

Executive Committee

August 8, 2007

Guidelines for International Cartographic Conferences and General Assemblies of Delegates

1 – INTRODUCTION

The ICA conducts its General Assembly of Delegates every four years and an International Cartographic Conference (ICC) every two years. Normally, a meeting with the General Assembly is held in conjunction with an ICC. With the changes in demands, costs and expectations of delegates, the Executive Committee has decided to prepare these guidelines to assist future organising committees. These guidelines are not meant to be restrictive or definitive and organisers are free to expand on them provided that minimum requirements are met.

2 - OBJECTIVES

2-1 The objectives of the ICC are to provide a forum every two years for presentation and exchange of new ideas and technology through plenary, technical and poster sessions, workshops, research student activities and exhibitions.

2-2 The General Assembly of Delegates is the forum for the ICA to conduct its business and deal with administrative matters.

3 - THE ROLE OF ICA

3-1 The ICA Executive Committee invites member nations to bid for the right to host an ICC and General Assembly.

3-2 The Executive Committee decides on the location of the ICC between two General Assemblies. The General Assembly decides the location of its meetings.

3-3 Decisions on the venue are usually made four years in advance of an ICC.

3-4 Member nations lodging bids are expected to invite the President, Secretary General and Treasurer or other members of the Executive Committee to inspect facilities and meet proposed key persons and committees prior to decisions being made.

3-5 Once a bid has been accepted, a detailed report is to be provided to the Executive Committee, setting out the broad programme and include a budget.

3-6 It is also usual to invite the Executive Committee to visit at least once to discuss the programme and to inspect conference facilities. This visit will coincide with an Executive Committee meeting, for which sufficient time must be allocated.

3-8 It is usual that the local costs of the above visits are met by the host nation.

3-9 Progress reports are required regularly by the Executive Committee. Any problem notified will be responded to by the Executive Committee.

3-10 The Executive Committee must be given an opportunity to have an input into the technical programme and approve subject areas, themes and keynote speakers.

3-11 All costs of organising the General Assembly and ICC must be borne by the host nation. No funding is provided by the ICA.

4 - LODGING A BID

4-1 Any member nation may lodge a bid to host an ICC or a General Assembly.

4-2 A letter of intent should be sent to the Secretary General and Treasurer, accompanied by completed bid documents containing details on budget, facilities, premises and intended registration fees

5 - ORGANISING COMMITTEE

5-1 A Local Organising Committee (LOC) shall be formed, and a Conference Director appointed, as soon as possible after the decision has been made by the General Assembly of Delegates or the Executive Committee to award that nation the right to hold an ICC.

5-2 In view of the huge amount of work involved, professional conference organisers should be considered, especially for handling registrations and accommodation.

5-3 It is also advisable to form the following sub-committees:

- A Programme or Scientific Committee with duties to handle Call for Papers¹, select abstracts, collect full papers, edit and print proceedings and elaborate the scientific sessions;
- A Technical Exhibition Committee with duties to conduct the technical exhibition;
- A Map Exhibition Committee with duties to collect items for the International Map Exhibition, catalogue and display these items, arrange for display of the entries to the Barbara Petchenik Children's World Map Competition and assist in the procedure for voting of the best entry in each category;
- A Social Programme Committee with duties to organise and conduct receptions and other social functions;
- A Technical Tours Committee with duties to organise and conduct a versatile set of technical tours;
- A Pre- and Post-conference Tours Committee with duties to offer and conduct a set of pre- and post-conference tours; and
- An Accompanying Persons Programme Committee with duties to arrange a set of study visits for accompanying persons.

The sub-committees shall report regularly to the LOC and the chairpersons of the sub-committees should be full or adjunct members of the LOC.

5-4 Since organising an ICC or a General Assembly is a national commitment, a patron or honorary committee should be considered in order to give the event high profile and sponsors.

6 - TIME FRAME

6-1 The ideal time frame for organising an ICC or a General Assembly is four years.

6-2 Member nations should consider this when lodging a bid.

7 - BUDGET

7-1 A preliminary budget should be prepared as soon as possible.

7-2 Since 1980, ICA Conferences have attracted 500 - 1500 delegates and 80 - 200 accompanying persons. These figures should be carefully considered when break-even budgets are prepared.

7-3 The following items should be included in the budget.

- a) Visits by Executive Committee members.
- b) Full accommodation costs for the period of the event for the President and the Secretary General and Treasurer, and their partners.
- c) Two nights accommodation for each Vice-President and Past President, and their partners.
- d) Free registration for the President and the Secretary General and Treasurer, and their partners.

¹ See the Reference Document Standard Call for Papers.

- e) Free registration for the President or one other representative of each member of the Joint Board of Geospatial Information Societies, such as FIG, ISPRS, IAG, IHO, ISCGM, GSDI, IMTA and IGU. The Secretary General and Treasurer writes the invitation letters, with a copy to the LOC secretary. Other possible guests may be invited by the LOC.
- f) Keynote speakers should be offered a complimentary registration fee.
- g) Organise a lunch for those past Executive Committee members and their partners that are attending the ICC.

8 - MAILING LIST

- 8-1 A comprehensive mailing list should be prepared for invitation and promotional purposes. Contact with the previous conference should be established to build on existing databases.
- 8-2 The database should be compiled in a form suitable for providing address labels and e-mail addresses.
- 8-3 The database should be used for personal invitations, especially to persons in countries where a personal invitation is needed for applications to attend a conference or to obtain a visa.
- 8-3 At the conclusion of the Conference, the database should be made available to the next Local Organising Committee.

9 - PROMOTION

- 9-1 Promotion should be regarded as the key to a successful event.
- 9-2 In a four-year lead time, a homepage must be set up and continuously updated, and the following documents produced (and included on the homepage):
 - a) A publicity document should be distributed at the previous ICC, at other relevant events, and mailed as widely as possible.
 - b) First call for papers, 20 months prior to the ICC and sent to the full mailing list.
 - c) Preliminary programme and invitation with registration form (6 months before the event, to the full mailing list).
- 9-3 All brochures should contain as much information as available at the time. Potential delegates can be thousands of miles/kilometres from the venue and have to make a decision on the basis of what they can read in the information provided. Maps should be used to show location of venue/hotels, tours and other relevant data.
- 9-4 Preliminary Programme and Registration forms should contain all details that a delegate/accompanying person will need during the conference period. The registration form should cover all items and be clear and concise.
- 9-5 The event should be announced on as many conference listings as possible.

10 - PROGRAMME

- 10-1 The technical programme needs to reflect the leading edge of cartography and GI science. Therefore, the Executive Committee needs to be involved in the selection of themes and keynote speakers.
- 10-2 The programme with General Assembly normally covers six to seven days. Plenary, parallel and poster sessions may be used to achieve a balanced programme bearing in mind Commission/Working Group meetings and research student activities as well. Since the poster sessions are an integral part of the program, it is essential that the poster sessions have an attractive, prominent and easily accessible location.

10-3 A publication of ICC papers is to be made available to all delegates at registration either on paper or electronic media. If both are provided one may be offered at an extra fee. After the ICC the copyright to the proceedings shall be transferred to the ICA.

11 - VENUE

11-1 The venue must be capable of a minimum of 1 500 seats for opening and plenary sessions with adequate area for registration. It must be possible to run at least 3 parallel sessions in suitably sized rooms. Up-to-date technical and audio-visual equipment and capable staff must be provided.

11-2 Exhibition space of at least 3 000 square metres is required for map and technical exhibitions.

11-3 At least four, and preferably more, rooms, each to accommodate up to 50 people, are required for Commission and Working Group meetings.

11-4 A room must be available as an office for the President and Secretary General and Treasurer, with up-to-date office equipment, and also a meeting room for approximately 15 persons, permanently allocated to the Executive Committee.

11-5 A hospitality room or space should be made available for accompanying persons and others to meet while they wait for partners. Self-service coffee/tea facilities should be available in this area.

11-6 An administration room or “Business Centre” should be available, with Internet connections or wireless LAN, photocopying facilities, packaging material and general storage for delegates' goods.

11 -7 The delegates will be provided with a designated wireless LAN area, a table for placing information about upcoming conferences, and the like. A message board should also be provided.

12 - FACILITIES

12-1 A method for distribution of material to principal delegates of member nations needs to be in place for the General Assembly. One pigeonhole per nation has proved to be suitable in the past.

13 - SIGNAGE

13-1 Adequate signage is very important to assist delegates to get to the venue, to find specific locations and to navigate within the venue. Also, signage should indicate where to access local transportation and the location of pick-up points for tours.

13-2 All rooms and exhibition areas used for the conference should be clearly shown and directions to them marked, particularly when there are parallel sessions or off-site events. A map of all conference venues should be prominently displayed at the venue and included in the conference programme.

13 – 3 Timetables for the complete programme, including modifications, should be prominently displayed in the registration area. As well, outside each room, a timetable, including modifications should be displayed to provide information about the session taking place in that room.,

14 - TECHNICAL TOURS

14-1 Every effort should be made to provide visits to areas of technical interest. These visits do not have to be only to cartographic or GI science organisations, but may include areas of related interest.

14-2 It is not usual to apply a fee for these visits. However the LOC should decide if costs need to be recovered for items such as transportation.

15 - OFFICIAL OPENINGS

The Official Opening should have a high profile. This is an opportunity to promote cartography and GI science in the host country. Appropriate officials should be invited and given the opportunity to participate. The ICA President welcomes the participants and the President or an invited keynote speaker gives the main address. Entertainment linked to the culture of the host nation has been a successful element in previous opening events.

16 - NEXT ICC

16-1 Time should be set aside during the ICC for representatives of the following ICC to make a presentation. Contact needs to be made to ascertain their requirements.

16-2 The ICA flag must be handed on to the next ICC hosts and this is usually done at the Closing Ceremony.

16-3 All relevant information that may be useful, such as the database of potential delegates, must be made available to the next organiser.

16-4 Free space of some 8 square metres in the exhibition area for promoting the next ICC and for those who have lodge a bid for the next General Assembly of Delegates.

17 - EXHIBITIONS

17-1 Exhibitions form an integral part of an ICC and provide further opportunities to enhance the status of cartography and GI science.

17-2 International Map Exhibition

Every ICA member nation and affiliate member is invited to participate in the International Map Exhibition. Every exhibitor should be given a reasonable amount of space. In the past an average of 10 metres panel length per member nation has been used. For the display of atlases, globes and computer-based products, tables may be required. Following the event, displayed items may be offered to the host nation, not for sale but for donation to a library or an educational organisation. The exhibitors need to know well in advance if transport or other costs will be incurred inside the host country and who arranges delivery to the venue. The organiser should take necessary measures to prevent customs problems.

The Barbara Petchenik Children's World Map Competition shall be organised to display the entries.

Voting procedures for selecting the best entries in each category will be specified and overseen by the Executive Committee.

17-3 Other map exhibitions

National, local and historical map exhibitions should also be arranged

17-4 Technical exhibitions

A technical or trade exhibition is a very important adjunct to an ICC and may generate income. However, costs should be kept as reasonable as possible if major suppliers are to be attracted. Some may be affiliate members of ICA and are entitled to be offered a favourable location or a discounted rate for space (check with Secretary General and Treasurer).

Exhibitors should be advised of any potential customs problems or unusual local costs.

17-5 Special note

It is strongly advised for maximum impact that all exhibitions should be held in the main Conference Complex or as close as possible.

17-6 Security

It is important that the LOC implements adequate security measures for exhibit items and equipment, as well as personal belongings.

18 - SOCIAL FUNCTIONS

18-1 A programme of social functions should be included to give delegates the opportunity to network.

18-2 As a minimum, a welcome reception and a reception in the area of the technical exhibition should be included in the registration fee. A gala dinner or other form of event open for all participants should be arranged at an additional fee.

18-3 Other functions may be sponsored or offered as options.

18-4 The social programme also provides an opportunity for the host country to display national talents.

19 - ACCOMPANYING PERSONS PROGRAMME

19-1 A separate programme for accompanying persons should be provided.

19-2 The programme should include some functions and have others as options. As a general guide, something should be available each day during the event.

19-3 A fee may be established that includes the main conference functions and other events as decided.

19-4 The fee for accompanying persons programme should be modest and calculated to cover marginal costs.

19-5 A small gift of national significance is sometimes provided for accompanying persons.

20 – SAFETY AND SECURITY

20- 1 Safety and security for the delegates, accompanying persons, exhibitors and visitors must be assured at all times during the formal conference events. The organiser is recommended to contract a comprehensive insurance to cover all damages.

20 – 2 Adequate measures must be implemented to ensure that this occurs.

20 – 3 A safety and security plan must be submitted to the Executive Committee prior to the conference.

20 – 4 Any safety or security concerns that are identified prior to the conference or that arise during the conference must be communicated to the Executive Committee and all attendees.

21 - GENERAL

21-1 A range of hotels should be offered. This should include budget priced hotels.

21-2 All accommodation should be within 10-15 minutes of the conference venue.

21-3 A map should be included in the registration document showing the location of the conference hotels and other facilities.

21-4 Details of transportation options from airport to the venue should be shown in the registration document, including the relevant time schedules.

21-5 Bank, post and currency exchange services should be provided within the conference complex.

21-6 At the close of the conference packaging material should be available for delegates to mail any goods.

22 - GENERAL ASSEMBLIES

22-1 A General Assembly is held every four years and is the business arm of ICA.

22-2 Every member nation is entitled to send a principal delegate plus a deputy.



22-3 All meetings are open and may be attended by observers. It is usual to reserve seats for invited guests.

22-4 Venue

The venue for General Assemblies must allow for setting up in class room style to allow delegates and their deputy to sit together.

22-5 The position of each nation must be identified in the room with a large sign easily visible from the position of the President.

22-6 All proceedings of the General Assembly must be in the official languages of the ICA, English and French. Therefore, simultaneous interpreting services must be provided.

22-7 The opening of the General Assembly should also be of a high profile.

22-8 The format of the General Assembly should be discussed well in advance with the Secretary General and Treasurer, who prepares the agenda and keeps the records of member nations present, their subscription payment status and their voting rights.

23 - ICSU RULES ("International Council for Science")

All potential organisers must be aware that ICA abides by the principles of ICSU in regard to non-discrimination. The ICSU statutes affirm the right and freedom of scientists to associate in international scientific activity without regard to such factors as citizenship, religion, creed, political stance, ethnic origin, race, colour, language, age or sex. This principle must be accepted by a host conference country.

24 - CONCLUSION

These guidelines should be taken as general guidelines for planning and conducting International Cartographic Conferences and General Assemblies. The guidelines may be amended from time to time when necessary.

Adopted by the Executive Committee 2007-08-08