



Board Amicale Citroën Internationale (ACI)

Internet: www.amicale-citroen-internationale.org

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ACI Event of the year

The following manual serves as a guideline for event organizers who are interested in proposing events of international importance to the ACI and thus in applying for the “ACI Event Of The Year” as well for the organisers of the upcoming “ACI Event Of The Year”.

If you have any questions, please do not hesitate to contact the ACI-Board directly. We will be happy to assist you.

Good preparation and successful event

Board of Amicale Citroën Internationale

ACI-supported “Event Of The Year”

Typically, there is only one important event per year supported by ACI and Automobiles Citroën internationally. In case more than one application is submitted, the ACI evaluates the different proposals and takes a decision together with Citroën and the responsible event organisation teams. It is important to state that a common decision with all parties involved is the main goal. The proposals for an Event of the Year will be presented during the ACI annual general meeting at Paris. The delegates will then vote for one of them in the three months following the AGM, after consulting their local amicale and their clubs.

Once this decision has been made, the ACI announces this event to the Delegates as well as to Automobiles Citroën, and proposes any further supporting activities if applicable.

Please note: The ACI does not organise an event itself nor does it act as a sponsor.

- ACI will bring the organisers in contact with Automobiles Citroën International. Together they decide what kind of support they need and receive officially.
- ACI will help the event organisers to spread the information around the event to Delegates and the clubs all over the world.
- ACI will also provide assistance based on the experience made of earlier successful events.
- In addition, ACI will support the event team with direct contacts to former event organisers and third parties which might be of value in contributing to event's success.

As a Guideline, the following items must be respected:

- Important International Event
- Open for all Citroën Cars
- Same Entry-Fees for all Citroën Cars
- Professional Management
- Professional Internet Website
- Multilingual (at least local Language and English)

Preparation before Event Proposal

The event organisation should prepare a solid event project plan, including purpose and agenda, organisational structure, timelines, solid financial cost estimates, evidence of support by clubs, location – basically anything which is related to this event.

The event organisation then should involve their national ACI delegates in the planning of this event. The following form helps in preparing a standard structure. The application for the events is to be submitted by the national ACI Delegates.

The Delegate will then forward this documentation to the ACI Board.

IMPORTANT: Deadline for submission of any event proposal is December 1st two years prior to the event. (Except for an ICCCR, please see the following timeline)

Timeline

| Event | Deadline for proposal | Presentation at the AGM | Decision by the Delegates |
|------------------------|-------------------------------|-------------------------|-----------------------------|
| Event of the year 2009 | December 1 st 2006 | February 2007 | 3 Months after the AGM 2007 |
| Event of the year 2010 | December 1 st 2007 | February 2008 | 3 Months after the AGM 2008 |
| Event of the year 2011 | December 1 st 2008 | February 2009 | 3 Months after the AGM 2009 |
| ICCCR 2012 | December 1 st 2007 | February 2008 | During ICCCR 2008 |
| Event of the year 2013 | December 1 st 2010 | February 2011 | 3 Months after the AGM 2011 |
| Event of the year 2014 | December 1 st 2011 | February 2012 | 3 Months after the AGM 2012 |
| Event of the year 2015 | December 1 st 2012 | February 2013 | 3 Months after the AGM 2013 |
| ICCCR 2016 | December 1 st 2011 | February 2012 | During ICCCR 2012 |

Application Form for proposing an ACI Event of the year

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|--|
| Name of Event |
| Date of Event |
| Place of Event |
| What event are you proposing to organise? International Event of the year ICCCR |
| Concept and event program Give us a brief overview of the idea and program: |
| How can we contact you? |
| Is your local Citroën affiliate involved? (contact address & persons) |
| Are your national ACI Delegates involved? |
| Date and signature of the national ACI |
| Date and signature of the event organising team |

The first Presentation and the election process

You should make a short and informative presentation in English during the Annual General Meetings in Paris to inform the Delegates directly (Timeframe 10 Minutes). You can use any communication tools e.g. Powerpoint-presentation, Films/Movies, etc. The choice of the medium is yours. Please remember that the Delegates are already in possession of a short summary of your proposal. Allow some time for questions and answers.

What should be included in a first Presentation

- General Overview – what kind of event. Date and Location
- Planned Program
- Accomodations
- Organisational structure – Responsibilities – Contact Persons
- Local Citroën and Local ACI involvement
- Local Clubs support
- Anticipated Problems
- Budget and Sponsoring
- Entrance Fees
- Communication – Internet – Newsletters – Sign-up procedure

Please note that the Official Language for ACI Presentation is English

Election by the Delegates

The delegates will then vote for one of the proposals in the three months following the AGM, after consulting their local amicale and their clubs. The result of this vote is the final official decision.

After the successful selection

Once your proposal has been selected, it is our pleasure to guide you through the next steps. As the official event of the year you have some rights and also some obligations.

As from now on you can (and should) freely use the title “ACI Event of the Year” and the official ACI Logo for public-relations, communication, presentations, media-releases, publicity, etc.

What does ACI do?

- ACI helps you to contact ACI-Delegates and Citroën Automobiles
- ACI sends your information, newsletters, etc to all Delegates
- ACI provides you with first hand information from former event organisers
- ACI gives you access to a network of specialists and potential sponsors
- Please note, that ACI does not make any Donation or Sponsoring or act as an Organiser

What should you do? Regular Updates!

ACI requires regular information updates about the current situation and the progress made. Therefore you should provide the ACI-Board with all important information concerning:

- Progress in the organisation
- Archived or missed Milestones
- Financial Situation
- Sponsoring
- Existing Problems
- Changes in Organisational Structure
- Changes in Program
- Relation with Automobiles Citroën or affiliates

IMPORTANT: You should also make a short presentation (in English) in the years prior to the event at the Annual General Meetings in Paris to inform the Delegates directly (Timeframe 10 Minutes).

During the Event

During the Event, you should give a platform to ACI

- By the opportunity to show some banners on the location
- By the opportunity to have a special ACI Stand
- By placing a welcome note from ACI in the event program
- With a Welcoming speech at an official dinner
- With the attendance at press-events

The details will be discussed with the ACI Board

ACI Delegates-Meeting at an ICCCR

Please remember, that traditionally the next ICCCR is selected during an ACI Delegates Meeting held at the ICCCR preceding your ICCCR. Therefore you should provide ACI the possibility to hold an adequate meeting.

Presentation of the upcoming events of the year

You should also give the organisers of upcoming events of the year the opportunity to present their scheduled events at a stand or with other public media (eg. posters, banners, etc)

After the Event

After the event, ACI needs the main facts and figures about your event. We like to gather all important information to build a pool of knowledge for further event-organisers. ACI will give you a document with all the information needed.

- Important Facts and Figures
- Financial Situation
- Conclusion – What was good, what was not

IMPORTANT: You should also make a short summary presentation (in English) following your event during the Annual General Meeting in Paris to inform the Delegates directly (Timeframe 10 Minutes).



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Logo / Announcement / Label

Official ACI Logo



Official ACI Event of the Year Label



EVENT OF THE YEAR 2020

Official Announcement



**Amicale Citroën Internationale
Event of the year 2007**

2CV Worldmeeting 2007 Sweden

**It is a great honour to confirm, that the Delegates out from 26
Countries during the ACI Annual General Meeting, held 11th
February 2006 in Paris, elected the above mentioned event as "ACI
Event of the Year 2007"**

Paris, 11th February 2006

Amicale Citroën Internationale
