United Kingdom, to reach this office **at least 30 days prior** to the President's arrival.

With this form, please also send **a detailed programme of the President's stay in your area for her reference.**

1. Hotel:

Name and address of hotel

Telephone No:
E-mail for hotel

2. Arrival:

Name, address, telephone, e-mail and mobile numbers of the person in charge of the welcoming delegation.

3. Programme:

Please provide details as to the activities suggested and when the President is to appear on the programme. Also, please indicate if you wish her to place emphasis on any particular aspect of Inner Wheel. Feel free to attach additional pages.

4. Dress:

Considering each activity on the schedule and type of climate, please advise appropriate dress for the President. If formal dress/evening dress is required for any function, please state.

March 2016