

**Agreement between  
Bidding team for ICME-17  
and  
The International Commission on Mathematical Instruction (ICMI)  
for hosting the 17<sup>th</sup> International Congress on Mathematical Education (ICME-17)**  
  
**(subject to minor modifications to be agreed by the parties)**

The following agreement has been approved by:

**The International Commission on  
Mathematical Instruction (ICMI)**  
through the positions of

President and  
ICMI Secretary-General

**Bidder** through the positions of

The Congress Convenor and  
The (Co-)Chair(s) of the Local Organizing  
Committee (LOC)

**Preamble**

**Introduction.** The quadrennial International Congresses on Mathematical Education (ICME) are the flagship events of the International Commission on Mathematical Instruction (ICMI). At the ICME, some of the most prestigious awards in mathematics education are announced. Just prior to the ICME the ICMI General Assembly (GA) takes place.

**Purpose of agreement.** The purpose of this agreement is to clarify the division of responsibility between the ICMI and the Congress Convenor/ Local Organizing Committee.

**Authorisation.** ICMI authorises the Congress Convenor and LOC Co-chairs to negotiate a contract with a professional conference organiser or agency for the purpose of obtaining logistical support for organising the Congress. The parties to this contract may include, or be limited to, other entities associated with the Convenor or LOC Co-chairs (such as a university Faculty).

**Publicity.** In all public activities, all materials printed or online (e.g., website), the Congress Convenor/ LOC should make it clear that the ICME is organized under the auspices of the ICMI and include a link to the ICMI website and the ICMI logo.  
The LOC should produce an international press package to be distributed by the Congress Convenor/ LOC to approved media (locally and internationally) to advertise the Congress. The ICMI is responsible for producing material about each prize recipient to be published on the ICMI Website.

**Force Majeure.** In the case of a Force Majeure, the ICMI and Congress Convenor / LOC have to try everything possible to reach an agreement on how to proceed. If the ICME has to be cancelled or postponed by at least one year, the award ceremonies for the ICMI awards should, if possible, be held at a venue agreed on by the Congress Convenor / LOC and ICMI at a time consistent with the original ICME schedule. If an in-person ICME or GA is not feasible, measures to organize hybrid events should be taken.

**Sponsors.** All sponsors are expected to subscribe to the mission of the ICMI and IMU. Any sponsors regarded as controversial or detrimental to the goals of the ICMI and IMU and the mathematical community must be avoided. Possible debatable cases should be checked with and approved by the ICMI EC prior to the signing of any contracts. The support of sponsors may be acknowledged verbally and by the display of logos and signage at the Congress venue. However, any verbal acknowledgement of sponsors must be kept separate from the academic program of the Congress.

**Code of Conduct.** The Congress Convenor and Local Organizing Committee may choose to formulate a Code of Conduct for ICME participants to ensure that the Congress is welcoming and safe for all and that participants are treated with dignity and respect in keeping with the norms of academic discourse. The wording of the Code of Conduct must be approved by the ICMI President, who must also be consulted by the Congress Convenor before any action is taken as a consequence of a breach of the Code.

**Annual Reporting.** The Congress Convenor is expected to submit an annual report to the ICMI EC by February of each year starting the year after signing this agreement. The report should include the financial situation regarding the execution and status quo of the ICME-17. The first report has to be sent to the ICMI Secretary General by February 15, 2029.

The parties have confidence that the following requirements will be respected according to collegial trust and respect.

**XY was selected to host the 17<sup>th</sup> International Congress on Mathematical Education (ICME-17) in city (country) in 2032.**

**Hosting ICME implies the following:**

### **ORGANIZATION**

The Congress Convenor, the Chair (or co-chairs) of the Local Organizing Committee (mentioned above), the Congress venue and the Congress dates (July/August, 2032) may only be changed with written agreement of the ICMI EC.

The Congress Convenor is responsible to the ICMI EC (in particular the ICMI President and Secretary-General) for the overall organization of the conference. The Congress Convenor, ICMI President and Secretary-General will engage in regular, confidential communication about any delicate issues arising prior to and during ICME.

The Chair or two Co-Chairs of the Local Organizing Committee are the persons “on the ground” who will work closely with the Congress Convenor and are responsible for seeing that the day-to-day activity of the Congress is organized and implemented. These persons would normally be resident in the city of the Congress, and are likely to liaise with any Congress Company and/or conference venue.

The Chair or two Co-Chairs of the Local Organizing Committee should be seen as the “second in command”, and their exact roles and task division will be decided by the Congress Convenor in agreement with them.

Three committees should be formed: the *International Program Committee (IPC)*, the *Local Organizing Committee (LOC)*, and the *Solidarity Fund Committee (SFC)*. In the appointment of these committees, care must be taken in the light of the participation conventions as detailed below.

### ***The International Program Committee (IPC)***

The IPC will be designated by the ICMI EC in consultation with the Congress Convenor, who will act as the chair of the IPC. It will normally consist of 15-20 members. It will contain at most 3-4 members from the host country (including the Congress Convenor and the Chair or co-Chairs of the Local Organizing Committee), 1-2 additional members from the region, and 10-12 members from the international community (including the President, the Secretary-General of ICMI and the past ICME convenor as ex-officio members, and a nominee of the International Mathematical Union (IMU)).

The IPC will hold two meetings before the Congress. The first IPC meeting usually lasts for 5 full days and should be held in person in the host country, no later than two and a half years before the Congress and preferably 2-4 months earlier. For ICME-17, this means that the first IPC meeting should be held no later than January 2030, and preferably between September and November 2029.

The second IPC meeting usually lasts for 3 full days and should be held no later than one and a half years before the Congress. For ICME-17, this is no later than January 2031. The Congress Convenor may decide to hold the second IPC meeting in person or online.

The full cost of IPC meetings, including economy airfares, accommodation, breakfast, lunch and dinner, and local transport for all IPC members will be the responsibility of the host country.

During its first meeting the IPC should establish a timeline with all important deadlines. Any proposed changes to these deadlines must be discussed with the ICMI President and Secretary-General.

The IPC is fully responsible for the scientific content of the Congress, including plenaries, invited lectures, awardee lectures (currently Felix Klein, Hans Freudenthal and Emma Castelnuovo Awards), group sessions of all types, and other scientific events in and associated with the Congress. Time should be allotted for launching the new ICMI Studies publications. The IPC will appoint and invite co-chairs of Topic Study Groups, decide upon the structure of the schedule and establish the reviewing process, as well as any other matter concerned with the scientific program and the scientific quality of the Congress (except all matters related to the Opening and Closing Ceremonies).

In the decision making process, the IPC will take into consideration the budget or any other constraints in agreement with the LOC and the Congress Convenor.

#### ***The Local Organizing Committee (LOC)***

The LOC will consist of about 20 members selected by the Convenor of the Congress and the Co-Chairs of the LOC. The Convenor and Co-Chair(s) will oversee the work of the LOC. The LOC is responsible for the logistics of the Congress organization in accordance with the scientific decisions of the IPC. This includes finances and budget, venue and room allocation, Congress announcements, publicity, and other organizational matters. The LOC can consist of members from the host country and the region.

The LOC is responsible for the logistics and cultural aspects of the Opening and Closing Ceremonies, while the contents and the time allotted to segments within those two ceremonies are the exclusive responsibility of the ICMI EC. The Opening Ceremony must include the Award Ceremony and a Presidential address, and the Closing Ceremony must include the Secretary-General's Report and a presentation/invitation by the hosts of the next ICME to be held in 2032. The LOC will meet as often as necessary and bear all costs involved in its work. The protocols for the Opening and Closing Ceremonies are included below.

#### ***The Solidarity Fund Committee (SFC)***

The SFC will consist of: the Congress Convenor, at least one of the Co-Chairs of the LOC, a member of the IPC (selected by the whole IPC during its first meeting), the Secretary-General and the President of ICMI (or their nominees from the ICMI EC). **The ICMI Secretary-General will chair the SFC.** At least one member of the SFC should come from a developing country and at least two members should be women.

The SFC will meet about eight – nine months prior to ICME either in person in the host country or online in order to make decisions regarding the applications submitted requesting support to participate in the Congress. The grant decisions should be announced no later than December 2031 in order for the grantees to apply for their visas. If the SFC meeting is held in person, the cost of the meeting, including economy airfares, accommodation and meals for all the SFC members (if applicable), will be the responsibility of the host country.

The Solidarity Fund Grants should include at least economy airfare and the registration fees. For participants from very low-income countries, funding for accommodation should also be considered. It will be the decision of the entire SFC as to how to distribute the funds. The usual

process is for successful applicants to pay for their Congress expenses in advance and seek reimbursement from the SFC. However, the SFC should take into consideration common problems associated with funds transfers and credit card payments in many low-income countries, which may make it difficult for grantees to pay for airfares themselves in advance.

The LOC or professional congress organizer (PCO) should appoint a designated person who will help the SF grantees with their visa application process.

The final list of the SF grantees and the amount of funding support to be provided should be sent to the ICMI Secretary-General before the opening of the Congress.

### ***Other Committees***

The host may appoint other committees in agreement with the ICMI EC as it deems necessary, and will bear the costs involved in their functioning.

## **STRUCTURE OF THE CONGRESS**

Recent Congresses indicate that between 2,000 and 5,000 participants may attend, but these figures should not be taken as guaranteed and should not be regarded as expectations. The hosts will make their own decision about the likely number of participants based on their own criteria and they should plan accordingly.

The traditional components of the Congress include: Opening and Closing Ceremonies (as described above), Plenary Lectures, Plenary Panels/Survey Teams, Awardees Lectures (3), Invited Lectures, Topic Study Groups, Discussion Groups, Posters, Workshops, and Special Sessions (for Affiliated Organizations, National Presentations, ICMI Studies).

With the exception of the Ceremonies and the Awardees Lectures, the other components of the program can be decided in a consensual way by the IPC on the basis of previous congresses and potential suggestions for change or innovations. The structure of the program will take into account the constraints of the venue and its capacity to run parallel sessions.

### **Early Career Researcher Day/Program**

The Early Career Researcher Day is usually a full-day Workshop. For this, an additional fee will apply which also should be based on past Early Career Researcher Days. This activity is not compulsory and is scientifically and logistically the full responsibility of LOC and the Congress Convenor. **If such an activity will be held, it is important that the program and location is planned together with the ICMI President and ICMI Secretary-General (or a designated ICMI EC member), since it is also the day of the ICMI General Assembly, and the Early Career Researcher Day should not interfere with participation in the ICMI General Assembly.** The following members have to be present during the ICMI GA: all members of the ICMI EC, all ICMI representatives, representatives of the ICMI Affiliate Organizations and IMU President and Secretary-General. People with these responsibilities should not be invited to contribute to the Early Career Researcher Day.

### ***ICME-website***

ICMI will provide ICME-17 with the domain [icme17.org](http://icme17.org), but the website (basic structure) is the responsibility of the organizers and should be launched publicly no later than 1.5 years before the Congress. It must include all important deadlines and key information, and be updated regularly. The ICME website needs to include the ICMI logo and link to the ICMI website and the text “The International Congress on Mathematical Education is the largest international conference on mathematics education in the world. This quadrennial event is organized under the auspices of the International Commission on Mathematical Instruction and explores current global trends in mathematics education research and mathematics teaching practices at all levels.”

### ***Technology and Hybrid participation***

ICMI expects that as many sections as possible of the Congress be video-recorded (and placed in the ICME and ICMI websites with free access to the public immediately after the Congress but not later than 3 months after the Congress) for those interested colleagues all over the world who cannot attend. Pending confirmation of recording facilities at the ICME-17 venue, ICMI requests

that at least the following be video-recorded: the Opening and Closing Ceremonies, all the Plenary Lectures, the Awardees Lectures and the Invited Lectures. If it's not possible to record Invited Lectures, but all other mentioned parts of the program that will be acceptable too. One copy of the recorded videos should be given to ICMI (e.g., uploaded to a cloud) for archival purposes. ICMI will retain the full copyright of these videos and the participants involved in the video-recording should sign appropriate permission forms. It is the responsibility of the LOC to inform ahead of time and to obtain the sign permissions by the persons who will be video-recorded.

It is expected that the IPC discusses with the LOC the possibility of making some sections of the Congress to be live-screened online and/or online participation in the Congress in the first IPC meeting. While hybrid events can increase the ICME audience, and potential revenue by opening up the Congress to those who would not otherwise travel to attend, including people with disabilities or mobility limitations, they may impact the number of onsite participants. The IPC and LOC should take these factors into consideration in making decisions.

### ***Participation in the Scientific Program***

Members of the IPC and members of the ICMI EC (with the exception of ex-officio members) shall not participate in any major role in the ICME program, in order to avoid any perceived conflict of interest. A major role is taken to mean any of the following: a Plenary Speaker, a Member of a Survey Team, an Invited Lecturer and a Co-Chair of a Discussion Group, or Topic Study Group or equivalent.

### ***Finance***

The LOC is fully responsible for the Congress budget, including revenues and expenses. Thus, the financial responsibility ultimately lies with the bidding organization. The planned budget should include an amount similar to those allotted in previous ICMEs to the Solidarity Fund Program (i.e., 10% of total registration fees) in order to support a sizeable number of participants from developing countries. The LOC may additionally decide to seek sponsorship or other non-ICMI financial support to enable participation of teachers, young researchers, etc. from the hosting country/region. Within six (6) months of the completion of the Congress, the LOC will submit a financial report to the ICMI EC. In the report the following information has to be included: all income including registration fee and sponsorship, expenditure including solidarity fund grants, venue cost, IPC travel cost, Awardee and other travel costs.

### ***Revenues***

Both parties commit to keeping the final registration fees for ICME-16 as close as possible to those mentioned in the final bid/addendum to the bid (see attachment). To take account of any differences between the exchange rate or unanticipated rising costs at the time of fixing the fees and the time of the Congress, the registration fee will be reviewed in January/ February 2030 by ICME-17 LOC and the ICMI EC, in order to acknowledge the financial situation of the organization alongside the interests of maximizing participation.

All sources of income other than the registration fees are the full responsibility of the hosts. ICMI can provide support letters to raise funds from national or international sources. In addition, ICMI will contribute to the ICME budget with two instalments of 5,000 Euros each (a total of 10,000 Euros). This amount may be requested at any time before the Congress or within two years after the Congress. In case of need, the hosts may submit an additional request to ICMI for an interest free loan of up to 5,000 Euros, which should be repaid even in the event of a loss.

### ***Expenses***

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

- Venue costs
- Morning and afternoon coffee/tea breaks
- Receptions, happy hours, excursions, which should be included in the Congress fees
- Proceedings - see below
- Free registration, economy airfares, and accommodation for all plenary speakers (at least six)

- Free registration, economy airfares, and accommodation for all invited Awardees and the two Chairs of the Awards Committees.
- Solidarity Tax. 10% of all registrations and other funds as the host may decide shall be put into the Solidarity Fund.
- costs for video-recording / photos
- cost for the IPC meetings, and
- cost for Solidarity Fund Committee meetings (if in person)

*Note:*

None of the ICMI EC members, the IPC members, the Survey Team leaders, the Invited Lecturers or the TSG Co-chairs etc., are entitled to receive free registration. The LOC may make its own decisions on whether its own members (or anyone else) should receive free registration.

*Profit/Loss*

The LOC is responsible for all profits or losses. Profits should be used to benefit mathematics education in the region (including, but not limited to, the host country). Some profit may be given as a donation to the development programs of ICMI. ICMI is unable to underwrite losses incurred during an ICME. In exceptional circumstances, a request for some assistance can be made to the ICMI EC.

***General Assembly (GA)***

The LOC will assist in the organization of the ICMI General Assembly (GA). This involves providing for the following, **at no cost to ICMI**:

- (a) a suitable venue which holds about 130 participants:
  - the venue should include: stable Wi-Fi for all participants (online and in person), a projector, a laptop for presentations, a camera to facilitate holding the meeting in hybrid format, at least three microphones for Q&A for participants, one front table for the ICMI EC (with chairs for up to 15 people, electric sockets for 15 laptops and at least 7 microphones for the ICMI EC),
- (b) three additional rooms/ space for discussion groups as well as the morning and afternoon coffee breaks and for lunch,
- (c) coffee/tea breaks for the participants, and
- (d) one LOC member and three volunteers to assist between 08:00- 18:00 with technology and other organizational issues.

There should be one dedicated LOC member who will support organizing the ICMI GA. This person should be available for questions and support between January 2031 and August 2032.

All other costs (including lunch) will be borne by ICMI. The GA is planned for the Sunday of the opening of the ICME between 09:00 and 17:00. The LOC should not organize any ICME related event at this time slot which would interfere with the participation of the members of the ICMI EC, all ICMI representatives, representatives of the ICMI Affiliate Organizations and IMU representatives (President, Secretary-General). In case the LOC is planning any activity during the ICMI GA, it should consult with the ICMI Secretary General.

***ICMI EC Meeting & ICMI Special Dinner***

A meeting of the ICMI EC is held over the two full days prior to the ICMI GA (09:00-17:00), and another meeting of the ICMI EC is held for 2-4 hours after the closing ceremony of ICME-16. The LOC will assist ICMI in finding a suitable venue for these two meetings, including internet access, a projector, IT support and breaks. The LOC will meet costs for venue hire, internet access, projector and technical assistance, while all other costs will be borne by ICMI. The LOC is asked to help with the logistics (including coffee and lunch breaks) for these two meetings.

ICMI will organize a Special dinner during the Congress to honor the LOC, the IPC, the ICMI EC, past ICMI Presidents and Secretaries, the Presidents and Secretaries of the ICMI Affiliate Organizations, the Awardees and other special guests at the discretion of the ICMI President (between 80 and 120 guests). ICMI shall bear the cost of this dinner. The LOC will help in the organization of this dinner (finding a suitable venue, helping with the logistics and assigning at

least three volunteers during the event). All logistics will be discussed with the ICMI EC and the ICMI Administrative Manager.

***Visas***

The hosts commit themselves to making any effort with the national/state authorities to ensure that all potential participants to the Congress, regardless of their nationality/citizenship or any other discriminating or limiting factors, will be able to attend ICME. The LOC, in liaison with the PCO, will ensure that all necessary information about applying for visas is made available on the Congress website at least one year before the date of the Congress.

***Proceedings***

A set of edited proceedings of the Congress must be produced to include: presentations at the Opening and Closing Ceremonies, all Plenary sessions (including those of Survey Teams), all Invited Lectures, Reports from Topic Study Groups and Working Groups, the President's Address, the Secretary-General's Report, and the Awardee citations. The Proceedings do not normally contain other papers.

The IPC should appoint an Editorial Board to be in charge of the preparation of the proceedings, organizing reviews, the editing process and the publication. The Editorial Board will be appointed by the IPC at its second meeting, and will include the Congress Convenor, the ICMI President and the ICMI Secretary-General (or their nominees). **The Proceedings must be published in a form that is available online and free of charge for anyone to download.** All publication costs will be paid by the LOC. The proceedings must be published no later than two years after the ICME (latest by July 2034).

This document constitutes the entire Agreement between the hosts and ICMI regarding the hosting of ICME -17 in 2032 in (City), (country). No changes or additions to this Agreement will be valid or binding unless agreed in writing by both parties.

**The final bid and its addendums presented to the ICMI EC are binding for both parties. Any changes to the final bid have to be discussed and agreed (in writing) with the ICMI EC.**

Signatures and Dates:

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ICMI President,

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ICMI Secretary General,

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Congress Convenor,.

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Chair/ Co-Chairs of the Local Organizing Committee:

**Addendum****Opening Ceremony ICME Protocol**

| <b>Time/<br/>Duration</b> | <b>Activity</b>  | <b>Details</b>  |
|---------------------------|--|---|
| <b>1h total</b>           | <p>Welcome to the host country (often music or local dances etc.)</p> <p><b>Welcome by</b><br/>(to be added by ICME-17 LOC and Chair of the IPC)</p> <p><b>Greeting addresses by .....</b><br/>(to be added by ICME-17 LOC and Chair of the IPC) e.g., ministers of education, mathematics education and university representatives etc.</p> <p><b>Music/ cultural program</b></p> | <p>(the sequencing of activities is up to<br/><br/>LOC to decide)</p>   |
| 5 min                     | <b>Welcome address by the President of IMU</b>   |   |
| 10 min                    | <b>Opening address by the President of ICMI/ ICMI Presidents opens ICME</b>  |   |
|                           | <b>ICMI Awards Ceremony (total 1h)</b><br>presided by ICMI President   |   |
| 5min                      | <b>Short introduction ICMI President</b>   | <i>Details to be confirmed with Chairs of Award Nomination Committees</i>   |
| 15 min                    | <b>Emma-Castelnuovo-Award Presentation</b><br>chaired by EC committee Chair  | <p>A) Presentation of the Awardee by the Chair and reading of the citation (10min)</p> <p>B) Presentation of the Award medal and certificate to the Awardee by ICMI President (tbc). (3 min)</p> <p>C) Thank you from the Emma-Castelnuovo Awardee (2min)</p> |
| 15 min                    | <b>Hans-Freudenthal-Award Presentation: chaired by HF and FK committee Chair</b>   | <p>A) Presentation of the Awardee by the Chair and reading of the citation (10 min)</p> <p>B) Presentation of the Award medal and certificate to the Awardee by ICMI President (tbc) (3 min)</p> <p>C) Thank you from the Hans-Freudenthal Awardee (2min)</p> |



|   |  |   |
|---|--|---|
| 15 min  | <b>Felix-Klein Award 2024 chaired by</b><br>HF and FK committee Chair  | A) Presentation of the Awardee by the<br>chair and reading of the citation (10<br>min)<br><br>B) Presentation of the Award medal and<br>certificate to the Awardee by ICMI<br>President (tbc)<br>(3 min)<br><br>C) Thank you from the Hans-<br>Freudenthal Awardee<br>(2 min) |
| 3-5 min   | <b>Closing of the Award Ceremony</b> (e.g.,<br>by ICMI President or ICMI SG,<br>thanking the Awardee Committees,<br>etc.).<br><br>Awardees/Chairs/ICMI Officers leaving<br>the stage |   |
| <i>Duration<br/>up to<br/>LOC to<br/>decide</i> | <b>Closing of the Opening Ceremony</b><br>e.g., logistical hints and closing with for<br>example Cultural Program  |   |

### Closing Ceremony ICME protocol

The following has to be included in the Closing Ceremony of an ICME.

| Time                              | Activity  | Who   |
|-----------------------------------|---|---|
| <b>Closing of ICME-17</b>         |   |   |
| 30 -40<br>minutes                 | Closing remarks on the Congress and ICMI  | ICMI Secretary General                          |
| 3 min                             | Thank you to ICME IPC Chair and LOC Chair<br>(or Co-Chairs), LOC team                       | ICMI Secretary General and<br>ICMI President    |
| 10 min                            | Closing remarks and summary of ICME (e.g.,<br>presentation of some statistics, photos etc.) | ICME Congress Convenor and<br>Chair of IPC      |
| 15-20 min                         | Presentation from the next ICME Team and<br>invitation to come to the next ICME             | Next ICME team                                  |
| 15 min                            | Thank you to Congress Convenor, Chair(s) of<br>LOC, IPC members and LOC members             | By local representatives                        |
| 15 min                            | Thanks and final farewell and closing of ICME   | Thanks to Congress Convenor<br>and Chair of IPC |
| <b>Move to Farewell Gathering</b> |   |   |