



Requirements for Hosting an ICAS Congress

The ICAS Congresses are in general in-person events. It is, however, essential that a backup as hybrid or fully online is also taken into consideration when presenting a bid for the Congress.

1. General Information

In general, the Hosting Society, acting as agent of ICAS, is responsible for the selection of a suitable Congress site and for the organizational and social arrangements needed for the success of the Congress. These are to be prepared in accordance with the Congress schedule approved by the Executive Committee.

The following material presents the major responsibilities and financial requirements in more detail. Unless specified otherwise, the costs involved are met by the Hosting Society. They should appear in the Hosting Society's Congress budget. At all stages, the Hosting Society should co-operate closely with the ICAS Secretariat from which they can expect any assistance required.

Proposing members are required to issue a full proposal to the ICAS Secretariat (via email to icas@icas.org) not later than 15 April, four years prior to the Congress which is proposed to be hosted. This full proposal must essentially contain:

- The exact venue site
- A budget which includes the overall financial items as well as the proposed registration fees
- The first draft of the Local Organising Committee (LOC)
- A Point of Contact for ICAS (POC)
- Potential support from your local industrial or political side
- A selection of hotels (including low-cost hotel options)
- Venue places for the welcome reception, the Congress reception, the Programme Committee dinner and the Congress banquet
- The online/hybrid option to participate in the Congress (as a speaker as well as a regular participant) – as a backup option
- An accompanying persons programme
- Options for Technical visits



2. Lecture rooms

- Large Auditorium (seating for at least 1.200 persons) for Opening/Closing Ceremony. All Plenary Lectures plus session track 1 can be hosted there. This Auditorium should preferably be a lecture theatre. If a lecture theatre is not available there must be a number of sufficiently (large screen) audio-visual systems to enable the full contents of any slide to be seen clearly from the back of the room. It is essential that the General- and Award Lectures (Plenary lectures), held in the Large Hall, are Video- and Audio-recorded from the Hosting Society and this data provided to the ICAS Secretariat after the Congress as part of the overall recording of Tracks 1 and 2.
- Additionally 14 Lecture Rooms (4 rooms capable of accommodating about 150 people, remaining rooms capable of accommodating about 75 people). Additional Lecture rooms can be negotiated between ICAS and the Hosting Society, depending on the inflow of abstracts.

3. Offices, Committee Meeting Room and online accessibility

- **President's office** (Sunday through Thursday). Refreshments (e.g. water/juices, tea, coffee) and cookies should be available continuously in the President's office.
- **Secretariat office** (Saturday through Thursday) Refreshments (e.g. water/juices, tea, coffee) and cookies should be available continuously in the Secretariat's office.
- **ICAS Meeting rooms** (see Appendix) The meeting rooms should be located close to the Secretariat office. A typical list of the meetings is given in the Appendix with approximate number of attendants. The exact times will depend on the overall Programme of the Congress. Refreshments (e.g. water/juices, tea, coffee) and cookies should be available continuously in the meeting rooms.
- **Online availability of the videos and recording capacity at the Congress**
It is required to organise the availability of the videos for the Track 1 and Track 2 lectures for a timeframe from the start of the Congress until one month after the Congress has finished. If the decision is taken to include the hybrid/online option, it is also mandatory that the video of online presenters will be shown at the Congress and that the in-person speakers can be recorded and the recording is available live and online until 4 weeks after the Congress for the online participants.



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4. Facilities

The following requirements for the Congress facilities are based on an in-person event. In case of hybrid or online Congresses, these facilities would also need recording and display devices. The last option for an ICAS Congress would be a 100% online event, which would only be permissible if neither the in-person nor the hybrid options are possible.

All lecture rooms should be equipped with laptops connected to projectors (beamers). The laptops should have software for English MS-Powerpoint presentations. Operating Technical staff should be available. An additional room should be provided for uploading the presentations by the authors with enough staff provided to ensure and aid the uploading operation at the advertised times. For the presentation of the Interactive Presentations (IP) there must be a suitable number of screens to ensure that there are not more than ten papers per screen. Plan for at least 12 parallel IP-sessions. The number of IP-Sessions will be provided by the ICAS Secretariat. The costs for the presentation screens and the technical staff to maintain the operation during the Congress will be borne by the Hosting Society's budget. The screens can be used for general or specific promotion outside the designated IP times.

The Secretariat must be provided with a fast colour A4-printer including toner and paper. Wireless internet access must be available in the Secretariat office. The Secretariat's room has to be lockable with keys issued to the Secretariat. Refreshments (water, tea, coffee and cookies) should be made available in the Secretariat office continuously during its operation.

Free access to all parts of the venue must be granted on the Saturday before the Congress for the Secretariat and the Organising Committee representatives. The Secretariat's office should be available from the Saturday before the Congress until Thursday after the Congress. The positioning of signs and poster boards must be made on the Saturday afternoon or Sunday morning prior to the Congress.

During the Congress there must be high-speed wireless access to the internet free of charge for all participants of the Congress in the whole conference area.

All entrances to the Congress building must be guarded and admission badges should be checked continuously. Furthermore, the building needs to be continuously monitored for unattended baggage, e.g. with video surveillance and/or proper checks of the rooms.



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5. Registration arrangements

Both prior to and during the Congress the registration arrangements are the responsibility of the Hosting Society. A Registration Desk is required at the Congress site with staff, familiar with both the Congress site and the arrangements, to deal with delegate's queries, etc. The on-site registration starts on Sunday afternoon (not later than 1400 local time) and the desk must be open during the whole week. The Hosting Society will provide the ICAS Secretariat with a list of registrants and attendees starting on June 15 in the year of the Congress and, then, at weekly intervals and continuing through the Congress.

6. Coffee and tea breaks, lunches

The provision of coffee or tea breaks for the delegates in suitable areas at the Congress site is the responsibility of the Hosting Society and the cost must appear in the Society's Congress budget as being funded from the registration fees or the sponsors. Arrangements must also be made for lunches on site. A light sandwich-type lunch for all four Congress days, with the cost included in the registration fee, is the preferred arrangement. Dietary requirements such as vegetarian, vegan and others on demand must be separated during the meals and visible to the participants.

7. Meals Requiring Reserved Accommodation

- ICAS Council Lunch (Wednesday):
Approx. 35 persons in a separate room.
A three dish course is the preferred option for this, costs for this is borne by Hosting Societies budget
- Programme Committee Dinner (Wednesday):
Approx. 80 persons (including partners) and charged individually
Payments handled by ICAS
- Banquet for delegates and accompanying persons (Thursday):
Approx. 400 persons. Paid directly by registrants to the hosting society
(via registration or on-site, this might also be part of the registration fee)



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8. Social Events and Technical Tours

The Social Events and Technical Tours are determined by the Hosting Society. Payment for social events is usually individually charged to the delegates except for the initial receptions normally on Sunday and Monday, which are free of charge (also to the Accompanying persons). The Technical Tours will be on the day or time kept clear of lectures (usually Friday) and free of charge. In most cases, Sunday and Monday receptions are hosted by local authorities and/or industrial sponsors. The organizations providing the Technical Tours are normally also providing a measure of subsidy such as transport and/or meals during the visit. If substantial travel is necessary for the Technical visits, then the cost of travel may be charged of the participants. The Student Party should preferably be conducted on Tuesday and should only have a small entrance fee (appr. 15 Euro).

9. Hotels, etc.

The Hosting Society will assist the delegates to obtain accommodation at preferential rates to a maximum extend. Special low rates for student accommodations are mandatory. Appropriate rooms, or suites including breakfast will be provided free of charge for the ICAS President, the ICAS Executive Secretary and the ICAS Coordinator during their stay.

10. Printing and distribution of Programmes and Proceedings

The Preliminary Programme will be downloadable by pdf only and can be downloaded as desired from the ICAS- and/or the LOC-website. It is essential to include details of the venue, e.g., a map of the venue, the venue floor plan, instructions for the participants of the social events and of the accompanying person's programme in the Final Programme. This will also be available online. If the hosting society decides to print a part of it, maybe without the technical programme, it will be in close coordination with the ICAS secretariat. No content will be included without the ICAS Secretariat's approval. An electronic version of the Final Programme will be published in the ICAS- and/or LOC-web site prior to the Congress.

Following consultation with the Secretariat, the Hosting Society is required to prepare a cover photograph (or illustration), details of the Congress venue, social and tour arrangements, their President's message, agreed charges by way of Delegate's fees, registration and hotel accommodation details and any other information deemed helpful to the Delegates. This material is required for the Call for Papers, the Preliminary and Final Programmes and must be delivered to the ICAS Secretariat in the final version in the year prior to the Congress.



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11. Congress App

The Hosting Society will provide a suitable Congress App to be used during the Congress by all participants. It is necessary that automatic update features are also included in the Congress App as the Programme content will be altered during the Congress. In order to keep the Congress Programme in the App current, a XML-interface can be provided by the Secretariat.

12. Delegate's Congress Bag

The production and packing of the Congress bag, containing the Congress Final Programme, name badge and other material, is the responsibility of the Hosting Society. The name badge should have the participant's name in a readable size on both sides of the badge. The printing on the Congress bag must include the ICAS logo and the Congress dates, possibly together with the logos of the Hosting Society/Congress and sponsors, in readable size. These bags are to be given to the Delegates upon arrival or registration at the Congress.

The bags can also contain information and advertisement of sponsors. If requested by the Hosting Society of the following ICAS Congress, advertising of their Congress must be included into the Congress bag free of charge.

13. Promotional event for the next ICAS Congress

A promotional area for the following Congress will be provided within the exhibition area free of charge to the ICAS member society organising the next Congress. The LOC should assist the hosting society for the next Congress with the arrangements for a promotional event. Detailed arrangements should be done directly between the LOC and the hosting society of the next ICAS Congress, who will have to pay the costs for these arrangements. A maximum of three passes for the Congress free of charge will be issued to the member society organising the next Congress on demand.

14. Insurance

The Hosting Society is responsible for providing adequate insurance cover for all participants at the Congress. This must cover accidents and all other possible sources of claims for indemnity that may arise at the Congress venue, hotels and on the organized tours and visits. ICAS also suggests that the Hosting Society contracts an Insurance Company to cover for the event of a cancellation of the Congress.



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15. Advertising and Social Media

The ICAS Secretariat and the LOC will organise proper advertising of the Congress through their means of distribution. A designated person from the LOC, responsible for this advertisement, will be identified and the name forwarded to the ICAS Secretariat.

16. Congress Budget and Registration Fees

The Hosting Society's budget covers all the costs to be met directly by the Hosting Society, as specified in the above, as well as the associated costs of administration, registration, initial publicity, signs and posters.

Since these costs, less any financial support from sponsors, are to be recovered from the delegate's registration fees, the budget must be formulated before the fees can be fixed. The fees must, as far as possible, not exceed the level of those of the preceding Congresses including an allowance for inflation.

The Hosting Society will bid with a fixed registration fee schedule when preparing the full budget. Deviations from this fee can be requested to the ICAS Executive Committee with reasons for the desired change. It has been the practice to set a higher registration fee for delegates who are not members of any ICAS Member Society or from an ICAS Associate organisation. To provide an incentive to minimise the amount of on-site registration (and hence minimize no-shows in the programme) a four step registration fee is recommended (early-early bird (if desired), early bird until June 15th, normal until August 1, and onsite).

The fixing of the fees requires a break-even number of delegates to be agreed upon (normally 500). Lower charges are made for students, retired persons and accompanying persons. The Student's fee should cover the flexible costs of the attendance to enable a maximum attendance of students without including any financial risk to the Congress.

Regarding the ICAS levy per delegate, the full levy is paid for each full-time registrant, a reduced figure of the full levy is paid for retired persons. No levy is paid for Student registrants. In case of an online or hybrid event, the percentage of the online levy is based on the percentage of the online fee in regards to the in-person fee. The online levy may be changed for each Congress by the Executive Committee in the light of the circumstances. Regularly ICAS will require a guarantee of minimum overall payments to meet the basic costs to ICAS from the Hosting Society (currently 160,000 EUR). The Awardees, the Honorary Fellows, the ICAS President, the ICAS Executive Secretary and the ICAS Coordinator will not pay Registration Fee. In some cases, invited lecturers who only stay on the day of their lecture will not pay Registration fee. These costs have to be borne by the Hosting



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Society's budget. ICAS will not charge levy for the free registrants. A full list of the Awardees and Honorary Fellows will be provided by ICAS and a full list of the free registrants in total will be provided by the Hosting Society at the end of the Congress.

Appendix to the Requirements for Hosting an ICAS Congress

List of the required Committee meetings

Date	Time	Meeting	Pers.
Sunday	08.30-09.30	Finance Committee, maybe as working breakfast	10
	10.30.-11.30	MERSC and SPSC (Parallel meeting)	2x15
	11.30-12.30	PPSC	10
	13.00-14.00	Programme Committee I	80
	14.00-17.45	Executive Committee I	20
Monday	12.00-13.00	Executive Committee II (working lunch)	20
	12.00-13.00	Early Career SC (working lunch)	15
Tuesday	12.00-13.00	MERSC II (working lunch)	15
	12.00-13.00	SPSC II (working lunch)	15
Wednesday	12.00-13.00	Council Lunch	35
	14.00-16.00	Council Meeting	85
Thursday	07:00-08:00	Executive Committee Meeting III (working breakfast, on request)	20
	14:00-15:30	Reserve slot	50

Abbreviations:

EC = Executive Committee

MERSC = Membership External Relations Sub-Committee

PC = Programme Committee

PPSC = Programme Planning Sub-Committee