



Guidelines for congress organizers

INTRODUCTION

These guidelines have been prepared with two aims in mind:

- To supply national organizations that are considering hosting an international IAML congress with information and advice about the work and costs involved.
- To assist IAML officers (and those of associations meeting jointly with IAML) and the Local Organizing Committee 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.

N.B. There are separate guidelines on how to write an application to host a IAML congress.

While it will be useful for 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 requirements, and particularly all those marked as "must".

Previous conference/congress organizers have compiled many useful tips that the Secretary General will be happy to share with Organizing Committees.

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' (typically meetings of Boards, 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 organizations 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.

IAML prefers congresses to be integrated, rather than parallel. Communication between all organizations involved is important so there should be representatives from each organization on the Organizing Committee.

Congresses are held at the invitation of a national organization, 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 organization is responsible for obtaining funding for the congress, with a few exceptions noted below (see Finances) including Outreach.

Congresses are jointly organized by the Secretary General of IAML, the IAML Forum of Sections, chaired by the Programme Officer, and the Local Organizing Committee.

The congresses are open to all interested parties, not just IAML members (etc.). The Secretary General will inform the Local Organizing 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).

IAML does not usually have a theme for its congress.

2. DATE AND DURATION

Congresses should be held preferably during July or 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 months.

The congress dates should be set so as not clash with those of IFLA and IMS.

Congresses normally last for one week. The working sessions extend from Monday morning until Friday afternoon. The official Opening Reception 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.

It is advisable to have at least one evening during the week free of organized events, e.g., concerts and receptions.

3. PROGRAMME RESPONSIBILITY

Programme responsibility is divided between the participating associations and the Local Organizing Committee, as follows:

- IAML (etc.): Sessions and working meetings.
- Local Organizing Committee: Meeting accommodation, equipment, social events. Please make sure that all information is made available in a printer-friendly version.

The Local Organizing Committee may, if they wish, organize a plenary session, possibly on aspects of the music of their country. The Local Organizing Committee must not make any change to the professional programme without prior consultation with the IAML Programme Officer, or the IAML Secretary General.

After the congress all speakers should send a copy of their PowerPoint etc. presentation to the Chair of their session. Those who have an agreement for publication in *Fontes* should submit their papers directly to the Editor. We must always be observant of copyright issues, especially concerning embedded images, audio, and video.

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 should be arranged in consultation with the Programme Officer. Refreshments in the form of coffee, tea, soft drinks, water and light snacks should be provided during the morning and afternoon breaks.

Chairs of Commissions and Branches who wish to make a report on any project or action during the Closing Session must notify the Secretary General in advance of it.

N.B. There are separate Guidelines for speakers and session chairs.

The social programme (concerts, receptions, excursions) is the responsibility of the Local Organizing Committee. Visits to local libraries may also be arranged. These study visits should not be scheduled at the same time as the sessions of the General Assembly or the Closing Session. Several excursion options are typically offered to participants, and usually occur on the Wednesday afternoon. Separate modest excursion programmes for accompanying persons have sometimes been arranged, but are not compulsory.

The Local Organizing Committee should ensure that no social event is scheduled directly after the Tuesday General Assembly to allow for the possibility of the session overrunning.

4. TIMETABLE

A representative of the Local Organizing Committee should meet with the Forum of Sections during the preceding congress (a year in advance) to report on progress and plans, and to answer any questions.

The Local Organizing Committee must inform the Programme Officer of any social events that might affect the working sessions of IAML.

The Local Organizing Committee is encouraged to consider setting up an outline congress website as early as the preceding congress to which further information can be added as it becomes available. A website with sufficient information for members to start making choices about travel and accommodation should be online at least six months before the congress opens. Registration should be opened no later than five months before the start of the congress.

General information should include the following:

- Participants should be advised to check whether they will require a visa to attend the congress.
- A map of the location should be included, indicating the congress location
- Information should be provided on how to reach the congress location from nearby airports, train stations, harbours, etc. with approximate cost of transportation — airport bus or train, local bus, metro, taxi, etc..
- Typical weather conditions and expected temperatures.
- Facilities for changing and obtaining money as well as average prices of e.g. a coffee, a lunchtime meal, an evening meal, etc.
- Local transportation systems — buses, trams, metro if likely to be needed.
- The address, email, and telephone number of the Local Organizing Committee. A single, reliable email contact address is advisable for dealing with all congress matters.

The registration form should include a question asking participants whether they permit the addition of their email address to the printed lists of participants available to all participants. Two such lists should be provided: one in order of last name, and one in order of last name grouped by country.

N.B. The email addresses of participants must never be displayed on the website.

Checkboxes should be provided for the following questions:

- Is this your first time attending a IAML congress?
- Would you like a mentor during the congress?
- Would you be prepared to act as a mentor for new attendees?
- Do you require a certificate of attendance?

Provision should be made to allow for optional donations to IAML Outreach.

The preliminary academic programme of the Congress will be announced by the Programme Officer on the IAML website. The Programme Officer will ask the Local Organizing Committee to provide a deadline by which date the text of the final programme will be required for printing.

Facebook

The IAML web editorial team will set up an event page for the next congress on IAML's Facebook page shortly after the preceding congress has concluded. Instead of creating a specific congress Facebook page the Local Organizing Committee is encouraged to submit an email address to webeditor@iaml.info so that a designated person from the organizers can be given editor rights to post congress-related content directly to the IAML page. There are no language restrictions on the IAML Facebook page but organizers are encouraged if posting in a language other than English, French or German to add an English summary.

The official printed programme must be provided in IAML's three official languages: English, French and German. Translation is the responsibility of the Local Organizing Committee. The academic part of the programme does not need translation. Programme text should be large enough to be read without any difficulty. Use of a digital smartphone app (such as Guidebook) is encouraged with all programme details loaded. Where used it should be updated before and during the congress week to reflect any programme changes.

Deadlines for the submission of registration and accommodation forms as well as conditions governing the payment of the congress fee and any hotel deposits are set by the Local Organizing Committee. The organizers should be aware that these requirements might not always be observed, and they should be prepared to deal with last-minute registrants and requests for changes.

5. LOCATION

The Local Organizing Committee should select a congress location that is easily accessible for international travellers. Ease of navigation, whether on foot or by public transportation, is an important consideration for participants.

Information should be given on how to buy multi-trip visitor passes for bus, tram or metro where these are available. It is important that at least one member of the hosting country lives in the town or city selected for the congress, or, if not, that it is familiar to members of the Local Organizing Committee, and near enough for one (or more) them to visit on a regular basis, to keep track of local arrangements.

The most important requirements for the building in which the congress will take place are an adequate number of rooms of appropriate size that have access to the required technical equipment and reliable wireless internet access for participants. The cost of the space will be important: a conservatory, university, or library will usually be the most reasonable; hotels or congress centres tend to be more expensive, but sometimes these may be the only suitable option. It is important for the participant's budget that the congress fee is kept as low as possible.

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

- 1 room seating at least around 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.
- 2 rooms seating 90-100 persons.
- 2 rooms seating 40-60 persons.
- 1 room seating 30 persons for the Forum of National Representatives.
- 1 room seating 20 persons for the Forum of Sections.
- Several smaller rooms for working meetings.
- A suitable communal area where refreshments can be served. This might be in an adjacent building, but should not be too far away from meeting rooms. Additional space, close to the refreshment area if possible, should also be available for poster sessions.

- Room for working lunches, if possible (see Eating facilities for details).
- Space for exhibitors, both professional and commercial. These must be centrally localized, preferably adjacent to the place where the refreshment breaks take place.

If IAML is meeting with another association, additional rooms will be required. The size and number will depend upon the requirements of that association.

The following technical equipment should be provided:

- Computer with internet connection, data projector (beamer), and screen in each lecture space. Connections need to be available for speakers to use their own laptops (Windows or Apple Mac) or tablets.
- Audio/Video playback from CD/DVD/file
- A table and podium with public address (microphones) for the General Assembly and the Closing Session
- Public address system (microphones) in large rooms
- Photocopier and printer — sited in the congress office.
- Poster boards (with associated tables)

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

6. ACCOMMODATION

If possible, accommodation for participants should be planned to 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 or hostels, if possible. If making block bookings in large hotels, make sure that a high proportion of the rooms are singles. If a special congress rate has been negotiated, be sure to state whether or not this rate will be available before or 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 hotels, travel agency, or the Local Organizing Committee, as appropriate.

7. FINANCES

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

7.1 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. The Local Organizing Committee is advised to budget for a lower attendance, but be prepared to deal with a larger one, although this may be difficult to do.

7.2 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 should include a box for participants to tick if they prefer not to receive a congress folder/bag.
- Receptions, if not sponsored, including the Opening Reception.
- Tea, coffee, etc. for refreshment 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. The attendance level for the dinner is usually in the range 40-60% of the number of registered participants and accompanying persons. Cost is partly a determining factor.

The two main sources of congress funding are the congress fee and money received from sources within the host country such as government grants, donations from institutions, or sponsorship. In recent times there has in general been less money available from these sources, though it is always a worth checking whether there are agencies in your country that give grants to the arts and humanities. Possible additional sources of funding include: sale of advertising space in the printed programme; rental of space to exhibitors; donations in kind (pens, pencils, paper, etc.). Local organizations 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. In the absence of a sufficient level of sponsorship, the Local Organizing Committee should seek an official national, municipal or educational body that is prepared to underwrite a proportion of the costs.

Voluntary donations to IAML Outreach should be requested in the registration form, but these should be used specifically for that purpose. Occasionally it has been possible for the Local Organizing Committee 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. In addition, the Local Organizing Committee of the preceding congress will sometimes be in a position to provide some outreach funding resulting from any surplus.

7.3 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 should be determined by the costs of social events that they will attend. The tour for accompanying persons, if one is to be provided, can be separately priced.

It is expected that accompanying persons will not attend academic programme 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 congress fee, whether for the full week or part thereof. Speakers (usually invited) who are not members of IAML etc. are not expected to pay the single day registration fee, as IAML does not give honoraria for speakers. 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.

All those attending the Farewell Dinner are expected to pay the full amount.

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 as early as possible so that the Local Organizing Committee can get a feel for what the total attendance is likely to be.

The Local Organizing Committee is encouraged to set a reduced registration fee for retired members who are likely to attend fewer sessions than full time attendees and whose continued attendance benefits the congress through their long experience.

The Local Organizing Committee is also encouraged to set a reduced fee for registered students.

The Local Organizing Committee may set a daily rate, but it is recommended that this only be made available for a maximum of two individual days. The various rates and dates for payment should be laid out clearly in the registration form. Acknowledgement of the registration and the dispatch 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 Local Organizing Committee which takes sole responsibility for any refunds.

7.4 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 if possible 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 when it 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 such as via PayPal
- Credit card via a secure site

If any payment option is not acceptable, this should be clearly stated — some countries for instance do not wish to deal with international money orders because they incur high banking fees. For electronic transfer, provide details of the bank to which payment should be made, the account name and number, sort code, IBAN and BIC, and specify what details should be given by the participant. The easiest and most convenient payment method is by credit card or electronic transfer such as PayPal; the Local Organizing Committee is encouraged to use this if at all possible. It is permissible to add financial transfer costs to the fee but this should be made clear to the participant before the transaction. Receipts should be provided for all monies paid, and can be given to participants when they register. If the payment of any participant incurs additional bank charges the Local Organizing Committee may bill the participant for these charges.

8. INDIVIDUAL PROGRAMME ITEMS

8.1 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 Organizing Committee, the IAML and President(s) of any other 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. If the Opening Reception is taking place at the venue close to the exhibitions, some vendors might be prepared to part-sponsor the event.

If possible, one additional reception should be provided during the week. 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 is the Opening Reception. Please ensure that the dietary needs of all participants are catered for.

8.2 Farewell Dinner

It is essential that as many participants as possible are able to participate in this event, so try not to make the costs too high. The Local Organizing Committee should liaise with the Outreach Committee about the possibility of subsidizing outreach recipients. If possible, wine should be provided with the 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 participants are catered for.

8.3 Mid-week excursions

Mid-week half-day excursions should be arranged to provide a break during a busy week as well as offering the opportunity to meet other participants socially and to see something of the local area. The cost should largely be covered by the registration fee. The number of alternative mid-week excursions offered to participants will depend on local circumstances. Sufficient information about the scope of each excursion should be provided with the booking information to enable informed choices to be made in terms of: approximate duration, amount of walking involved, any additional payments needed. It is useful also to give an indication of whether there will be any planned break for refreshment during the afternoon so that participants can be appropriately prepared.

Make it clear if maximum or minimum numbers apply to any mid-week excursion and warn that undersubscribed tours might be cancelled.

Lists of participants for each excursion should be placed on the conference notice board. Participants sometimes swap excursions among themselves. An estimated return time should be provided in the programme and on the tickets.

If any excursions extend into the evening it should be clearly stated whether there is any provision for eating. Information should also be provided on whether the charge for this is included or participants will be expected to pay for themselves, with an indication of how much. Excursions should take place ideally on the Wednesday afternoon, 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.

8.4 Pre- or post-congress tours or excursions

Optional pre- or post-congress tours or excursions can be offered for participants to experience a little more of the host country. These should be charged to participants at cost. If such tours or excursions are offered, full details should be provided of dates, duration and costs, so that participants can make their travel plans accordingly. It is advisable to offer only a small range of choice and to ensure that those offered are neither too expensive, nor too long in duration – one to two days length in length is preferable. Payment for tours and excursions should be taken only when it is confirmed that they will take place. If it is necessary to cancel a tour or excursion for any reason, those who have signed up for it should be informed immediately in case it affects their travel plans. A Local Organizing Committee might prefer to direct those interested in such tours or excursions to a reliable local travel agency.

9. PRACTICAL HINTS

9.1 Registration

The registration form should include the following boxes to tick:

- First time attendee so that the Secretary General can write an invitation letter to the session for newcomers.
- Request for having or being a mentor.
- An option to donate money to the Outreach fund.
- Permission to add the participant's email address on the printed lists of congress participants
- Permission to add the participant's name and institution or location to an attendees list on the website.
- Option not to receive a congress folder or bag.
- Special dietary needs.
- Choice of mid-week excursion.
- Option to attend social events: concerts, receptions etc.

It must be clear on the registration form that each participant must register for all events that they wish to attend, even where these are free of charge. The organizers need to need this information to determine how many people to expect, especially if food or drinks will be served.

An acknowledgement to the participant of the receipt of registration forms and advance payments is essential.

9.2 Official printed programme

The programme should include a map of the congress building(s), indicating the location of all the meeting rooms, exhibition, refreshment breaks, etc. All local information should be included. Departure times and places for mid-week and pre- or post-congress tours might ideally be listed but more usually these will be posted to the congress noticeboard during the week. The layout and printing style is a matter for the Local Organizing Committee, but note that even if a specially designed congress logo is included, the official IAML logo should also be present as well as those of any other association in the case of joint congresses. The programme may also include advertisements and logos of other organizations such as sponsors. The Secretary General will provide the current list of all IAML Officers to be included in the printed programme.

9.3 Room allocations

The Local Organizing Committee is responsible for the allocation of rooms for the different sessions. This should be done well in advance so that session locations can be included in the printed programme and any conference apps that might be in use. The cost of renting rooms forms a large part of the expenditure in a congress budget and typically they can only be rented for whole or half days, not by the hour. The IAML Secretary General or the IAML Programme Officer can advise on the estimated number of participants for each session.

9.4 Abstracts

The Chair of a session should ensure that abstracts are provided by their speakers and sent to the Programme Officer before the deadline set. Translation into the three official languages of IAML is desirable but not compulsory. There must be one version in English, however. The abstracts will be available on the IAML website in advance of the congress.

In addition to inclusion with the printed programme, a few additional printed reference copies of the abstracts should be available at the Congress Office desk.

9.5 Congress folders or bags and contents

Containers of congress material may take the form of bags or folders. This is an item which might be sponsored. There should be option on the registration form not to receive a congress bag. Usually bags are not provided for accompanying persons. The bag should contain the official programme, receipts for monies received, a pad of paper, pen or pencil, list of participants, a city plan, a city guide if possible, and a list of recommended cafés and restaurants for lunchtimes and evenings. Some of these can often be obtained free of charge from tourist offices. Sometimes a sponsor can be persuaded to donate a gift of some kind such as a score, CD, or book. Invitations and tickets for receptions, concerts and other events can be included in the bag but it is advisable instead to put them in an envelope bearing the participant's name to be handed over separately at registration so as to avoid the possibility of them being accidentally lost.

9.6 Badges

Name badges should include the participant's name, omitting titles (such as Dr, Miss, Mr), and institution, with city — just city for anyone not attached to an institution. Print the information on both sides. Lettering should be large enough to be legible at speaking distance. Badges should use different colours to distinguish the following two categories of participants:

- Members of the Local Organizing Committee
- Members of the Board

9.7 List of Participants

This should be in two sections. The first should be arranged alphabetically by surname, country and institution. Email addresses should also be included, but only if the participant 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 (where one exists), e.g., United Kingdom & Ireland, not Great Britain or England. Registered accompanying persons should be included in the list of participants.

9.8 Exhibitions

Space should be provided for exhibitors — publishers of music materials, etc.. If possible, it is useful to have refreshment breaks in or adjacent this area. No charge may be made for exhibiting IAML materials. This also applies to RILM, RISM, RIPM and RIdIM. Commercial firms may be charged at the discretion of the Local Organizing Committee.

The vendors should be offered the option to exhibit for less than the full five days. The period from Monday morning up to the Wednesday excursions is probably optimal.

9.9 Poster Sessions

The Local Organizing Committee must agree on the size of the poster boards with the IAML Programme Officer.

9.10 Congress Office

The congress office should be in a central location, well sign-posted, and staffed, as far as possible, throughout the congress. Its purpose is to provide general information and assistance to participants. Busy times are the opening weekend for registration and 08.30-09.00 each morning for registration and printing or copying. A facility for luggage storage is desirable, particularly on the final day.

9.11 Congress notice board

This should be centrally located, preferably near the Congress Office, and is used to display programme changes, location changes, departure times and places for excursions, posting of personal messages, lists to visit local libraries and other institutions, informal meetings, etc. It is useful to have both a cork board to stick things on, and a whiteboard to write things on.

9.12 Photocopying and printing

Photocopying and printing facilities should be available at or near the Congress Office. There should be free provision for speakers and IAML officers to make copies and handouts on request.

9.13 Eating facilities

A short list of recommended restaurants/cafés is useful to have in the congress bag, especially inexpensive places nearby for lunch. When choosing a congress site, the proximity of such places should be considered. It is not acceptable to provide chargeable compulsory lunches.

Working lunches might be held during the week by various groups. As it is difficult to conduct a useful meeting in a restaurant, it is helpful if the Local Organizing Committee is able to arrange to have lunches provided somewhere on the site, e.g., basic sandwiches, cold buffet, beverages, or, if cafeteria facilities are available, a room where meeting participants can gather after collecting their food. The costs for any food brought in except at receptions will be paid by the participants. If the Local Organizing Committee has to pay anything in advance, they will be reimbursed for the full amount.

Please remember the dietary needs of participants and ensure that there are options for vegetarian, vegan and other meals specified in the registration form.

9.14 Professional congress organizers

Many Local Organizing Committees will consider the use of a travel agency or professional congress organizer to assist with all or part of the congress. Organizing a conference can involve a considerable amount of work. Using the services of local tourism offices can be helpful for various types of assistance such as finding hotel rooms and assistance with tour ideas, and usually these are provided at no charge. They can also offer the names of professional congress organizers who could play a role in assisting with the planning and execution of the congress for a fee. IAML congresses are rarely attended by more than 300 participants, which may make it difficult to find a local professional

organizer willing to assist at a reasonable charge. It is best to be clear from the outset regarding expectations and contract details when working with professional organizers. Describe and document clearly which tasks, if any, the professional organizers are to manage and which tasks the Local Organizing Committee will manage. A conference planner can be hired to keep track of tasks and manage the budget. As with any professional service, use care and caution in selecting whom to hire. Your local tourism office might be able to recommend reputable services.

9.15 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 organizing the congress. Speakers eligible for such support should be considered as experts in the topic about which they will speak, and outside the profession of music librarianship. The IAML Forum of Commissions and Professional Branches, chaired by the Programme Officer, 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 Organizing 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, chaired by the Programme Officer, has finalized 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.

9.16 Outreach

IAML has an Outreach Fund to assist music librarians from economically disadvantaged countries to attend the annual IAML congresses. Early deadlines are strongly recommended. Remember that the processing of visas for persons from certain countries can be complex and time-consuming. Check the routines and regulations in your own country, and provide a link on the congress page to the government office dealing with visa matters. For any queries please consult with the IAML Outreach Committee.