

Requirements for ICTM LAT CAR - Study Group Meetings - for local organizers

These are the requirements for Meetings of the ICTM Study Group on *Music and Dance in Latin America and the Caribbean* for local organizers, based on the experiences from former meetings and the recommendation of the Study Group Music and Minorities.

1. Persons involved (staff)

- A Local Arrangements Committee, one person with main responsibility. This person should also be a member of the Program Committee; communication in English/Spanish or Portuguese language via e-mail is necessary.
- Someone responsible for accommodation and travelling, who passes on information.
- Someone taking care of the technical equipment before and during the conference.

2. Location

- Conference hall for up to 180 people with technical equipment is necessary for presentations (depending on the number of participants).
- Audio/Visual Room with adequate possibilities for film presentations.
- Large room for holding workshops where attendants can have the necessary space to move, dance or play freely.
- Accommodation for about 100 people, cheap and comfortable, within walking distance from the conference hall.
- Possibility for having meals together, availability of space for socializing in the evenings.
- Possibility of holding two or max. three parallel sessions in rooms that are within a reasonable reachable distance (depending on the number of accepted presentations).

3. Structure

- Duration of the conference: up to 7 days (depends on how many proposals there are)
- Welcome reception.
- Paper sessions in the mornings as well as in the afternoons, coffee breaks offering some refreshments.
- One-day excursion, organized and accompanied by the local organizer (funded or self-payd)
- Cultural programs on 2 or three evenings, also free of charge.

4. Printed material

Printing, language editing of program and abstracts materials.

5. Costs for local organizer

Usually there is no registration fee at Study Group meetings, that means the local organizer has to cover the costs of the conference location, the staff involved, the technical equipment, the coffee breaks, the cultural programs, the welcome reception, editing and printing of materials. If possible an excursion shall be organized as part of the conference program. If funding for the excursion is not available, an extra excursion fee may be charged to the participants.