



## Global Staff Exchange

### Host Venue Guidelines

***The host venue accepting the exchange employee is expected to:***

- (1) Ensure that there is a phone call or conference call between the leadership team of the sending and host IACC venues prior to every exchange to clarify the objectives of the exchange; to agree on the schedule and to address any financial, language, medical, immigration or other issues. Both parties need to have a clear understanding and agreement on how any outstanding issues will be resolved and all issues must be resolved before the exchange begins.
- (2) Arrange for ground transportation to and from the airport and throughout the exchange as needed.
- (3) Provide a room and meals for the exchange employee at or close to the venue, throughout the exchange. Alternatively, it should be agreed in advance if the exchange will exclude accommodation and the exchange student is to source their own accommodation solution.
- (4) Draft a program together to achieve the objectives of the exchange employee.
- (5) Assign a mentor to welcome the employee and to meet with them at least once a week to provide direction and to obtain feedback on how the exchange is going.
- (6) Provide ample opportunity for the employee to be a fully participative member of the host conference venues' staff.
- (7) Arrange for photos during the exchange that can be used in IACC publicity afterwards.
- (8) help arrange for the employee to tour other conference venues and to do some sightseeing in the area during their time on the exchange.

To register your interest to be considered as a host venue for a IACC Global Staff Exchange, complete the registration form at <https://www.iacconline.org/staff-exchange-host-registration>