

Agreement between the Host Member and ICMI regarding the hosting an ICME congress

During the bid process, the bidding hosts will fund a three-day site visit by a three-member team from the ICMI Executive. This will include economy airfares and accommodation for each team member. Other expenses are at the discretion of the bidding host.

The acceptance by the ICMI Executive of a bid to host an ICME congress implies the following.

Organisation

The Congress Convenor and Local Organiser will be named in the bid, and may only be changed with agreement of the ICMI Executive. The Congress Convenor is the person in overall charge of the bid and the Congress. The Local Organiser is the person “on the ground” who will work closely with the Congress Convenor and be responsible for seeing that the day to day activity of the Congress is organised. This person would normally be resident in the city of the Congress, and is likely to liaise with any Congress Company and/or conference venue. The Local Organiser should be seen as the “2nd in Command”, and the exact roles to be played by each will be decided by the Congress Convenor in consultation with the Local Organiser.

After the bid is accepted, three committees will be formed, the International Programme Committee (IPC), Local Organising Committee (LOC), and the Solidarity Committee (SC). In these appointments and committees care must be taken in the light of the participation conventions—see below.

The IPC

The IPC will be formed by the ICMI Executive in consultation with the Congress Convenor who will normally be the chair. It will normally consist of 15-20 members. It will contain 3-4 members from the host (including the Congress Convenor and Local Organiser), 3-4 members from the region, and 10-12 members from the international community (including the President and Secretary-General of ICMI as ex-officio members, and a nominee of IMU).

The IPC will meet twice. Normally meetings will be in the host country, about two and a half years, and one and a half years, before the ICME event. The cost of these meetings, including economy airfares, accommodation and venue, will be the responsibility of the host.

The IPC is responsible for the scientific running of the congress, including plenaries, regular lectures, group sessions of all types, other scientific events in and associated with the conference. It will appoint co-chairs of groups, construct the timetable and decide on the reviewing process, plus any other matter concerned with the programme or scientific quality of the congress (except the Opening and Closing ceremonies).

When designing the scientific programme, the IPC will observe the suggested budget and the limitations implied therein, and will not increase the scientific programme requirements unless such changes are specifically agreed by the LOC and the Congress Convenor.

The LOC

The LOC may have been named in the bid, but will be confirmed by the host after the bid has been accepted. It will consist of about 20 members selected by the host.

The LOC will be chaired by either the Congress Convenor or the Local Organiser. Both will be members of the LOC ex officio. The LOC is responsible for the organisation of the congress in accordance with the scientific decisions of the IPC. This includes finances and budget, venue and room allocation, congress announcements, publicity, and so on. The LOC is also responsible for the Opening and Closing ceremonies. (The former must include an Award Ceremony and a Presidential address, and the latter must include the Secretary-General's Report and time for the next hosts to invite participants to the following ICMI).

The LOC will meet as often as necessary. All costs will be the responsibility of the host.

The SC

The Solidarity Committee will consist of five members: the Congress Convenor, the Local Organiser, a member of the IPC (determined by the IPC), the Secretary-General and the President of ICMI (or their nominees).

The Solidarity Committee will meet about five months prior to the ICME event, usually in the host country. The purpose of the meeting is to distribute the Solidarity Fund (see below). The cost of this meeting, including economy airfares, accommodation and venue, will be the responsibility of the host.

Other Committees

The host will form such other committees as it deems necessary, and will bear the cost of those committees.

Structure of the Congress

The bidders will make their own decision about the likely number of participants, because it will differ for different venues. Recent Congresses indicate a minimum of 3000 and maximum less than 5000 but these figures should not necessarily be taken into account or regarded as expectations for any particular host city.

Similarly, the number of different sections within the conference will be dependent on the expected numbers. There are no fixed elements of the conference, except those already mentioned (Awards, Reports, Presidential address). Changes from traditional structures are allowed and would be decided by the IPC. The structure and numbers of previous conferences are available to help decide the numbers of rooms needed, etc.

Participation in the Scientific Programme

Members of the IPC and the ICMI Executive shall not participate in major roles in the ICME programme. A major role is defined as:

- Plenary speaker
- Member of a Survey Team
- Regular Lecture

Co-Chair of a Discussion Group or Topic Study Group or equivalent

Finance

The LOC is responsible for the congress budget, including revenues and expenses. The bid document should spell out where this financial responsibility ultimately lies—this is normally with the bidding organization. Within three months after the congress it will file a financial report to the ICMI Executive.

Revenues

The bid will contain a proposed schedule of congress fees. This schedule may not be changed except with the agreement of the ICMI Executive. The fees shall NOT include any subvention that is collected on behalf of, and paid to, ICMI.

All other revenue streams are the responsibility of the host exclusively. The services of the ICMI President and Secretary-General, and the organs of ICMI are available to the host for official letters and disseminating information etc.

ICMI will pay two amounts of 5000 Euro that may be requested at any time after a bid has been accepted. These amounts do not need to be repaid. The first is seeding money for the congress to be used at the discretion of the LOC. The second is normally a contribution towards the costs of the LOC. A host may make a request to the ICMI Executive for an additional interest free loan up to 5 000 Euro. Any such loan must be repaid (even in the event of a loss).

Expenses

The host is responsible for all expenses of running the congress. This includes, but is not restricted to:

- Venue costs
- Morning and afternoon teas
- Receptions, happy hours, excursions, lunches, or congress dinner for participants are included in the congress fees or made as extras at the discretion of the host. This will be stated in the bid document and may not be changed except with the agreement of the ICMI Executive.
- Proceedings—see below
- Free registration, economy airfares, accommodation for all plenary speakers (at least four), but not of plenary Survey Group chairs or teams.
- Free registration for the four Awardees.
- Solidarity Tax. 10% of all registrations (excluding Accompanying Persons) and such other funds as the host may decide shall be put into a Solidarity Fund to be disbursed to applicants to the fund for attending this ICME event.

Notes:

Only the plenary speakers, the four awardees, and those supported by the Solidarity Fund are given free registration. Normally neither the ICMI Executive, nor the IPC, nor Survey Team leaders, Regular Lecturers nor TSG Co-chairs etc, are given free registration. The LOC may make its own decisions on whether its own members (or anyone else) receive free registration.

Profit/Loss

It is expected that there will be a profit. However, the LOC is responsible for all profits or losses.

Profits will be used to benefit mathematics education in the region (not just in (but including) the host country). Some profit may be given as a donation to the development programmes of ICMI.

ICMI is unfortunately not in a position to underwrite losses incurred during an ICME. In exceptional circumstances, a request for assistance can be made to the ICMI Executive.

Awardees

ICMI is responsible for the cost of flights and accommodation for the four Awardees. It is also responsible for the medals and certificates. The LOC is expected to make a place for an Award Ceremony in the Opening Session. It is hoped that the LOC will also organise accommodation for the Awardees in the same venue as the plenary speakers (but not pay for them).

General Assembly

The LOC will assist ICMI in the organisation of a General Assembly. This will involve finding a suitable venue, and arranging a catered lunch and morning coffee break. It usually takes place during the day before ICME. All costs will be borne by ICMI.

ICMI Executive Meeting & Special Dinner

Usually an ICMI Executive meeting is held in the two days prior to an ICME and one day after the event. The LOC will assist ICMI in finding a suitable venue for this event, but all costs will be borne by ICMI or the Executive members.

The LOC will, in conjunction with the ICMI President, organise a special dinner during ICME, to which the LOC, IPC, ICMI Executive, four Awardees and other special guests at the discretion of the ICMI President shall be invited. ICMI shall bear the cost of this dinner.

Proceedings

A set of edited proceedings must be produced. This must include the plenary sessions (including those of Survey Teams), Regular Lectures, and short reports from all types of working groups. It also contains the President's Address, Secretary-General's Report, and the Awardee citations. The Proceedings do not normally contain other papers.

An Editorial Board will be appointed for taking in charge the preparation of the proceedings, organising the review and editing process. The Board will be formed by the IPC at its second meeting, and will include the Congress Convenor, the ICMI President and the ICMI Secretary (or their nominees) ex officio.

The Proceedings will be distributed to all participants in either CD, memory stick or hard copy form.

If they are distributed electronically, then hard copies must be available freely to be downloaded via the ICMI website, and 200 hard copies must be produced and

distributed to each member state representative. The cost of publication and distribution will be a congress cost.

The Proceedings should also be available as print-on-demand for a charge paid by the person requesting a copy.

Final Bid

After the site visits the bidding members will submit a Revised Bid to be considered in addition to the original bid. The Revised Bid does not need to include information already submitted, but should include:

1. Confirmed name of the Congress Convenor and Local Organiser, and proposed names for LOC.
 2. Confirmed date and venue for the congress.
 2. A Revised or Confirmed Budget, including Congress Fee Schedule and a statement on financial backing.
 3. A Revised or Confirmed Accommodation List with cost range and numbers of rooms available in each of the four ranges: student accommodation; cheap hotels; mid-range hotels (2-3 star); high range hotels.
 4. Any other additional documents or updated information the bidder wishes.
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