

## 2018 Delegation Guidelines

### Ground rules for receiving foreign delegations from countries outside Europe during the 35<sup>th</sup> International Supply Chain Conference in Berlin

In its endeavour to expand the international reach of the logistics network, Bundesvereinigung Logistik (BVL) is always happy to welcome delegations to the International Supply Chain Conference (ISCC).

A delegation trip can be arranged between a person acting as an "organiser" and the BVL Office. Delegations are welcomed and received on the basis of the statutes and code of conduct of BVL. Delegation trips organised for commercial purposes are not permitted.

The guidelines and ground rules outlined below apply to the planning of delegations wishing to attend this year's ISCC.

#### 1. Hospitality and services

BVL will arrange a cordial welcome for delegations and will additionally offer the following services:

- The delegation participants will be welcomed in person to the ISCC in Berlin by a member of the BVL management from head office.
- The delegation participants will be provided with information that might be of use to them during their time at the ISCC, such as programmes, schedules or bus operating times.
- On request, arrangements can be made for a BVL member or honorary official to accompany the delegation.

#### 2. Conditions of participation

The delegation participants must have their registered address in the country of origin of the delegation. Moreover, the delegation participants must not yet be members of BVL and must be attending the ISCC for the first time.

The organiser will put together a delegation from the country in question comprising **at least 5 people** and coordinate the schedule and any other questions that arise with Curtis Domberg from the BVL Member Service Team. Participants of a delegation qualify for a **reduced participation fee of 850 € per person** (compared to the regular participation fee of 1,980 €).

The attendees will pay their own travel and accommodation expenses and will make their own bookings. They can find hotel recommendations at: [www.bvl.de/dlk/hotels](http://www.bvl.de/dlk/hotels).

As a thank-you for organising the trip, **the organiser (1 attendee!)** of the delegation trip will be able to attend the ISCC free of charge. BVL will also pay the overnight accommodation costs for this person in a partner hotel in Berlin and is also willing, following consultation and approval, to pay 50% of his or her travel expenses (Economy or 2nd Class tickets).

### **3. Registration and payment**

Delegation participants are to be registered online at [www.bvl.de/en/iscc-registration](http://www.bvl.de/en/iscc-registration). The country of origin of the delegation and the year should be entered under the "Remarks" / "Bermerkungen" field (for example: **Australia ISCC 2018**). The reduced participation fee is to be requested and paid for upon registration. **Registration and payment must be completed by September 30, 2018**. In the event that registrations are made after this date, the full participation fee will be due and must be paid on site at the BVL counter together with an additional processing fee.

### **4. PR activities and reporting**

BVL may request individual participants of the delegation group to give interviews and take part in video recordings. The interviews and video recordings will subsequently be featured in the BVL media.

We would also appreciate a short report by the organiser after the ISCC so that we can publicise the success of the delegation trip – in the BVL media, for example.

### **5. Follow-up**

Membership will be offered to delegation participants who are interested in becoming actively involved in the logistics network. In addition and where possible, we can put them in contact with BVL Chairpersons and BVL Representatives on request.

#### **Contact:**

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