



## **Guidelines for congress organizers**

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# 1. Introduction

These guidelines have been prepared to:

- give information and advice about the work and costs involved to national organizations that are considering hosting an international IAML congress;
- assist IAML officers, those of associations meeting jointly with IAML, and the Local Organizing Committee of the requirements for planning a congress.

These guidelines are not definitive, as local conditions will vary, but they aim to provide a general framework. Separate guidelines are available for the process of compiling an application to host a IAML congress.

IAML meets once a year at the congress – which might be held jointly with other national or international associations whose interests are complementary to those of IAML. In the past these have included IAMIC, IASA, and IMS. In the following text, "(etc.)" used as a suffix to 'IAML' refers to other participating associations.

It is IAML's preference that joint congresses are fully integrated, rather than merely running sessions in parallel. Communication between all the associations involved is important so the Local Organizing Committee must include representatives from each association.

Whenever a joint congress takes place, this must be clearly stated in any congress information: website, the official programme, registration forms, posters, etc. and members of the different associations involved are allowed to take part in any of the sessions except for those that are designated as 'closed' (typically, meetings of Boards, Commissions Mixte, Forums, and occasionally working groups).

IAML does not usually set a theme for its congress.

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 before submitting an invitation. The host association is responsible for obtaining funding for the congress, with few exceptions, noted below under Finances and Outreach.

Organization of the IAML Congress is shared jointly by the IAML Secretary General, the Forum of Sections (chaired by the Programme Officer), and the Local Organizing Committee.

Congresses are open to all interested parties, not just to IAML members (etc.). The Secretary General will inform a Local Organizing Committee if other associations might usefully be invited to participate.

It is beneficial for the IAML Board and the General Assembly to receive as much information as possible about costs, type of accommodation, meeting site, etc. to assist in evaluating an invitation. It is understood that such information might not always be available as far in advance as the initial invitation. Any National Branch or other organization that extends an invitation to host a congress should be able to comply with the majority of the following requirements, and particularly all those marked as "must".

Organizers of past conferences and congresses have compiled many useful tips that the [Secretary General](#) will be happy to share with the Local Organizing Committee.

## 2. Planning the congress

### 2.1 Whether to use 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 ideas for tours or excursions, and usually these are provided at no charge.

Professional conference organizers could play a role in assisting with the planning and execution of the congress for a fee. IAML congresses are rarely attended by large enough numbers of participants, for some local professional organizers to be able to assist at a reasonable charge. If a professional organiser is used it is best to be clear from the outset regarding expectations and contract details. Describe and document clearly which tasks the professional organizers are expected 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.

### 2.2 Planning timetable

Representatives of the Local Organizing Committee should meet with the Forum of Sections at the Congress held in the year preceding their own to report on progress and plans, and to answer any questions.

The Local Organizing Committee must inform the Programme Officer of the timing of any social events that might clash with the academic programme.

### 2.3 Congress website

The Local Organizing Committee is encouraged to set up an outline congress website as early as the preceding congress. Further information can then be added as it becomes available. The website should contain sufficient information at least six months before the congress opens for members to start making plans about travel and accommodation. Online registration should open no later than five months before the start of the congress.

The email addresses of participants must **never** be displayed on the congress website.

General information provided on the website should include the following:

- Advice for participants on any visa requirements to attend the congress.
- A map indicating the location of the congress
- Information on how to reach the congress location from nearby airports, railway stations, harbours, etc. with approximate transit costs — airport bus, train, local bus, metro, taxi, etc..
- Information on local transport — buses, trams, metro, hire cycles, etc. especially if likely to be needed.
- Typical weather conditions and expected temperatures at congress time.
- Facilities for changing and obtaining money as well as average prices of e.g. a coffee, a lunchtime meal, an evening meal, etc.
- A list of mid-week excursions with short explanations. See 2.6.2.2 for further details.
- Information on pre- or post-congress tours if offered. See 2.6.2.5 for further details.
- Contact details for the Local Organizing Committee: postal address, email, and telephone number. It is recommended that a single, reliable email address and phone number are provided for dealing with all congress matters.

The academic programme of the Congress is compiled by the Programme Officer and drafts are posted on the Local Organizing Committee's website with a link from the IAML website as they become available. The Programme Officer will ask the Local Organizing Committee for the date by which final programme text for the official congress programme is required by the printers.

### 2.4 Choice of date and duration

Congresses are held preferably during July or August, though local conditions might dictate otherwise, e.g. weather conditions, availability of facilities and accommodation. Other than in exceptional circumstances, the interval between two congresses should not be less than ten months.

Congress dates should be set to ensure that they do not clash with dates of IFLA, and of IMS.

Congresses normally last for a week, running from Sunday to Friday. The 2017 Riga congress was one day shorter – Sunday to Thursday – for local reasons. That format might be revisited.

Working sessions run from Monday morning until Friday afternoon. The official Opening Reception is usually held on Sunday evening, and the Closing Session following the General Assembly in the last session of Friday afternoon. The Farewell Dinner then follows on Friday evening.

The Board of IAML meets for the whole of Sunday and a small meeting room is required. Whenever possible, it is helpful if the congress office can be open for registration from Sunday afternoon onward, to deal with early arrivals, but it is appreciated that this may not be possible.

It is advisable to keep at least one evening free of organized events such as concerts and receptions.

## **2.5 Choice of location**

Factors affecting the Local Organizing Committee's proposed city should include easy access for international travellers and easy navigation for participants, whether on foot or using public transport within the chosen city. The site offered for the congress, should have reasonable proximity to a range of cafés and restaurants for lunches.

It is not acceptable to provide compulsory chargeable lunches.

Information should be available for those who wish to buy multi-trip visitor passes covering bus, tram or metro where these are available.

It is important for at least one member of the host country organization to live in or near the city selected for the congress. If that is not possible the city should be familiar to members of the Local Organizing Committee, and close enough for one or more of them to visit on a regular basis, to keep track of local arrangements.

### **2.5.1 Room requirements**

The Local Organizing Committee is responsible for the allocation of rooms to be used for sessions. This should be done well in advance in collaboration with the Programme Officer so that room locations can be included in the printed programme and any conference apps that might be in use. The cost of room rental forms a large part of the expenditure in a congress budget and typically rooms are rented for whole or half days, not by the hour.

The most important requirement for the building in which the congress will take place is an adequate number of rooms of appropriate size with access to the required technical equipment and reliable wireless internet access for participants. Since cost is an important consideration a conservatory, university, or library will usually be the most reasonably priced. Hotels and congress centres tend to be more expensive but sometimes might be the only suitable option. It is important to keep the congress fee as low as possible since some participants' attendance is partially or wholly self-financed.

The general estimate for the number and size of rooms needed by a IAML-only congress is:

- 1 room seating around 350 persons for the General Assembly, the Closing session, and any plenary sessions.
- 3 rooms seating around 100 persons for parallel paper sessions — one of these rooms could be the plenary room
- 2 rooms seating 30-40 persons for parallel working meetings — this is sufficient capacity for meetings of the Forum of Sections and the Forum of National Representatives.
- A communal area where refreshments can be served. This might be in an adjacent building, but should then not be far from meeting rooms.
- The Opening Reception will require a space large enough to accommodate all participants and accompanying persons, as well as any invited local dignitaries, with room for serving drinks and buffet food..

If IAML is holding a joint congress with another association, clearly more rooms will be required. The size and number will depend upon the requirements of the other association.

## **2.5.2 Space for poster sessions**

Space for poster sessions should ideally be adjacent to the refreshment area. The IAML Programme Officer will inform the Local Organizing Committee of the size and number of poster boards required.

## **2.5.3 Space for professional exhibitions**

Space should be provided for commercial exhibitors: publishers of music materials, library services, etc.. Generally most exhibitors will need access to a main power supply and an internet connection. The Local Organizing Committee may levy a charge for this space at its own discretion. The area should, where possible, be near to the area allocated for refreshment breaks. IAML (etc.), RILM, RISM, RIPM or RldIM must not be charged for exhibiting their materials.

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

## **2.5.4 Technical equipment requirements**

The following technical equipment should be provided:

- Computer with internet connection (wired or reliable wifi), data projector (beamer), and screen in each lecture space.
- Connectors to enable speakers to use their own (Windows or Mac) laptops, or tablet computers.
- Audio/Video playback from CD, DVD or file.
- A table and podium with public address system (microphones) for the General Assembly and the Closing Session.
- A public address system (microphones) in the plenary room.
- A photocopier and a printer — sited in or near the congress office.

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

## **2.5.5 Accommodation for participants**

Living accommodation offered to participants should wherever possible be chosen to be within easy walking distance of the congress site, though in larger cities, use of local transport might be necessary. A range of prices should be offered, including where possible, modestly priced rooms, such as university residences or hostels.

When arranging booking deals with large hotels, a high proportion of the rooms available should be specified for single occupancy. If a special congress rate is negotiated, be sure to inform participants whether or not this rate will also be available before or after the congress for the benefit of those who arrive early, or stay on afterwards. Payment in advance for accommodation, other than in the form of a deposit, should not be expected unless there is no way that this can be avoided. Confirmation of accommodation bookings should be sent out by hotels, travel agency, or the Local Organizing Committee, as appropriate.

## **2.6 Congress programme responsibilities**

### **2.6.1 Academic programme**

Responsibility for the academic programme is divided between the participating associations (if more than one) and the Local Organizing Committee, as follows:

- IAML (etc.) – co-ordinated by the Programme Officer is responsible for sessions, forums and working meetings.
- The Local Organizing Committee is responsible for room and technical equipment provision.

The Local Organizing Committee may optionally organize a plenary session that might cover aspects of the music of their country or city, its music and its libraries. The Programme Officer should be kept informed.

Inclusion of a 'hot topic' session in the programme is encouraged to allow for presentations and discussions of matters urgent to the profession — topics may be proposed by the Local Organizing Committee, IAML (etc.) members, the IAML (etc.) Board, and should be chosen in consultation with the IAML Forum of Sections through its Chair, the IAML Programme Officer.

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.

All speakers should be asked send a copy of their PowerPoint etc. presentation to the Chair of their session at or after the congress. If they have an agreement for publication in *Fontes* they should submit their papers directly to the Editor. Copyright issues in presentations, especially concerning embedded images, audio, and video should be carefully considered.

Standard hours for the working sessions from Monday to Friday are:

09:00 – 10:30

*Refreshment break*

11:00 – 12:30

*Lunch break*

14:00 – 15:30

*Refreshment break*

16:00 – 17:30

Some modifications to timing may be made in consultation with the Programme Officer on the day of the half-day excursions, or to accommodate the General Assembly and Closing Session. Refreshments in the form of coffee, tea, soft drinks, water and light snacks should be made available during the morning and afternoon breaks.

It is essential that sessions start on time and that individual presentations are timed to be no longer than 20–25 minutes in order to leave time for questions at the end. Chairs and speakers should ensure that audio and video requirements and any other technicalities are tested or rehearsed before their session begins.

In an election year for Section officers several minutes will be lost at the start of a session while the election takes place.

Chairs of Sections who wish to make a report the Closing Session on any project or action that has taken place during the congress week must notify the Secretary General in advance.

There are separate sets of Guidelines for speakers and for session Chairs on the Congress page of IAML's website.

## **2.6.2 Social programme**

The Local Organizing Committee has responsibility for the social programme of concerts, receptions, and excursions. Study visits to local libraries may also be arranged but they should not be scheduled to coincide with sessions of the General Assembly or the Closing Session.

The Local Organizing Committee should ensure that no social event is scheduled directly following the General Assembly on Tuesday in case of that session overrunning.

### **2.6.2.1 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 President
- the President(s) of any other association(s) taking part.

These should kept short: a few words of welcome to the participants. The Opening Ceremony may include music, but this should be kept fairly brief; a full-scale concert is inadvisable at this stage of the week. If the Opening Reception takes place near to the commercial exhibition area, some exhibitors might be prepared to contribute sponsorship to the event.

If possible, an additional reception should be provided during the week. It is always helpful to indicate what might be expected, e.g., buffet reception, so that participants can plan whether or not they will need to find dinner afterwards. If only one large-scale reception can be managed, it is preferable for this to be the Opening Reception. Please ensure that the dietary needs of all participants are catered for.

### **2.6.2.2 Mid-week excursions**

Several mid-week half-day excursions are typically offered to participants 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. Excursions should take place ideally on the Wednesday afternoon, but can be on another day if there is some special reason for this. Destinations can be entirely touristic, or visits to libraries, archives, or other places of professional interest.

The number of 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, the amount of walking involved, and whether any additional payments are needed. It is useful also to give an indication of whether there will be a planned break for refreshments during the afternoon so that participants can be appropriately prepared.

Lists of participants for each excursion should be posted on the Congress Office noticeboard. Participants sometimes opt to swap excursions with others. An estimated return time should be provided in the programme and on the tickets.

If an excursion is expected to extend into the evening it should be clearly stated whether any provision has been made for participants to eat, with information about the likely cost if they will be expected to pay for themselves.

If an excursion will be dependent on a minimum number of participants that should be noted on the registration form to warn of the possibility of cancellation. Any maximum numbers should also be stated. The cost of excursions should largely if not entirely be covered by the registration fee.

### **2.6.2.3 Accompanying persons' excursion**

A separate modest excursion programme for accompanying persons is sometimes arranged, but is not compulsory. If arranged it usually takes place in the daytime on Tuesday.

### **2.6.2.4 Farewell dinner**

It is desirable that as many participants as possible can participate in this event, so the cost should not be set too high. The Farewell Dinner should be considered as a suitable event to be subsidized through sponsorship. The Local Organizing Committee should liaise with the Outreach Committee about the possibility of subsidizing attendance by 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 viable, then a cash bar can be provided that will allow participants to purchase additional wine for dinner, etc. All those attending the Farewell Dinner are expected to pay the full amount.

Please ensure that the dietary needs of all participants are catered for.

### **2.6.2.5 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, early 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 options and to ensure that tours offered are neither too expensive, nor too long in duration – one to two days length being preferable. Payment for tours and excursions should be taken only when confirmation has been received 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. The Local Organizing Committee is strongly recommended to leave the organization of these tours or excursions to a reliable local travel agency.

## **2.7 Finances**

### **2.7.1 Number of participants**

The level of attendance at the congress is one of the most crucial factors in planning, and also one of the most difficult to predict. In a European location, a minimum of 250 can usually be assumed, however, as many as 470 have attended some recent meetings, and those held jointly with other associations have even been as high as 600. The Local Organizing Committee is advised to budget for a lower level of attendance, but to be prepared to deal with a larger one, although this may be difficult to do.

## 2.7.2 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.

Here is a list of the main items for which funds may be required:

- Rental cost of meeting rooms, other spaces and technical equipment.
- Costs of technical support.
- Reception costs, including the Opening Reception: rental of space, provision of refreshments etc., if these are not separately sponsored.
- Costs of mid-week excursions, and separate cost of accompanying persons' excursion, if offered and not separately priced.
- Costs of transport to and from events, if required.
- Costs of teas, coffees, etc. for refreshment breaks, if not sponsored.
- Costs of translation and printing of the official congress programme.
- Costs of commissioning the congress website — in (at minimum) IAML's three official languages
- Costs of printing invitations, tickets, concert programmes, list of participants, etc.
- Cost of a folder or bag for congress materials. The registration form should include a question allowing participants to indicate if they prefer not to receive a congress folder or bag.

The two main sources of congress funding are the congress fee and any money received from sources within the host country such as government grants, donations from institutions, or commercial sponsorship. In recent times there has in general been less money available from these sources, though it is always 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 or on the website; 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 might be prepared to underwrite a proportion of the costs.

Concerts (if not sponsored) and the Farewell Dinner may 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. The cost of the dinner is an important determining factor, though return travel arrangements are an important factor for international participants. Organizers are encouraged to attract sponsorship for the Farewell Dinner in order to keep costs as low as possible.

## 2.7.3 Congress registration fee

The registration fee should be kept at a moderate level, if at all possible since many participants have to pay part or all of their own travel and accommodation costs. With the increasing difficulty in raising additional funds from other sources, it is becoming necessary for more items of expenditure to be covered by the registration fee. In recent years, the fee has been in the region of 250 EUR, or equivalent.

The Local Organizing Committee is encouraged to consider setting a reduced conference fee for registered students, and for retired members who are likely to attend fewer programme sessions and bring their many years of experience to the congress.

Participants who are not IAML (etc.) members – excluding invited speakers, see below – should be charged a higher registration fee. It is usual also to set a higher fee for those who register after a designated date. By encouraging participants to register early this gives the Local Organizing Committee a reasonable idea of what the final attendance is likely to be.

The fee for accompanying persons should be set according to the costs of social events that they are likely to attend. The excursion for accompanying persons, if one is to be provided, can if necessary be separately priced. It is expected that accompanying persons will not in general attend academic programme sessions.

The President, Secretary General and Treasurer are **exempt** from paying the registration fee.

Speakers who are members of IAML (etc.) are required to pay the congress fee for whichever part of the week they attend. Invited speakers who are not members of IAML (etc.) are not expected to pay a registration fee for the day on which they speak – IAML does not give honoraria for speakers. Most of these speakers will only attend on the day of their session, but if a non-member speaker wishes to attend on other days of the congress, then they are liable for a registration fee to cover any additional days.

Remote presentations by Skype, FaceTime or other communication software are not encouraged but the decision to accept such a presentation rests with the Local Organizing Committee in discussion with the Programme Officer. Such arrangements will usually be made at a late stage when a speaker has problems attending that result from illness or injury, or travel problems such as difficulty in obtaining a visa. Before accepting such a proposal it is essential to check that the Congress's IT arrangements not only permit, but can actually facilitate such a presentation.

A single day congress fee may be set but it is recommended that this is only made available for a maximum of two days or otherwise priced to make a full week booking more economical than booking all days separately. Acknowledgement of registration and dispatch of receipts should be done promptly.

Refunds, or partial refunds, should be available for payments made in advance if a participant has to cancel. The registration form should state the date beyond which no refund can be made, except in special circumstances, such as sudden illness or a death. This is at the discretion of the Local Organizing Committee which takes sole responsibility for any refunds.

#### **2.7.4 Payment of fees and other expenses**

All fees and other expenses: tours or excursions, final dinner, concerts, etc. must be clearly stated on the registration form, with details of how payment can be made. Accommodation costs might also be included depending on how accommodation booking is being handled. Payment of accommodation costs in advance should be avoided wherever possible. If this is not possible, an option to pay by credit card must be offered. In general all fees should be set in the local currency unless this is not possible when it is not a hard currency. It should be clear in which currency payment should be made. Possible options for payment that might be offered are:

- International money order
- Bank draft
- Electronic transfer by services such as PayPal
- Credit card via a secure site

If any payment option cannot be accepted, this should be clearly stated – some countries for instance do not wish to deal with international money orders because they incur high banking fees. If a participant's payment incurs additional bank charges the Local Organizing Committee is permitted to bill the participant for these charges. Receipts should be provided for all monies paid.

For electronic transfers, bank details should be supplied including the account name and number, sort code, IBAN and BIC. Specify also any details to be supplied by the participant. The easiest and most convenient payment method is by credit card or by electronic transfer such as PayPal. The Local Organizing Committee is encouraged to use these if at all possible. It is sometimes permissible to add financial transfer costs to the fee but this should be made clear to the participant before the transaction is completed. For payment by credit card take note of EU capping of card fees.

#### **2.7.5 Policy on support for outside speakers**

The IAML Board sets aside a sum of money each year to help support travel and accommodation expenses for invited non-IAML members who will speak or give a paper at the annual congress. To be eligible for this support speakers should be considered experts in their field as well as working outside the profession of music librarianship. The IAML Forum of Sections, chaired by the Programme Officer, oversees the allocation and distribution of these funds, and the awarding of such funding will be at its discretion. The deadline for

requesting financial support for travel support by outside speakers will be 31 March of each year. A list of potential outside speakers should be considered by the Local Organizing Committee, the Programme Officer, and the Secretary General, with an outline of likely expenses that need to be covered. Upon receipt, these requests will either be fully or partially funded depending on amount of money available.

The Secretary General sends official invitations to all speakers and poster presenters after the Programme Officer has finalized the draft congress programme. Invitations to speakers confirm the date and time of their presentation and include the name and contact information for their session Chair, who also receives a copy.

### **2.7.6 Outreach**

IAML has an Outreach Fund to assist music librarians from economically disadvantaged countries to attend the annual IAML congresses. Setting an early deadline is strongly recommended since 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 that deals with visa matters. The IAML [Outreach Committee](#) can provide advice.

Voluntary donations for outreach assistance should be requested on the registration form, but they should be kept separate and used only for that purpose. It is sometimes possible for a Local Organizing Committee to receive funds from an organization such as UNESCO to help IAML members from certain other countries to attend a congress. This should be discussed with the IAML Outreach Committee. The Local Organizing Committee of the preceding congress might sometimes be in a position to provide some additional outreach funding resulting from any surplus.

### **2.7.7 Registration deadlines**

The setting of deadlines for submission of registration and accommodation as well as any conditions relating to payment of the congress fee and any hotel deposits are the responsibility of the Local Organizing Committee. Be aware that deadlines might not always be observed by some participants, and be prepared to deal with last-minute registrations and requests for changes.

## **2.8 Social media**

The IAML web team will set up an event page for the next congress on IAML's Facebook page shortly after the preceding congress has concluded. Please send photos or logos of the next conference venue or host city to the web editor as soon as they are available.

Instead of creating new social media accounts dedicated to the congress, the Local Organizing Committee should designate one person to post congress-related content directly to IAML's social media channels: primarily Facebook, Twitter, and Instagram but possibly also including Flickr and YouTube. A contact email address should be submitted to [webeditor@iaml.info](mailto:webeditor@iaml.info) so that editing rights can be set for the designated committee member. The reason for this approach is that event-based IAML accounts run the risk of diluting the overall message of the organization and that those accounts outlive their usefulness immediately after the event. Social media activities are thus best directed to the international IAML accounts and will strengthen the overall image of IAML.

There are no language restrictions on the social media pages but organizers are encouraged to add an English summary if posting in a language other than English, French or German.

## **3. Running the congress**

### **3.1 Registration information that must be collected**

The registration form should require each participant to register for all the events that they wish to attend, even where these are free of charge. The Local Organizing Committee needs this information to determine how many people to expect, especially if food or drinks will be served.

The registration form should ask the following questions:

- Ask if this will be their first IAML congress. Replies enable the Secretary General to invite them to the introductory session for newcomers.
- Ask if they would like to have a mentor.
- Ask if they are willing to be a mentor.
- Ask for permission to include their name and institution or location in a list of attendees on the website, if it is intended to publish such a list.
- To allow for institutions that are represented by more than one person attending the congress, a checkbox should be available to allow the designated voter to identify herself or himself. This will assist the Treasurer and Organizing Committee in efficient issue of voting slips
- Ask for permission to include their email address in the printed lists available to congress participants in their registration pack.
- Ask whether or not they wish to receive a congress bag.
- Ask if they have any special dietary needs. This information will inform planning for refreshments and receptions as well as the Final Dinner, if selected. Please ensure that there are options for vegetarians, vegans and other special diets in the registration form.
- Provide a link to a downloadable certificate of invitation.

The form should list the options available for the mid-week excursion with any restrictions, as well as options to attend social events: concerts, receptions etc.

At the payment stage, an option should be included inviting a donation of any size to the outreach fund.

It is essential to send an acknowledgement to the participant to confirm that registration and any advance payments have been received.

### **3.2 Congress office**

The Congress Office should be sited in a central location, well signposted, and staffed as much as possible, throughout the congress. Its purpose in addition to registration is to provide general information and assistance to participants. Busy times tend to be during the opening weekend for the bulk of registration and 08.30-09.00 each morning for day registrations and printing or copying. A place nearby to store participants' luggage securely is desirable. This is particularly the case on the last day when some participants want to attend a final session or General Assembly/Closing Session before quickly heading off to a scheduled departure.

#### **3.2.1 Photocopying and printing**

Photocopying and printing facilities should be available at or near the Congress Office and should be free of charge for speakers and IAML officers who need to print or copy official papers or handouts.

#### **3.2.2 Congress noticeboard**

The noticeboard should be centrally located, preferably near to the Congress Office for display of late programme changes, room changes, times and places for excursions, attendance lists for excursions, and library visits. Participants also use the noticeboard to post personal messages about informal meetings, offers or requests for shared transport to airports, etc. It is useful to provide a pin board and a whiteboard.

### **3.3 Congress folders or bags and their contents**

Containers for congress documentation can take the form of a (possibly sponsored) bag or a folder. The registration form should include an option not to receive a congress bag. Bags are not generally provided for accompanying persons. Contents should include:

- the official printed programme,
- printed abstracts,
- lists of participants,
- a list of recommended cafés and restaurants for lunchtimes and evenings.
- a writing pad and pen or pencil,
- a city map, and city guide if available at no charge.

Some of these might be obtained free of charge from tourist offices or sponsors. Sometimes a sponsor can be persuaded to donate a gift of some kind such as a score, a CD, or a book.

Badges, invitations and tickets for concerts, receptions and other events, as well as receipts for monies received should preferably be kept together in an envelope for each registered participant. This can be handed over separately as part of the registration process so as to avoid the possibility of accidental loss. It also means that bag or folder contents do not need to be individually personalized during registration preparation.

#### **3.3.1 Official printed programme**

All of the text in the official printed programme – other than the academic programme – must be in all three of IAML's official languages: English, French and German. Translations in the programme are the responsibility of the Local Organizing Committee. The academic programme does not need to be translated and the language of a presentation is usually clear from its title.

The layout and print style is a matter for the Local Organizing Committee. Text should be large enough to be read without difficulty by a person of average sight. If a specially designed congress logo is used, the official IAML logo must also be present as well as those of the other association(s) involved if this is a joint congresses.

The printed programme should include a plan of the congress site, showing the location of the Congress Office, meeting rooms, poster site, exhibition area, refreshment area, etc. It 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.

Departure times and places for mid-week and pre- or post-congress tours can be listed in the programme but since they can be subject to late changes it is more appropriate for them to be posted on the congress noticeboard during the week.

Provision of a digital smartphone app, e.g. Guidebook, or sched.com loaded with all programme details is desirable. If it is available to participants it should be updated whenever programme changes are made, both before and during the congress week.

#### **3.3.2 Abstracts**

Abstracts are sent by speakers to the Chair of their session on request, and co-ordinated by the Programme Officer to a set deadline. Versions in IAML's three official languages, though desirable, are not a requirement, but there must be a version in English. The Programme Officer sends the collected abstracts to the Local Organizing Committee to arrange printing for inclusion in the congress pack. A few additional copies should be made available at the Congress Office desk. The abstracts are also available on the IAML website in advance of the congress.

#### **3.3.3 Lists of participants**

Two lists containing all congress participants should be provided. One list should be arranged alphabetically by surname, showing name, institution and country as well as email address if the attendee has given permission on their registration form. The other list should omit email address and is arranged by country, listing names (in surname order) and institutions. The naming of countries should follow that of the

relevant national branch where one exists, e.g., United Kingdom & Ireland, not Great Britain or England. Registered accompanying persons should be included in both lists of participants.

### **3.3.4 Badges**

Name badges should show the participant's name (omitting titles such as Dr, Miss, Mr), their institution, and city. Use name and city only for persons who are not attached to an institution. The same information should be printed on both sides of the badge in lettering large enough to be easily read at a conversational distance. Badges should use different colours to enable participants easily to recognize IAML Board Members and Representatives of the Local Organizing Committee.

### **3.3.5 List of eating facilities**

A short list of recommended cafés and restaurants is a useful addition to the congress pack. The list should ideally include inexpensive places nearby for lunches as well as restaurants for evening meals.

Working lunches are sometimes held during the week by various groups. Since 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 simple lunches, e.g., sandwiches, cold buffet, beverages, provided on request somewhere on site. Alternatively, if cafeteria facilities are available on site, it is helpful if a room can be provided nearby where meeting participants can gather after collecting their food.

The cost of any food other than that provided at receptions will be paid for by participants. If the Local Organizing Committee is required to pay in advance for food supplied to meetings it will be reimbursed for the full amount.

### **3.3.6 Voting slips**

Slips of thin card should be provided in two contrasting colours, e.g. red and blue. These should be included in registration envelopes of designated members according to a list supplied by the IAML Treasurer. These slips are used at the General Assembly to indicate which personal and institutional members are entitled to vote.

## **4 After the Congress**

After the congress has ended the Organizing Committee is asked to send copies of the print PDFs for the programme and other congress materials to the [Web Editor](#). These will be added to that year's congress page to give a fuller record of the occasion, complemented by the Programme Officer's final version of the congress programme and the final version of the *Sched* app. Participant lists should be sent direct to the [Webmaster](#) for secure storage in the Board reserved area which is not open to public view in order to comply with GDPR requirements.