Requirements for Hosting an ICAS Congress

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 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 team
- A Point of Contact for ICAS (POC)
- Potential support from your local industrial or political side
- A selection of hotels (please note that low cost hotels need to be included for students)
- Venue places for the welcome reception, the Congress reception, the Programme Committee dinner and the congress banquet
- An accompanying persons programme
- Technical visits

1. Lecture rooms

- Large Hall (seating for at least 1.200 persons) for Opening/Closing Ceremony. Named and General Lectures plus session track 1 can be hosted in this hall. This hall 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 hall.

- Additionally 11 Lecture Rooms (4 rooms capable of accommodating about 150 people, remaining rooms capable of accommodating about 75 people)

- The above implies a congress with 12 parallel session tracks and with morning briefings to authors performed in the respective lecture rooms

2. Offices and Committee Meeting Room

- **President's office** (Sunday through Thursday)
- **Secretariat office** (Friday through Friday)

    Secretariat office may be shared by the local organizing committee, if the room is large enough to provide an undisturbed workflow.

- **ICAS Meeting rooms** (see Appendix 2)

    The meeting rooms 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 Congress. Refreshments (e.g. water/juices, tea, coffee) should be available continuously.

3. Facilities

All lecture rooms should be equipped with laptops connected to projectors (beamers). The laptops should have software for English Powerpoint presentations. Operating staff should be available. An additional room should be provided for uploading the presentations by the authors. Enough staff must be provided to ensure and aid the uploading operation at all times. For the presentation of the Interactive Presentations there must be a suitable number of screens to ensure that there are not more than eight papers per screen.

The Secretariat must be provided with a computer plus a fast colour A3-printer including toner and paper. Wireless internet access should 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. To decrease the overall congress costs for ICAS two cell phones should be made available to the Secretariat with a local sim-card. The Hosting Society will provide an English speaking assisting person to the ICAS Secretariat throughout the Congress at the cost of the Hosting Society. An undergraduate aeronautical student would be the preferred choice.

For the planning of the Interactive Presentations (IP), suitable screens must be provided for at least 15 parallel IP-sessions. The number of Poster 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.

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 office should be available from the Friday before the Congress until Friday 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 wireless access to the internet free of charge for all participants of the congress in the whole conference area.

Due to the high traffic of participants in the need to print or copy documents for the congress, a separate printing and copy room will be required. This room should be staffed continuously by the Local Organising Committee and made available from Monday through Thursday. Prints or copies can be charged by the local organising committee, however a maximum fee of the equivalent of 0,10 EUR should be charged for a single black and white A4-print.

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.

4. 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) and the desk must be open for 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.

5. 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.

6. Meals Requiring Reserved Accommodation

- ICAS Council Lunch (Wednesday):
  Approx. 60 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. 75 persons (including partners) and charged individually
  Payments handled by ICAS

- Banquet for delegates and accompanying persons (Thursday):
  Approx. 300 persons. Paid directly by registrants to the hosting society
  (via registration or on-site, this might also be part of the registration fee)

7. Social Events and Technical Tours

The Social Events and Technical Tours are determined by the Hosting Society. Payment 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 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.

8. 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 from the Thursday noon of the week preceding the Congress to the Monday morning of the Congress' week.

9. Printing and distribution of Programmes and Proceedings

The Preliminary Programme will be only downloadable by pdf only and can be downloaded as desired from the ICAS- and/or the LOC-website. The costs of the Printing of the Final Programme and the Congress Proceedings will be borne by the Hosting Society's budget. The Congress Proceedings must be included on a portable electronic device, e.g. a CD or a USB-Stick.

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 be printed and only distributed at the Congress. 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 not later than January in the year prior to the Congress.

10. Delegates' Congress Bag

The production and packing of the congress bag, containing the Congress Final Programme, Proceedings on a portable electronic device, 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. The printing on the congress bag must include the ICAS logo and the congress dates, possibly together with the logos of the 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.

11. 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.

12. 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.

13. 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.

It is desirable to have a preliminary estimate of the fees for consideration by the Executive Committee two years in advance and a final figure must be agreed in time for the printing of the Preliminary Programme, i.e. in the November prior to the Congress. Fees are discussed again at the meeting of the Executive Committee at the end of the Programme Committee meeting in September/October of the year prior to the Congress. 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 three step registration fee is recommended (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 (normally 500). Smaller 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. The 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 150.000 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. This fee has to be borne by the Hosting 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.

ICAS
International Council of the Aeronautical Sciences

Appendix 2

List of the required Committee meetings

Date	Time	Meeting	Pers.
Sunday	10:30-12:30	Joint PPSC/SPSC I - Congress Initiatives & Quality	40
	13:30-15:00	Membership & External Relations SC I	15
	13:30-15:30	Finance Committee	10
	15:00-16:30	Programme Committee I	60
	16:45-18:45	Executive Committee I	20
Monday	12:00-13:00	Executive Committee II (working lunch)	20
	14:00-16:00	Early Career SC	15
	18:30-18:30	Programme Planning Sub-Committee II	25
Tuesday	12:00-13:00	Membership & External Relations SC I (working lunch)	15
	12:00-13:00	Strategic Planning SC II (working lunch)	15
	18:00-18:30	Programme Planning Sub-Committee III	25
	09:30-11:30	AIAA International Activities Meeting	10
Wednesday	12:00-13:00	Council Lunch	35
	14:00-16:00	Council Meeting / PC III	85
	18:00-18:30	Programme Planning Sub-Committee IV	25
Thursday	07:00-08:00	Executive Committee Meeting III (working breakfast, on request)	20
	14:00-15:30	Reserve slot	50
	10:30-12:30	Joint PPSC/SPSC I - Congress Initiatives & Quality	40

Abbreviations:

EC = Executive Committee
MERSC = Membership External Relations Sub-Committee
PC = Programme Committee
PPSC = Programme Planning Sub-Committee