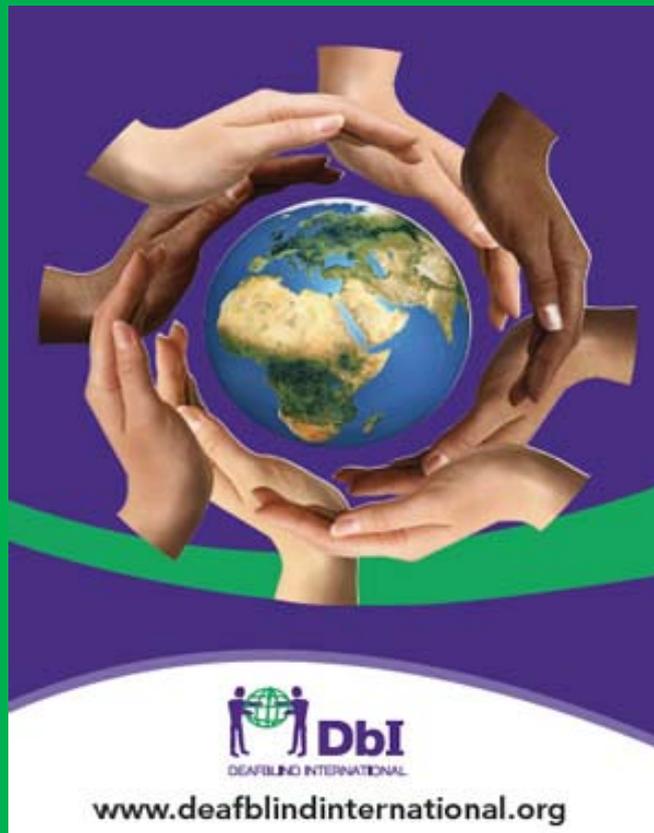




Deafblind International Policy and Procedure Handbook



December 2015

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HISTORY OF DEAFBLIND INTERNATIONAL

The pre-Constitution era in the story of Deafblind International (DbI) is what is referred to as the infancy of our organization. The roots of DbI go back to the 1950s, when just a few organizations around the world were beginning to collaborate. Among this group were organizations and schools such as Condover Hall in the U.K., the school for the blind in Hannover, Germany, the Institute for Defectology in Moscow, St. Michielsgestel in the Netherlands, Perkins Schools for the Blind in the USA and several schools from the Nordic countries. This group corresponded by mail, sharing the results, successes and frustrations of their work with deafblind children and, on rare occasions, managing to visit each other.

It was in 1962 that this group first met for a formal conference, “Teaching Deaf-Blind Children”, hosted by Condover Hall School near Shrewsbury in the UK. Forty-one people attended this first conference. Subsequent worldwide meetings were held during the 1960’s including the Aalborg School in Denmark, and at St. Michielsgestel in the Netherlands. During this era, nearly all the membership in attendance was concerned with the education of children who were deafblind, and thus the emphasis on “education” in the original title of the organization.

During the 1970’s, world conferences were next hosted by Perkins School for the Blind in the USA, by Condover Hall once again, and then in Sydney by the Australian schools serving deafblind children. During the early part of this decade, the group met officially as a Sub-committee, on the Education of the Deaf-Blind, of the larger mother organization known as the International Council for the Education of the Visually Handicapped (today known as ICEVI). Attendance at conferences was in the 100-200 range. Many more organizations began to attend meetings, especially from Europe and North America.

It was during the Sydney conference in 1976 that the International Association for the Education of the Deafblind (IAEDB) was officially born, electing Keith Watkins of Australia as its first Chairman. Membership was strictly individual, at a cost of about \$10 per year, which most members prepaid for four years at the world meetings. Due to the limited revenue of the organization, the IAEDB had a very small, mimeographed newsletter of about eight pages. There was no budget for any other activities, so right up through the 1970’s, the only activities were the world conferences every three or four years.

The first world conference during the 1980s was hosted by our German colleagues at the Bildungszentrum fur Taubblinde in Hanover. This conference brought together people from around the world who understood each other and spoke the same professional language, since we were all concerned with the education of children who are deafblind. This conference was early enough that most of the Founding Fathers of our field were still very much in attendance, and influencing future directions of the organization. The organization was still very Euro-centric and North American. It is estimated that, in this era, fewer than 250 deafblind children were being served in 11 developing countries, worldwide. A few of these members managed to attend the very next world conference in New York City, in 1984, which was hosted by the New York Institute for the Blind.

The Constitution Era

It was during the world conference held in Poitiers, France, in 1987 that the obvious rapid growth of the organization prompted the development of a constitution under which the organization could function better in the future. A committee was appointed for this purpose. Bryndis Viglundsdottir of Iceland, with assistance from Rodney Clark of the UK, our Secretary at the time, drafted a constitution which was presented to our Executive Committee and approved in Madrid in 1997, later to be ratified at our world meeting in, Cordoba, Argentina in 1997.

A few significant changes in the makeup and focus of our organization came about as a result of the Constitution. It was decided that IAEDB would no longer have a sole focus on education, but that we would concern ourselves with service delivery to the full spectrum of deafblind people, from infancy through adulthood. It was consequently determined that members need not be only teachers concerned with education, but may also be a great variety of people interested in deafblind services, including, but not limited to, administrators, clinical specialists, family members, rehabilitation and adult services workers, and deafblind people themselves. This decision has resulted in the rapid expansion of membership and a great growth in the scope of topics covered within our meetings and conferences.

It was similarly determined during the 1980's that IAEDB must begin to take steps to expand itself into a truly worldwide organization, by encouraging development of services and participation of members from the developing world, especially in Asia, Africa, the Caribbean, Latin America and Eastern Europe. Over the next few years, international efforts were founded within organizations such as the Swedish Federation of the Deafblind, Christoffel-Blindenmission, the Hilton/Perkins Program and Sense International. The support of such organizations resulted in significant expanded participation from all corners of the world, beginning with the world conference in Orebro, Sweden, in 1991, and continuing through the present day.

The Deafblind International Era

At the Cordoba Conference in 1997 there were some planning discussions headed up by Bernadette Kappen!

It was from 1996 to 1999, during the Presidency of Marjaana Suosalmi, that the organization took on its current configuration. A Strategic Planning Task Force, comprised of several leaders of the field, studied the nature of the organization and recommended several changes to the structure. The recommendations of the task force were presented for the ratification of the membership at the world meeting in Lisbon, Portugal, in 1999. Many important changes resulted from this reorganization. The IAEDB was reborn as Deafblind International, a name which the membership felt more accurately represented the array of issues and services we represent in the current era. The organizational structure was reinvented, recognizing that the organization is essentially an organization with a strong network sub-structure, in which people of common interests meet and interact more frequently between conferences. A new

governance structure was established, in which the former IAEDB Executive Committee was dissolved and a Council and a Management Committee was put in its place. A fee structure was established for small and large corporate members, resulting in greatly increased income for the organization. This increased revenue has resulted in a much greater array of activities and efforts that Dbl can support, including a modern, state-of-the-art magazine and web page.

Today, Dbl represents programs and services for thousands of deafblind people around the globe. The organization has evolved into a mature, broad based professional organization. During the 1980's, Dbl initiated regional conferences in Europe, the first of which was held in Brugge in 1986. Five of these have been held to date, with participation having increased from about 300 to now over 500 attendees. The first Asian conference was held in Ahmedabad India, in 2000, in conjunction with a regional conference of ICEVI. The next of was held in Bangladesh in 2005, and others are expected in other developing regions of the world in the future. Several of the networks now hold their own smaller meetings and conferences on topical themes, and some of these have as many as 200 attendees. Dbl membership now includes professionally active persons from places as diverse as Cuba, Tanzania, Indonesia, Nepal, China and the Ukraine. The growth and expansion of the organization in the coming decades is limited only by the limits of our imagination.

CONSTITUTION

The current Constitution of Deafblind International was formed on the 8th February 2010 and is registered in Sint-Michielsgestel in the Netherlands.

On the 22nd September 2009 an extraordinary general assembly was held in Senigallia, Italy for the specific purpose of ratifying the new proposed Constitution which was agreed to and voted on unanimously by the membership of Deafblind International.

The Constitution is included here. All the names have been removed from the Constitution due to confidentiality of those concerned.

The original Constitution remains intact with all the names and is filed elsewhere.

[Translation from Dutch into English]

Huijbregts Notarissen

COPY

mr. E.J. Houx

of the

mr. J.H. Oomen

*mr. M.P.W.M. van den
Oord*

DEED OF FORMATION

mr. J.G. Gräler

mr. M.M. Robbers

Civil-law Notaries

of

Office address
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's-Herlogenbosch

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Deafblind International,

an association

mr. P.H.A.M. Peters

mr. P.G. Heeringa

Civil-law Notaries

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mr. S. Alberts

Civil-law Notary

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Julianastraat 19
Vlijmen

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513 36 66

[Logo]

FORMATION

Deed executed on:

8 February 2010

HUIJBREGTS NOTARISSEN

's-Hertogenbosch office

FORMATION OF AN ASSOCIATION

This eighth day of February two thousand and ten, there appeared before me, Mr (*NAME REMOVED*), civil-law notary practising in 's-Hertogenbosch, the Netherlands:

Mr (*NAME REMOVED*), acting for the purpose of this document under the written authorization of:

- a. **STICHTING KONINKLIJKE KENTALIS**, a civil-law foundation [*stichting*], having its registered office in Haren, the Netherlands, and having its principal place of business at Emmastraat 10, 8011 AG Zwolle, the Netherlands, listed in the Trade Register of the Chamber of Commerce for Northern Netherlands under file number 02070578;
- b. Mr (*NAME REMOVED*).

The person appearing, acting in his aforesaid capacity, declared that, by this deed, he formed an association, adopting the following

CHARTER:

NAME AND SEAT

Article 1.

The name of the association is: **Deafblind International**. It has its registered office in Sint-Michielsgestel, the Netherlands.

OBJECT

Article 2.

1. The association's object is: to promote adequate provision of services to deaf-blind people by international cooperation as well as to do anything directly or indirectly related or conducive to the foregoing, all in the broadest sense.
2. It tries to achieve this object, *inter alia*, by:
 - a. promoting and improving the recognition and the awareness that deaf-blindness is a unique congenital or acquired handicap that can affect children, both adults and the elderly;
 - b. supporting the rights of deaf-blind people and promoting equal opportunities for deaf-blind people with respect to all aspects of their lives;
 - c. stimulating the development of networks and the possibilities for cooperation and development for professionals to the benefit of deaf-blind people and their families;

- d. promoting the educational possibilities for deaf-blind people and in general developing opportunities for them;
- e. promoting contacts between deaf-blind people, experts and organisations worldwide;
- f. promoting the provision of services to deaf-blind people that enable them to give shape to their lives independently, and to improve the quality of their lives;
- g. improving the quality of the provision of services to deaf-blind people by promoting research, development and training, as well as a policy leading to good practice;
- h. distributing information on the subject of deaf-blindness.

DURATION

Article 3.

The association is formed for an indefinite period of time.

ASSOCIATION YEAR

Article 4.

The association year will coincide with the association's financial year.

MEMBERSHIP

Article 5.

1. The association has members with voting rights and members without voting rights, also named 'non-voting members'. Wherever this charter refers to members, members with voting rights are referred to only. The rights and obligations of non-voting members are provided for in article 9. Members can either be legal entities or natural persons. Legal entities can be divided into so-called mini corporates, small corporates, and large corporates.

Natural persons can exercise their membership by becoming members of a network as referred to in article 8, which network will then cast a vote in the general meeting.

Legal entities/members are those who have registered with the board.

2. In the event of non-admission by the board the general meeting may resolve to admit a member.

Article 6.

The membership cannot be transferred or assigned.

Article 7.

1. The membership will end:
 - a. by the member's death or dissolution;
 - b. by the member's termination by notice;
 - c. by the association's termination by notice;
 - c. by disqualification.
2. A member may terminate the membership by notice only with effect from the end of an association year, provided in writing and with due observance of a notice period of at least four weeks.

Nevertheless, immediate termination by notice of the membership will be possible:

- a. if it cannot reasonably be required that the membership is continued;
- b. if a member has become privy or been notified of a resolution in which the rights of members have been restricted or their obligations increased, within one month of such resolution;
- c. within one month of a member having been notified of a resolution to convert the association into another legal form or to merge.

If the termination by notice has not been effected in due time, the membership will continue until the end of the next association year.

3. Termination by notice of the membership by the association may also take place only with effect from the end of an association year.

Such termination shall be effected by the board, in writing and with due observance of a notice period of at least four weeks.

Termination by notice of the membership by the association may take place only if the association cannot reasonably be required to continue the membership.

If the termination has not been effected in due time, the membership will continue until the end of the next association year.

4. Disqualification from the membership can be pronounced only when a member acts contrary to the association's charter, regulations or resolutions, e.g. in the event that the annual contribution, despite a payment reminder, is not paid or is not paid in due time, or when a member unfairly prejudices the association.

The disqualification will be effected by the board, that will notify the relevant member of the resolution as soon as possible, stating reasons. The relevant member will be entitled, within one month of receipt of the notification, to appeal to the general meeting.

During the appeal period and pending the appeal proceedings the member will be suspended.

The general meeting may resolve to disqualify a member only by means of a resolution to that effect, adopted by a majority of at least two thirds of the number of votes cast.

5. If the membership ends during the course of an association year, the member will still be required to pay the full annual contribution.

The board may suspend a member who acts contrary to the association's charter, the regulations or resolutions or who unreasonably prejudices the association for a period to be determined by the board but of no more than six (6) months. The suspension is subject to appeal to the general meeting. The provisions of paragraph 4 regarding 'appeal' will apply *mutatis mutandis*.

NETWORKS

Article 8.

Networks are international groups of individual members and/or organisations, schools and institutions admitted by the board from at least three countries that are mutually connected by language, culture, geographic location or objects, and satisfy criteria to be determined by the board.

The Networks themselves will determine the frequency and manner of meeting.

NON-VOTING MEMBERS

Article 9.

Non-voting members are natural persons or legal entities admitted as such by the board.

They will have access to all general meetings and may become members of all committees and groups to be set up by the association, but they will have no vote in such committees or groups. The general meeting may require them to pay a small contribution.

CAPITAL

Article 10.

1. The funds of the association will consist of the annual contributions from the members, any contributions from the non-voting members and any other revenues.
2. Each member will be due an annual contribution, to be established by the general meeting.
3. The board may resolve to exempt members from paying their annual contributions based on criteria to be established in further detail by the board.

BOARD

Article 11.

1. The board will be composed of a president, two vice-presidents, the immediate past-president, and no more than thirty-five (35) other members, no more than fifteen (15) members of which being large corporate members.

In addition, the board will have a secretary, a treasurer and an information officer, who will be responsible for the magazine published by the association, the website and all other information. The board will determine which organisations from the board will be charged with the duties of the secretariat, the finances and the information provision. The relevant organisations will then submit the persons from their organisation who will become secretary, treasurer and information officer, as applicable, for approval by the board.

The president, vice-presidents and the other board members will be appointed by the general meeting from the members of the association based on the nomination by the nomination committee.

When appointing the board members, a proportional representation of the existing networks, mini-corporates and small corporates will be taken into account, without prejudice to the provisions of paragraph 1 of this article.

2. The board members being legal entities themselves will designate the representative of such legal entity who will become a board member and vote in such board.

The general meeting will establish the number of board members.

3. Board members may at all times be suspended or dismissed by the general meeting, without stating reasons. With respect to the suspension or dismissal the general meeting will resolve with a majority of two thirds of the votes cast.
4. If, in the event of a suspension of a board member, the general meeting has not resolved to dismiss such member within three months, the suspension will end. The suspended board member will be given the opportunity to account for his actions in the general meeting, where he can be represented by counsel.
5. Board members will be appointed for a period of four (4) years. For purposes of this document a year will be taken to mean the period between two successive annual general meetings. The general meeting may, in special occasions, resolve to reduce the term of office to three (3) years, or to extend such term of office to five (5) years. A retiring board member will be eligible for re-appointment without restriction.
6. Existing vacancies will be filled as soon as possible. The board will be authorised, in anticipation of an appointment by the general meeting, to appoint a replacement for the vacancy, after consulting the nomination committee.

An incomplete board will remain authorised to manage the association.

Article 12.

1. The board will be charged with the management of the association. The board may delegate duties and powers to the management committee, which will be laid down in writing by the board.
2. The board will be charged with the organisation of the world conference, which will be held at least once every three years but no more than once every five years, all at the board's discretion. During such world conference the board may grant awards and diplomas to members and participants, as a token of their appreciation for extraordinary activities.
3. The board will be authorised to set up committees of specialists who will exercise their duties at a regional or international level. Also non-members of the association may become members of such committees.

The board will determine the budget and reporting procedure of the committees.

4. The board will be authorised, in anticipation of an amendment of the charter referred to in article 21 of this charter, to align its working method with such proposed amendment.
5. Save the provisions of paragraph 6 of this article, the board will be co-authorised to resolve to enter into agreements with respect to the acquisition, selling or encumbrance of property subject to public registration and to enter into agreements pursuant to which the association commits itself as a surety or a joint and several debtor for a third-party debt.
6. The board will require the approval of the general meeting for resolutions to enter into agreements as described in paragraph 5 above.

Without the said approval the association cannot be duly represented with respect to these legal acts.

Article 13.

1. The board will represent the association.
2. The board may grant power of attorney to one or more board members, as well as to third parties, to represent the association within the limits of such power of attorney.

MANAGEMENT COMMITTEE

Article 14.

1. The management committee of the association will comprise the president, the two vice-presidents, the secretary, the treasurer, the information officer, the immediate past-president, and no more than four other board members.
2. The management committee will, at the board's request, be charged with the day-to-day performance of the duties of the board and will determine itself the frequency and manner of meeting.

NOMINATIONS COMMITTEE

Article 15.

1. The association will have a nominations committee, comprising at least three members, no more than one of whom may be a member of the management committee.
2. The members of the nomination committee will be appointed by the board.
3. The nominations committee will be charged with the organisation and supervision of the election procedures of the board members, including the president and vice-president; it will issue recommendations on other issues as may be established by the board.

THE GENERAL MEETING

Article 16.

The general meetings will be held in the municipality where the association has its registered office, or in such other place as will be established by the board.

Article 17.

1. The general meeting may be accessed by the members who are not suspended, the non-voting members, as well as those who have received an invitation to that end from the board and/or the general meeting.

A suspended member may access the meeting in which the resolution to suspend him is discussed and will be authorised to address the meeting.

2. Those entitled to vote in the general meeting will be the mini corporate, large corporate and small corporate members as referred to in article 5 and the networks as referred to in article 8. Each of them will be entitled to cast one vote. Each person entitled to vote may grant another person entitled to vote a written proxy to cast his vote, provided that such proxy has been received by the board at least one week before commencement of the meeting.
3. A unanimous resolution of all those entitled to vote in the general meeting, even if they are not in conference, will have the same legal force as a resolution of the general meeting, provided that it is adopted with the prior knowledge of the board.
4. The president will determine the manner in which the votes will be cast in the general meeting.
5. All resolutions with respect to which the law or this charter do not prescribe a larger majority will be adopted by an absolute majority of the votes cast. In the event that votes on a business matter end in a tie, the motion will be rejected. In the event that votes on persons end in a tie, the drawing of lots will decide. If, when electing between more than two persons, nobody gets an absolute majority of votes, there will be a revote between the two persons having received the largest number of votes, if necessary after taking an interim vote.

Article 18.

1. The general meetings will be chaired by the president or, in his absence, by one of the vice-presidents.
2. The opinion pronounced by the chair of the general meeting that a resolution has been adopted by the general meeting, will be decisive.

The same will hold true for the substance of a resolution adopted, to the extent a vote was taken on a motion not laid down in writing.

3. Minutes of the proceedings in the general meeting will be kept by the secretary or by another person designated by the chair.

These minutes will be adopted in that or the following general meeting and signed by the chair and the secretary of such meeting by way of approval.

Article 19.

1. The association's financial year will coincide with the calendar year. The first financial year will end on the thirty-first day of December two thousand and ten.

Annually, at least one general meeting will be held, to wit within ten months of expiry of the financial year, save extension of such period by the general meeting. In this general meeting the board will present its annual report on the course of affairs within the association and on the management conducted.

It will submit the balance sheet and the statement of income and expenditure together with the explanatory notes to the meeting for approval.

These documents will be signed by at least two members of the management committee.

2. With respect to the fairness of the documents referred to in the foregoing paragraph an auditor as referred to in Articles 2:393 (1) of the Dutch Civil Code (*Burgerlijk Wetboek*), to be appointed by the general meeting, will draw up an opinion to be submitted to the general meeting.
3. The board will make the documents referred to in paragraph 1 available to the auditor referred to in the foregoing paragraph at least four months before the date on which the general meeting in which those documents will be discussed will be held.
4. The board will be under an obligation to provide the auditor with all information requested by it for the benefit of its audit, to show it – if so desired – the petty cash and documents of value, and to provide the auditor access to the records and documents of the association.

Article 20.

1. In addition to the general meeting referred to in the foregoing article, general meetings will be convened by the board as often as the board deems desirable.

2. At the written request of at least such number of members as are authorised to cast one tenth of the votes in a full general meeting, the board will be obliged to convene a general meeting, to be held on a date not later than two months after filing such request.

If the above meeting has not been convened within two months of receipt of the request, the parties making the request may convene a general meeting themselves. The applicants may then charge others than the board members with the chairing of the meeting and with drafting the minutes.

3. The general meeting will be convened by means of written notice to the persons entitled to vote, with due observance of a period of at least two weeks. The convocation may also be effected using a telecommunication means, such as e-mail or telefax.

The notice convening the meeting will state the items to be discussed.

4. If the general meeting has not been convened in writing, the general meeting may nevertheless adopt legally valid resolutions, provided that at least such number of people entitled to vote are present at the meeting as are authorised to cast 50% of the number of votes that may be cast in a full meeting and none of them, nor the board, object to such decision-making process.
If the general meeting was convened with observance of a shorter term, the general meeting may nevertheless adopt legally valid resolutions, unless such number of the attendees as are entitled to cast one tenth of the votes in such meeting object.

The provisions of the first sentence of this paragraph will apply *mutatis mutandis* to the decision-making process of the general meetings with respect to items not stated on the agenda.

AMENDMENT OF THE CHARTER

Article 21.

1. The charter may be amended only by means of a resolution of the general meeting, which has been convened giving notice that a motion to amend the charter will be submitted in such meeting.
2. Those who have convened a general meeting in order to discuss a motion to amend the charter will, at least five days before the date of the meeting, make a copy of such motion in which the proposed amendment has been incorporated verbatim at a place suitable for inspection by the members until after the end of the date on which the meeting was held.
3. A resolution to amend the charter may be adopted in a general meeting only with a majority of at least two thirds of the number of votes validly cast.
4. The amendment of the charter will not take effect until a notarial deed to that effect has been drawn up.
The board will be obliged to have the deed of amendment of the charter executed.

5. The provisions of paragraphs 1 and 2 of this article will not apply if all persons entitled to vote are present or represented in the general meeting and the resolution to amend the charter is adopted unanimously.
6. The board members will be under an obligation to make a certified copy of the deed of amendment of the charter and a full continuing text of the charter as amended, at the office of the Trade Register held by the Chamber of Commerce and Industry.

DISSOLUTION AND LIQUIDATION

Article 22.

1. The provisions of article 21, paragraphs 1, 2, 3 and 5, will apply *mutatis mutandis* to a resolution of the general meeting to dissolve the association.
2. In the resolution referred to in the foregoing paragraph the general meeting will establish the appropriation of the credit balance, in accordance with the association's objects to the extent possible.
3. The board will be responsible for liquidation of the association.
4. After dissolution the association will continue to exist to the extent necessary for liquidation of its capital. During the liquidation phase the provisions of the charter will continue to be in effect to the extent possible.

In documents and announcements published by the association, the words 'in liquidation' will be added to its name.

5. The association will cease to exist at such time as there are no further revenues known to it or to the liquidators. The liquidator/s will report the discontinuation to the register referred to in paragraph 6 of article 21.
6. The books and documents of the dissolved association are to be retained for a period of seven years after the end of its liquidation.

The custodian will be the person as has been designated as such by the liquidators.

REGULATIONS

Article 23.

1. The general meeting may establish and amend one or more sets of regulations, providing for subjects this charter does not or not fully provide for.
2. Regulations may not contain provisions that are contrary to the law or this charter.
3. The provisions in article 21, paragraphs 1, 2 and 5 will apply *mutatis mutandis* to resolutions to establish or amend a regulation.

FINAL PROVISIONS

After having thus adopted the association's charter the person appearing, acting in his aforesaid capacity, declared that, in derogation of the provisions of article 11 of the charter, the following persons will act as the first board members:

1. Mr (*NAME REMOVED*), as president;
2. Ms (*NAME REMOVED*), as vice-president;
3. Ms (*NAME REMOVED*), as secretary;
4. the aforesaid Mr (*NAME REMOVED*), as treasurer;
5. Ms (*NAME REMOVED*), as information officer.

FINAL CLAUSES

The person appearing is known to me, notary.

This original of this deed Was executed in 's-Hertogenbosch, the Netherlands on the date first before written.

Before executing this deed I, notary, stated and explained the substance thereof to the person appearing.

The person appearing declared that he had taken cognisance of this deed in good time before execution and that he did not require it to be read out in full.

Immediately after its limited reading this deed was signed by the person appearing and by me, notary.

ORGANIZATIONAL STRUCTURE

DbI has a wide range of members, both corporate, individual and networks, from all over the world and participation is vital to DbI's success.

The members have the opportunity to meet at the General Meeting which is held once per year or more frequently if required. The General Meeting is held within 10 months of expiry of the financial year. The financial year coincides with the calendar year. At this meeting the Board must present its annual report on the course of events and the management of such events. The report must include all the necessary financial reports and explanatory notes. Two weeks notice of a General Meeting must be given in writing. The Secretariat organises these meetings. Articles 16-21 of the Constitution describe all the details related to General Meetings.

The organization's management structure includes an active Board which guides its direction, and a Management Committee to take care of the day to day activities of the organization. All members of the Board and Management Committee serve on a volunteer basis.

The Board is composed of a President, two Vice-Presidents, the Immediate Past President, and no more than thirty-five (35) other members, no more than fifteen (15) members of which being large corporate members. In addition, the Board has a Secretary, a Treasurer and an Information Officer.

The Board are responsible for advising and managing the organisation and considers and discusses all matters related to the strategic direction and operation of DbI in pursuing its objectives. The Board meet once a year with email correspondence on various issues occurring frequently throughout the year.

The Management Committee is appointed by the Board and is charged with the day-to-day performance of the duties of the Board.

The Management Committee comprises the President, the two Vice-Presidents, the Secretary, the Treasurer, the Information Officer, the Immediate Past-President, and no more than four other Board members. It has the opportunity to co-opt members. The Management Committee usually meet twice a year.



Organizational Structure

DbI Membership

Corporates, Individuals & Networks



Board

Appointed by the membership to manage the association

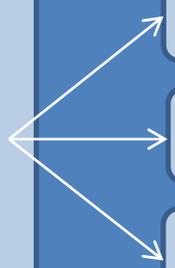
Management Committee (ManCom)

Charged with the day-to-day performance of the duties of the Board

Secretariat

Treasurer

Information Officer



Any time a new Board member is appointed to the Board, Dbl has to gather the following data for the as required by the Constitution and the registration of Deafblind International as an association together with a **copy of the passport**:

1. Surname.
2. Given name(s) in full.
3. CSN, social security number (only if available).
4. Date of birth.
5. Country of birth.
6. Gender.
7. Private address.

The Secretariat will request that you complete a form with this information and return it with a copy of your passport to the Secretariat at: secretariat@deafblindinternational.org

VISION, PURPOSE, GOALS

Our Vision

To be the international association which promotes the awareness of deafblindness as a unique disability and to influence for appropriate services for deafblind people around the world.

Our Purpose

To support professionals (such as educators, administrators, researchers, medical specialists etc) families and deafblind people to raise awareness of deafblindness. Central to our work is to support the development of services to enable a good quality of life for deafblind children and adults of all ages.

Our Goals

- To enhance organisational capacity to meet the needs of deafblind people.
- To influence the development of services for the benefit of deafblind people and their families around the world.
- To encourage improvements in practice and creation of new knowledge by facilitating improved communication and networking.

The activities of Dbl include:

- Developing a strong diverse inclusive international membership.
- Ensuring the international recognition of deafblindness as a unique disability.
- Influencing the development of services to improve the lives of people who are deafblind.
- Raising the awareness of Dbl as an international organisation advocating for people who are deafblind within existing international structures and in collaboration with international partners.
- Promoting, establishing and supporting regional and specialized focus area international networks.
- Supporting the growing information needs of the membership and the international community of professionals and deafblind people.

- Promoting a system of conferences to ensure they are accessible to the international field of deafblindness.

DbI does not provide direct services for deafblind people and it does not actively raise funds. It relies on membership fees for its income and to be able to undertake these activities. Individual membership fees are very low, so what is essential to DbI is that it is supported by as many corporate members as possible.

ROLES AND RESPONSIBILITIES

Role of the President

The president shall have responsibility for and exercises general charge of the affairs of Deafblind International (Dbi).

The Presidents responsibilities include:

- Plans, delegates and evaluates the set goals and tone of Dbi.
- Preside at all meetings of Dbi.
- Signs any contracts or agreements authorized by ManCom and the Board.
- Provides leadership to ManCom and the Board.
- Chairs the ManCom and Board meetings and works with the ManCom to develop the agendas.
- Helps guide the Board with respect to organizational priorities and governance issues.
- Serves as the official representative of Dbi at various events. If unable to attend, will designate another member to attend the event.
- Monitors Dbi's progress toward goal accomplishment and the activities of the members of ManCom and individuals on the Board.
- Prepares an article for each issue of Dbi review that gives an update on the activities of the President.
- Understands the history, mission, finances and goals of Dbi.
- Serves as an ex-officio on committees.

Role of the Vice Presidents

The Vice Presidents shall assist the President in the work of Dbi. In the event that the President is unavailable, one of the Vice Presidents shall have the authority to assume the duty of President upon the latter's request, absence or incapacity.

The specific tasks taken on by the Vice Presidents are decided after they are have been appointed to the Board and depending on their interests.

The Vice Presidents responsibilities could include:

- To be involved in the planning and implementation of the strategic plan.

- To work closely with the President and host country host during the planning of regional or world Dbl conferences.
- To manage the sponsorship process for Dbl events.
- To manage the awards process.
- To assist with increasing membership as a corporate or individual member.
- To work closely with the Secretariat and Information Officer to review and update the Dbl list of those who should regularly receive information about Dbl and its activities and publications.
- To work with the Information Officer to expand the Dbl website to its fullest capacity.

Role of the Secretary

The Secretary's responsibilities include:

- Providing effective and efficient services to the Dbl members.
- Maintaining an effective administrative system for Dbl.
- Coordinating memberships (corporate and individual; regularly updating the database, sending reminders for renewals and payments).
- Co-ordinating various Dbl meetings including the General Assembly, Council and Management Committee meetings.
- Monitoring directly or supporting in the monitoring of the strategic direction of Dbl.
- Overseeing the process for organising Dbl world and regional conferences.
- Coordination for the distribution of Dbl Review (providing data for distribution and following up on missing issue requests).
- Working closely with the Information Officer to ensure that the website is maintained and regularly updated.
- Responding to daily membership enquiries and membership queries.
- Liaison with and supporting ManCom members as appropriate.
- Liaising with the Treasurer and Finance Office in the Netherlands.
- Supporting the President as and when required.
- Liaison with Dbl networks.
- Coordinating the production of Dbl promotional materials when required.
- Being aware of the constitutional issues, and ensuring that all decisions, activities and processes of the organisation adhere to the Dbl constitution.

Role of the Treasurer

The Treasurer's responsibilities include:

- Drafting profit and loss account, balance sheet and budget.
- Liaising with the Finance department of the host organization regarding the delivery of financial statements.
- Analysing the figures of the current or past year.
- Consulting with the Secretariat about the data being up to date, particularly regarding the large and small corporate members and delivered invoices.
- Drafting a multi-year budget and consequently drafting the budget for the next year, including explanatory notes.
- Consulting with the auditor and drafting proposals as required.
- Sending the finance reports to the Secretariat for the Management Committee meeting, the Board meeting and the General Meeting.
- Preparing the agenda items related to the finance reports.
- Presenting the figures and the finance report to the Management Committee and the Board.
- Amend the draft budget in consequence of the discussion and the Strategic Plan.
- Sending the amended budget to the secretariat for distribution.
- Delivering the required data to the CPA.
- Consulting with the CPA about any issues that require clarification.
- Delivering to the CPA the information and/or documents required for making the statement.
- Consulting with the secretariat about delivering the information as required.
- Consulting with the CPA about the procedures of the working processes, proposals to adjust these and the actual adjustment of the working processes.
- Describing and keeping the working processes up to date.
- Guarding the charity (ANBI) status for fundraising purposes.
- Consulting with the President and the Secretariat about agreeing to proposals regarding the expenditures.

- Following up and monitoring the course of expenditures and revenues on the current as well as on the savings account. Undertaking action if significant deviations of the expected pattern occur.
- Keeping the payments of small and large corporate members up to date. Sharing the information about this to the Secretariat in order to keep the data base up to date.
- Giving information and answering questions about the accounts of corporate members, giving a payment affirmation or a declaration of payment in accordance with the wishes of the corporate member.
- Consulting with the Secretariat about contact data of members and following up questions from organizations.
- Directing correct delivery of invoices and encoding of the invoice items.
- Directing a correct delivery, recognition and encoding of revenue, for example sponsorship and sales of goods.
- Following the budget developments at conferences Dbl is involved in.
- Requests the Board to discharge the Treasurer from his duties at the conclusion of each year and re-appointment of the Treasurer.
- Recommend the auditor at the General Meeting.
- Monitoring all actions agreed upon.

Credit card payments

Consulting and concluding a contract with the provider (Ogone) for credit card payments.

Consulting with and signing a contract with the Bank Card Company (MasterCard and Visa) and Amex (American Express).

Consulting with and informing the Finance department of the host organization in relation to the credit card service. Follow up with credit card payments and solve any problems.

Role of the Information Officer

The Information Officer's responsibilities include:

1. Develop the information function to meet the needs of our world membership by:
 - maintaining and supporting the flow and quality of information for members about the organisation, using paper/digital formats (in collaboration with the Secretariat).;
 - ensuring access to a range of high quality information for both members and others about deafblindness, provision of services, international rights etc primarily through the development of the website – maximising digital formats and electronic access and taking action on new website proposals;

- ensuring accessibility.
2. Receive correspondence and respond as appropriate to:
 - information about deafblindness (direct to sources);
 - enquiries about membership - (to Secretariat);
 - organisations, including MOU partners ICEVI and WFDb, and write regular updates for their magazines;
 - requests to write about Dbl/deafblindness for any appropriate publication.
 3. Promote the public face of Dbl by:
 - contributing to the planning/provision of information at conferences and events worldwide (with the Secretariat);
 - tailoring information to a variety of audiences for a number of different purposes.
 4. Participate in the management of Dbl by:
 - contributing to the range of broad issues relating the management of Dbl;
 - undertaking actions as requested by the Management Committee or Council;
 - reporting on work regularly to both Management Committee and Council;
 - maintaining budgetary control (with Treasurer);
 - working closely with Management Committee colleagues and members to fulfil the mission and aims of the organisation.

Role of the Development Officer

The Development Officer's responsibilities include:

- Ensure that the Dbl Nominations process for the election of office bearers and Board members is carried out in accordance with the Dbl Constitution.
- Establish a nominations committee in conjunction with the Board in a timely manner.
- Chair or assist and support the Nominations Committee to execute its duties.
- Continually review and refine the Nominations process, particularly after each round.
- Succession planning.
- Mentoring new Board members.

- Working with the Secretariat to encourage new members as appropriate.
- Participate in the management of Dbl by contributing to the range of broad issues relating to the management of Dbl.
- Undertake actions as requested by ManCom and the Board.
- Report on work regularly to ManCom and the Board.
- Work closely with ManCom, the Board and members of Dbl to fulfill the vision and purpose of the organisation.

Role of the Network Coordinator

The Network Coordinator's responsibilities include:

- To encourage the establishment of new networks.
- To support networks to fulfill the criteria for establishment, encouraging the widest possible membership
- To support and advise Network Chairs and members on an ongoing basis.
- To connect people from as wide a range of experience and country as possible.
- To provide regular reports to Dbl Board and as a minimum an annual report for the AGM.
- To 'stay connected' and link with the editor of Dbl Review for 6 monthly reports.
- To advise the secretariat of network events so Dbl can influence co-ordination of activities where possible.
- To link with the financial function of Dbl to assist, if possible, in financial support. The budget for this is small so equality across networks is necessary.

Note: for the period of 2015-2019, this strategic plan we are additionally asking the co-ordinator to pay special attention to encourage network leaders to actively link and encourage membership of networks to countries that are underrepresented in Dbl so knowledge of colleagues in Asia, Africa and Eastern Europe will be helpful. Dbl can assist the co-ordinator with these connections.

MEMBERSHIP

DbI was founded because of a number of national organizations working in the field of deafblindness, who recognized the value of regularly sharing information and ideas more widely, and the importance of supporting service development across the world. Others have joined the original group and they include schools, associations, institutions, companies and voluntary organizations.

Corporate members provide the foundation for the work of DbI and play a key role in its direction and management. Some of their representatives are nominated to sit on the Management Committee and Board.

There are three tiers of corporate membership (large, small and mini), depending on the size of the organization and the membership fee paid. A list of current members can be viewed on the DbI website www.deafblindinternational.org.

DbI also has individual membership and library memberships. The latter are available to any library or university.

- Corporate membership is available to any school, association, institution, company or similar. It can be large, small or mini.
- Individual Membership
- Library Membership is available to any Library or University.

Large Corporates: Annual Fee ranges between 3,000 Euro and 5,000 Euro per year.

Small Corporates: Annual Fee ranges between 300 Euro and 1,500 Euro per year.

Mini Corporates: Annual Fee ranges between 100 Euro and 250 Euro per year.

Individuals: 100 Euro for four years.

Libraries & Universities: 50 Euro per year.

Participation of members is vital to DbI's success.

Benefits of Membership

The opportunity to access good quality information

- You can receive multiple copies of DbI Review (published twice a year)
- You can publish articles in the DbI Review
- You can access latest information from our website
- You can link your organisation with the DbI Website
- You will receive email alerts of important developments in DbI

The opportunity to be a part of the Dbl Networks

- You could be a member of any of the Dbl networks that interests you
- You could lead a Dbl network
- You can start a Dbl network based on the needs of your region
- You could share your views and access lots of information by being a part of the network e-groups

The opportunity to meet people at Dbl Conferences

- You can be a delegate at the Dbl regional and world conferences
- You can meet with deafblind people, family members and colleagues from various parts of the world
- You can share your experiences, views and research at the Dbl conferences
- You will receive regular email alerts about forthcoming Dbl events and conferences
- You could host a Dbl event in your region

Website: www.deafblindinternational.org
Email: secretariat@deafblindinternational.org
Facebook: [facebook.com/dbiint](https://www.facebook.com/dbiint)
Twitter: [@DeafblindInt](https://twitter.com/DeafblindInt)

Benefits of Corporate Membership

The large benefit is knowing that you are part of an international organisation promoting the awareness of deafblindness as a unique disability and influencing services for people who are deafblind around the world. It also provides many specific opportunities such as:

The opportunity to contribute to the decision-making process within Dbl

- You are a voting member of Dbl and can exercise your vote at the General Meeting
- You could get elected as a member of the Dbl Board and take part in shaping the organisation
- You can be a member of the different time bound / task specific committees to help develop new actions
- You could be co-opted as a management committee member and be a part of the team to execute decisions

There are three different kinds of corporate membership available – large, small and mini.

- Large Corporates: Annual Fees between €3000 and €5,000
- Small Corporates: Annual Fees between €300 and €1,500
- Mini Corporates*: Annual Fees between €100 and €300

*Mini Corporate Membership is available to organisations representing countries from the World Bank list of Low Income and Highly Indebted poor Countries. (<http://go.worldbank.org/K2CKM78CC0>)

How to become a member;

You can join online at: <http://www.deafblindinternational.org/membership.html>

or contact the Dbl Secretariat for further information:
secretariat@deafblindinternational.org

Benefits of Individual Membership

Individual membership of Dbl brings the following benefits:

- knowing that you are part of an international organisation promoting the awareness of deafblindness as a unique disability and influencing services for deafblind people around the world.
- the opportunity to keep in touch with others in the field
- a copy of the Dbl Review (published twice a year)
- opportunities to be part of a Network based on your special interest
- regular communication including invitations to attend the world and regional conferences.
- regular support from Dbl Secretariat

How to become a member;

You can join online at: <http://www.deafblindinternational.org/membership.html>

or contact the Dbl Secretariat for further information:
secretariat@deafblindinternational.org

Guidelines for Dismissing members of Dbl

According to Article 7.3 of the Dbl Constitution, termination by notice of the membership by the association may also take place only with effect from the end of an association year. Such termination shall be effected by the board, in writing and with due observance of a notice period of at least four weeks. Termination by notice of the membership by the association may take place only if the association cannot reasonably be required to continue the membership. If the termination has not been effected in due time, the membership will continue until the end of the next association year.

In keeping with the rules outlined in the constitution, the following process is in place for dismissing members:

- In October of the current year the Secretariat will confer with the Treasury Officer to confirm which members are coming up for dismissal.
- In November of the current year the Secretariat will send out letters of dismissal to relevant members (all letters must be received by the member no later than 1st December).

This process applies to all levels of membership however the Corporate members receive 2 full years of not paying and Individual and Library members only get 1 year of not paying before receiving a dismissal letter

NETWORKS

Guidelines for Networks

Networks are recognized as one of the core activities of Dbl. In the constitution, one of the stated objects of Dbl is to stimulate the development of networks of specialized professionals collaborating to benefit deafblind people and their families.

Networks are international groups of individual members and or organizations, schools and institutions approved by the Board from at least three countries that are mutually connected by language, culture, geographic location or objects and satisfy criteria to be determined by the Board. Members of a network should not gain financially from the activities of the network, any funds should be put back into the activities of the network or Dbl in general.

Networks encourage discussion and debate around relevant issues but do not need Dbl to endorse all the activities and work they are involved with.

Networks are encouraged to be an active part of Dbl by having a presence at Dbl events and Dbl will support network events.

Some networks become members of the Dbl Board via the nominations process and are represented by their Chair or other approved representative.

Becoming a Network

To become a network of Dbl a group of people representing at least 3 countries needs to get together. The group needs to decide on the purpose of the network, making sure it fits in with the vision, purpose and strategic goals of Dbl. It is also important to ensure that there is not another network with the same purpose. The group also needs to decide how they are going to communicate with each other, some initial plans and choose a contact person.

The group needs to fill in an application form and return it to the Networks Co-ordinator, Henriette Hermann Olesen at henriette.hermann.olesen@rn.dk.

The Networks Co-ordinator will present the application to the Management Committee and Board of Dbl for approval. Once the application has been approved the network will sign a contract with Dbl, so that both sides are clear about what to expect of one another.

Requirements of networks

1. All networks are required to report to the Dbl Management Committee annually. A form will be sent round by the Networks Co-ordinator asking for this report.
2. All networks are required to report on their activities in Dbl Review at least once a year.
3. Network Chairs must be a paid individual member of Dbl.

Criteria for deciding when a network is no longer effectively functioning as a network

When to make a decision

If networks are no longer able to fulfil the definition and requirements of a network the Networks Co-ordinator needs to advise the Management Committee of the situation. The Management Committee then needs to make a decision on whether the network should continue to exist. The network will then be informed of their decision.

Questions to be asked by the Networks Co-ordinator and the Management Committee

1. Does the network have active members from at least three different countries?
2. Is the network leading discussion and debate around the issues in their chosen area?
3. Is the network organising events and/or activities around the issues in their chosen area?
4. Is the network taking part in the activities of Dbl?
5. Is the network reporting regularly to Dbl?

If the Management Committee determine the network is no longer effectively functioning following possible support to the network, a recommendation will be put forward to the Board for disbanding the network.

Funding possibility

Dbl has a small fund available for networks. Networks can apply for some of this funding if there are specific activities, publications or events they would like to be involved in. A form is available from the Networks Co-ordinator, Henriette Hermann Olesen at henriette.hermann.olesen@rn.dk

NOMINATIONS COMMITTEE

The Nominations Committee is established by the Board and is responsible for the organisation and supervision of the election procedures of the Board members. The Board is composed of a President, two Vice-Presidents, the immediate past-President and no more than 35 other members.

The Nominations Committee will consist of at least three members, no more than one of whom may be a member of the Management Committee. No member of the nominations committee will be eligible to run for an officer's position. Committee members are appointed by the Board two years prior to the time the new Board and officers need to be in place, and end their mission by the time a new Nominations Committee is appointed.

The Nominations Committee should establish a timeline for the distribution of information and the nomination-seeking process leading up to the election of the President and Vice-Presidents. The election of the President and Vice-Presidents is carried out following electronic voting procedures, which is to be established by the Nominations Committee.

To be nominated as President and Vice-President and to other seats on the Board, it requires paid up membership in Dbl, or a Dbl acceptance of the network the nominee represents. Officers should be nominated by others, with the knowledge and consent of the nominees. Self-nomination is accepted for other Board members. A retiring Board member is eligible for re-appointment without restriction.

In summary, the following guidelines for nominations should be kept in mind:

- ✓ The nominated person and corporate body must be a paid up member of Dbl.
- ✓ The nominated person must be willing to stand.
- ✓ The nominated person should have the resources and capacity to attend meetings.
- ✓ The nominated person must have the best interests of Dbl at heart and approach the work in a positive and honest way.

Based upon the incoming nominations, the Nominations Committee decides who will run in the election as officers.

Large corporates can nominate to have a seat on the Board if they wish so, up to a maximum of 15 seats. For other Board members, a proportional representation of the existing networks, mini-corporates and small corporates should be taken into account, as well as a geographical representation. This applies to a maximum of 20 seats. The Nominations Committee should be prepared to actively recruit nominees.

The Secretariat works closely to assist the Nominations Committee with anything required but specifically with:

- Providing information such as a description of roles for the officers.
- Distribution of information.
- Providing information on current membership eligible for nomination and voting.

Information about the process should be included in the Dbl Review and on the Dbl website.

State of the art reports should be provided to the Management Committee and the Board - up until the election is finalized.

The actual numbers of votes for each nominated officer should not only be known by the Chair of the Nominations Committee. One person from the Treasury office will perform a quality check.

At the end of the electronic voting, the nominees should be notified by the Chair of the Nominations Committee about the outcome, so the elected parties may prepare for their role as officers after the General Meeting.

The Nominations Committee will work on the best possible combination of other Board members, to reflect the membership of Dbl, with as world-wide representation as possible.

The Nominations Committee presents the outcome of the electronic election of the President and Vice-Presidents to the General Meeting, along with their recommendation for the slate of Board Members based on the nominations.

Based upon this recommendation from the Nominations Committee, the General Meeting appoints the President, Vice-Presidents and other Board members.

After the General Meeting, the Nominations Committee has two main tasks:

- To advise the Board in questions concerning how to deal with vacancies, up until the next Nominations Committee is appointed.
- Issue recommendations on other issues as may be established by the Board.

DbI REVIEW

DbI Review is the bi-annual publication of Deafblind International. It was initially published under the name **Deaf-Blind Education** as the Journal of the International Association for the Education of the Deaf-Blind (IAEDB). The inaugural publication of this magazine was January to June, 1988, produced following the 9th International Conference held in Poitiers France, July 1987.

With the adoption of a new constitution in 1997, the organization adopted the new name, Deafblind International or DbI. Consistent with that, the magazine was renamed **DbI Review**. The first edition published under the new name was Number 21 – January-June 1998.

Similar to the early editions of Deaf-Blind Education, DbI Review publishes articles concerning deafblind educational and adult services programs from around the world. The magazine continues to be an important conduit to promote books, video's, CD's, information about coming events, conferences, organizations and people of interest in the deafblind field.

An interesting feature of the magazine is the back page which signifies the extent of the international connection of people and organizations serving the interests of people with deafblindness.

Over the 24 years of the magazine, there have been four editors, Paul Ennals – Sense (editions 1-7), Malcolm Matthews – Sense (editions 8-19), Eileen Boothroyd – Sense (editions 20-44) and Stan Munroe – CDBA (editions 45-48).

Since and including edition Number 20 (June-December 1997), DbI Review is translated into Spanish, courtesy of ONCE, the large corporate member of DbI from Spain.

DbI WEBSITE

DbI went online in 1998, courtesy of being part of the website of Sense UK.

It had its first iteration as an independent website in 2001, followed by a more modern site developed in 2005.

A newly configured site was put on line in early 2012, following considerable staff consultation and review by the Management Committee and Board.

The new site included many changes that made it easier to navigate, including:

- a clean, completely redesigned layout that was easier to read
- a new, simplified main drop down navigation structure that makes finding the information quicker
- many past editions of DbI Review that are in electronic format
- a members page for use by ManCom, the Board and individual members
- a quick access to our social media links (Facebook and Twitter)

The site (www.deafblindinternational.org) will continue to be revised and updated on an ongoing basis.

COLLABORATIONS

DbI collaborates with many organizations and partners for the mutual benefit and advocacy of the groups represented. It has a formal relationship through a Memorandum of Understanding with:

- The International Board for Education of People with Visual Impairment (ICEVI)
- The World Federation of the DeafBlind (WFDB)

All our partners are very important to us in helping us achieve our mutual goals. The collaboration and the relationship between us and how we work together are underpinned by the values we all share of mutual respect, trust, honesty and support.

CONFERENCE GUIDELINES

1. INTRODUCTION

One of Dbl's goals is to encourage improvements in practice and creation of new knowledge by facilitating improved communication and networking. One of the strategies to achieve this is by promoting a system of conferences which are accessible to the international field of deafblindness. Dbl conferences are an excellent way to bring people together and encourage shared learning.

Under the name of Deafblind International there are an increasing number of conferences and events organised each year. The general practice is to have a World conference every four years and members are also encouraged to hold conferences on a regional basis or related to special interests. Conferences held to date include World conferences, European conferences, Asian conferences and conferences and events organised by Dbl Networks.

This document is intended to offer guidance to Dbl members who are considering making an application to host a Dbl conference and to those who are successful with such an application. It provides an overview of what is involved and also includes requirements that need to be observed. In an application, applicants will be asked to justify decisions that do not follow what is recommended.

It is not easy to host a major conference, but Dbl has developed much experience and aims to share knowledge and experiences with all those wanting to host a conference. We therefore encourage organisations and countries that have not hosted conferences before to consider doing so. Dbl, through the Management Committee and the Secretary, will do all it can to support and advise organisations applying for and hosting Dbl Conferences.

2. OFFICIAL Dbl CONFERENCES

The "official" Dbl conferences are the World and European conference and any other regional or thematic conference that Dbl decides to officially support. Official conferences are subject to the conditions stated in these guidelines.

There are other conferences and events that Dbl will endorse (for example, Dbl Network events). The Management Committee should be informed of the content of all network meetings and conferences and follow the procedures for Networks.

3. APPLYING TO HOST A Dbl CONFERENCE

Five years prior to a scheduled conference the Dbl Secretariat calls for Expressions of Interest. This process is for Dbl to have an idea of who is interested in hosting a conference and for Dbl to engage in conversation with prospective hosts about their ideas and plans. The Dbl Management Committee then decides, based on set criteria, who will then be asked to complete a full application.

4. DECISION MAKING PROCESS

The Dbl Management Committee is responsible for ensuring that all of the criteria are met. The applications, with recommendations from the Management Committee, are then presented to the Dbl Board for a decision.

In most circumstances it will be expected that the Management Committee would visit an applicant prior to a decision being made. It will always be the case that the Secretary and President visit a host organiser once a decision has been made to enable all of the criteria to be discussed in more detail.

The Dbl Board must approve recommendations related to the:

- membership of all conference committees
- conference theme
- conference titles

These decisions will be based on recommendations from the hosts following discussions with the Dbl Secretary and other Management Committee members.

5. WHEN CONSIDERING APPLYING TO HOST A CONFERENCE

You can apply to host an official Dbl conference only if you are a member of Dbl. If a group of organisations are jointly applying for hosting the conference, then at least the lead organisation must be a member of Dbl.

The planning, implementation and financial responsibilities for the conference lie totally with the host country. The planning of large conferences is a complex activity and there are many professional companies and agencies in this field that operate on a commercial basis. It is not necessary to use such an agency but it has to be recognised that it is hard, time-consuming work. Experience of conference management is essential and sometimes employing conference organisers can offer a sound way forward. They are not cheap, although they may charge reduced

fees to charities and voluntary organisations. You will need to include their full costs in the overall budget.

Answering these questions may help any discussion about holding a conference.

- What is your proposal for the overall management and supervision of the conference within your country?
- What sort of committee structure are you considering?
- Do you have personnel available who have experience and expertise in planning large meetings and who can serve your local organising committee?
- Would you involve personnel from other countries in your region of the world in organising the conference?
- Would you look to any involvement from the Dbl Management Committee in the detailed organisation of the conference?
- How often would you wish to have meetings between your committee and the Dbl Management Committee during the planning period?
- Do you have staff or friends who can undertake jobs on a volunteer basis? The economics of a conference means that many jobs have to be undertaken without payment.
- When would you propose to begin work?

6. LOCAL PLANNING COMMITTEE

The Local Planning Committee is responsible for the overall logistical organisation of the conference.

Once the host organisation or country has been agreed, they should propose membership of the Local Planning Committee. The Dbl Board must approve the composition of the Local Planning Committee and also agree to the proposed Chair. This is done via the Dbl Secretariat (secretariat@deafblindinternational.org). There must be a strong link between the Local Planning Committee and the Dbl Secretary. In some instances it might be appropriate for the Secretary to be a member of the Local Planning Committee. A diverse Local Planning Committee is essential to ensure networking and skills can be developed in different regions. For example, a Dbl European Conference should have a Local Planning Committee composed of individuals from Eastern Europe, Western Europe, Northern Europe, and Southern Europe.

The Local Planning Committee should have regular, recorded meetings and all decisions should be documented.

The Local Planning Committee recommends membership of the Scientific Committee (including the Chair). This report is submitted to the Dbl Secretary for

discussion and agreement by the Dbl Management Committee. It is then submitted to the Dbl Board for approval.

The Local Planning Committee has a Secretary. The terms of reference for a Conference Secretary are attached.

Sometimes the Local Planning Committee uses an external agency for planning the logistics of the conference. If this is the case, it is certainly recommended that the funds are not managed by the agency.

7. SCIENTIFIC COMMITTEE

The Scientific Committee is primarily responsible for the conference program.

The success of a conference is often determined by the ability of the Scientific Committee to devise a stimulating Scientific Programme.

The responsibilities of the Scientific Committee include:

- Determining a conference title and theme to recommend to the Dbl Management Committee;
- Determining the full conference programme (including speakers, plenaries and workshops);
- Ensure that the Networks have an opportunity to present their work to date as part of the program;
- Production of first and final announcements;
- Calling for, collection and processing of abstracts;
- Negotiation with key speakers;
- Production of the programme;
- Editing of proceedings.

The Scientific Committees should aim to:

- Be representative of Dbl's membership profile (for example, including deafblind people, families, professionals);
- Have a good geographic spread and representation from different countries;
- Include a mixture of experience.

In addition:

- There must be at least one member of the Scientific Committee who has been a member of a Scientific Committee for a previous Dbl conference;
- A member of the Dbl Management Committee will be entitled to attend any meeting of the Scientific Committee;
- A member of the Dbl Management Committee must attend the first meeting of the Scientific Committee in order to establish relationships and links;
- Previous experience suggests that around seven or eight people is an appropriate size for a Scientific Committee.

8. RELATIONSHIPS BETWEEN COMMITTEES AND WITH Dbl

It is essential that there are strong links between the Local Planning Committee, the Scientific Committee, the Dbl Management Committee and Board through the Dbl Secretary.

There need to be clear links between:

- the Local Planning Committee and the Scientific Committee
- the Local Planning Committee and the Dbl Secretary
- the Scientific Committee and the Dbl Secretary

These links could be through cross-membership or through structured reporting.

9. ACCOUNTABILITY

The Local Planning and Scientific Committees are accountable to the Dbl Management Committee and must provide a report, through the Secretary, to every Management Committee meeting between the decision being made to host and the actual conference.

The report from the Local Planning Committee should include any activities undertaken which relate to the conference planning, for example, number of registrations, process of registering, budget, promotion and media, sponsors, trade exhibitors, social activities, accessibility, pre and post conference activities, Network days, transport and general information.

The report from the Scientific Committee should include any activities related to the scientific program, for example, theme, schedule of conference, time of announcements, call for papers, plenary speakers, workshops, organisational matters and general information.

A representative from the Local Planning Committee will be expected to attend all Dbl Management Committee meetings for the two years preceding a conference. Dates, times and locations will be provided by the Dbl Secretary.

Two reports a year are required to be sent to the Dbl Management Committee prior to their meetings.

10. CONFERENCE THEME

The themes of official Dbl Conferences should:

- Reflect the values of Dbl;

- Reflect where Dbl as an organisation is at the time of that Conference;
- Be appropriate to the themes that are relevant and important to Dbl at that stage in its development;
- Be broad enough to attract as much of the Dbl membership as possible.

The theme may well be relevant to the host organisation or country too but it would not be appropriate for the theme to be relevant to the host but not to Dbl.

The Dbl Management Committee should be consulted in advance for suggestions regarding possible themes. The final decision must be approved by the Dbl Board.

11. FINANCE

The successful financing of a large international conference is not a simple matter. It is unlikely that the fees alone will be enough to cover all the costs. The fees do need to remain affordable for delegates so it is necessary to seek sponsorship for the activities of the conference.

A detailed budget must be prepared taking into account how many delegates are required to achieve a break-even point; how much sponsorship will be needed; from what source will sponsorship come (government local and national, corporate supporters, fundraising); how will any ultimate deficits be covered.

The host organisation must accept full budget responsibility and all management responsibilities. Applications must contain a statement that the host organisation is willing to take on this responsibility.

There are no financial resources available from Dbl towards the Conference or towards the costs of the Planning and Scientific Committees. Members must be able to finance their involvement themselves.

It is not the purpose of Dbl Conferences to make a surplus. If there is a surplus then please consider reinvestment in future Dbl events.

If a conference experiences a loss, Dbl is not in a position to cover this loss. It is the full responsibility of the local host.

In addition:

- The host organisation must accept full budget responsibility.
- If a group of organisations are jointly organising the conference, the financial responsibility taken by each organisation must be clear in the application. An agreement between these organisations is recommended.
- Costs should be kept to a minimum so long as quality standards are met.
- Full information on accommodation costs must be provided in the application.

- Consideration to be given to day delegate rates as this could sometimes be helpful.
- Attendees pay all conference fees and it is not expected that any payment is made for any contribution they make to the conference. Speakers and presenters are not paid any fees. There is some room for flexibility when speakers are invited to attend who are outside the field of deafblindness.
- The organisers must determine at an early stage whether or not they are to take responsibility for organising the accommodation for delegates. They should at least include information about a variety of different accommodation options for delegates to pursue themselves.
- The organisers will provide the Dbl Information Officer with a free registration to ensure promotion and marketing of the conference is completed via Dbl communication channels.
- The organisers will provide Dbl with a table or booth to promote Dbl membership and activities to delegates [at no charge to Dbl](#).

11.1 Dbl financial input

There are no financial resources available from Dbl towards the Conference. However, in certain circumstances Dbl may consider making a small loan to a conference host so as to assist with cash-flow.

11.2 Dbl involvement in the budget / finances

- A conference budget must be prepared by the Local Planning Committee and sent to the Dbl Management Committee for approval by the Dbl Board.
- All reports to the Dbl Management Committee must include a financial update.
- The Management Committee may request further information at any time, including copies of bank statements.

11.3 Sponsorships

There is a sponsorship process through Dbl and there are usually a number of other organisations who will sponsor people. Dbl will call for expressions of interest prior to an event or conference and people interested in being sponsored are required to complete an application form. The Dbl Secretary will assist in the co-ordination of these sponsorships and recommendations for approval are made to the Dbl Board.

12. BENEFITS

Local Planning Committee and Scientific Committee must give consideration to the ways in which a conference can benefit developments for deafblind people and their families in that country or region.

13. TIME AND DURATION

The duration of most conferences is five days, with registration beginning on the eve of the first day. In setting the date, consideration should be given to other major conferences and religious holidays.

As a guide, most conferences begin on a Tuesday and end on a Sunday. A proposal for beginning and ending on any day will be considered. Consideration should be given to the time of year where more economical airfares may be available. A recommendation for conference dates will need to be approved by the Dbl Board.

The organisers should allow for other meetings, such as pre or post conferences to hold in conjunction with the main conference when suggesting the dates.

The organisers will be able to veto these events if they have reasonable grounds, but once agreed they must give the organisers of these additional events as much support as possible. Helpful support would include information on venues, accommodation and local liaison. Information about official events must also be included in the Conference announcements and programme.

14. LOCATION AND ACCOMMODATION

No country in the world is precluded from applying.

It is recommended that at least every second World Conference should be held in a part of the world that is convenient for the majority of members to reach.

The Conference town / city should be readily accessible within international travel services.

The organisers should anticipate around 300-450 delegates and should arrange a selection of accommodation to meet everyone's budget. It should include hotels, guesthouses and student/budget rooms. It is the stated wish of most Dbl members that the conference venue and the accommodation should preferably be together in the same place, or failing that, as close to each other as possible.

All Conference venues should be fully accessible. If this is not possible, this must be pointed out, so that a decision on suitability can be made by the Management Committee.

15. CONFERENCE VENUE

What venue do you have in mind? Will it have the following basic requirements?

- Plenary auditorium for up to 500 delegates;
- Consideration should be given to the number of delegates per workshop;
- Secretariat including access to computers, photocopiers etc;
- Audio-visual facilities;
- Interpreters' room;
- Central meeting place;
- There should be an Information Desk, centrally located, and a Poster-Board for announcements.

16. TRANSLATION AND INTERPRETATION

English will be the official language, although other official languages can also be included.

One of the principal costs of an International Conference is that of providing simultaneous translations. If any language other than English is permitted at any time, then translation into English is essential. If English is the only language to be used then booths and equipment, at least for plenaries, must be provided for the use of groups bringing their own interpreters. The organisers must advertise the availability of this service in the Announcement and seek information from those groups intending to bring their own interpreters. The payment of such individuals is a matter for the groups bringing them, unless the organisers are able and willing to provide such translation facilities themselves.

Platform interpreters for plenary sessions for deaf delegates must be provided as necessary and the need for this should be identified within the information sought in the pre-registration material. Interpreters for workshops should be provided to the extent possible within the budget. The budget must allow for interpreters.

Deafblind delegates must find and pay for their own interpreters. It is recommended that interpreters pay the accompanying persons' rate.

17. FAMILY CAMP AND THE INCLUSION OF DEAFBLIND AND FAMILY MEMBERS

Applicants are asked to consider the feasibility of holding a Family Camp in conjunction with the Conference to enable families with their children to attend and participate. Applicants should state if they are providing an additional programme for families or essentially a child-minding service. It is strongly recommended that this be a decision reached together with the families' association in the host country.

Consideration must be given to all the needs of deafblind and family delegates in order to ensure their full participation in the conference.

18. SOCIAL ACTIVITIES

An interesting programme of cultural, tourist and professional visits should be considered and included in the application. It should be clear whether the costs of these are to be included in the conference fee in full or in part or whether they have to be paid for separately. It is usual for some evenings and the afternoon of the third day to be used for this purpose.

Information facilities on tourism in the country/region should be available as part of the pre-registration process and a service of information and, if possible, booking should be available at the conference.

A Reception should be considered which may include entertainment of some kind.

It is traditional to hold the Conference Banquet on the last night of the Conference.

Most Dbl members have indicated their wish to have a social gathering point, strategically placed for both the conference venue and the residential accommodation, where delegates can meet outside the conference times.

19. PROMOTION

An International Conference is often of great benefit to the host organisation in terms of reputation and awareness within its country. Dbl therefore encourages the organisers to maximise the public relations opportunities of the conference and does not place any limitations on this.

20. TRANSPORTATION

It is unlikely that a Conference of this nature would benefit from the nominating of official airlines etc. but the organisers are recommended to investigate this.

All relevant information on travel to and from the host country should be provided in the pre-registration material, including information on car-hire etc. Welcome booths at airports and bus/train stations are recommended where this is feasible.

Applicants must consider the need for, and cost of, transportation within the conference:

- travel between residential accommodation and venue;
- travel between conference locations if not all on one site;
- Travel for the recreational activities.

21. CONFERENCE BAG

The Conference Bag must contain:

- Text;

It is strongly recommended that papers to be presented are available for delegates at the start of the Conference.

Speakers should be asked for texts in print and on disc (ASCII format recommended) to be sent at least one month before the conference.

Texts should be available in appropriate formats. These might be print, large print and Braille.

- Abstracts;
- Proceedings (if not to be provided after the conference and these must at least be in English);
- List of delegates' names and addresses (the application form must include an opportunity for delegates to agree to addresses being inserted in the list).

22. ACCOMPANYING PERSONS

Applicants must determine if accompanying persons, for example, family members [or guides](#), will have to pay the full delegate cost or whether there will be a reduced rate. [The reduced rate which will represent the actual costs for the event \(venue, meals/breaks\). Family members may have the option to purchase tickets to events ie: banquet dinner but must pay 10% above the actual cost \(cost, gratuity and taxes as applicable\), If the accompanying person \(guide/family member \) wants to receive all the benefits ie: Conference Bag, meals, reception, banquet etc., then they are responsible to pay the full costs,](#)

[Accompanying](#) ~~Accompanying~~ persons (guides) are responsible for their own accommodations.

23. POLITICAL CLIMATE

Applicants should consider the political stability in their country and how this might affect the successful holding of the conference. It is recognised that it is difficult to consider this so far ahead of the conference, but it is essential that countries which do not have regular political stability consider this and report on it in their application.

24. Dbl LOGO

The official Dbl logo should be used on all conference material. This is available from the Dbl Secretariat.

25. Dbl AWARDS

Dbl have the privilege of honouring people who have made exceptional contributions to individuals who are deafblind and to Dbl and at conference will present awards. The Dbl Awards give a unique opportunity to celebrate the accomplishments of our colleagues.

26. ACCESS

Dbl believe strongly in access for all. We understand that it's difficult to find the ideal buildings for accommodation and meetings and so often we are solving problems to make access as good as it possibly can be. The following are some suggestions for things that should be considered and some ideas that might be helpful. You will have more suggestions.

a. Visual

- Changes in lighting levels from corridors to rooms are the most difficult, we are aiming for uniform lighting free of shadows and differences.
- Extra lights can be brought in.
- Screens and blinds can help with the control of light through windows.
- Good contrast helps so at registration desks for e.g. a black cloth can help with the location of white papers/conference packs.
- Yellow and black tape can be used to highlight areas and are traditionally used on stairs or to cover trailing cables.
- Good clear and frequent signage reassures. It's helpful to 'walk' and navigate areas from a number of directions to experience how a new delegate might feel coming to the conference centre or to a hotel.

b. Auditory

- Hotels and dining rooms can be noisy places and often we have least control over these environments.
- Acoustics can be helped in the dining/assembly areas by the use of soft furnishings or screens to absorb the noise. So practically screens in areas perhaps with the conference poster display can improve the auditory environment while at the same time having a function.
- Loop systems need to be in place and are always worth testing, sometimes sound can 'leak' from one room to another.

c. Information

- The official language of Dbl conferences is English. Provision for other languages can be made through a range of translation options. The conference may choose to provide simultaneous translation through booths or conference delegates can bring their own translators.
- All conference materials must be available in accessible formats including Braille, large print, contrasting colours. Ideally electronic formats should be sent to delegates before arrival.
- The conference pack should contain the programme, local information and any emergency or help arrangements. A delegates list should be provided so that deafblind colleagues know who is at the conference. Delegates should be asked if they are happy for their name to go on a delegates list for the reasons of access.

d. Physical environment

- Attention should be given to where stairs are so that alternative access points can be noted or organised. Ramps and signage need to be considered.
- Lifts should be checked for size and ease of operation. With permission you may be able to add Braille signage.
- The location of disabled toilets in relation to rooms and how to navigate between areas needs to be considered.
- Seating should be as flexible as possible so that if tables need to be used for equipment they don't block escape routes.
- Flexible seating also helps if interpreters need to change position from side on to face on etc.
- The possibility of seating with back support for interpreters is helpful.
- Handrails along stairs should be checked for orientation.
- Mobility routes should be checked for trip hazards and if there are protruding stairs or walls these can be taped to indicate a difficulty.
- External routes and access to transport needs to be considered.

27. EVALUATION REPORT

Within two months after the completion of the conference a comprehensive evaluation report is required to be sent to the Management Committee. This feedback is very important information to inform future conference hosts of how the conference was organised and any issue which can be addressed more positively in the future. It would be helpful if the following information could be included:

- Conference Program – including Scientific and Social program and any other conference related activities.
- Participants – including the numbers, countries represented and any other issues.
- Funding and Sponsorship
- Budget
- Exhibitors
- Volunteers
- Media
- Pre/post Conference Workshops
- Participant Evaluation/Feedback of the Conference – how was this done
- Results
- Recommendations for Future Conferences.

If you have any questions or require further information please contact:

Matthew Wittorff

Secretary

Deafblind International

Email: secretariat@deafblindinternational.org

Dbi World Conferences

Terms of Reference for Conference Secretary “secretary”

Preamble

- The secretary is an integral component for the successful management of the conference.
- The secretary should have proficiency in English (the language of the conference), and the ability to communicate in the language of the host country if hosted in a country where the primary language is not English.

- The secretary should have proficiency in computer software, including MSWord and MExcel. Knowledge of and access to a database management software system would be beneficial.
- Preferably the secretary should have a good knowledge of the field of deafblindness and have good contacts throughout the international community in this field. A background in event management is desirable however strong organizational skill are essential.
- With the use of the internet and telephone being the major function of the Secretary, it is not crucial that the secretary be located in the immediate vicinity of the Local Planning Committee. The description of activities outlined below suggests that the majority of activities will be by electronic means. However occasional face to face meetings may be required.
- The secretary will report to the Chair of the Conference Local Planning Committee and work under the guidance of the Committee.

The secretary will:

a) Materials and Website

- Work with the local committee to design final appearance of the conference website (wordings, logos, time and location etc) in cooperation with the Conference Webmaster.
- Ensure that the conference website is accessible in English and the language of the host country if hosted in a country where the primary language is not English. The website should also be accessible for people with disabilities.
- Ensure that the website is integrated and updated with the Dbl website on a regular basis by keeping the Dbl Secretariat informed of announcements.
- Design all forms necessary for the conference, including those for Registration, Accommodation, Tourism Day and other social events, Accessibility Needs, the Call for Papers and Poster Sessions, Organization Displays etc.
- Select promotional material and conference satchel materials.
- Work with the Conference Webmaster regarding uploading of all these materials and forms for the website.
- Ensure accurate Visa information is available on the website for delegates traveling from outside the host country. A letter from the Conference Organisers on Conference letterhead should be available on the website for delegates to download to assist with their Visa applications.
- In addition to the information being on the conference website, prepare hard copies of Official Notices of the Conference for distribution via email, by post (to

those we know do not have email). Distribute to as many individuals and worldwide Organizations in the field of deafblindness and disabilities that are known to the Conference organizers and Dbl. Much of this information is available from past Dbl Conference organizers.

- Provide regular notices for the website and for distribution by email as per various deadlines.
- Ensure Draft and Final Agenda is uploaded to the Conference website.
- Research other events and websites to promote Dbl conference. Send promotional material to events who agree to distribute. Preferably seek this promotion free of charge.
- Consider the production of a quarterly e-bulletin to circulate far and wide. Use the e-bulletin to make announcements, as a reminder for deadlines (e.g. registration, call for papers etc), have mini-competitions, snippets about host country and what delegates can look forward to when they visit.
- Work with Conference Scientific Committee and Local Support team to gather the Plenary and Workshop papers and prepare the Conference Proceedings for distribution during or after the conference.
- Prepare and manage the circulation of conference evaluations surveys which will be used to create a post conference evaluation report.

b) Scientific Committee

Work closely with the Chair of the Scientific Committee (SC) to develop the guidelines and application form for the Call for Papers, and any other information required (e.g. technology).

- Assist with distribution of submitted abstracts/papers to members of the committee.
- Distribute letters via email or post regarding decisions of the SC (paper is accepted, rejected, placed on hold etc).
- Prepare the agenda of the Conference based on the decisions of the SC, as per recommended organization of workshop presentations (groupings by sub-themes, room designations etc.)
- Invite Plenary Speakers on the advice of the SC. Determine if any of these speakers will be paid.
- Provide notice to Plenary Speakers and successful workshop presenters of the time and location of their presentations in advance of the conference. Notice will also include guidelines for presenting, confirmation of technology needs etc.

- Work with SC Chair to recommend Chairs for each workshop. Send invitations to Chairs along with time and location of the workshop they are to convene.
- Work with Support Team to produce Certificates and acquire gifts for presentation to Workshop and Plenary presenters.
- Ensure Conference Evaluation questionnaires are produced in cooperation with SC.

c) Funding Proposals, Letters of Invitation and General Communication / Correspondence

- Work with Support Team (Fund Raising) to develop list of organizations, embassies, individuals, etc which are sources of potential funding.
- Assist by preparing appropriate letters and applications of request for specific funding.
- Work with funding agencies (Hilton Perkins, Dbl, Sense International, CBM etc) which support attendance for individuals from developing countries. This will involve coordinating their notification, registration, and accommodation etc for these supported individuals.
- Prepare letters of invitation for individuals requiring a travel visa to attend the conference in the host country (also see Website & Materials).
- Be the first contact with individuals and organizations to answer all requests for information regarding the conference.

d) Other Management

- Prepare and maintain data base of registration information unless website is able to perform this function.
- Provide confirmations of registration, accommodation, special assistance requests and tour selection to conference participants.
- Source local volunteers to work before and during conference. Roles may include – meet and greet at the airport, conference venue guides, tourist day attendants, ushers at social events, room hosts for all sessions, first aid, general runners, information providers at registration area etc.

- Convene meeting for volunteers for pre-conference training. What is expected of them, what to wear, how they will be looked after – food, drinks, car parking etc.
- Determine Awards to be presented at conference and liaise with Dbl regarding the production of the awards trophies and logistics for presenting these.
- Regularly communicate with the Local Planning Committee on the management of the Conference as per registrations, accommodations, local transport for delegates, venue accessibility and tourism etc.
- Assist Local Planning Committee by preparing periodic reports for Dbl on the progress of the Conference.
- During the Conference period, coordinate with the Conference Support team on all aspects of needs of Conference participants including Registration, Technology, Printing, Translation, Information Services, photographer, performers or musicians for social events etc.
- Coordinate with Conference Centre on catering requirements for daily meal breaks and social functions including opening & closing ceremony and Banquet.
- Work with Conference Support Team to ensure Conference Evaluation questionnaires are included in the Conference Registration package.

e) Post Conference

- Assist Local Planning Committee by preparing various conference summations and evaluations that are deemed necessary.
- Post the Conference Summary and report on the conference website as well as Dbl website for reference.

EXPRESSIONS OF INTEREST

To host a Dbl Conference

1. Details of Applicant

Host Organization name:	
Contact person:	
Address:	
Telephone:	
Facsimile:	
Email:	
Website:	

2. Why do you want to host a Dbl Conference?

3. What benefits will there be to you and your country in hosting this Conference?

4. What unique features or special attributes does your country offer which would be an important reason for Dbl to choose your site?

Please email completed applications to Dbl Secretariat at secretariat@deafblindinternational.org.

DEAFBLIND INTERNATIONAL

APPLICATION TO HOST A Dbl CONFERENCE

Please ensure that you have read the Dbl Conference Guidelines before proceeding with an application. The Dbl Management Committee will then expect the following areas to be covered in an application:

1. Who are the host agencies? Is this a partnership between agencies?
2. Will all the agencies working with deafblind people in your country be involved? If not, please could you explain why not?
3. Why do you want to host the conference?
4. What benefits will there be to deafblind people in your country and region in hosting this conference?
5. What is your proposal for the overall management and supervision of the conference within your country?
6. What sort of committee structure are you considering?
7. Are you planning on using an agency for the logistic organisation of the conference?
8. How will you maximise Public Relations and political opportunities that hosting such a conference might enable?

9. What unique features or special attributes does your country offer which would be an important reason for Dbl to choose your site?

10. Please could you provide a draft summary budget for your conference, including the following:
 - The approximate number of paying delegates you expect to attend
 - What percentage of costs will be covered by registration fees
 - How the other costs will be covered
 - Are there local contributors (e.g. agencies, governments, corporations etc) to subsidise some of the cost? How much local financial assistance is possible?
 - Approximately what you expect the registration fee to be (highest and lowest levels)
 - Approximate accommodation costs
 - If you expect the conference to generate a profit or a loss – and, if a loss, how this will be covered

11. What kind of facilities are available for residential arrangements and conference meeting space?

12. What social arrangements and activities are possible?

13. Do you have sources for providing financial assistance to participants from countries who may find it difficult to pay?

14. Do you have less expensive hotel accommodation options for participants from countries who may find it difficult to pay?

15. Have you read, understood and agree to follow the Dbl Conference Guidelines? Is there anything you would like further information about?

SPONSORSHIP GUIDELINES

The purpose of Dbl is to bring together professionals, researchers, families, deafblind people and administrators to raise awareness of deafblindness. Central to our work is to support the development of services to enable a good quality of life for deafblind children and adults of all ages.

One activity that assists in promoting the purpose of Dbl is sponsorship at regional and world conferences and other Dbl related events. This is a place where individuals working with deafblind people can come together and freely exchange ideas.

Dbl has a sponsorship process where it invites applications for financial sponsorship to attend a Dbl event.

Individuals applying for financial sponsorship must be able to demonstrate how their participation in a Dbl event and the knowledge acquired at a conference will be related to the Dbl Strategic Plan.

The goals of the Strategic Plan are:

1. Strive for an enhanced organizational capacity to meet the needs of deafblind people.
2. Influence the development of services for the benefit of deafblind people and their families around the world.
3. Strive to encourage improvements in practice and creation of new knowledge by facilitation improved communication and networking.

Applying for Financial Sponsorship

Many applications are received for Sponsorship so applying does not guarantee funding support. If successful, it is unlikely for Dbl to fund the entire sponsorship request and applicants are encouraged to find the remainder of the funds for their participation from other sources.

Applications should be received by the Secretariat 6 months prior to a Dbl event for consideration.

Applicants are required to complete the Application for Financial Sponsorship to Attend a Dbl Event form. The form can be found on the Dbl website (www.deafblindinternational.org). Information can also be found in the Dbl Review or by contacting the Secretariat at secretariat@deafblindinternational.org

Please also refer to the Dbl Strategic Plan on the website (www.deafblindinternational.org) to assist you in preparing your application.

The completed form is then sent to the Dbl Secretariat at:
secretariat@deafblindinternational.org

The Secretariat sends the applications to the Chair of the Sponsorship Committee and recipients will be selected no later than five months prior to the Dbl event.

This Committee then makes its decisions and a report about the process is provided to the Dbl Board. The names are not presented to the Board to respect confidentiality.

Both successful and unsuccessful applicants are advised.

Successful Applicants

Successful applicants will be notified no later than four and a half months prior to the Dbl event.

Applicants to accept or decline the sponsorship no later than four months prior to the Dbl event.

Dbl will not transfer the agreed amount of sponsorship funds to the successful applicant. Dbl will instead pay the event registration and accommodation directly to the event organiser and hotel. A meal allowance, to be determined by the Treasurer will also be provided to the successful applicant at the event.

Successful applicants will be required to attend a Dbl Welcome Reception at the event.

Funding can only be provided in Euros and not in any other currency.

After the Event

Successful applicants will be required to provide feedback after the event about the benefits of attending the event and how they have applied the information learnt when they returned home.

The Secretariat will request this information within 3 months of the applicant attending the event.

DbI AWARDS

At DbI regional and world conferences we have the privilege of honoring people who have made exceptional contributions to individuals who are deafblind and to DbI.

DbI has three categories of awards, the Lifetime Achievement Award, the Distinguished Service Award and the Certificate of Appreciation. The DbI Awards give us a unique opportunity to celebrate the accomplishments of our colleagues.

Lifetime Achievement Award

At each World Conference, a Lifetime Achievement Award will be made to an individual or individuals who has/have made a distinguished contribution to services for deafblind people on a national and international level. This award is recommended to be given towards the end of one's working life and will be given only occasionally and when deemed necessary. Distinguished contributions could be in the area of: publications, research, development of new techniques or procedures, practical application of teaching techniques, training staff and parents, advocacy; and dynamic leadership. A trophy and certificate will be presented.

Distinguished Service Award

This award will be given more frequently than the Lifetime Achievement Award. It will be presented to people who have significantly contributed to the deafblind field, or DbI, internationally. These awards will be presented at any Regional or World Conference. Examples of contributions when thinking about a possible nominee for the Distinguished Services Award: 1) overall professional experiences; 2) innovative practices; 3) unique or extraordinary contributions to DbI; 4) professional publications, research and/or staff training activities; 5) leadership on the international level which has promoted or improved services to deafblind individuals and their families. A trophy and certificate will be presented.

Certificate of Appreciation

This award will be presented to anyone who has served DbI well, or the international field of deafblindness, in any capacity. It can be issued at any time on the recommendation of a DbI Board member to the Management Committee.

Awards Process for the Dbl Distinguished Service Award and the Lifetime Achievement Award.

- The Awards Committee is established by the Dbl Board at least one year prior to an event where awards will be presented.
- Secretariat sends an email to the membership before a major Dbl event to call for nominations.
- Information is also published in the Dbl Review and the website.
- The nominations form is on the website.
- The nominations form is completed by the person nominating.
- A 500 to 1000 word essay, which describes the nominee's contribution to deafblind individuals is attached.
- At least three (3) letters, which support the nomination are also required. These letters can be from colleagues, parents, deafblind individuals, employers or others who can comment on the nominee. The letters should present information that conveys an accurate picture of the nominee's achievements and contribution to the field of deafblindness.
- Full applications which include the nomination form, essay and 3 letters are sent by mail or email to the Chair of the Awards Committee.
- The applications are reviewed by the Awards Committee and decisions made based on the set criteria.
- The Awards Committee provides a report on the process to the Dbl Board.
- The Awards Committee organizes certificates and trophies for presentation.
- The Chair presents them at the specific Dbl event.
- A record of all Dbl Awards and the criteria are maintained by the Secretariat.