

Guidelines for International Cartographic Conferences and General Assemblies of Delegates (ICC 2023)

1 Introduction*

The ICA holds an International Cartographic Conference (ICC) every two years. Normally, a meeting of the General Assembly (GA) 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 GA of Delegates is the forum for the ICA to conduct its business and deal with administrative matters.

The ICCs have each been held in a different location with different local organising committees. It is essential that expectations and previous experience are 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 (EC) 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 objective of the ICC is 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 (based on a peer review process, involving

selection, presentation and publication of papers and posters)

- Meetings of ICA Commissions and Working Groups, and other ICA-initiated meetings
- International Cartographic Exhibition, Children's Map Exhibition, and other local exhibitions
- Technical Exhibition
- Technical visits or tours
- Pre-conference Commission Workshops
- 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 EC invites member nations to bid for the right to host an ICC and GA.

3.2 The EC decides on the location of the ICC between two GAs. The GA decides the location of its meetings, and thus the location of the ICC at which a GA will be held.

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

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

3.5 It is also usual for the successful bidder to invite the EC 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 EC meeting, for which sufficient time must be allocated.

3.6 It is usual that the local costs of the above visits, including accommodation

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- of EC members, are met by the host nation.
- 3.7 Progress reports are required regularly by the EC every 6 months in the years leading up to the conference. Any problem notified will be responded to by the EC.
- 3.8 All costs of organising the GA 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.
- 3.9 Further, costs of language translation, which is essential at the GA 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 12.1).
- 3.10 ICA may call meetings during an ICC to meet its commitments to interested parties. Thus, ICA will take responsibility to arrange meetings with National Mapping Agencies, national delegates, Commission and Working Group Chairs, affiliate members etc.
- 3.11 ICA has a responsibility to offer and manage instruments which allows eligible young cartographers to receive assistance to allow for their attendance at an ICC...
- 3.12 ICA will ensure that the contests within the International Cartographic Exhibition, and the Barbara Petchenik Children's Map Exhibition will be managed, in conjunction with the appropriate sub-committee of the local organising committee.
- 3.13 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 EC 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.
- 3.14 ICA will ensure that EC 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 GA.
- 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 GA.
- 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.

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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 GA of Delegates or the EC 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 EC 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 an 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 services of professional conference organizers 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 Papers¹, 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 Exhibition Committee with duties to conduct the Technical Exhibition;
- A Cartographic Exhibition Committee with duties to collect items for the International Cartographic 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 Technical Tours Committee with duties to organise and conduct a versatile set of technical tours;
- Commission Workshops subcommittee to work with the Commission chairs to organize and schedule pre-conference workshops at or near the ICC venue.

It is recommended also that the LOC take responsibility for Pre- and Post-conference tours 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 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.

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

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6 Time Frame

- 6.1 The ideal time frame for organising an ICC or a GA 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 GA 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 50–100 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 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 Exhibition 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; APC (article processing costs) of all publications (Advances, Proceedings and Abstracts); 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 Exhibition, registration and payment areas, and management systems used; other online systems for pre-conference management; costs of supplying a wifi 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 EC members as indicated in previous sections.
 - b) Full accommodation costs for the period of the ICC for the President and the Secretary General & Treasurer.
 - c) Free registration at the ICC for each member of the EC and former ICA Presidents (including participation in the Gala dinner).
 - d) Keynote speakers should be offered a complimentary registration fee.
 - e) A lunch for those past EC members and their partners that are attending the ICC.

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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

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- 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 cutting edge of cartography and GI science. An overall theme, reflected in a promotional conference title, should be determined. In addition, a list of *conference topics* should be compiled, taking the Commission and Working Group topics into account, but also, additional, interesting and current topics, e.g. topics of local importance. The Chairs of the Commissions should also be involved in the programme creation, notably in the reviewing of submissions.
- 10.2 The programme with GA 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 Following ICAs publication policy, there are three different publication streams, all based on a peer review process (*Advances of the ICA*, *Proceedings of the ICA* and *Abstracts of the ICA*: <https://icaci.org/publications/>). All the publications will be available to all delegates at the time of the conference in electronic form. Conference organisers must take the lead time for preparing the papers by the publisher into account (typically 4-6 weeks). The publications will be presented during the conference either in oral form or as a poster.
- 10.4 The Call for Papers will encourage initial submissions in two categories – **full papers**, and **abstracts**. These can be submitted in French or English. Authors declare, if their contribution is targeted at an oral presentation or as a poster presentation. They also assign their submission to one (or more) of the conference topics. All submissions will be reviewed by the Review Panel in a single blind fashion. The review panel of experts, can include EC members, Commission and Working Group Chairs, and any other persons who the local organising committee wishes to approach. It is strongly recommended to use an open content conference management tool such as Easy Chair or Conftool to organize the review process.
- 10.5 All **papers** will be reviewed in a single blind fashion. All submissions have to be evaluated by at least two reviewers, based on given criteria.
- 10.6 Full papers are candidates for the *Advances of the ICA-publication*. They should have an early submission date, to allow time for comments and revisions to be made. After suggested modifications, a subset of the accepted full papers will be considered for submission to the editors of the ICA International Journal of Cartography, where a set of papers will be selected for an issue, which is available at the time of the conference.
- 10.7 Papers handed in as abstracts have two options: they can either be further developed to a full paper – taking the comments and recommendations of the reviewers into account. In this

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- case, they will be published in the *Proceedings of the ICA*. Otherwise, only the abstract will be published in the *Abstracts of the ICA*-series.
- 10.8 Conference Organizers decide, which papers will be presented as oral and which in the poster presentation. In the oral sessions, the distinction between fully refereed papers and those selected by abstract should be noted (e.g. by an asterix); in general, however each presentations should be given the same length of time. An example of a set-up 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.
- 10.9 The poster presentations should be a fundamental part of the Programme, and there should be dedicated sessions within the Programme to promote them. Guidelines should be issued regarding the format of the posters. It is essential that the poster sessions have an attractive, prominent and easily accessible location. The conference organizers should also assign session chairs for the poster sessions.
- 10.10 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' (from one to three hours) scheduled in the programme: these should be timetabled and offered to the Chair of each Commission or Working Group;
- b) the meetings organised by ICA EC - 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 Exhibition be recognised.
- 10.11 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.
- 10.12 It is 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

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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 alternative venues for an ICC 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 providing 1000 seats for opening and plenary sessions with adequate area for registration. It must be possible to run at least 6 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 Cartographic Exhibitions and the Technical Exhibition.
- 11.3 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 EC.
- 11.4 Delegates should 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 Translation facilities must be provided throughout the GA 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.
- 12.2 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.
- 12.3 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 wifi 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

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and included in the conference programme.

- 13.3 Timetables for the complete programme, including modifications, should be prominently displayed in the registration area or in a special smartphone application. 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.

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 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 EC.

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

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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 Exhibition area should be provided to promote the next ICC and for those who have lodged a bid for the next GA 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 Cartographic Exhibition; a Technical Exhibition; 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 Cartographic Exhibition, and the Children's Map Exhibition, by local schools.

- 18.1 International Cartographic Exhibition: Every ICA member nation and affiliate member is invited to participate in the International Cartographic 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 digital 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 EC.
- 18.4 Other map exhibitions: National, local and historical map exhibitions can 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

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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 GA. 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 Cartographic 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 Exhibition can be summarised in a digital catalogue, incorporating information, publicity, advertisements and demonstrations from the exhibitors.

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 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.

- 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 Safety, Security and Access

- 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. In particular, advice to delegates regarding their personal security outside the conference venue should be circulated.
- 20.3 A safety and security plan must be submitted to the EC 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 EC and all attendees.
- 20.5 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.

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

21 General

21.1 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: young people will also welcome the opportunity to stay with their colleagues.

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

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 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.

22 General Assemblies

22.1 A GA 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 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 GA 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 GA should also be of a high profile.

22.8 The format of the GA 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.

23 ICS Rules (International Council for Science)

All potential organisers must be aware that ICA abides by the principles of ICS in regard to non-discrimination. The ICS 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 ICS declaration on the universality of science."

Guidelines for International Cartographic Conferences and General Assemblies of Delegates (ICC 2023)

24 Conclusion

These guidelines should be taken as general guidelines for planning and conducting ICCs and GAs. The guidelines may be amended from time to time when necessary.

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