INTRODUCTION

These guidelines have been prepared with two aims in mind:

to supply national organisations that are considering hosting an international IAML congress with information and advice about the work and costs involved

and

to assist IAML officers (and those of associations meeting jointly with IAML) and local organisers in the planning of an actual congress.

The guidelines are not definitive, as local conditions will vary, but they aim to provide a general framework.

While it will be useful to the IAML Board and the General Assembly in evaluating an invitation to have as much information as possible about costs, type of accommodation, meeting site, etc. it is understood that this information is not always available as far in advance as an initial invitation. However, any national branch that extends an invitation is expected to be able to comply with the majority of the following instructions, and with all that are stated to be "musts".

Please, note that there are separate guidelines for how to write an application for holding a IAML Congress.

1. GENERAL

IAML meets once a year. The congress may be held jointly with other national or international associations. Should this happen, members of the different associations involved may take part in any of the sessions except for those designated 'closed' (usually meetings of Commissions Mixte, and occasionally working groups). In the following text, "(etc.)" used as a suffix after 'IAML' refers to other participating associations.

Joint congresses with other organisations with complementary interests are welcome. In the past we have met with IAMIC, IASA and IMS.

If IAML does meet with another association, this must be clearly stated in any congress documents, such as the official programmes, registration forms, posters, etc.

We prefer congresses to be integrated, rather than parallel. Communication between organisations is important and representatives of each organisation should be on the organising committee.

The congresses are held at the invitation of a national organisation, usually a national branch of IAML. The IAML General Assembly must approve the location and dates of the congress, so it is advisable to discuss proposed dates with the IAML Secretary General beforehand. The host organisation is responsible for obtaining funding for the congress, with a few exceptions noted below (see Finances) including Outreach.

The congresses are organised by the Secretary General of IAML, the IAML Forum of Commissions and Professional Branches, and the local organising committee. In the case of a joint congress, this latter group should include representatives of all associations involved.
The congresses are open to all interested parties, not just IAML members (etc.). The Secretary General will inform the organising committee if there are any other associations to whom it might be useful to issue invitations. A higher congress fee is normally charged for non-members, though exceptions may be made for invited speakers who are not members (see Congress fees).

2. DATE AND DURATION

The congresses should be held preferably sometime during July and August, though local conditions may dictate otherwise, e.g. weather conditions, availability of facilities and accommodations. Other than in exceptional circumstances, the interval between two congresses should not be less than ten (10) months. The dates should not clash with those of IFLA and IMS.

The congresses normally last for one week. The working sessions extend from Monday morning until Friday afternoon. The official Opening Session is traditionally held on the Sunday evening, and the Closing Session last thing on Friday afternoon, followed by the Farewell Dinner. The Board of IAML meets on the Sunday preceding the congress. If possible, it is useful if the congress office can be open from Sunday afternoon onwards, to accommodate early arrivals, but it is appreciated that this may not be possible.

There may be half-day excursions during the week, usually on the Wednesday afternoon, and post-congress tours, which may vary from half a day to several days. It is advisable to have at least one evening during the week free of organised events, e.g., concerts, receptions, etc.

3. PROGRAMME RESPONSIBILITY

Programme responsibility is divided between the participating associations and the local organising committee, as follows:
IAML (etc.): Sessions and working meetings.
Local organisers: Meeting accommodation, equipment, social events. Please, make sure that all information is in a printer friendly version.

The local organisers may, if they wish, organise a plenary session, probably on some aspect of the music of their country. This should be done in consultation with the IAML Forum of Commissions and Professional Branches. The local committee may not make any changes to the professional programme without prior consultation with the IAML Programme Officer, or the IAML Secretary General. IAML has chosen not to have themes for the congresses.

It should be made a condition of acceptance for submitting paper proposals that the presentation will be published on the website or in Fontes Artis Musicae. All speakers should send their PowerPoints etc. to the Chair of the respective session. Those who had an agreement for a publication in Fontes should send their papers directly to the Editor. We must be observant on copyright issues, especially concerning embedded images.
Hours for the working sessions Monday through Friday are:

09:00 - 10:30  
Coffee break  
11:00 - 12:30  
Lunch break  
14:00 - 15:30  
Coffee break  
16:00 - 17:30  

Some modifications may be made on the day of the half-day excursions, and to accommodate the Closing Session and the General Assembly, if required. This would be arranged in consultation with the Programme Officer. Coffee, tea, and soft drinks should be provided during the morning and afternoon breaks. It is essential that sessions start on time and that the presentations are not more than 20 – 25 minutes long. Some time must be reserved for unforeseen events and questions at the end. The technicalities should be tried out in advance. Chairs of Commissions and Branches who wish to report on any project or action must notify the Secretary General in advance of the Closing Session.

The social programme (concerts, receptions, excursions) is the responsibility of the local organisers. Visits to local libraries may also be arranged. These study visits should not be scheduled at the same time as the sessions with the General Assembly or the Closing Session. Separate modest excursion programmes for accompanying persons have sometimes been arranged, but are not compulsory.

4. TIMETABLE

A representative of the local organising committee should meet with the Forum of Commissions and Professional Branches at the preceding congress (a year in advance).

The organising committee must inform about all social events that might affect the working sessions of IAML to the Programme Officer.

Five months before the Congress (or earlier) the organising committee announces on the website general information, including all tours, registration, payments, cancellations, accommodation, etc. Participants should be advised, if necessary, to check if they will require a visa. A map of the location should be included, indicating the congress location, and local information provided regarding weather, expected temperatures, facilities for changing and obtaining money, local transportation systems if necessary. Directions should be provided as to how to reach the town or city centre from the airport, train station, harbour, etc., and the approximate cost of transportation (airport bus, bus, metro, taxi). The address, email, telephone and fax numbers of the conference organisers should be provided. A single, reliable email contact address is advisable for dealing with all conference matters.

Please note that email addresses of delegates should not be displayed on the website, even though they should (with permission) be included with the printed list of delegates supplied with the congress bags/folders.

The preliminary programme of the Congress is announced by the Programme Officer on the IAML website. The Programme Officer will ask the local organisers for their deadline for the text of the final programme.
The official printed programme must be in English, French and German. Translation is the responsibility of the local organisers. Titles of papers should be supplied in the language in which the paper will be given. Please, make sure that the text is large enough so people can read it without any difficulties.

Deadlines for the submission of registration and accommodation forms, and conditions governing the payment of the congress fee and any hotel deposits are set by the local organisers. The organisers should be aware that these may not be observed, and be prepared to deal with last-minute registrants and requests for changes.

5. LOCATION

Local organisers should try to use a location that is easily accessible to international travellers. Normally a smaller place might be preferable, so that it is easy for participants to navigate. If a large metropolis is chosen, then it is advisable to select one with a good local transportation system. Inquire about the availability of special bus or metro passes for visitors. It is important that either at least one member of the national branch lives in the selected location, or, if not, that it is familiar to the organising committee, and near enough for one (or more) to visit on a regular basis, to keep track of local arrangements.

The most important requirements for the building in which to meet are the adequate number of rooms of appropriate size, and access to technical equipment. Also important is the cost of using the accommodation. A conservatory, university, or library is usually the most reasonable; hotels or congress centres tend to be more expensive, but sometimes these may be the only suitable option. The important thing is to try not to make the congress fee too high.

The general estimate of the number and size of rooms required for IAML only is as follows:

One (1) room seating at least ca. 350 persons for the General Assembly, the Closing session, and any plenary sessions. The Opening reception will require a location large enough to accommodate all participants and accompanying persons, plus any local invited dignitaries.

Two (2) rooms seating 90-100 persons.
Two (2) rooms seating 40-60 persons.
One (1) room seating 30 persons for the Forum of National Representatives.
One (1) room seating 20 persons for the Forum of Commissions and Professional Branches.
Several smaller rooms for working meetings.
A suitable communal area where coffee etc. can be served. This could be in an adjacent building, but not too far away. Additional space, close to the coffee area, if possible, should also be available for poster sessions.
Room for working lunches, if possible (see Eating facilities for details).
Space for exhibits, both professional and commercial. These must be centrally localized, preferably adjacent to the place where the coffee breaks take place.
If IAML is meeting with another association, then additional rooms will be required. The size and number will depend upon the requirements of that association.

The following technical equipment should be available, if required:
* Computers with data projector and screen
* Computers with Internet connection
* Podium with microphones for the General Assembly and the Closing session
* Microphones in large rooms
* Copy printer
* Poster boards (with tables)

The Programme Officer will provide details of equipment required for specific sessions.

The congress office should be centrally located, easy to find, and clearly indicated.

6. ACCOMMODATION

If possible, accommodation should be within walking distance of the congress site, though in larger cities, local transport may be necessary. If this is the case, please provide good directions. A range of accommodation rates should be offered, including modestly priced rooms, such as university residences, if possible. If making block bookings in large hotels, make sure that a good proportion of the rooms are singles. If a special congress rate is negotiated, be sure to say whether or not this rate will be available before and after the congress, for the benefit of those arriving early, or staying on afterwards. Payment for accommodation in advance, with the exception of some kind of deposit, should not be expected, unless there is no way that this can be avoided. Confirmation of accommodation should be sent out, by the hotels, travel agency, or local organisers, as appropriate.

7. FINANCES

As many participants pay some, or all of their travel, accommodation and congress costs out of their own pockets, it is essential that expenses are kept to a moderate level, as far as possible.

a) Number of participants
This is one of the most crucial factors in planning the congress, and also one of the most difficult to predict. In a European location, a minimum of 250 should be assumed, however, as many as 400 have attended some recent meetings, though these have been held jointly with other groups. Local organisers are advised to budget for a lower attendance, but be prepared to deal with a larger one, although this is difficult to do.

b) Budget
Some copies of budgets from previous congresses are available, however, these may not be all that helpful, as costs and conditions can vary enormously from country to country, as can the amount of funding available.
The following is an indication of the main items for which funds may be required:
- Printing and translation of the official programme.
- Printing of invitations, tickets, concert programmes, list of participants, etc.
- Rent for meeting rooms and equipment.
- Folder/bag for congress materials. The registration form could include a box to tick if you prefer not to receive a congress bag.
- Receptions, if not sponsored, including the opening session.
- Tea, coffee etc. for breaks, if not sponsored.
- Transportation to/from events, if required.
- Mid-week excursions.
- Concerts (if not sponsored), and the Farewell Dinner can be charged at cost. Note that not all participants will attend the Dinner.

There are two main sources of congress funding: the congress fees and money from sources within the host country itself, such as government grants, donations from institutions, or sponsorship. Latterly there has been less and less money available from these sources in general, though it is always a good idea to take a look at agencies in your country that give grants to the arts and humanities. Additional possible sources are: advertising in the printed programme, rent of exhibit space, donations in kind (pens, pencils, paper, etc.), and local organisations can sometimes be persuaded to underwrite some specific expenses wholly or partially, if they receive suitable acknowledgement. The names of all donors and local hosts and contributors should be listed in the printed programme. Voluntary donations to IAML Outreach should be requested in the registration form, but these should be targeted specifically for that purpose.

Occasionally it has been possible for local organisers to obtain funds to enable IAML members from certain other countries to attend a congress, such as via UNESCO. This is something that should be discussed with the IAML Outreach Committee.

c) Congress/registration Fee

This should be kept at a moderate level, if at all possible, though with the reduction in the amount of additional monies available, it is becoming necessary to have more and more items covered by the registration fee. In recent years, the fee has been in the region of € 250, or equivalent.

The fee for accompanying persons can be about half the amount, and should serve to cover the costs of social events that they will attend. It is anticipated that they will not be attending the working sessions.

The President, Secretary General and Treasurer are not required to pay the registration fee.

Speakers who are members of IAML (etc.) are required to pay the fee. Speakers who are not members of IAML etc. (usually invited), are not expected to pay the single day registration fee, as IAML does not give honoraria for speakers. It is anticipated that most speakers of this nature would only be attending for the day of their session. If a speaker who is not a IAML member wishes to attend the congress on other days, then a registration fee is payable by that speaker for those additional days.

The local Organising Committee may decide whether or not to accept presentations by Skype. It is important that all technical issues are sorted out beforehand and that the speakers are comfortable with the technique or have access to technical assistance. Skype presentations should be arranged in consultation with the IAML Programme Officer.
Speakers who make their presentations by Skype do not have to pay the single day registration.

All attendees should be expected to pay for the Farewell Dinner.

Participants who are not IAML (etc.) members (with the exception of invited speakers as defined above) may be charged a higher registration fee; there is also usually a higher fee for those registering after a given date. This is to encourage people to register early so that the local organisers can get a feel as soon as possible for what the total attendance will be. Local organisers may have a daily rate, but it is recommended that this only be made available for a maximum of two days. The various rates and dates for payment should be laid out clearly in the registration form. Acknowledgement of the registration and the dispatching of receipts should be done promptly.

Refunds, or partial refunds, should be available for monies paid in advance, if a participant has to cancel. The form should also state the final date after which a refund is not available, except in special circumstances, such as sudden illness, or a death. This would be at the discretion of the national branch. Vice-presidents can claim a refund of registration fees for congress. All refunds should be the responsibility of the organising committee.

d) Payment of fees and other expenses

All fees and other expenses (e.g. accommodation costs, tours, Farewell Dinner, concerts) must be clearly stated in the registration form, as well as details of how payment may be made. As previously mentioned under Accommodation, payment of accommodation costs in advance should be avoided. If this is not possible, then the option to pay by credit card must be offered. In general all fees should be set in the local currency, except where this is not possible, i.e. the currency is not a hard currency. It should be made clear in what currency payment should be made. Possible options for payment are:

International money order
Bank draft
Electronic transfer
Credit card via a secure site

If any payment option is not acceptable, state this clearly, e.g. some countries do not wish to deal with international money orders, as they are charged large sums to deposit them. For electronic transfer, provide details of the bank to which payment should be made, and the transit number/sort code, and specify what details should be given by the participant. The easiest and most convenient method is credit card, and local organisers are encouraged to use this if at all possible. Receipts should be provided for all monies paid, and can be given to participants when they register. If the payment of any participant incurs bank charges for the national branch, they may bill the participant for these charges.

8. INDIVIDUAL PROGRAM ITEMS

a) Opening Reception

The official opening reception usually consists of welcoming speeches by national, regional, and/or local officials, the branch president and/or chair of the local organising committee, and the president(s) of the Association(s) taking part. These should not be full blown lectures, but a few words of welcome to the
participants. The session may include music, but this should be kept fairly brief; it is inadvisable to have a full-scale concert.

b) Receptions

If possible, one additional reception should be provided. It is useful if there can be some indication as to the type of reception, e.g. buffet reception, to give some indication as to whether or not participants will need to find dinner afterwards. If only one large-scale reception can be managed, then it is preferable that this be the opening reception. Please ensure that the dietary needs of all delegates are catered for.

c) Farewell Dinner

It is essential that as many participants as possible can participate in this event, so try not to make the costs too high. Local organisers should liaise with the Outreach Committee about possibility of subsidising outreach recipients. If possible, wine should be provided for dinner, even if it is only a limited amount. Pre-dinner drinks are welcome, but if this is not financially feasible, then a cash bar might be provided for this purpose, and also for participants to purchase additional wine for dinner, etc. Please ensure that the dietary needs of all delegates are catered for.

d) Music/concerts

When planning concerts and other musical and social events, it should be remembered that if IAML is meeting with another association, these should be of appeal to all participants, particularly if the costs are included in the registration fee.

e) Mid-week excursions

Mid-week half-day excursions should be arranged if possible, as they provide a break during a busy week, and offer the opportunity to meet other participants socially, and to see something of the local area. The cost should be for the most part covered by the registration fee. Local organisers may offer just one option, or several, depending upon the location. If several options are offered, then four is probably the maximum that is manageable. If a choice is offered, then ask participants to indicate their preferences, in case numbers are limited for any of the options.

If any excursions extend into the evening, then it should be clearly stated what arrangements there are for eating, and whether the charge for this is covered, or participants are expected to pay for themselves, and if so, how much. Excursions should take place ideally on the Wednesday, but could be on another day if there is some special reason for this. Venues can be wholly touristic, or can be visits to libraries, archives, or places of professional interest.

f) Post-congress excursions

Post-congress excursions, which are optional, may be arranged, and charged to participants at cost. If such excursions are offered, full details should be provided as to dates, duration and costs, so that
participants can make their travel plans accordingly. It is advisable not to offer too many choices, that they are not too expensive, or too long in duration (one to two days is probably best). Accept payment for tours only when you are certain that the tours will take place. If it is necessary to cancel an excursion for any reason, inform those who have signed up for it immediately, in case it affects their travel plans. As an alternative local organisers may wish to direct those interested in such excursions to a local travel agency. If you do, make sure the agency is a reliable one.

9. PRACTICAL HINTS

a) Registration
The registration form should include the following boxes to tick:

- First time attendee (so the Secretary General can write an invitation letter to the session for newcomers)
- Request for having/being a mentor (the Secretary General will pair them together)
- Possibility to donate money to the Outreach fund
- Permission to put the participant’s email address on the printed list of congress delegates
- Permission to put the participant's name on the website
- Special dietary needs

An acknowledgement of the receipt of registration forms and advance payments is essential. There should be a box to tick in the registration form if you wish to have/be a mentor.

b) Official Programme
The programme should include a map of the congress building(s), indicating the location of all the meeting rooms, exhibits, coffee breaks, etc. All local information should be included, and departure times and places for mid-week and post-congress tours. The layout and printing style is a matter for the local organisers, but note that even if a specially designed congress logo is included, the official IAML logo design should also be used. The programme may include advertisements and logos of other organisations. The Secretary General will provide the current list of all IAML Officers to be included in the printed programme.

c) Room allocations
The local organisers are responsible for allocating rooms for the different sessions. The IAML Secretary General, or the IAML Programme Officer can advise as to the estimated number of participants for each session.
d) Abstracts

The Chair of a session should make sure that abstracts are provided for and sent to the Programme Officer before a set deadline. A translation to the three official languages of IAML is desirable, but not compulsory. There must be one version in English, however. The abstracts will be put on the website in advance.

It is enough to have a few printed reference copies of the abstracts at the Congress Office desk.

e) Congress folders/bags and contents

The containers may take the form of a bag, or folder, to hold the congress materials. This is a possible item for which to obtain sponsorship. It should contain the official programme, receipts for monies received, invitations and tickets for receptions, concerts and other events (it is a good idea to put the latter two items in an envelope bearing the participant's name), a pad of paper, pen or pencil, list of participants, a city plan, a city guide if possible. These can often be obtained free from municipal offices. Sometimes a sponsor can be persuaded to donate a gift of some kind (score, CD, book). A bag and contents should also be provided for accompanying persons.

f) Badges

Name badges should include the participant's name, without titles (such as Dr, Miss, Mr), and institution, with city. The lettering should be large enough to be legible at speaking distance. The badges should have different colours for the following two categories of participants:
1. Members of the Organising Committee
2. Members of the Board

g) List of Participants

This should be in two sections. The first should be arranged alphabetically by surname, giving country, institution. Email addresses should also be included, but only if the delegate has authorized you to do so on the registration form. The second should be arranged by country, listing names and institutions. The terminology of countries should follow that of the national branch concerned, e.g. United Kingdom, not Great Britain, or England.

Registered accompanying persons should be included in the list of participants. The following items should be put on the website and sent to the archive: The abstracts, the official programme, the presentations (PowerPoint and manuscript) and the list of participants. The congress website should also be archived on the IAML server.

h) Exhibits

Space should be provided for exhibitors (publishers of music materials, etc.). If possible, it is useful to have coffee breaks in this area, or have it adjacent to where coffee is served. No charge may be made for
exhibits of IAML material. This is also true for the "R-projects". Commercial firms may be charged at the local organisers' discretion.

The congress organisers should inform the Programme Officer about the size of the poster boards.

i) Congress notice board

This should be centrally located, and used to indicate programme changes, location changes, departure times and places for excursions, posting personal messages, visits to local libraries and other institutions, informal meetings, etc. It is useful to have both a cork board to stick things on, and a black- or whiteboard to write things on.

j) Congress office

The congress office should be in a central location, well signposted, and staffed, as far as possible, throughout the congress. Its purpose is to provide general information and assistance to participants about just about anything.

k) Photocopying

Photocopying facilities should be available in or near the congress office, free of charge, for congress papers etc. There may be some big jobs to do, if copies of documents for the General Assembly or for all participants are required.

l) Eating facilities

A short list of recommended restaurants/cafés is useful to have in the congress kit, especially inexpensive places nearby for lunch. When choosing a congress site, the proximity of such places should be borne in mind. It is not acceptable to make charges for lunch compulsory.

There might be working lunches held during the week for various groups. As it is difficult to conduct a meaningful meeting in a restaurant, it is helpful if the local organisers can arrange to have lunches provided somewhere on the site, e.g. sandwiches, cold buffet (nothing fancy), or, if cafeteria facilities are available, a room where participants can gather after collecting their food. The costs for any food brought in will be paid by the participants. If the local organisers have to pay anything in advance, they will be reimbursed for the full amount.

Please remember the dietary needs of delegates and ensure that there are options for vegetarian, vegan and other meals specified in the registration form.
m) Professional congress organisers

Many local organisers will consider the use of a travel agency or professional congress organiser to assist with all or part of the congress. While recognising that the organisation of a IAML congress is a huge amount of work, we do advise using caution if following this route. Past experience has shown that, on occasions, this has led to considerable extra work, additional expense, and even loss of money for both delegates and local organisers, so it is advisable to check out the performance and credentials of such an organisation if their use is envisaged. For more detailed information on this point, consult with the IAML Secretary General. Some national branches have received advice and assistance from their municipal bureau of tourism, which should be safe enough. Please consult with the Congress Committee, which has lots of practical tips to share.

n) IAML policy on support for outside speakers

The IAML Board will set aside an amount each year to help support travel and lodging expenses for non-IAML members who will speak or give a paper at the annual congress, and who reside outside the country organising the congress. Such speakers should be considered an expert in the field on which they will speak, and be outside the profession of music librarianship. The IAML Forum of Commissions and Professional Branches will oversee the distribution of this money, and the awarding of such funding will be at its discretion. The deadline to request travel support for outside speakers will be 31 March of each year. A list of potential outside speakers should be sent to both the local organising committee, the Programme Officer, and the Secretary General, with an outline of potential expenses that need to be covered. Upon receipt, these requests will either be fully or partially funded depending on availability of budget.

The Secretary General will send out official invitations to all speakers and poster presenters after the Forum of Commissions and Professional Branches has finalised the congress programme. The invitations to speakers will confirm the date and time of the presentation and include the name of the Chair of the session with contact information. The Chair will be copied in to the letter.

Outreach

Please consult with the IAML Outreach Committee.

May 2005 (last update: April 2015)