



## **Requirements for Hosting an ICAS Programme Committee (PC) Meeting**

In general, the Hosting Society, acting as agent of ICAS, is responsible for the selection of a suitable PC Meeting site and for the organizational and social arrangements needed. These are to be prepared in accordance with the normal schedule of the PC meeting, which is attached as Appendix 3.

The following presents the major responsibilities and financial requirements in more detail. Unless specified otherwise, the costs involved are met by the Hosting Society.

### **1. PC Plenary and Rooms for the ICAS Emerging Technology Forum (ETF)**

- Plenary Rooms to host up to 18 different Topic groups to organise the Lectures of their Topic
- One large room which hosts up to 70 persons on Monday from 08:00-17:00 hrs for the ICAS ETF. This room has to be equipped with a laptop connected to a projector (beamer) and a screen. The laptop should have software for English Powerpoint and pdf presentations. Technical Operating staff should be available.

### **2. Offices and Committee Meeting Room**

- **Secretariat office** (Sunday through Thursday)

Secretariat office which provides an undisturbed workflow for two persons.

- **Meeting room** (Sunday to Thursday)

The meeting room should be located close to the Secretariat office. A typical list of the meetings is given in Appendix 3, with approximate number of attendants. The exact times will depend on the overall Programme of the PC meeting. The meeting room should host up to 60 people. Refreshments (e.g. water/juices, tea, coffee) should be available.

The Secretariat should be provided with a fast 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 (e.g. water, tea or coffee) should be made available in the Secretariat office.

During the PC Meeting there must be wireless access to the internet free of charge for the participants of the PC meeting in the whole PC Plenary area.

### **3. Coffee and tea breaks, lunches**

The provision of coffee or tea breaks for the PC delegates in suitable areas at the PC meeting site is the responsibility of the Hosting Society. 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 overall hosting society's budget is the preferred arrangement. Please see Appendix 2 for the break and lunch-schedule.

### **4. Social Events, Dinner and Technical Tours**

The Social Events and Technical Tours are determined by the Hosting Society. Payment for the Social Events is usually charged to the delegates. The Technical Tours will be on the day or time kept clear of the PC Plenary Sessions and all other ICAS meetings (usually Friday and free of charge). The usual schedule would include a Welcome Reception on Sunday and a PC Dinner on Wednesday. Additional dinners/events should be coordinated with the overall PC Programme.

### **5. Hotels, etc.**

The Hosting Society will assist the participants with Visa issues and to obtain accommodation to a maximum extend. Best case would be that the accommodation also hosts the PC Plenary rooms or is co-located to those.

### **6. ICAS Budget and Fees**

The Hosting Society's budget should cover all costs of administration, room rental fees, transportation costs within the PC Meeting Programme, luncheons, coffee breaks and dinners.

ICAS normally pays a subsidy for the organisational arrangements. This subsidy can also be paid by local sponsors.

It is desirable to have a preliminary estimate of the fees for consideration at the initial presentation of the venue place, including food and hotel accommodation costs.

The individual hotel room charges of the participants are not included in this amount. The ICAS Secretariat and the ICAS President will also pay for their own rooms at the PC meeting.

**Appendix 1**

**Typical schedule of an ICAS PC Meeting**

**Sunday**

- 15:00 – 18:00            PPSC meeting  
18:30 - 20:00            Welcome reception (including ETF participants and spouses)

**Monday**

08:30-17:00

**ICAS Emerging Technology Forum (ETF) Part I**

*Scheduled breaks are as follows: Tea = 10:15 – 10:45, Lunch = 12:45 – 13:45, Tea = 15:15 – 15:45*

- 19:00 - 21:30    Possible Dinner (including spouses), preferably be paid by sponsor.

**Tuesday**

08:30-12:00

**ICAS Emerging Technology Forum (ETF) Part II**

*Scheduled breaks are as follows: Tea = 10:15 – 10:45, Lunch = 12:30 – 13:30*

13:30-17:00 (open end)

**ICAS Programme Committee Meeting**

- 13:30 – 17:00    Plenary Session, Parallel Sessions (Selection of abstracts and building of the sessions)  
(Coffee available between 15:15 and 15:45)

Individual dinner

**Wednesday**

- 08:30 - 10:15    Parallel Sessions- End of abstract selection and building of sessions  
10:15 - 10:45    Coffee break  
10:45 - 12:45    Parallel Sessions – Building of sessions  
12:45 - 13:45    Lunch break  
13:45 - 16:00    Final Plenary Session  
(Coffee available between 15:15 and 15:45)  
19:00 – 22:30    PC Dinner (mandatory dinner, including spouses)

**Thursday**

- 09:00 - 17:00**    Technical Visits

## Appendix 2

### Typical list of the Committee meetings

Date	Time	Meeting	Participants
Sunday	10:00-12:00	Honors & Awards Committee	10
	13:00-15:00	Executive Committee	15
	15:00-18:00	Programme Planning Sub-Committee	60
Monday	08:00-17:00	ICAS Emerging Technology Forum	70
Tuesday	08:00-12:00	ICAS Emerging Technology Forum	70
	15:00-16:00	Finance Committee	
	16:00-18:00	SPSC Meeting	
Wednesday	10:30-12:30	MERSC Meeting	10
	14:00-16:00	1 <sup>st</sup> Programme Planning Sub-Committee	60
Thursday	10:00-11:30	Reserve slot	60
	11:00-12:30	2 <sup>nd</sup> Programme Committee (if needed)	15

Note: For the meetings with 60 Participants the Plenary rooms could be used if suitable.

#### Abbreviations:

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