



**UNION OF INTERNATIONAL ASSOCIATIONS**  
UNION DES ASSOCIATIONS INTERNATIONALES

## **FINAL REPORT**

**Union of International Associations**

### **2013 Associations Survey**

**International meeting organization and issues**

UIA  
International Meetings Issues Survey - 2013

Published November 2013

<http://www.uia.org/publications/meetings-survey>

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Union of International Associations  
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Associated and complementary information is available in  
the Yearbook of International Organizations,  
*Volume 5: Statistics, Visualizations and Patterns*

And

The UIA's annual ***International Meeting Statistics Report***

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## **UIA Survey on international meeting organization and issues**

During 2013 the Union of International Associations undertook its fifth large-scale survey on meetings held by international organizations and associations. The survey is designed to help all involved in the process of organizing international meetings to get a sense of changes over the years and the challenges of the current environment.

The questionnaire was in English and comprised of simple yes/no and multiple choice questions. The questionnaire was sent worldwide to international associations (from the Yearbook) which have meetings activity. The number of respondents for each question is indicated by the "N" column in the percentages table.

The 2013 survey follows surveys undertaken on behalf of UIA's Associate Members in 1985, 1993, 2002 and 2009. The questions have been adjusted over time and some new ones have been added for this edition. Comments and suggestions are always welcome.

With the aid of our sponsors we are able to invite a larger group of organizations to participate. We expect to repeat the survey on a more regular basis (approx. every 3 years).

We thank our sponsors for their support of this edition of the survey and the final report:

### **Project & Report sponsors:**

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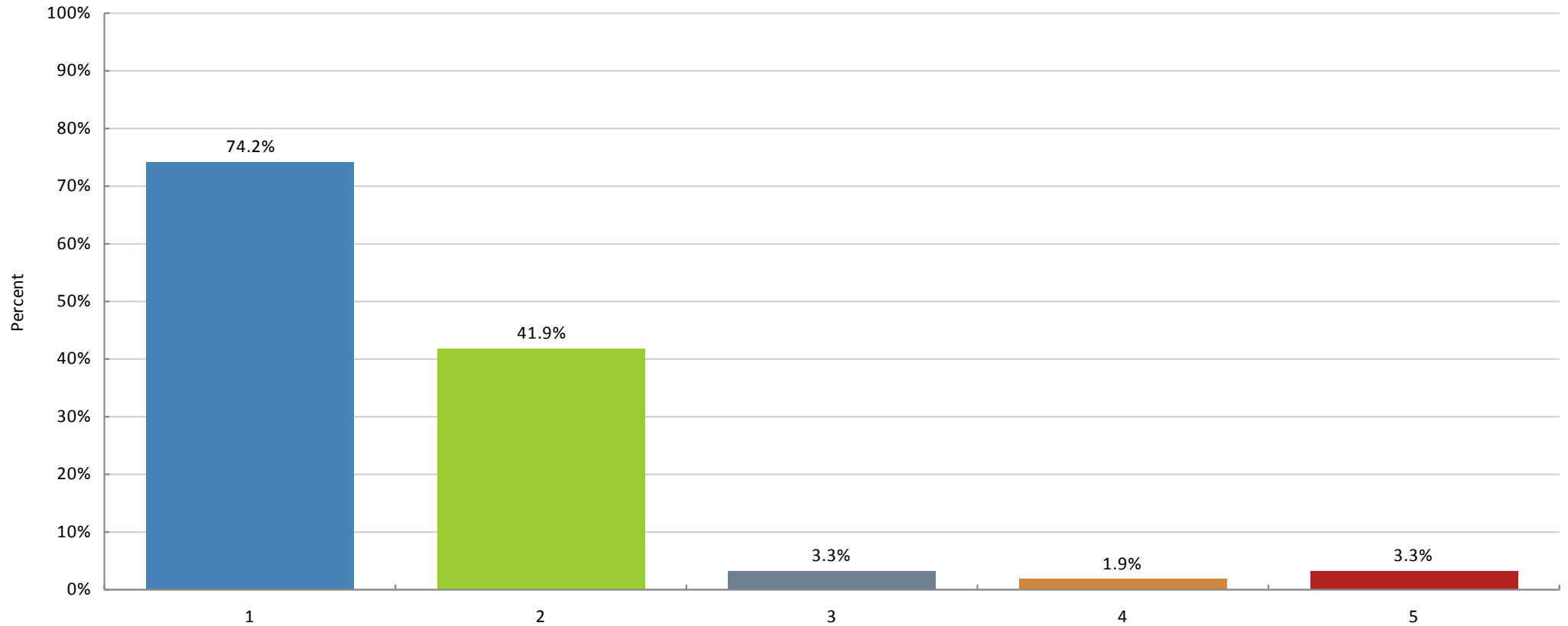
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**Software sponsor:** Questback (<http://www.questback.com>)

# 1. How is your association / organization managed (select all that apply)



#	Answer categories
1	Volunteer leaders / officers
2	Paid staff
3	Association Management Company (AMC)
4	An AMC in conjunction with paid staff
5	Other

## 1. How is your association / organization managed (continued)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N</b>
<b>How is your association / organization managed (select all that apply)</b>	74.2 %	41.9 %	3.3 %	1.9 %	3.3 %	821

### Comments:

The 12 answers for “other” were variations on category 1 and 2 for the most part.

In 2009 category 1 came in at 70.7% and category 2 at 47.8%

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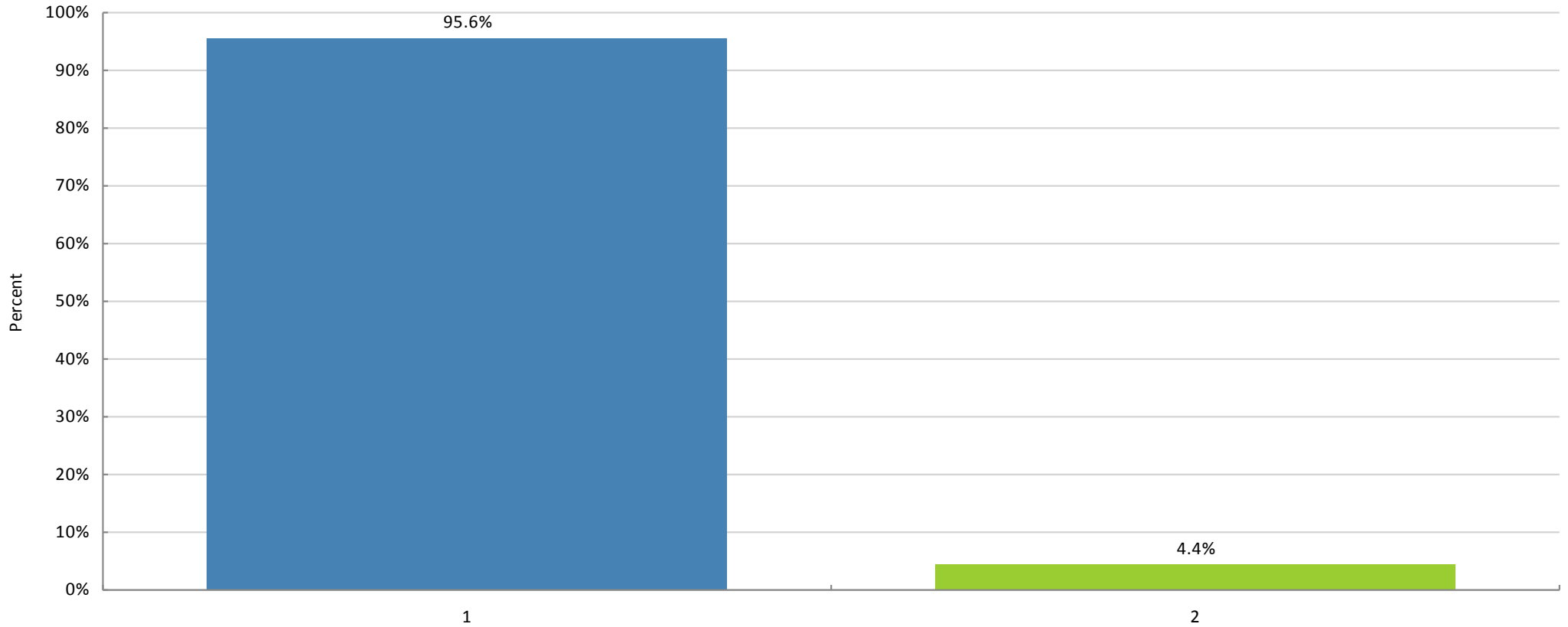
# How do you handle feedback?

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## 2. Does your organization regularly (e.g. annually, every 3 years) hold one or more major international meetings?



#	Alternative Name
1	Yes
2	No

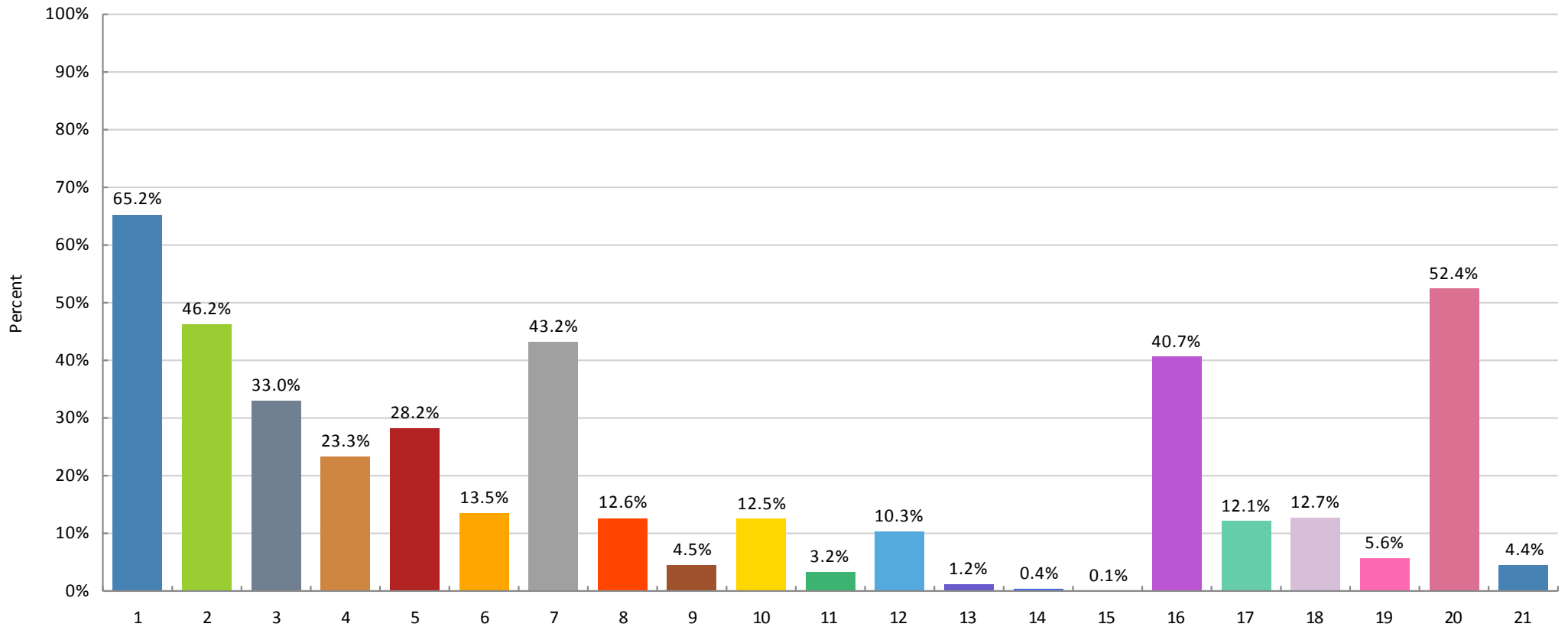
## 2. Does your organization regularly (e.g. annually, every 3 years) hold one or more major international meetings? (continued)

	<b>1</b>	<b>2</b>	<b>N</b>
<b>Does your organization regularly (e.g. annually, every 3 years) hold one or more major international meetings?</b>	95.6 %	4.4 %	817

### Comments:

In 2009 the split was between 93.8% and 6.2%

### 3. What types of meetings do you organize? (select one or more)



#	Alternative Name
1	Conference
2	Meeting
3	Congress
4	Symposium
5	Seminar
6	Assembly
7	Workshop

8	Session
9	Convention
10	Forum
11	Colloquium
12	Council
13	Games
14	Convocation
15	Conclave

16	General Assembly
17	Expo / Exhibition
18	Collegium, workshops, trainings
19	Festivals, championships, competitions
20	Board / Council / Executive meeting
21	Other, please specify

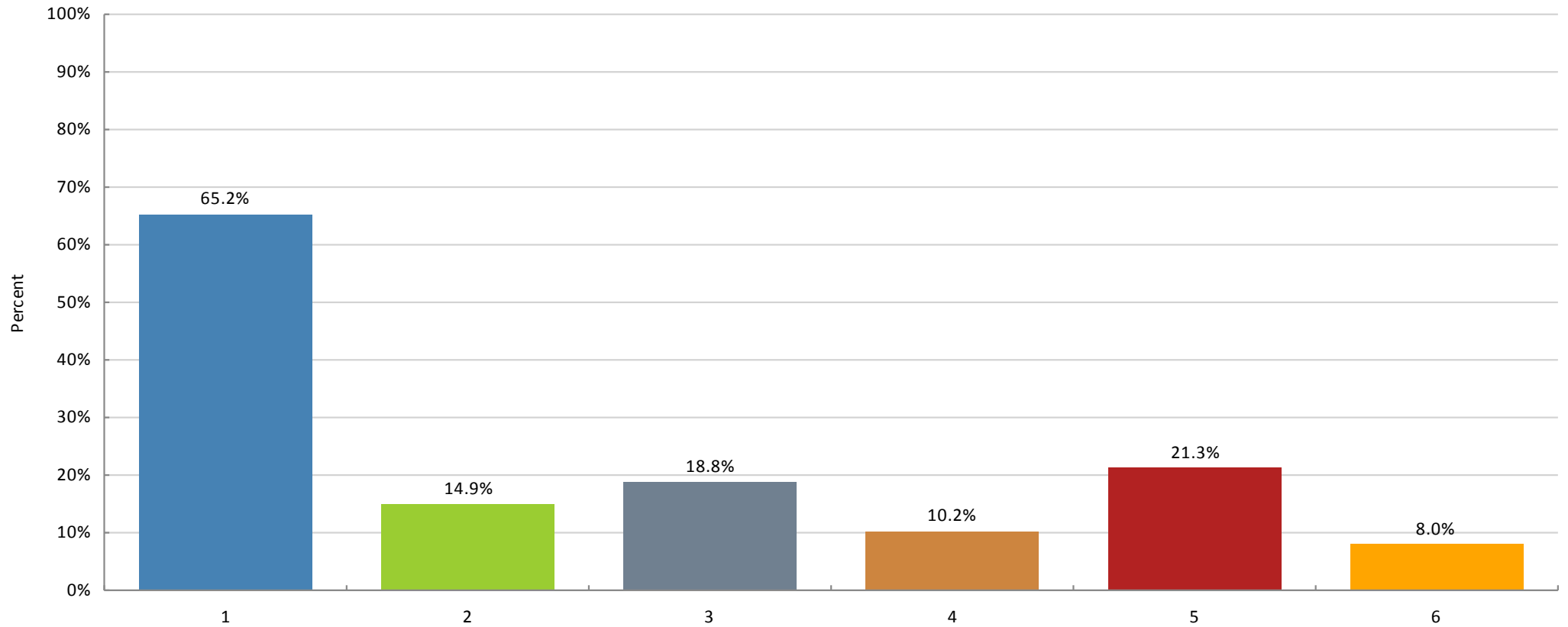
### 3. What types of meetings do you organize? (continued)

**Comments:**

The “other” answers supplied were mostly of an educational nature (trainings, courses, academies, summer schools) with a few camp & retreat events.

In 2009 there were five fewer term / type choices offered.

## 4. Who organizes the meeting? (select all that apply)



#	Alternative Name
1	National member / local organization
2	Local Professional Congress Organiser (PCO)
3	International association w/ in-house Meeting Planning Dept.
4	International association having a core PCO
5	International association generally (no PCO)
6	Other, please specify

## 4. Who organizes the meeting? (continued)

	1	2	3	4	5	6	N
<b>Who organizes the meeting? (select all that apply)</b>	65.2 %	14.9 %	18.8 %	10.2 %	21.3 %	8 %	821

### Comments:

There were 66 "other" answers. The compiled answers point perhaps to a linguistic difficulty with the intent of the question. They resolve, more or less, to additional answers for the original categories:

National member / local organization: 16

Local Professional Congress Organiser (PCO): 1

International association w/ in-house Meeting Planning Dept.: 2

International association having a core PCO: 1

International association generally (no PCO): 40

True "other" answers: 6

The 2009 survey had 8 total choices and 16.5% response rate in the "other" category. This edition's choices have focused the answers more clearly but the distribution and percentages are reasonable reflections of what was answered in 2009.

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# IN MONACO

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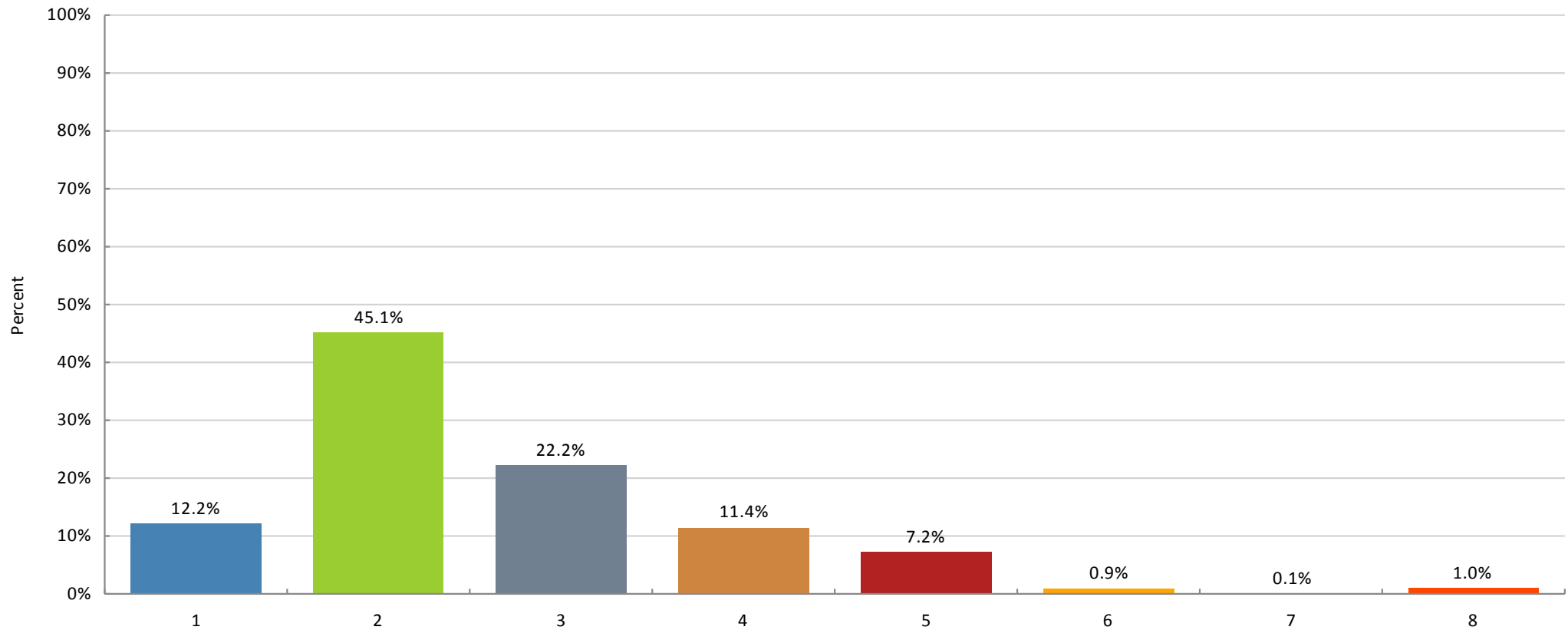
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## 5. What is the frequency of your largest / highest attendance meeting? (select one)



#	Alternative Name
1	2 or more times per year (e.g. biannual)
2	Annually
3	Every 2 years (biennial)
4	Every 3 years (triennial)
5	Every 4 years (quadrennial)
6	Every 5 years (quinquennial)
7	Every 6 years (sexennial)
8	other

## 5. What is the frequency of your largest / highest attendance meeting? (continued)

	1	2	3	4	5	6	7	8	N
<b>What is the frequency of your largest / highest attendance meeting? (select one)</b>	12.2 %	45.1 %	22.2 %	11.4 %	7.2 %	0.9 %	0.1 %	1 %	821

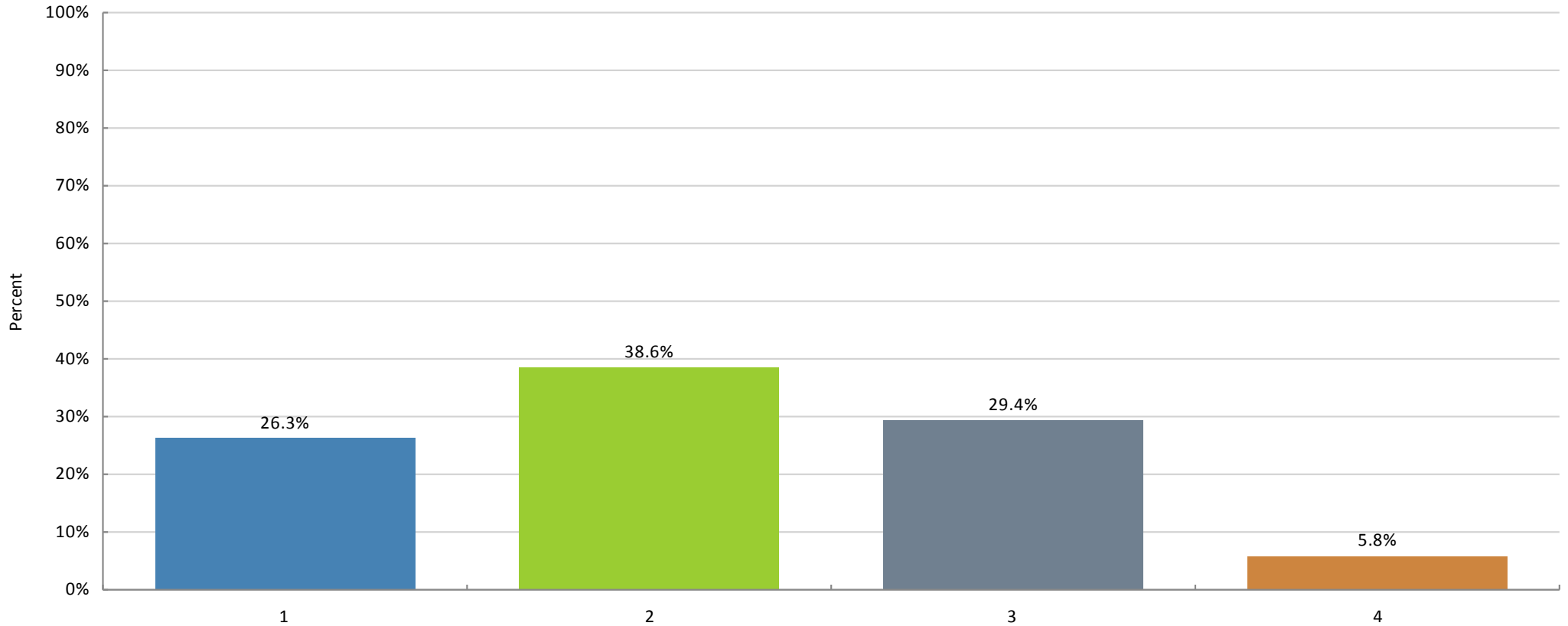
### Comments:

There were nine (9) "other" answers. Two of them indicated a periodicity of eight years. Two indicated an ad-hoc or demand-based nature of the largest event.

2009's percentages:

1	2 or more times per year (e.g. biannual)	14,0 %	104
2	Annually	46,8 %	347
3	Every 2 years (biennial)	22,7 %	168
4	Every 3 years (triennial)	7,4 %	55
5	Every 4 years (quadrennial)	6,1 %	45
6	Every 5 years (quinquennial)	1,2 %	9
7	other	1,8 %	13

## 6. Decision making: Who makes the final decision on the destination / location / city & country?



#	Alternative Name
1	General Assembly
2	Council / committee meeting
3	Executive officer(s)
4	Other

## 6. Decision making: Who makes the final decision on the destination / location / city & country? (continued)

	1	2	3	4	N
<b>Decision making: Who makes the final decision on the destination / location / city &amp; country?</b>	26.3 %	38.6 %	29.4 %	5.8 %	817

### Comments:

There were forty-six "other" answers, the majority were a few additional votes for offered categories and some new information:

General Assembly: 3

Committee: 4

Exec officers: 6

Board of directors: 16

National bodies: 9

larger partner organization: 4

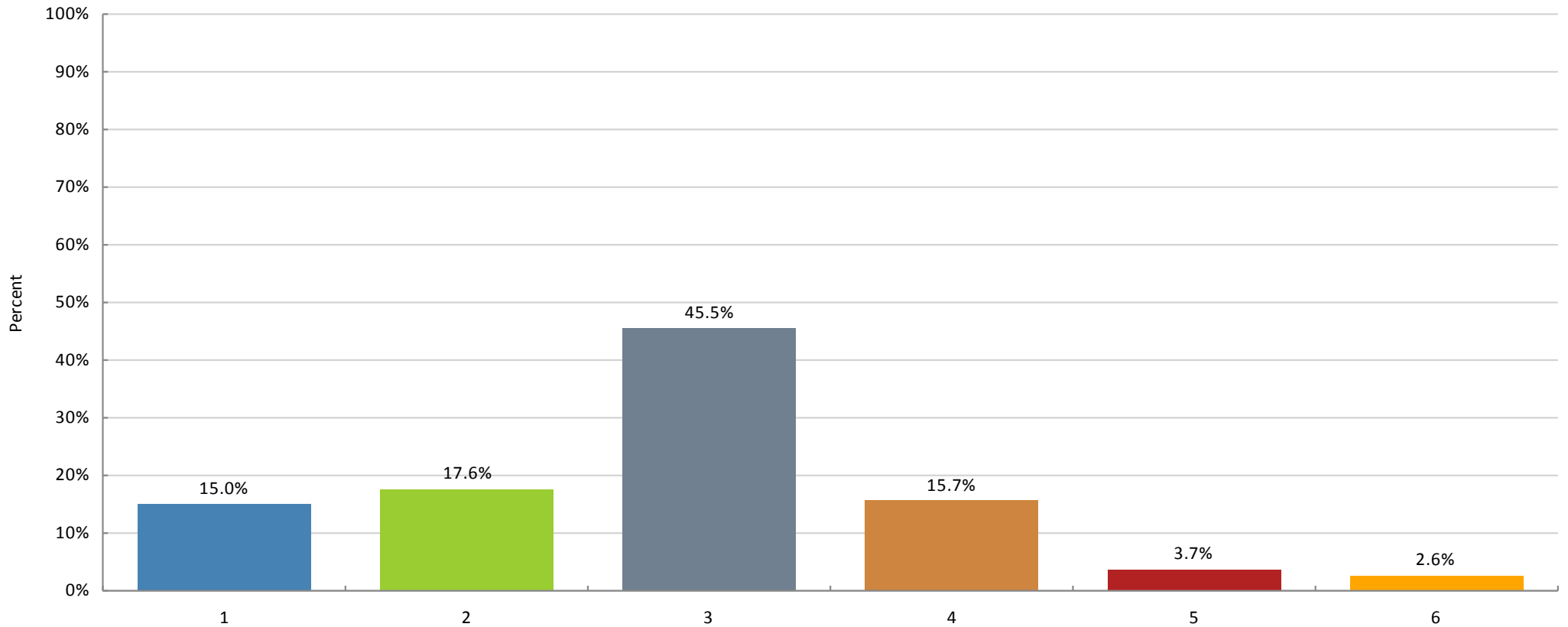
does not change location: 1

steering group and country sponsor: 1

GA and EC take turns: 1

This question was not offered in 2009.

## 7. Do you provide a bid manual with criteria & decision-making information (or similar)?



#	Alternative Name
1	Yes - a bid manual
2	No bid manual or other information
3	Less formal than a manual: guidelines, short rules, checklists etc.
4	Requirements contained in statutes or by-laws
5	I don't know
6	Other, please specify

## 7. Do you provide a bid manual with criteria & decision-making information (or similar)? (continued)

	1	2	3	4	5	6	N
<b>Do you provide a bid manual with criteria &amp; decision-making information (or similar)?</b>	15 %	17.6 %	45.5 %	15.7 %	3.7 %	2.6 %	816

### Comments:

There were twenty-one "other" answers, including:

Soft or internal guidelines: 6

Guidelines with reference to previous event experiences: 5

Instructions from Executive / ExCom members: 2

In 2009 this was presented as a Yes (30%), No (62%) or other (8%) question.

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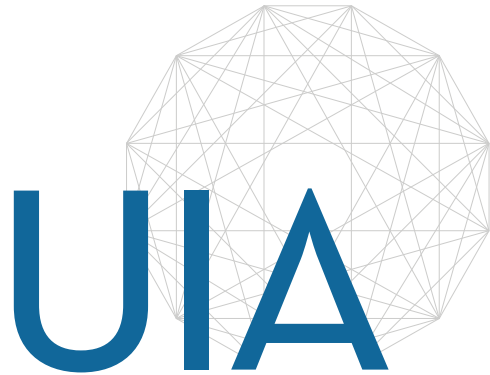
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# UNION OF INTERNATIONAL ASSOCIATIONS

Over 100 years  
of facilitating  
and promoting  
the work of  
international  
associations

[www.uia.org](http://www.uia.org) | [uia@uia.org](mailto:uia@uia.org)

## UIA's Aims and Objectives

- Facilitate the development and efficiency of non-governmental networks in every field of human activity – especially non-profit and voluntary associations – considered to be essential components of contemporary society
- Collect, research and disseminate information on international bodies, both governmental and nongovernmental, their interrelationships, their meetings, and the problems and strategies with which they are concerned
- Experiment with meaningful and action-oriented ways of presenting such information to enable these initiatives to develop and counterbalance each other creatively, and act as a catalyst for the emergence of new forms of associative activity and international co-operation
- Promote research on the legal, administrative and other problems common to these international associations, especially in their contacts with governmental bodies
- Contribute to a universal order based on principles of human dignity, solidarity of peoples and freedom of association and communication

[uia.org/aims](http://uia.org/aims)

## History of the UIA

Throughout the pre-1914 period, Belgium was the main host country of the international movement. The UIA was founded in 1907 under the name Central Office of International Associations by Paul Otlet (considered one of the fathers of information science) and Henri La Fontaine (Nobel Peace Prize winner in 1913) to enhance collaboration between organizations, and to serve as a centre for documentation.

[uia.org/history](http://uia.org/history)

## About UIA

Since its foundation in 1907 the Union of International Associations (UIA) has focused on documenting the nature and evolution of international civil society.

UIA is a non-profit, independent research institute, a repository for current and historical information on the work of international associations. UIA documents the work of international nongovernmental organizations (NGOs) and inter-governmental organizations (IGOs) and promotes the public awareness of their activities.

UIA's focus today is on promoting the internationality of these organizations and in representing the collective views of international bodies.

UIA collects, hosts and provides up-to-date, reliable information on global civil society and maintains the most comprehensive source of information on international associations, their activities and concerns, and their meetings activities.

[uia.org/about](http://uia.org/about)

## Associate Membership

Recognizing the importance of international meetings and congresses to international association life, the UIA offers collaboration and partnership with entities in the meetings industry in the format of an Associate Membership. The main focus of this collaboration is to promote networking between association and industry bodies.

[uia.org/membership](http://uia.org/membership)

## Secretariat

Rue Washington 40  
B-1050 Brussels, Belgium  
Telephone: +32 (0) 2 640 18 08  
[uia@uia.org](mailto:uia@uia.org)

# UIA Publications & Services

## Yearbook of International Organizations

Compiling and disseminating information and data on international organizations has been one of the UIA's core activities since 1907. This vast resource of information is published in the *Yearbook of International Organizations* - the most comprehensive reference work and information resource on international non-profit organizations and associations worldwide.

The over 65,000 international organizations maintained in our database include Intergovernmental Organizations (IGOs) and International Nongovernmental Organizations (INGOs) in 300 countries and territories. Approximately 1,200 new organizations are added each year.

The Yearbook is available in 6 print volumes which may be purchased separately, and as an online database.

The Yearbook includes detailed descriptions of international organizations, and also includes relationships and cross-links with other listed international organizations. In addition, biographical information is provided on principal officers, as well as bibliographical information on the organization's main publications and information services.

Statistics on international organizations are summed up in separate charts, tables and other visual representations, giving an overview of a broad range of organizational data, and making it easy to compare and identify trends.

[uia.org/yearbook](http://uia.org/yearbook) | [yearbook@uia.org](mailto:yearbook@uia.org)

## International Congress Calendar

Meetings and events organized by international organizations have always been a core topic of UIA's research.

This vast resource of information is published in the International Congress Calendar. Covering meetings from 1851 to 2025, our database includes over 370,000 meetings and events, over 10,000 of which are future international meetings organized or sponsored by IGOs and INGOs working worldwide.

[uia.org/calendar](http://uia.org/calendar) | [calendar@uia.org](mailto:calendar@uia.org)

## Associations Round Table

UIA's Associations Round Tables bring together representatives of international associations to learn practical skills and share experience.

The programme covers topics of relevance to international associations, such as: membership management and retention; sponsorship negotiations; community engagement; and communications tools and strategies, with emphasis on subjects of immediate and current interest. The presentations and workshops focus on offering practical skills and information of use to associations in their work, with speakers and trainers with direct experience in working with international associations.

[roundtable.uia.org](http://roundtable.uia.org) | [nancy@uia.org](mailto:nancy@uia.org)

## Associations Jobs Board

The International Associations Jobs Board is an employment resource for the international associations world, including the NGO / INGO sector and related industries.

[jobs.uia.org](http://jobs.uia.org) | [ryan@uia.org](mailto:ryan@uia.org)

## Customized Data Services

The UIA's customized data services are the most efficient way of extracting specific and targeted information on the over 65,000 international associations maintained in its databases.

The UIA's databases are continuously updated. The data are structured, comprehensive and concise. The structured framework enables extensive comparison and focused extraction.

[uia.org/customized](http://uia.org/customized) | [clara@uia.org](mailto:clara@uia.org)

## Meetings Statistics Report

Since 1960 the UIA has prepared statistics on international association meetings.

The UIA Annual Meetings Statistics Report is based on data drawn from the International Congress Calendar, the meetings database of the UIA.

[uia.org/statsreport](http://uia.org/statsreport) | [joel@uia.org](mailto:joel@uia.org)

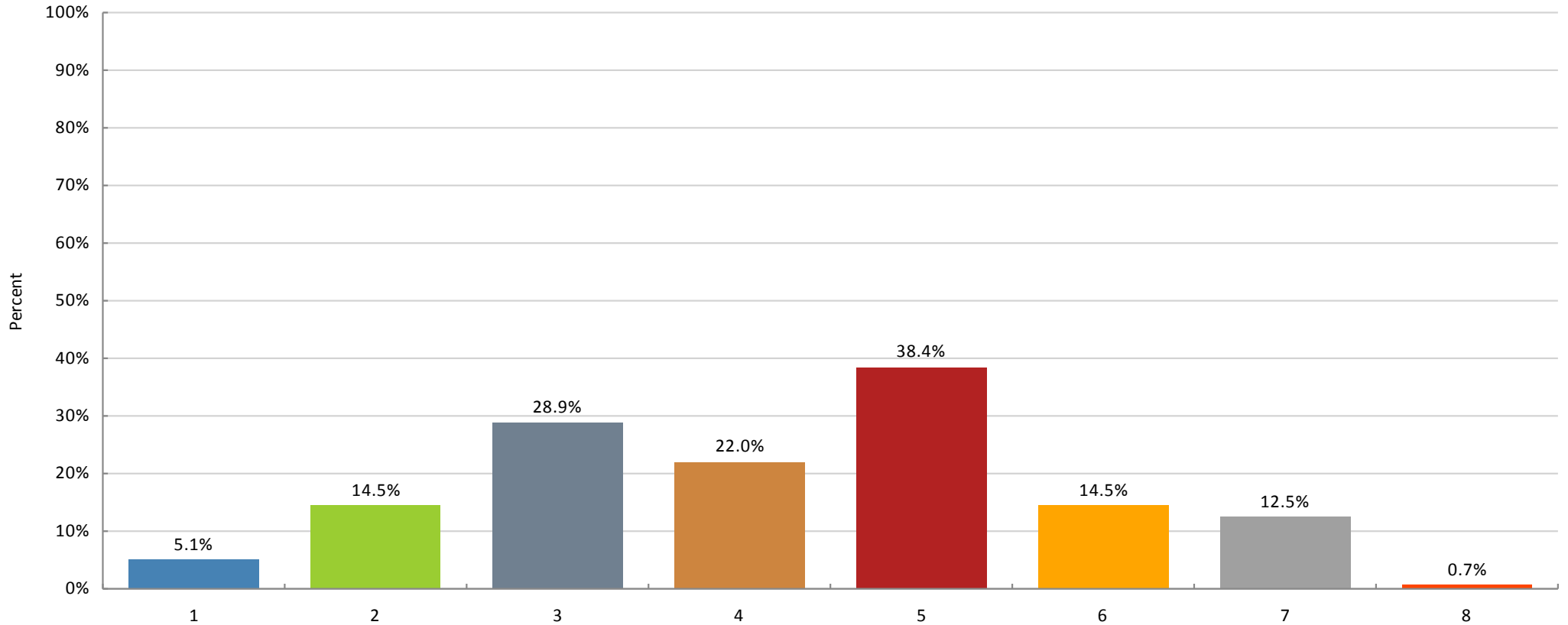
## World of Associations News

*World of Associations News* is UIA's monthly e-newsletter

Produced in Partnership with CIM - Conference and Incentive Management, WOA features upcoming international congresses, interviews with association executives, surveys, and best meeting deals/offers for organizations. It is also an interactive platform for international associations who are seeking for opinion-sharing with their peers on topical issues, best practices and experiences.

[uia.org/newsletter](http://uia.org/newsletter) | [clara@uia.org](mailto:clara@uia.org)

## 8. What is the preferred time of year for your largest meeting? (select as many as appropriate)



#	Alternative Name
1	January - February
2	March - April
3	May - June
4	July - August
5	September - October
6	November - December
7	Variable
8	Other

## 8. What is the preferred time of year for your largest meeting? (continued)

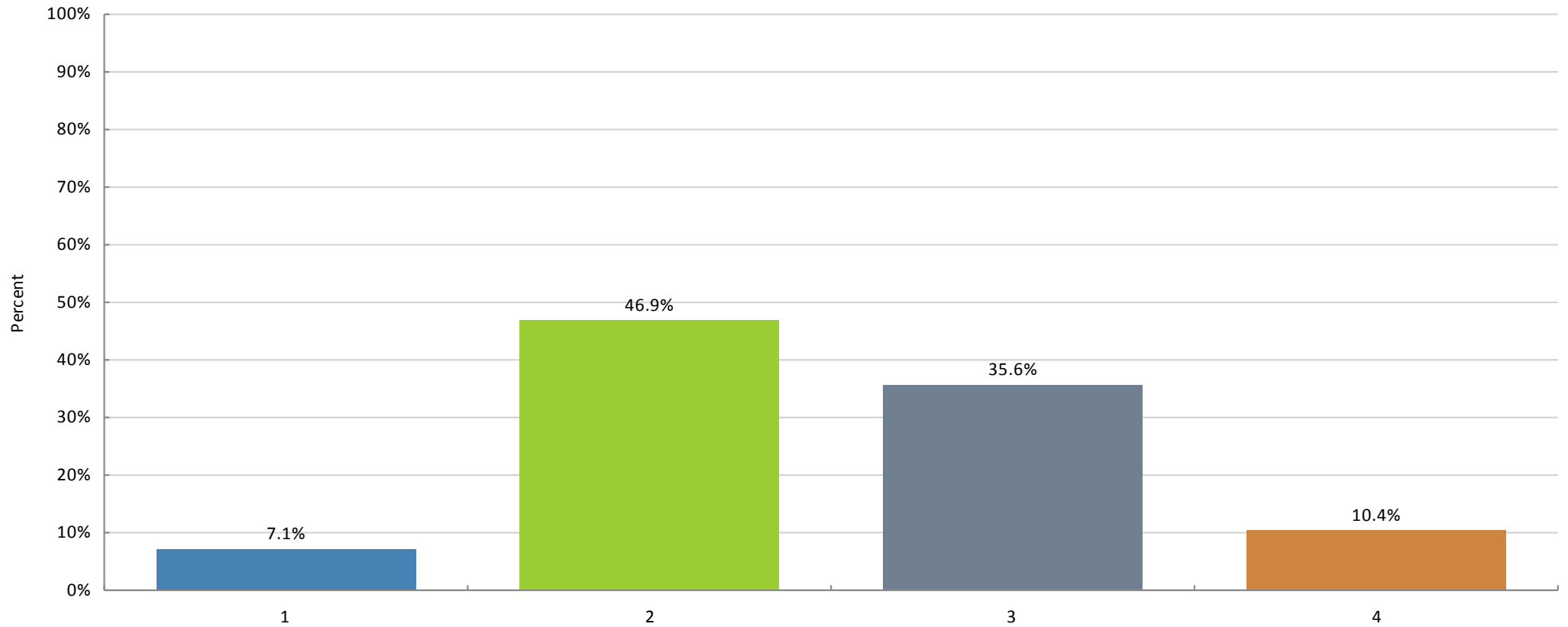
	1	2	3	4	5	6	7	8	N
What is the preferred time of year for your largest meeting? (select as many as appropriate)	5.1 %	14.5 %	28.9 %	22 %	38.4 %	14.5 %	12.5 %	0.7 %	821

### Comments:

There were six “other” responses here, all of which spanned the offered categories (e.g. June-July instead of category 3 or 4).

The response percentages from 2009 are more or less the same as those presented here.

## 9. What is the duration of your largest / most attended meeting?



#	Alternative Name
1	1 day
2	2 - 3 days
3	4 - 5 days
4	6 or more days

## 9. What is the duration of your largest / most attended meeting? (continued)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N</b>
<b>What is the duration of your largest / most attended meeting?</b>	7.1 %	46.9 %	35.6 %	10.4 %	817

### Comments:

From the 2009 report category 1 was 2% higher and category 4 was 3% lower than this year's figures. Categories 2 and 3 are almost exact percentage matches for the 2009 rates.

# KRK



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Project co-financed by the European Union as part of the Małopolska Regional Operating Programme 2007-2013.

# BRILL

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## Reference works

Brill publishes various reference works in print and online – including prestigious publications such as the *Encyclopedia of Islam*, *Brill's New Pauly*, *The Hague Academy Collected Courses* and *The Yearbook of International Organizations*

## Books

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## Primary Source Materials

Primary sources usually refer to original material, which scholars study and interpret as a basis for their own academic works. Brill's Primary Source Collections include scanned printed or handwritten texts, e.g. pre-modern archival documents, Oriental manuscripts, but also printed art sales catalogues and contemporary human rights reports.

All Brill content is available online – as well as in print.

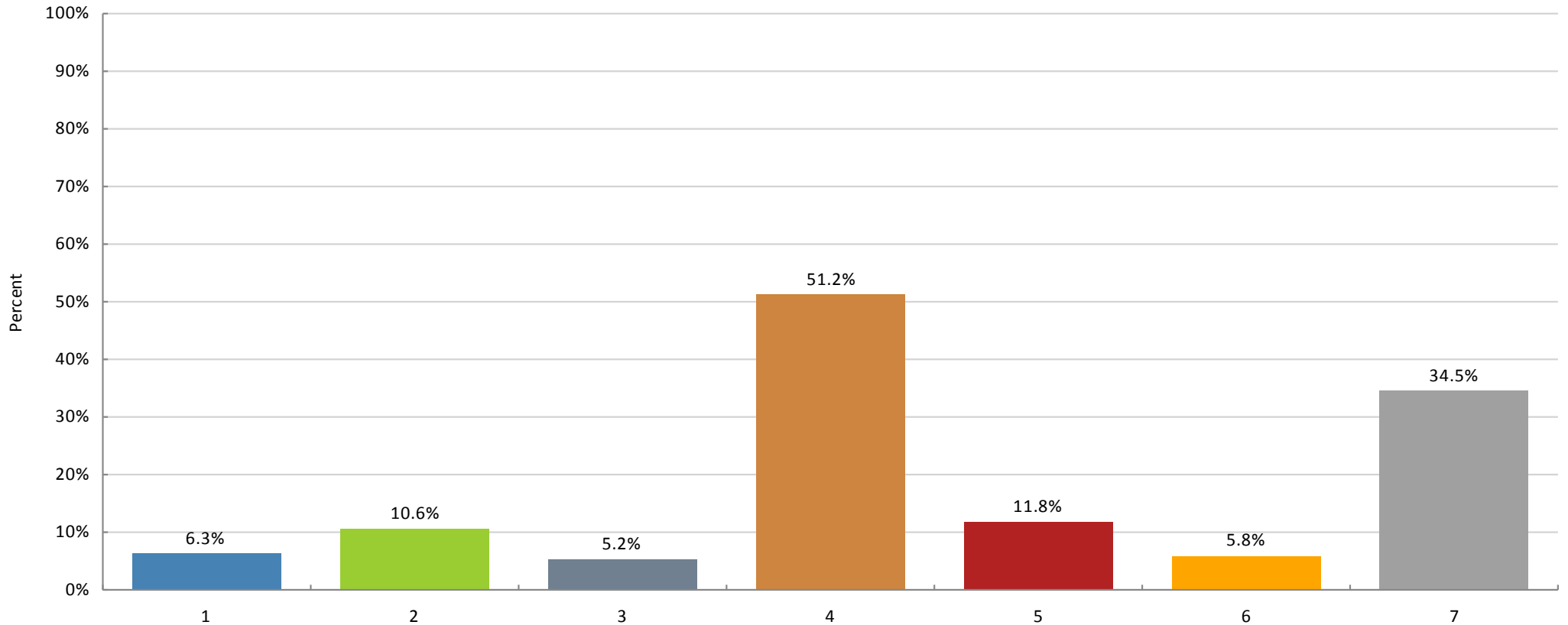
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More information about Brill can be found on our website, [brill.com](http://brill.com)



BRILL



## 10. What is the continental location of your largest meeting? (select as appropriate)



#	Alternative Name
1	Africa
2	Asia
3	Australia & Pacific
4	Europe
5	North America
6	South America
7	Rotates / varies

## 10. What is the continental location of your largest meeting? (continued)

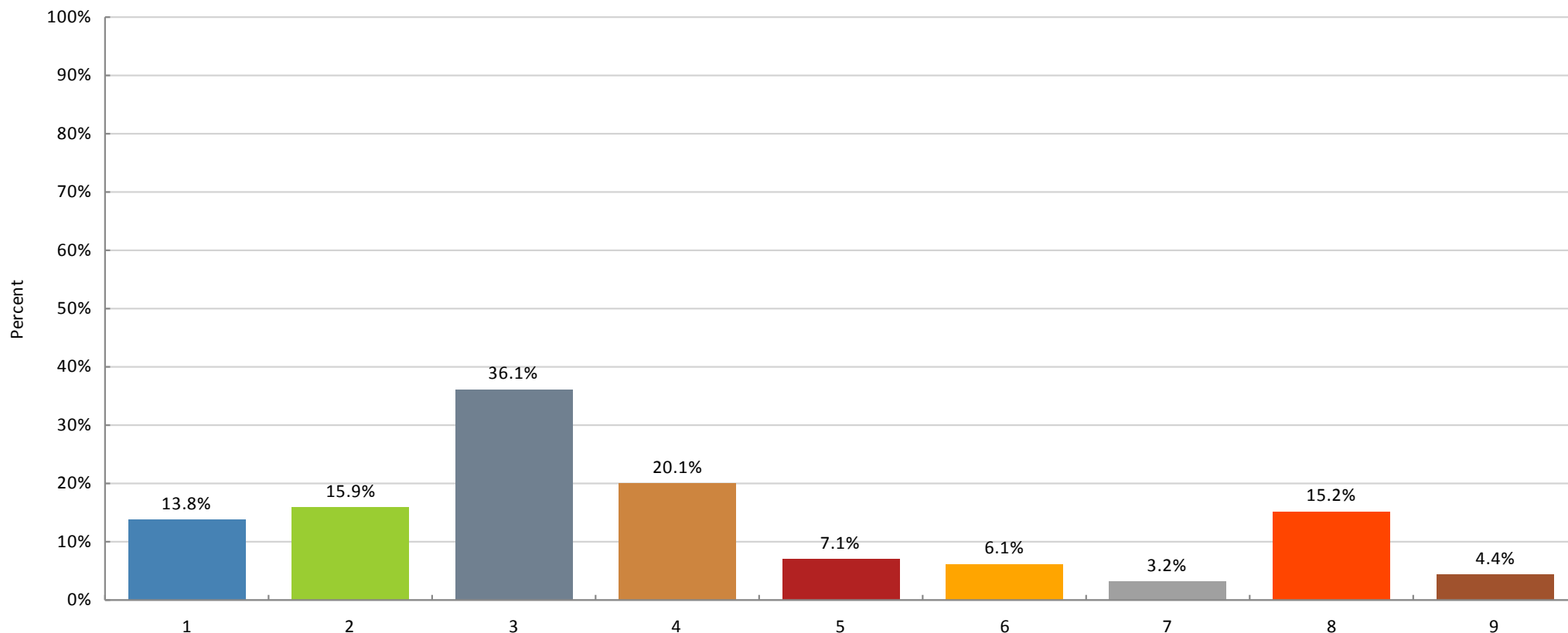
	1	2	3	4	5	6	7	N
<b>What is the continental location of your largest meeting? (select as appropriate)</b>	6.3 %	10.6 %	5.2 %	51.2 %	11.8 %	5.8 %	34.5 %	821

### Comments:

From the 2009 report:

- 1 Africa 3,5 %
- 2 Asia 9,6 %
- 3 Australia & Pacific 5,0 %
- 4 Europe 48,7 %
- 5 North America 12,1%
- 6 South America 5,4 %
- 7 Rotates / varies 40,3 %

## 11. Is the location determined by a stated or official rotation pattern? (select all that apply)



#	Alternative Name
1	Yes, between continents
2	Yes, between countries on the same continent
3	No, destination is on case by case basis
4	Not a rigid official policy but it can rotate based on preferences / guidelines
5	No, the country/location doesn't change - same place every year
6	Location determined by partner / larger organization's event
7	Determined by nationality of main officer (President, Secretary general etc.)
8	Selected from member nationalities
9	Yes, other rotation (please specify):

## 11. Is the location determined by a stated or official rotation pattern? (continued)

	1	2	3	4	5	6	7	8	9	N
Is the location determined by a stated or official rotation pattern? (select all that apply)	13.8 %	15.9 %	36.1 %	20.1 %	7.1 %	6.1 %	3.2 %	15.2 %	4.4 %	817

### Comments:

There were seventeen "other" answers. The majority of these would qualify for option #4 (not a rigid policy), the major answers being:

yes continents: 8

hemispheric: 7

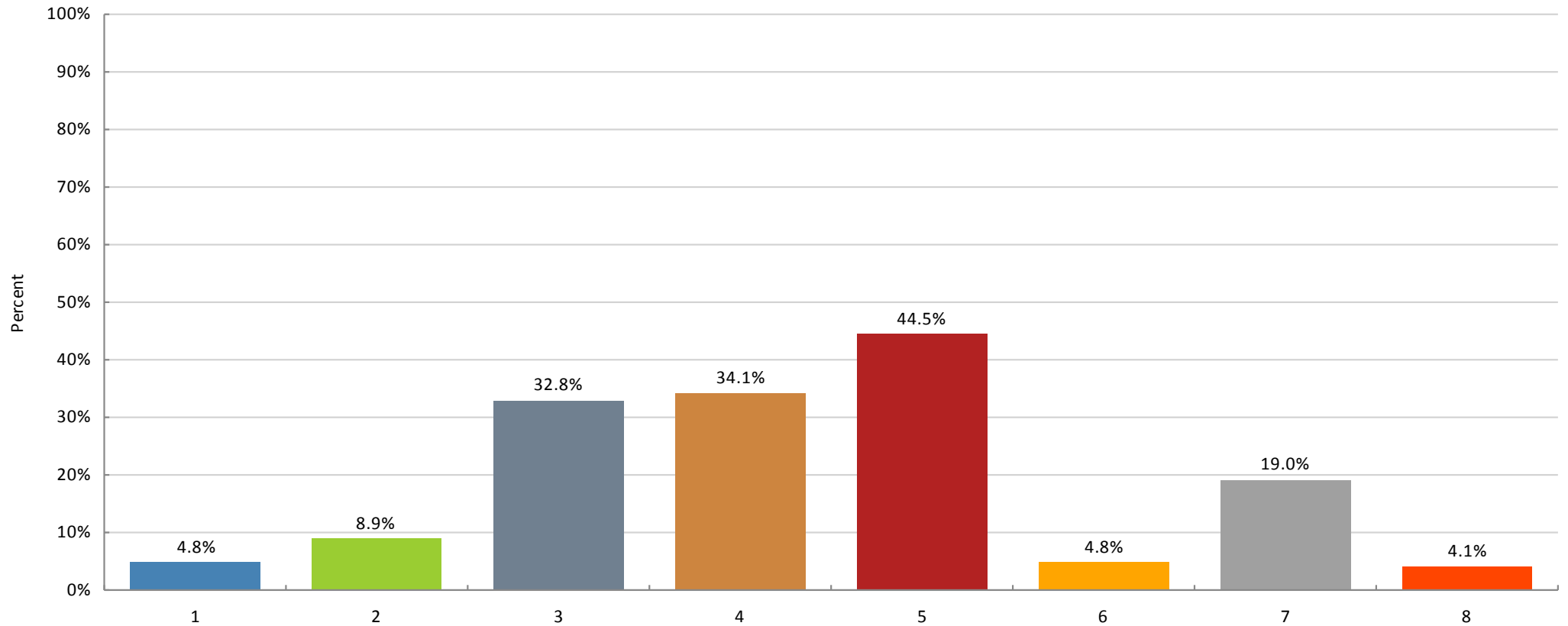
nationality of president: 1

no: 1

Dependent on larger org: 3

In 2009 this was offered with only six choices which generated seventy "other" responses. The additional choices this year served to provide depth and clarity to the answers. Of the matching categories between the editions, the percentage rates are more or less the same / comparable.

## 12. What is the preferred type of facility in which your largest meeting is held?



#	Alternative Name
1	International organization headquarters (in-house)
2	Local organization headquarters / offices (in-house)
3	University
4	Hotel
5	Conference centre / congress centre
6	Subject specific: museum, hospital, factory
7	Varies depending on need or no preference
8	Other, please specify

## 12. What is the preferred type of facility in which your largest meeting is held? (continued)

	1	2	3	4	5	6	7	8	N
What is the preferred type of facility in which your largest meeting is held?	4.8 %	8.9 %	32.8 %	34.1 %	44.5 %	4.8 %	19 %	4.1 %	821

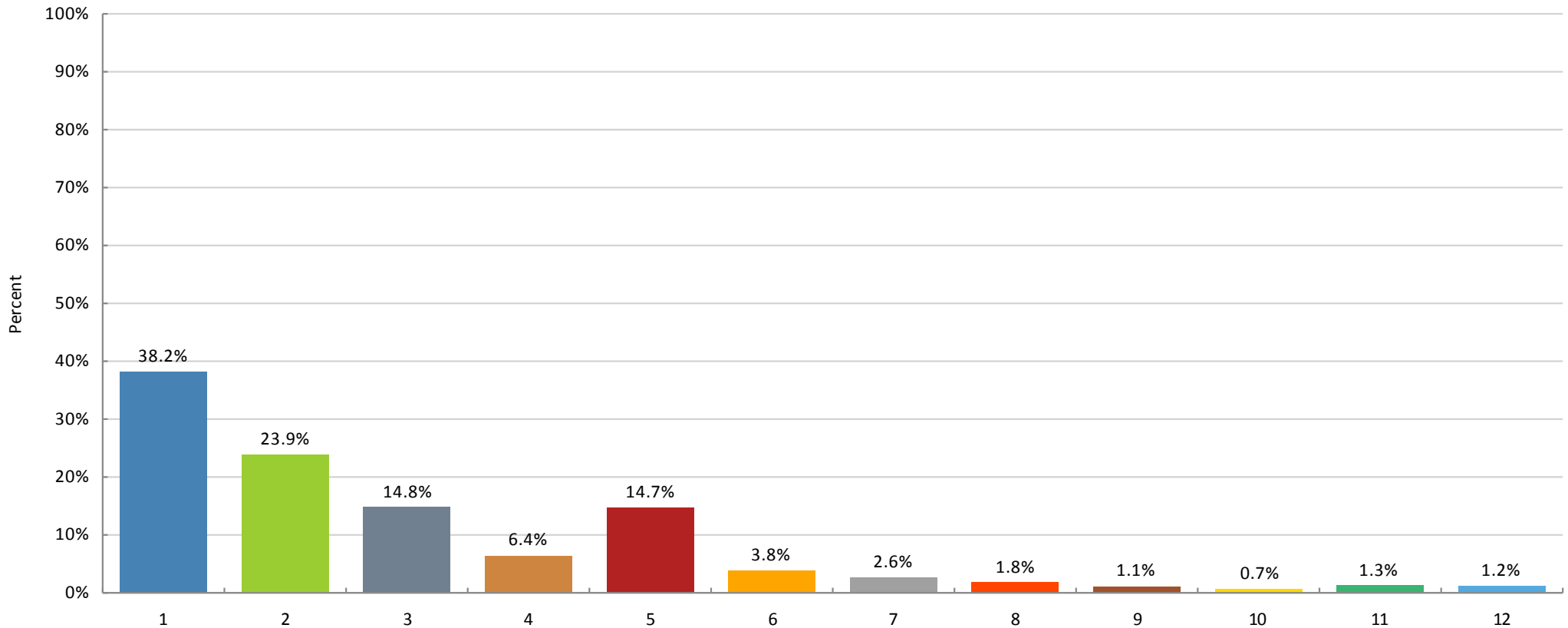
### Comments:

There were thirty-four "other" answers, the majority of which were:

internet: 2  
 industry specific partner location in host country: 11  
 retreat location: 3  
 expo/exhibition ctr: 3  
 conference hotel: 2  
 museum: 2  
 varies: 3

In 2009 this was offered with only five choices and generated seventy-five "other" responses. The 2009 responses for categories 3, 4 and 5 are comparable to those from this edition.

### 13. Is an exhibition held in conjunction with the meeting? If so, please estimate the amount of square meters (m2) required. (multiple choice if needed)



#	Alternative Name
1	No, no exhibition held.
2	Yes, but not always every time.
3	Yes, but I don't know the amount of space used
4	Yes, up to 200 m2
5	Amount of space varies from year to year

6	Yes, up to 500 m2
7	Yes, up to 1,000 m2
8	Yes, up to 2,000 m2
9	Yes, up to 3,000 m2
10	Yes, up to 4,000 m2
11	Yes, 5,000 - 10k m2
12	Other amount approximate space (square meters) needed:

### 13. Is an exhibition held in conjunction with the meeting? If so, please estimate the amount of square meters (m<sup>2</sup>) required. (continued)

	1	2	3	4	5	6	7	8	9	10	11	12	N
<b>Is an exhibition held in conjunction with the meeting? If so, please estimate the amount of square meters (m<sup>2</sup>) required. (multiple choice if needed)</b>	38.2 %	23.9 %	14.8 %	6.4 %	14.7 %	3.8 %	2.6 %	1.8 %	1.1 %	0.7 %	1.3 %	1.2 %	815

#### Comments:

The appropriate "other" answers were:

12k sqm

more than 15k m<sup>2</sup>

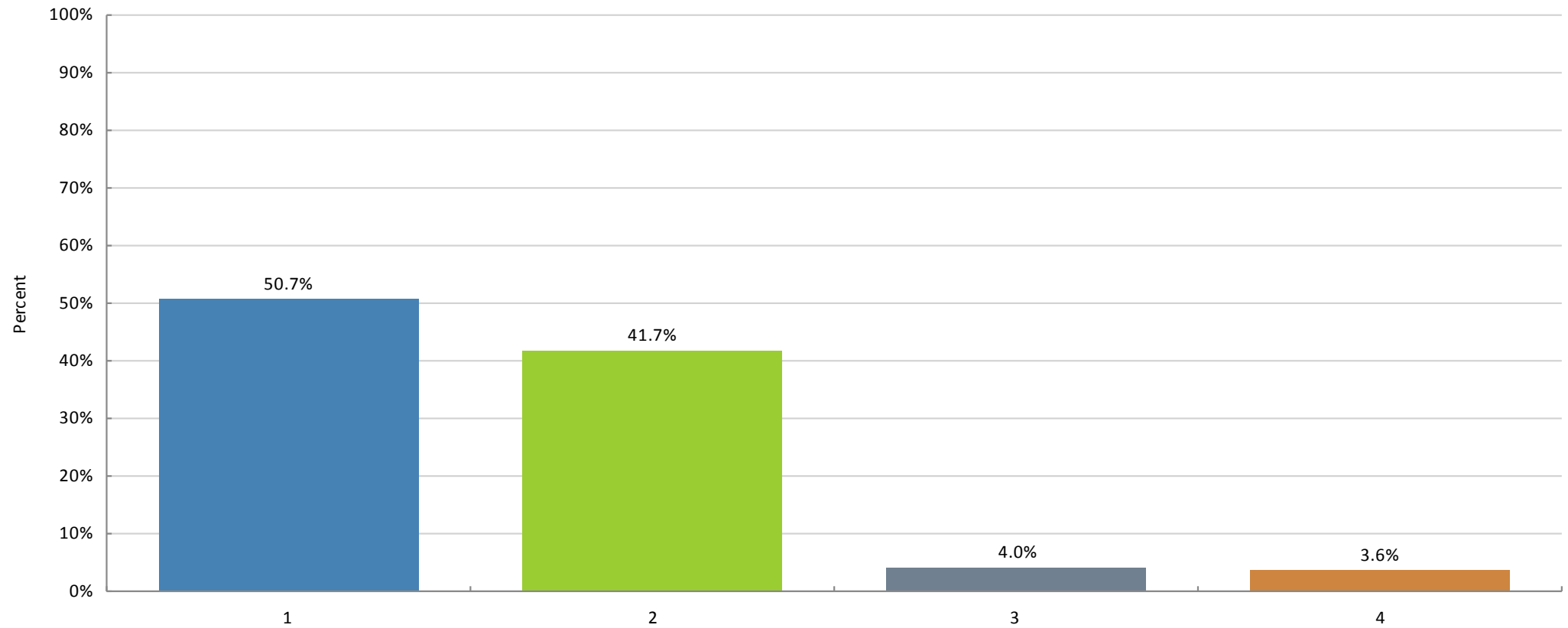
30.000 m<sup>2</sup>

min. 30000 m<sup>2</sup>

in 2009 this was offered with nine choices which generated thirty-eight "other" answers.



## 14. Is a poster exhibition / session held in conjunction with the meeting?



#	Alternative Name
1	Yes
2	No
3	I don't know
4	Other

## 14. Is a poster exhibition / session held in conjunction with the meeting? (continued)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N</b>
<b>Is a poster exhibition / session held in conjunction with the meeting?</b>	50.7 %	41.7 %	4 %	3.6 %	808

### Comments:

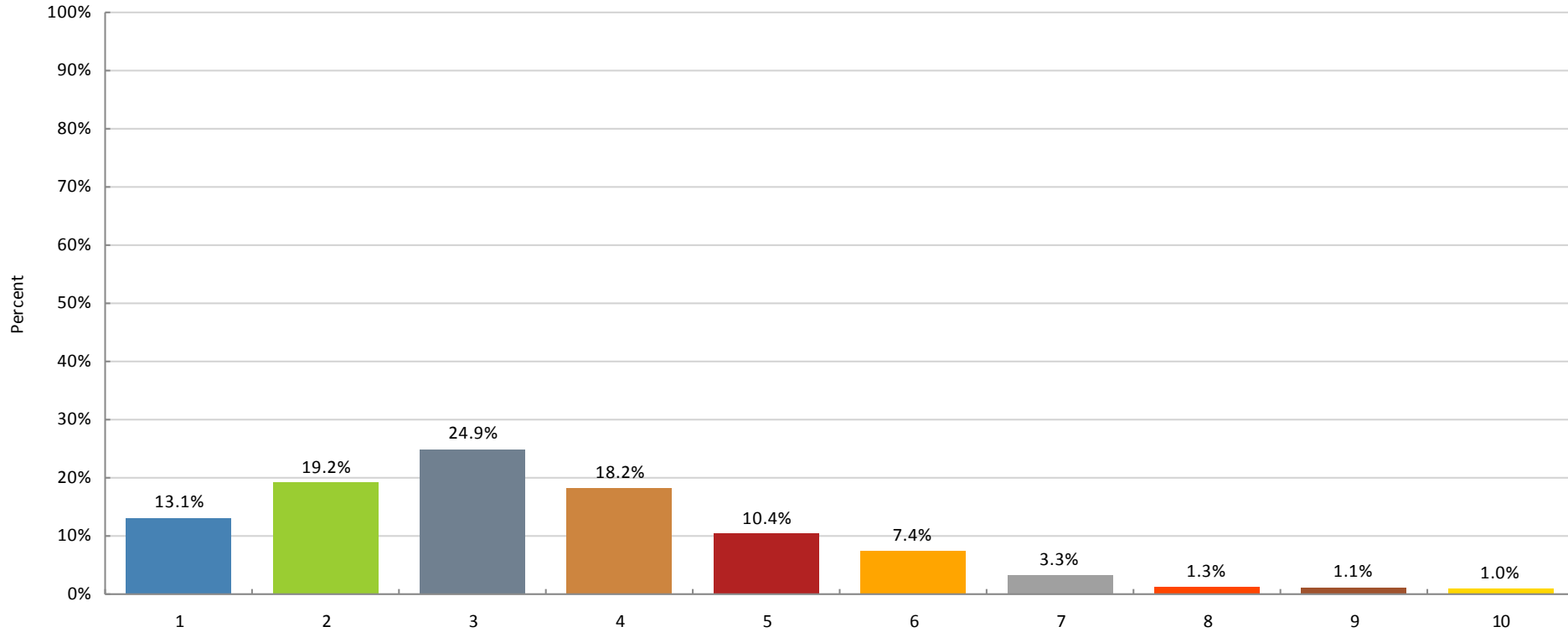
There were twenty-four "other" answers:

yes: 1

Sometimes / depends / varies: 22

In 2009 this was offered only as a Yes or No question which split 51% to 49%.

# 15. What is the average number of delegates (excluding accompanying persons & staff) of your largest meeting?



#	Alternative Name
1	< 50
2	51 - 100
3	101 - 250
4	251 - 500
5	501 - 1000
6	1001 - 2,500
7	2,500 - 5,000
8	5,000 - 7000
9	7,000+
10	I don't know

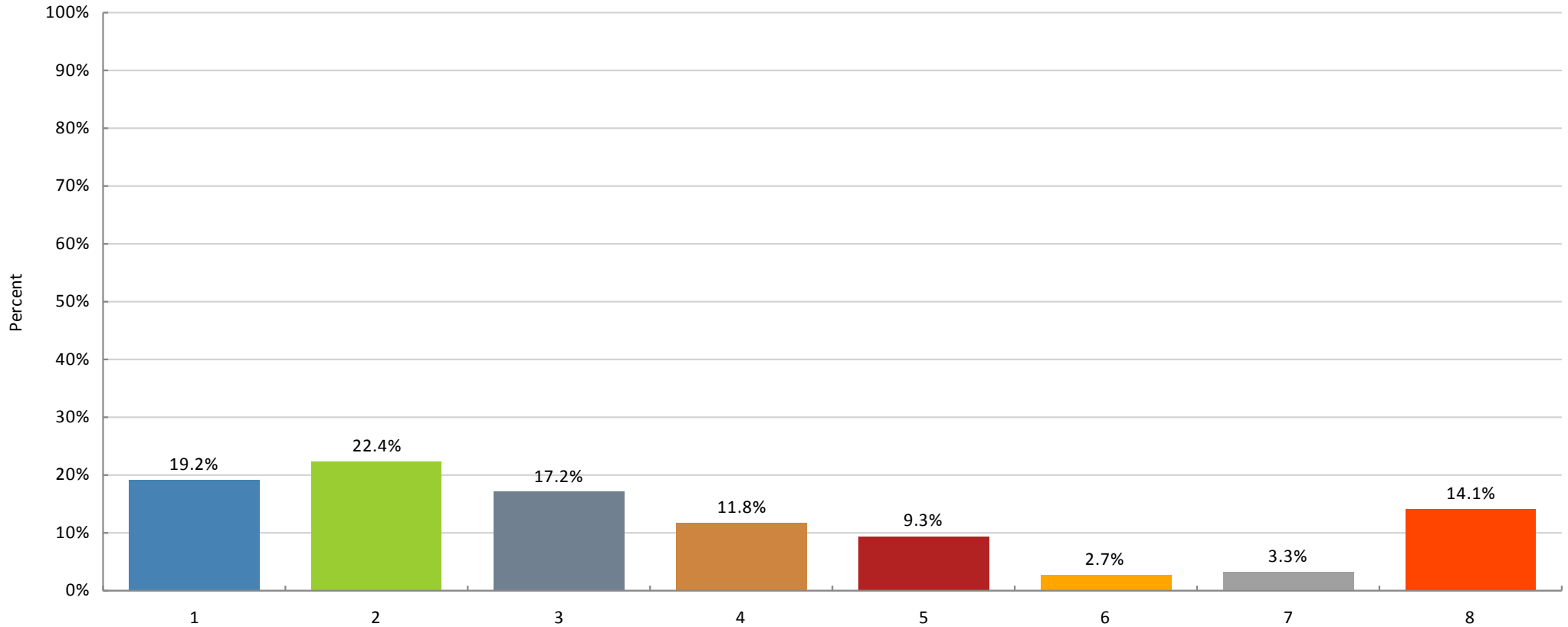
## 15. What is the average number of delegates (excluding accompanying persons & staff) of your largest meeting? (continued)

	1	2	3	4	5	6	7	8	9	10	N
<b>What is the average number of delegates (excluding accompanying persons &amp; staff) of your largest meeting?</b>	13.1 %	19.2 %	24.9 %	18.2 %	10.4 %	7.4 %	3.3 %	1.3 %	1.1 %	1 %	823

### Comments:

2009 showed 18% for category 1, and similar percentages for the remainder with variations of no more than a percentage point.

## 16. What is the average percentage of participants bringing registered accompanying persons?



#	Alternative Name
1	None, not an element of our event
2	1-5%
3	5-10%
4	10-20%
5	20-30%
6	40-50%
7	50% and higher
8	Don't know

## 16. What is the average percentage of participants bringing registered accompanying persons? (continued)

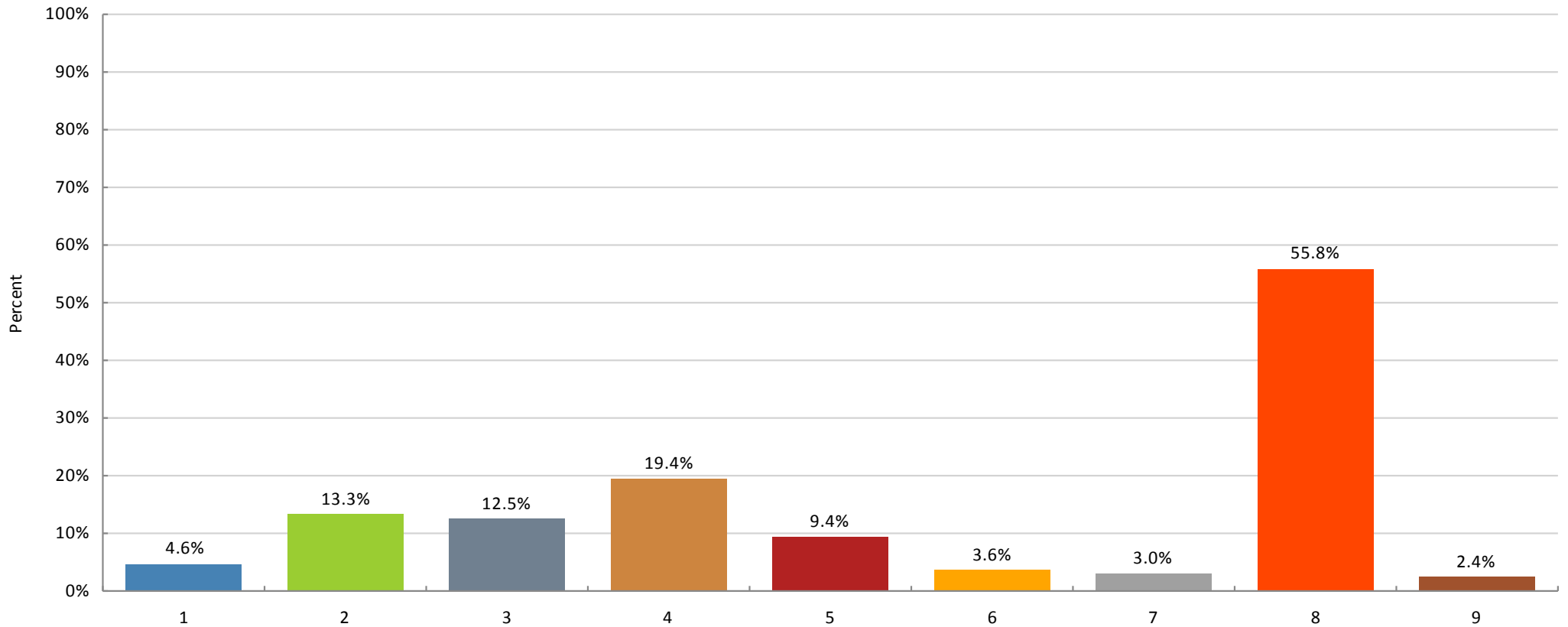
	1	2	3	4	5	6	7	8	N
<b>What is the average percentage of participants bringing registered accompanying persons?</b>	19.2 %	22.4 %	17.2 %	11.8 %	9.3 %	2.7 %	3.3 %	14.1 %	821

### Comments:

From 2009:

- 1 None, not an element of our event 21,5 %
- 2 1-5% 19,4 %
- 3 5-10% 20,4 %
- 4 10-20% 13,1 %
- 5 20-30% 8,1 %
- 6 40-50% 2,8 %
- 7 50% and higher 3,2 %
- 8 Don't know 11,4 %

# 17. Select all that apply, in the past 3 years have you...?



#	Alternative Name
1	Canceled the event
2	Rescheduled the event
3	Relocated the event
4	Held the meeting despite reduced attendance
5	Replaced face-to-face meeting with teleconferences, on-line meetings, etc.
6	Reviewed security measures
7	Increased insurance coverage
8	Not applicable / does not apply to our experience
9	I don't know

## 17. Select all that apply, in the past 3 years have you...? (continued)

	1	2	3	4	5	6	7	8	9	N
Select all that apply, in the past 3 years have you...?	4.6 %	13.3 %	12.5 %	19.4 %	9.4 %	3.6 %	3 %	55.8 %	2.4 %	799

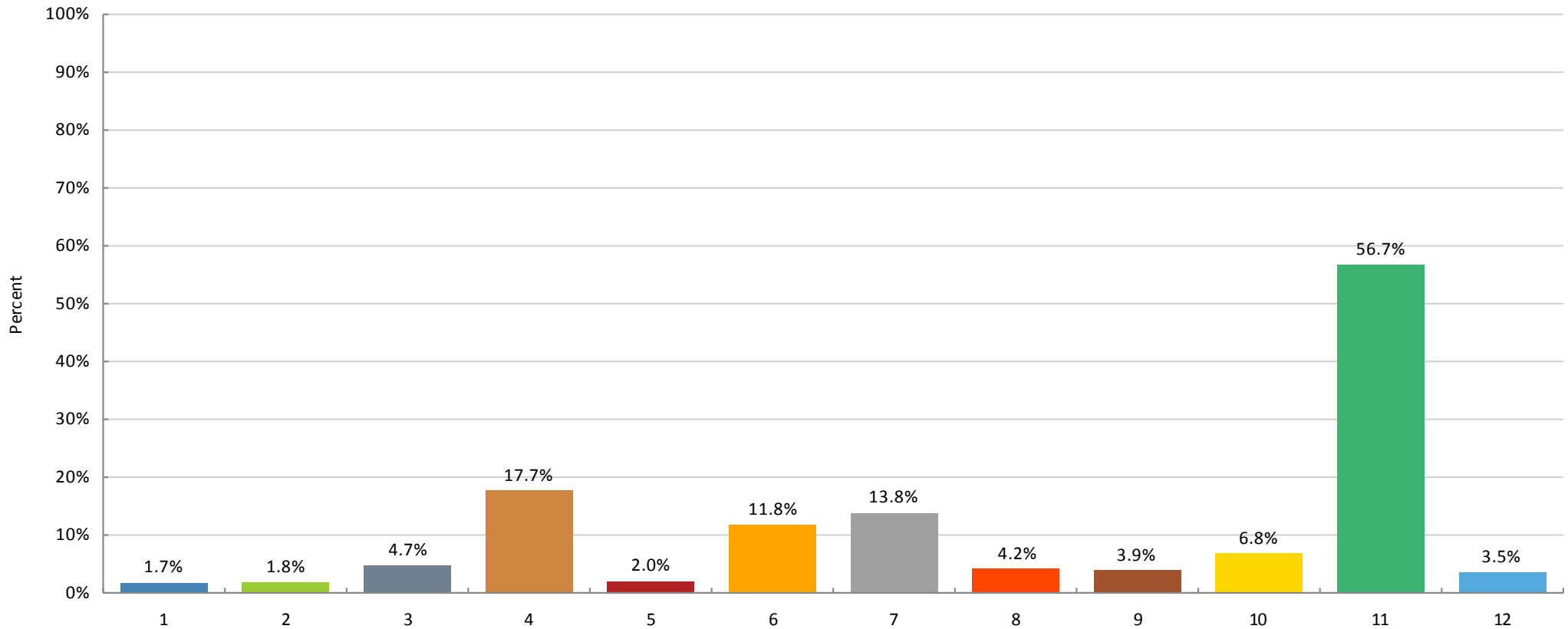
### Comments:

2009 offered fewer choices, note the sizeable percentage in category 8 this year (above):

- 1 Cancelled the event 7,3 %
- 2 Rescheduled the event 26,6 %
- 3 Relocated the event 18,5 %
- 4 Held the meeting despite reduced attendance 48,1 %
- 5 Replaced face-to-face meeting with teleconferences, on-line meetings, etc. 14,8 %
- 6 Reviewed security measures 9,9 %
- 7 Increased insurance coverage 5,4 %



# 18. These changes happened primarily because of...? (select all that apply)



#	Alternative Name
1	Terrorism / war
2	(Threat of) civil protest OR industrial action (strikes)
3	Political sensitivities
4	Current economic situation
5	Health concerns (Flu / virus / pandemic)
6	Conflicting events, bad dates, busy calendar

7	General logistical or financial problems
8	Availability issues with hotel or meeting venue
9	Weather conditions / natural disaster
10	Lack of participants
11	Not applicable
12	Other, please specify

## These changes happened primarily because of...? (continued)

	1	2	3	4	5	6	7	8	9	10	11	12	N
<b>These changes happened primarily because of...? (select all that apply)</b>	1.7	1.8	4.7	17.7	2	11.8	13.8	4.2	3.9	6.8	56.7	3.5	769
	%	%	%	%	%	%	%	%	%	%	%	%	

### Comments:

Again, a sizeable percentage in category 11.

There were twenty-six "other" answers:

Natural disaster / force majeure: 2 (Icelandic Volcano & Fukushima)

Political sensitivities

Event organizer was unable to deliver: 4

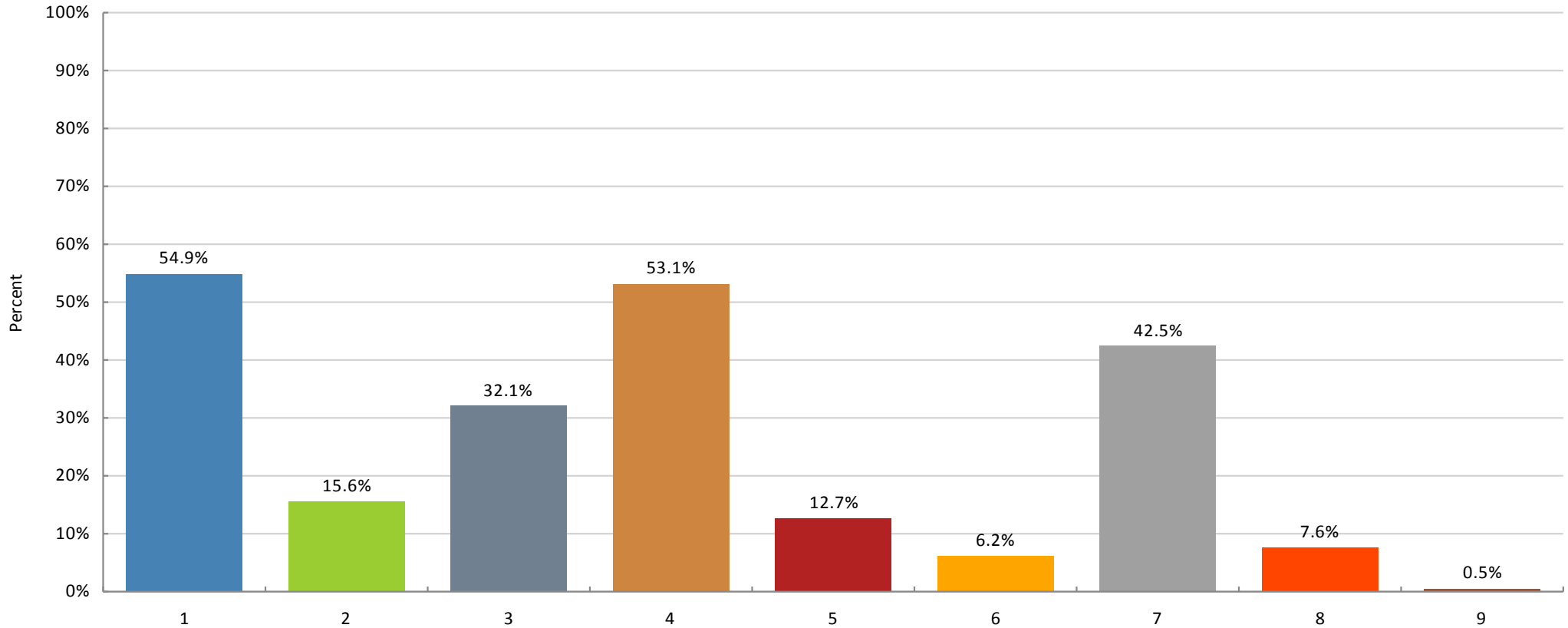
Venue selection was problematic: 2

Visa issues

Insurance was increased: 2

Due to issues with larger partner organization: 4

## 19. What are your specific concerns about the impact of the current global economic situation on your current & future meeting activities? (select all that apply)



#	Alternative Name
1	Reduced participant numbers
2	Exchange rate impact on local costs
3	Transportation costs
4	Funding / finance: lack of sponsors / exhibitors or reduced sponsorship
5	None / not applicable
6	Safety concerns: health, terrorism, political violence
7	Travel issues: budget reductions, travel costs or visa problems
8	Unable to locate local partner for the event
9	Other, please specify

## 19. What are your specific concerns about the impact of the current global economic situation on your current & future meeting activities? (continued)

	1	2	3	4	5	6	7	8	9	N
<b>What are your specific concerns about the impact of the current global economic situation on your current &amp; future meeting activities? (select all that apply)</b>	54.9 %	15.6 %	32.1 %	53.1 %	12.7 %	6.2 %	42.5 %	7.6 %	0.5 %	819

### Comments:

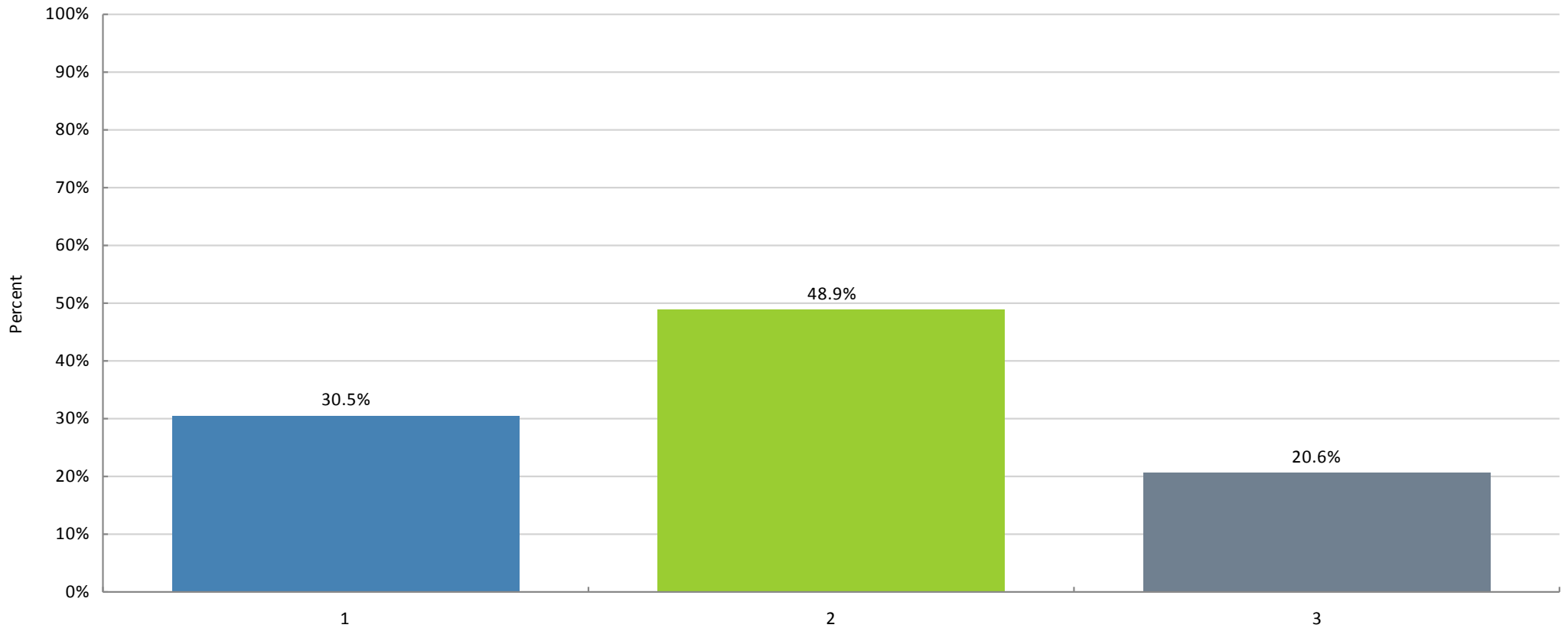
There were four “other” answers:

Two of them fit category (4): reduced sponsors / funding

One was a concern about EU paperwork

In 2009 this offered four choices, items 1 through 3 and 9; this resulted in ninety-one “other” answers.

## 20. Do corporate social responsibility (CSR) issues play a role in your event planning?



#	Alternative Name
1	Yes
2	No
3	I don't know

	1	2	3	N
<b>Do corporate social responsibility (CSR) issues play a role in your event planning?</b>	30.5 %	48.9 %	20.6 %	814

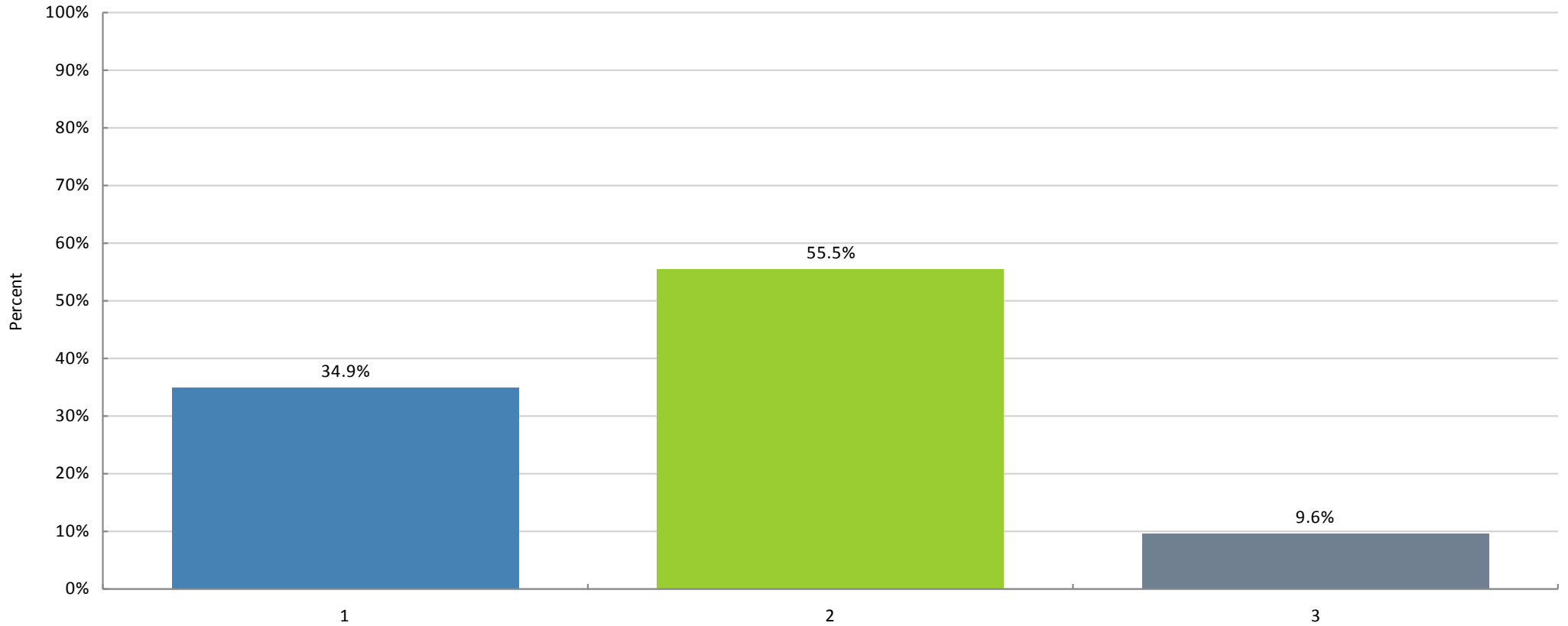
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## 21. Do environmental concerns play a role in your event planning? (green venue, carbon footprint / carbon offset, etc.)?



#	Alternative Name
1	Yes
2	No
3	I don't know

## 21. Do environmental concerns play a role in your event planning? (green venue, carbon footprint / carbon offset, etc.)? (continued)

	1	2	3	N
Do environmental concerns play a role in your event planning? (green venue, carbon footprint / carbon offset, etc.)?	34.9 %	55.5 %	9.6 %	813

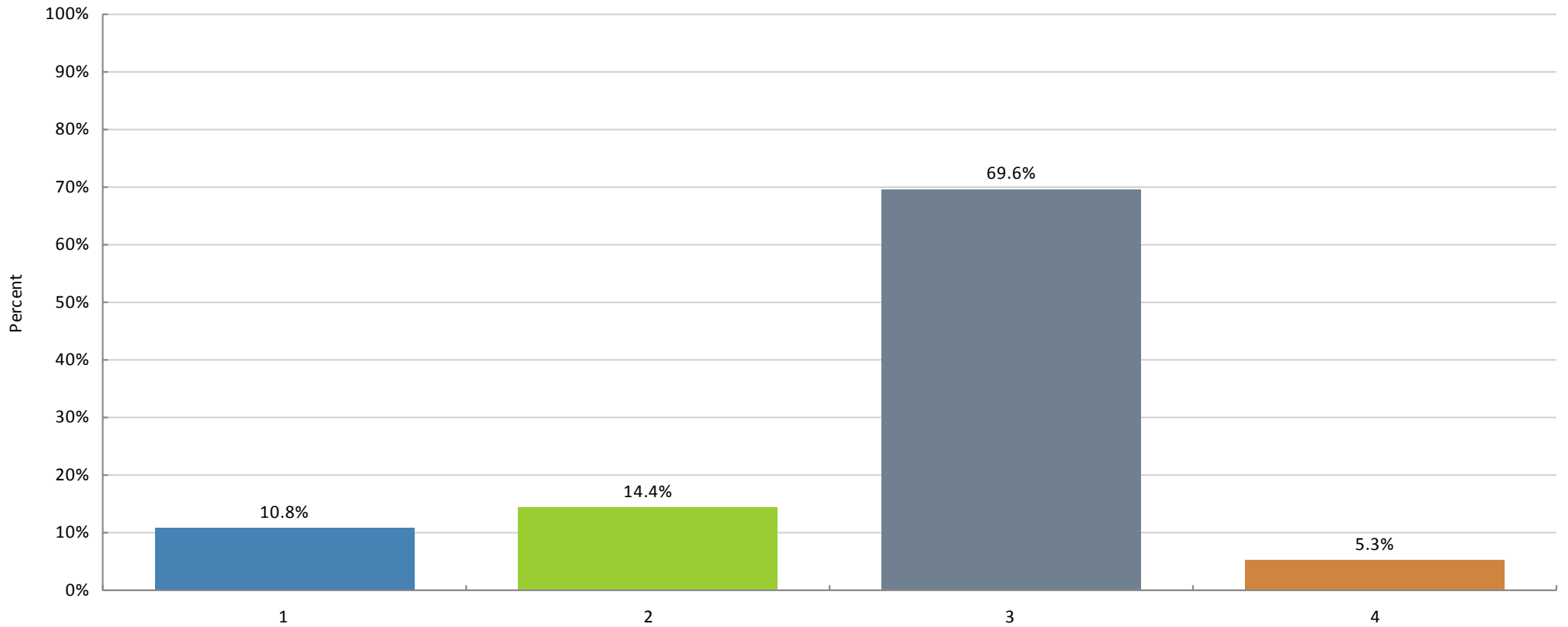
### Comments on this and the previous question:

On the **CSR question**, 2009 only offered a Yes or No option. This led to a 33-64% split, which is augmented by this year's option of "I don't know" which has split 20% from the "No" group.

For the **environmental concerns** question, 2009 was also Yes or No only. The results were a 35-65% split.



## 22. Does your event offer professional certification or education credits to delegates?



#	Alternative Name
1	Yes, a medical meeting with CME / CEU Credit programmes
2	Yes, non-medical meeting with professional education / accreditation component
3	No
4	Other

## 22. Does your event offer professional certification or education credits to delegates? (continued)

	1	2	3	4	N
Does your event offer professional certification or education credits to delegates?	10.8 %	14.4 %	69.6 %	5.3 %	815

### Comments:

There were thirty-eight "other" responses:

occasionally / sometimes /where possible: 14

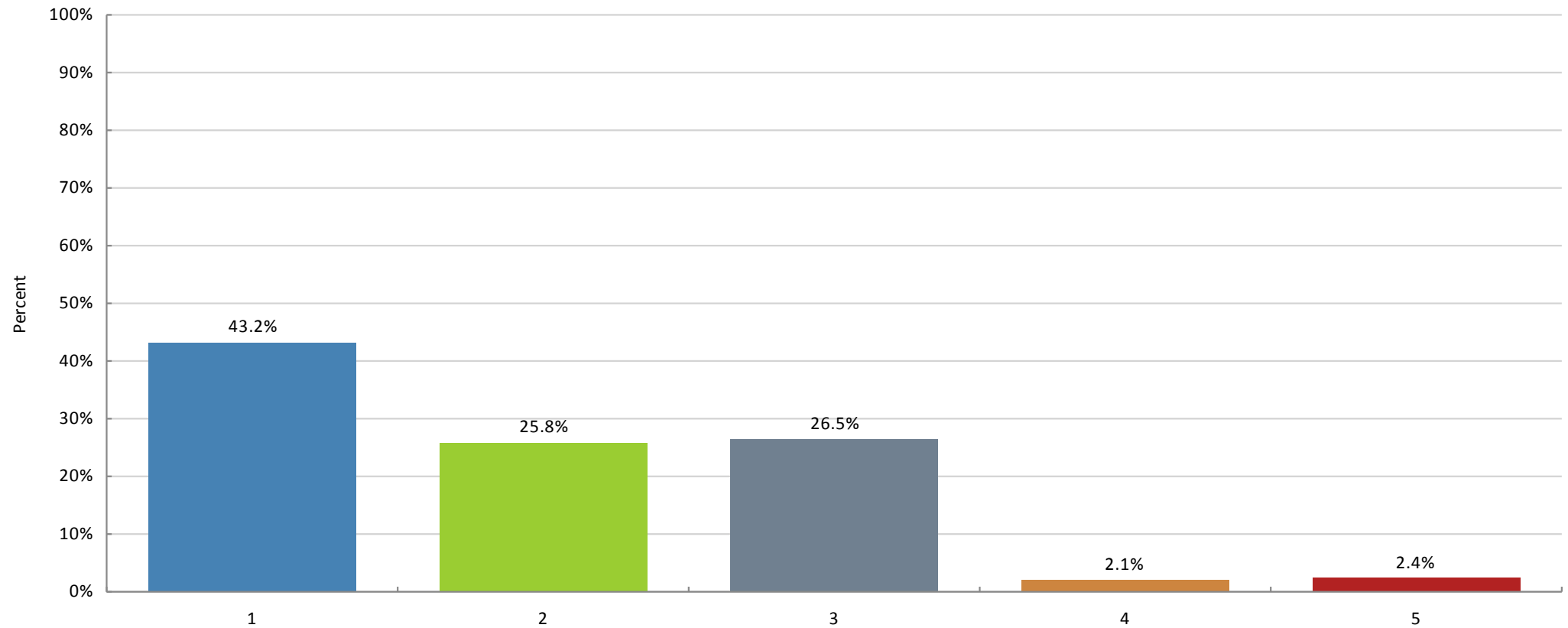
certificate of attendance: 10

future events will offer something: 3

significant course is associated with (runs prior to) the triennial event or similar: 2

In 2009, there was no "other" option. The categories were the same with a 10.5 - 13.5 – 76 percent split between them.

## 23. Have you partnered with other distinctly separate international associations to organise a major event?



#	Alternative Name
1	No
2	Yes, on a unique occasion
3	Yes, this is or will be a regular occurrence
4	I don't know
5	Other

## 23. Have you partnered with other distinctly separate international associations to organise a major event? (continued)

	1	2	3	4	5	N
Have you partnered with other distinctly separate international associations to organise a major event?	43.2 %	25.8 %	26.5 %	2.1 %	2.4 %	819

### Comments:

There were eighteen "other" replies:

working on this now / future: 4

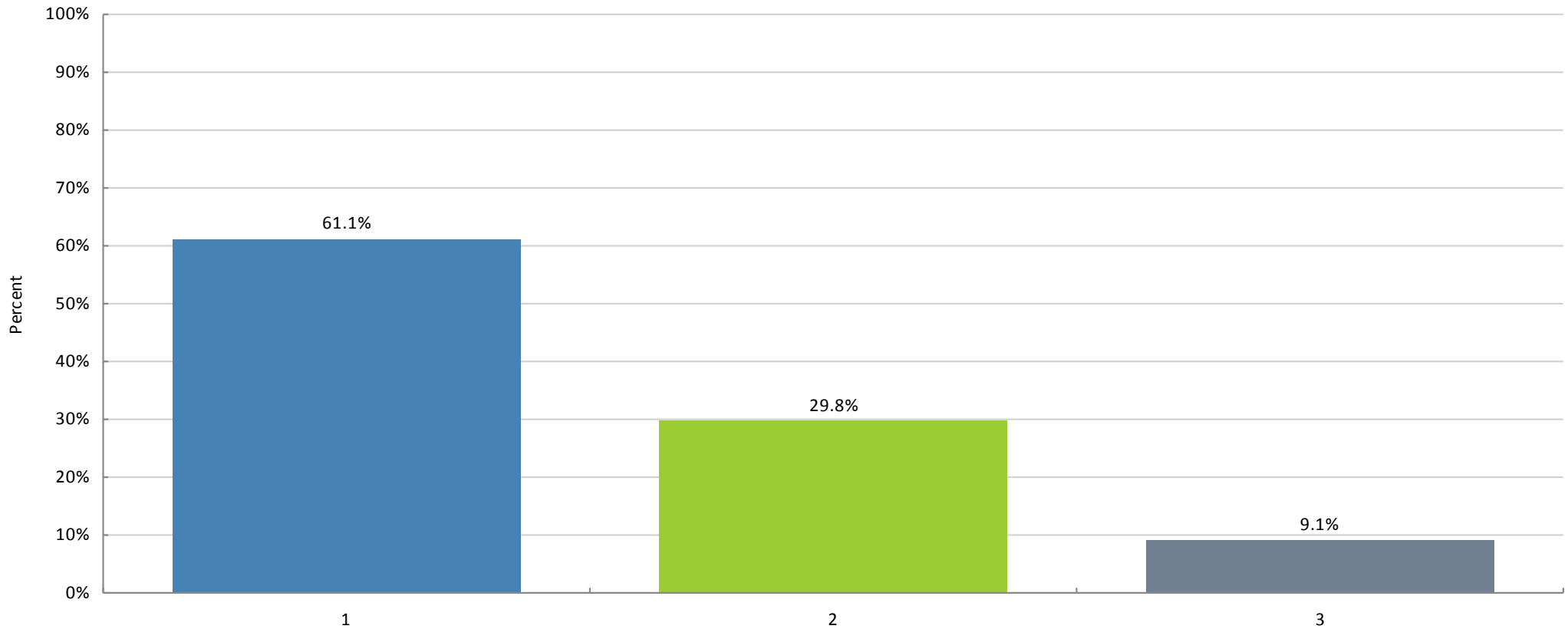
sometimes / case by case: 7

yes, for the inter-congress but not main congress: 1

have done so: 3

In 2009 only choices 1-3 were offered and resulted in a 49 - 25.5 - 25.5 split.

## 24. Do you publish proceedings of your events?



#	Alternative Name
1	Always
2	Occasionally
3	Never

<b>2009 data = almost the same as this</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>N</b>
<b>Do you publish proceedings of your events?</b>	61.1 %	29.8 %	9.1 %	815

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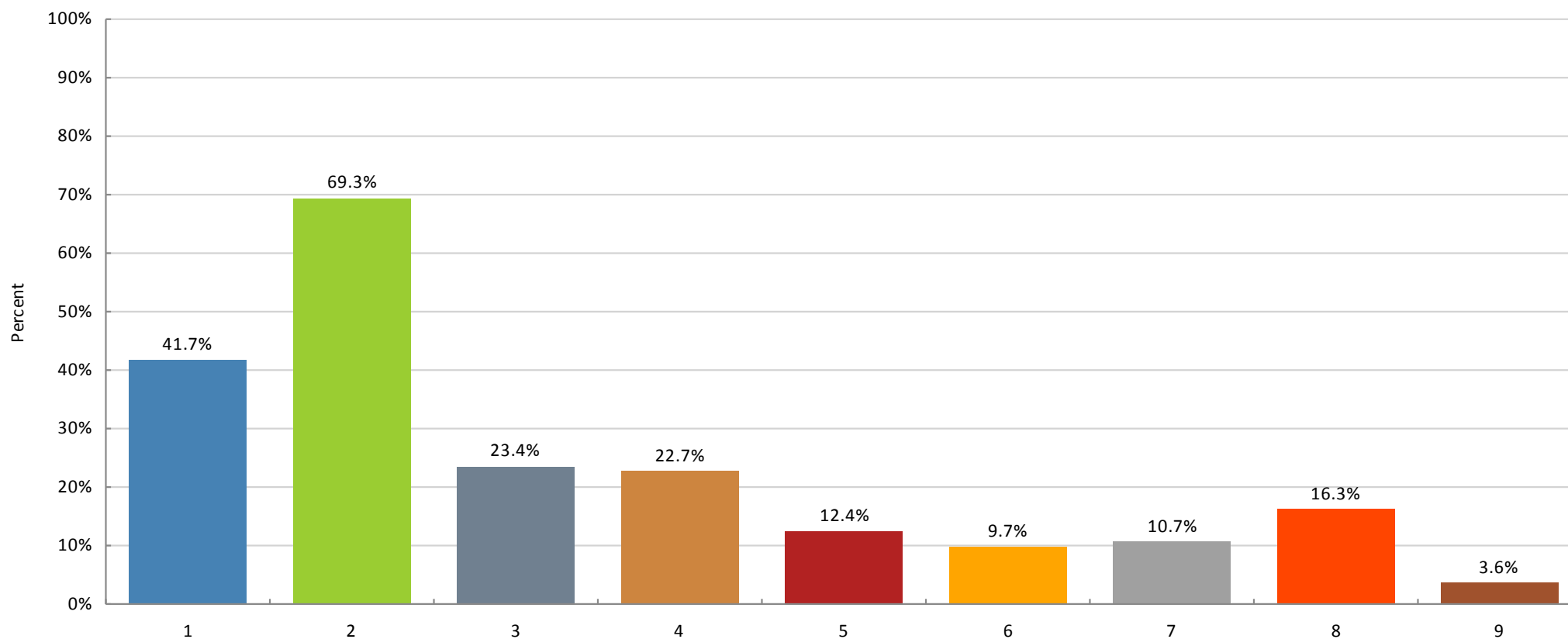
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## 25. What is the format of published proceedings? (select one or more)



#	Alternative Name
1	Paper (soft bound, books, binders etc.)
2	Website / online resources /email
3	In-house journal / newsletter
4	CD-ROM / DVD
5	Journal with commercial publisher
6	Book with commercial publisher
7	USB flash drive / thumb drive / USB stick
8	Annual Report contains section on proceedings
9	Other, please specify

## 25. What is the format of published proceedings? (continued)

	1	2	3	4	5	6	7	8	9	N
<b>What is the format of published proceedings? (select one or more)</b>	41.7 %	69.3 %	23.4 %	22.7 %	12.4 %	9.7 %	10.7 %	16.3 %	3.6 %	774

### Comments:

There were twenty-seven "other" replies:

In-house journal / newsletter: 7

do not publish: 2

files / reports etc. available from website or online service: 4

books: 4

both online & hard copy: 2

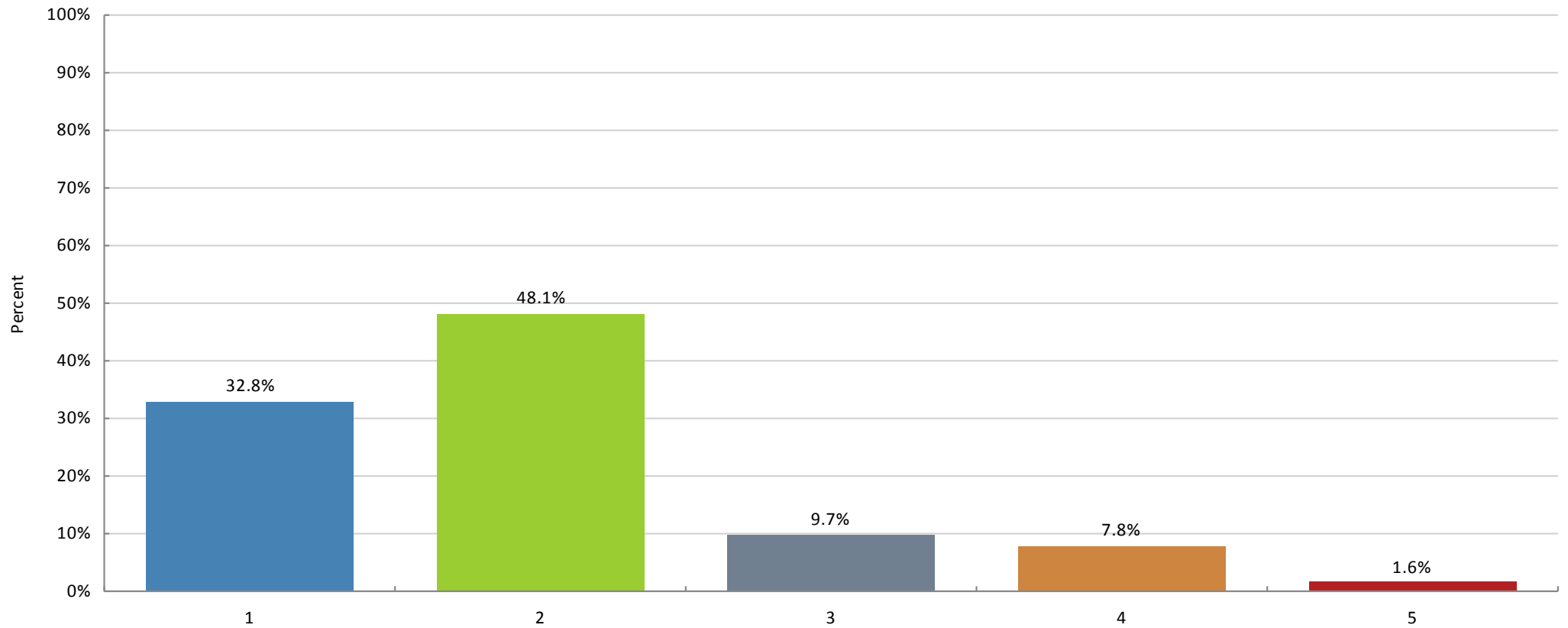
e-book: 1

newsletter association mailing: 2

electronic supplement to journal: 1



## 26. Do you have a website for the event?



#	Alternative Name
1	Yes, with a unique domain name
2	Yes, as part of our website / domain
3	Yes, as part of the local organization's website
4	No website
5	Other

## 26. Do you have a website for the event? (continued)

	1	2	3	4	5	N
Do you have a website for the event?	32.8 %	48.1 %	9.7 %	7.8 %	1.6 %	822

### Comments:

There were twelve "other" responses:

Use and domain structure varies / sometimes / one of the above: 4

host / local org website: 2

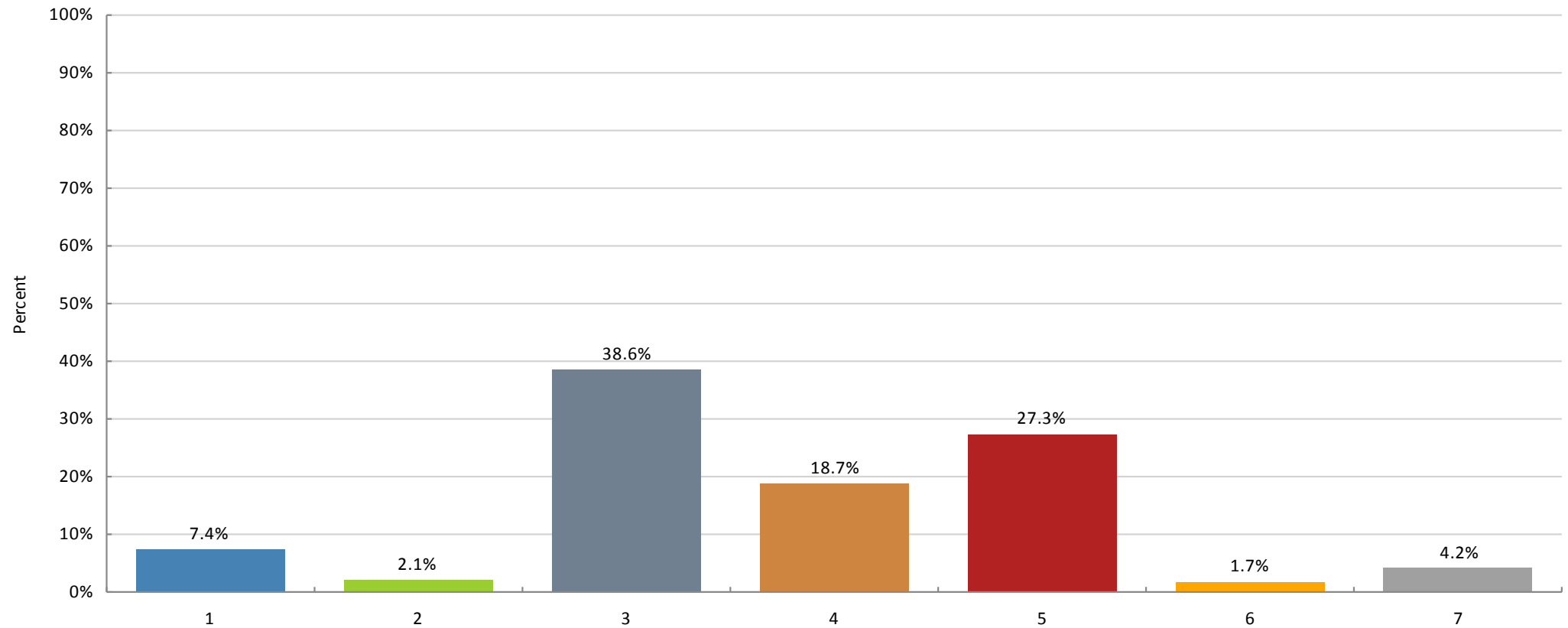
Facebook: 1

intranet / members only section: 2

part of larger association's website: 2

2009 did not offer an "other" option; the result percentages were: 28 – 49 – 14 – 10.

## 27. If yes, who is responsible for creating the website?



#	Alternative Name
1	PCO
2	Venue
3	International association: secretariat / association webmaster / in-house staff
4	Board / Exec Committee member or officer
5	Local organization / local member association
6	I don't know
7	Other, please specify

## 27. If yes, who is responsible for creating the website? (continued)

	1	2	3	4	5	6	7	N
<b>If yes, who is responsible for creating the website?</b>	7.4 %	2.1 %	38.6 %	18.7 %	27.3 %	1.7 %	4.2 %	766

### Comments:

There were thirty-one "other" responses:

volunteer: 5

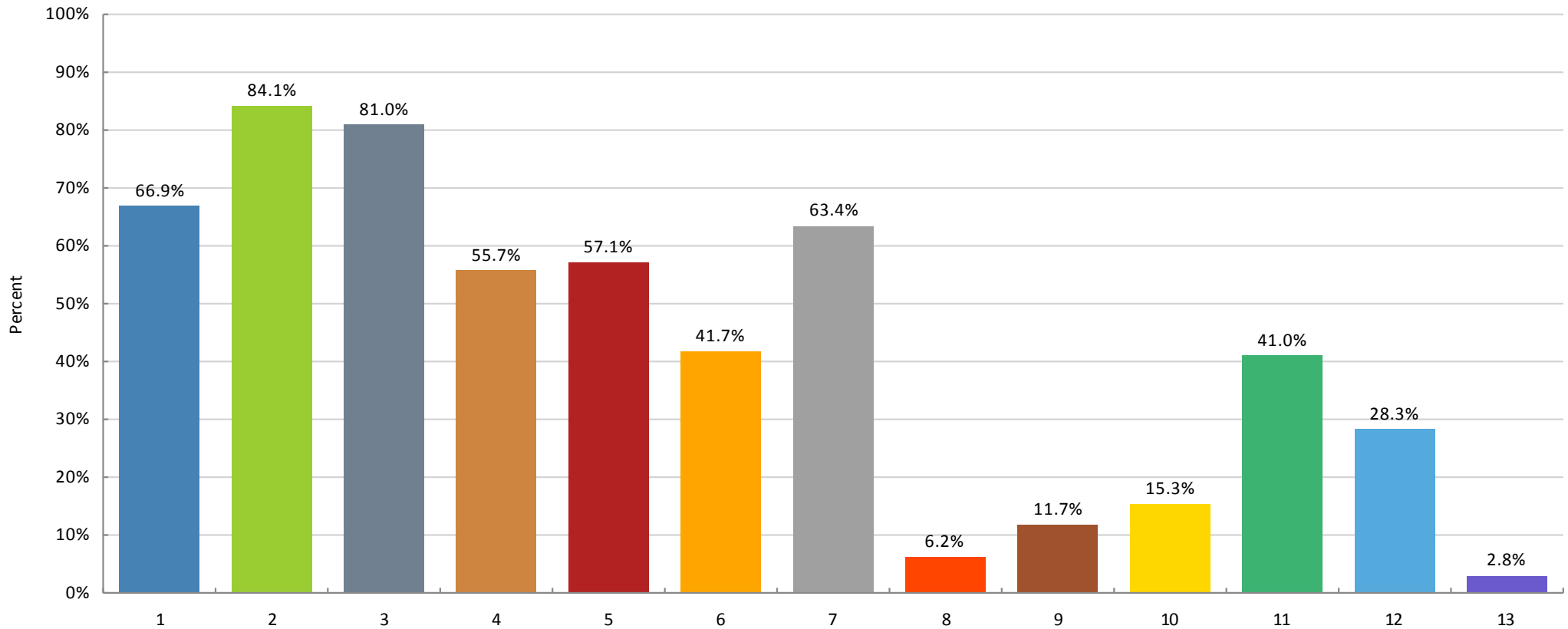
exec officer / chairperson / staff: 10

webmaster: 4

combination / depends: 6

local organizer: 4

## 28. Have you used the Internet for...? (select one or more)



#	Alternative Name
1	Call for papers
2	General promotion
3	Participant registration
4	Online payment
5	Submission of papers by authors
6	Evaluation of papers for acceptance

7	Participant communication before and/or after the meeting
8	On-site electronic voting
9	Remote electronic voting
10	Participant messaging at the meeting
11	Announcing proceedings
12	Skype / VOIP / Google Chat etc.
13	Other, please specify

## 28. Have you used the Internet for...? (continued)

	1	2	3	4	5	6	7	8	9	10	11	12	13	N
<b>Have you used the Internet for...? (select one or more)</b>	66.9 %	84.1 %	81 %	55.7 %	57.1 %	41.7 %	63.4 %	6.2 %	11.7 %	15.3 %	41 %	28.3 %	2.8 %	809

### Comments:

There were twenty-one "other" responses:

none: 3

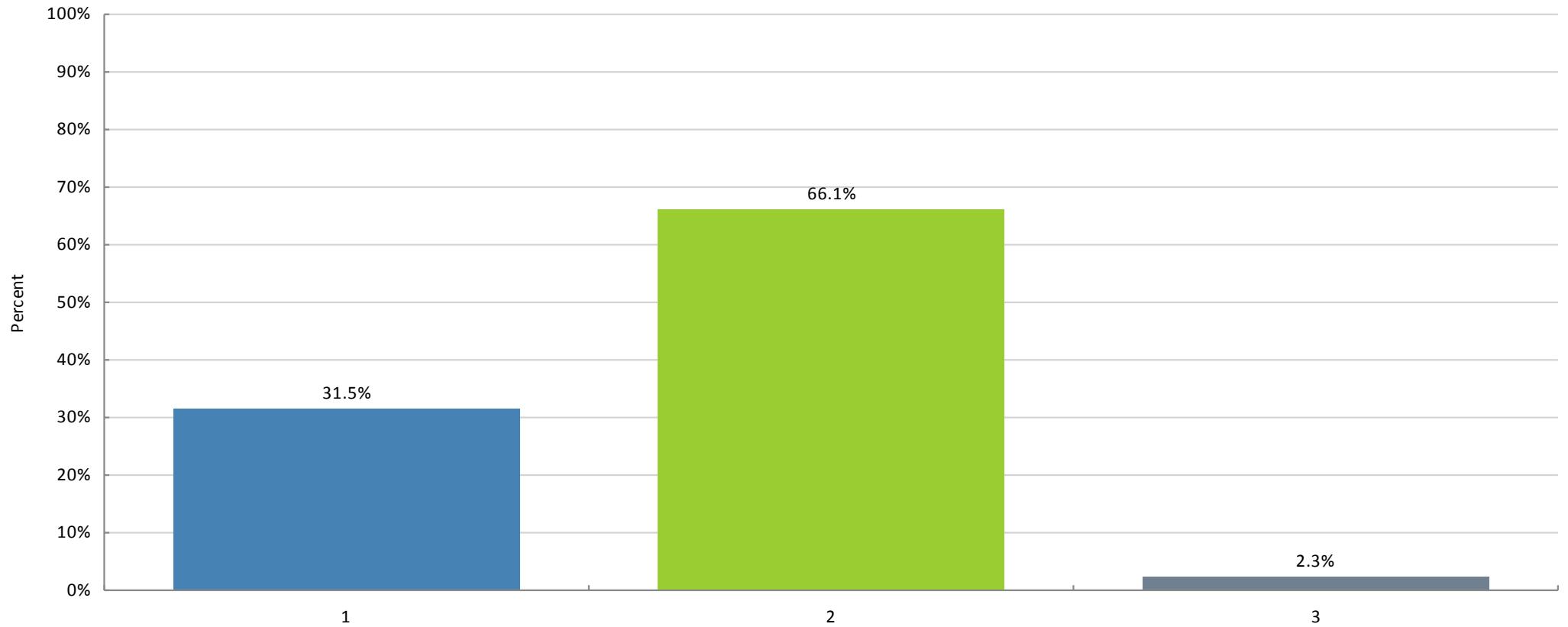
webcasting / e-lectures: 6

e-mail / social media / contact-mail service: 5

file sharing / cloud storage: 1

The general percentages here match those of 2009, with some minor increases as expected with the ongoing maturation & spread of technologies.

## 29. Do you use video conferencing?



#	Alternative Name
1	Yes
2	No
3	Other

## 29. Do you use video conferencing? (continued)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>N</b>
<b>Do you use video conferencing?</b>	31.5 %	66.1 %	2.3 %	821

### Comments:

There were eighteen "other" responses:

skype / web conference: 5

sometimes / occasionally: 8

would consider it / are planning: 3

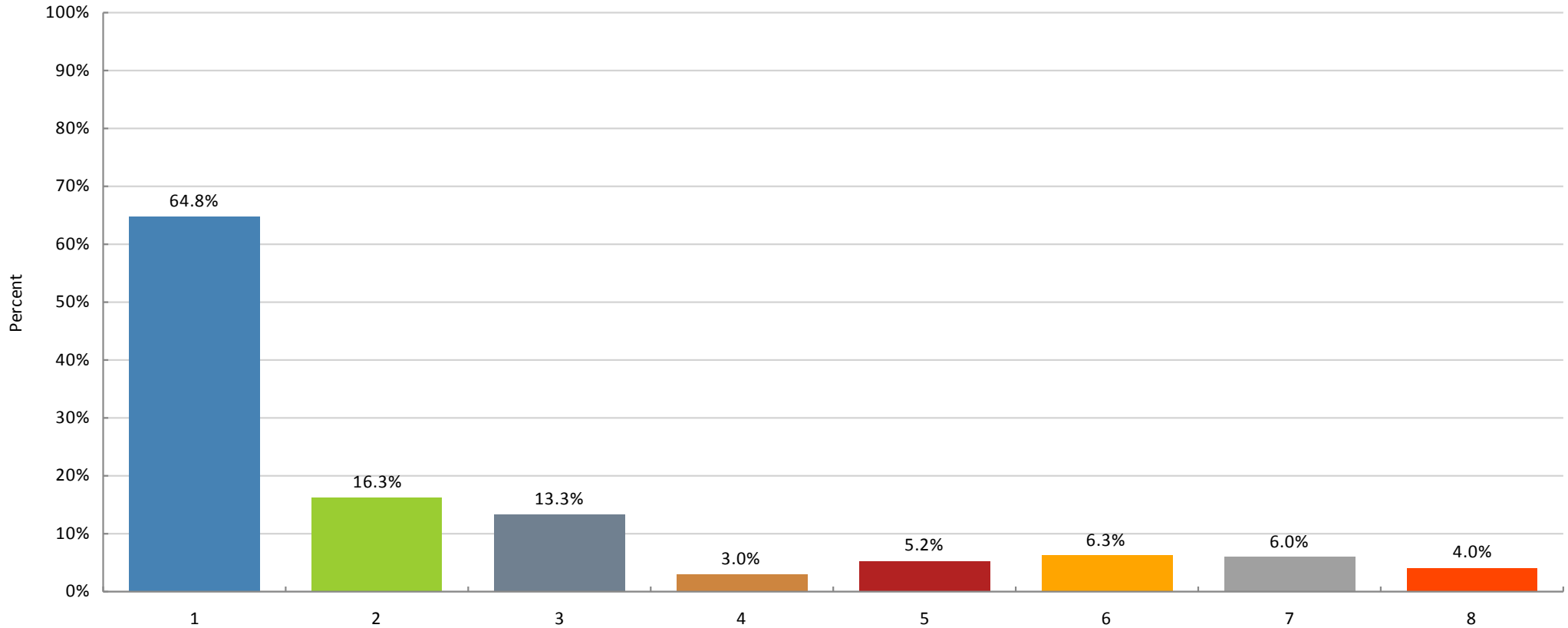
telephone conferencing: 1

no: 1

2009 offered only Yes or No options and produced a 16.5 to 83.5 percent split.



### 30. Are there opportunities for online / virtual participation in your events? (select all that apply)



#	Alternative Name
1	No, there are no online options / tools for remote participation / interaction
2	Live streaming of speakers / sessions
3	Archived videos of speakers / sessions
4	Virtual poster session
5	Concurrent online discussion forum
6	Live online reporting from the conference
7	I don't know
8	Other

### 30. Are there opportunities for online / virtual participation in your events? (continued)

	1	2	3	4	5	6	7	8	N
<b>Are there opportunities for online / virtual participation in your events? (select all that apply)</b>	64.8 %	16.3 %	13.3 %	3 %	5.2 %	6.3 %	6 %	4 %	805

#### Comments:

There were 26 "other" replies:

skype: 4

twitter: 3

planning to do so: 5

videos / clips / slides & audio are posted: 5

varies / depends: 5

### ***31. Do you have additional comments on meeting technology to share?***

There were 111 comments:

No additional comments to share: 41

Would like to implement streaming: 5

Access to internet in some parts of the world remains a problem / stability of internet connections remains a problem: 4

Social media: 4

We have a congress “App”: 3

Twitter feeds during an event: 3

Live blogging / event blogs: 2

Would like to use technology more effectively but cost is a constraint: 2

Need more information on how tech can be cost-effective and not a distraction: 2

Languages / simultaneous translation are a challenge: 2

We use the technology level that is available in the host country.

We expect technology logistics / infrastructure to be part of the venue.

Due to the diverse background of the attendees it would be difficult to rely too much on social media like tweets etc.

We are exploring video archiving of the major conference programs.

We use a range of participative techniques, e.g. Open Space Technology. We have stopped using conventional meeting formats except for formal meetings (e.g. AGM).

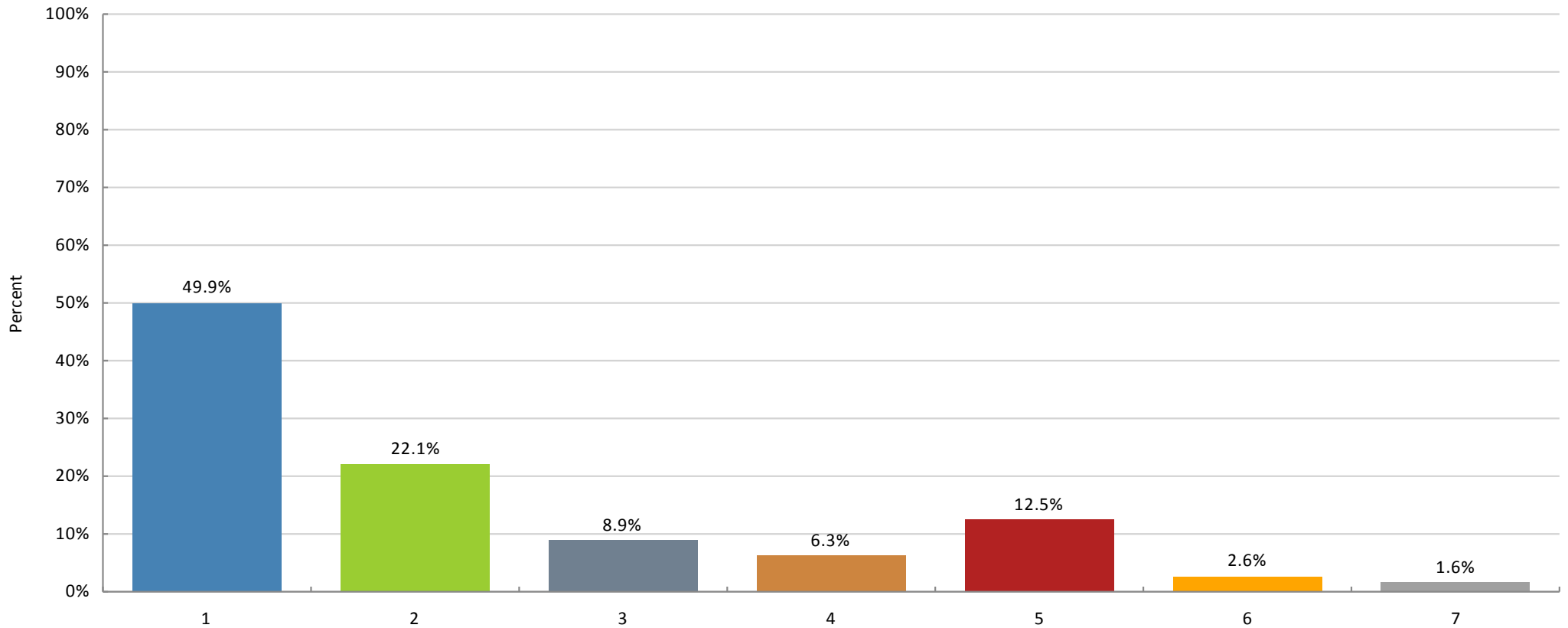
We are likely to go to flash drives for the proceedings. We would like to consider virtual participation.

Common sense comment: reduction of costs thanks to internet and computers. No more Proceedings on paper now.

Technology and online communication becomes increasingly important when delegates come from other parts of the world because of visa issues and cost of travel.

The internet is good (what would we do without it these days?!) -- but with various versions of software, pop-up blockers, security features and issues, etc. becoming more prevalent and at times seemingly unnecessary (e.g., constant upgrades leading to annoying changes in how we function on a daily basis), it is often a nightmare trying to reach target groups -- beginning with the problem of the most popular browsers not being standard throughout the first world (not to mention emerging economies and other groups and countries). It would be great if the internet could (again) evolve / revert into a global communication tool (rather than a marketing platform) -- this should be the main focus. Online meetings and events could then be better and more easily managed, with less infrastructure / compatibility problems, leading to more time for the true purposes and targets of holding "virtual meetings" on a global scale.

### 32. In the past 3 years have you contacted or made use of an airline partner program? (select all that apply)



#	Alternative Name
1	No - not familiar with this
2	No - we do know what these are but do not use
3	No - not yet but plan to inquire for future event
4	Yes - have contacted for information
5	Yes - have made use of this for our meeting
6	I don't know
7	Other

## 32. In the past 3 years have you contacted or made use of an airline partner program? (continued)

	1	2	3	4	5	6	7	N
<b>In the past 3 years have you contacted or made use of an airline partner program? (select all that apply)</b>	49.9 %	22.1 %	8.9 %	6.3 %	12.5 %	2.6 %	1.6 %	819

### Comments:

There were twelve "other" responses:

Tried it but it was not effective / useful: 2

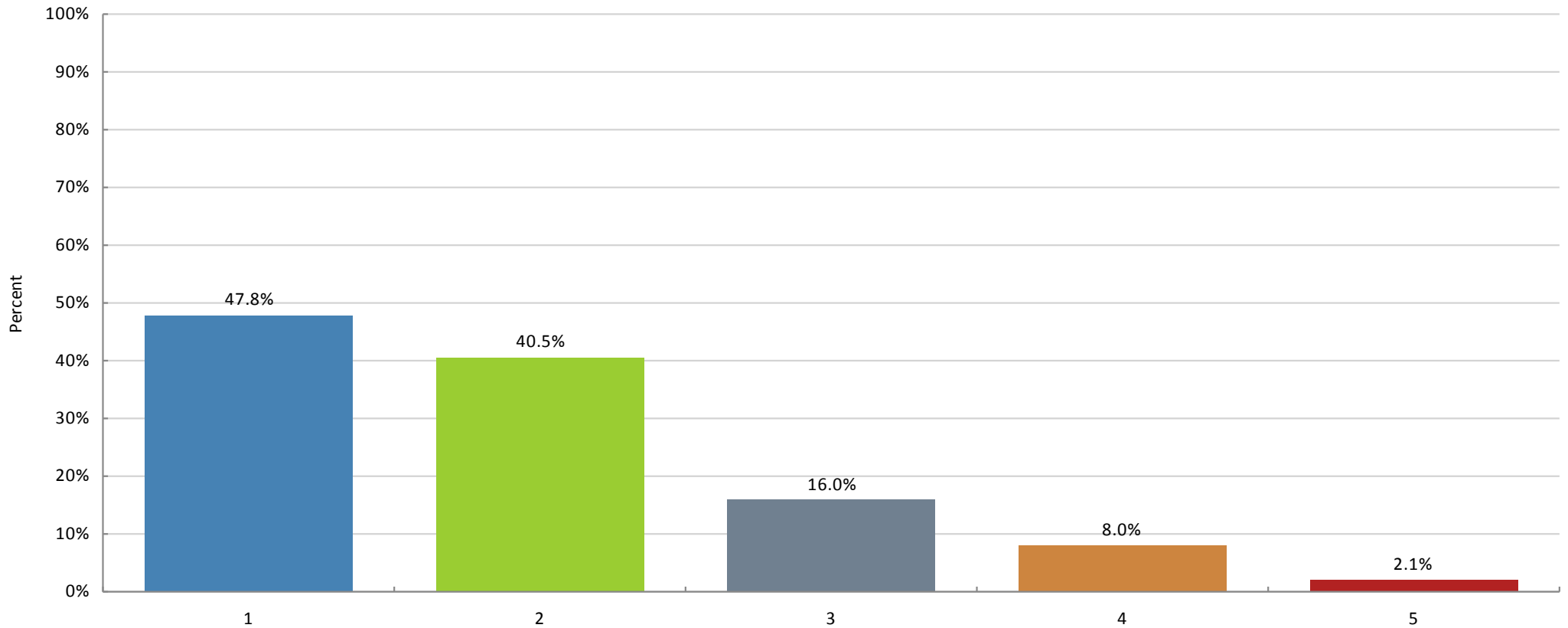
Use occasionally / used once: 4

Are interested in using this: 1

Do not know what this is: 2

Use depends on local organizer / host: 3

### 33. Are you familiar with the services a Convention Bureau offers? (select all that apply)



#	Alternative Name
1	No, not familiar with Convention Bureau services.
2	Yes, am familiar with them.
3	Have used a local Convention Bureau in the last 5 years.
4	Am likely to use a Convention Bureau in the near future.
5	Other, please specify

### 33. Are you familiar with the services a Convention Bureau offers? (continued)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N</b>
<b>Are you familiar with the services a Convention Bureau offers? (select all that apply)</b>	47.8 %	40.5 %	16 %	8 %	2.1 %	812

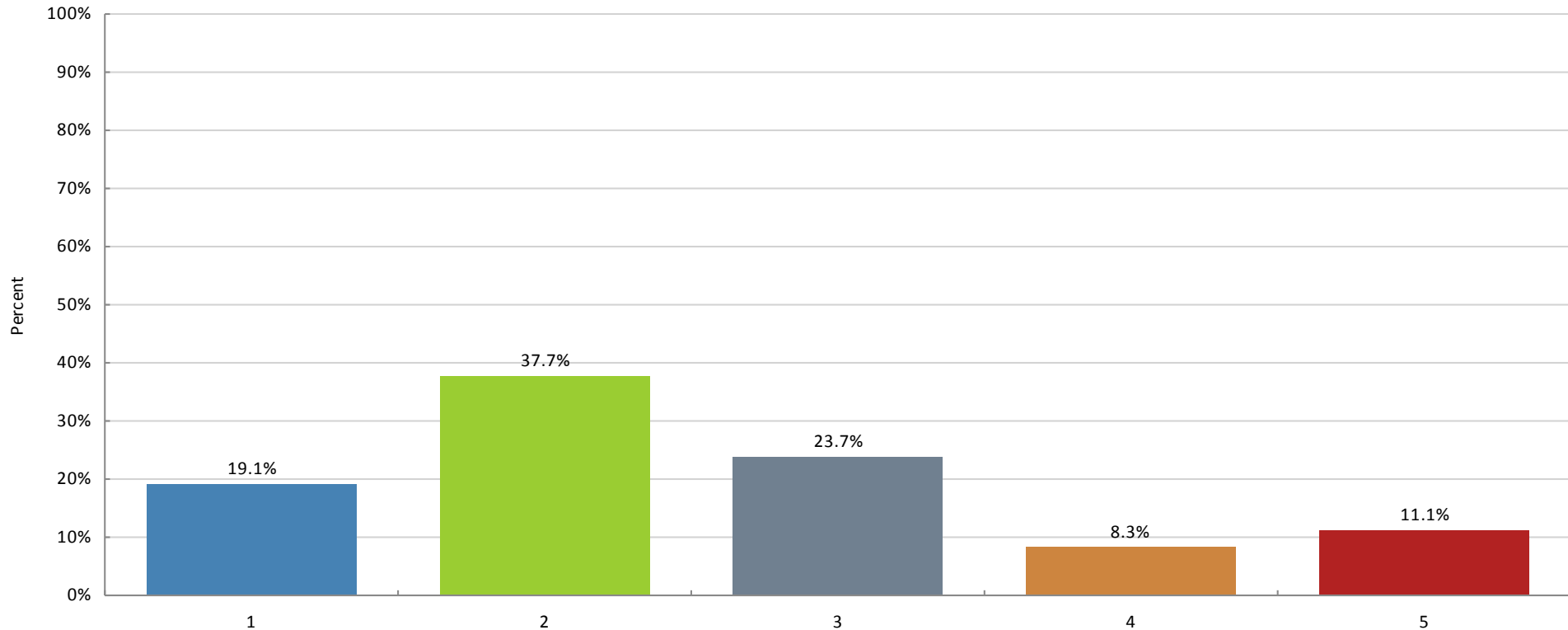
There were seventeen "other" responses:

Would like to know more: 2  
 Familiar but don't use: 2  
 Not relevant / we are not interested: 8  
 Prerogative of local organizer / host: 3  
 Too expensive: 1  
 Will explore in future: 1

These percentages are close to those from 2009.



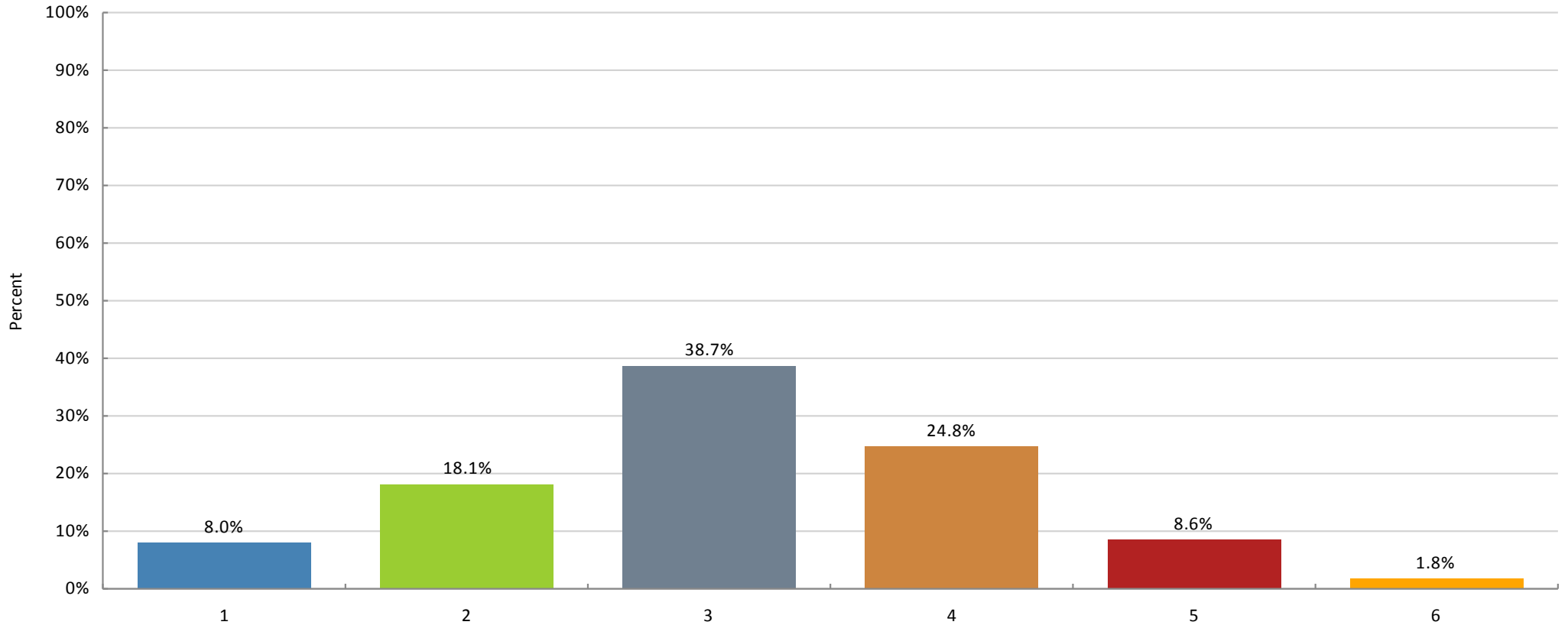
### 34. Does someone from your organization read specialized magazines from the meetings industry media?



#	Alternative Name
1	Yes
2	No
3	Sometimes
4	Not familiar with these publications
5	I don't know

	1	2	3	4	5	N
<b>Does someone from your organization read specialized magazines from the meetings industry media?</b>	19.1 %	37.7 %	23.7 %	8.3 %	11.1 %	817

## 35. Does someone from your organization attend major trade shows on travel & meetings?



#	Alternative Name
1	Yes, regularly
2	Yes, occasionally
3	No, we choose not to attend
4	No, because we are not familiar with these types events
5	I don't know
6	Other

### 35. Does someone from your organization attend major trade shows on travel & meetings? (continued)

	1	2	3	4	5	6	N
Does someone from your organization attend major trade shows on travel & meetings?	8 %	18.1 %	38.7 %	24.8 %	8.6 %	1.8 %	816

#### Comments:

There were thirteen "other" responses:

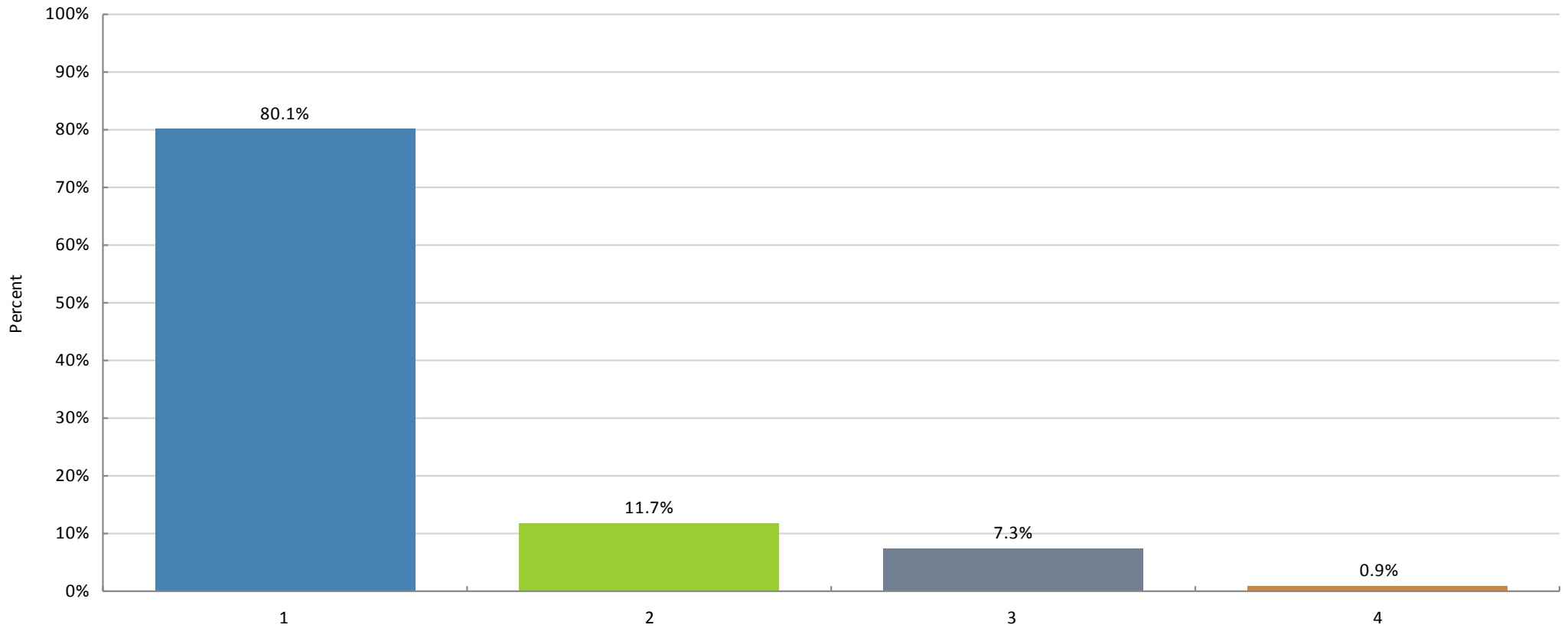
Would like to attend but have not: 3

Not relevant / didn't understand question: 8

Our PCO attends: 1

The addition of choices 5 and 6 here provided a leveling of the differences seen in 2009, the general trends being similar overall.

### 36. Are you familiar with "hosted buyer" programs at meetings trade shows?



#	Alternative Name
1	No, not familiar with this
2	Yes, familiar with but have not used
3	Yes, familiar with and have used
4	Other

### 36. Are you familiar with "hosted buyer" programs at meetings trade shows? (continued)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N</b>
<b>Are you familiar with "hosted buyer" programs at meetings trade shows?</b>	80.1 %	11.7 %	7.3 %	0.9 %	809

**Comments:**

There were five "other" responses:

Yes, familiar but do not want to use: 2

Not interested: 3

## 37. Do you have additional comments on association meetings to share?

### ***A selection of the comments received:***

We do for the moment prefer not to participate as hosted buyers if this is linked to a certain number of "pre scheduled appointments".

Can be useful but we prefer to make our appointments ourselves.

Our congresses are modest in size, relatively low-budget events. Consequently, it is not clear that we need the services of an intermediary. However, perhaps there are things we should learn!

Congresses are difficult to make profit from despite high numbers. No profit margin for paying others.

This is a good idea, but it depends obviously if the interested organization assumes the risks, not only the benefits of the meetings (as usual).

Scientifics usually are not looking for benefits.

International Academy of Pathology International Congresses do not fit within the stereotypical International Organization structure as the location and mission are approved centrally 6 years in advance with the actual event being managed by the nation based Division whose bid/proposal was approved.

I think face-to-face association meetings will continue to flourish despite available modern technologies.

As there is a different venue every two years, familiarity with professional organisers (bureaux and the like) varies. So far, these facilities have not been used. In the bid for the 2014 meeting, a state bureau of tourism and conventions posted a bid, but it was not very complete and, so, not selected. They are being given a second chance in for the 2016 meeting.

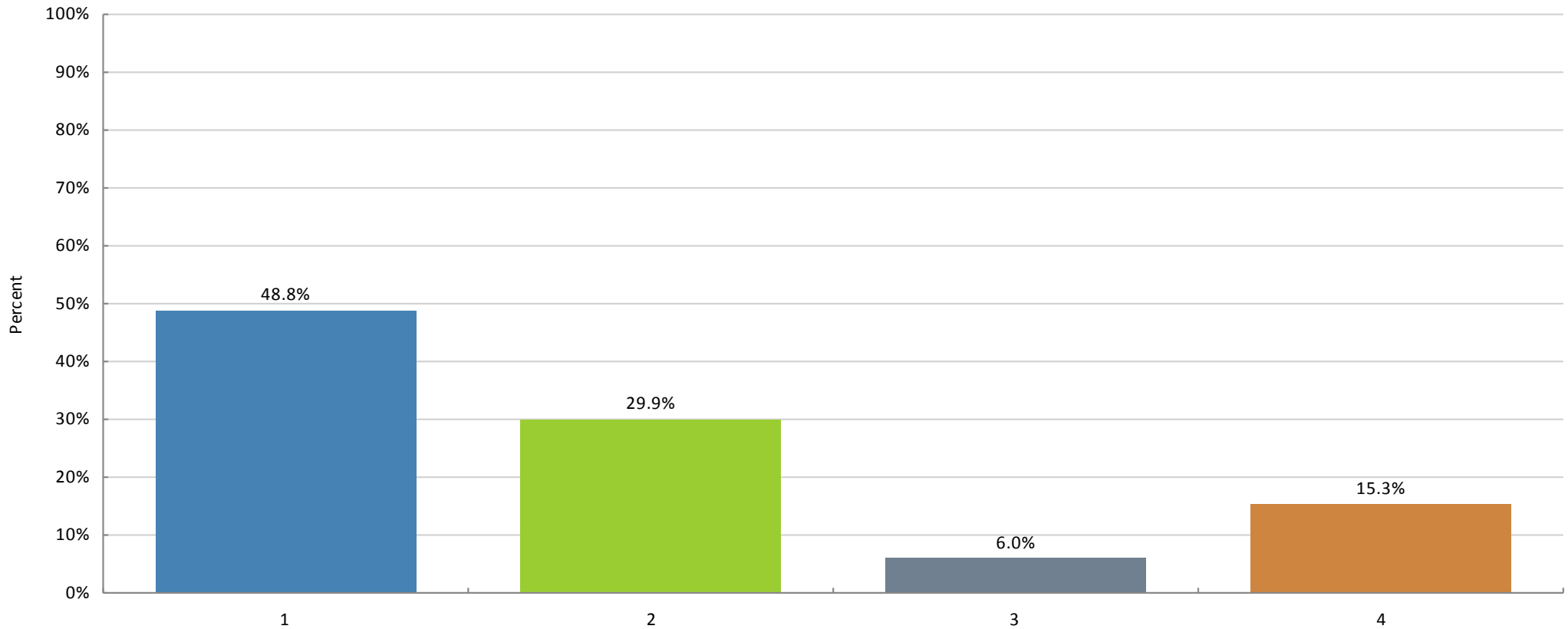
Would attend a hosted buyer programme but they are always scheduled when we are busy with other priorities

We meet monthly by teleconference so our annual gatherings are critical for deepening relationships and learning.

Apparently there is much out there which we are very far from being acquainted with.

We are mostly an academic society relying on local organizers -- so our attendance is relatively small compared to our membership. When one local organizer put in the time to advertise and organize well in advance, plus raise money, our attendance was on the order of 500 people.

### 38. When should the next edition of this survey take place?



#	Alternative Name
1	2 years
2	3 years
3	4 years
4	5 years

	1	2	3	4	N
When should the next edition of this survey take place?	48.8 %	29.9 %	6 %	15.3 %	769

**Comments:**

The percentages here are quite similar to those received in 2009.

We will plan for the next edition to take place in the 2015i 2016 period.

# Union of International Associations

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## The Union of International Associations (UIA)

### L'Union des Associations Internationales (UAI)

Since its foundation in 1907 as the Central Office for International Associations, the Union of International Associations (UIA) has focused on documenting the nature and evolution of international civil society.

UIA is a non-profit, independent research institute, a repository for current and historical information on the work of international associations. UIA documents the work of international non-governmental organizations (NGOs) and inter-governmental organizations (IGOs) and promotes the public awareness of their activities. UIA's focus today is on promoting the internationality of these organizations and in representing the collective views of international bodies.

UIA collects, hosts and provides up-to-date, reliable information on global civil society and maintains the most comprehensive source of information on international associations, their activities and concerns, and their meetings activities.

### UIA's objectives

- Facilitate the development and efficiency of non-governmental networks in every field of human activity – especially non-profit and voluntary associations – considered to be essential components of contemporary society
- Collect, research and disseminate information on international bodies, both governmental and non-governmental, their interrelationships, their meetings, and the problems and strategies with which they are concerned
- Experiment with meaningful and action-oriented ways of presenting such information to enable these initiatives to develop and counterbalance each other creatively, and act as a catalyst for the emergence of new forms of associative activity and international co-operation
- Promote research on the legal, administrative and other problems common to these international associations, especially in their contacts with governmental bodies
- Contribute to a universal order based on principles of human dignity, solidarity of peoples and freedom of association and communication

### UIA database and UIA online resources

The UIA online database is continuously updated by an expert editorial team. Priority is given to information received from the organizations themselves, which is checked against additional sources to present a reliable picture of a dynamic situation.

#### *The UIA database comprises*

- comprehensive descriptions of over 65,000 international organizations active in all fields of human endeavour the world over and throughout centuries of history
- over 350,000 international meetings of these organizations, from 1850 into the foreseeable future
- over 95,000 profiles of and 700,000 links to World Problems Issues, Global Strategies Solutions, Human Values and Human Development

#### *Access to the database*

The wealth of information can be accessed through UIA's online resources

- Yearbook of International Organizations (subscription-based)
- International Congress Calendar (subscription-based)
- Encyclopedia of World Problems and Human Potential (publicly accessible)



UIA's subscription-based online resources are also available via libraries and other public institutions and through Associate Membership of UIA.

### **UIA relevance to global issues**

In the current world and looking forward, UIA's interlinked databases on international organizations, international meetings, and world problems and solutions are a powerful tool for understanding the complexity of global issues and the policy environment that can foster effective action.

UIA maintains a record of the foundation, history and existence of associations and initiatives which are no longer active. In many cases dating through the late 1800s and first half of the 20<sup>th</sup> century, UIA's information is the only collective record of the life of these organizations.

A continuous cooperation with UNESCO on the research and documentation of the non-governmental organizations (NGOs), foundations and similar institutions maintaining official relations with UNESCO is illustrative of the type of collaborative project in which the UIA participates.

### **UIA relevance to associations**

In addition to its role as an information clearinghouse and research institute which promotes the visibility of international organizations worldwide, UIA also offers associations a range of services and support:

- UIA's Annual Associations Round Table promotes and facilitates the work of international associations by providing training and networking opportunities
- UIA's International Associations Job Board provides a platform to link organizations with qualified candidates and volunteers
- Publication and free delivery of UIA's monthly newsletter "World of Associations News" presents topics of interest to associations and promotes their activities
- Customized contact data delivery facilitates global networking between associations
- Customized data-streaming is available in constantly updated live data feeds on organizations and their meetings
- Bibliographic recording of studies on international non-profit organizations and international activity, and of publications of international organizations
- Organization of training opportunities especially tailored to the needs of associations
- UIA remains in regular contact with FAIB, IAPCO, EFAPCO, ICCA, ESAE and other partner associations to grow mutual interests
- Periodical surveys on association meeting activities published as the UIA Survey on Meetings of International Organizations
- UIA's International Meetings Statistics Report, published annually
- Associations' news is published and disseminated via the UIA website

### **UIA relevance to researchers**

The work of the UIA is of particular interest to academic researchers in a wide range of disciplines including:

- Political Science
- Sociology
- International Relations
- Peace Studies

The UIA works with universities and research institutes around the world and frequently assists graduate and post-graduate students with their research and data needs.

## **UIA relevance to the meetings industry**

In its earliest work the UIA quickly recognized the importance of international meetings and congresses to international association life. This recognition has led to a decades long engagement with what is now known as the meetings industry. UIA also initiated the first international meetings of this industry, which led to the creation of a number of trade groups such as AIPC, AIIC, AITC and IAPCO.

UIA currently offers collaboration and partnership with entities in the meetings industry in the format of an Associate Membership. The main focus of this collaboration is promoting the networking between association and industry bodies.

### **UIA Associate Members**

- receive an exclusive early copy of UIA's International Meetings Statistics Report
- have online access to UIA's International Congress Calendar and, with a Premium Membership, to Yearbook of International Organizations
- receive an exclusive copy of the UIA Survey on Meetings of International Organizations
- are invited to participate in UIA Associations Round Tables
- may post their news relevant to associations on the UIA website
- may maintain their own page on the UIA website
- receive support from UIA in their networking with international associations by customized contact data delivery
- may order a customized data-streaming in constantly updated live data feeds on organizations and their meetings
- are invited to participate in UIA's training sessions
- upon request, can receive professional advice about networking opportunities with associations



**UNION OF INTERNATIONAL ASSOCIATIONS**  
UNION DES ASSOCIATIONS INTERNATIONALES

UIA  
International Meetings Issues Survey - 2013

Published November 2013

<http://www.uia.org/publications/meetings-survey>

Prepared by the Congress Department  
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Associated and complementary information is available in  
the Yearbook of International Organizations,  
*Volume 5: Statistics, Visualizations and Patterns*

And

The UIA's annual ***International Meeting Statistics Report***

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