Guidelines for hosting a Law via Internet (LvI) Conference

Adopted by FALM, November 2015.

1 Any FALM member is entitled to propose to host a Law via Internet (LvI) Conference, which is the official conference of the Free Access to Law Movement, and has been held in most years since 1997 (see <http://www.fatlm.org/lviconferences/> for previous conferences).

2 A FALM member may propose to co-host a Conference in conjunction with an appropriate organisation which is not a FALM member. The FALM member should retain control of the program.

Proposals to host a Conference

3 Proposals to host a Conference may be made at any time to the FALM Discussion List. Proposals may alternatively first be made to the FALM Secretariat, which will report them to the List.

4 The FALM Secretariat may call for proposals for future conferences, and should at least do so via the Agenda for a FALM meeting prior to a LvI Conference.

5 The FALM Secretariat has functions of receiving applications to host LvI Conferences and making recommendations concerning them to the FALM membership, but the decision is made by the FALM membership. Three of the four ex-officio Secretariat members are the two past Conference hosts and the next Conference host. (see FALM Procedures, paragraphs 3 and 5 <http://www.fatlm.org/procedures/>.)

6 If a Member proposes to host a conference, it should provide some details of the proposal to the FALM Discussion List prior to FALM’s decision to accept the proposal. The details need only be brief, and the Secretariat could indicate what further details, if any, it would be useful to obtain before FALM made a decision.

7 Matters which could be considered by FALM in making a decision include:
   a. Priority to a Member who has not previously hosted a LvI Conference.
   b. The desirability of continuing a rotation of hosting locations among Europe, the Americas, Africa and Asia-Pacific (based on previous conference rotations).
   c. The location for the conference, and its approximate timing.
   d. Financial feasibility for Members to attend the conference.
   e. Possible language problems in the course of running the conference.
   f. The proposed theme for the conference.
   g. The substance and quality expected of the conference.

8 It is desirable that proposals to host a conference are made before the FALM Meeting is held at the previous conference, so that Members who are unable to

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1 Based on suggestions made at the 2011 FALM Meeting (Hong Kong) – see <http://www.fatlm.org/meetings/2011_minutes.pdf>
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attend that FALM meeting have the opportunity to provide input into the decision (or an alternative proposal) if they wish to do so.

Expectations concerning Conference operation

9 Once FALM makes a decision that a Member will host a LvI Conference, the details of hosting the conference, and the responsibilities involved, are left with the host Member.

10 The FALM Secretariat and its members are available to provide advice and assistance to the host Member, based on their experience with previous conferences, and to assist in advertising the conference. The host Member is expected to keep the Secretariat informed of progress on organizing the conference, and to give FALM members as much notice as possible of relevant dates.

11 All FALM members are expected to provide assistance to the extent they can in assisting the host Member to make the conference a success, by such steps as:

a. Advertising the conference when requested to do so by the host Member, by such means as they have available to provide information about the conference.

b. Attending the conference if they can, and encouraging others to do so.

c. Avoiding scheduling other conferences which are sufficiently close in time and theme to the conference that they would be likely to detract from its success.

d. Avoiding using the name 'Law via Internet Conference' or 'LvI' for other events unless FALM has agreed to this.