

CALL FOR HOST

for the

20th TRIENNIAL CONFERENCE

for the

COMMITTEE FOR CONSERVATION

INTERNATIONAL COUNCIL OF MUSEUMS

ICOM-CC

PERIOD OF THE CONFERENCE:

SEPTEMBER 2023

INTRODUCTION

The Directory Board of ICOM-CC invites organisations to submit proposals to host its 20th Triennial Conference in 2023. The following document assists potential hosts in preparing their bid by outlining the position of ICOM-CC and the essential commitments involved in hosting the conference.

ICOM, the International Council of Museums, is comprised of approximately 40,000 members in 141 countries (www.icom.museum). With over 3000 members, the Committee for Conservation (ICOM-CC) is by far the largest of ICOM's 32 International Committees. It is a network of professionals who commit themselves to the conservation of museum collections, including library and archival materials. Information about ICOM-CC and its twenty-one Working Groups may be found at www.icom-cc.org.

The Triennial Conference is the culmination of ICOM-CC's three-year cycle of activities, providing a venue for conservators, scientists, historians and art historians, curators, librarians, archivists, students, collection managers and directors from the world's leading cultural institutions and the private sector to meet and exchange information on the latest research and practice in the field of conservation. Depending on its location, the conference may attract up to 1000 delegates who participate in plenary sessions, general assemblies, and specialised Working Group sessions; technical visits and excursions; and social events. In addition, delegates expect to take advantage of the conference to visit local museums and sites of interest in and around the host city.

In the following text, the Directory Board of ICOM-CC will be abbreviated as DB and the National Organising Committee will be abbreviated as NOC.

OVERALL ORGANISATION AND RESPONSIBILITY

Overall responsibility for the conference will be vested in the DB, which will maintain continual oversight and give final approval of all aspects. Progress reports from the NOC will take place at each of the five biannual international DB meetings in advance of the Triennial Conference, which a representative of the NOC will be expected to attend.

The NOC holds financial responsibility for the conference, and will be responsible for setting up the conference organisational structure and logistics, outlining and updating the budget, and seeking sources of funding. The NOC will inform the DB about the individual responsibilities within the NOC (i.e. budget, programme, technical visits), and any proposed sponsorship agreements which the DB will have ultimate authority to endorse or reject. The Chair of the DB or his/her delegate should be invited to attend meetings of the NOC.

CONFERENCE PROGRAMME

The conference proper normally runs from Monday through Friday. Business meetings of the DB typically occur on the weekend before the conference week. The general outline of the Triennial Conference programme can be flexible but usually runs as follows:

Day 1 minus 2:	Meeting of the DB (normally a Saturday)
Day 1 minus1:	Meeting of the DB with the Working Group Coordinators (normally a Sunday) on-site registration
Day 1 morning:	Plenary Session (opening ceremony, welcome and keynote speech(es)) General Assembly 1 (ICOM-CC business meeting: report from the Chair, financial report, any other procedural business)
Day 1 afternoon:	Working Group sessions
Day 2:	Working Group sessions
Day 3 morning:	Plenary session (presentations selected by DB and NOC)
Day 3 afternoon:	Technical visits
Day 4:	Working Group sessions
Day 5 morning:	Working Group sessions
Day 5 afternoon:	General Assembly 2 (ICOM-CC Medal presentation, ICOM-CC Lecture, presentation of newly elected DB and Coordinators, presentation of next venue) Plenary Session (closing ceremony)

Alterations to the programme may be suggested by the NOC, but must be approved by the DB. The plenary sessions on Days 1, 3, and 5 should be constructed in close cooperation between the DB and the NOC.

Technical Visits

The NOC is responsible for organising technical visits on the afternoon of Day 3 for the conference delegates. The cost of the visits, including transportation, should be included in the registration fee. The technical visits should represent a balance between historic sites, museums, galleries, archives, libraries, and laboratories. The visits should stress conservation-related activities rather than general tourist interests.

Social programme

The NOC is responsible for organising a social programme for delegates during the conference week. This should include a welcome reception on Day 1 and a conference dinner (preferably early in the week). A cultural performance or other experience may also be organised. Excepting the conference dinner, which is paid separately by delegates the social activities have traditionally been given at no extra cost to registered delegates. ICOM-CC supports the NOC using outside sponsors to cover the costs of the social activities and not have these costs reflected under the conference fee.

Travel grants

The DB may, at its discretion, apply for travel grants for delegates from economically challenged and emerging countries and will be responsible for all communication with the sponsors as well as the selection of the grant recipients. The NOC may be responsible, through its conference organiser or travel agent and in cooperation with the ICOM-CC Secretary, for the organisation of air travel to and from the venue, hotel booking, assistance with the securing of necessary visas, and other logistical support for up to twenty-five grant recipients. The travel grant recipients will pay the early bird registration fee. By no means can any part of the travel grantee funds provided by the sponsor be used for anything other than conference/organisational activities based on what the sponsor has specifically agreed to with ICOM/ICOM-CC in the Grant application and agreement. The DB will keep the NOC informed in a timely manner of all developments with regard to any travel grant recipients.

Pre- and post-conference activities

The NOC or its designated conference organiser/travel agency may organise pre- or post-conference tours or activities in the region of the host city. These are not part of the conference proper and are paid for by a separate fee.

TRADE FAIR

The trade fair, which should be located in close proximity to the lecture rooms, should present delegates with the opportunity to interact with representatives of commercial and private entities working in the field of conservation, arts and cultural heritage. Traditional arts and crafts from the region may also be included. The NOC is encouraged to regard the trade fair as a potential source of income, without however discouraging exhibitor participation by setting booth fees too high.

FACILITIES

The facilities that must be provided for the conference include but are not limited to the following:

- A **lecture hall for the plenary sessions and general assemblies** (Day 1 morning, Day 3 morning, Day 5 afternoon) capable of comfortably accommodating all delegates (in a European venue a hall with a capacity of 1000 would be reasonable). This hall should be equipped with in-room technical assistance, PC with PowerPoint and projector, podium (and/or tables), microphone for speakers and roaming microphones for audience questions.
- Sufficient number of **lecture rooms to hold up to five parallel sessions of Working Groups**. These rooms should hold from 100–500 people. Each room should be equipped with in-room technical assistance, PC with PowerPoint, and projector, podium and microphones for the speakers and roaming microphones for audience questions
- A **large room/area with facilities for the trade fair**
- **Space and facilities for the display of posters** (100 maximum), as close as possible to the lecture rooms
- Area for **refreshment breaks and restrooms**, as close as possible to the lecture rooms
- A **dedicated office for the ICOM-CC Secretariat and DB** (capacity 12 people) equipped with scanning/printing capability (packets of paper DIN A4, maintenance service), PC (English keyboard and software; minimum Word, Excel and PowerPoint) with printer/scanner software and a dedicated printer, WiFi internet password access (separate from general delegate access).
- A **speakers' room** with computer access, projector, photocopier (double-sided), printer and technical assistance
- A **dedicated area with at least 10 computer terminals** for use by delegates. These computers may also be used by delegates for on-line voting on Day 1 minus 1, Day 1, and Day 2
- **WiFi access throughout the conference venue**

Close to the venue, but not necessarily at the venue the DB needs:

- On Day 1 minus 2: **A room (capacity 20 people)** equipped with a projector and Wi-Fi for the DB meetings
- On Day 1 minus 1: **A room (capacity 50 people)** equipped with a projector and Wi-Fi for the DB / Coordinators meetings.

ACCOMMODATION

- Hotel rooms for the DB, Managing Editor, Secretary, and President/Director General of ICOM
- Accommodations for delegates ranging from student hostels and bed and breakfast accommodations to three and four star hotels

THE PREPRINTS

The Triennial Conference preprints are the principle scientific production of ICOM-CC and the contents are the responsibility of the DB. The final selection of published papers is the result of a multi-step process wherein the Managing Editor, Working Group Coordinators, Peer Reviewers, and Editorial Committee fulfill specific roles. The organisation of this process is the responsibility of the DB.

Costs contributed by the NOC that are relevant to the publishing of the preprints include a portion of the salary and expenses of the Managing Editor and funding of the Preprints Selection Committee (SC) meeting, typically in June or July of the year preceding the Triennial Conference. The Selection Committee meeting expenses include (but are not limited to) travel, accommodation, and per diem for up to six SC members to attend a three-day meeting at a location to be agreed upon between the DB and the NOC. An estimation of these costs will be made by the DB and will be communicated to the NOC in a timely manner. In 2020, the partial fees for the Managing Editor totalled approximately € 42,000 (US\$ 47,000), and the costs related to the Selection Committee meeting totalled approximately € 3,640 for the preprints production process for the 2020 Triennial Conference.

ICOM-CC has a tailor made web-based system for the submission, review, and editing of conference abstracts, papers, and posters. The platform is operated by the firm Use.it®. The cost for this service for the 2020 Triennial Conference was € 20,420 before taxes (which includes programming, support during the preprints process, hosting, and 12 mailing campaigns). Use.it® is also available for design and operation of the conference website (as they did in 2011, 2014, 2017 and 2020) and discounts will apply in this case.

The DB will decide the format of publication and inform the NOC in due time before the conference final budget is finalised. Any costs for publishing/producing the ICOM-CC Triennial Conference preprints, as well as any costs related to transporting preprints materials to the Conference venue, must be covered by the NOC in contractual form with a publisher selected by mutual agreement with the DB through a Call for Publisher issued during the year preceding the Triennial Conference. These costs for 2020 totalled app. € 26,000.

PRINTED MATTER

The NOC is responsible for the production and printing of a full programme booklet to be distributed at the conference. The DB will give final approval of the content of the booklet. The programme should be written in English. Any additional language(s), either one of ICOM's official languages and/or a language appropriate to the host country, may be included at the discretion of the NOC.

The programme booklet should contain all plenary and Working Group session programmes as well as details of the technical visits and social programme. The DB will provide the Working Group programmes for inclusion in this booklet in a timely manner.

COMMUNICATION

The complexity of the conference requires effective and regular communication between all parties concerned.

It is essential that lines of communication, once established, be maintained to avoid confusion and repetition. The Chair of ICOM-CC or his/her delegate is responsible for communication between ICOM-CC and the NOC. The logistical organisation of the papers and posters for publication is the responsibility of ICOM-CC. ICOM-CC issues the calls for papers and posters and communication with its members through the Secretariat. Communication with external bodies such as the organising conference bureau, the trade fair, and the conference centre is the responsibility of the NOC.

The NOC is encouraged to create a house style to be used on all communications (including letterheads, flyers, conference website, signage, etc.). Any conference logo should always be used in combination with the ICOM-CC logo and the logo(s) of any of the local organising body or bodies and major supporters. The Chair of ICOM-CC administers use of the ICOM-CC logo, which must not be truncated or altered. The language of all conference-related communications is English. The use of any additional language(s) is at the discretion of the NOC and any additional costs incurred are the responsibility of the NOC.

The NOC should develop a conference website which will play a pivotal role in effectively communicating the conference worldwide. The Chair of ICOM-CC or his/her delegate should be a member of the conference website group. This group will take responsibility for the content of the website and for its updating. Website information must be given in English. Any additional language is at the discretion of the NOC.

Any communication with the press in connection with the conference should be discussed in advance between the NOC and the Chair of ICOM-CC or his/her delegate.

DELEGATES AND REGISTRATION FEES

The total number of delegates expected depends on its location. The number may be estimated by adding the anticipated number of ICOM-CC member-delegates (about 300) to the number of delegates expected from the organising country and surrounding region. An approximation of these participants might be made by taking into account the memberships of relevant professional organisations in these countries.

Total attendance at the five most recent Triennial Conferences was as follows:

Copenhagen	2017	1000
Melbourne	2014	650
Lisbon	2011	900
New Delhi	2008	600
The Hague	2005	950

The NOC should be aware of any potential difficulties delegates might have in securing visas to enter the host country and should be prepared, through their government contacts, conference organiser, or travel agent, to assist the delegates in this regard.

Registration fees are expected to cover a portion of the costs of the conference, however, it is essential that the financial threshold for participation is as low as possible in order to enable reasonably wide global participation. The participation of students should be encouraged with substantially reduced registration fees. The past registration fees are given below. Please note that these are only provided as past fees; ICOM-CC would support and encourage **lower fees** when possible.

		Copenhagen 2017	Melbourne 2014	Lisbon 2011	New Delhi 2008	The Hague 2005
Early Bird registration	members	€ 565	€ 400	€ 345	€ 350	€ 400
	non members	€ 685	€ 520	€ 465	€ 470	€ 475
	students	€ 353	€ 165	€ 175	€ 175	n.a.
regular period registration	members	€ 760	€ 500	€ 435	€ 400	€ 450
	non members	€ 880	€ 620	€ 555	€ 520	€ 525
	students	€ 400	€ 200	€ 215	€ 200	n.a.
Late and onsite registration	members	€ 865	€ 560	€ 500	€ 450	€ 525
	non members	€ 985	€ 680	€ 620	€ 570	€ 575
	students	€ 450	€ 200	€ 245	€ 225	n.a.

The difference of €120 between member and non-member fees reflects a current policy of ICOM-CC which takes into consideration the financial commitment already made by ICOM members through their annual ICOM membership fees. This fee difference must be transferred to ICOM-CC no later than four months following the close of the conference. The processes for identifying member versus non-member delegates and for transferring the non-member margin of €120 to ICOM-CC will be managed in cooperation with the Secretary and Treasurer of ICOM-CC. These processes must be addressed in the contractual agreement between ICOM-CC and the NOC. The conference budget should be based on the membership fee.

OVERVIEW OF COSTS AND FINANCIAL RESPONSIBILITIES

All expenses for the conference, including the costs of publishing the preprints, the dedicated website, and any applicable taxes are the responsibility of the NOC. The DB and ICOM take no responsibility for any financial shortfall should there be one. Any monetary surplus (after the transfer of €120 per non-member delegate) will be shared equally between the NOC and ICOM-CC unless another arrangement is agreed upon.

Conference costs/expenses include but are not limited to the following:

- Conference centre rental (including all facilities outlined above)
- Simultaneous translation into host country language(s) may be organised at the discretion of the NOC and must be paid by a separate budget by the NOC).
- Refreshment breaks and conference lunches, including special dietary needs
- Receptions, social events, conference dinner (the conference dinner is paid separately by the delegates)
- Technical visits, including transportation
- Registration and organising costs
- Production of programme, tickets, delegate badges, conference bags, etc.
- Creation and operation of the conference website
- Operation of ICOM-CC's web-based system for the submission, review, and editing of conference abstracts, papers, and posters operated by the firm Use.it[®] (as outlined above).
- Publishing costs associated with the preprints
- Partial fee for Managing Editor (as outlined above)
- Editorial Committee expenses (as outlined above)
- Directory Board travel expenses, accommodation for 8 nights and registration for up to 11

DB members, the ICOM-CC Secretary and Managing Editor, to attend the Conference. The choice of hotel shall be made in consultation with the DB.

- Subvention for invited speakers, up to six persons for two nights
- Free registration for the President or Director General of ICOM and the President of IIC or his/her delegate
- Subvention for free registration for students working at the conference; the maximum number should be negotiated with the DB (in the past, approximately 20-25 complimentary student registrations)

FINAL REPORT

The NOC will deliver a final evaluation report on the conference, included a detailed independently audited financial report to the Chair of ICOM-CC within five months following the close of the conference. A delegate of the NOC may be asked to attend as an observer the first DB meeting following the conference in order to deliver the report to the DB and the representatives of the NOC for the next Triennial Conference.

PRESENTATION IN BEIJING, CHINA, 81 SEPTEMBER 2020

At least one representative of the successful bidder will be expected to attend the closing ceremony of the 19th Triennial Conference in Beijing, China, on 18 September 2020 at the Closing Session of the General Assembly to make an audio-visual presentation of the venue for the 20th Triennial Conference. Traditionally, next venues for the ICOM-CC Conference are considered confidential until this presentation.

TOPICS TO ADDRESS IN THE PROPOSAL FOR THE ORGANISATION OF THE 20TH TRIENNIAL CONFERENCE OF THE INTERNATIONAL COUNCIL OF MUSEUMS COMMITTEE FOR CONSERVATION (ICOM-CC) 2023

The proposal (in pdf or Word format) must be received by the ICOM-CC Secretariat (secretariat@icom-cc.org) by **15 March 2020** (midnight Central European time). For further information about this Call for Hosts, please contact the ICOM-CC Secretary, Joan Reifsnyder (secretariat@icom-cc.org, or +39 334 730 7713).

The Directory Board would like to stress to potential hosts the significant financial commitments required to host a Triennial Conference, including payments that must be made during the three years leading up to the conference. Candidates must be certain that they can secure substantial supporting funds from national or international bodies other than ICOM or ICOM-CC.

Candidates are kindly requested to describe all the issues with sufficient detail, yet to be as concise as possible.

I. NOC

- identify institutional and individual members of the NOC, indicating main contact person

II. VENUE

- venue name, address, city, country, website
- facilities in the conference venue adequate to the needs of the ICOM-CC Conference
- indications of public transportation to and from airport, with approximate costs
- availability of accommodations at a range of prices near the conference venue

III. CONFERENCE DATES

- five days not to coincide with major national, international, or religious holidays or major local events

IV. PROPOSED CONFERENCE THEME

- provide theme: theme should be clear, specific, and concise, addressing general topics or issues in cultural heritage/museum conservation (conference theme will loosely serve as a guideline for the plenary sessions and/or Working Group presentation submissions)

V. FACILITIES

- detailed description with reference to section on FACILITIES above

VI. CONFERENCE ORGANISATION AND MANAGEMENT

- name of professional conference organiser (if known)
- a detailed financial budget, in Euros, addressing all projected conference revenues and expenses with reference to the items outlined in the above text. **Please use the template in Appendix 1.** It is possible to add fields/lines as necessary for the individual proposal.
- note any anticipated difficulties delegates from specific countries might have in securing visas to the host country and how the NOC will resolve them.

4g Simultaneous Translation (if applicable)								
5. COMMITTEE COSTS								
5a Complimentary Registration - NOC								
5b Incidentals								
5c Directory Board Airfares								
5d Directory Board Conference Dinner								
5e Directory Board Accommodation x 8 nights								
5f Directory Board Complimentary Registration								
5g Conference Preprints, Managing Editor fee								
5h Conference Preprints, Selection Committee Meeting								
5i Conference Preprints web platform for review and selection								
6. PROMOTIONS / MARKETING								
6a Web site								
6b Bulk Mail and email campaigns								
6c Advertising / Inserts / Copywriting								
6d Promotions at Other Conferences								
6e Photography								
6f Media & Communications								
7. DELEGATES/Onsite								
7a Name badges/lanyards/envelopes								
7b Satchel								
Satchel artwork set up & freight								
7c Packing satchels / Inserts								
7d Transport to technical tours								

8. PRINTING/DESIGN								
8a Logo Design/templates/ppt slide								
8b Promotional DL Card								
8d Conference program								
8e Stationery - (Letterheads, etc)								
8f Function Tickets, Delegate List etc								
8g Full Conference Preprints (or 8h)								
8h USB's Conference Preprints (or 8g)								
USB delivery and data upload costs								
8i Pads & Pens								
8j Conference Phone App								
9. PCO ADMINISTRATION								
9a PCO Fixed fee								
9b Per Delegate fee								
9c Sponsorship/Exhibition Fee								
9d Office Expenses/Incidentals								
9e On site staff /travel /accomm								
10. EXHIBITION/SIGNAGE								
10a Booths - 3m x 3m booths								
10a Booths - 2m x 2m booths								
Extra costs for modifications								
10b Fixed Exhibition costs								
10c Storage / Walling / Poster boards								
10d Registration Desk								
10e Signage								

14d Non- Members- Early Bird/Best Rate								
14e Non-Members- Regular/Standard Rate								
14f Non-Members- On site								
14g Students- Best Rate								
14h Students- Standard Rate								
14i Students-On site								
14j Accompanying Persons (if applicable)								
SUBTOTAL								
15. Social Functions								
15a Additional Tickets - Welcome /Reception								
15b Tickets - Conference Dinner								
15c Transport to Technical Tours								
16. SPONSORSHIP								
17. TRADE EXHIBITION								
18. LOCAL/NATIONAL SUPPORT								
SUB TOTAL								
19. any tax credits (Vat, etc)								
TOTAL REVENUE								
SUB TOTAL SURPLUS / DEFICIT								

