

ICA GUIDE
ANNUAL CONFERENCE
-
QUADRENNIAL CONGRESS

Contents

1. Conference /Congress guidelines	4
➤ Conference /Congress Objectives.....	4
➤ Selection of ICA Conference /Congress Host.....	4
➤ Dates and duration of Conference /Congress.....	4
➤ Governance meeting and professional programme numbers.....	5
2. Memorandum of Understanding (MOU) and budget.....	6
➤ Mutual responsibilities.....	6
➤ Business model	7
➤ Registration fees.....	8
3. Programmes.....	9
➤ Professional Programme	9
➤ Side Programmes.....	9
4. Practical organization	10
➤ Meeting venue.....	10
➤ ICA meeting rooms	11
➤ ICA work space	11
➤ Accommodation	11
➤ Visas.....	12
➤ Air travel.....	12
➤ On line registration.....	12
➤ Dietary requirements.....	13
5. Marketing and Communications	13
➤ Website.....	13
➤ Logos.....	13
➤ ICA proceedings and publication of professional programme content.....	14
➤ Participants' bags	14
➤ Media.....	14

➤ Sponsorship	14
➤ Sector Exhibitions.....	14
➤ Stands.....	14
6. Interpreting	15
7. APPENDICES	16
Appendix A Glossary	17
Appendix B: ICA Constitution and Internal Regulations.....	18
Appendix C: Memorandum of Understanding	20
Appendix D: Budget items.....	27
Appendix E: Interpretation.....	29
Appendix F: Speaker guidelines.....	31

This manual has been prepared by the Secretariat of the International Council of Archives (ICA) to facilitate the organization of its **annual Conferences** and **quadrennial Congresses**. It is a work in progress, since the intention is to update it regularly as the process of organizing these events matures. Please refer to the Secretariat team and/or the ICA website to ensure you have the most recent version. **Appendix A** provides a glossary of terms.

1. Conference /Congress guidelines

➤ Conference /Congress Objectives

ICA annual Conferences /quadrennial Congresses have the following objectives:

- to promote and encourage sharing of professional expertise, experience and information amongst participants and to provide participants with opportunities to learn about best current practices in the field of records and archives management
- to provide ICA members and other participants with information and updates on ICA's professional programmes
- to provide detailed presentations and workshops on PCOM activities
- to promote awareness of the work of FIDA
- to facilitate networking amongst participants
- to provide ICA members and other participants with information on ICA policy and strategy development
- to boost ICA membership and foster professional partnerships
- to provide a venue for the General Assembly and for meetings of the ICA governing bodies, the Forum of National Archivists and other ICA bodies as well as for partners of the association
- to promote the profession in general and in the host country in particular

➤ Selection of ICA Conference /Congress Host

Prospective hosts of ICA Conferences/Congresses submit bids when the ICA Secretariat opens the process with an announcement inviting candidates to bid and posting the date for the start of bidding on the ICA website. This is usually around two years in advance of the Conference in question (four years in advance of the Congress). The ICA Executive Board selects the successful applicant on the recommendation of the ICA Secretariat. Detailed instructions for prospective host countries may be downloaded from the ICA website for consultation in conjunction with this guide.

➤ Dates and duration of Conference /Congress

Annual conferences are organized every year except for years in which a quadrennial ICA Congress is scheduled. The dates of Conferences /Congresses are agreed by the

ICA Guide for the Conference - Congress

Executive Board (according to the ICA Constitution) in consultation with the host and PCOM. The duration of Conferences /Congresses, including the professional programmes and governance meetings, should not exceed 5 days. The actual duration is to be agreed in each case by the host, the elected officers and the ICA Secretariat.

Conferences /Congresses are usually be held between mid-September and end November. ICA is committed to avoiding dates of major religious celebrations. It is also ICA policy to ensure that Conferences/Congresses do not overlap with the dates of or duplicate the subject matter of archives and records management events taking place around the same time, particularly in the same part of the world. The branches and sections should time their activities in order to ensure a maximum of participants at the Conference /Congress.

➤ **Governance meeting and professional programme numbers**

While it is hard to predict numbers for the various meetings and Conference/Congress sessions, an estimated minimum figure should be set for the number of attendees. The ICA Secretariat team will be able to provide more precise figures nearer the time of each annual Conference /Congress. Nevertheless, the following are some indications based on past experience:

- A minimum of 500 participants for the professional programme
- The number of people for the opening ceremony will depend of course on attendance at the professional programme but also on whether the host wants to invite any other people - e.g. local dignitaries, press, etc.
- General Assembly: 300-500
- Forum of National Archivists: 100-150
- Executive Board: 45
- Branch Chairs meeting: 13
- Section Chairs meeting: 12
- Programme Commission: 25

If Sections, Branches or other ICA bodies want to meet at the time of the Conference /Congress, they will need meeting rooms. Steering Committees are usually around 10 people but Section/Branch AGMs may attract more participants. There are a further dozen or so dedicated ICA working parties and partners, such as AIAF and ACARM, which may wish to take advantage of the opportunity to hold meetings.

2. Memorandum of Understanding (MOU) and budget

The ICA Conferences and Congresses are the most important events in the ICA's calendar as they offer a chance for the various governing bodies as well as the regional and section interest groups to meet separately and together. They also provide a venue where members can discuss and learn about topical professional matters. It follows, therefore, that there are many diverse and sometimes competing interests for which allowance will have to be made when organizing the ICA meetings.

➤ Mutual responsibilities

Responsibilities, which are set out in detail in the memorandum of understanding given in [Appendix C](#), may be defined as follows:

- The **Host** is responsible for the local arrangements, accommodation, the professional visits and social programmes
- The **ICA Secretariat team** shares responsibility for communicating with ICA members, preparing the governance meetings and supporting the organization of the FAN meeting. The team also supports and advises the Host on organizational requirements.
- The **ICA Programme Commission** is responsible for developing the professional programme content. PCOM will work with the host to ensure that the programme content is relevant to the country's and surrounding region's professional needs.
- The **Forum of National Archivists (FAN)** is responsible for the professional content of its own meeting.
- The **Local Organizing Committee** is established by the host to support the head of the institution and/or the institution in organizing the annual Conference or quadrennial Congress. The Committee must keep the ICA regularly informed of progress on the different fronts and work in direct cooperation with the entire ICA Secretariat team.

If a **Professional Congress Organizer (PCO)** is engaged by the host, responsibility for organizing conference/congress registration, hotel reservations, the tourist programme, payments, welcome desk, local transport and other requirements may be delegated to this PCO, which must remain in constant and regular contact with the ICA, submitting regular reports by whatever appropriate means and/or through monthly meetings.

The two major stakeholders are the host and the ICA Secretariat and they need to work together to ensure that:

- They are working together to manage and monitor progress in Conference /Congress organization, keeping each other abreast of key developments with regard to the programme and financial aspects,
- They remain sensitive to local and regional needs,
- They observe the contingencies of the financial and other legally binding requirements of the ICA's constitution,
- The Conference /Congress represents the cultural diversity of ICA's membership,
- The professional programme meets ICA's strategic goals and those of the profession and relates to PCOM's workplan,
- The division of responsibility is flexible enough to ensure that the annual conference is delivered in an efficient and successful manner for both parties.

➤ **Business model**

The financial arrangements for the Conference /Congress will depend on the proposals made by the host and, more particularly, on the budget arrangements submitted and revenue expectations.

Three main principles may apply:

- The event is funded essentially by the host country;
- Funding is provided by both host country and ICA on the basis of pre-set criteria specifically stated in the MOU signed prior to organization of the event;
- A system of self-funding is adopted under the supervision of the ICA Secretariat and Vice-President Finance.

The Memorandum of Understanding should stipulate the financial arrangements selected (cf. [Appendix C](#)). This should be jointly drafted and signed by all the stakeholders. This major reference document that, once signed, must be applied to the letter by the parties, will set out their individual responsibilities and cost liabilities, for either an annual Conference or a quadrennial Congress.

Prospective hosts are asked to include details of their budget and business plan in their bid documentation, giving:

ICA Guide for the Conference - Congress

-
- Details of the resources available in the host country for the Conference/Congress,
 - Details of any additional sources of income such as grants, subsidies, sponsorship or partnerships, exceptional income, etc.,
 - Details of individual cost items (logistics, transport, accommodation, catering, tourist programme, etc.),
 - Details of expected registration fees,
 - Minimum and maximum assumptions with regard to the surplus/loss likely to result from the financial arrangements selected for the event.

These estimates are vital in that they will play a part in the choice of business model to be adopted by the parties when staging the particular event.

If the ICA adopts a self-financing approach to the Conference/Congress, ICA Secretariat and Vice-President will play an active role in developing and managing the financial model and in setting the registration fees.

The full list of items to be taken into account when drafting the budget is given in [Appendix D](#).

➤ Registration fees

Participants and those accompanying them must pay registration fees. The rate will be set in accordance with the financial arrangements and Memorandum of Understanding but it is ICA policy to keep the fees as low as possible to attract as many members as possible. Different categories of registration may be introduced (e.g. early bird, ICA member, non ICA members, students, 1 day only), if the ICA and the host so agree.

The registration fee is raised by either ICA or the host country and split according to the Memorandum of Understanding. ICA uses any income above that necessary to defray its expenses to support people from developing countries in attending the Conference/Congress.

Accompanying persons are usually granted a reduced rate (half the normal registration fee), which covers meals and the social events that are part of the Conference/Congress. An alternative would be to charge accompanying persons for the social events and meals.

There are a number of volunteers and staff who do not pay registration fees, including the Secretariat team. The ICA will provide the host with a list of those people entitled to free registration.

Responsibility for the registration process, sharing of registration information and division of registration fees between the host and ICA will be decided and documented via the Memorandum of Understanding. Any waiver of registration fees will be agreed jointly by the host and ICA.

3. Programmes

➤ Professional Programme

According to the ICA Constitution, the Programme Commission has the lead role in setting the themes and content of the conference in association with the host. It is usual for the host to have a title and overall theme in mind for the professional programme but the finer detail of sub-themes and content are subject to consultation between PCOM members, the host country, the ICA regional branch partnering the Conference/Congress and any sections that may also be involved.

The content of the professional programme must be consistent with ICA's strategic objectives and to the Programme Commission's work and projects.

The methodology for developing the detailed professional programme will be decided by PCOM and the host, together with the other named stakeholders, if these are directly concerned.

➤ Side Programmes

Cultural and professional visits

It is recommended that the host should organize cultural and professional visits for delegates and those accompanying them. Although they are not compulsory, these visits enhance participants' experience and help to make the ICA Conference or Congress a success. Discounts should be negotiated for the cultural programmes, which can, if necessary, then be billed to delegates at a preferential rate.

Social Programme

The host country is responsible for the organization of the social programme. This usually means a gala or closing dinner for all participants and accompanying persons, receptions or dinners in the evenings of the Conference/Congress, professional and

ICA Guide for the Conference - Congress

cultural visits. Pre or post event tours, either for sightseeing or of professional interest may also be offered to participants. All registered accompanying persons must be invited to take part in the social programme.

Accompanying Persons

Registered accompanying persons should be invited to all excursions and all social events (dinners, receptions, etc.). The host is not obliged to provide day-time excursions for accompanying persons free of charge, but there needs to be a programme of tourist activities, or at least information on tourist visit and excursion options available to accompanying persons whilst the Conference/Congress is in progress.

4. Practical organization

➤ Meeting venue

The process of selecting the conference venue should begin at least two years in advance of the dates on which the Conference /Congress is scheduled to be held.

The site should be easily accessible and practical to reach, this factor being vital to the success of the event. When choosing the venue, the following criteria should be taken into account:

- Presence of international congress centres,
- Availability of public transport services or other practical transport arrangements for transfers between hotels and congress centre,
- Presence of adequate facilities in the immediate vicinity of the hotels and congress centre: shopping malls, restaurants, leisure areas, etc.
- Tourist attractions.

The venue selected should be within easy distance of an international airport, preferably within one hour's travel distance. Conference/Congress and hotel facilities should be in the same complex or within walking distance.

Full information must be provided in advance for participants on airport/train station - hotel transfers (and vice versa). This information should be made available at the latest two weeks before their arrival. It is recommended that an information and welcome desk be set up at the airport, in cases where public transport is not adequate or the Conference/Congress venue is far from the main international airport, to direct participants towards public transport services or towards buses specifically provided to ferry them to the Conference/Congress venue.

ICA Guide for the Conference - Congress

In cases where the Conference/Congress and hotel facilities are not within walking distance of each other, shuttle buses should be provided, budget allowing.

➤ **ICA meeting rooms**

Conferences /Congresses should afford participants the opportunity to meet informally as well as attending governance meetings and professional programme sessions. Their organization is also intended to facilitate professional exchanges and networking, both during and outside the formal programme:

- a conference hall capable of seating at least 400 - 600 people, either set out in theatre or parliamentary style
- other working areas and/or rooms for more informal gatherings of smaller groups (20 to 40 people), small areas (open or closed) for 5 people, meeting areas,
- a foyer where small groups can gather during coffee breaks,
- a bar/restaurant and/or café at the disposal of participants,
- meeting rooms and working areas set out to leave enough space for distributing copies of Conference/Congress documents and headsets,
- the equipment needed for Internet access, including Wi-Fi,
- Interpreting booths (minimum 3), technical staff (audio/video), technician's booth (see section below on languages and translations)

➤ **ICA work space**

The host needs to make provision for the requirements of the ICA team during the Conference/Congress: private locked area with IT equipment, internet access, telephones, etc. One person should be named as the official contact for all practical or technical requirements at the Conference/Congress venue.

A meeting room has to be made available to the ICA President, the Vice-Presidents and the Secretary General for joint use. If a meeting room is not available a hotel suite should be placed at the disposal of these officers.

➤ **Accommodation**

- Hotels should provide facilities at international **three star** level, including late-night restaurant facilities. As organizing partner, ICA recommends that the host should negotiate substantial room rate reductions, given the number of rooms required (2015 reference price for one night: 140 euros).
- A range of cheaper or more expensive hotels should also be offered to accommodate the different needs and budgets of participants.

-
- Ideally the Conference/Congress hotels should be within easy (5 minutes maximum) walking distance of the Conference/Congress venue. If the distance between the hotel and the site of the event is not within walking distance (more than 10 - 15 minutes), public transport must be frequent and easy to use.
 - A range of standard and luxury rooms for single and/or double use has to be available for participants.
 - It is recommended that local organizers should stay in the conference hotel. It is also preferable for the interpreters to be accommodated at the Conference/Congress venue itself, or failing that, as close as possible to the meeting rooms.
 - Speakers are treated as participants. Exceptions will be dealt with on a case by case basis by the ICA. It is up to the host to decide where local observers will be accommodated.

➤ **Visas**

ICA follows UNESCO's policy regarding provision of visas which means that the host country is obliged to provide visas to delegates from UNESCO member countries, observing the national policy regarding security checks. The host should arrange for a special liaison person with the appropriate government agency to ensure that visas can be obtained. The Immigration Service at airports should be notified and a full list of participants should be provided to authorities identifying problem countries involved. The list should be constantly updated for these authorities as the registrations come in.

In addition, the host should send the necessary letters of invitation to help participants so requiring to obtain their visas.

➤ **Air travel**

The host country shall undertake to negotiate the most favourable possible rates for as many people as possible travelling in groups. This will require contacts to be established with the different airline companies concerned.

➤ **On line registration**

The Conference/Congress venue should offer a suitable application enabling participants to register on-line and receive confirmation and pay on-line should they so wish:

- Since the ICA Secretariat (enlarged) does not have to pay registration fees, a specific category code will need to be provided in this connection;
- ICA members should be able to enter their member number so that it can appear on the delegate registration lists.

The application should also be usable for making hotel bookings for all categories of accommodation and for signing on for additional options such as side meetings, tourist excursions, etc. Only people who have paid their registration fees will be allowed access to the Conference/Congress venue.

➤ **Dietary requirements**

In order to facilitate the task of caterers and restaurants, it is recommended that pork dishes not be served at any set meals or receptions. Vegetarian and rice dishes and snacks have to be offered at all meals. Halal / kosher dishes would be appreciated if available at no additional cost. Buffets are usually preferred to set menus for the lunches, provided that the food offered is of good quality standard. Participants should be asked to indicate any dietary restrictions on their registration forms.

5. Marketing and Communications

Marketing and Communications will be developed in agreement with all the stakeholders concerned and clearly set out in the Memorandum of Understanding, which is the key reference document (cf. [Appendix C](#)). No communications action may be taken without the prior agreement of the ICA.

➤ **Website**

Professional communications must be organized for the Conference /Congress sufficiently ahead of the event to ensure a maximum of participants. The host country will prepare the Conference/Congress web pages for the ICA site together with the ICA Secretariat and provide further input and regular updates with the corresponding links. The ICA will host and have access rights to these pages in order to be able to make changes to their form or substance and/or update them as required.

The host may also decide to create dedicated pages on its own website, which will require ICA approval. In such cases, there will need to be clearly indicated links between the different websites and regular communications organized with the ICA Webmaster.

➤ **Logos**

The host country may design a logo for the Conference /Congress. This should be submitted to the ICA at the latest one year before the date of the event to enable all the partners to communicate in the most effective and efficient way. The host country must also use the main ICA logo in all publicity material that it produces and disseminates.

➤ **ICA proceedings and publication of professional programme content**

ICA is not in the habit of publishing proceedings of its annual Conferences. Should some or all of the presentations warrant broader dissemination, PCOM and the host country should agree on a publication schedule, either via the magazine *Comma* (in agreement with the Editor-in-Chief and the Editorial Committee), on the ICA website or via any other channel.

➤ **Participants' bags**

It is usual for the host country to organize a bag or briefcase to be given to the participants as part of on-site registration. The bag contains individual name badges, a copy of the professional programme, invitations to the social events, tourist information, voting slips for ICA members and any sponsor advertising material and brochures.

➤ **Media**

All advertising and information about the Conference /Congress targeting the public at large in the host region or country is the responsibility of the host and can serve as a vehicle for raising awareness about the importance of the national archival heritage, the role of records management in good governance and the responsibilities of the general public. Events such as press conferences should be organized at the instigation of each of the parties and in consultation with the ICA Secretariat team.

➤ **Sponsorship**

The aim should be to secure as many sponsors as possible for Conferences and Congresses, not just to ensure financial support but also to raise the visibility of the ICA and host country. Seeking sponsors is the responsibility of both ICA and the host and any income generated from sponsorship will be split in the proportions stipulated in the Memorandum of Understanding.

➤ **Sector Exhibitions**

The host country may choose to organize an exhibition in relation to the archiving profession in order to attract a maximum of participants and raise additional funding. Ideally exhibitions of this nature should be held at the Conference/Congress venue.

➤ **Stands**

An area, either in an exhibition hall or in a conference lobby, must be provided for stands to promote ICA projects and future events and display advertising gadgets and publications.

It should also be possible to set up stands for other ICA partner exhibitors and/or sponsors without difficulty without blocking the aisles.

6. Interpreting

ICA has two working languages: English and French. All official ICA communications regarding the Conference/Congress are to be distributed in both languages and/or, in the case of direct mail, in the preferred language of the addressee. It is up to the host to decide on the use of a national and/or other language when communicating information before or after the particular event.

ICA encourages hosts to provide additional translations of documentation and interpretation of meetings and sessions as appropriate to the country and/or region in which the Conference or Congress is taking place, particularly into the four other UNESCO languages (Spanish, Arabic, Russian and Chinese).

Facilities for simultaneous translation into the two official working languages must be provided according to the financial model and Memorandum of Understanding. If the host decides to add a national and/or other language, it must then provide all facilities at its own cost. If a member requests addition of a language to the conference languages all related costs have to be met by the requester. Any such additional languages will need to be translated directly into and from all the official languages for the Conference/Congress in question.

During the Conference/Congress itself, French and English simultaneous interpretation is required for the following meetings:

- Forum of National Archivists
- General Assembly
- Executive Board
- Professional Programme plenary sessions

The conference hall should be able to accommodate at least 3 booths for simultaneous translation (including one for English, one for French) all to the standards set out in [Appendix E](#). If the host decides to add other official Conference/Congress languages, one booth per each additional language must be available.

When the booths are set up, the local technical team must ensure that the screens to be used for films, slides, transparencies or computer presentations are clearly visible to the interpreters.

More details on translation requirements are included in [Appendix E](#) and [Appendix F](#) provides guidance for speakers on working with interpreters.

7. APPENDICES

Appendix A Glossary

Host	National archivist or head of the institution inviting ICA to hold the particular event in his/her country
Local Organizing Committee	Formally established group of people from the country and/or region to assist with organization of annual meetings
ICA Secretariat	ICA staff and volunteers working on organization of governance meetings, supporting development of professional programme and generally supporting and advising host in delivery of annual Conference/quadrennial Congress
ICA Programme Commission (PCOM)	ICA Committee responsible for development and delivery of ICA professional programme of work
Professional Conference Organizer (PCO)	Company or individual contracted by the host to deliver the services required to organize the annual Conference/quadrennial Congress
Forum of National Archivists (FAN)	ICA section for National Archivists which meets at the Conference/ Congress of ICA

Appendix B: ICA Constitution and Internal Regulations

ICA Statutes

Constitutional Mandate

The ICA Constitution, as agreed at the 2012 General Assembly in Brisbane, Australia, stipulates certain responsibilities with respect to the organization of Annual Conferences as follows:

Section IV, MEMBERSHIP, Article 7, Elected Office-Holders and their Powers:

President: Chairing the General Assemblies, the Executive Board, the Congress and the Conference of ICA

Vice President Programme: Overseeing the development of the professional content for Conferences and Congresses.

Section IV, MEMBERSHIP, Article 8, Secretary General

Deputy Secretaries General, reporting to the Secretary General, may be appointed to take responsibility for specific activities, including the professional programme and the organization of the annual Conferences/quadrennial Congresses.

Section IV, MEMBERSHIP, Article 9, Executive Board

It decides on the place and date of the General Assembly of ICA, the Annual Conference, the Congress, and the Forum of National Archivists.

Section VI, PROGRAMME COMMISSION, Article 12, Section 2 - Powers:

The Programme Commission is responsible for ... the professional content of ICA international Congresses, Conferences ...

Section VII - ICA CONGRESS, Article 13

The Executive Board shall recommend for the approval of the General Assembly the place, date and theme of an ICA Congress, which is open to everyone, at least four (4) years in advance. Congresses will normally take place every four (4) years. The ICA Congress has a format which is similar to an annual conference, but it also enables

ICA Guide for the Conference - Congress

the organization to take stock of its achievements and to plan ahead for the next four (4) years, in the light of new global challenges facing the archival profession. The professional programme of the ICA Congress, and the academic matters related to it, are prepared by the Programme Commission, as defined in Article 12.

The Secretary General and the Congress Host will negotiate a draft contract relating to the financing and organization of the Congress, which shall then be approved by the Executive Board.

Section VIII, ICA ANNUAL CONFERENCE, Article 14:

- The ICA Annual Conference consists of all [institutional and individual] members specified in Article 4.1 of the Constitution.
- The ICA Annual Conference considers and debates the strategic and professional challenges facing archives and archive institutions. It comprises three principal parts as follows:
 - o A conference dedicated to a professional programme, o
The Forum of National Archivists,
 - o Meetings of the governance bodies of ICA
- The Executive Board decides the place, date and theme of the ICA Annual Conference, at least two years before the date of the conference.
- The professional programme of the Annual Conference of ICA, and the academic matters related to it, are prepared by the Programme Commission, as defined in Article 12 of the constitution.
- Responsibility for the practical organization of the ICA Annual Conference rests with the Secretary General, the secretariat and the partners associated with the event.

ICA Internal Regulation

See rule relating to Section VIII - Article 14:

Selection of Host for Annual Conference (or quadrennial Congress) (Articles 1 to 4 - document available on request from the ICA General Secretariat)

Appendix C: Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING / MOU

Specimen Memorandum of Understanding (MOU) to be used as a reference and liable to adaptation depending on partnership arrangements

MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL COUNCIL ON ARCHIVES AND [*host organization*] RELATING TO THE ORGANIZATION AND FUNDING OF THE ANNUAL CONFERENCE/QUADRENNIAL CONGRESS

Introduction

The purpose of this Memorandum of Understanding is to set out the respective responsibilities of [*host organization*] and the International Council on Archives (ICA), as partners in organizing the 20– Congress/Annual Conference of the International Council on Archives in [*town*] [*country*], on [*date*].

It describes the main financial and in-kind contributions and the individual responsibilities of each partner. More generally, it provides a backdrop for guiding the activities of the [*host organization*] and ICA in organizing the Congress/Annual Conference, so that the partners can properly coordinate their efforts without running the risk of oversights, overlaps or misunderstandings.

This MOU is neither a legal contract nor a commercial agreement. It is a reference document to be used when there is doubt or uncertainty about which of the partners should take the lead on a particular issue. Additional sub-MOUs and sub-contracts may be agreed between the two parties, if and when the need arises.

Paragraph 1 - Joint roles and responsibilities

1.1. Each partner is committed to taking equal responsibility for the success of the annual Conference/quadrennial Congress, measured in terms of the overall number of participants, representation of all parts of the world and financial viability for both partners.

1.2. The target number of participants is, with .. % coming from the region [geographical region where the branch concerned is located] and .. % from the wider ICA community (figures subject to review).

1.3. Both partners will nominate a maximum of 12 appropriately qualified experts to work on the Professional Programme Committee (PPC) in order to ensure that the professional programme of the event reflects the cultural diversity of ICA membership and the aims and targets of current work at ICA. The PPC will also take into account the professional concerns and interests [of *the country concerned*] and those of the wider region more generally, ensuring allowance is made for these in the Programme.

1.4. Both partners are committed to establishing communications plans that aim at the greatest possible publicity for the Congress/Conference as well as attracting suitable sponsorship deals. ICA should be asked to apply its communications strategy and play an active part in promoting the event, working in direct association with the host country.

1.5. Both partners agree to a series of planning and updating meetings between the ICA Secretariat and the senior manager(s) nominated by the [host organization], according to § 2.1 below. The representatives of both parties should maintain very regular contacts and meet at least three times in person, these meetings being followed by written reports to be submitted to their management.

1.6. ICA and the [*host organization*] will each produce an action plan for those parts of the Congress/Annual Conference they are responsible for organizing, and will agree on specific deadlines for each action. They will regularly update each other on progress and in delivering on their common objectives fixed in advance, in relation to the milestones shown in their action plans. Regular, periodical reports will have to be produced on all these activities containing information on the financial situation (revenues/expenditure), the list of sponsors/partners, the number of participants registered, and these reports sent systematically to ICA.

Paragraph 2 - Host

2.1. The [*host organization*] will appoint a suitably qualified and experienced individual to act as main point of contact and liaise with the ICA team. This should be a senior level appointment with decision-making powers. The [*host organization*] is furthermore responsible for ensuring continuity if, for any reason, this function cannot be fulfilled by the same person throughout the 20-- à 20– period [*4-year period*]. The

person appointed will be responsible for ensuring that all the obligations of [*host organization*] are met as regards delivery of event organization.

2.2. The [*host organization*] will be responsible for Congress/Annual Conference funding. *This paragraph may be amended in the light of the financial arrangements adopted*

2.3. The [*host organization*] and ICA will negotiate in advance the amount of the registration fee, which should act as an incentive to attract a maximum of participants. Registration fees should not exceed 400 €, other than in exception cases. The percentage of the registration fees to be paid by the [*host organization*] to ICA will be agreed in relation to the rate chosen and the funding selected. Negotiations on these points should be completed at the latest 2 years before the date of the event.

2.4. Once the registration fee has been agreed with ICA, the [*host organization*] will be responsible for managing the registration process, monitoring progress and keeping ICA informed of developments by providing clear figures, giving vital data in tabular form (Name of participant, ICA member number, registration fee levied, etc.).

2.5. The [*host organization*] will be responsible for the practical organization of the event and will work in close association with ICA to take advantage of the association's experience in this field.

The organization will include:

- the facilities needed for the Professional Programme, as requested by the PPC,
- specific ICA requirements for governance meetings and equipment for the Secretariat and elected officers,
- the facilities needed for the FAN meeting,
- ICA office space requirements,
- coffee breaks and meals,
- simultaneous interpreting in French and in English for all meetings,
- Free WiFi access for all participants,
- A professional exhibition.

It will also include:

- interpretation services in other UNESCO and regional languages,
- workshop facilities,

ICA Guide for the Conference - Congress

- gala dinners,
- social events,
- and professional visits.

The [*host organization*] will confirm the arrangements made on these various points at least one year before the scheduled date of the event.

2.6. The [*host organization*] is obliged to publish and advertise full information and guidance for visa applications and to provide participants with letters of invitation on request.

2.7. The [*host organization*] is required to identify and provide details of a range of accommodation to suit all budgets and to pass this information on to ICA and participants.

2.8. The [*host organization*] will make provision for a maximum of 20 free registrations for the ICA Secretariat team and the volunteers working on the preparation, organization and delivery of ICA's responsibilities with respect to the Congress/Annual Conference.

2.9. The [*host organization*] will be responsible for liaising with the local and national authorities of the country in which the event will take place.

2.10. The [*host organization*] will be expected to mobilize the archiving community of the host country and regional ICA branch concerned and ensure that professional programme content reflects local and regional needs, making appropriate proposals to the PPC.

2.11. The [*host organization*] will nominate a representative to co-chair the PPC as indicated in § 3.3 below. This representative should be an expert in professional content and, should this individual need to be replaced, it will be the task of the [*host organization*] to make sure that continuity is maintained.

2.12. The [*host organization*] will share responsibility with ICA for developing, hosting and maintain the Congress/Conference website. The site should be designed for on-line registration and offer the usual range of web-based information for participants, speakers, ICA members, ICA elected officers and the public at large on the ICA Congress/Conference in 20---. The website must remain on-line for a period of 12 months after the end of the event. When it is decommissioned, the pages must be offered to ICA for more permanent retention and their transfer must ensure that accessibility and usability remain the same.

ICA Guide for the Conference - Congress

2.13. The [*host organization*] should send ICA the final Congress/Conference accounts by 31 December at the latest.

Paragraph 3 - International Council on Archives

3.1. ICA will allow the [*host organization*] to use its name and logo freely to advertise and support all aspects of organizing and delivering the Congress/Conference, once agreement has been reached on a common communications plan.

3.2. The Secretary General will be the main point of contact and liaison with the team of the [*host organization*]. He will delegate specific responsibilities to the individual members of his team in relation to their particular skills (Programme, Logistics, Finance, Website, and Communications) and will foster direct links between ICA team members and members of the host team.

3.3. ICA will have overall responsibility for establishing the professional programme for the Congress/Conference. The Vice-President Programme, supported by the PCOM Secretary General, will coordinate programme development in agreement with the PPC and PCOM. The [*host organization*] and regional interests will be represented on the PPC. The PPC will be co-chaired by the ICA Vice-President Programme and the representative of [*host organization*].

3.4. ICA will use its global network of regional branches and specialist sections in order to promote the Congress/Conference. It will post information about the Congress/Conference on its website home page.

3.5. ICA will give the [*host organization*] suitable notice of its governance meeting requirements (logistics and equipment, participants, programmes), on the FAN meeting, and its needs with regard to work space for the Secretariat, volunteers and elected officers.

3.6. ICA will draw on previous experience of Congress/Conference organization to provide advice and guidance to support the [*host organization*] in delivering the event. This will include provision of any documentation used to support previous Congresses/Conferences.

3.7. Subject to its approval, ICA will authorise the design and use of any logo developed by the [*host organization*] for the Congress/Conference. It will, however, be entitled to specify the conditions in which this logo may be used in conjunction with the ICA logo.

3.8. All promotional material used for the Congress/Conference must be approved by ICA.

Paragraph 4 - Name of Congress/Conference

4.1. The Congress/Annual Conference will be known as “ICA Congress 20__” / xxx ICA Conference 20__” (for example ICA Congress 2016 in Seoul / ALA-ICA Conference 2017 in Mexico)

Paragraph 5 - Finances

5.1. The overall aim is to achieve at least break-even and at best a surplus to safely cushion the cost of the event. Both partners will be jointly responsible for any loss or surplus. Any losses incurred for organization of the event should not exceed a maximum of 4% maximum of the ICA annual budget.

5.2. ICA will bear the travel costs of the Secretariat team and the volunteers. *This paragraph may be amended in the light of the financial arrangements adopted*

5.3. The [*host organization*] will bear the accommodation costs for a maximum of 12 members of the Secretariat team, for the two days before the Congress/Annual Conference, the duration of the event and the final night. The host country will also be responsible for the cost of:

- room hire and hire of all the equipment to support speakers and debates ,
- any payments made to keynote speakers, presenters and workshop leaders,
- interpreting costs,
- printing costs,
- cost of the complimentary bags for participants and promotional gifts,
- the cost of managing the registration process,
- the cost of providing the cultural and social events
- any transport costs for taking participants and speakers to social events and on professional visits
- the cost of providing office space and the necessary equipment for Secretariat staff,

- the accommodation costs of the Secretariat team during their assignment in [*host country*] to support delivery of the Congress/Annual Conference,
- the cost of the opening ceremony,
- catering costs for those attending the professional programme,
- any overall loss sustained by the event¹.

Article 6 - Scope and duration

6.1. This MOU will take effect from the date on which it is signed by the ICA Secretary General and the Chief Executive of the [*host organization*].

6.2. This MOU will remain in force until such time as the ICA has been advised by its accountants and auditors that the final Congress/Conference accounts can be accepted.

Signatories:

Signed for and on behalf of the International Council on Archives in the presence of:

Signature of witness

Signature of party

Date

Date

Signed for and on behalf of the [*host organization*] in the presence of:

Signature of witness

Signature of party

Date

Date

¹ Depending on the financial arrangements agreed prior to signature of the MOU.
ICA Guide for the Conference - Congress

Appendix D: Budget items

Item	Notes	Mandatory
Conference rooms		
Main auditorium	Capacity for at least 500 people with audio-visual equipment including microphones	✓
Rooms for parallel streams	With seats for 50% or 33% of all those registered, with audio-visual equipment including microphones	✓
Rooms for workshops	With audio-visual equipment including microphones	✓
Meeting rooms		
General Assembly	Main auditorium	✓
Executive Board	With audio-visual equipment including microphones	✓
FAN	With audio-visual equipment including microphones	✓
PCOM		✓
FIDA		✓
NP		✓
VIP		✓
Comma		✓
Branches		✓
Sections		✓
Work space/Offices		
Host country team		✓
Elected officers & SG		✓
ICA team		✓
Office equipment		
Printer (network-connected)		✓
High quality, high-capacity photocopier		✓
Paper and ink cartridges		✓
Wi-Fi/Internet access	For all those attending governance meetings and the conference	✓
Local cellphones	For communications between members of the Secretariat team	✓
Communications		
Website		✓
Sector exhibitions		
For hosts of future Conferences and Congresses		✓
For sponsors and others		✓
For ICA (booth)		
Complimentary bags for participants		
Programmes		✓
Bags		✓

ICA Guide for the Conference - Congress

Invitations to social programmes/tickets		✓
Registration		
Early bird	Manual or on line	✓
Individual registrations	Offices and individuals	✓
Reception on arrival		
Staff/desk at airport		
Transport airport/hotels		
Catering		
Professional programme		✓
Governance meetings		✓
Social events (opening and closing sessions, gala dinner)		
Caterers		✓
Transport		✓
Social programmes		
Translations		
English and French	5 days – to cover governance meetings and FAN	✓
Other languages		
Registration fees waived		
ICA team		✓
Volunteers		
Speakers		
Accommodation		
Secretariat team		✓
Contributions towards the costs of attendees from developing countries		
Speakers		
Invitees specifically selected by the host country		

Appendix E: Interpretation

Interpretation

For major events such as Conferences /Congresses, it is strongly recommended that the services of experienced professional interpreters be called upon for the best results. The International Association of Conference Interpreters (AIIC) has United Nation and EU institution accreditation and its website is therefore a good place to look for quality interpretation services. Two interpreters per language are usually necessary, although this number may be raised to three or four depending on the daily workload.

It is vital to make sure your interpreters get all the necessary papers (CVs, abstracts, presentations, agendas, minutes of previous meetings), in all the working languages, as far in advance of the conference as possible. Just before the beginning of each session, if any of the speakers intends to read a text, it is a good idea for the chairperson to ask them to send copies of the speech to the interpreters. However, interpreters (just like participants!) prefer real oral communication to speed reading (see appendix on “Speaker guidelines”).

To ensure good value for money, it is ICA policy to appoint a professional consultant-interpreter. Since conference interpreting is a matter of teamwork, where good coordination and the right overall balance are key factors in a successful conference, it is preferable for the consultant-interpreter to recruit all the interpreters needed for the meeting on your behalf. The consultant-interpreter will then select a suitable team, each member of which will then, for preference, submit his or her individual invoice for services rendered to the paymaster organization. A good solution in striking a happy balance between quality interpreting and tight budgets is to recruit a ‘mixed’ team: interpreters familiar with ICA archival procedures and terms, together with local interpreters duly briefed and supplied with glossaries by the former, for quality preparation of the conference.

Bear in mind that, in so far as is possible, interpreters should not work in excess of two 3-hour sessions a day, separated by a break of at least 90 minutes.

Finance

Costs of interpretation are paid by the host or by ICA depending on the financial arrangements agreed and in accordance with the Memorandum of Understanding signed between the parties organizing the annual conference.

Standards

ICA Guide for the Conference - Congress

There are two ISO standards applicable to interpreting booths, one for fixed installations (ISO 4043), and the other for mobile booths (ISO 2663). Organizers are responsible for checking with the conference venue or the hire company that the booths provided for the conference (fixed or mobile) are compliant with the appropriate standard.

Appendix F: Speaker guidelines

Guidelines for speakers

Conference/Congress organizers provide professional interpretation to enable delegates of different languages and cultures to understand each other. The interpreters are your allies in conveying your message to the audience. You can help them by following the following simple guidelines.

- If you have a written text or notes for your speech, whether or not you intend following them closely, please deliver a copy to the Conference/Congress organizers for distribution to the interpreters. Interpreters do not simply rely on words, they interpret the meaning. By giving them your documents, you will enable them to familiarize themselves with your subject and its terminology. Conference interpreters are bound by professional secrecy. You can be sure that the content of your documents will remain confidential at all times and that they will be returned to you on request.
- If your paper is highly technical, please give the interpreters any terminology you may have or any background papers on the same subject in the other working languages of the conference. You may also ask the Conference/Congress secretariat to organize a briefing with the interpreters. Meeting the speakers would be useful in order to clarify specific points which will help improve performance.
- If you wish to show a film, slides or transparencies, please make sure that the interpreters receive the script or a copy of the transparencies. Interpreting booths are often situated far away from the screen and it is helpful for the interpreters to have copies of the projected text in front of them.
- When reading from a script there is a tendency to speed up which means that the audience will find it difficult to follow and, as a result, parts of your message will be lost. If you have not spoken at meetings with interpretation before, it may be advisable to pace your delivery beforehand. Ideally you should allow 3 minutes per page of 40 lines.
- Before you speak, please make sure your microphone is switched on. Tapping on the microphone or blowing into it as a test will merely create a loud and unpleasant noise in the interpreters' headphones. To test the microphone just say a few words like "Good afternoon" or "Thank you Chairman".

- Please do not speak too close to the microphone as this creates interference and avoid leaving your receiver set close to the microphone when you speak to prevent feed-back whistling. The technician will be able to advise you on this.
- If you need to move away from your seat, i.e. to point at a slide or transparency projection, please use a neck or lapel microphone. Without a microphone the interpreters cannot hear you, however loudly you speak.
- If you are speaking from the rostrum or a lectern and want to reply to questions from the floor, please make sure you have a receiver set with you to follow the questions as they are interpreted.

For speakers from the floor:

- Wait until you have been given a microphone before starting to speak
- Before making your comments/asking your question, remember to introduce yourself by stating your name and country plus the name of your institution.