

International Fungi and Fibre Symposium Guidelines for the Host Country

Our aim is to provide comprehensive information to countries wanting to organise & manage a symposium.

The IFFF recognises that each country offers a different experience and opportunities to explore and learn about habitat, fungi, culture and to make new friends!

The IFF Symposia are organised approximately every two years and hosted by a different country. Those who attend include delegates wishing to learn about fungi & dyes, amateur and professional mycologists, dyers, artists/crafts people who work with fungi dye/pigments/paper and those who are curious and want to learn more.

We expect Symposia to offer a range of opportunities:-

- to further our knowledge about dye fungi
- to go on forays to identify and pick dye mushrooms
- to share our knowledge about identification, dyeing methods/paper making/pigments through workshops, lectures and discussions
- to provide opportunities for networking & friendship and to learn more about each other's culture & history.

The International Fungi & Fibre Federation(IFFF) -country representation

Each country is invited to send a representative to attend the IFFF meeting which is held during the Symposium. These meetings are recorded and minutes circulated post symposia. The purpose of the meeting is -

- to discuss symposium business and decide who will host the next symposium.
- to elect a representative to give the vote of thanks at the celebration dinner. *N.B. any gifts to the host country should be given privately.*
- to elect the Newsletter Co-ordinator
- to review the guidelines as required

The Newsletter Co-ordinator

In the year in-between symposia the Co-ordinator contacts the representatives to ask for an update on any dye activities. The information and images are collated and the newsletter is available at www.mushroomsforcolor.com

In between symposia the Co-ordinator has also acted as a contact person on Symposium matters.

1.Planning for a Symposium

A team of at least 4/6 people is useful – this helps to share the workload and all are volunteers. Useful Skills include:- knowledge of fungi and or dye fungi; IT skills; website development & management; book keeping/finance; lots of common sense; sense of humour; ability to delegate and communicate; logistical thinking/planning; knowledge about dye processes ;administrative skills; experience in organising events.

The team will have to decide if they can host “a Symposium with Accommodation “or “a Symposium where delegates book their own accommodation “

The team will do the following-

- identify an area suitable for hosting a symposium with or without accommodation, with good train/bus/air links
- ensure the area provides suitable habitats for fungi/picking....
- clarify if Public Liability Insurance is needed
- assess facilities/risk /suitability for workshops....
- assess/list equipment needed for symposium activities
- identify approximate costs and any reservation deposits needed to secure the booking

- resource website development/publicity & information requirements and identify costs
- develop a programme of workshops, forays, lectures, IFFF meeting
- plan/prepare for the day to day management of the symposium
- consider having an evening(s) of local entertainment
- create a data base of attendees with contact details to be handed on the next symposium organisers

2. Administration

Each country receives “ seed money” raised by the recent host country. (section 3.2) This money is used to assist the organisers with early administrative costs.

Organisers should have a bank account and keep accurate records of income, expenditure, plus minutes of meetings/decisions etc.

Responsibilities & tasks include:-

- Co-ordinator
- website administrator
- treasurer/book keeper
- workshop organiser
- foray/fungi/day trips organiser
- exhibition organiser
- shop manager
- Accommodation/food co-ordinator(s) pre/during symposium

3. Costing the Symposia & Breaking Even

1. Once all the costs have been calculated it is useful to set a break even target for the number of delegates needed to make the symposium viable. It is important that the organisers do not find themselves liable for any expenses. To help you plan for example- for 80 registrations calculate the fee based on 60 registrations. If less than 60 sign up the symposium may not be viable!

This may result in surplus funds but there are always unexpected expenses.

2. *Seed Money Payment” fee- we suggest that an amount is set between £5-10 GBP / Euro/US\$ is added to the Symposium fee. This money will be set aside and given to the next host country plus any surplus funds once all expenses are met.

This arrangement will be reviewed at each Symposium by the IFFF.

Costs /Calculations include

- venue /accommodation
- length of symposium: 5 days or more??
- agree workshop leader fees & payment arrangements and allow for any additional costs of materials to be supplied
- transport and food for forays and day trips
- administration costs and expenses
- website development
- seed money payment
- agree speakers fee – we hope that local speakers who are not delegates will do this free of charge but there may be travel expenses
- contingency
- organising group expenses
- invitations to local experts who are not delegate
- Seed Money Payment
- costs of materials eg fungi and wools , dye vessels, ph papers for workshops etc

F. Symposium Management

- English is the common language. If required the organisers can make bi-lingual announcements and consideration needs to be given to how lectures should be delivered.
- Microphones must be used by all speakers
- Assessment of each day's programme and the need for notices and guidance to meeting places etc.
- Daily announcements; assistance for delegates e.g. accommodation, money, health
- Updating the Symposium Notice Board daily-workshop lists/reserve list; foray/outings bus times; meeting points, weather forecast, local shop- food, post office.....
- Any additional ad hoc workshops(*not in the programme*) should NOT be held in the same place / time as the planned workshops.
- Provision of a meeting room for coffee/tea/drink during the day/after meals/evenings is appreciated by the delegates plus bar facilities if possible!
- The Workshop Tutors should provide information to the organisers about the proposed workshop:- title, content, half or full day; number of delegates; equipment and fibres needed.
- Workshop leaders should be able to communicate in English.
- Workshop booking at registration form or post registration? Decide on how to manage workshop choice e.g. marking down preference e.g. 1 to 5 with the proviso their choice cannot be guaranteed.

4. Dye Mushrooms

1. Assess which dye/ paper mushrooms are available ?
2. What quantities of mushrooms are needed for the workshops?
3. Are the dye samples or workshop participants only?
4. Identify yarns suitable for dyeing (select and test) – calculate & cost quantity / preparation /mordanting/labels
5. Subject to supplies of mushrooms do you want all delegates to get yarn samples? If yes set a time in the programme for **all** delegates to make up samples/labels

The host country should supply all the mushrooms. If some species of dye mushrooms are not available the host country can request and pay for mushrooms from another country if:-

- a) there are not enough mushrooms for a workshop/demonstrations***
- b) there is a shortage due to climatic problems!***

5. Information Pre -Symposium *if possible be available through a website*

Information should be available in English providing the following core information.

1. Provisional programme including workshop information
2. Accommodation details
3. Symposium fees and payment options
4. Travel information, links for train, bus, air to and from venue.
5. Provide travel, tourism links /accommodation for delegates who might want to explore the area before or after the event.

6. On Registration

A. Each delegate should be sent - An email confirming registration /information when fees are due
All delegates should be sent information by email for

1. Programme updates especially workshop details/booking
2. Advice on footwear, outdoor clothes, bags for foray
3. Workshop should be booked in advance with info on any materials needed

B. Welcome and information

1. Guided tour and information about facilities available
2. Map of local area/transport info/ shops etc

7.A Workshop planning

1. Risk assessment - The organisers should initially risk assess room suitability for each workshop and provide tables and chairs, dye pots, electric/gas rings, access to water, flip charts, whiteboards etc.
2. More than one dye workshop in the same area is **not** advisable unless there is sufficient space and equipment. Delegates must be able to move around & work safely especially when working with dye pots- No more than **3 or 4 people managing one dye pot**.
3. Provide a range of workshops that cater for beginners to the more experienced e.g. fungi identification, how to mordant fibres; how to make fungi dyes; working with ph/ pigments; making paper to experimenting with fibres e.g. wools, cottons, silks, etc.
4. Decide with the workshop tutor the **maximum number of delegates** who can attend a workshop. Other factors include:- dye pots /gas electric rings ,risk assessment, nature of activity, space required and comfort of participants, acoustics
5. Organisers /tutors can consider requests by delegates to continue to work after the workshop has finished – subject to issues like security and fit with programme

7B. Workshop leaders and Assistants

1. Every workshop should have a leader and an assistant
2. Leaders should choose or be informed before the symposium which mushrooms are available
3. Mushrooms should be labelled /bagged /weight etc
4. List of names of participants should be provided

8. Announcements & Lectures

Presentations should be taking us forward on our fungi journey.

Good photographic images are inspiring. Power Point Presentations are boring if the lecturer is repeating what is written on screen!

Copies of lecture notes in hard copy or electronic are useful and help with translation

The length of each lecture is crucial, as long "difficult to follow" lectures become tedious. A series of short, lively presentations e.g. 10 minute and longer lectures lasting 20/25 minutes can work well. Ensure facilities include visual/hearing issues assistance- microphones are essential.

9. Sharing Workshop Outcomes

Delegates like to see what people have been doing, so allow for a sharing and showing session in the programme

10. Forays & Day Trips Planning includes-

1. The timing of the day or half day taking into account transport ie minibus/coach. Allow time for the group to move from one area to another- on foot;by bus; use the toilet facilities.Do not overload the itinerary!
2. A supply of containers/bags for fungi is useful and an indication of which fungi might be found
3. Practical information about terrain, bugs, animals, snakes.....list of mushrooms in locality.
4. Pair up people new to identifying fungi with the more experienced.
5. Advise participants to pair up with someone else.
6. Stay in touch by means of whistles or calls, in particular if the terrain is rough.
7. Ensure delegates with any visual/hearing /mobility issues are assisted

11. Mushroom identification and display

- 1..Identification sessions announcements of when the experts are available.
- 2.The latin names of mushrooms should be used during the symposium and a list of what is found locally.
- 3.If the display is outside it needs to be a shady covered area, and if necessary covered at night.
- 4.Tables should have a plastic or paper covering and paper plates & cards for writing names.

12. Exhibition- this is seen by delegates as an important part of the symposium and requires the following

- 1.A room suitable to exhibit dye, paper fungi art, fungi photographs & digital presentations and craft work. Screens/display tables are required; each country exhibits in its own space, so country name display cards are useful.
- 2.All exhibit items must be related to fungi
- 3.Arrangements made to secure the exhibition when not open
4. If possible the exhibition should be open to the public for a day or half day. Arrangements will have to be made for at least one or two people to be present to look after the exhibits.
5. Set exhibition opening times. The exhibition is usually dismantled on the last day before the celebration dinner.
6. Exhibition items can be for sale privately with the maker.
- 7.A maker must indicate if they do not give permission for their work to be photographed.

13.Shop

This should be in a different room from the Exhibition or in an area away from the exhibits.

Shop items can include books,dried fungi,baskets, other natural dye crafts dyes/paints...

Option 1.

Invited Suppliers are totally responsible for their goods and the sale of their goods. The organisers charge a commission on all sales.

Option 2. **the Estonian model**

All items were supplied and sold in the one shop and the % commission of all sales is donated to the Seed Fund. The shop is managed by the organisers

14. Celebration dinner/event –

On the last evening we celebrate all the Symposium and say thank you to our hosts.

IFFF identifies which person will announce the next host country and if possible announce the amount (or estimated)of Seed Money which will be handed over to them.

15. Post Symposium

When all the expenses are dealt with the Organisers **send a copy financial income & expenditure summary to the IFF representatives.** *This will give new host countries an idea of costs.*