



## Requirements for Hosting an ICAS Programme Committee (PC) Meeting and the ICAS Emerging Technology Forum (ETF)

In general, the Hosting Society, acting as agent of ICAS, is responsible for the selection of a suitable meeting site and for the organizational and social arrangements needed. These are to be prepared in accordance with the normal schedule of the PC meeting, which is attached as Appendix 1.

The following presents the major responsibilities and financial requirements in more detail. Unless specified otherwise, the costs involved are met by the Hosting Society.

### 1. Room requirements for the ETF and the PC meeting

- One large room which hosts up to 300 persons from Monday to Wednesday from 08:00-17:00 hrs for the ICAS ETF. This room has to be equipped with modern AV equipment. The laptop should have software for English Powerpoint and pdf presentations. Technical support staff must be available. It is essential that the ETF-Lectures are Video- and Audio-recorded from the Hosting Society and data provided to the ICAS Secretariat shortly after the event.
- One large room (can be identical) for around 90 persons for the internal PC meeting on Wednesday (after the ETF) and Thursday
- On Sunday at the given schedule (Appendix 1), sufficient rooms for the parallel meetings which host up to 20 persons each

### 2. Offices and Committee Meeting Room

- **Secretariat office** (Sunday through Thursday)  
Secretariat office which provides an undisturbed workflow for two persons.
- **Presidents office** (Sunday to Thursday)

The meeting room should be located close to the Secretariat office. A typical list of the meetings is given in Appendix 2, with approximate number of attendants. The exact times will depend on the overall Programme of the PC meeting. The meeting room should host up to 90 people. Refreshments (e.g. water/juices, tea, coffee) should be available. On Sunday for lunch there are 2 parallel meetings. These meetings should be supported by lunch-boxes for the attendees in two separate meeting rooms.



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The Secretariat should be provided with a fast A4 printer including toner and paper. Wireless internet access should be available in the Secretariat office at all operating hours. The Secretariat's room has to be lockable with keys issued to the Secretariat. Refreshments (e.g. water, cookies, tea and coffee) should be made available in the Secretariat office. To decrease the overall Congress costs for ICAS, two cell phones should be made available to the Secretariat with a local sim-card when the Congress takes place outside the European Union (EU).

During the PC Meeting there must be wireless access to the internet free of charge for the participants of the ETF and the PC meeting in the whole area.

### **3. Coffee and tea breaks, lunches**

The provision of coffee or tea breaks for the delegates in suitable areas at the ETF and the PC meeting site is the responsibility of the Hosting Society. Arrangements must also be made for lunches on site. A light "sandwich-type lunch" for all four days, with the cost included in the overall hosting society's budget is the preferred arrangement. Please see Appendix 1 for the break and lunch-schedule.

### **4. Social Events, Dinner and Technical Tours**

The Social Events and Technical Tours are determined by the Hosting Society. Payment for the Social Events is usually paid for by the Hosting Society, which can also be organised together with sponsors. The Technical Tours will be on the day or time kept clear of the PC Plenary Sessions and all other ICAS meetings (usually Friday and free of charge for the delegates). The usual schedule would include a Welcome Reception on Sunday and a PC Dinner on Wednesday. Additional dinners/ events should be coordinated with the overall PC Programme. ICAS will pay for the PC dinner.

### **5. Hotels, etc.**

The Hosting Society will assist the participants with Visa issues and to obtain accommodation to a maximum extend. Best case would be that the accommodation also hosts the PC Plenary rooms or is co-located to those.

### **6. ICAS Budget and Fees**

The Hosting Society's budget should cover all costs of administration, room rental fees, transportation costs within the PC Meeting Programme, luncheons, coffee breaks and dinners.

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ICAS can pay a small subsidy for the organisational arrangements if sponsoring and the registration fee for the ICAS ETF is not sufficient.

It is desirable to have a preliminary estimate of the fees for consideration at the initial presentation of the venue place, including food and hotel accommodation costs.

The individual hotel room charges of the participants are not included in this amount. The ICAS Secretariat and the ICAS President will also pay for their own rooms at the PC meeting.





## Appendix 1 - Typical schedule of an ICAS PC Meeting

### Sunday

18:30 - 20:00 Welcome reception (including ETF participants and spouses)

### Monday

08:30-17:00

#### **ICAS Emerging Technology Forum (ETF) Part I**

*Scheduled breaks are as follows: Tea = 10:15 – 10:45, Lunch = 12:45 – 13:45, Tea = 15:15 – 15:45*

19:00 - 21:30 Possible Dinner/Reception (including spouses), preferably be paid by sponsor.

### Tuesday

08:30-17:00

#### **ICAS Emerging Technology Forum (ETF) Part II**

*Scheduled breaks are as follows: Tea = 10:15 – 10:45, Lunch = 12:45 – 13:45, Tea = 15:15 – 15:45*

19:00 - 21:30 Possible Dinner (including spouses), preferably be paid by sponsor. Alternatively: a reception

### Wednesday

08:30-17:00

#### **ICAS Emerging Technology Forum (ETF) Part III**

*Scheduled breaks are as follows: Tea = 10:15 – 10:45, Lunch = 12:45 – 13:45, Tea = 15:15 – 15:45*

19:00 - 21:30 PC Dinner (including spouses), preferably be paid by sponsor.

If the whole Wednesday is not needed, a PC meeting will follow in the afternoon.

### Thursday

08:30 - 10:00 PC meeting  
10:00 - 10:30 Coffee break  
10:30 - 12:00 Potential backup meetings (EC, SPSC, PPSC, PC, MERSC)  
12:15 - 13:00 Lunch break  
14:00 – 18:30 Possible Touristic visit

### Friday

09:00 - 17:00 Technical Visits



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## Appendix 2

### Typical list of the Committee meetings

Date	Time	Meeting	Participants
Sunday	10:00-12:00	Honors & Awards Subcommittee	10
	12:00-13:30	MERSC Meeting (Working lunch)	15
	12:00-13:30	SPSC Meeting (Working lunch)	15
	13:30-16:00	Executive Committee	20
	16:00-18:00	ECSC meeting	25
	16:00-18:00	Programme Planning Sub-Committee	60
Monday	08:30-17:30	ICAS Emerging Technology Forum	70
Tuesday	08:30-17:30	ICAS Emerging Technology Forum	70
	12:00-13:30	Finance Committee Meeting (working lunch)	
Wednesday	08:30-12:00	ICAS Emerging Technology Forum	20
	12:00-13:30	Executive Committee II	
	13:30-14:30	Finance Subcommittee	
Thursday	10:30-12:30	Programme Committee	70

Note: For the meetings with 60 Participants the Plenary rooms could be used if suitable.

#### Abbreviations:

EC	Executive Committee
MERSC	Membership External Relations Sub-Committee
PC	Programme Committee
PPSC	Programme Planning Sub-Committee
ECSC	Early Career Sub-Committee