



Why does the ICCA database not contain all meetings happening worldwide?

It is a sales and marketing resource which allows our members to search for association meetings that are likely to come to their destination.

What are ICCA's criteria?

Association meetings must:

- a) Rotate between at least 3 countries **and**
- b) Attract at least 50 participants **and**
- c) Be held with a certain frequency (we do not register ad hoc meetings)

Can I send all the meetings that took place in my destination to ICCA for consideration, regardless of these criteria?

No, we can only accept lists that first have been screened by the member. As a rule of thumb we will accept lists that contain 20% more meetings than traditionally have been attributed to your destination.

What proofs are required when a meeting is not yet (new) in the ICCA online database?

- We strongly recommend you use our [Excel-form](#)
- the complete title of the event (not just abbreviations/acronyms), title must be supplied in the official language of the Series
- the corresponding event url,
- indication of attendance figures: When the Series is new to us we need you to supply attendance proof for at least 1 event in the Series history. In case the event has been held together with another event, please supply attendance proof for the event in your submission only. (Please also see: [What about submitting first editions of a new series?](#) on page 2)
- future events information: check that the client approved publication in our database

When one or more proofs are missing and in case of doubts ICCA holds the right to reject meetings without further discussion.

Why is it important to only send association meetings and all required proofs to ICCA?

It will make the processing on our side more efficient and we will be able to report back to you even sooner. In this way you will have enough time to do your own research for additional or missing information.

What are the consequences if I send my statistics after the deadline 1 February?

The information can no longer be guaranteed to be processed in time for ICCA's own deadline and will end up on the bottom of the pile as we work on a first in-first out principle. Even when the additional information refers to meetings that were sent before the deadline.

Is it permitted to send additional information after the deadline?

Keeping in mind that the information cannot be guaranteed to be processed in time, additional information is only accepted when:

it involves new information that was not sent in before or when it is clearly marked to be extra.

What is not regarded as association meetings?

Sole exhibitions/tradeshows, corporate meetings, games & championships are **not** loaded onto the database. We do not include governmental/political meetings and when in doubt, members need to supply ICCA with written proof regarding the bidding process.

I submitted my statistics to ICCA. What happens next?

Every year more ICCA members submit their statistical material to us that is why it is no longer possible to

discuss individual entries during the process. Once your submission has been processed you will receive an overview with all qualifying events. Any event that you feel is wrongly missing can be discussed at that time.

My event is not accepted, yet I notice similar kind of events in the database?

Decisions made in other profiles or previous years have no bearing on- and do not render rights for, the current submission. Note that in each profile in our database you (will soon) have the option to make a Request for Reconsideration.

How does ICCA assign events to destinations?

Our aim is to be geographically correct, so if a meeting is held outside let's say Amsterdam in principle the city will not get the credit, even though they probably were influential in getting the meeting there in the first place. Each year we ask the national convention bureaus to have a look at the cities we have identified and to come up with suggestions. Feel free to let us know which places you think we should reconsider and we will be happy to research this further, using Geonames, Wikipedia, etc.

What about submitting first editions of a new series? First editions can only be accepted if the locations and/or venues of both the 2nd and 3rd edition are already confirmed by the respective location and/or venue. Also, any first edition needs to have an indication (proof) of attendance. In case the first mention of attendance figures does not exceed 75, a delegate list is necessary to provide additional proof. The attendance figures in our database only reflect the registered delegates for educational sessions. Speakers and/or accompanying persons are not included in this number. They can be mentioned separately in the database but will not be a part of the calculation. All other first attendance figures need to be accompanied by a proof. This could be website link, article, letter/email (please provide us with the full original letter/email) from the International Organization/Organising Committee, attendance list etc. To assess the correct number sometimes is difficult, especially with an exhibition attached that attracts more people separately. Without proof of first attendance, ICCA has no other choice than to reject the meeting.

Can we use the red 'Report an update' button in the online database to submit statistics information?

Yes you can! If you start using this button to update and report your meetings throughout the year then we have covered most of your meetings before we send out our statistics request to all ICCA members. The main focus at every beginning of the year will be on your meetings that are not yet in our database. As of this year we would like to ask all ICCA members to report their meetings using this functionality on an ongoing basis.

Can we use the Business Wins option to submit statistics information?

Yes you can! If you start using this button to update and report your meetings throughout the year then we have covered most of your future meetings before we send out our statistics request to all ICCA members. The main focus at every beginning of the year will be on your meetings that are not yet in our database. As of this year we would like to ask all ICCA members to report their meetings using this functionality on an ongoing basis.

What is needed in case of doubts regarding rotation?

Members need to supply ICCA with written proof, by the International Organisation or LOC that bid proposals for future editions are accepted - the event will not be included otherwise. Some associations in our database are difficult to understand and produce so many series with almost identical names that from a research point of view these are very difficult indeed – this is why your help will be vital to help prove there is a pattern of clear rotation in cases like these.

How does ICCA view events projects?

So-called projects will be removed from the system as soon as the last event has taken place or is known to take place. In case all the project's future events (including the last) have already been decided (ICCA members cannot bid for any future event anymore), the event cannot be accepted.

Does ICCA accept meetings that are held twice (or more) in the same country in a row?

When more than 4 of the most recent editions of a series are held in the same country, ICCA suppresses the series, unless it can be demonstrated through proofs that it will start rotating again in a different country.

In all other cases the member needs to give a clear indication on whether or not it will rotate or return to the same country in the future. In principle we reject those meetings with the same country twice in a row when the history line does not contain 3 different countries, including the one that keeps returning.

Why does an event series need to move between at least three countries?

When do we accept that a three country rotation pattern is “confirmed”?

Before there is a three country history, an event can be accepted only if there is written proof that the future pattern is set. For example, contracted future bookings are confirmed by the association and/or the future hosts, and the event is shown on the association’s website. ICCA never accepts verbal or third-party written statements as proof (eg from this year’s host destination, stating that the organisers have told them they are planning to go to two other countries in the next two rotations).

A confirmed three country rotation is relevant from a marketing point of view for many ICCA members. Until we can verify rotation we won't include a series, and, crucially, where we subsequently discover that a previously-accepted series does not really rotate then we need to remove that series from the database to avoid misleading our members that this is something they can bid for.

Does ICCA accept meetings that are held more than once a year?

In case a meeting is held several times a year, the member needs to give a clear indication on whether or not a bidding process is involved. This means written proof from the International Organisation/Local Committee, etc. Very often we find that these meetings are not next editions of a meeting - rather they appear to be editions held next to each other, comparable to a road show. In principle we do not accept series that have more than 4 editions per year as they do not meet one of our criteria: 'Meetings must be organised on a regular basis'. In case a meeting takes place more than 4 times a year, there is no clear pattern to be detected to enable our members to make informed decisions whether or not to bid for a next edition, for instance.

Why are governmental (Like EU & UN) meetings NOT included in the database?

Essentially, it's to do with the decision-making process and the fact that meeting professionals aren't able to bid for future editions of meetings to come to specific countries except in exceptional circumstances. The meetings can be divided into three sorts: ones which are located in a very specific location or locations (which is why Brussels and Geneva receive so many, for example); ones which are part of a cycle of such meetings (e.g. all the many meetings which take place in a country because of the rotating 6-month EU Presidency); and ones where individual governments decide to offer to host it, where decisions on country are decided in closed rooms by the politicians and officials.

Tracking the past business rotation therefore doesn't enable members to anticipate future business; the best way to do this is by keeping close to the politicians and officials who are involved, and to compete at the national level once a country is selected or comes up in its usual rotation pattern.

Because this is so fundamentally different from association meetings, this is why we don't include the data on the association database. However, we recognise that the issue is a very important one for many members, which is why we try to regularly include it in the education programme of the Congress and other events, and why we will continue to do this in future, so that members understand clearly the differences in these types of meetings.

A final reason for not including such meetings is that if we did then there would be pressure to include them in the statistics, which would disproportionately benefit those locations which are home to institutional meetings on a regular basis and would favour each country which hosts the EU Presidency in turn. We hope this explains the rationale for why we follow this policy!

The following are checked:

Website (is this an official UN, EU or government site?)

Who are the delegates (eg government officials or ministers)?

Is it sponsored by a national government department?

How do we decide if an event is actually a commercial meeting?

Is it organised by one of the major commercial conference companies (eg IBC, IIR, Economist Conference Unit, etc)?

Is it open to anyone paying a registration fee?

When might an event run by a commercial conference company qualify to appear?

If an association event which previously qualified for the database has been purchased by a commercial conference company, but still retains the same characteristics (eg rotation pattern, similar type of delegates), then it will continue to be accepted.

What happens with regard to computer user group meetings?

Technically a user group is an association (a voluntary group of individuals or organisations with a shared interest), but since companies often finance and/or organise meetings at which users attend, it isn't always easy to differentiate a qualifying user-group meeting from a regular corporate meeting.

Key aspects that would help such a meeting qualify:

*The users decide where to meet, rather than the company.

*Users register themselves, they aren't invited and booked up by the company.

How do we determine if the event qualifies as having 50+ delegates if we can't get firm figures for that particular event from the organisers?

We look at the history; if two out of the previous three editions attracted over 50, we'll accept that this will also be the case at this meeting.

We contact the organiser.

In case the first mention of attendance figures does not exceed 75, a delegate list is necessary to provide additional proof.

What do we do if an event looks like an association event, but doesn't have an actual, formally constituted association involved as owner/organiser?

Groups of academics and doctors are organising meetings which are rotating, taking place regularly with an association-sounding name, and appear to all intents and purposes as association meetings. Where we are certain this is not a commercial or bogus meeting, provided there is a strong track record these meetings will be accepted.

How can ICCA make sure no fraudulent meeting finds its way into the database?

Our main source is the list maintained by Jeffrey Beall:

<https://predatoryjournals.com/publishers/>

For meetings that look suspicious we check the criteria defined by James McCrostie:

<https://portal.iccaworld.org/downloads/members/other/proposed-criteria-for-identifying-predatory-conferences>

We maintain an internal list of keywords that flag up fraudulent meetings/bodies here:

<https://portal.iccaworld.org/downloads/members/other/boguslist-1.docx>

On an ongoing basis we report new suspicious names to ScholarlyOA with the request that these be added to their list as well.

Why can't we see all associations that appear in the statistics?

When associations request ICCA to remove their meeting's details from the website, we "suppress" these addresses, so they can't be seen but their meetings are still counted in the statistics.

Why do historic figures for events and rankings change?

The ICCA database is a live resource, constantly being updated with new knowledge, which includes historical data. Typically, ICCA will identify 75-80% of the qualifying events taking place in a particular year, which only becomes complete after five or more years have passed. For those who want to compare previous yearly statistics with the current year, we have retained a historic record in the Membership Documents section of <https://portal.iccaworld.org/myicca>. Please note that live data on past years will always be different from the historical records. Rankings may change as well, of course.

Who are the sources for the ICCA online database?

Our information comes from a number of sources. First of all the ICCA Members who send in their overviews and calendars for the previous year. We also are in close contact with the International Organisations who inform us of their past and future activities. We do our own Internet research on a daily basis, monitor newspapers and social network sites. We look at resources such as the Union of International Association (UIA), etc.

Help! We have less qualified meetings than last year?

The fact that a meeting does not qualify for our database does not diminish the value of the business that took place in your destination! Also, we know that we're not infallible, and that in any case the statistics are just a snapshot of a limited range of events at a specific time. We therefore always advise our members that the real key to long term positive PR is to have solid internal statistics that reflect the total impact of effort and business won across all market segments, so that the ICCA statistics can be seen in their proper context.

ICCA Research Department