

Guidelines for compiling a National Report

National branches are at the heart of IAML and annual reports of their activities are vital for the association. Reports of national branches document a year's activity between international congresses in each country. They provide stimulating reading for members to facilitate sharing of knowledge and experience.

The aims and directions of IAML's national branches are different so reports vary in both style and content. While there is no absolute standard for submission of a report, to assist those reading large numbers of them a short single paragraph opening summary should be provided to introduce the main topics that will be presented. Photos are always welcome additions.

No time should be wasted on formatting the report prior to submission to the [Secretary General](#) since each report will be reformatted in IAML house style before being published on the website. The text of the report should be submitted in Microsoft Word .doc or .docx format, or as a simple text .txt file. PDF reports are not acceptable since they slow down the editing and formatting process. Any images should be sent as separate files: .jpg/.jpeg .tif/.tiff or .png and not embedded in Word documents — you may insert some text in the report as a placeholder to show where images should appear in the final report. Placeholder text and image filenames should match to help with inserting the image(s) in the correct place. Please ensure that the report has been thoroughly proofread before submitting: reports go through several processes that are shared by different people so it is neither feasible nor time-efficient to revisit already published reports to apply minor corrections.

National reports are required to be published on the IAML website before the annual congress. The [IAML Secretary General](#) will announce a date for latest submission to ensure that there is sufficient time to edit, format and make available all reports on the website, and to allow those attending the congress to read them in advance. Earlier submissions will be welcome.

National reports for earlier years are available on the [website](#), listed by country.

The following lists show examples of what might be included in a national report. The only items that must be included are the following related to membership:

- National board/committee membership
- Board meetings held during the year
- Annual meetings: where and when, and attendance level
- Numbers of members in different categories: individual, institutional, and other categories of branch membership
- Membership trends — gains and losses
- Obituaries

Other subjects that might be included:

- Constitutional matters
- Activities: conferences, meetings, workshops etc., collaboration with other national branches, collaboration with other organizations
- Projects: cataloguing, digitization, other (with URL, where applicable)
- Publications: branch journals and newsletters with URLs for any that are available on the web
- Contributions to *Fontes Artis Musicae*
- Contributions to Recent Publications in Music
- National activity in relation to RILM, RISM, RIDIM, RIPM

- Social media activity: Twitter, Facebook, Instagram etc.
- Branch website (with URL) especially if there have been notable changes
- Educational activities such as courses for students, music librarians, archivists or for non–music–specialists
- Scholarships, grants and awards
- Advocacy
- Copyright
- Recruitment
- Outreach