Guidelines for proposals to hold a IAML Congress

International congresses form an essential part of IAML's activities and usually attracts about 250-300 delegates, representing around 40 nations. They take place annually, during the summer - each year in a different country. The international congresses consist of meetings of the General Assembly and the Association's Professional Branches, Subject Commissions and Working Groups, along with sessions of a more general interest.

Proposals for hosting a future congress should be sent to the Secretary General no later than the beginning of February for discussion at the mid-year Board meeting.

Please, include the information requested below. 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, venue, etc., it is understood that this information is not always available as far in advance as an initial invitation.

- Venue
  Congress rooms, exhibition rooms, meeting places, accessibility etc. Technical equipment; computers with Internet connection, Wi-Fi, copiers, printers etc.

- Proposed date

- Host
- Organizing committee
- Contact person

- International flights
- Local transportation

- Accommodation options

- Budget
- Sponsorship

- Possible study visits and excursions

Useful information can be found on the IAML website. Please feel free to consult with the Secretary General (secretary@iaml.info) or the Chair of the Congress Committee.