

International Fungi and Fibre Federation (IFFF) **Guidelines for the Host Country**

Our Aim is

To provide a comprehensive guide for countries wanting to organise & manage an IFF 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 attendees wishing to learn about fungi & dyes, amateur and professional mycologists, dyers, artists/crafts people who work with the 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)

Each Country nominates one representative to attend the IFFF meeting which are held during the Symposium. They discuss current symposium matters and decide who will host the next symposium. They also 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.

After the symposium- the minutes for the meeting will be circulated and the guidelines will be updated in line with the discussion as agreed.

A newsletter organiser is elected to contact the Reps in the year in between with a view to collating information which is published on the IMDI website > <https://www.mushroomsforcolor.com><

Statement that can be used by host country on their website

“In 1980, a loose international network of curious foragers began working and playing together to explore the world of mushroom dyes and pigments. Fast forward to the present, we remain a collaborative and inclusive community of volunteers committed to

- **Maintaining sustainable practices of fungi harvest and use,**
- **Sharing knowledge openly and respectfully,**
- **Honouring the legacy of our founders and teachers, and**
- **Organising a major symposium usually held every other year.”**

The symposium is run by volunteers with the expectation that participants will also assist where ever possible during the event.

Funding is hard to find and to assist host countries **“seed money** “is collected by the host country to hand onto the next host. The suggestion is that an amount not less than 10 GBP / Euro/US\$ is added to the Symposium fee. Additional income may come from a % levy from any sales made in the shop/exhibition plus donations and any surplus left over once the accounts are settled by the host country.

1.Planning for a Symposium

Consider having a team of at least 4/6 people to share the workload.

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 consider the following:-

- identify an area suitable for hosting a symposium with or without accommodation, with good train/bus/air links
- identify approximate costs and any reservation deposits needed to secure the booking
- ensure the area provides suitable habitats for fungi/picking....
- clarify if Public Liability Insurance is needed
- assess facilities/risk /suitability for dye and other workshops
- assess/list equipment needed for symposium activities
- 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
- contact details of attendees with name /country/ email print out to be given out at end of symposium

2. Administration /accounting

The “seed money “ is used to assist the organisers with early administrative costs. It is desirable but not always possible to have a symposium bank account. This may mean that one person has to operate a personal account to manage the income and expenditure. This could have implications for that person regarding tax so good record keeping is a safeguarding essential .

Early Discussion is required on any payments that will be available to workshop leaders or other external participants. It is accepted that organisers should keep accurate records of income, expenditure, minutes of meetings/decisions etc.

Responsibilities & Tasks

- Co-ordinator
- Website administrator
- Accommodation co-ordinator(s) pre/during symposium
- Treasurer/book keeper
- Workshop organiser
- Foray/fungi/day trips organiser
- Exhibition organiser/shop manager

3. Costing the Symposia & Breaking Even

In calculating the symposium fee it may be 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 unforeseen expenses. So how many attendees do you need to break even. ? Should you set a fee based on fewer attendees attending? This may result in a surplus but there are always unexpected expenses. Each host nation has to make these assessments.

Costs /Calculations include

- venue /accommodation /number of attendees
- length of symposium
- costs of workshop materials
- In talking to potential presentations/ workshops the emphasis is on the voluntary nature of the event. So other than “out of pocket expenses” practitioners cannot expect to be fully recompensed for their time and expertise.
- transport and food for forays and day trips
- administration costs
- website development
- collecting seed money and transfer to next host country
- it is hoped that speakers (not delegates) will do this free of charge but there may be travel expenses
- contingency budget
- organising group out of pocket expenses

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 more helpers
- 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 system - 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. Alternatively places can be booked at registration as per Estonian model.

4. Dye Mushrooms

Ideally the host country should supply all the mushrooms. But if there are not enough mushrooms for workshop/demonstrations or a shortage due to climatic problems a request can be made to other countries for supplies. There may be a cost involved!

1. Assess which dye/ paper mushrooms are available.
2. What quantities of mushrooms are needed for the workshops?
3. Identify yarns suitable for dyeing (select and test) – calculate & cost quantity / preparation /mordanting/labels . Assess number of dye samples needed

4. Subject to supplies of mushrooms do you want all delegates to get yarn samples? If yes set a time in the programme for delegates to help to make up samples/labels

5. Information Pre -Symposium

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. Delegate information - request on form information about what skills they are willing to share . for example fungi dye experience , setting up exhibition, talks, demonstrations and willingness just to help out.
7. list of useful things to pack

6. On Registration

A. Each attendee should be sent - An email confirming registration /information when fees are due

All attendees should be sent information by email for

1. Programme updates especially workshop details/booking
2. Advice on footwear, outdoor clothes 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 tutors the **maximum number of delegates** who can attend a workshop. Other factors include:- number of dye pots /gas electric rings ,risk assessment, nature of activity, space required and comfort of participants.
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 and short films 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 minutes allowing for question time after is useful.

Ensure facilities include visual/hearing issues assistance- microphones are essential.

9. Sharing Workshop Outcomes

Attendees 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 and use too he toilet facilities.
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. Stay in touch by means of whistles or calls especially if the terrain is rough.
6. 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 attendees 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 and the maker donates a % to the Seed Money fund.

13.Shop

To avoid confusion as what is for sale. Ideally this should be in an area separated from the exhibition. Shop items should be related to fungi/dyeing etc.

All items are to be logged and seed money sales commission applied. The shop may open at different times so it is probably easier to have at least 2 people responsible.

14. Celebration dinner/event –

On the last evening we celebrate 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 accounting is complete, it is desirable that a copy of the income & expenditure summary is available, if requested, to assist the next host country. There are usually discussions to support the new host country usually from the most recent host country(s). The hand over input varies and includes the transfer of the seed money.

WhatsApp - It has been decided to set up an IFFF group. It has been set up by Latvia. It is hoped this encourages creative conversations by the country representatives during the time between symposia.

The Guidelines have been amended in line with the IFFF discussion as minuted on the 17th January in Teror, Gran Canaria 2025