

INTERNATIONAL CARTOGRAPHIC ASSOCIATION

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 (GA) of ICA (its main decision-making body, formed by its national members) is held in conjunction with, and as an integral part of, an ICC at four-yearly intervals. The GA of Delegates is the main forum for the ICA to conduct its business and deal with administrative matters. To ensure sufficient exchange and networking among participants, ICCs are typically held as in-person events. It is recommended to supplement them with hybrid elements. Only in exceptional cases and if severe circumstances require, they can be held exclusively online. The ICCs have 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 (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 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 or regional, but complementary, objectives can also be presented (e.g. 'to bring the regional cartographic community closer to ICA' or 'to help advance the UN Agenda 2030 Sustainable Developments Goals through cartography within a specific regional context' etc.).

- 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)
 - Workshops and 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
 - Social events, including possible 'map use' events
 - Accompanying persons social programme

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 Member nations lodging a promising bid are in principal expected to invite the President, Secretary General & Treasurer and other members of the EC 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 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 and business plan.
- 3.6 It is expected for the successful bidder to invite the EC to visit at least once to discuss the programme, to inspect conference facilities and address the status of preparations of other points from these guidelines together. 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. Thus, a three or four day EC visit should be envisaged and its costs included in the budget.

- 3.7 It is expected that the local costs of the above visits, including accommodation of EC members, be met by the host nation.
- 3.8 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.
- 3.9 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 and business plan 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 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 12.2).
- 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, sister societies etc.

In addition, there may be a meeting of the International Science Council GeoUnions or the UN Committee of Experts on Global Geospatial Information Management (UN-GGIM).

ICA will contribute to the LOC the costs of registration for any one President or Secretary of each member of these two organisations (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 offer and manage instruments, which allow eligible young cartographers to receive assistance to allow for their attendance at an ICC. This is usually provided through the ICA Scholarship programme.

- 3.13 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.
- 3.14 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 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.

- 3.15 ICA will ensure that EC members are available for major events laid out in these guidelines, e.g. the Opening of the cartographic and commercial exhibitions, and 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 In response to the official Call for organising an ICC, any member nation may lodge a bid to host an ICC and/or a GA.
- 4.2 A letter of intent should be sent to the Secretary General & Treasurer, accompanied by complete bid documents containing details on budget, facilities, premises, committee and personnel, and intended registration fees. Such intent should be submitted according to the dates given in the official Call, usually 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 in time 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.

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, or, to take care of additional technical infrastructure, e.g. for hybrid and Online events. 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:
- Programme or Scientific Committee with duties to handle the Call for Papers
 - Technical Exhibition Committee with duties to conduct the Technical Exhibition, 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
 - 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
 - Social Programme Committee with duties to organise and conduct receptions and other social functions

- 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 GA 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 (websites, social media, internal newsletters), 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 Cartographic Exhibitions), and potentially allow the use of venues, space and technical infrastructure 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 and/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 the large number of 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 and business plan should be prepared as soon as possible after the decision by the EC for a host nation.
- 7.2 Since 1980, ICCs have attracted 500–1500 delegates and 80–200 accompanying persons in-person at the venue. First experience with hybrid conferences indicates that the same number of participants can again be expected for an additional virtual participation. These figures should be carefully considered when break-even budgets are prepared.
- 7.3 It is 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.

In the case of a hybrid or fully virtual conference, participation fees should be reduced and adjusted accordingly in order to cover the actual costs and enable enough participants to have access. At the same time, the cost should not be so low as to make on-site participation unattractive. The EC is ready to provide advice on finding the right ratio in this case. In addition, the above-mentioned reductions should also be taken into account in the new rates and fees should be pro-rated accordingly.

- 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 Exhibition, registration and payment areas, and management systems used; other online systems for pre-conference management; costs of supplying a Wi-Fi facility for delegates; panels, display, and security for other exhibitions; signage; costs for designing and running a website and catering for social media activities; 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 the case of a hybrid or virtual conference, costs should must be considered for a performant online broadcasting format that allows for sufficient participants (up to 500) in parallel sessions and interactions, as well as the possibility of recordings and later archiving and accessibility of recordings.

Following the ICA publication strategy the publication fee of currently 15€ per paper has to be included in the budget.

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

- Local costs of visits by EC members as indicated in Sections 3.4, 3.6 and 3.7.
- Full accommodation costs for the period of the ICC for the President and the Secretary General & Treasurer.
- Any logistical costs related to the ICA Office, established by the Secretary-General at the venue (costs for printing or mailing material), see Section 11.4.
- Two nights' accommodation during the period of the ICC for each Vice-President and immediate Past President.
- Free registration at the ICC for each member of the EC, every former ICA President and every holder or current recipient of the prestigious Carl Mannerfelt Gold Medal (including the participation of Gala dinner).
- ICA will contribute the costs of registration for the President or one other representative of each member of the International Science Council GeoUnions and the UN Committee of Experts on Global Geospatial Information Management (UN-GGIM). Other possible guests may be invited by the LOC.
- Keynote speakers should be offered a complimentary registration fee.
- A lunch for those past EC members and their partners that are attending the ICC.
- A 2% levy on the total amount paid as registration fees to be claimed by ICA. The levy should be transferred to the ICA in three months after the last day of the conference.

8. Data Protection, Data bases of participants

8.1. Local and international data protection regulations should be studied carefully and applied throughout the process. It must be ensured at all times that no

unauthorised data is collected, stored or shared, but only with the appropriate consent of the participants.

- 8.2. 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, if these have been set up in accordance with data protection regulations. The ICA allows existing protected mailing lists to be used, for example, to send information to all ICA members and commissions.
- 8.3. The database should be compiled in a form suitable for providing address labels and e-mail addresses. When collecting new data for the mailing lists, the respondents must be informed in advance and their consent must be obtained.
- 8.4. Participants in countries where a personal invitation is needed for applications to attend a conference or to obtain a visa should be issued with an invitation in a format of their choice and in accordance with data protection law immediately upon request.
- 8.5. The Mailing List database can be made available for the next LOC if the data protection regulations of both regions/countries allow this, with a request that it may only be used for ICA conference purposes, and that privacy of this data be maintained.
- 8.6. For all recordings in sound and image during the conference as well as their long-term public or non-public reproduction and storage, the written consent of the person recorded must be obtained. It may be necessary to set up different categories (recording only / sound only / recording and publication etc.).
- 8.7. All databases set up before and during the conference to record and manage participants and their data should be deleted after the conference when they are no longer needed. Here too, local data protection regulations must be strictly observed.

9. Promotion and Communication

- 9.1. Promotion and Communication before, during and after the event should be regarded as the key to a successful event.

- 9.2 In a four-year lead-time, a comprehensive website and social media channels must be set up and continuously updated until the end of the conference, and the following documents produced and included:
- A publicity document should be distributed at the previous ICC, at other relevant events, and mailed as widely as possible. This may be accompanied by a promotional video and other social media posts.
 - First call for submissions: 20 months prior to the ICC It is expected that the Scientific Sub Committee will consult with Commission and Working Group chairs to assist in drafting the Call for Papers.
 - Information on accommodation and accessibility of the location. A list of reasonably cheap accommodation recommended by the organiser should be available for download (6 months before the event).
 - Social programme, tours for participants and accompanying persons, including registration possibilities (6 months before the event)
 - Preliminary programme and invitation with registration form (6 months before the event, to the full mailing list), including exhibitions, Commission and other meetings, social programme.
 - Final programme (2 months before the event).

It is expected that the conference website will remain publicly available for at least two years after the conference (see Section 16.3).

- 9.3 All documents 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.
- 9.4 Maps should be used to show location of venue/hotels, tours and other relevant data.
- 9.5 Social media, videos and other modern forms of communication should be used as far as possible in a complementary way to reach and attract especially young scientists and interested people to participate in the conference and to provide them with the most important information.
- 9.6 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, free of surcharges, and be clear and concise (e.g. on additional taxes, VAT etc.). It is expected that the website will incorporate the programmes and frequently be 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 and the provision of generic, constantly monitored e-mail addresses are essential to allow conference

attendees to report queries and potential problems (e.g. clash between presenting and chairing a session). Any such queries should be answered by the LOC immediately and with a maximum time of 48 hours.

- 9.7 The event should be announced on as many conference listings, diaries, and calendars in publications, on websites and social media channels as possible, and through e-mail lists as indicated above. ICA can help herewith by offering their communication platforms for these purposes. 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, workshops and webinars, and creation and dissemination of further brochures, videos or broadcasting both nationally and internationally.
- 9.8 An on-line registration system is mandatory to allow people to efficiently register their interest, formally register, pay (using a variety of methods, including credit card), and arrange hotel accommodation from wherever they are based. Local payments on arrival (also in cash) should be possible to allow participants access in case of difficulties with financial transactions in their country.
- 9.9 It is expected that registration fees will be kept relatively low: conference organisers should be aware that delegates, when participating on-site, 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 in person.
- 9.10 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. Technical Programme, Presentations, Publications

- 10.1 The technical programme needs to reflect the leading edge of cartography and GI science. An overall theme of current relevance, reflected in a promotional conference title, should be determined. The EC 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 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 and workshops, 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**. All submissions need to be prepared following the ICA publication guidelines. All published submissions have a maximum length of 8 pages, and are formatted based on the existing ICA template. There are three proceedings tracks:

- Full papers based on full paper review (8 pages)
- Full papers based on abstract review (8 pages)
- Abstracts (half page)

The publication is always organised via the official ICA publisher at the time of the conference. Article Processing Costs have to be paid to the publisher (see Publication Regulations and also Section 7.4 of this document).

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. In the case of a hybrid or virtual conference, all posters should be made available also in an attractive and easily accessible online gallery for virtual participants.

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 EC 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 *ICA International Journal of Cartography* and 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 available free for participants at the conference – or in open access format for virtual participants.
- 10.7 Those acceptable full papers not considered by the journals will be reproduced in a special conference *publication*. This volume, produced in conjunction with the then official ICA publisher will also be available for sale at the conference, usually at a reduced price for conference participants. 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 provided to participants by the latest at the start of the conference. The *Proceedings* must be in digital form, accessible on the website and/or through a conference app, but can also be distributed in paper form. After the ICC the copyright to the proceedings shall be transferred to the ICA.
- 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 EC to receive, acknowledge, upload and download, make modifications to, and store papers for the conference.
- 10.11 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.

In the case of a hybrid or fully virtual conference, session chairs must be able to manage both the on-site session and the virtual part of the session together and allow questions from both parts of the session. A balance of questions and discussions between the two parts of the event must be ensured. In particular, and whenever technically possible, virtual participants should not be disadvantaged in the exchange. Detailed guidelines and explanations must be provided to session chairs at least two weeks before the session in order to prepare for the event.

- 10.12A 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
- 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;
 - 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), a meeting with ICA scholarship awardees, and a meeting for students and young people will all require rooms. The scheduling of these meetings within the timetable should be organised with discussion with the Secretary-General.
 - It is ICA's wish that the role of affiliate members and commercial exhibitors in the Technical Exhibition be recognised.

10.13 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.

10.14 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 or directly at the venue. 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.

In the case of hybrid or virtual pre-conference workshops, it is also expected, that the LOC helps Commissions and Working Groups also with technical support to set up sessions when they take place at the later conference venue.

11. Venue, Facilities, Online Video platform

11.1. Several alternatives of 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 a minimum of 1000 seats for opening and plenary sessions with adequate area for registration. It must be possible to run at least four, better eight parallel sessions in suitably sized rooms. Up-to-date technical and audio-visual equipment and capable staff must be provided for each session. It is important to consider access both for international travel, and to local infrastructure such as hotels and transport links.

11.2 In the case of a hybrid or fully virtual conference an online transmission system must be selected that is state-of-the-art and allows the participation of many people at the same time, even in parallel sessions. The system must allow easy interaction (e.g. moderating questions/answers, panel discussions), be self-explanatory for the participants and also offer the possibility of audio and video recording.

For a hybrid event, a good concept needs to be developed on how to actively integrate the virtual participants into the on-site conference and clearly communicate which parts of the event are designated for on-site participants only and which are for online participants only. Guidelines for participants and especially presenters should be given to them at least two weeks before the sessions take place.

11.3 Exhibition space of at least 3 000 square metres is required for Cartographic Exhibitions and the Technical Exhibition.

- 11.4 At least four, and preferably more, rooms, each to accommodate up to 50 people, are required for Commission and Working Group meetings.
- 11.5 ICA Office during the conference: 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, free and working Internet connection), and also a meeting room for approximately 15 persons, permanently allocated to the EC and for bilateral meetings with e.g. sister societies or members. The room for the ICA Office must be quiet, lockable and accessible at all times during working hours to the President and Secretary General.
- 11.6 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.
- 11.7 An administration room or “Business Centre” should be available, with Internet connections or Wi-Fi, photocopying and printing facilities, packaging material and general storage for delegates' goods.
- 11.8 All participants will be provided with Wi-Fi to allow free web and e-mail access during the conference at any site of the venue
- 11.9 In addition some form of 'publicity arrangement', including tables for distributing information about future events, should be provided along with a message board to allow for announcements to be posted by participants.

12. Other facilities, translation

- 12.1 A method for distribution of material to principal delegates of member nations needs to be in place for the GA. One pigeonhole per nation has proved to be suitable in the past.
- 12.2 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.

13. Signage and Information, conference app

- 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 and on the website. 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.
- 13.5 A 'delegate's 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, promotional material for next conferences, etc. – can also be included in the delegate's bag: how this is arranged (e.g. distribution of commercial material in this manner could be charged for) can be determined by the LOC. For hybrid and virtual events, an online 'conference bag' that contains the same information material, is highly recommended.
- 13.6 A notice board for the use of individual delegates should be located in the registration area.
- 13.7 Delegates to the conference should be informed about the locations of the nearest post office, police station, banks, restaurants and computer supply shop; and inside the conference building the first aid points, evacuation procedure and location of the EC office.
- 13.8 In addition to a 'conference handbook' organisers should consider providing the participants with a 'conference app' which will include all the above mentioned information in Sections 13.1 – 13.7 and important updates and

current information, which can also be customised by the user for their own needs (e.g. the creation of 'my personal conference programme) and be used for important push messages by the organisers in case of major changes to events or the programme. Such an app would be a major added value for participants and also bring virtual and in-person attendees closer together, e.g. with networking and messaging functions.

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 Ceremonies

- 15.1 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. Local, regional and national authorities of the host country as well as sister societies of ICA (see Sections 3.11 and 7.4), when present, should be given the possibility to extend greetings to and address the audience. Entertainment linked to the culture of the host nation has been a successful element in previous opening events. The Official Opening is usually followed by a Welcome Reception from the host nation.

In the case of a hybrid or fully virtual conference, but events must be available to virtual participants as well, ideally through live broadcasting.

Generally, additional care has to be taken to promote diversity of the community (i.e., gender, age, thematic background, etc.) when selecting speakers for the Opening and Closing ceremonies, but also keynote speakers, session chairs, and other high profile roles at the conference.

16. Post Conference Duties

- 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. This summary can be also ideally be integrated into the closing ceremony.
- 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.
- 16.3 It is expected that the main events and outcomes of the conference will be documented and updated on the official conference website and that it will remain publicly available for at least 2 years after the event. Furthermore, it is expected that the LOC will assist in transferring any essential information and results of the conference (e.g. statistics, images, awards, etc.) to the ICA website archive.
- 16.4 The LOC is expected to produce a comprehensive final report on the conference within 1 month of the end of the conference. This will be used by the ICA and subsequent organisers to study the experience and adjust the guidelines and organisation of future conferences where necessary. In addition to a report on the experience, the report also includes detailed statistics of the conference and a detailed final account of the individual income and expenses (all items). It is to be sent to the Secretary-General & Treasurer of the ICA without being requested.

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 and of which the transfer is not prohibited by law (see Section 8) 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 and free of charge, 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, which takes place on-site and virtually. Every exhibitor should be treated equally and be given a reasonable amount of space. In the past, for the on-site exhibition, a limit of 10 metres panel length (with variable height) per member nation has been used. For the display of atlases, globes and digital products, tables are required. A facility to display digital products is required. The facility should be attractively placed and equipped with enough powerful computers in sufficient numbers to give on-site visitors an easy way to study the digital products. All digital products should be pre-installed and easily accessible.

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. Exhibitors should be made aware early on that they have the choice of picking up the objects after the exhibition or donating them for further local use. In the event that they wish to take them away again, the time and place of the exhibition's dismantling should be announced well in advance.

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. Since it happens again and again that exhibitors have to send the objects to the exhibition by mail (e.g. because they cannot travel themselves), a delivery address for such shipments should be announced in good time. It should also

be organised for the cases in which someone cannot install their exhibits on site in case of absence of the exhibitors (e.g. Maps on Panels).

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 and pro-active contact between exhibitors and the local site, confirming, for example, safe receipt of exhibition material in all cases. The sub-committee is also responsible for creating the Exhibition Catalogue (Online and Print) and labelling all items in the exhibition (see also Section 18.7). In addition, this sub-committee will be expected to establish (using previous exhibitions as a guide) categories of mapping (e.g. Maps on Panels, Educational Products, Atlases, etc.) 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.

In addition to the on-site exhibition, it is expected that there will be a parallel gallery of the exhibits on the Internet. Especially in the case of a hybrid or virtual conference, this is essential. On the website of the online gallery, there should also be a possibility to participate virtually in the selection of awards for the best objects via a 'popular vote'.

- 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 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 GA (see 16.4

above). Exhibitors should be advised of any potential customs problems or unusual local costs. The exhibitors also 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. Since it happens again and again that exhibitors have to send the objects to the exhibition by mail (e.g. because they cannot travel themselves), a delivery address for such shipments should be announced in good time.

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 catalogue of maps and other items in the International Cartographic Exhibition to be produced and presented to each conference delegate, both in printed and digital form. In addition, similar catalogues may be prepared for the Barbara Petchenik Children's Map Competition, the Technical Exhibition and exhibitions of national, local and historical mapping.

19. Social functions

- 19.1 A programme of social functions should be included to give delegates the opportunity to network. Social programmes should typically also be open to accompanying persons, see Section 20.
- 19.2 As a minimum, a welcome reception after the Opening Ceremony and a reception in the area of the Technical Exhibition should be included in the registration fee. Other receptions can be designed, for example, as an 'ice-breaker' to launch the conference or a forum for young scientists. 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, hackathons 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.
- 19.5. Also in the case of a hybrid or virtual conference, networking opportunities are important and should not be forgotten. Sessions like a 'Carto Café' for exchange by online participants should be considered.

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. The programme should be coordinated with and include the participation in the aforementioned social programmes of the conference participants. 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 Health

- 21.1 Safety and security for the delegates, accompanying persons, exhibitors and visitors must be assured at all times during the formal conference events. In addition, all legal and locally prescribed measures for the health of participants must be observed and communicated to the participants. 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 and health outside the conference venue should be circulated.
- 21.3 A safety and security plan must be submitted to the EC prior to the conference.

- 21.4 Any safety, security and health concerns that are identified prior to the conference or that arise during the conference must be communicated to the EC 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. Additional arrangements

- 22.1 A range of hotels suited for conference participants should be offered – directly for booking through the conference organisers or a sub-contractor, or at least a list of such recommended hotels be made available. This should include a range of prices from budget to higher categories and take into account affordable accommodation for students and ICA scholarship recipients.
- 22.2 All accommodation should ideally 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 or stations to the venue should be shown in the registration document, including the relevant time schedules.
- 22.5 It would be useful for the conference to provide a 'baggage room' for the last day, as some delegates may have to checkout of hotel rooms before the conference programme finishes.

23. General Assemblies (GA)

- 23.1 A GA is held every four years. The GA is the primary decision body of ICA and of utmost importance for the functioning of our association.
- 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 required 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. The seating order and sequence shall be determined by the Secretary General, who also manages the registrations and the list of delegates.
- 23.6 All proceedings of the GA must be in the official languages of the ICA, French and English. Therefore, simultaneous interpreting services must be provided.
- 23.7 The opening of the GA should also be of a high profile.
- 23.8 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.
- 23.9 Access to the GA is free of charge, but should be limited to the above-mentioned delegates and guests (the GA is not part of the conference programme or included in the registration for participants to the scientific conference).

24. ISC Rules (International Science Council)

All potential organisers must be aware that ICA abides by the principles of ISC concerning to non-discrimination. The ISC 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, and all possible precautions must be taken to ensure that this is adhered to during the entire event (e.g. in the scientific sessions or exhibition). 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 ISC declaration on the universality of science.»

25. Concluding Remarks

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.

Original document prepared by ICA Secretary-Generals and Treasurers Ferjan Ormeling, extended by David Fairbairn; with acknowledgement to the Local Organising Committee for Santiago ICC 2009. Minor updates made by László Zentai in 2014. Updated and partially revised by Thomas Schulz, approved by the ICA Executive Committee (2022).