ICS MEETINGS COMMITTEE
ESSENTIAL INFORMATION FOR AN ICS ANNUAL MEETING APPLICATION

BACKGROUND

The ICS Meetings Committee met for the first time in Athens 1996. The group consists of the Honorary Secretary, the Honorary Membership Secretary, the Honorary Treasurer, Chairman of the Standardisation Committee and the three past chairmen of ICS together with the current years chairman in attendance.

The ICS Meetings Committee now convenes at every ICS Annual Meeting to consider applications for the Annual Meeting four years in advance. Applications that are acceptable are then put to a ballot of ICS members at the Annual General Meeting.

Applications to host an ICS Annual Meeting should be addressed to the General Secretary and are required to arrive at the ICS office by 1st April, four years prior to the year of the proposed meeting. Applications should be no longer than three pages and contain the following information:-

1. **Name of meeting chairman**

2. **Name of scientific chairman**

3. **Names of organising committee**

4. **Names of ICS members in your centre**

5. **Number of ICS members in your country**

6. **Proposed venue for ICS meeting**
   The Meetings Committee would advise that considerable space is now required for ICS meetings. On the first day there have been up to 8 workshops organised, hence there must be 8 medium sized rooms capable of holding between 50 and 200 people in or close to the conference centre. Some of these may be in an adjacent hotel. For the main meeting an auditorium of 1,250 seats minimum (preferably in an auditorium with raked seating) is required together with a second auditorium of at least 400 seats. The exhibition area must have a minimum of 800 sq m of rentable space (this excludes circulation space, hence the

minimum total space should 1500 sq m). Applicants should plan that tea, coffee and lunch breaks can occur in the exhibition area.

7. Outline programme

In recent years the programme has been on Wednesday, Thursday and Friday, preceeded by a day of ICS workshops. It is highly desirable that there is an opening ceremony, often on the Tuesday night, perhaps in the trade exhibition area if the exhibition is in place. It is hoped that there would be a local evening on the Wednesday or Thursday with the annual dinner on the last night. The chairmen's dinner would be either on Wednesday or Thursday evening.

8. Registration fee

(at current costings) which should include all meeting facilities, lunches and evening events as specified under Item 7.

9. Accommodation

Please include a map of the proposed conference venue marked with the surrounding hotels, their class and their bed numbers. There should be an outline of the accommodation available including proximity to conference site, the current costs per night given in US dollars. Accommodation should include some inexpensive accommodation, together with 'up-market' hotels.

9. Method of travel to the conference city

This should include local international airports and methods of getting from the international airport to the city in question.

10. Local information

(such as the weather) would be useful.

11. ICS Meeting Committee

No presentation will be required by the Meetings Committee. However, the proposed Meeting Chair will be expected to be available to the Meetings Committee for questions before the application is accepted and goes to ballot at the AGM. The Meetings Committee usually convenes on the second day of the Annual Meeting; you will be informed of the exact time and date.

12. Canvassing

Canvassing the ICS membership and/or advertising your application will result in disqualification from the ballot.

13. Speciality of organiser

As the ICS is a multidisciplinary Society, please indicate the speciality of each individual that appears in sections 1 to 5 of the application.

14. Budget

The successful applicant will be required to submit a proposed budget for the meeting to the ICS Treasurer by the following 1st March.

15. Contract

A copy of the usual ICS/Host Country contract can be requested from the ICS office for information if required before presenting a bid.