



# FEDERATION INTERNATIONALE DES CONFRERIES BACHIQUES (F.I.C.B.)

Association régie par la loi du 1er juillet 1901

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## SPECIFICATION

for the International F.I.C.B. Congress

*(updated from the 2004 version taking into account the revision in 2013 of the Statutes and Rules of procedure, approved by the Executive Committee in August 2014))*

### 1- Extract of the Rules of procedure (2013 edition)

This specification has been established and approved by the Executive Committee in compliance with article 2 of the Rules of Procedure, which specifies that:

*« At least every two years, the Federation organizes an International Congress open to all its members.*

*This Congress must give an opportunity to present the wine and vine production and the related traditions of a region or country and allow for exchange on the tasting and promotion of wine. **The Executive Committee establishes a Specification for the hosting and organization of the International Congress.***

...

*Compliant with the Statutes, the selection of the host member and organizer of the International Congress, and of its President is decided by the Executive Committee.*

*Any active member of the Federation may apply for the privilege of hosting the International Congress of the Federation or promotional events under its patronage. In the latter case, the patronage of the Federation will be considered only once it will have been informed about the details of the proposed event and programme."*

### 2- The duration of the Congress is of 3 days minimum and four days maximum.

One or several extensions in the same region to follow the Congress may be proposed as an option.

The dates for the Congress shall be decided in agreement between the Executive Committee and the organizers.

- 3- The application for organizing the Congress must be presented to the Executive Committee at least two years before the date proposed for its venue, together with a draft programme and a budget estimate.**

**The final decision concerning the dates, venue and host of the Congress shall be taken by the Executive Committee at least 16 months before the Congress, based on a final programme and budget communicated by the organizers to F.I.C.B. at the latest a month before the decisional meeting of the Executive Committee. The opening of registration shall be effective at least 12 months before the Congress.**

- 4- The Executive Committee may, as deemed necessary, make, before its final decision, an advanced inspection and promotion visit of the sites and hotels proposed for the Congress, at the expense of the organizers. The delegation will consist of up to two members of the Executive Committee.**

- 5- The outline of the Congress shall be translated and commented in French (official language of F.I.C.B.) and in English.**

In case of a substantial participation of a delegation with another language, translation into that language may be requested.

**6- Welcome of participants**

- In the afternoon or evening of the first day, with a welcome dinner
- Transfer between the former and current Congress Presidents
- Welcome address by the Congress President
- Address by the F.I.C.B. President.

Note: delegates will be gathered in a same location for this first general meeting.

- 7- The Plenary Session shall be held preferably on the morning of the second day, comprising at least:**

- Presentation of the country or region and their vineyards (e.g. film, video, conference, Q&A)
- One or several keynote speakers, preferably in the presence of official wine institutions and media to present views on the defense and promotion of wine
- Attendance of official wine organizations and authorities of the host region of country, and of the media is welcome
- Renewal of the FICB commitment which engages the Brotherhoods attending the Congress.

**8- Presentation and tasting of the wines of the world session**

- Each Brotherhood or region represented at the Congress shall have a table to present and propose the tasting of its wines.

- The premises shall be sufficiently big and ventilated. The cooling of the wines, as needed, before and during the tasting, the glasses and the necessary equipment shall be provided by the host.
- Presence of the media, the local and regional winegrowers and retailers, as well as representatives of local gastronomy is desirable.
- A correspondance (mail or email) shall be sent in advance by the organizers to the registered delegates to indicate the estimated number of participants for this wine of the world session. Instructions shall be given as to the exact shipping address for the wine cases. Storage and preparation of the wines shall be provided by the organizers under their responsibility.

**9- The proposed hotel accommodation shall be of good quality and offer two price ranges.**

**10- Meals will be of good gastronomic level, with a range of local specialties.**

- The wines served during the meals shall be presented and commented and will be included in the price. For the closing evening, a Gala Dinner will be provided.
- The alliance of regional wines and food will be underlined. Meals served on tray should be avoided, except in particular circumstances.
- A multiplication of buffet type meals shall be avoided. When relevant, sitting space shall be reserved in advance and prioritized for the delegates

### **11- Processions**

- In case the attendance of Brotherhoods not members of F.I.C.B. is expected during the Congress, they may join the processions in the following order:
  - . The Officers of FICB in ceremonial dress,
  - . The delegates from the Brotherhoods members of F.I.C.B. in ceremonial dress,
  - . The members of the Wine Brotherhoods not members of FICB,\*
  - . The members of gastronomic brotherhoods
- Delegates in civilian clothes shall avoid mixing in the procession with those in ceremonial dress.

**12-The traditional group photo** shall highlight the Brotherhoods members of F.I.C.B. taking part in the whole Congress and at least one photo with only these Brotherhoods shall be produced.

**13- The Officers and the members of Brotherhoods members of F.I.C.B. shall have a priority to take part in the Congress.** Accompanying persons shall be limited to one per delegate. Members of Brotherhoods not belonging to F.I.C.B. may be admitted under special conditions as mentioned in article 19 below.

**14- Officers and F.I.C.B. members shall wear their decoration as deemed necessary in relation with the programme. .**

**15- The organizers shall nominate a person in charge for each activity on the programme, who shall be the interlocutor of the delegates.**

**16- In addition to the main organizing Brotherhood, the Executive Committee may agree to the participation in the organization of other Brotherhoods from the region**

**17- If the host Brotherhood does not take in charge directly the organization of the Congress, it shall entrust it to a viable and efficient organization.**  
The requirements of this Specification shall be communicated in advance by the host Brotherhood to the entrusted organization which shall endorse it as part of the undersigned Specification.

**18-Two Officers members of the F.I.C.B. Executive Committee (including the President) shall be invited for the whole Congress and extension at the cost of the organizers. .**

### **19- Finances**

- **The Congress registration fee shall be inclusive** of accommodation, meals (and related beverages), visits, transfers and attractions included in the official programme. Travel costs to arrive at and depart from the Congress shall not be included. An additional 100€ shall be charged to delegates who are not members of a Brotherhood member of F.I.C.B. and shared equally between the organizers and F.I.C.B.;

- **All payments (installments and final payment) will be cashed on a special account** in an accredited organization warranting, together with the host Brotherhood, the viability and execution of the whole programme of the Congress;

- **A detailed final report of the financial** outcome of the Congress shall be communicated to the F.I.C.B. Executive Committee at the latest six months after the end of the event;

- **Royalties : The organizers shall pay royalties to F.I.C.B. on the following basis :**

- . 40 € for each delegate and accompanying person from an F.I.C.B. Member Brotherhood;

- . 70 € for any other participant not member of an F.I.C.B. Brotherhood, even in case of partial participation, 50% of which may be deducted in case of registration as member of F.I.C.B. within the next year.

**20- Within 30 days of the end of the Congress, the Organizers shall provide the Executive Committee with an accurate count of the participants in the Congress, whether members of F.I.C.B. Brotherhoods or not.**

**21-The leaflet presenting the programme (including the proposed extension), registration fees and form shall be circulated at least one year in advance of the Congress, including a PDF electronic version to**

be posted, i.a., on the F.I.C.B. website. It will include all relevant information as well as the names of the donors, sponsors and supporting organizations.

**22- The host Brotherhood(s) will offer one free admission to their Brotherhood** by represented F.I.C.B. member Brotherhood in ceremonial dress.

**23- This Specification shall be formally approved by the Brotherhood(s) hosting the Congress and, as relevant, by the organization to which it may have delegated it, and co-signed with F.I.C.B..** Non compliance with any clause of this Specification may result in the cancellation of the Congress without compensation from F.I.C.B. **Disputes if any** shall be filed at the court of the F.I.C.B. seat, i.e. Paris.