



12. GUIDELINES HOW TO RECEIVE AN ACI OFFICER IN YOUR COUNTRY

The ACI Board members try to visit all Member Countries on regular intervals.
The ACI Board will normally send a representative to charter the N°1 club in a new Country.
The AGM's of those Countries that apply for Full Membership of ACI could be visited.
It is recommended, that an ACI representative visits the venues of the ACI Conference.

The member countries, to be visited in each year, will be informed well in advance. The Country in question may suggest the dates of the visit and the ACI Board will try to respect these dates as far as possible. However, the travels must be scheduled in good time and not every request can be fulfilled. Remember that the travelling budget for the ACI Board is limited. Appoint somebody on the National Board to be the contact person for the visiting ACI Officer.

ACI is responsible for paying the ACI Officer's travel costs to the Country.

Depending on the country in question, the ACI Officer's stay will be from a couple of days up to approximately one week.

- The host country is responsible to plan and arrange the program during this official visit.
- The ACI Officer should be given a prior notice of the travel plan, detailed program and the contact details of the hosts.
- The cost of the transport, the costs of the official meetings (e.g. Club meetings, AGM, Anniversary or Charter dinner etc.) and the accommodation during the official visit are to be paid by the host-country.

To clarify: The total cost of registration for the attendance of the ACI officer is to be paid by the host country.

- It is advisable that the ACI Officer is home hosted.
- If hotel accommodation is considered to be necessary, it is also on the costs of the host-country.

Any personal expenses, incidental meals while travelling or the cost of additional nights accommodation before or after the "official" visit (unless necessary because of flight schedules) will be on personal costs of the ACI Officer. If the ACI Officer travels with a partner or another Agora member, his/her costs are paid fully by the ACI Officer.

Remember to allow a little "breathing time" to the ACI Officer during the official visit!