

## Expression of Interest to host an annual CIDOC conference

### Expression of interest

As an organization with an international focus, CIDOC conferences have been held on different continents and in many countries, and hosted by many types of institutions and organizations. CIDOC Board is open to suggestions and would welcome enquiries from anyone who is interested in advancing the interests of museum documentation by hosting a CIDOC conference.

The following is a checklist of the essential information the potential conference host should provide CIDOC Board when formally expressing their interest. Interested individuals and institutions are welcome to start the preparation process early on. CIDOC Board is happy to involve in informal dialogue before the formal bidding for the conference.

### Organization of the Local Organising Committee

- Institutions involved, the extent and role in the Local Organizing Committee (LOC)
- Organisations (museums and other organizations involved, e.g. PCO. Roles and responsibilities)
- Experience – any previous experience with running/hosting conferences

### Financial arrangements

- Which organization will take financial responsibility
- Who will administer the conference bank accounts, etc.
- Potential sponsors and financial backing
- Outline of the conference budget / Conference Business Plan

### Marketing and communication plan

#### Dates

- Proposed period and dates, reasoning
- Other events taking place at the same period – supporting, related or in competition

#### Conference theme

Suggested main theme and possible subthemes. Remember to include both technical and non-technical themes.

#### Target audience

Please describe your target audiences both from the geographical point of view and from the point of view of themes and expertise you want to reach. Please notice that documentation and knowledge management in museums cover the entire spectre of life from geology and natural history to fine arts and intangible heritage. Additionally, the professional background is very varied: your audience will consist of museologists, mathematicians, information scientists as well as curators and museum directors.

- Where do you think your audience mainly comes from? Countries, and regions?
- Which other regions would you like participants to come from?
- Estimated number of participants?

## Program

Rough outline of the conference program. The conference program normally consists of

- Plenary and parallel sessions with papers and reports on documentation issues and initiatives.
- Workshops and tutorials on specific issues
- Working Group sessions during which members of the Groups pursue their projects
- Annual General Meeting of CIDOC
- Visits to museums to learn about their documentation practices
- Social events during the conference and post/extra conference tours and visits (estimated costs)

## Venues

- Type of venues (conference center, museum, university ...)
- Capacity of the auditorium and meeting rooms, number of available meeting rooms
- Location, proximity/travel between sites,
- Wifi and other technical facilities provided

## Visas

- Visa requirements and costs
- Where to find information on procedure for visitors from different continents

## Translation/interpretation

- Proposal and cost
- Which languages, which sessions
- Technical arrangements

## Food

- Availability, type (warm lunch, sandwiches etc.)
- On site or in local restaurants , costs (included in conference fee or not)
- How can you meet special requirements - allergies, religious, vegetarian, etc.

## Host City or Cities

- Which city or cities, character, history, population, sites, features and facilities of note, proximity to other cities
- Travel and accessibility: travel to the host city – nearest airports, train, motorway, etc.
- Accommodation : estimated costs and variety – basic to luxury – proximity to venues, estimated travel times using public transport, taxi

## Other Documentation

A letter of support from the local ICOM National Committee

## USP

Unique selling proposition. What makes your proposal unique and particularly interesting?

**Expressions of interest and requests for more information should be sent at least two years prior to the proposed dates to the Chair of CIDOC Monika Hagedorn-Saupe, and copied to the secretary.**

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