



**International Council of  
the Aeronautical Sciences**

Version: January 2022

## **Requirements for Hosting an ICAS Congress**

### **Important Note!**

Due to potential restrictions of travel due to Covid-19, the aeronautical sector is dramatically impaired. Chances to receive sponsoring money, travel budgets and subsidies for advanced training might be also reduced for a longer time, which will affect the organisation of any meeting, forum or Congress.

Therefore, it is essential that future ICAS Congresses take an online part of the presentations into consideration and present a potential plan for executing the event either optionally online and/or in a "hybrid" format (with online and in person participation).

Please apologise the unprecise introduction of this additional requirement. As applications to host ICAS Congresses are written approximately 4-5 years in advance, it is very difficult to forecast the situation at this time.

If you contact us at [icas@icas.org](mailto:icas@icas.org), we will be able to forward more specific information.

### **1. General Information**

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.



## International Council of the Aeronautical Sciences

Proposing members are required to issue a full proposal to the ICAS Secretariat (via email to [icas@icas.org](mailto: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
- The online/hybrid option to participate in the Congress (as a speaker as well as a regular participant) – if not as primarily than as a backup option
- An accompanying persons programme
- Technical visits

### 2. 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. It is essential that the General- and Award Lectures, held in the Large Hall, are Video- and Audio-recorded from the Hosting Society and data provided to the ICAS Secretariat after the Congress.
- Additionally 12 Lecture Rooms (4 rooms capable of accommodating about 150 people, remaining rooms capable of accommodating about 75 people)
- The above implies a Congress with 13 parallel session tracks and with morning briefings to authors performed in the respective lecture rooms



### 3. Offices, Committee Meeting Room and online accessibility

- **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.

- **Online availability of the videos and recording capacity at the Congress**

It is required to organise the availability of the videos for a timeframe from the start of the Congress until one month after the Congress has finished. It is also mandatory that the video of online presenters will be shown at the Congress and that the in-person speakers can be recorded and the recording is available live and online until 4 weeks after the Congress for the online participants.

### 4. Facilities

The following requirements for the Congress facilities are based on an in-person event. In case of hybrid or online Congresses these facilities would also need recording and display devices in case of a hybrid event. The last option for an ICAS Congress would be a 100% online event, which would only be permissible if neither the in-person nor the hybrid options are possible.

All lecture rooms should be equipped with laptops connected to projectors (beamers). The laptops should have software for English MS-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. Plan 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.



## International Council of the Aeronautical Sciences

Wireless internet access must 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 when the Congress takes place outside the European Union (EU). 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.

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.

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.

### **5. 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 local time) 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.



**International Council of  
the Aeronautical Sciences**

## **6. 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.

## **7. Meals Requiring Reserved Accommodation**

- ICAS Council Lunch (Wednesday):  
Approx. 35 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. 80 persons (including partners) and charged individually  
Payments handled by ICAS
- Banquet for delegates and accompanying persons (Thursday):  
Approx. 250 persons. Paid directly by registrants to the hosting society  
(via registration or on-site, this might also be part of the registration fee)

## **8. 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. It might be necessary to imply travel costs for Technical visits.

## **9. 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 during their stay.



**International Council of  
the Aeronautical Sciences**

## **10. Printing and distribution of Programmes and Proceedings**

The Preliminary Programme will be 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 will be borne by the Hosting Society's budget. The Congress Proceedings must be downloadable by the participants and all data must be forwarded to the Secretariat.

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 in the year prior to the Congress.

## **11. 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.

## **12. 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.



**International Council of  
the Aeronautical Sciences**

### **13. 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. ICAS also suggests that the Hosting Society contracts an Insurance Company to cover for the event of a cancellation of the Congress.

### **14. 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.

The Hosting Society will bid with a fixed registration fee-schedule when preparing the full budget. Deviations from this fee can be requested to the ICAS Executive Committee with reasons for the desired change. 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. In case of an online event, the percentage of the levy is based on the percentage of the online fee in regards to the in-person fee. 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



## International Council of the Aeronautical Sciences

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.

### 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