



WORLD FEDERATION FOR CULTURE COLLECTIONS (WFCC)

EXPRESSION OF INTEREST (EoI) TO ORGANISE THE ICC16

Meeting Proposal Guidelines

1. Venue

Provide the name of the venue and its location (city and country).

2. Important Dates

Specify the proposed dates and overall duration of the conference.
If possible, define an attempt at the deadlines for submission of Abstracts and Acceptance of Abstracts.

3. Organising Committees

Define the structure and responsibilities of the committees, including:

Chair(s) (overall leadership and contact point with Executive Board of the WFCC)

Local Organising Committee (logistics and operations)

Scientific Programme Committee (scientific content in collaboration with the Executive Board of the WFCC. Responsible for reviewing the Abstracts submitted)

International Committee (international representation and outreach in collaboration with the Executive Board of the WFCC)

4. Scientific Programme

Present an overview of the programme structure, including keynote lectures, oral and poster sessions, workshops, and pre- and post-conference courses, ensuring high-quality scientific exchange among academia, industry, and other stakeholders.

Clarify if an Abstract eBook will be produced.

5. Participation Fees

Present an indication of the participants' fees applied to payments to different categories of participants (e.g., Professional (Member WFCC), Professional (Non-Member WFCC), Student, Accompanying person, etc.) and received before the indicated different deadlines (e.g., Early Rate, Regular Rate, On-site Rate).

6. Facilities

Outline the available conference infrastructure, including meeting rooms and capacities, audio-visual equipment, internet access, poster areas, and networking or exhibition spaces. Please include information about accessibility (e.g., mobility).

7. Travel to the Venue

Provide information on accessibility, including international and domestic transport connections (airports, rail, and public transport).

8. Accommodation

Describe the range of accommodation options available in proximity to the venue, including daily costs and potential arrangements for discounts for the conference participants.

9. Catering (including special dietary requirements):

Please indicate whether coffee breaks and lunches will be provided, and confirm that any special dietary requirements can be accommodated upon prior request. Additionally, outline any sustainability and environmental considerations, such as catering practices, reduction of single-use plastics, and the use of recyclable or reusable materials.

10. Congress Tours and Excursions

Indicate the planned cultural and social activities available to participants.

11. Sources of Financial Support

Identify potential funding sources, such as governmental agencies, academic institutions, research councils, and private sector partners.

12. Support for Participants from Developing or Low-Income Countries

Indicate provisions for financial assistance, such as travel grants or registration fee waivers, to support inclusive participation.

13. Other Support

Include any additional support, such as institutional partnerships, volunteer contributions, or in-kind services.

14. Local Sponsorship Opportunities

Outline opportunities for local organisations, such as Scientific Societies, to contribute through sponsorship, exhibitions, and branding.

15. Risk Management and Contingency Planning

Briefly describe how potential risks (e.g., travel disruptions, financial uncertainties) would be managed, including possible contingency measures such as hybrid delivery or rescheduling.

16. Additional Information

Language: Besides English will be used as the official conference language, briefly indicate the use of the local language.

Badges and Identification: Indicate whether identification badges will be issued to participants.

Certificates: Confirm whether certificates of participation and presentation will be provided. Highlight sustainability and environmental considerations (e.g., paperless approaches).

Climate: Provide a brief description of expected weather conditions during the conference period.

Currency, Credit Cards, and Taxes: Indicate the local currency, acceptance of major credit cards, and applicable taxes on goods and services.

Visa Requirements: Advise participants to verify visa requirements and indicate whether invitation letters will be issued upon request.

Other important information: Provide relevant context about the host country that may influence participants' experience. This may include cultural norms and practices, social considerations, and the broader economic environment, such as cost of living, safety, accessibility, inclusivity, local customs, and any specific conditions that may affect travel, accommodation, or participation. For activities organised within the EU, ensure compliance with the General Data Protection Regulation (GDPR) and, in other countries or economies, applicable national data protection and privacy rules. Where appropriate, also highlight sustainability and environmental considerations (e.g., paperless approaches, catering practices).