

ICCA Head Office

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ICCA Association Community Profile

Guidelines

Before completing the form please carefully read the guidelines:

International/regional associations with rotating meetings are eligible to join the ICCA Association Community. The association eligible to join:

- must be a **non-governmental entity**;
- must **not be managed by third parties**;
- the meeting must rotate across **three countries**, attract a minimum of **50 participants** and be held on a **regular basis**.

The main contact person must be a **Board member or Senior Director** within the Management Team.

The Association Community Profile must be signed by a Board member or Senior Director of the association.

Rights and Responsibilities:

By joining the community associations can enjoy all the benefits outlined on the [ICCA website](#).

The association must provide proof of registration (i.e. chamber of commerce document).

The main contact person is obliged to complete the Association Profile and update it annually or notify ICCA that there have been no changes to their meetings information.

Associations that join the ICCA Association Community do not belong to a separate Sector or Chapter, they do not have voting rights during General Assembly and are not eligible to stand for election to the Board of Directors.

By joining the ICCA Association Community, the association commits to a payment of 250 euro per year (excl. VAT) for the services and benefits offered by ICCA.



Association Details

Association name:	
Address:	
City:	Postal Code:
Country:	Phone:
E-mail:	Website:
Contact person:	Mr. Ms.
E-mail:	Job function:
Function type:	Permanent Voluntary (appointed until:)

Invoicing Details (if different from association details)

Company name on the invoice:	
Address:	
City:	Postal Code:
Country:	
Purchase order number (if applicable):	
VAT number (obligatory if based in EU):	

If you do not provide your internationally valid VAT number, we are obliged by law to add 21.0% Dutch VAT to all your invoices! Please also provide us with a copy of your Chamber of Commerce registration.

General Information

How many international meetings do you organise?	
What is the budget of your largest international meeting?	
What is the number of participants at your largest international meeting?	
Do you use a congress Secretariat (PCO)?	
Please specify the types of meetings you organize (please mark any that applies):	
Conferences	Congresses
Symposia	Exhibitions
Team building	Training

Which benefits prompted you to join the ICCA Association Community and how important are they for your association?

Very important Important Not important

Educational programmes for associations
Hosted buyer programmes for associations
ICCA Database on international association meetings
Networking with other associations and suppliers
Access to Destination Comparison Tool
Access to Big Data Tool
Other:



Meeting information

(Please complete the below information on your largest international meeting)

Event Title:	
Frequency:	Duration: days
Preferred month(s) to hold the meeting:	Rotation area:
Minimum number of parallel/ break-out rooms needed:	Seating capacity break-out rooms: From to persons
Preferred type of venue:	Conference center with in-house hotel facilities Conference center Hotel University Other
Subject(s):	
Usual exhibition: Yes No	Average no. of exhibitors:
Average surface of exhibition: m ²	Poster Exhibition Display: Yes No
Official languages:	

History or future of the international meeting

(Please list below the most recent past/future events: at least 3 editions in 3 different countries, more than 50 participants)

Year	Dates	City & Country	No of participants	URL/Link:

Meeting open year

(Please fill in the details about the meeting's first year without destination)

First year without destination:	Invitations to be sent in before:
Decision made in:	Decision maker(s):
Preferred Countries/Regions:	
Request for Proposal link:	

Signature

I certify that the above information is true and correct. I hereby agree that by signing this form I acknowledge ICCA processing our personal data and recognise that the legal basis for this processing is legitimate interest. Personal data provided by international organisations on their staff contacts will be shared with ICCA staff, and where appropriate with ICCA members and international associations which are part of the Association Community in accordance with ICCA Privacy Policy. ICCA will treat all international organisations' personal data in a safe manner and respects the privacy of those involved. View our [Privacy Policy](#).

Contact name:	Signature:
Function-title:	Date:

Sign and submit to associations@iccaworld.org. Please attach the Chamber of Commerce document.