

CALL FOR HOST
For THE 21st TRIENNIAL CONFERENCE
OF THE
COMMITTEE FOR CONSERVATION
OF THE
INTERNATIONAL COUNCIL OF MUSEUMS
ICOM-CC

**PERIOD OF THE CONFERENCE:
SEPTEMBER 2026**

INTRODUCTION

The Directory Board of ICOM-CC invites a consortium of organisations to submit proposals to host its 21st Triennial Conference in September 2026. The following document assists potential hosts in preparing their bid by outlining the position of ICOM-CC and the essential commitments by the National Organising Committee representing the consortium involved in hosting the conference. We highly recommend that the National Organising Committee be composed of a number of local institutions, museums and entities from the hosting city (herein called Consortium).

ICOM, the International Council of Museums, is comprised of approximately 50,000 members in 141 countries (www.icom.museum). With over 5000 members, the Committee for Conservation (ICOM-CC) is by far the largest of ICOM's 32 International Committees. ICOM-CC is a network of professionals who commit themselves to the conservation of museum collections, including library and archival materials. Information about ICOM-CC and its twenty active Working Groups may be found at www.icom-cc.org.

The Triennial Conference is the culmination of ICOM-CC's three-year cycle of activities, providing a venue for conservators, scientists, historians and art historians, curators, librarians, archivists, students, collection managers, directors, and other allied professionals from the world's leading cultural institutions and the private sector to meet and exchange information on the latest research and practice in the field of conservation. Depending on its location, the conference may attract up to 1000 delegates who participate in plenary sessions, general assemblies, and specialised Working Group sessions; technical visits and excursions; and social events over a five-day period. In addition, delegates expect to take advantage of the conference to visit local museums and sites of interest in and around the host city.

In the following text, the Directory Board of ICOM-CC will be abbreviated as DB and the National Organising Committee will be abbreviated as NOC.

OVERALL ORGANISATION AND RESPONSIBILITY

Overall responsibility for the Triennial Conference will be vested in the DB, which will maintain continual oversight and give final approval of all aspects, including financial management. Progress reports from the NOC will take place at each of the five biannual international DB meetings in advance of the Triennial Conference, which a representative of the NOC will be expected to attend. Meetings are typically held in first and third quarter of the year (Q1 and Q3). At least one meeting annually will be in-person.

The NOC holds financial responsibility for the Triennial Conference and will be responsible for setting up the conference organisational structure and logistics, outlining and updating the budget, and seeking and coordinating sources of funding. The budget will include the costs of producing the Triennial Preprints publication and the website of the conference by an experienced team that has worked with ICOM-CC for the past two decades. The Triennial Preprints publication is managed by a Managing Editor who is approved by the DB. The Managing Editor selects the editorial team and Selection Committee and oversees the Preprints process. The costs for this are outlined below.

The NOC will inform the DB about the individual responsibilities within the NOC (i.e. budget, programme, technical visits), and any proposed sponsorship agreements which the DB will have ultimate authority to endorse or reject. The Chair of the DB or his/her delegate should be invited to attend meetings of the NOC.

Organising the Triennial Conference is a significant undertaking and past NOCs have utilised a Professional Conference Organiser (PCO) to help plan and manage the logistics. ICOM-CC strongly endorses the use of a PCO who will facilitate all aspects of the conference planning and administration.

TRIENNIAL CONFERENCE PROGRAMME

The Triennial Conference proper normally runs from Monday through Friday. Business meetings of the DB typically occur on the weekend before the conference week. The general outline of the Triennial Conference programme is as follows, though some flexibility is possible with the agreement of the DB:

Day 1 minus 2:	Meeting of the DB (normally a Saturday)
Day 1 minus 1:	Meeting of the DB with the Working Group Coordinators (normally a Sunday) On-site registration opens
Day 1 morning:	Plenary Session (opening ceremony, welcome and keynote speech(es)) General Assembly 1 (ICOM-CC business meeting: report from the Chair, financial report, any other procedural business)
Day 1 afternoon:	Concurrent (5) Working Group sessions
Day 2:	Concurrent (5) Working Group sessions
Day 3 morning:	Plenary session (presentations selected by DB and NOC)
Day 3 afternoon:	Technical visits
Day 4:	Concurrent (5) Working Group sessions
Day 5 morning:	Concurrent (5) Working Group sessions
Day 5 afternoon:	General Assembly 2 (ICOM-CC Medal presentation, ICOM-CC Triennial Lecture, presentation of newly elected DB and Coordinators, presentation of next venue) Plenary Session (closing ceremony)

Alterations to the programme may be suggested by the NOC, but must be approved by the DB. The Plenary sessions on Days 1, 3, and 5 should be constructed in close cooperation between the DB and the NOC. Bids should include proposed venue for the conference duration.

TECHNICAL VISITS

The NOC is responsible for organising technical visits, normally on the afternoon of Day 3, for the conference delegates. The technical visits should take place within the bounds of the city hosting the Triennial Conference, or within a short distance. The technical visits should represent a balance between historic sites, museums, galleries, archives, libraries, and laboratories. The visits should stress conservation-related activities rather than general tourist interests. The cost of the visits, including transportation, should be included in the registration fee. Bids may include proposed venues and/or locations for technical visits.

SOCIAL PROGRAMME

The NOC is responsible for organising a social programme for delegates during the conference week. This should include a welcome reception on Day 1 and a conference dinner (preferably early in the week). A

cultural performance or other experience may also be organised. Except for the conference dinner, which is paid for separately by delegates, the social activities have traditionally been offered at no extra cost to registered delegates. ICOM-CC supports the NOC using outside sponsors to cover the costs of the social activities so that they are not reflected in the conference fee. Bids may include plans for the social programme.

TRAVEL GRANTS

The DB may, at its discretion, apply for travel grants for delegates from economically challenged and emerging countries and will be responsible for all communication with the grant funders as well as the selection of the grant recipients. The NOC may be responsible, through its professional conference organiser or travel agent and in cooperation with the ICOM-CC Secretary, to assist with the organisation of air travel to and from the venue, hotel booking, assistance with the securing of necessary visas, and other logistical support for up to twenty-five grant recipients. The travel grant recipients will pay the early bird registration fee. By no means can any part of the travel grantee funds provided by the grant funder be used for anything other than conference/organisational activities based on what the grant funder has specifically agreed to with ICOM/ICOM-CC in the grant application and agreement. The DB will keep the NOC informed in a timely manner of general developments with regard to any travel grant recipients.

PRE AND POST CONFERENCE TOURS

The NOC or its designated professional conference organiser/travel agency may organise pre- or post-conference tours or activities in the region of the host city. These tours are not part of the conference proper and are paid for by a separate fee by registered delegates.

TRADE FAIR

The trade fair, which should be located in close proximity to the lecture rooms, presents delegates with the opportunity to interact with representatives of commercial and private entities working in the field of conservation, arts and cultural heritage. Traditional arts and crafts from the region may also be included. The NOC is encouraged to regard the trade fair as a potential source of income, without however discouraging exhibitor participation by setting booth fees too high. Income from the trade fair may be used to offset costs of the conference and reduce the conference fee determined by the DB and NOC. A list of past stand holders will be provided in due course by the DB to the NOC or PCO.

FACILITIES

The facilities that must be provided for the conference include but are not limited to the following:

- A lecture hall for the plenary sessions and general assemblies (Day 1 morning, Day 3 morning, Day 5 afternoon) capable of comfortably accommodating all delegates (in a European venue, a hall with a capacity of 1000 would be reasonable). This hall should be equipped with in-room technical assistance, PC with PowerPoint and projector, podium (and/or tables), microphone for speakers and roaming microphones for audience questions.
- Sufficient number of lecture rooms to hold up to five (5) parallel sessions of Working Groups. These rooms should hold from 100–500 people. Each room should be equipped with in-room technical assistance, PC with PowerPoint, and projector, podium and microphones for the speakers and roaming microphones for audience questions.
- A large room/area with facilities for the trade fair.
- Space and facilities for the display of posters (100 maximum), as close as possible to the lecture rooms.

- Refreshment area(s) and restrooms, as close as possible to the lecture rooms.
- A dedicated room or office for the ICOM-CC Secretariat and DB (capacity 12 people) equipped with scanning/printing capability (packets of paper DIN A4, maintenance service), PC (English keyboard and software; minimum Word, Excel and PowerPoint) with printer/scanner software and a dedicated printer, WiFi internet password access (separate from general delegate access).
- A speakers' room with computer access, projector, photocopier (double-sided), printer and technical assistance.
- Internet Café: A dedicated area with up to ten (10) computer terminals for use by delegates.
- WiFi access throughout the conference venue.
- Close to the venue, but not necessarily at the venue, the DB needs:
 - On Day 1 minus 2: A room (capacity 20 people) equipped with a projector and Wi-Fi for the DB meetings;
 - On Day 1 minus 1: A room (capacity 50 people) equipped with a projector and Wi-Fi for the DB and Coordinators' meetings.

ACCOMMODATION

The conference budget should include costs to cover hotel rooms for the Directory Board (max 9 members), Managing Editor, Secretary, and President/Director General of ICOM.

A selection of accommodation for delegates ranging from student hostels and bed and breakfast accommodations to three- and four-star hotels should be identified by the NOC and highlighted on the conference website. Negotiating with hotels to provide bulk rates is recommended.

THE PREPRINTS

The Triennial Conference Preprints are the principal scientific/technical production of ICOM-CC, and the contents are the responsibility of the DB. The final selection of published papers is the result of a multi-step process wherein the Managing Editor, Editorial Team, Working Group Coordinators, Peer Reviewers, and Selection Committee fulfil specific roles. The organisation of this process is the responsibility of the DB and the Managing Editor.

ICOM-CC has effectively and constructively worked with the current (2020-2023) Managing Editor between 1993-1999 and continuously since 2008 and the Editorial Team since 2011 to produce the Triennial Preprints. This team has expertise and knowledge, not only in the logistics and management of the Preprints process, but more importantly experience working with ICOM-CC authors to develop their papers and posters into a high-quality publication that is unparalleled. The DB strongly endorses working with this established team, which consists of one Managing Editor, one Content Editor and one Layout Designer. No additional publishing resources are required to produce the Preprints.

The Preprints are published digitally and are made available to conference delegates one month prior to the conference. The schedule and deadlines involved in producing 160 papers and 100 poster abstracts is ambitious and tight. The well-oiled machine that has run and been responsible for the Preprints is capable of producing this product in the timeline required.

The Managing Editor coordinates the Preprints review process. Submissions, both paper and poster abstracts, are reviewed by ICOM-CC Working Group Coordinators and Peer Reviewers using established criteria. The paper submissions are reviewed first as preliminary abstracts and invited contributions are

again reviewed upon submission as full papers. Peer reviewers are invited by the Managing Editor in consultation with the ICOM-CC Chair. The process is overseen by a Selection Committee of up to six (6) members, invited by the Managing Editor. This committee assesses the results of the two-tier review by Coordinators and Peer Reviewers and makes the final selection of papers and posters. An in-person meeting to conclude the first phase of review is highly desirable.

Additionally, ICOM-CC has a tailor-made web-based system for the submission, review, and editing of conference abstracts, papers, and posters. This Preprints Platform is developed and operated by the firm USEIT (Portugal). We endorse the use of this Platform for the 21st Triennial Conference in 2026.

The NOC should develop a conference website which will play a pivotal role in effectively communicating the conference worldwide. The Chair of ICOM-CC or his/her delegate should be a member of the conference website planning group. This group will take responsibility for the content of the website and for its updating. Website information must be given in English. Use of an additional language is at the discretion of the NOC.

The firm USEIT has also developed and designed with previous NOCs the conference website, which presents the face of the conference in the lead up to the event and provides vital information to conference delegates. The conference programme as well as information about the host city, technical visits and keynote speakers will be included in the conference website. The delegate registration system must be linked to the Preprints Platform and the Conference Website, as a tally of authors who have registered and paid conference fees must be clearly communicated between both web-systems.

Costs contributed by the NOC include the following:

Preprints Management

- Part of the fees and expenses for the Managing Editor are raised by the DB. Typically these funds cover the first year of the publication process. The remaining portion of publication costs are covered by the NOC. The NOC will be responsible for these costs in the second and third year leading up to the conference. In the 2020-2023 period, the fees paid by the NOC for the Managing Editor totalled approximately € 50,000 (US\$ 53,000). Costs are paid in US Dollars.
- The expenses of the Editorial Team (Content Editor and Layout Designer) are borne fully by the NOC. These costs typically occur in the final nine months prior to the conference. In the 2020-2023 period, the Editorial team costs totalled € 26,500. Costs are paid in Euros.

Selection Committee

- The Selection Committee (SC) meeting expenses include but are not limited to travel, accommodation, and per diem for up to six (6) SC members to attend a three-day meeting at a location to be agreed upon between the DB and the NOC. Funding of the Preprints Selection Committee meeting, typically in June or July of the year preceding the Triennial Conference, is provided by NOC. The costs related to the Selection Committee meeting for 2023 totalled approximately € 5,200. These costs are paid in Euros.

Websites

- The Preprints Platform is a custom designed web-based system that allows authors to submit contributions and facilitates the peer review process. This platform needs to be online and open for use by potential authors at least two-and-a-half years prior to the conference dates. The service provided by USEIT includes programming, support throughout the entire preprints process, hosting, and twelve (12) mailing campaigns. In the 2020-2023 period, the platform cost covered by the NOC was € 22,500. Costs are paid in Euros.

- USEIT is also available for design and operation of the conference website (as it did in 2011, 2014, 2017, and 2020). The website for the conference needs to be online two years before the conference dates. The cost for delivering the 2020 website covered by the NOC was € 11,000. Costs for delivering this service are paid in Euros.

Preprints Publishing

- For the past three triennia the Preprints have been uploaded onto pen-drives which were included in the delegate pack. In addition to the conference papers and poster abstracts, the Preprints comprise Triennial Activity Reports for all the Working Groups, reports from the ICOM-CC Chair and Preprints Managing Editor, the list of DB members and keyword indices.
- With the Directory Board, the NOC may choose to publish a paper-based table of contents and/or USB pen-drive container.
- The cost of publishing/producing the ICOM-CC Triennial Conference Preprints, as well as any costs related to transporting Preprints materials to the Conference venue, must be covered by the NOC.

An estimation of these costs will be made by the DB and will be communicated to the NOC in a timely manner. All costs will be adjusted for inflation at time of estimation. All amounts stated are excluding tax. The NOC will be responsible for contracting with the individual parties mentioned above. Contracts should be issued well in advance of work that will be carried out.

It is expected that the bid will accommodate these costs and that funding will be secured for these services and that funding is secured for these services.

PRINTED MATTER

The NOC is responsible for the production and printing of a full programme booklet to be distributed to conference delegates. The DB will give final approval of the content of the booklet. The programme should be written in English. Any additional language(s), either one of ICOM's official languages and/or a language appropriate to the host country, may be included at the discretion of the NOC.

The programme booklet should contain all Plenary and Working Group session programmes as well as details of the technical visits and social programme. The DB will provide the Working Group programmes for inclusion in this booklet in a timely manner.

SATCHELS, LANYARDS AND DELEGATE NAME BADGES

The NOC is responsible for the production and printing of the delegates' name badges and for providing lanyards. Name badges may include colour coordination for Coordinators, speakers, grantees, etc. We suggest that sponsorship be found to cover the costs for the lanyards and the satchels. Sponsors and trade fair booth holders may provide funds to have material included in the delegate pack.

KEYNOTE SPEAKERS

Together with the DB, the NOC will select and invite keynote speakers to provide lectures during the (mid) Plenary session of the conference. The NOC will bear the costs of registration, travel and accommodation (two nights) for up to six (6) speakers.

ACCESSIBLE/VIRTUAL OPTIONS

There are many ways to support access, including hybrid and live-streamed models, each with cost implications. We encourage potential NOCs to consider these different options carefully and to build them into their proposals if appropriate.

LANGUAGE

The conference language will be ENGLISH. The Preprints and programme will be published in English. The Conference Website and Preprints Platform will be in English. The NOC may at their own discretion hire translators/interpreters to address language facilitation during the conference as deemed necessary. All communication between the DB and NOC will take place in English.

COMMUNICATION

The complexity of the conference requires effective and regular communication between all parties concerned.

It is essential that lines of communication, once established, be maintained to avoid confusion and repetition. The Chair of ICOM-CC or his/her delegate is responsible for communication between ICOM-CC and the NOC. The logistical organisation of the papers and posters for publication is the responsibility of the Managing Editor appointed by ICOM-CC. Through the Managing Editor, ICOM-CC issues the calls for papers and posters and provides communication with its members through the Secretariat. Communication with external bodies such as the organising conference bureau, the trade fair, and the conference centre is the responsibility of the NOC.

The NOC is encouraged to create a house style to be used on all communications (including letterheads, flyers, conference website, signage, etc.). Any conference logo should always be used in combination with the ICOM-CC logo and the logo(s) of any of the local organising body or bodies and major supporters. The Chair of ICOM-CC administers use of the ICOM-CC logo, which must not be truncated or altered. The language of all conference-related communications is English. The use of any additional language(s) is at the discretion of the NOC and any additional costs incurred are the responsibility of the NOC.

Any communication with the press in connection with the conference should be discussed in advance between the NOC and the Chair of ICOM-CC or his/her delegate.

DELEGATES AND REGISTRATION FEES

The total number of delegates expected depends on the conference location. The number may be estimated by adding the anticipated number of ICOM-CC author delegates (c. 250) and ICOM-CC member delegates (about 300) to the number of delegates expected from the organising country and surrounding region. An approximation of these participants might be made by considering the memberships of relevant professional organisations in these countries.

Total attendance at the five most recent Triennial Conferences was as follows:

Venue	Year	Delegates
Beijing (hybrid)	2021	1600 (includes 370 Chinese delegates)
Copenhagen	2017	1000
Melbourne	2014	650
Lisbon	2011	900
New Delhi	2008	600
The Hague	2005	950

The NOC should be aware of any potential difficulties delegates might have in securing visas to enter the host country and should be prepared, through their government contacts, professional conference organiser, or travel agent, to assist the delegates in this regard.

Registration fees are expected to cover a portion of the costs of the conference. Remaining costs should be covered by sponsorship, trade fair and in-kind contributions. However, it is essential that the financial threshold for participation is as low as possible in order to enable reasonably wide global participation. The participation of students should be encouraged with substantially reduced registration fees. Special or reduced registration fees for local delegates may be considered in consultation with the DB.

The past registration fees are given below. Please note that these are only provided as examples of past fees; ICOM-CC would support and encourage lower fees when possible.

		Valencia 2023	Beijing* 2020	Copenhagen 2017	Melbourne 2014	Lisbon 2011
Early Bird registration	members	To be decided	€ 350	€ 565	€ 400	€ 345
	non members	tbd	€ 450	€ 685	€ 520	€ 465
	students	tbd	€ 175	€ 353	€ 165	€ 175
regular period registration	members	tbd	€ 450	€ 760	€ 500	€ 435
	non members	tbd	€ 550	€ 880	€ 620	€ 555
	students	tbd	€ 210	€ 400	€ 200	€ 215
Late and onsite registration	members	tbd	€ 550	€ 865	€ 560	€ 500
	non members	tbd	€ 650	€ 985	€ 680	€ 620
	students	tbd	€ 250	€ 450	€ 200	€ 245

* The figures reflect in-person rates; the final conference was hybrid and registration was approx. euros 100 per delegate.

The fee difference between member and non-member rates will be at least €100-120. This takes into consideration the financial commitment already made by ICOM members by virtue of their annual ICOM membership fees. If a surplus ensues on close of the conference, after all financial accounting is finalised, ICOM-CC requests to receive the difference between member and non-member fees per participant. This amount will be transferred to ICOM-CC no later than four months following the close of the conference.

The processes for identifying member versus non-member delegates and for transferring the non-member margin to ICOM-CC will be managed in cooperation with the Secretary and Treasurer of ICOM-CC. These processes must be addressed in the contractual agreement between ICOM-CC and the NOC.

OVERVIEW OF COSTS AND FINANCIAL RESPONSIBILITIES

All expenses for the conference, including the costs of publishing the Preprints, the Preprints Platform, the dedicated conference website, and any applicable taxes are the responsibility of the NOC.

ICOM-CC, the DB and ICOM cannot take responsibility for any financial shortfall should there be one.

Any monetary surplus (after the transfer of the non-member delegate fee differences) will be shared equally between the NOC and ICOM-CC unless another arrangement is agreed upon.

SUMMARY of COSTS to be borne by NOC:

Conference costs/expenses include but are not limited to the following:

- Conference centre rental (including all facilities outlined above);
- Refreshment breaks and conference lunches, including special dietary needs;
- Receptions, social events, conference dinner (the conference dinner is paid separately by the delegates);
- Technical visits, including transportation;
- Registration and organising costs;
- Production of programme, tickets, delegate badges, conference bags, etc.;
- Contracting, creation and operation of the conference website;
- Costs associated with ICOM-CC's web-based Preprints Platform, for the submission, review, and editing of conference abstracts, papers, and posters managed by the firm USEIT (Portugal) (as outlined above);
- Publishing costs associated with the Preprints;
- Fees for Managing Editor (as outlined above);
- Selection Committee expenses (as outlined above);
- DB travel expenses, accommodation for at least 8 nights and registration for up to nine (9) DB members, the ICOM-CC Secretary, and Managing Editor, to attend the Conference. The choice of hotel shall be made in consultation with the Directory Board;
- Registration fees, travel and accommodation for invited speakers as discussed with DB, up to six (6) persons for two (2) nights;
- Free registration for the President or Director General of ICOM or his/her delegate;
- Subvention for free registration for students working at the conference; the maximum number should be negotiated with the DB (in the past, approximately 20-25 complimentary student registrations);
- Simultaneous translation into host country language(s) may be organised at the discretion of the NOC and must be paid by a separate budget by the NOC).

FINAL REPORT

The NOC will deliver a final evaluation report on the conference, including a detailed, independently audited financial report, to the Chair of ICOM-CC within five (5) months following the close of the conference. A delegate of the NOC may be asked to attend as an observer the first DB meeting following the conference in order to deliver the report to the DB and the representatives of the NOC for the next Triennial Conference.

PRESENTATION IN VALENCIA, SPAIN, 22 SEPTEMBER 2023

At least one (1) representative of the successful bidder will be expected to attend the closing ceremony of the 20th Triennial Conference in Valencia, Spain, on 22 September 2023 to make an audio-visual presentation of the venue for the 21st Triennial Conference. Traditionally, next venues for the ICOM-CC Conference are considered confidential until this announcement is made.

TOPICS TO ADDRESS IN THE PROPOSAL FOR THE ORGANISATION OF THE 21st TRIENNIAL CONFERENCE OF THE INTERNATIONAL COUNCIL OF MUSEUMS COMMITTEE FOR CONSERVATION (ICOM-CC) September 2026

The proposal (in pdf or Word format) must be received by the ICOM-CC Secretariat (secretariat@icom-cc.org) by **15 March 2023** (midnight Central European time). For further information about this Call for Hosts, please contact the ICOM-CC Secretary, Joan Reifsnnyder (secretariat@icom-cc.org).

The DB would like to stress to potential hosts the significant logistical and financial commitments required to host a Triennial Conference. One element includes the requirement to make payments during the three years leading up to the conference before conference registration revenues come in. Candidates/consortiums must be certain that they can secure at least 20% of the costs in supporting funds from national or international bodies and have the capacity to make such payments. This commitment should be in place at the time of bidding for the event.

Candidates/consortiums are kindly requested respond to the points below with sufficient detail, yet as concisely as possible.

NOC

- identify institutional and individual members of the NOC, indicating main contact person.

VENUE

- venue name, address, city, country, website.
- facilities in the conference venue adequate to the needs of the ICOM-CC Triennial Conference.
- indications of public transportation to and from airport, with approximate costs.
- availability of accommodations at a range of prices near the conference venue.

CONFERENCE DATES

- five days not to coincide with major national, international, or religious holidays or major local events.
- dates in September 2026 are preferred but are negotiable.

FACILITIES

- detailed description with reference to section on FACILITIES above.

CONFERENCE ORGANISATION AND MANAGEMENT

- name of Professional Conference Organiser (if known).
- a detailed financial budget, in Euros, addressing all projected conference revenues and expenses with reference to the items outlined in the above text. Please use the template in Appendix 1. It is possible to add/subtract fields/lines as necessary for the individual proposal.
- note any anticipated difficulties that delegates from specific countries might have in securing visas to the host country and how the NOC will resolve them.

ASSESSMENT OF PROPOSALS

Proposals will be assessed using the following criteria:

- The thoroughness of the application and in particular the proposed budget.
- The potential local benefits of hosting a Triennial Conference and how the NOC envisions the conference energising and informing the local conservation community.
- The venue and its accessibility for delegates. Are there sufficient conference facilities and hotel rooms; how easy is it for delegates to travel to the proposed location and obtain visas.
- Sustainability: ICOM-CC is committed to sustainability and supports the aims outlined in the UN Sustainable Development Goals (SDGs) and wishes to use the 2030 Transforming our World's Agenda as the guiding framework to incorporate sustainability into our own internal and external practices - including conferences. Initiatives and practices aimed at reducing our environmental impact such as reducing waste of plastics, food, paper and so on throughout the conference will be considered as adding value to the bid.

The ICOM-CC DB welcomes questions from potential NOCs and is very willing to discuss ideas and potential arrangements during the process of drawing up a bid submission.

APPENDIX 1

ICOM-CC 21st Triennial Conference Budget inc taxes (if applicable)								
<i>Estimate costs, add lines /fields as necessary</i>	Per Item	No. of	500	600	700	800	900	1000
EXPENDITURE	Cost	Items	Delegates	Delegates	Delegates	Delegates	Delegates	Delegates
1. VENUE HIRE								
1a Venue hire								
2. CATERING								
2a Morning Tea - tea, coffee, cookies, etc.		5						
2b Afternoon Tea - tea, coffee, cookies, etc.		4						
2c Lunch - buffet		5						
2d Welcome Reception drinks								
2e Conference Dinner								
3. AUDIO VISUAL / EQUIPMENT								
3a Audio Visual - conference program								
3b Audio Visual/ theming - dinner entertainment								
3c Internet Café								
4. SPEAKERS / PROGRAMME								
4a Invited speakers								
4b Incidentals								
4c Speaker Gifts (if applicable)								
4d Complimentary Registration invited speakers								
4e Additional activities								
4f Welcome/Closing special activities (if applicable)								
4g Simultaneous Translation (if applicable)								

5. COMMITTEE COSTS								
5a Complimentary Registration - NOC								
5b Incidentals								
5c Directory Board Airfares								
5d Directory Board Conference Dinner								
5e Directory Board Accommodation x at least 8 nights								
5f Directory Board Complimentary Registration								
5g Conference Preprints, Managing Editor fee								
5h Conference Preprints, Selection Committee Meeting								
5i Conference Preprints web platform for review and selection								
5j Conference Preprints, publishing								
6. PROMOTIONS / MARKETING								
6a Conference Web site								
6b Bulk Mail/ email campaigns								
6c Advertising / Inserts / Copywriting								
6d Promotions at Other Conferences								
6e Photography								
6f Media & Communications								
7. DELEGATES/Onsite								
7a Name badges/lanyards/envelopes								
7b Satchel								
Satchel artwork set up & freight								
7c Packing satchels / Inserts								
7d Transport to technical tours								
8. PRINTING/DESIGN								
8a Logo Design/templates/ppt slide								

8b Promotional DL Card								
8d Conference programme								
8e Stationery - (Letterheads, etc)								
8f Function Tickets, Delegate List etc								
8g USB's Conference Preprints (including USB delivery and data upload costs)								
8h Pads & Pens								
8i Conference Phone App								
9. PCO ADMINISTRATION								
9a PCO Fixed fee								
9b Per Delegate fee								
9c Sponsorship/Exhibition Fee								
9d Office Expenses/Incidentals								
9e On site staff /travel /accomm								
10. EXHIBITION/SIGNAGE								
10a Booths - 3m x 3m booths								
10a Booths - 2m x 2m booths								
Extra costs for modifications								
10b Fixed Exhibition costs								
10c Storage / Walling / Poster boards								
10d Registration Desk								
10e Signage								
10f Cleaning/Power etc								
10g Security								
11. EXHIBITORS & SPONSORS								
11a Daily Booth Staff Catering								
11b Complimentary reg. - sponsor								

11c Complimentary reg. - exhibitor								
11d Sponsorship Prospectus / passport								
11e Satchel/name badge sponsors/exhibitors								
12. MISCELLANEOUS								
12a Insurance								
12b Credit card Merchant fees								
12c Account / Bank Charges								
12d Student Registrations (free or subsidized)								
SUB TOTAL								
13.Taxes (VAT and/or other)								
TOTAL EXPENDITURE								
<i>Specify estimated income, add lines/fields as necessary</i>	Per Item	No. of	550	600	650	800	900	1000
REVENUE (incl. VAT)	Cost	Items	Delegates	Delegates	Delegates	Delegates	Delegates	Delegates
14. REGISTRATION FEES								
14a Members- Early Bird/Best Rate								
14b Members- Regular/Standard Rate								
14c Members-On site								
14d Non- Members- Early Bird/Best Rate								
14e Non-Members- Regular/Standard Rate								
14f Non-Members- On site								
14g Students- Best Rate								
14h Students- Standard Rate								
14i Students-On site								
14j Accompanying Persons (if applicable)								

SUBTOTAL								
15. Social Functions								
15a Additional Tickets - Welcome /Reception								
15b Tickets - Conference Dinner								
15c Transport to Technical Tours								
16. SPONSORSHIP								
17. TRADE EXHIBITION								
18. LOCAL/NATIONAL SUPPORT								
SUB TOTAL								
19. any tax credits (Vat, etc)								
TOTAL REVENUE								
SUB TOTAL SURPLUS / DEFICIT								

Note: many of these budget entries are “if applicable”; short of adding this in many of the line items, you might want to stress even more that these are ONLY guideline budget entries/possibilities and not necessarily part of a bid budget.