INTERNATIONAL SYMPOSIUM APPLICATION

ICOMOS / ISPRS CIPA – Heritage Documentation

November 26, 2018

http://cipa.icomos.org

1. INTRODUCTION

This application handbook is not meant to be a textbook for organizations that want to organize a CIPA International Symposium. Its objective is to provide guidelines and tips to prepare an application to CIPA's Executive Board and the organization of the event. After completion it should be submitted to CIPA's Secretary General, who will forward it to the Executive Board members. Decision will be taken by the EB at least two years prior to the Symposium dates.

Objectives of organizing a CIPA symposium:

- Meet experts on heritage documentation from other countries.
- Developing an interdisciplinary platform for exchanging experiences and fostering the communication (bridging the gap) between Information Users and Information Providers.
- Encouraging and promoting the development of principles and good practices for recording, documentation and information management of cultural heritage.
- Providing international sessions for conservation and informatics professionals, students and site personnel with tutorials during the Symposium.
- Involving government bodies, regional authorities, non-profit groups and institutions on tools, technology and methods for using technology.
- Reinforcing CIPA's international network of professionals in both the fields of technology and cultural heritage for scientific research but also applied practical experience.
- Providing a platform for the exchange of ideas, best practices as well as scientific research papers.

2. APPLICANT'S PROFILE

Symposium Chairman	*Full name*	
	Biographic sketch	
Contact information	*Provide address, email, telephone and website*	
Organization	*Type*	
	Mission	
	Previous experience in organizing events:	

3. SYMPOSIUM PROFILE

Symposium theme/fields	
Proposed committees(Draft)	
Sponsors/Partners	
Symposium Website proposal	
Symposium paper review system	*Provide an explanation of the use of a peer review system /double blinded peer review system. CIPA encourages organizers to use Copernicus (http://www.copernicus.org)* - See Point 6
Symposium e-mail	
Announcement's schedule and media *(First and subsequent calls for papers)*	
Proposed registration fees in	

EUR *(early bird and other policies, e.g. Special discounts for professionals from developing countries)*	
Students pricing: *(special discount rate for fulltime students)*	
Scholarships for students from "developing countries"	

4. VENUE AND ACCESSIBILITY

Describe the venue *(Symposium hall, town, etc)*	
Location *(Accessibility for international participants, please specify approximate airfares from the USA, Canada, Europe, Australia and Asia to the venue location)*	
Visa requirements, official invitations *(if required)*	
Period *(Proposed Dates of the Symposium)*	
Staff available for Symposium organization	
Students volunteers *(Student jobs to support the organization)*	

5. REQUIREMENTS: FACILITIES AND LOGISTICS

Accommodation *(type of hotels and rates)*	
Transportation *(Available public transportation from hotel to the venue, length of journey)*	
Internet facility available *(Wireless and wired)*	

Please take into consideration:

- The Model Symposium Contract available from the CIPA Secretary General to be signed upon decision of the Executive Board.
- Potential venues are to be considered as soon as symposium dates are decided; facilities located on the University campus are preferred for cost savings. Capacity considerations should be based on Symposium model and previous Symposium attendance figures.
- Facilities must meet or exceed necessary technical requirements as well.
- Internet access should be arranged for Symposium participants at least one month prior to Symposium dates.

- Accessibility should be checked and confirmed at time of venue-consideration; accessibility should be publicized in all public and participant registration materials (particularly for international visitors).
- Facilities must accommodate all Symposium activities including lecture hall with adequate seating and lighting, easy-to-access reception/information desk(s), adequate and appropriate space for sponsor tables, adequate and appropriate wall-space for presenting and viewing posters, adequate space and seating/tables for catering activities. Coat-check options should be considered as well.
- Space and scheduling issues conflicting with daily class activities must be taken into consideration when organizing a venue on campus. Symposium facilitators must communicate with faculty and facilities staff to avoid conflicts.
- Event signage must be legible and hung/installed early the morning the Symposium opens. Signage should be consistent in style and of professional quality; re-usable signage for later Symposiums should be arranged for where possible.
- Facility i.e. bathroom access/location signage is particularly important.
- Hotel accommodations to be organized once symposium dates have been determined; a block of rooms should be arranged for at appropriate rates. This information will be included in registration literature.

6. SYMPOSIUM CONTENT AND STRUCTURE

Specify a preliminary scientific committee *(Remember CIPA Executive Members should be listed here)*	
Proposed symposium sessions	
Potential tutorials	
Potential keynote speakers	
ICOMOS sponsoring, list member(s) of the national committee to be involved	
ISPRS sponsoring, list of the national member(s) to be involved	
Technical excursions, describe potential visits	
General timetable *(Specify time for sessions, technical excursion(s), exhibition, reception, dinner and closing ceremony – Executive Members meeting)*	
Poster sessions *(potential number of booths)*	
Exhibitors showcase *(potential number of booths)*	

7. VALORIZATION AND DISSEMINATION

Publication *(Must be at least electronic, peer-review and open access. Also explain how the proceedings will be*	*Provide an explanation of the use of a peer review system /double blinded peer review system. CIPA encourages organizers to use Copernicus (http://www.copernicus.org)*

published i.e. Printed books, CDROMs, DVD, etc…)	

8. FUND RAISING AND SPONSORING OF THE SYMPOSIUM

Describe potential organizations provided sponsoring and support to the symposium in cash or in kind contributions	
Describe fund raising strategies for the symposium	
Describe potential support for student bursaries to attend the symposium	
Describe exhibition rates for potential exhibitors	

9. BUDGETING AND FINANCE

Please provide a budget breakdown (US Dollar or EUR)

Activity	Currency	Description
Venue rental (including rooms and equipment)		
Internet facility		
Speakers preparation room		
Parallel Sessions (including coffee breaks and lunch)		
Welcome reception		
Other Symposium dinner(s)		
Executive Board meeting prior to Symposium dates (including dinner)		
Closing ceremony and Banquet		
Technical excursion		
Symposium website		
Symposium printed brochures and posters		
Proceedings publication		
Miscellaneous		
Accommodation and free registration for 12 Executive Members of CIPA, appointed by the President		
Invited keynote speakers [2-3] (flight, accommodation, registration)		
Final contribution to CIPA according to CIPA contract after completion of the symposium		
Total		

Please take into consideration the following points:

- The budget will be drafted by the applicant and submitted to CIPA Secretary General at least two years in advance.
- Symposium model selection will determine initial budget estimates, e.g. paid attendance, CIPA executive accommodation, keynotes, free/not free for students, etc.
- The budget draft is based on the Symposium size, estimated costs and planned activities; the draft will be reviewed itemized in detail with applicable deadlines and upon approval be used to create a fiscal plan that also includes fund sources.
- This budget will be used for CIPA Sustaining Members, and potential grant proposals/applications. Any special aspects of the location that make it noteworthy.

Applicant's signature Date: