

# ICCM *International Committee on Composite Materials*

## GUIDELINES FOR THE CONDUCT OF CONFERENCES OF THE ICCM

This document is written to provide guidelines to aid those writing proposals to host Conferences of the ICCM, those actually hosting such conferences, and the officers of the ICCM in working with such personnel. The document is specifically called out in Article 14 of the By-Laws of the ICCM with regard to "Selection of Conference Sites" and supplements what is noted there. This document provides greater detail with regard to the multiple specific aspects of such conferences. The document is a product of the Executive Council and is under direct control of the Council.

The current version is a working document with some items still to be completed. That which is contained herein has been completed and accepted. Those parts without text are still being worked.

Although generally not prescriptive, these guidelines capture the expectations of the overall ICCM in the conduct of their conferences. In describing these expectations, three categories are defined:

*required* -- This aspect **must** be included in any proposal and cannot be excluded in any subsequent changes prior to the actual Conference.

*desired* -- This aspect is one that conference attendees desire and generally contributes to the overall success of a Conference of the ICCM. It is suggested that those offering proposals include these aspects in their proposal.

*optional* -- This aspect is one that is often part of a conference and for which attendees have shown affinity. Although this aspect can help contribute to the overall success of a conference, it is not generally expected and it is left to the discretion of those offering proposals as to whether to include this aspect in their proposal.

These category designations are noted *in italics* before each aspect in the following guidelines.

It is noted that once a proposal for hosting a conference is made and accepted, the details of the conference as proposed **cannot** be changed without extreme extenuating circumstances and in consultation with, and including final approval of, the President of the ICCM. Proposals, as accepted, are a contract between the ICCM and the Conference Organizing Committee, and the expectation of those approving such are that the details when the conference takes place will be as accepted in the proposal.

### FOREWORD – OVERALL ASPECTS

Prior to speaking to the specific guidelines pertaining to a Conference of the ICCM, the overall aspects are first addressed. These deal with the overall number of papers/presentations and number of participants

expected, as well as the format of the conference in terms of paper presentation , and publications of the conference:

A Conference of the ICCM is expected to have on the order of .....

Further specifics within these guidelines are based on these numbers.

## 1 - LOCATION

- 1.1 (*required*) An easily accessible airport is to be within approximately 30 kilometers of the conference location via generally available transport (either public or provided by the Conference Organizing Committee); **or** transport to the conference location from an easily accessible airport is to be readily accessible via regular public transportation or is to be provided (e.g. chartered busses) on a regular time basis by the Conference Organizing Committee for the periods of the beginning and end of the Conference.
- 1.2 (*desired*) A variety of restaurants, shops, and other such attractions are to be within easy walking distance of the conference location and the associated hotels.
- 1.3 (*required*) The surroundings of the conference location, hotel, and local attractions are to be in what is considered a generally safe environment. Such issues affecting security and safety of the delegates must be addressed in the original presented proposal.
- 1.4 (*required*) Presenters of proposals and Conference Organizing Committees must list visa requirements for individuals from Member Nations in appropriate communications.

## 2 - FACILITIES

### 2.1 Conference Center

- 2.1.1 (*required*) A central conference center is to be located in one building or in closely-located multiple buildings such that delegates can conveniently move between sessions in a timely fashion.
- 2.1.2 (*required*) A large conference room, or set of rooms, is to be available in the conference center for plenary sessions including the General Assembly meeting of the ICCM. Any room must seat all attendees of the conference and must be in a "university auditorium" configuration or have raised screens so that all attendees can have good visibility of projected material.
- 2.1.3 (*required*) Breakout rooms for parallel sessions are to be available in the conference center. These breakout rooms are to have overall capacity to house all attendees during parallel sessions. These breakout rooms must be of a size (including height) and layout such that there is good visibility of projected material.
- 2.1.4 (*desired*) Attendance capability of breakout rooms should include an "overattendance factor" of 1.2. Thus, with A parallel sessions and a total conference attendance of B, each breakout room is to have a minimum capacity of  $1.2 \times (B/A)$ .

- 2.1.5 (*optional*) There is to be at least one larger breakout room to be used if a particular set of sessions is of significant interest. The Conference Organizing Committee is to monitor session attendance and move sessions, as warranted, to such larger room(s). Good communication of these moves must be conveyed to the attendees. (See *required* Item 5.2.)
- 2.1.6 (*required*) A room is to be provided for meetings of the Executive Council on the Sunday preceding the Conference, on the Friday of the Conference, and on any other days designated by the President of the ICCM. This includes a light meal and refreshments for an evening meeting. Times are set by the President of the ICCM. This room should be provided at the Conference Center. The location can be changed to a convenient site, at the direction of the President of the ICCM, if all Executive Council members in attendance at the Conference are staying at a neighboring locus of hotels.
- 2.1.7 (*required*) A room is to be provided for the needed meetings of the President of the ICCM associated with business of the ICCM. This includes meetings with regard to proposal review, preparation for the General Assembly, and vote counting. These rooms can be provided at the Conference Center or at the headquarters hotel (see item 2.2.5).

## 2.2 Hotels

- 2.2.1 (*required*) Hotels are to be available for .....
- 2.2.2 (*required*) There are to be three levels of hotel accommodation: first-class, medium, and budget. Rates, location, and capability (number) for housing attendees are to be noted for each option. Availability amongst these three levels should be approximately balanced.
- 2.2.3 (*required*) All hotels are to be located preferably within 1 kilometer, but at most within 2 kilometers, of the conference center and each other. Otherwise, regular transportation (e.g. chartered busses) is to be provided between the hotels and the conference center.
- 2.2.4 (*required*) The headquarters hotel is to be a first-class hotel and must be able to house at least .....
- 2.2.5 (*desired*) A suite is to be provided for the President of the ICCM, for normal hotel room rate, at the hotel headquarters. This suite is to be sufficient for holding meetings of the President of the ICCM associated with business of the ICCM (see item 2.1.6).

## 2.3 Reception and Banquet

- 2.3.1 (*required*) A large room or facility suitable for hosting the Welcoming Reception for all the expected participants, plus their accompanying guests is to be located at the headquarters hotel, at the conference center, at a location within walking distance of less than 1 kilometer of the set of hotels, or at a location to which transportation is to be provided from the hotels.
- 2.3.2 (*required*) A large room or facility suitable for hosting the Conference Banquet for all the expected participants, plus their accompanying guests is to be located at the headquarters hotel, at the conference center, at a location within walking distance of less than 1

kilometer of the set of hotels, or at a location to which transportation is to be provided from the hotels.

### 3 - GENERAL MEETING SCHEDULE

#### 3.1 Overall

- 3.1.1 *(required)* Conferences are to be held in the time period of June, July, and August.
- 3.1.2 *(desired)* Of the three months of June, July, and August, July is the desired month. In setting dates for the Conference, consideration should be given to significant national holidays of Member Nations.
- 3.1.3 *(required)* The conference sessions are to run from Monday through Friday with the tradition, but not requirement, of adjourning after a half-day on Friday.
- 3.1.4 *(required)* A “Welcoming Session” with remarks by the Conference Chairman and the President of the ICCM, is the first session of the conference and immediately precedes the first plenary lecture on the first day of the conference.
- 3.1.5 *(required)* The first plenary lecture is for the Scala Award Winner (See ICCM By-Law Article 16), as determined by the Executive Council of ICCM, and is to be named “the Scala Lecture”. The same courtesies are to be extended to this winner as to other plenary lecturers of the conference.
- 3.1.6 *(required)* Plenary speakers are to represent all regions of the world. (Regions are defined in ICCM By-Law Article 17.)
- 3.1.7 *(required)* The General Assembly is to be held on Wednesday afternoon at 1600 local time. No other meetings can be held during this period. (Note that the Executive Council can direct a change in the day and time of this meeting, as per ICCM By-Law Article 6.1.)
- 3.1.8 *(required)* All sessions and events must be open to all attendees, except as restricted by attendee category as defined in Item 6.1. No restrictions can be based on nationality or any other consideration except the defined attendee category.
- 3.1.9 *(desired)* A “Farewell Reception” is the closing session(s) of the conference.

#### 3.2 Daily

- 3.2.1 *(required)* A plenary lecture is to begin the public aspect of each day of the conference.
- 3.2.2 *(required)* Public sessions are to begin no earlier than 0800 local time
- 3.2.3 *(desired)* Public sessions are to end no later than 1800 local time.
- 3.2.4 *(required)* Parallel sessions are to run at other times through this time period to accommodate the number of papers to be presented.

- 3.2.5 (*required*) A meeting for the chairs and speakers of the day is to be held at least 30 minutes prior to the start of the public program of each day. This is held to provide instruction and to allow session participants to become acquainted. A continental breakfast is preferably provided.
- 3.2.6 (*desired*) A morning break of 20-30 minutes in duration, including hot and cold drinks, and preferably light food, is to be part of the schedule each day.
- 3.2.7 (*required*) A lunch break of 90 minutes in duration is to be part of the schedule each day.
- 3.2.8 (*optional*) Lunch is to be provided at the Conference Center site.
- 3.2.9 (*desired*) An afternoon break of 20-30 minutes in duration, including hot and cold drinks, and preferably light food, is to be part of the schedule each day.

### 3.3 Evening

- 3.3.1 (*required*) The Welcoming Reception is to be held on Monday evening, after an appropriate break for full attendee rest and preparation.
- 3.3.2 (*required*) The Conference Banquet is to be held on Thursday evening, after an appropriate break for full attendee rest and preparation. Time is to be provided for remarks by the President of ICCM.
- 3.3.3 (*desired*) Night panel sessions can be held on Tuesday and Wednesday evenings, generally after a break for dinner.

## 4 - CONDUCT OF PARALLEL SESSIONS

### 4.1 Timing

- 4.1.1 (*required*) The minimum length of oral presentations is to be in a 15/5 format with 15 minutes for presentation and 5 minutes for questions.
- 4.1.2 (*desired*) 5 additional minutes are to be scheduled into the minimum 15/5 format to allow for additional questions and discussion, as well as movement of attendees from session to session.
- 4.1.3 (*required*) Time is to be sequenced for parallel sessions such that .....

### 4.2 Physical Aspects

- 4.2.1 (*required*) Computers, or access thereto, computer projectors, and overhead projectors are to be available in each room. The Conference Organizing Committee is to coordinate with presenting authors as to providing proper format of computer material for presentation via the system available at the conference site.
- 4.2.2 (*desired*) A wall clock or large desk clock, synchronized with all other clocks, is to be available in each room.

- 4.2.3 (*desired*) An audio system with a microphone, and a laser pointer are to be available in each room.
- 4.2.4 (*desired*) An operations person is to be available in each room to help with operational details.
- 4.2.5 (*desired*) Lighting can be reduced in any room, but no lower than to a level such that people can still see schedules, read abstracts, etc.
- 4.2.6 (*optional*) Each room is to be provided with a set of cue cards marked "5 minutes", "1 minute", and "Please stop".
- 4.2.7 (*required or desired*) Printed charts or posters .....

## 5 - PRINTED AND TRANSMITTED INFORMATION

- 5.1 (*required*) A registrant package ("full attendee package", see item 6.1.3) is to be given to each full attendee including the latest schedule, a book of abstracts, a full set of proceedings, a list of (pre-registered) attendees and their contact information, as permitted by local law.
- 5.2 (*required*) The ICCM logo is to be displayed on the cover page of all official conference documents, as well as on all conference communications.
- 5.3 (*required*) Any changes to daily schedule are to be posted at the Conference Control Area (i.e. Registration/Information Desk), at locations directly affected by such changes, and at any other convenient locations (e.g. lobby of headquarters hotel if not co-located with Conference Center).
- 5.4 (*desired*) A communications person is to check on sessions and other conference activities, help maintain proper time sequencing, and communicate any changes in timing and scheduling by the best means available.
- 5.5 (*required*) The printed book of abstracts provides short summaries of all papers.
- 5.6 (*required*) The set of proceedings includes all papers of full length including figures and tables. This is to be provided on electronic/appropriate media. The minimum length of papers of full length is 8 pages.
- 5.7 (*required*) The schedule, book of abstracts, and list of attendees must be presented via a means such that they are available and readily accessible by all attendees from Day 1 of the Conference. At present, this is to be achieved by having these documents printed.
- 5.8 (*required*) The set of proceedings is to be accessible on the ICCM website not until six months after the Conference occurred, but before the next ICCM Conference occurs.

## 6 – REGISTRATION ITEMS AND FEES

### 6.1 Registration

- 6.1.1 (*required*) There are to be two registration/attendee categories and associated fees: full and student. Other categories (e.g. "daily", "presenter") and associated fees are not required but can be included.
- 6.1.2 (*desired*) A reduced fee for early registration, either as full or student, is to be available.
- 6.1.3 (*required*) The full attendee registration fee includes admission to all sessions, an appropriate name badge, the full attendee package (see item 5.1), admission to the Welcoming Reception, admission to the Conference Banquet, the Farewell Reception, if offered, and food and drink of the morning and afternoon breaks, if provided.
- 6.1.4 (*required*) The student attendee registration fee includes admission to all sessions, an appropriate name badge, the schedule, the book of abstracts, the list of (pre-registered) attendees and their contact information, and food and drink of the morning and afternoon breaks, if provided.
- 6.1.5 (*required*) Both full and student attendee registration fees allow access to the chair/speaker meeting and any breakfast served on the day of a registrant being a chair or speaker.
- 6.1.6 (*optional*) The full attendee fee includes lunch if offered.

## 6.2 A la Carte

- 6.2.1 (*required*) Tickets for the Welcoming Reception are to be available for purchase by full attendees for their accompanying guests, or by student attendees for themselves and their guests. These are to be available prior to the conference, and, if possible, are to be available for purchase on-site.
- 6.2.2 (*required*) Tickets for the Conference Banquet are to be available for purchase by full attendees for their accompanying guests, or by student attendees for themselves and their guests. These are to be available prior to the conference, and, if possible, are to be available for purchase on-site.
- 6.2.3 (*required*) Tickets for lunch, if offered as part of the full attendee fee, are to be available for purchase by full attendees for their accompanying guests, or by student attendees for themselves and their guests. These are to be available prior to the conference, and, if possible, are to be available for purchase on-site.
- 6.2.4 (*required*) Tickets for lunch, if offered, but not as part of the full attendee fee, are to be available for purchase by full and student attendees for themselves and their accompanying guests. These are to be available for purchase prior to the conference and on-site.
- 6.2.5 (*required*) Tickets for the Farewell Reception, if offered, are to be available for purchase by full attendees for their accompanying guests, or by student attendees for themselves and their guests. These are to be available prior to the conference, and, if possible, are to be available for purchase on-site.

## 7 - PRE-MEETING CHRONOLOGY

- 7.1 (*required*) Brochures indicating site, hotel arrangements, local attractions, overall schedule, and other items are to be available at the conference of the ICCM immediately preceding the one to be held. This is to include an initial call for papers.
- 7.2 (*required*) The first general broadcast call for papers is to be distributed 18 months prior to the Conference date.
- 7.3 (*required*) The second general broadcast call for papers is to be distributed 12 months prior to the Conference date.
- 7.4 (*desired*) Abstracts are to be due 9 months prior to the Conference date.
- 7.5 (*desired*) Notice of acceptance of abstracts is to be sent 7 months prior to the Conference date.
- 7.6 (*desired*) Full papers in proper format and formatted abstracts for printed handout are to be due 3 months prior to the Conference date.
- 7.7 (*required*) Advance registration and booking of hotel accommodation should be active and announced at least 7 months prior to the Conference date.
- 7.8 (*desired*) Advance registration, with early fee structure, is to close up to 3 months prior to the Conference date. Following this period, normal registration is to continue with the standard fee structure. On-site registration can have the same fee structure as normal registration, although this is not required if additional costs need to be recovered for such.

## **8 - ACCOMPANYING GUESTS AND FAMILY MEMBER ARRANGEMENTS**

- 8.1 (*required*) Accompanying guests are to be invited to be a part of the Welcoming Reception via an a la carte ticket purchasing arrangement.
- 8.2 (*required*) Accompanying guests are to be invited to be a part of the Conference Banquet via an a la carte ticket purchasing arrangement.
- 8.3 (*required*) Accompanying guests are to be invited to be a part of any daily lunch, if offered, via an a la carte ticket purchasing arrangement.
- 8.4 (*required*) Accompanying guests are to be invited to be a part of the Farewell Reception, if offered, via an a la carte ticket purchasing arrangement.
- 8.5 (*desired*) Daily tours, visits, etc. are to be available, both via pre-Conference and on-site registration.
- 8.6 (*required*) An Accompanying Guests Package is to be available. This package is to include the Welcoming Reception, the Conference Banquet, and the Farewell Reception, if offered.
- 8.7 (*desired*) The Accompanying Guests Package is to be available at a fee less than the sum of the a la carte fees.
- 8.8 (*required*) Appropriate badges are to be provided to Accompanying Guests who purchase packages.



- 8.9 (*optional*) Family members can accompany delegates if so desired, with appropriate fee structure set as needed.

## **9 - OTHER GENERAL ISSUES**

- 9.1 (*desired*) Strategic partnerships/alliances are to be formed with national composites societies, industry, etc., in the hosting country.
- 9.2 (*desired*) Partnerships/alliances can be formed with composite and technical societies, industry, etc. throughout the world.
- 9.3 (*required*) All others who are a part of the Conference via (strategic) partnerships/alliances can participate, but not control, aspects of the Conference, as per terms set by the Executive Council and agreed upon by the President of the ICCM.
- 9.4 (*optional*) pre-Conference and post-Conference tours are to be available.

## **10 – MONEY FROM/WITH ICCM CENTRAL**

- 10.1 (*required*) Advance money is to be available to the Conference Organizing Committee from the ICCM Central Treasury one month from the start of the ICCM cycle associated with that Conference. The amount of advance money is set as per ICCM By-Law 12.4. This money is to be returned to the ICCM within one month of the close of that Conference. These exchanges are to be handled with the Senior Vice President of the ICCM.
- 10.2 (*required*) The Conference Organizing Committee promises to provide an amount of money, fixed by the Executive Council at the meeting prior to that Conference, for each fully registered participant in that Conference. This amount is expected to be the greater of 20 United States Dollars or 3% of the early-bird-member-full-delegate registration fee. This money is to be returned to the ICCM within one month of the close of that Conference. That exchange is to be handled with the Senior Vice President of the ICCM.

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