

CIDOC Conference proposal evaluation criteria		Note
1. Proposed 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. Translation facilities	<ul style="list-style-type: none"> • Translation of printed notices: the preliminary announcement and conference programme must be available in English and French. • Simultaneous interpretation: desirable in English and French, as long as funding is provided from an outside source; potentially desirable in the local language, to support contributions from local speakers. • Translation of papers: in English and French or a summary in either language is desirable, depending on the capabilities of the LOC. • Presentations: English or French, or local language if simultaneous translation is provided. • Correspondence between CIDOC and the Local Organising Committee: English or French. 	
3. Benefits	written proposal to the Board should <ul style="list-style-type: none"> • outline benefits of meeting in the country concerned 	
4. Facilities	<ul style="list-style-type: none"> • the facilities to be provided 	
5. Formal invitation	<ul style="list-style-type: none"> • a formal invitation from the national ICOM Committee (if such a Committee exists) 	
6. Financial guaranties	<ul style="list-style-type: none"> • a declaration of the hosting body to give the necessary (financial) support 	
7. Overall quality of proposal	If more than one candidate exists, the Board will decide - based on the quality of the offers, geographic spread and other strategic criteria.	

<p>8. Venue</p>	<p>Space requirements</p> <ul style="list-style-type: none"> • 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 	
<p>9. Accommodation</p>	<p>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.</p>	
<p>10. Sponsorship</p>	<p>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 Chair, CIDOC Co-ordinator (COC) or Local Organising Committee may pursue such sponsorship. Any offers of sponsorship must be subject to formal approval by the CIDOC Chair. CIDOC will recognise this sponsorship (either in the programme or at an event).</p>	
<p>11. Possible funding</p>	<p>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.</p> <p>Such grants can be local, global, or targeted to a certain participant category. External funding should be required.</p>	
<p>Total</p>		