Guidelines for International Cartographic Conferences and General Assemblies of Delegates

1 Introduction

The ICA holds an International Cartographic Conference (ICC) every two years. Normally, a meeting of the General Assembly of ICA (its main decision-making body) is held in conjunction with, and as an integral part of, an ICC at four-yearly intervals. The General Assembly of Delegates is the forum for the ICA to conduct its business and deal with administrative matters.The International Cartographic Conferenceshave each been held in a different location with different local organising committees. It is essential that expectations and previous experience be conveyed to each local organising committee, whether it is working independently or in conjunction with a professional conference organising company. With the changes in demands, costs and expectations of delegates, the Executive Committee has prepared these guidelines to assist future organising committees who are bidding for, or organising, an ICC. The 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. Other more local, but complementary, objectives can also be presented (e.g. 'to bring the regional cartographic community closer to ICA').

2.2 The specific components of an ICC include:
- Opening and closing ceremonies
- Plenary sessions with keynote speakers
- Scientific programme (involving selection, presentation and publication of papers and posters)
- Meetings of ICA Commissions and Working Groups, and other ICA-initiated meetings
- International map exhibition, children's map exhibition, and other local exhibitions
- Technical trade show
- Technical visits or tours
- Social events, including possible 'map use' events

These are each considered in detail in this document.

3 The Role of ICA in International Cartographic Conferences

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, and thus the location of the ICC at which a General Assembly will be held.

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 & 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 The bidding may be competitive and it is important that as much information as possible is provided to the Executive Committee and the General Assembly. Once a bid has been accepted, a further detailed report is to be provided to the Executive Committee, setting out the broad programme and including a budget.

3.6 It is also usual for the successful bidder to invite the Executive Committee to visit at least once to discuss the programme and to inspect conference facilities. This visit will normally take place 12 months before the conference. In addition to liaising with the local organising committee, this visit will involve the local organising committee hosting an Executive Committee meeting, for which sufficient time must be allocated. Thus, a three or four day EC visit should be envisaged and its costs included in the budget.

3.7 It is usual that the local costs of the above visits, including accommodation of EC members, are met by the host nation.

3.8 Progress reports are required regularly by the Executive Committee every 6 months in the years leading up to the conference. Any problem notified will be responded to by the Executive Committee.

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

losses will be borne by the host nation, so it is important to develop a budget before preparing a bid. Any profits are retained by the host nation, with the expectation that they will be subsequently directed towards the development of cartography in that nation. The ICA levy must also be considered in the budget (see Section 7 of these Guidelines).

3.10 Further, costs of language translation, which is essential at the General Assembly where business is conducted in French and English (the official languages of ICA), may be high. Language translation, to meet local circumstances, may also be offered by the local organising committee, but it must be recognised that all presentations during the conference must be in either English or French (see also Section 12.2).

3.11 ICA may call meetings during an ICC to meet its commitments to interested parties (see Section 10.8). Thus, ICA will take responsibility to arrange meetings with National Mapping Agencies, national delegates, Commission and Working Group Chairs, affiliate members etc.
In addition, there may be a meeting of the Joint Board of Geospatial Information Societies (JBGIS).
ICA will contribute to the LOC the costs of registration for any one President or Secretary of each member of JBGIS (see Section 7). The Secretary-General invites such representatives to the ICC and informs the LOC of their attendance.

3.12 ICA has a responsibility to manage the Travel Awards scheme which allows eligible young cartographers to receive assistance to allow for their attendance at an ICC. ICA will pay for the registration of each Travel Award winner, and will offer each winner travel costs and a contribution to accommodation costs.

3.13 ICA will ensure that the contests within the International Map Exhibition, and the Barbara Petchenik Children's Map Exhibition will be managed, in conjunction with the appropriate sub-committee of the local organising committee.

3.14 Although the content of the final programme is the responsibility of the local organising committee, ICA will be involved in the reviewing and selection of papers. In particular, the Chairs of Commissions and Working Groups should be used to solicit and review submitted papers. In addition, the responsibility for chairing sessions during the conference can be allocated to such officers, in addition to local cartographers.
The Executive Committee must be given an opportunity to have an input into the technical programme and approve subject areas, themes and keynote speakers, as detailed in Section 10 of these Guidelines.

3.15 ICA will ensure that Executive Committee members are available at the main registration desk for the conference, notably during the first day, to welcome delegates to the conference.

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 & Treasurer, accompanied by completed bid documents containing details on budget, facilities, premises, committee and personnel, and intended registration fees. Such intent should be submitted at least 4.5 years before the event date to allow for inspection visits by EC members (if deemed necessary) and information to be made available to the General Assembly.

4.3 It should be noted that, whilst ICA would expect the organisers of an ICC to promote the conference in an active manner to local cartographers and GI scientists and invite as many as possible to attend, the ICC could give an opportunity to national cartographic bodies to hold regular meetings in parallel as an integrated part of the ICC.

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.
To ensure good communication between the LOC and ICA, it is recommended that at least one member of the ICA Executive Committee is co-opted as part of the LOC. The LOC is traditionally drawn from a wide range of cartography and GIScience professionals within the country, thus ensuring representation of the many different strands of cartographic activity and expertise in a member nation. It is important that a operational nucleus of motivated persons should form the core of the LOC.

5.2 In view of the huge amount of work involved, professional conference organisers should be considered, especially for handling registrations and accommodation. It is almost essential that the capabilities of an event production specialist should be used to the maximum extent possible for all aspects of the ICC, while at the same time ensuring that the LOC and its sustaining organisations retain overall responsibility for managing the conference.

Other activities, such as catering, security, interpretation services, exhibition and trade show organisation, and travel services may need to be sub-contracted separately.

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

- A Programme or Scientific Committee with duties to handle the Call for Papers[1], receive submissions, consult with the Chairs of Commissions and Working Groups and any other reviewers, collect full papers, edit proceedings, liaise with the ICA Publications Committee and journal editors, and elaborate the scientific sessions;
- A Technical Trade Show Committee with duties to conduct the technical trade show;
- 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;

It is recommended also that the LOC take responsibility for Pre- and Post-conference Tours and an Accompanying Persons Programme with a set of activities 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. Patrons should be in a position to promote the ICC in the contact networks of the patron organisation and in its means of public outreach (web sites, internal newslettters), allow personnel of the patron organisation to dedicate time (in working hours) to the ICC, provide to LOC contact data held by the patron organisation, contribute to specific events (e.g. local map exhibitions), and potentially allow the use of venues and space in the possession of the patron organisation for ICC-related activities.

5.5 The role of sponsors can be highlighted: ICCs are an opportunity to advertise and promote the discipline of cartography and GI science, and the integration of commercial and governmental sponsors into the programme is recommended.

6 Time Frame

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

6.2 ICCs are preferably held during the months of July, August or September. A southern hemisphere conference may be scheduled for October/ November or March/April, but it should be noted that this is often less convenient for participants from the north.

6.3 Precedence indicates that the ideal time period for an ICC is from an opening ceremony on a Monday to a closing ceremony on the following Friday afternoon. A General Assembly meeting may take place on the opening Sunday, with a second meeting on the Friday before the closing ceremony.

7 Budget

7.1 It is important to note that the LOC is solely responsible for the budget of an ICC. Although the EC will contribute advice about costs, and there are significant fixed costs as outlined in this section, all risk and profit/loss is due to the LOC. A preliminary budget should be prepared as soon as possible.

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

7.3 It is usually expected that a discount on the registration fee is available for bona-fide

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[1] See the Reference Document *Standard Call for Papers.*

students, for retired people, for those who are registering for a period less than the full conference, and for accompanying persons. The LOC is entitled to categorise (and ask for proof of category) in the registration form; and it may also wish to give preferential rates to attendees from developing countries. The category 'accompanying persons' must be restricted to those who are not attending any part of the scientific programme. The accreditation of those who primarily serve in booths in the technical trade show must also be considered.

7.4 The following items should be included in the budget:

Major costs associated with an ICC include Hire of the conference venue; charges made by any professional conference company used; printing costs for a wide range of documents associated with the conference; interpretation services with simultaneous translation service; hire of equipment and materials for the technical trade show, registration and payment areas, and management systems used; other online systems for pre-conference management; costs of supplying a wireless LAN or 'internet café' facility for delegates; panels, display, and security for other exhibitions; signage; promotional efforts including website design, travel made by LOC representatives to promote the ICC; dispatch of publicity material and materials for exhibitions etc.; possible costs of personnel for setting up, administering, managing, purchasing, catering, cleaning and liaising; costs associated with opening and closing ceremonies and other entertainment.

In addition, ICA expect the following costs related to their participation to be covered locally:

a) Local costs of visits by Executive Committee members as indicated in Sections 3.4, 3.6 and 3.7.
b) Full accommodation costs for the period of the ICC for the President and the Secretary General & Treasurer.
c) Two nights accommodation during the period of the ICC for each Vice-President and immediate Past President.
d) Free registration at the ICC for each member of the Executive Committee.
e) ICA will contribute the costs of registration for the President or one other representative of each member of the Joint Board of Geospatial Information Societies,

i.e. FIG, ISPRS, IAG, IGU, IHO, ISCGM, GSDI, IEEE-GRSS and IMTA,.but other possible guests may be invited by the LOC.
f) Keynote speakers should be offered a complimentary registration fee.
g) A lunch for those past Executive Committee members and their partners that are attending the ICC.
h) A 2% levy on the total amount paid as registration fees to be claimed by ICA, as a contribution to the Solidarity Fund.

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.

8.4 At the conclusion of the Conference, the database should be made available to the next Local Organising Committee, with a request that the privacy of this data be maintained.

9 Promotion

9.1 Promotion should be regarded as the key to a successful event.

9.2 In a four-year lead time, a website 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. It is expected that the Scientific Sub Committee will consult with Commission and Working Group chairs to assist in drafting the Call for Papers.
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 far 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. It is expected that the website will incorporate the programmes and frequently updated and expanded publicity material (including preliminary conference schedules), but also links to the registration system, paper submission and accommodation booking possibilities. Some feedback mechanism is essential to allow conference attendees to report queries and potential problems (e.g. clash between presenting and chairing a session).

9.5 The event should be announced on as many conference listings, diaries, and calendars in publications as possible, and through e-mail lists as indicated above. Publicity can also be effective through launch events within the country, participation of national representatives in other conferences and meetings, publication of articles in journals and the popular media, and creation and dissemination of further brochures both nationally and internationally.

9.6 An on-line registration system should be created to allow people to efficiently register their interest, formally register, pay (using a variety of methods, including credit card), and arrange hotel accommodation.

9.7 It is expected that registration fees will be kept relatively low: conference organisers should be aware that delegates expect that the registration fee will be considerably lower than their travel and accommodation costs, which are the main items of expense when attending a conference.

9.8 Early registration should be encouraged by introducing a discount for those registering up to 4 months before the conference. It should be noted that some alignment with the results of the paper reviewing process (see 10.5 below) should be attempted: those submitting papers need to be told of the success or otherwise of their submission before the early registration period expires.

10 Programme and conference presentations

10.1 The technical programme needs to reflect the leading edge of cartography and GI science. An overall theme, reflected in a promotional conference title, should be determined. The Executive Committee should be involved in the selection of themes and keynote speakers. It is expected that the Chairs of the Commissions also be involved in the programme creation, notably in the reviewing of submissions.

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 and Working Group meetings, other meetings (as specified in Section 3.12) and excursion/tour activities as well.

10.3 Three possible types of submission should be considered by the Programme or Scientific Committee - posters, abstracts and full papers.

10.4 The poster submissions should be a fundamental part of the Programme, and there should be dedicated sessions within the Programme to promote them. Guidelines should be issued in the initial call for papers regarding the format of the posters. It is essential that the poster sessions have an attractive, prominent and easily accessible location

10.5 It is expected that the Call for Papers will encourage initial submissions in three categories – **full papers**, **abstracts**, and **posters**. These can be submitted in French or English. All submissions will be reviewed by the Programme or Scientific Committee, with assistance from the ICA Commission and Working Group Chairs to determine whether it is, in general, acceptable and what thematic category it should be allocated to (it is advisable to ask authors to specify which theme they think their submission relates to). The review panel of experts , can include Executive Committee members, Commission and Working Group Chairs, and any other persons who the local organising committee wishes to approach. The method of organising the refereeing panel is up to the local Programme or Scientific Committee: it can be done using a networked conference management tool, or it can be done 'manually' with some central

coordinating person managing distribution of papers and dissemination of comments returned.

10.6 The **full papers** will be reviewed in detail: they should have an early submission date, to allow time for comments and revisions to be made, and it is important that an abstract is also included. It is expected that at least two reviewers will be chosen to comment on each paper submitted as a full paper. A 'double blind' review process is expected. After suggested modifications, all the accepted full papers will be considered for submission to the editors of the three ICA recognised journals (currently *The Cartographic Journal*, *CAGIS*, and *Cartographica*). It is expected that the publication schedule of the journals will allow for the papers to be available just before the conference starts. Where possible, extra copies of these journals should be on sale at the conference.

10.7 Those acceptable full papers not considered by the journals will be reproduced in a publication entitled *Advances in Cartography and GIScience: Selections from ICC20xx*. This paper volume, produced in conjunction with the ICA publisher (Springer Verlag), will also be available for sale at the conference. It will include extended abstracts of those papers printed in the journals.

10.8 It is expected that the majority of submitted papers will be in the form of an **abstract**. Each abstract will also be reviewed by the panel: authors of those abstracts which are accepted will 'write-up' their papers to a full paper length for inclusion in the published *Proceedings* and presentation in the oral technical sessions. The published *Proceedings* will also include the abstracts of the full papers published in both *Advances* and the journals, and will be given to each delegate at the start of the conference. The *Proceedings* can be in paper and/or digital form.

10.9 Accepted **poster** submissions are also expected to be 'written-up' and they will also be included in the *Proceedings* (see also Section 10.4).

10.10 An efficient on-line submission system should be created to allow the Programme or Scientific Committee, authors, referees and the Executive Committee to receive, acknowledge, upload and download, make modifications to, and store papers for the conference.

10.11 The *Proceedings* 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.

10.12 The distinction between fully refereed papers and those selected by abstract should not be noted in the oral presentation sessions, each being given the same length of time. A standard approach is to offer each speaker 15 minutes, with 3 minutes of questions. This allows for 5 presentations to be fitted into a 90 minute session. However, LOCs are entitled to organise sessions as they wish. Plenary and invited speakers would be expected to be given more time. A session must have a chair, ideally someone who is not presenting during that session. The LOC can expect to call upon Commission and Working Group chairs to act as session chairs at relevant sessions. An additional person may co-chair to deal with audio-visual and/or language issues.

Timing of sessions is important as some attendees may want to move from one room to another at the specified time. It is essential, therefore, that strict control is kept on the speaker's progress. If a speaker is not at the session to present, session chairs should suspend the session and resume the schedule when possible.

10.13 A range of other meetings within an ICC should be noted as they will require room allocations. In addition to the technical programme, it is expected that a) each Commission and Working Group of ICA will hold a 'business meeting' which should normally occupy a session (from one to three hours) in the programme: these should be timetabled and offered to the Chair of each Commission or Working Group; b) the meetings organised by ICA Executive Committee - the National and Regional Mapping Organisations session (Section 3.12), a meeting with all national delegates (Section 3.12), a meeting with all Commission and

Working Group Chairs (Section 3.12), and a meeting for students and young people (which could take the form of, or include, a 'software install party') - will all require rooms. The scheduling of these meetings within the timetable should be organised with discussion with the Secretary-General.

c) It is ICA's wish that the role of affiliate members and commercial exhibitors in the Technical Trade Show be recognised. A 'Vendor's Breakfast' will be held at the site of the Technical Trade Show, early in the conference. This will be at ICA's expense but will involve a room booking and supply of a small buffet breakfast.

10.14 It is recommended that the poster sessions and all other presentations by young and student contributors be scheduled early in the conference so that they can feel involved in the conference from the beginning and see their work noted early to allow for subsequent discussion with other conference participants later.

10.15 It is now common for Commissions and Working Groups to meet for a short pre-conference workshop in a venue close to the site of the main conference. Such meetings have value in setting the scene for the Commission or Working Group contribution to the main ICC. It is expected that the LOC will be able to assist the Commissions and Working Groups to set up such a meeting by recommending a location (usually a university site) and a 'contact' person. In return, Commission and Working Group chairs are expected to encourage workshop attendees to register for the full conference.

11 Venue

11.1 Several alternatives venues for an International Cartographic Conference could be considered, but it is important to ensure availability, as suitable sites may be reserved many years in advance. The venue must be capable of a minimum of 1500 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. It is important to consider access both for international travel, and to local infrastructure such as hotels and transport links.

11.2 Exhibition space of at least 3 000 square metres is required for map exhibitions and the technical trade show.

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 & Treasurer, with up-to-date office equipment (including a photocopier and printer, for which ICA is willing to pay), 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 to allow for free web and e-mail access during the conference: this ideally would consist of a series of desktop terminals, but delegates should also be able to use the wireless connections of their own portable equipment. In addition some form of 'publicity arrangement', including tables for distributing information about future events, should be provided along with a 'paper-based' message board to allow for announcements to be posted.

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.

12.2 Translation facilities must be provided throughout the General Assembly meetings. Their provision at other times is at the discretion of the LOC: translation is particularly useful if a large number of local delegates attend in a

country where neither English nor French is the native language; translation can also be useful at opening and closing ceremonies of ICCs and at keynote or plenary sessions when it is likely that a number of different languages will be used.

12.3 Delegates to the conference should be informed about the locations of the nearest post office, police station, and computer supply shop; and inside the conference building the first aid points, evacuation procedure and location of the EC office.12.4 It is recommended that internet facilities be available in a specific room(s), rather than throughout the building: it is not advisable to allow for Wi-Fi access within the rooms used for presentations. It may be necessary, however, to allow some presenters access to the internet as part of their presentations.

13 Signage and information

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.

13.4 It is expected that some form of 'conference handbook' is produced for the conference attendees, with the schedule of presentations, plans of the venue, timetabling of all events, information about contacts, details about all exhibitions, notices about catering, local information etc. A 'delegates bag' is commonly presented to conference attendees, and the conference handbook will be inserted here, along with the Proceedings and a most-recent list of attendees. Other material – commercial, sponsored, tourist-oriented, updates etc – can also be included in the delegates bag: how this is arranged (e.g. distribution of commercial material in this manner could be charged for) can be determined by the LOC.

13.5 A notice board for the use of individual delegates should be located in the registration area.

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 opening and closing ceremony

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.
The ICA document on Closing Ceremonies[2] gives details of the schedule and running order of the closing ceremony.

16 Post-conference administration

16.1 It is useful for ICA and the LOC of the subsequent ICC to be given information as soon as possible after the conference summarising the number of participants, the number of presentations of each type, statistics about visitor numbers to exhibitions, and a view of the outcomes of the conference.

16.2 In order to determine the quality of the conference and the opinions of those

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[2] See the Reference Document *ICA Closing Ceremonies*

who attended the conference, a questionnaire seeking views about the experiences of attendees is encouraged. Such a questionnaire can be placed in each delegate's information pack, and the results of the questionnaire survey should be reported to the ICA Executive Committee.

17 Next ICC

17.1   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.

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

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

17.4   Free space in the form of a booth of some 8 square metres in the technical trade show area should be provided to promote the next ICC and for those who have lodged a bid for the next General Assembly of Delegates.

18 Exhibitions

Exhibitions form an integral part of an ICC and provide further opportunities to enhance the status of cartography and GI science. There are several exhibitions required: the International Map Exhibition; a Technical Trade Show; and the exhibition of children's maps (the Barbara Petchenik competition). In addition, local exhibitions connected with the conference are encouraged. To promote the discipline of cartography and GI Science effectively, these exhibitions may be open to the general public, in addition to conference participants. It can be valuable to arrange for visits to the International Map Exhibition, and the children's map exhibition, by local schools.

18.1   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 a limit of 10 metres panel length (with variable height) per member nation has been used. For the display of atlases, globes and computer-based products, tables may be required. A facility to display a rolling sequence of digital products is required, and more sophisticated computer terminals to allow for free access by participants to documents such as CD atlases can also be provided. 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. Unforeseen problems occur frequently, so it is expected that a sub-committee of the LOC specifically concerned with exhibitions will be established. Such a committee will be responsible for ensuring continuous contact between exhibitors and the local site, confirming, for example, safe receipt of exhibition material in all cases. In addition, this sub-committee will be expected to establish (using previous exhibitions as a guide) categories of mapping (e.g. urban maps, topographic maps, tourist maps) such that a formal competition can be held under the auspices of a judging panel, appointed by ICA, but linked to the sub-committee. The winners of such a competition are recognised at the closing ceremony, and the winning entries should be scanned at the exhibition so they can be incorporated into the ICA website.

18.2   An exhibition for the Barbara Petchenik Children's World Map Competition shall be organised to display the entries. The LOC can expect significant support from an appropriate ICA Commission to ensure the efficient presentation of this competition.

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

18.4   Other map exhibitions: National, local and historical map exhibitions should also be arranged

18.5   Technical exhibitions: A technical or trade show 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 & Treasurer): if the trade show is being organised on a commercial basis, the organisers need to be aware that such members are to be given priority. The national members should also be informed of the free space for promoting the next General Assembly (see 16.4 above). Exhibitors should be advised of any potential customs problems or unusual local costs. 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.

18.6 Security: It is important that the LOC implements adequate security measures for all items and equipment in the exhibitions, as well as personal belongings. This is likely to involve some personal security officer presence at the exhibition of atlases and globes.

18.7 It is normal practice for a printed catalogue of maps in the International Map Exhibition to be produced and presented to each conference delegate. In addition, paper catalogues may be prepared for the Barbara Petchenik Children's Map Competition, and exhibitions of national, local and historical mapping. The technical trade show can be summarised in a CD format catalogue, incorporating information, publicity, advertisements and demonstrations from the exhibitors. Alternatively an electronic catalogue can be created using specialised software..

19 Social Functions

19.1 A programme of social functions should be included to give delegates the opportunity to network.

19.2 As a minimum, a welcome reception and a reception in the area of the technical trade show 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.

19.3 Other functions may be sponsored or offered as options. In the past. these have regularly included, as a physical activity, a specially designed

orienteering event. In addition, walks, geocaching and historic visits can be considered,

19.4 The social programme also provides an opportunity for the host country to display national talents and culture..

20 Accompanying Persons Programme

20.1 A separate programme for accompanying persons should be provided.

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

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

20.4 The fee for accompanying persons programme should be modest and calculated to cover marginal costs only.

20.5 A small gift of national significance is sometimes provided for accompanying persons.

21 Safety, Security and Access

21.1 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.

21.2 Adequate measures must be implemented to ensure that this occurs. In particular, advice to delegates regarding their personal security outside the conference venue should be circulated.

21.3 A safety and security plan must be submitted to the Executive Committee prior to the conference.

21.4 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.

21.5 The local organising committee should recognise that some delegates may potentially have handicaps (e.g. vision, mobility problems) which may lead to requests for assistance. It is expected that the committee will respond positively to requests to greet, accompany and assist such delegates.

21.6 All delegates must be advised of the emergency and evacuation procedures for the building.

22 General

22.1 A range of hotels should be offered. This should include a range of prices from budget to higher categories. It is suggested that one 'student-style' hotel close to the conference centre be made available: all the Travel Award winners will be required to stay there, and other young people will also welcome the opportunity to stay with their colleagues.

22.2 All accommodation should be within 10-15 minutes of the conference venue and close to public transport.

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

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

22.5 Bank, post and currency exchange services should be provided within the conference complex.

22.6 At the close of the conference packaging material should be available nearbyfor delegates to mail any goods.

22.7 It would be useful for the conference to provide a 'baggage room' for the last day, as some delegates may have to check-out of hotel rooms before the conference programme finishes.

23 General Assemblies

23.1 A General Assembly is held every four years and is the business arm of ICA.

23.2 Every member nation is entitled to send a principal delegate plus a deputy.

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

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

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

23.6 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.

23.7 The opening of the General Assembly should also be of a high profile.

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

24 ICSU Rules (International Council for Scientific Unions)

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. The following statement should appear in the publicity and/or registration material, and may be read out by the President during the Opening Ceremony:
"Acceptance of a paper in ICA-sponsored events is a reflection of scientific merit and not a reflection of any political recognition. In terms of operating principles, ICA abides by United Nations recommendations on membership and freedom of scientific enquiry, and the ICSU declaration on the universality of science."

25 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.

Original document prepared by Ferjan Ormeling, extended by David Fairbairn; with acknowledgement to the Local Organising Committee for Santiago ICC 2009.