CIDOC Conferences
Outline of Requirements

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These guidelines should be reviewed periodically based on the experience gained at the meetings.

It would also be desirable to gather the existing information (e.g. letters of invitation, addresses of potential sponsors) in a repository archive, reachable by the organising committees for the next conferences. Relevant background material can be found at CIDOC web site under Resources - CIDOC Conference Guidelines.

CIDOC   *http://cidoc.icom.museum*
ICOM   *http://icom.museum*

Table of contents

Formal organisation

1.1   The legal status of CIDOC

As CIDOC is a professional committee of ICOM and not a legal body, it has to be clarified in the beginning of a conference preparation who may sign for which organisation (CIDOC; ICOM National Committee, Local Organising Committee).

ICOM rules regarding international committees operation can be found in section 3 of http://icom.museum/download/rules_int.pdf

ICOM statutes can be found at http://icom.museum/statutes.html

1.2   Committee structure

It is assumed that CIDOC will name a Conference Co-ordinator or a CIDOC Organising Committee with two or three members for each conference, hereafter referred to as the "CIDOC Contact". The local hosts will establish a conference organising committee to co-ordinate the planning, hereafter referred to as the "Local Organising Committee" (LOC). The LOC has the responsibility for planning and carrying out the conference.

1.2.1   CIDOC Contact

The Conference Co-ordinator or one of the members of that committee should already be a member of the CIDOC Board and one of them should have had experience of a past conference. A representative of last year's conference should be involved in the organisation of a conference.

The CIDOC Contact should work closely with the local organisers. They have to care for efficient communication with the CIDOC Chair i.e. they give reports to the Board and consult the Chair and the Treasurer in specific urgent questions.

It is important that the Local Organising Committee is comfortable in the contacts with CIDOC Board to ensure fast answers and support. Clear responsibilities and few contact points are fundamental.

1.2.2 Local Organising Committee - LOC

The Local Organising Committee will include representatives of the host institution, as well as CIDOC members or other persons willing to play an active role in the organisation of the conference at the local level.

The Local Organising Committee has the status of observer to the Board and is invited to brief the Board and attend Board meetings as required to report on the conference planning. The Local Organising Committee will appoint a representative who will bear the main responsibility for contacts with the CIDOC Board. This representative will also sign the budget and any contracts, if necessary. It is also advisable to appoint a proxy who will act in the name of the representative if he or she is unable to fulfil his or her mandate.

All information regarding the content of the conference (programme, speakers, etc.) should go to all members of the LOC and to the CIDOC Contact as well as to the CIDOC Chair. In very busy periods, the LOC needs quick responses to questions concerning delicate organisational problems. That's why the CIDOC Contact, the Chair and their proxies should make sure that there is always one contact person 'on duty'.

A representative for the LOC are strongly recommended to participate at the preceding conference to establish good contacts and actively learn from the experience and care for continuity of good practice. Participation in relevant meetings like Board meetings etc should be a condition. All costs and expenses have to be taken into the planned budget.

1.3   Decision process

A bid for an upcoming conference should be sent to the CIDOC Board as early as possible – no later than one month before the AGM held two years in advance – to enable a good dialogue and planning process for the conference. The CIDOC Board welcomes any questions at any time before.

To give possibilities for planning and to announce next conference at the Annual General Meeting the board should be able to take a decision at the AGM two years in advance for best results. Internal planning process will be handled in relation to the needs.

A board meeting will typically be held in the premises of the conference ca six months before the conference to give possibilities to discuss program, localities and to establish good personal contacts.

General information about the conference

2.1   Objectives

The objectives of the annual conference include:

- providing an annual forum for discussion between documentation specialists
- providing a focus for the work of the Committee and its Working Groups
- an opportunity to pursue the projects of the Working Groups
- an opportunity to offer training and tutorials to target groups
- providing the platform for decisions in the formal Annual General Meeting

2.2   Theme

The CIDOC Board will establish any specific objectives of the conference and its overall theme, in co-operation with the Local Organising Committee; explicit note will be taken of the local context.

2.3   Preferred month and days

September has been a traditional month for many CIDOC conferences and for historical reasons this has been due to not conflicting with other major museum conferences. Importance has to be paid to potential conflicts with international or local conferences, and the local prerequisites for a successful arrangement. However, CIDOC is still interested in exploring joint or consecutive conferences with related organisations.

It has been found convenient to have the meeting start or end on a Sunday. This allows participants to benefit from reduced rate applied to week-end flights.

2.4   Official languages and translation

The Committee's official languages are English and French. Contributions can be made in either of these languages.

CIDOC board welcomes all solutions for wider community participation by enabling translation to/from French and Spanish. As this is a very large cost, the level of translation services has to be decided by LOC and CIDOC Board for all conferences.

Under certain circumstances Contributions can be made in local language for the region.

Any speaker or national host organisation proposing to make a presentation in another language than English or French will be invited to arrange interpretation or translation facilities.

- Translation of printed notices
  - the preliminary announcement and conference programme must be available in English and French.
- Simultaneous interpretation
  - desirable in English and French.
  - possible in local language to support contributions from local speakers.
- Translation of papers:
  - desirable in English and French or a summary in either language, depending on the capabilities of the LOC.
- Presentations:
  - English or French, or local language if simultaneous translation is provided.

2.5   Submission of invitation

The meetings in 2013, 2016, 2019 etc. are being held jointly with ICOM, as part of its triennial conference. The ICOM Executive Committee decides the venue for these meetings at least three years in advance.

The venue for intervening meetings is decided by the CIDOC Board. Museums or related organisations that are interested in organising a meeting are invited to submit a written proposal to the Board, more than two years in advance. This should

- outline benefits of meeting in the country concerned
- the facilities to be provided, including localities for core conference, space for posters, exhibitions etc.

It should be supported by

- a formal invitation from the national ICOM Committee (if such a Committee exists)
- a declaration of the hosting body to give the necessary resources.

The proposals will be assessed by the Board. The process should typically give possibility to decide at the AGM two years in advance. The decision should be communicated to all candidates directly after decision.

If more than one candidate exists, the Board will decide - based on the quality of the offers, geographic spread and other strategic criteria.

Invitation – registration

3.1   Eligibility for attending

Unless constraints are applied by ICOM conference regulations, the conference must be open to

- CIDOC members
- other ICOM members
- other museum professionals
- other interested

Participation in the business meetings may be restricted to CIDOC members.

The participant should state his membership in ICOM and CIDOC at registration, to make it easier for organiser to verify formal ability to vote etc, if necessary.

CIDOC reserves itself the right to require different fees for these different categories of participants.

3.2   Registration

3.2.1   Registration deadlines

Subject to local requirements. See also the overall time-table

In the past, registration deadlines have been set 2-3 months before the conference, registration fees being higher after that date or rather there will be an early participation fee. Tied to this are the cancellation dates and fees which have to e decided by the LOC based on practical needs.

Programme policy and content

The program should be the result of a good dialogue between the LOC and the Board, based on the outline in the proposal. To attract participant's activation, a mix of session formats is welcome – with a base of plenary sessions.

5.1   Selection and invitation of speakers

The final responsibility for selecting speakers rests with the Local Organising Committee in consultation with the CIDOC Contact and the CIDOC Board. Speakers will be invited or selected on the basis of the relevance of their contribution to the theme of the meeting, the interests of CIDOC or the interests of the local museum community.

5.2   Call for papers

A "Call for Papers" for specific subjects should be issued at least 6 months prior to the meeting, as part of the first announcement.

5.3   Program committee

The LOC (in dialogue with the CIDOC Contact) is supposed to establish a program committee to review the papers. LOC and the Board should be represented.

The program committee should
- read and evaluate abstracts and papers
- suggest and select contributions to be accepted
- organise papers into sub themes and sessions
- communicate information about acceptance etc to the authors
- take the responsibility for the archiving process and delivery of abstracts, papers and other reviewed contributions to the Board for archiving.

Conference structure

6.1   Session timetable and requirements

CIDOC does not follow a rigid formula, but the following guidelines can provide a basis:

- core conference over three days
- a day before the core conference for optional workshops and/or tutorials – it is open for anyone to suggest such programme
- mixture of plenary, concurrent and Working Group sessions
- at the beginning of the conference, the Board should introduce the work of the groups and should enable participation (if they are not held before the conference).
- "business meetings" on the last day of the conference
- three Board meetings
- Open Forum or Market of Ideas for short papers and presentations
- lunch breaks, with the option of a diversion or a reception
- one or more evening receptions, subject to local possibilities
- optional additional days before or after the conference for training sessions, workshops or excursions (with separate fees).
- "behind the scene" tours and study visits

The priority should be placed on two or more plenary sessions. It should be assumed that all participants will attend.

The concurrent session structure should be used with discretion. The number of participants will depend on the topic, but it should be assumed that all participants will attend one or other of the sessions.

No plenary or concurrent session should last more than 90 minutes. 30 minutes breaks morning and afternoon, with refreshments are needed.

Paper presentations should include time for questions to the speaker, and sessions should include time for short discussion, summing up and conclusion by the session chair.

6.2   Opening and closing ceremonies

CIDOC requires a brief period at the beginning of the conference, to welcome participants; the Local Organising Committee may wish to add a more formal opening, with local or national representatives. CIDOC also requires a period for the AGM at the close, time to thank the organisers, etc.

6.3   Pre-conference committee requirements

A Board meeting will be held on the day before the conference; it may also be useful to schedule training meetings etc on one or two days before or after the conference. As this depends on, and has influence on the general program and focus for tutorials etc an early dialogue with the board is important.

6.4   Board meetings

Board meetings will be held at three times during the conference days.

- day one – after workshops
- last day – after the AGM
- during the conference

This should be taken into account when planning infrastructure like access to conference facilities, and technical meetings or social events, giving other participants a good possibility to meet the Board members, and transport for the Board to join in the programme etc.

Early planning of program outline and a dialogue with the board is crucial for good results.

6.5   Working Groups

Working Groups scope and activities varies from time to time and for different groups and is carried out both within the conferences and during rest of the year. The tradition of the recent year's conferences includes

- Short report and discussion meetings
- Multi-session work
- Introductions to new members

A full day for potential working group meetings before the core conference days has been used. This time is also used for Tutorials, with same people involved. This is not a sufficient solution due to conflicts in time. Working Group meetings should be planned within the core conference days.

Thus it has to be planned carefully in dialogue. WG chairs are supposed to support the LOC with information about WG activities early in the planning process and to make an agenda of the working group meetings to be included in the programme.

Some of the Working Groups may require full access to the Internet and presentation facilities (requirements to be provided in written form by the Working Group Chairs during the preparation stage of the conference). Only a proportion of participants will attend (estimates to be provided by the Working Group Chairs as early as possible during the preparation stage of the conference).

WG meetings should be open to all paying participants.

6.6   Tutorials

One or two days before the core conferences can be used for full day or half day tutorials. The Board should advice the LOC as early as possible on the needs for time and localities. The LOC takes the responsibility for planning. Tutorials should preferably be covered by the conference fee but might occasionally be covered by an additional fee.

For planning purposes it is important to register for the Tutorials when registering for the conference.

6.7   Technical visits ("Behind-the-scenes" visits and excursions)

It would be desirable to arrange one or more technical visits during the conference. Depending on local circumstances, these might be over lunch, early evening or for a half-day – and should be covered by specific fees if there is no chance to find financial support from host organisations. In addition, local proposals for a pre- or post-conference excursion to museums, archaeological sites, etc. would be of interest. The cost of these should be covered by specific fees.

One or more social events, like receptions, dinners, welcome/ farewell parties promote a good conference atmosphere. However, the LOC have to decide whether social events are to be a part of the program and where the sufficient time slots are. Sponsorship or specific fees can be ways of funding

6.8   Poster sessions

It can be a good idea to give space for smaller presentations in the poster session format – giving an opportunity for institutions, projects or students to inform and get feedback on actual initiatives.

The LOC decides and takes the responsibility for an optional poster session. Poster session localities etc should be described in the application for the conference.

A "call for poster" should be announced together with the "call for papers".

6.9   Exhibitions and trade fairs

It is up to the LOC to decide if, and what kind of exhibition they want to present according to their organisational capacities and financial means. All costs have to be covered by the budget and the risk has to be assessed by the LOC.

Organising of a trade exhibition is also optional.

6.10 Allied or satellite meetings

There is no objection to such meetings. Joint sessions with national or international museum organisations are welcome. It is important that the CIDOC conference is given the needed time to grant a good quality overall.

Sessions

7.1   Program outline

The sessions can be a mix of formats, based on a core of plenary sessions, and in case of many contributions, parallel sessions. Sessions should be clearly organised in themes and sub-themes relevant to the programme and the actual numbers of contributions, etc. It is the responsibility for the program committee within the LOC to present this program outline and to find a balanced set of different sessions. The CIDOC contact will support this process.

7.1.1   Paper sessions

Paper sessions should give time for presentation of the papers, time for questions and a brief discussion. It is desirable to have shorter presentations and take advantage of well prepared session chairs to enforce a vivid discussion.

7.2   Invitation of chairs and moderators

It is the responsibility for the LOC to invite chairs of plenary sessions and moderators of panels. It is also desirable for the LOC to send "thank you" notes to chairs on behalf of the CIDOC Board and membership after the conference.

7.3   Session communication

7.3.1   Communication with speakers and chairs

The LOC corresponds with speakers and chairs in consultation with the CIDOC Contact. However, it is often necessary to exercise personal contact. In some cases, a formal letter from the CIDOC Chair may be necessary.

7.3.2   Speaker "guidelines" and confirmation of AV and other technical needs

The Local Organising Committee issues speaker guidelines and confirms of their AV and other technical needs, based on advice from the CIDOC Contact.

Venue

8.1 Conference venues

Space requirements
- Plenary session: lecture theatre or auditorium for 200+ participants (potentially up to 350)
- Concurrent sessions: two or more lecture theatres, with a size depending on the programme
- Working Group sessions: 7-8 rooms, capable of holding 10-50 participants.
- Board Meetings: room capable of holding 16 participants
- Speakers office: internet connection, printer, presentation uploading

All rooms for plenary and concurrent sessions should ideally be equipped with PC and internet connection (Wire or Wireless), Beamer with possibility to use private laptops. It is desirable that as many as possible of Working Group rooms are equipped with internet connection (Wire or Wireless), Beamer with possibility to use private laptops.

8.2 Lunch services

In general a conference format with localities closely connected to each other, and opportunity to meet and discuss during coffee and lunch breaks is preferred. Inclusion of lunch services can be a good lubricant for networking, but must of course, be based on local potential.

A list – and map – of restaurants in the neighbourhood of the conference venue is regarded as a good service in case of "lunch on your own" or for other individual lunch planning. Distance, time aspects and capacity, menu profile and price can be of value.

8.3 Accommodation

It is important to provide a range of accommodation options for participants, including a medium standard hotel and an inexpensive option (such as a student hostel). If possible, it is ideal to focus participants in a small number of hotels and hostels.

Hotel booking should be possible to pay by International Credit cards (Visa, MasterCard) and separately from conference registration.

If there exist guest rooms, they should be offered to members of the organising staff or to delegates with travel grants etc. The costs have to be integrated to the budget.

Information dissemination

To reach out as wide as possible, all relevant local and international channels should be used. Experiences should be passed forward to next years organisers.

The CIDOC Board (or the LOC of the previous conference) will make available a list of addresses of major institutions for sponsorship, publishing, mailing etc. to the LOC.

The address file of a CIDOC conference should be handed over to the CIDOC Secretary and to the LOC of next year's conference.

9.1 Deadlines for printed and electronic information and material

These need to be agreed and communicated at an early stage. See timetable

9.2 Distribution methods

9.2.1 E-mail and lists

E-mail is the preferred form for communication. Traditional mailings should be reduced to members where CIDOC secretary does not have any valid e-mail address.

The CIDOC e-mail mailing lists – maintained by the CIDOC Secretary - should form the primary source. Current copies of these addresses will be made available in electronic form (.xls) by the CIDOC Secretary who takes care to update them during the conference (planning).

Other lists may be available from local national ICOM or museum association committees or related organisations.

Outside CIDOC, distribution lists such as ICOM ANNOUNCE, MUSEUM-L or regional museum lists should be considered as parallel distribution methods.

It may be possible to include publicity material in the general CIDOC distribution or those of ICOM (ICOM News announcements), the local ICOM committee and other groups. The cost of indirect or direct mailings have to be included in the budget.

9.2.2 CIDOC web site

CIDOC Web Site contains information about all conferences. As soon as possible after decision of next year's host, the information at http://cidoc.icom.museum should be updated. LOC are invited to contribute with preliminary information material as soon as possible. The local Conference web site is linked from here.

9.2.3 Conference Web Site

LOC is responsible for setting up a local conference web site. Information at the Conference Web Site is regarded primary source for the conference information and must be updated regularly and within all timetable limits.

General information on the Conference Web should to largest possible extent be provided in English and French, and where suitable in local language. Spanish might be an alternative in some countries.

The site should be active for a period covering at least a year before and a year after the conference. The entire web site should be delivered to the keeper of the CIDOC web site, to be incorporated in the CIDOC web archive. This should be done as soon as possible after all additional material and documentation has been published after the conference.

All costs for maintaining the web should be in the budget.

9.2.4 CIDOC Newsletter

Preliminary information – such as articles in the Newsletter – should generally be available in the year before the conference.

9.2.5   CIDOC Discussion forum and other social applications

An open discussion will be maintained at the CIDOC Discussion forum (http://meta.se/cidocforum/) – LOC should provide all relevant information here, and take part in member's discussion in the forum.

The LinkedIn community (http://www.linkedin.com/groups?home=&gid=811107&trk=anet_ug_hm) should also be used for dissemination.

Use of other Social applications is welcome – LOC should inform the CIDOC Contact for integration.

9.3   Publication content

Today most – if not all – publication is primarily electronic. These guidelines should be used as general guidelines when different media is applicable. Copyrights issues should be set. See Appendix for list of publications needed.

9.3.1   Copyright

Internally generated texts
CIDOC holds the copyright for internal texts, such as programmes, information, invitations etc.

Externally generated texts
Information should be published in the call for papers and communicated to authors of the accepted papers when the paper is accepted. An agreement for copyright which clear the rights between CIDOC and the author should be used and signed.

9.4   Documentation

Abstracts should be published at the conference web site in connection to the programme and conference information as soon as the review process allows.

Publishing of full papers at the conference web site, or in other electronic format, will open for participants to participate more fully during sessions. Presentation material used in conference might also be published at the web site after the conference as documentation.

The feasibility of producing pre-prints (As CD-rom, in printed form or on the Internet) will need to be assessed and costed for each meeting, but this is regarded as highly desirable.

9.5 Archiving

All publications and contributions should be delivered to the CIDOC Board for archiving. This should be handled by the program committee directly and within the paper review process.

Presentations, Papers and Abstracts should be sent or uploaded to the CIDOC repository on the day of arrival to the program committee, by the LOC, and by the Session Chair in case of late corrected versions during conference days etc. The LOC takes the overall responsibility for this process.

An ISO-formatted CD of the conference web, any other proceedings etc should be delivered to the CIDOC repository.

One complete conference pack should be delivered to the CIDOC Board at the conference, for archiving.
This should also include e-mail lists, complete delegates lists etc for administrative purposes. The conference pack should be photographed and uploaded to the CIDOC web site.

Financial and legal issues

10.1 Policy

The financial and legal responsibility of CIDOC and the Local Organising Committee must be defined at an early stage of the planning process. In normal circumstances, the LOC is expected to take full responsibility for the administration and financial management of the conference. Any variation from this position needs to be agreed in advance, and in writing, between the LOC and the CIDOC Board. It should be borne in mind that CIDOC is not a legal entity, and as such cannot enter into legal agreements. If a legal agreement is required, it must be made with ICOM, which is the legal body of which CIDOC is a part.

10.1.1 Contract signatories

Depending on the local circumstances, the CIDOC Chair may be required to sign contracts, in addition to a representative of the Local Organising Committee. The Local Organising Committee is expected to advise which contracts need to be signed.

10.1.2 Insurance requirements

In normal circumstances, CIDOC does not require cancellation insurance to be provided. Adequate public liability insurance must be available to the host organisation.

10.2 Financial responsibility of CIDOC and the LOC

10.2.1 Overall financial responsibility

CIDOC has limited financial resources, and requires the Local Organising Committee to take full financial responsibility for the conference.

10.2.2 Cheque signatories

It is assumed that this will be the responsibility of the Local Organising Committee. The Local Organising Committee will also be responsible for opening new bank accounts, if needed.

10.2.3 Responsibility for a deficit or benefits from a surplus

As noted above, CIDOC requires the Local Organising Committee to take responsibility for ensuring the conference does not incur a loss. In the event of the conference generating a surplus, the LOC is required to tell CIDOC what has been done with it. CIDOC suggests that the LOC uses such a surplus to benefit the development of museum documentation locally or regionally. Another possibility is for the LOC to give some or all of the surplus to CIDOC, so as to benefit the development of museum documentation at an international level.

10.2.4 Funding of early cash flow needs

CIDOC is normally able to provide a returnable cash float, if required, to help in the early stages of organising a conference, e.g. to cover the cost of the first mailing. If the LOC wishes to make use of this facility, they should inform CIDOC at as early a stage as possible, indicating the amount required. Such requests should be accompanied by a draft cash flow analysis for the conference.

10.2.5 Payment of bursary fund contributions

After the conference, the LOC is required to provide an account of the number of full paying delegates, and for each such delegate to pay CIDOC a sum equivalent to €40 in a mutually convenient currency.

10.3 Approval and auditing

10.3.1 Approval of budget

In normal circumstances, the conference budget will be drafted by the Local Organising Committee, with advice from CIDOC as required. It should be submitted to the CIDOC Board for review and for approval. Ideally, a draft budget should form part of the initial conference proposal.

10.3.2 Approval and currency of fees

Conference fees (see next section) must be approved by the CIDOC Board at an early stage in setting the budget. Subject to any concerns about the stability of the local currency, they may be levied in Euro, US dollars or the local currency. It is desirable that payments can be made by credit card and/or online.

10.3.3 Submission of accounts

Following the conference, detailed accounts should be submitted by the LOC to CIDOC. These accounts must contain, as a minimum, the information required to fulfil CIDOC's own reporting requirements to ICOM. CIDOC will advise the LOC what information ICOM currently requires.

10.4 Fees

Participation at the conference should be widely available, so the Local Organising Committee is asked to set the conference registration fee as low as possible, subject to financial prudence as outlined above.

10.4.1 CIDOC bursary fund

The CIDOC Bursary fund is built from a fee (€40) levied on each full paying participant. This amount must be factored into the calculations when setting the conference fees.

10.4.2 Participant fees

Fees are usually calculated for the whole conference. For financial reasons, one-day fees have not been considered desirable so far. (This does not include fees for pre- and post-conference workshops, and other special events.) However, one-day fees may be desirable for local participants. So, if the LOC wishes to take on the work of supporting them, one-day fees may be offered. In this case, the LOC should ensure that the fee for attending two conference days is more expensive than for the whole conference, in order to encourage people to stay on.

10.4.3 Free registration

The only participants entitled to free registration will normally be any speakers and chairs who attend for a single day, and an agreed number of local organisers, volunteers, etc. If it is agreed to waive or reduce the fee for other participants, this will normally need to be taken into account as an expense in the budget.

10.4.4 Expenses of special guests

Under certain circumstances it may be necessary to include expenses for special guests in the budget, e.g. inviting a guest speaker at a conference dinner.

10.4.5 Responsibility for technical tours or behind-the-scenes-tours and excursions

Where technical or behind-the-scenes tours form part of the core conference programme, their costs should be factored into the conference budget and delegates should not be expected to pay an additional fee for them. The Local Organising Committee may at its discretion organise pre- or post-conference tours and excursions. The cost of such tours should be outside the core budget projection, and should be the subject of an optional additional fee for delegates.

10.4.6 Basis for accompanying person fee

This should normally be set at a break-even figure.

10.5 Honoraria

No honoraria are paid to speakers and chairs, but if the LOC wants specialists from other areas to make a contribution, there could be extra funding for their attendance, provided out of the conference budget.

10.5.1 Reimbursement of travel and hotel expenses

Usually, travel and hotel expenses are not reimbursed to speakers and chairs. This may be considered in very exceptional circumstances, in which case the costs must be incorporated in the budget and approved in advance by the CIDOC Board.

10.5.2 Registration fees paid by speakers and chairs

Speakers and chairs are expected to pay fees, other than those who only attend for the day during which they make a contribution.

10.6 Organisational costs

10.6.1 Cost of visits to the host country by representatives of CIDOC

CIDOC will be responsible for the cost of any visits to the venue.

10.6.2 Visit to earlier conference for next years LOC

The LOC is expected to send a delegate to the previous year's conference, and will be responsible for the cost of such visit.

10.7 Sponsorship

10.7.1 Commercial sponsorship

Commercial sponsorship is acceptable in principle, as long as it is targeted at specific events or expenses, such as a reception. It is not considered to be desirable to have sponsorship for the overall meeting. Depending on the specific circumstances, it may be agreed that either the CIDOC Board or the Local Organising Committee should pursue such sponsorship. Any offers of sponsorship must be subject to formal approval by the CIDOC Board. CIDOC will recognise this sponsorship (either in the programme or at an event).

10.8 Grants and bursaries

10.8.1 CIDOC Bursary fund

CIDOC maintains a bursary fund, which enables the participation of delegates who would otherwise be unable to attend. This fund is built up by levying a fee (currently €40) on all full paying delegates. As noted above, it is the LOC's responsibility to budget for and collect this subvention on CIDOC's behalf.

The LOC is required to announce the availability of the bursary fund in all relevant conference publicity, in order to alert potential beneficiaries to the existence of the scheme, and to encourage them to apply for support. The LOC and CIDOC will agree on a timetable for the submission of applications for support and for advising applicants of the outcome. They will jointly set up a group to review the applications received, and to decide what offers to make. CIDOC will advise, in advance, the total amount that is available from the bursary fund for this conference.

10.8.2 External grants

The CIDOC Board and Local Organising Committee should jointly consider the desirability and feasibility of attracting any other grants to support the conference itself or the cost of participation at the conference by one or more participants. Such grants can be local, global, or targeted to a certain participant category. .

Local Organising Committee specific responsibilities

11.1 Liaison with CIDOC

- checking of procedures
- participation in the CIDOC Board meetings on the same terms as other working group chairs
- distribution of minutes to CIDOC
- language check of printed material

11.2 Financial control, budget and accounts

- establishing the budget
- bank account
- tax commitments
- keeping accounts
- monitoring cash flow and funding accounts
- checking invoices and paying accounts
- monitoring expenditure
- receiving fees
- advice on insurance needs
- advice on fund transfer
- production of final accounts
- advice on bursary and grant process

11.3 Program development

- definition of the overall theme in co-operation with the CIDOC Co-operator and the CIDOC Board, approval by the CIDOC Chair
- development of the program
- contact with the speakers and session chairs
- editing of the sourcebook or conference proceedings, if the production is feasible (from the organisational and financial point of view)

11.4 Processing, production and distribution of documentation

- design of logo and publication style
- standard and extent of each printed item
- production
- translation
- deadlines
- proof-reading
- liaison with printer
- distribution

11.5 Venue

- recommendation of venue
- contract
- allocation of space (programme, social events, registration; sitting areas, catering, secretariat, exhibition, book exhibition)
- technical support for the programme (public address, AV equipment, Internet access, briefing speakers)
- signs, etc. (directional signs, lecterns)
- equipment and furniture (photocopier, computer, printer)
- catering (space, menu, drinks, schedule)

11.6 Staffing

- registration and enquiry staff
- secretariat
- catering
- security
- porters, electricians, technicians, computer and telecommunication specialists
- timetables, instructions

- staff refreshments

11.7   Informing the involved persons about their responsibilities

- responsibilities of chairs of sessions:
  - briefing speakers
  - moderating of the session
- responsibilities of CIDOC Working Group Chairs / workshop leaders:
  - identification of technical equipment needed – one month before the conference
  - identification of the number of expected participants – one month before the conference

11.8   Languages

- translation
- proof-reading
- simultaneous interpretation

11.9   Promotion and publicity

- e-mail lists
- other mailing lists
- advertising
- newsletters, journals, etc.
- management of mailing

11.10 Registration

- registration procedure (system, organisation and packing of material, printing of tickets, name tags, participant list, etc.)
- advance registration (fees, confirmation, receipts, cancellations, collecting unpaid fees)
- on-site registrations (desk, cash, ticketing, amendment of participants list).

11.11 Social programme

- welcome reception, receptions, dinners
- financial responsibility
- procedures and protocol for ceremonies
- guests and VIPs
- accompanying persons' programme
- tours

11.12   Accommodation

- selection of hotels, etc.
- contracts
- liaison, notification, room lists, deposits, cancellation.

The Local Organising Committee may prefer to delegate the hotel reservation procedure to an adequate organisation (such as the local or national tourist office) – or let each participant do his or her own reservation

11.13   Technical tours

- choice of visits and hosts
- invitations and tickets
- liaison with hosts
- coaches, guides, etc

11.14   Press

- accreditation
- press releases
- local contact

11.15   Tutorials

- venue
- planning and announcements
- technical support
-

11.15   Technical exhibition

- venue
- technical support

11.16   Book displays

11.17   Advice to the next Local Organising Committee

11.18   Suggestions for the updating of the "Outline of requirements"

(carried out by the CIDOC Board)

CIDOC Board specific responsibilities

12.1 Planning Process

- Invitations to future hosts
- Decision process and announcement
- Supporting and advising LOC in planning process
- Naming a CIDOC Contact
- CIDOC Web information dissemination

12.2 Financial

- Approving budget and financial reports
- Managing the bursary application process

The CIDOC Board should in emergency cases assure a returnable cash float for the first steps if necessary.

12.3 Program planning

- Program planning dialogue
- General content profile
- The balance between Core conference and other program items
- Advice on earlier experiences
- Participation to the Programme Committee and approval of its members

12.4 Communication

- Providing actual contact information
  - a database or list with names and addresses of the CIDOC members
  - a database or list with names and addresses of the CIDOC friends and other interested individuals
  - a database or list with names and addresses of major institutions for sponsorship, publishing, mailing etc

CIDOC Board and LOC must decide whether information should be sent out by CIDOC secretary or if the responsibility is delegated to the LOC

12.5 AGM prerequisites and planning

12.5 Updating of this document

- Please send comments to *hans@meta.s*

History: previous conference venues, dates and attendance

Year	City	Country	Participants	Fee (individual member, early booking / late looking) ((students))
1986*	Rio de Janeiro	Brasil		
1987	Cambridge	United Kingdom		
1988	Barcelona	Spain		
1989*	The Hague	Netherlands		
1990	Nafplion	Greece		100,- US $
1991	Copenhagen	Denmark	120	200,- DKK + 2.200,- DKK (croisière)
1992*	Quebec City	Canada	200	375,- CDN $ / 425,- CDN $
1993	Ljubljana	Slovenia	230	300,- DM / 350,- DM
1994	Washington	USA	230	200,- US $ / 250,- US $
1995*	Stavanger	Norway	200	
1996	Nairobi	Kenya	120	125,- US $ / 175,- US $
1997	Nuremberg	Germany	240	300,- DM / 400,- DM
1998*	Melbourne	Australia		450,- AUD $ / 530,- AUD $
1999	London	United Kingdom	288	
2000	Ottawa	Canada		
2001*	Barcelona	Spain		
2002	Porto Allegre	Brazil		
2003	St. Petersburg	Russia		
2004*	Seoul	Korea		
2005	Zagreb	Croatia		
2006	Gothenburg	Sweden	140	€ 250/290/330 ((150))
2007*	Vienna	Austria	70	
2008	Athens	Greece	231	€ 200/250/300 ((150))
2009	Santiago	Chile	120	US$ 150 / US$ 200 ((US$ 50))
2010*	Shanghai	China		

* CIDOC conferences held jointly with the ICOM general conference

Timetable for the preparation of a CIDOC conference

(one month before the AGM two years ahead of the conference)	• Deadline for sending in bids for the conference (Earlier dialogue with the CIDOC board is recommended)
2 years before (the AGM two years ahead of the conference)	• Choice of the place and host providing deficiency guarantee • Choice of the overall theme • Establishing of the Local Organising Committee (LOC) • Official agreement defining duties and responsibilities of the host and the CIDOC Board
18 months before (Better earlier)	• Begin seeking sponsorship
12 months before	• First contacts to speakers (Call for papers) • Preliminary information and invitation (at the CIDOC conference, in articles in the CIDOC Newsletter, on the Internet etc.) • Preliminary information about conference fees, indicating the level of costs is needed for many participants to be able to rise local funding • Web site established
10 months before	• Agreement of the speakers (It is preferable to have this dialogue as early as possible to assure participation from relevant invited speakers, if used. It is anyhow a process that might continue until preliminary program is announced. (4 months before) • Establishment of Program Committee (for review of abstracts) • Information about deadline for the publication
7 months before	• Deadline for submission of abstracts

6 months before	• First announcement to CIDOC members, including
	
	  ◦ details of the programme
	
	  ◦ costs
	
	  ◦ bursary information
	
	  ◦ booking form
	
	• First announcement in museum publications, web and e-mail-lists
	
	• CIDOC board meeting at conference location
	
	• Review of abstracts

5 months before	• Acceptance of abstracts
4 months before	• Second and final announcement (details of the programme, costs, booking form) to CIDOC members, by e-mail lists • Arrangements for workshops, working-groups, heads of sessions
3 months before	• Second announcement in museum publications, web and e-mail-lists

2 months before	• Submission of papers for their publication (if available in printed or electronic form)
1 month before	• Higher conference fee for late booking

Call for papers, example

EXTENDED DEADLINE
Abstracts: 15 February 2006 - Full papers: 30 April 2006 - see below.

Conference papers are of two main formats, full papers and short papers. Suggested but not limited to themes described below, we welcome your partaking in the conference. Papers are presented at plenary sessions and concurrent sessions or in seminars. Besides these formats there will be time and space for more informal presentations or contributions as posters, discussions or experts meetings.

Full papers (20 min).

We invite participants to share experiences in the heritage documentation field. Priority is given to papers discussing strategic questions or border crossing experiences.

- General subjects within the **Conference theme**.

Short papers (10 min).

We encourage delegates contributions in following areas of special interest. Papers exploring the same issues or a common viewpoint might be grouped together in a common presentation or in discussion seminars.

- Presenting **new experience** in the field of museum documentation, standards, and terminology.
- Taking up one of the **special sub-themes** of the conference discussing current experience of documentation, documentation standards and heritage systems, or more strategic viewpoints marking the future steps.

Suggested sub themes

MLA-cooperation
Museums, libraries and archives sometimes have different views on documentation. Yet the public user is presumed to be uninterested in whether knowledge comes from a special sector of heritage institutions.
How is this to be dealt with by museums and others?

Museology/ Museum studies and research
Knowledge Organisation - KO, is accepted in Library Information Science LIS, and research of the outcome of library systems is quite common. In archives and in museum studies/museology the same questions are not explored at the same level.
Do we need to formulate research strategies or just introduce subjects to the universities?

Co-organisers and delegates of the conference are The Master's Programme in International Museum Studies Museion http://www.museion.gu.se/museumstudies/index.htm*, of Göteborg University.*

Culture/Nature
Culture and nature are coming closer in public view of heritage. Systems open for collaboration and exciting questions are now (more) possible than before to ask both to nature and culture. GBIF http://www.gbif.org/ is an example of CIDOC-close initiatives in documentation of nature heritage.
Do other cooperative experiments put the focus on common documentation standards?

Intangible heritage
ICOM themes of recent Years **Intangible heritage** and **Illicit trade** is taken up by SAMP http://www.samp.org and others. "New" aspects of terminology use and new users outside museums open for new demands on documentation systems and standards.
Is this a museum documentation problem and how do we meet these expectations?

Technique and systems

CRM http://cidoc.ics.forth.gr/ is now close to the goal being an ISO-standard. Harmonisation to FRBR, http://www.ifla.org/VII/s13/wgfrbr/wgfrbr.htm use in GBIF http://www.gbif.org/, dissemination and taking up the model to use and evaluate in local projects as well as in automated systems is important, to get the CIDOC-standard widely adopted and used, in museums and together with other interested users.

Important note

Send abstracts of your papers, in English and in electronic form, to the Coordinator. mailto:coordinator@cidoc06.se?subject=CIDOC06%20Paper%20proposal%20-%20abstract. E-mail subject shall be: "CIDOC06 Paper proposal - abstract"

Abstracts

The deadline for submissions of abstracts is extended to 15 February 2006

Written abstract instructions:

- An abstract must include a title.
- An abstract may not be longer than 250 words.
- Structure: introduction, objectives, conclusion.
- An abstract must be written in English or French.

As well as the abstract, the following information has to be included:

- Name and surname of author
- Academic title
- Job title and position in an institution
- Author's home institution
- Address of the institution (street, post code, city, telephone and telefax)
- E-mail address of author to which further information will be sent.

Notifications of acceptance by **1 March 2006**.

Full text

The complete text of the paper should be sent by 30 April 2006, in English or French and in electronic form only, to the Coordinator mailto:coordinator@cidoc06.se?subject=CIDOC06%20Paper%20-%20full%20text. E-mail subject shall be:" CIDOC06 Paper - full text"

All papers will be distributed on CD-rom at conference start.

Feel free to contact the Coordinator mailto:coordinator@cidoc06.se if You have any questions or would like to suggest subjects or other contributions.

Welcome with Your contribution!

Call for posters, example

EXTENDED DEADLINE
Abstracts: 15 February 2006 - Posters: at the conference site

Conference posters should give a presentation of a project, a report, a theory or any idea relevant for the conference themes

Posters should be limited to one or two posters of max 70x100 cm

Authors are fully responsible for producing and displaying the posters.

Authors should be present at least at one of the announced time slots for presentation of the poster to the public.

Important note

Send abstracts of your poster, in English and in electronic form, to the Coordinator. mailto:coordinator@cidoc06.se?subject=CIDOC06%20Poster%20proposal%20-%20abstract. E-mail subject shall be: "CIDOC06 Poster proposal - abstract"

Abstracts

The deadline for submissions of abstracts is extended to 15 February 2006

Written abstract instructions:

- An abstract must include a title.
- An abstract may not be longer than 100 words.
- Structure: Brief presentation.
- An abstract must be written in English or French.
- Relevant conference sub-theme the poster fits into

As well as the abstract, the following information has to be included:

- Name and surname of author
- Academic title
- Job title and position in an institution
- Author's home institution
- Address of the institution (street, post code, city, telephone and telefax)
- E-mail address of author to which further information will be sent.

Notifications of acceptance by **1 March 2006**.

Poster

The poster should be brought to the conference by the Author.

Feel free to contact the Coordinator mailto:coordinator@cidoc06.se if You have any questions or would like to suggest subjects or other contributions.

Welcome with Your contribution!

Abstract review, example

Dear ------

We are grateful for your positive response to participate to the Program Committee of the CIDOC2008 conference.

Attached you may find the review form, which you are asked to fill and turn back for each of the abstracts you are assigned, **by March 16, 2008.**

The abstracts are also attached below.

Thank you very much for contributing to the success of the conference.

Yours, sincerely
Ifigenia Dionissiadou

ABSTRACT REVIEW
Please use the following form to review the abstract submitted to the CIDOC 2008 conference. Please, evaluate the abstract on a scale from 1 to 5 (5 represents strong agreement while 1 strong disagreement). Feel free to provide additional comments addressed to the organizing committee and/or the author(s).

Your Name:

Comment Date:

Title of the abstract:

-The subject is relevant to the conference theme. *Please rate 1-5*:

-The theme suggested contributes to the field of cultural documentation and/or the use of information technology in museums. *Please rate 1-5*:

    -The content is well structured and the ideas are presented in a clear and coherent manner. **Please rate 1-5:**

    -The author uses language appropriate for scientific presentations. **Please rate 1-5**:

Taking into account all the above, I consider this abstract a useful contribution to the conference and I recommend to the Organizing Committee to:

Accept it as full paper (20 min)	*Yes/No*
Accept it as short paper (10 min)	*Yes/No*
Reject it	*Yes/No*

    In which conference session should we include this presentation? Would you like to suggest a session yourself?
- collection management and documentation practice and standards
- curation across archives, libraries and museums
- archival material
- photographic and visual archives
- art curation
- archaeological fieldwork curation
- conservation and curation
- long term preservation
- digital preservation
- ontologies
- the CRM
- terminology and domain representations
- organizational and legal issues
- national policies and international projects
- curation and communication with the public
- scholarly communication and research structures
- theoretical perspectives

_____
_____
    *Comments for the Committee:*_____
      _____

Guidelines for briefing of speakers, chairs and interpreters

- Briefing of chairs: the LOC
    - A manual for session chairs should be developed by the LOC regarding:
        - Program time slots
        - Presentation technique
        - Theme and abstracts

- Briefing of speakers: the session chairs
    - The chair of each session should
        - Inform himself about the session, read abstracts/papers and get in contact with speakers
        - Gather the speakers of his/her session during the previous intermediate brake – or earlier – in order to check together and make sure that all presentations are in one computer and the presentation system works accurately.
        - A "speakers office" – presentation preparation room, with

        access to printer, Internet makes it easier for the speakers to prepare presentations,

        slides etc, and facilitates the briefing process.

- Briefing of interpreters: the LOC

    - It is of great value for interpreters to have access to full papers and presentations in advance! Note that it is a huge amount of "new" domains to get comfortable with, and that the interpretations services will be of better value for the participants if the interpreters will have a fair chance and sufficient time to rehearse.

Checklist of publications

In advance

- **First Call** for contributions: to be distributed 12 months before the conference (It can also be distributed at the previous year's meeting)

  - Call for papers
  - Call for posters
  - Preliminary information

- **First announcement**: to be distributed at least six months before the conference (If already set, information can be distributed at previous year's meeting)

  - a broad statement of its scope
  - structure
  - a general indication of costs
  - invitation to register
  - bursary information
  - list of hotels
  - travel information
  - contact information

- **Second announcement**: to be distributed at least four months before the conference, with details of the programme and costs addresses and a booking form.

- **Final announcement**: if it was not possible to include full details of the programme – including the names of most speakers – in the second announcement, it will be necessary to circulate a further announcement. Including a reminder to register and actual higher price level.

The primary version of the announcements must be in English and French; they may also include the text in the local language. A separate brochure or electronic version may be prepared for local use.

At the conference

- **Delegates package**; to be distributed at the conference

  - Printed programme
    A printed programme must be available at the Conference, the primary version of which should be in either English or French, with as much as possible translated into the other main language and the local language.
  - List of participants – Printed or accessible on-line
    At the time of registration, a participants list must be available, in either English or French, with institution, country, the full address, telephone, e-mail and URL (if available). The participants should be encouraged to correct their addresses during the conference.
  - List of cafés, restaurants, etc – Printed or accessible on-line
  - Local information – Printed or accessible on-line
  - Maps
  - Evaluation
  - Etc

- **Pre-prints / Handbook**: it is also desirable to produce a Conference Documentation with copies of the papers in English or French and, if suitable, in local language. This can be distributed in an electronic format.

  - Papers should be submitted in electronic form defined by the LOC. The deadline for submission will depend on the form of the publication and should be set before sending out the call-for-papers and invitations. Copyright permissions must be obtained from the authors, preferably by announcing an agreement in the call for papers.

- **Commercial exhibitors**: the conference documentation should include a list of exhibitors, with full contact information.

Copyright guidelines

Steven

Bursary

Info: board wording

Bursary

Info: board wording

Conference software

An brief overview over used and recommended conference organising software is supposed to be added here.

Leiden – (freeware)

Digital Humanities – (limited license?)

Conference software