

Agreement between _____
and
the International Commission on Mathematical Instruction
(ICMI)
for hosting the ____th International Congress on Mathematics Education (ICME ____)

Template for an Agreement
(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 Secretary-General _____

(**Bidder** through the position of

The Congress Chair _____

and

The Chair of the Local Organising

Committee (LOC)

**On _____, 20XX, the Executive Committee of the International Commission on
Mathematical Instruction (ICMI EC) decided to award to _____ the bid
for hosting the ____th International Congress on Mathematics Education (ICME ____) in
CITY (COUNTRY) in 20XX.**

Hosting the ICME ____ implies the following.

ORGANISATION

The Congress Chair, the Chair of the Local Organising Committee (mentioned above), the Congress venue and the Congress dates (according the final bids) may only be changed with written agreement of the ICMI EC.

The Congress Chair is the person in overall charge of the organisation of the Congress.

The Chair of the Local Organising Committee is the person “on the ground” who will work closely with the Congress Chair and be responsible for seeing that the day to day activity of the Congress is organized and implemented. 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 Chair of the Local Organising Committee should be seen as the “second in command”, and the exact roles to be played by him/her will be decided by the Congress Chair in agreement with them.

Three committees should be formed: the *International Programme Committee (IPC)*, the *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 as detailed below.

The International Programme Committee (IPC)

The IPC will be designated by the ICMI EC in consultation with the Congress Chair, whom 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 Chair and Local Organisers), 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 the International Mathematical Union (IMU)).

The IPC will meet twice before the Congress in the host country: The first meeting should be held no later than two and a half years before the Congress (i.e. no later than _____), and the second meeting not later than one and a half years before the congress (no later than _____).

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

The IPC is fully responsible for the scientific content of the congress, including plenaries, invited lectures, awardee lectures (Felix Klein, Hans Freudenthal and Emma Castelnuovo), group sessions of all types, 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 programme or 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 Chair.

The Local Organising Committee (LOC)

The LOC will consist of about 20 members selected by the Chair of the congress and the Chair of the LOC. Both Chairs will oversee the work of the LOC. The LOC is responsible for the logistics of the congress organisation 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 is responsible for the logistics and cultural aspects of Opening and Closing Ceremonies, while the contents and the time allotted 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 _____. The LOC will meet as often as necessary and bear all costs involved in its work.

The Solidarity Committee (SC)

The SC will consist of five members: the Congress Chair, the Chair of the LOC, a member of the IPC (selected by the whole IPC), the Secretary-General and/or the President of ICMI (or their nominees from the ICMI EC). The ICMI Secretary-General will chair the SC. At least one member of the SC should come from a developing country and at least two members should be women.

The SC will meet about five months prior to ICME in the host country in order to make decisions regarding the applications submitted requesting support to participate in the Congress. The cost of this meeting, including economy airfares, accommodation and meals for all the SC members, will be the responsibility of the host.

Other Committees

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

STRUCTURE OF THE CONGRESS

Recent Congresses indicate that between 3,000 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 are: Opening and Closing Ceremonies (as described above), Plenary Lectures, Plenary Panels/Survey Teams, Awardees Lectures (5), Invited Lectures, Topic Study Groups, Discussion Groups, Short Oral Presentations, Posters, Workshops, Special Sessions (for Affiliated Organisations, 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 programme will take into account the constraints of the venue and its capacity to run parallel sessions.

Technology

ICMI expects that as many sections as possible of the Congress be live-screened online and videotaped (and placed in the ICME and ICMI websites with free access immediately after the Congress) for those interested colleagues all over the world who cannot attend. ICMI requests that at least the following be videotaped: the Opening and Closing ceremonies, all the Plenary Lectures, the Awardees Lectures and the Invited Lectures. Those videos should be made available to the public via the ICME and ICMI website and one copy of the videos should be given to ICMI (e.g. in form of a DVD or other data storage formats) for archival purposes. ICMI will retain the full copyright of these videos and the participants involved in the videotapes 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 videotaped.

Participation in the Scientific Programme

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 programme. 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 organisation. The planned budget should include an amount similar to those allotted in previous ICMEs in order to support a sizeable number of graduate student participants, teachers and participants from developing countries (other than participants from the hosting country). Within six (6) months of the completion of the congress, the LOC will submit a financial report to the ICMI EC.

Revenues

Both parties agree that the registration fee for ICME-X are those mentioned in the final bid. In the event of serious differences between the exchange rate at the time of fixing the fees and the time of the congress, the registration fee may be discussed again between ICME-X LOC and the ICMI Executive, in order to take into account the financial situation of the organisation 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 (a total of 10,000 Euros). This amount may be requested at any time before or after the Congress. In case of need, the hosts may submit an additional request from 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 Chairs of the Awards Committees (2).
- Solidarity Tax. 10% of all registrations and other funds as the host may decide shall be put into a Solidarity Fund.
- costs for videotaping

Note:

Only the plenary speakers, the ICMI awardees, and those supported by the Solidarity Fund are given free registration. None of the ICMI EC members, the IPC members, the Survey Team leaders, the Invited Lecturers or the TSG Co-chairs etc., have to be given 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 programmes 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.

Awardees

ICMI is responsible for the medals and the certificates. It is hoped that the LOC will also organise accommodation for the Awardees in the same venue as the plenary speakers.

General Assembly (GA)

The LOC will assist in the organisation of the ICMI General Assembly (GA). This involves providing for (a) a suitable venue which fits for about 130 participants – the venue should include: a projector, a laptop for presentations, at least three microphones for F&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), internet access for all participants, (b) one additional room/space for 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 with technology and other organisational issues.

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 organise any ICME related event at this time slot, which would interfere with participation the members of the ICMI EC, all ICMI representatives, representatives of the ICMI Affiliated Organisations and Study Groups, and IMU representatives. 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 the two days prior to the ICMI GA, and another meeting of the ICMI EC is held after the closing ceremony or the day after. The LOC will assist ICMI in finding a suitable free venue for this event, including internet access, a projects, IT support and breaks. The costs (apart from the venue) will be borne by ICMI. The LOC is asked to help with the logistics (coffee and lunch breaks) for these two meetings.

ICMI will organise a special dinner during the congress to honour the LOC, the IPC, the ICMI EC, past ICMI Presidents and Secretaries, the Presidents and Secretaries of the ICMI Affiliated Organisations, 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 organisation of this dinner (finding a suitable place, 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 administrator.

Visas

The hosts commit themselves to make 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.

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, organising the review, the editing process and the publication. The Editorial Board will be appointed by the IPC at its second meeting, and will include the Congress Chair, the ICMI President and the ICMI Secretary-General (or their nominees). The Proceedings will be distributed to all participants in either CD, memory stick or hard copy form. PDF copies must be available freely to be downloaded via the ICMI website. About 250 hard copies must be produced and distributed to the representatives of each ICMI member country (100), for ICMI (100) and for members of the IPC (20). The cost of publication and distribution will be responsibility of the hosts. The Proceedings should also be available as print-on-demand for a charge paid by the person requesting a copy. The proceedings must be published no later than Two years after the ICME.

This document constitutes the entire Agreement between the hosts and ICMI regarding the hosting of ICME ___ in 20___ 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 presented to the ICMI EC is binding for both parties. Any changes to the final bid has to be discussed and agreed (in writing) with the ICMI EC.

Signatures and dates

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