

27th ICOM General Conference 2025

Appendix 2

General Technical Requirements

NEW CALL



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A. GENERAL REQUIREMENTS FOR THE IN-PERSON EVENT

I. Requirements for the Conference Centre

1.1. Business hours

For the duration of the ICOM 27th General Conference, all rooms reserved for participants within the Congress Centre must be open at least one (1) hour before the first scheduled session and closed one (1) hour after the last scheduled session. The main venue must be accessible two (2) hours before the start of the sessions and two (2) hours after the end of the sessions, and at the request of the Secretariat to set up or conduct test of the voting system.

Only the ICOM Governance, the ICOM Secretariat, the Organising Committee and the PCO may have access to the Conference Centre at least three (3) days before the event and one (1) day after the end of the event. During these days, the above-mentioned groups will have access to the conference centre at least one and a half (1,5) hours before and after the scheduled activities.

1.2. Signage

The conference centre will be equipped with the necessary signage (paper and electronic) to ensure easy orientation for the participants within the sites. Participants will be guided to each meeting room by paper and or electronic signage. A floor plan of each level should be installed. Displays outside the main hall and near the main entry points will be installed to keep participants informed about the conference programme and last-minute changes (if any).

1.3. Registration desk

The Organising Committee and PCO will set up a registration desk with at least six (6) stations where participants and exhibitors will be greeted upon arrival. Each station will be equipped with a computer, printers and all the necessary office supplies. One (1) special station will be reserved for a representative of the ICOM Membership Department who will assist ICOM members resolve any membership issues that may arise during the registration process.

Participants will receive the conference badge and the conference goodies (if applicable) at the registration desk.

1.4. Information point(s)

The Organising Committee and PCO will set up one (1) or more information point(s) at the Conference Centre, where participants will be able to request information on all logistical aspects of the conference and their stay in the host city PCO-trained staff should be able to communicate in English and in a second ICOM statutory language (French and/or Spanish). The information point(s) will be open during the opening hours of the conference centre during the event.

1.5. Cloakrooms and baggage

Throughout the ICOM General Conference, the Organising Committee and the PCO will provide participants with a cloakroom and baggage storage service.

1.6. Wi-fi connection

A free, high-speed wireless Internet connection (Wi-fi) must be provided to all participants and exhibitors throughout the conference centre preferably protected by a dedicated code, for the duration of the ICOM General Conference.

1.7. Simultaneous interpretation

As the 27th ICOM General Conference will be an event that will bring professionals from all over the world together, simultaneous interpretation must be provided as widely as possible.

Simultaneous interpretation is required at least in English, French and Spanish for some of the sessions of the scientific programme and all the statutory meetings. To this end, the Organising Committee and the PCO shall provide the necessary devices for simultaneous interpretation for all participants. The Organising Committee and the PCO shall also recruit a sufficient number of interpreters to provide professional translation.

1.8. Childcare services

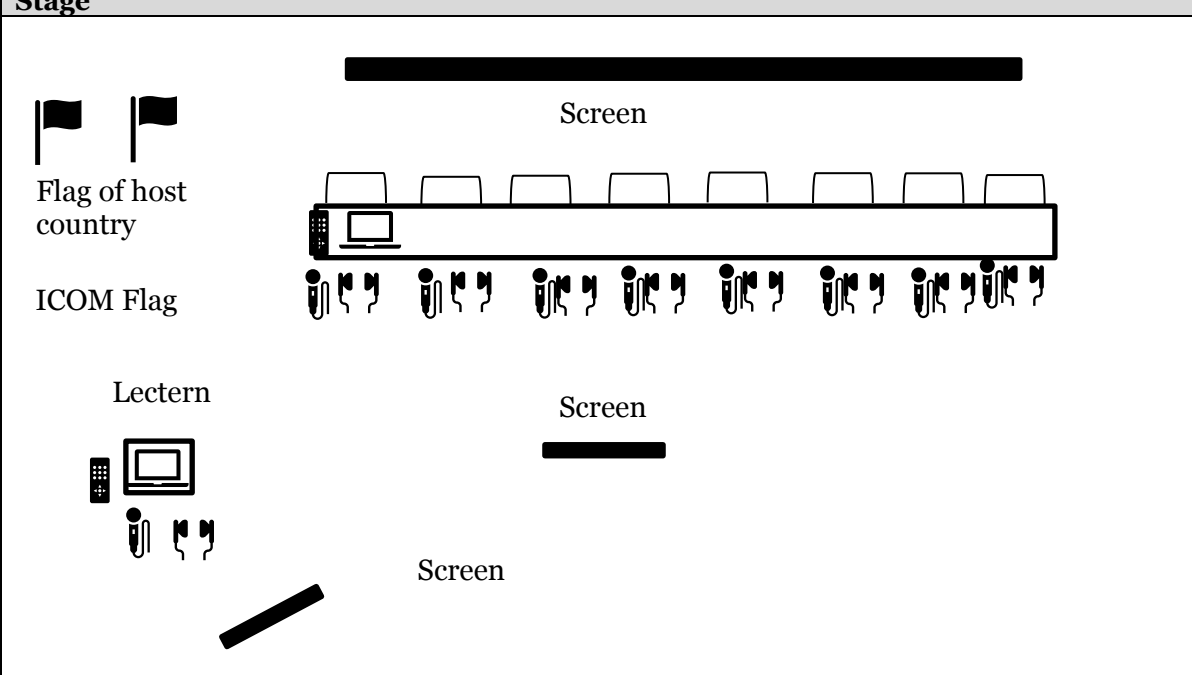
In order to support families attending the ICOM 27th General Conference, the Organising Committee and the PCO will provide free childcare services for all registered participants. The service will be available for the entire conference and during the Conference Centre opening hours.

1.9. Relaxation area

The Organising Committee and the PCO will set up a relaxation area for participants with chairs or sofas so that they can rest or, especially during coffee breaks. This area should be located close to the area where the food and beverages for the coffee breaks set up.

II. Requirements for the International Symposium

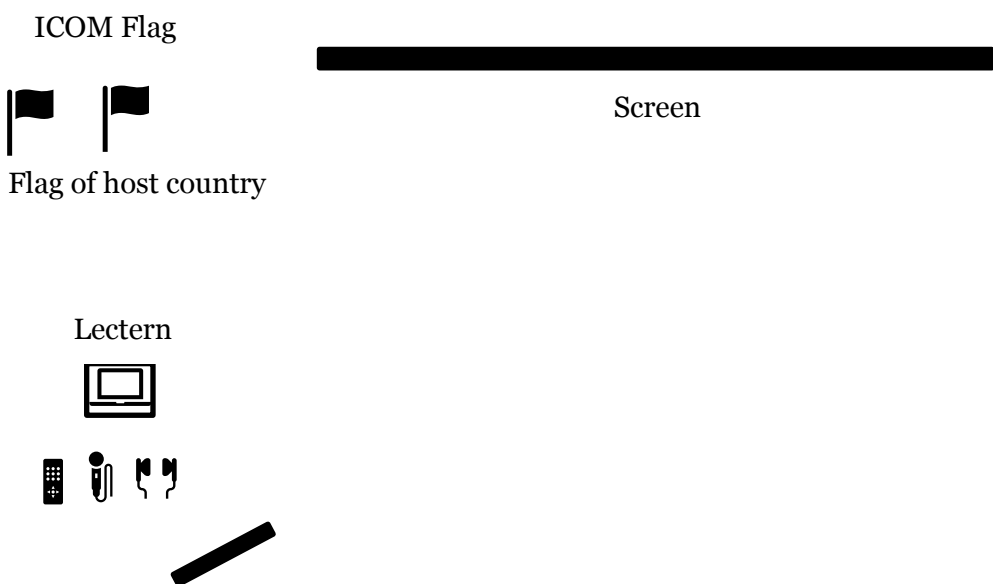
This article describes the basic standard requirements in terms of room layout and technical requirements for the International Symposium, in case it will take place in an in-person format. The Organising Committee and the PCO must confirm all these specifications with the organisers of the sessions concerned, such as but not limited to the ICOM Secretariat, the Organising Committee, the ICOM Committees and Working groups.

Basics standard requirements for the International Symposium	
Room layout	
Stage	
 <p>Flag of host country</p> <p>ICOM Flag</p> <p>Lectern</p> <p>Screen</p> <p>Screen</p>	
General specifications	
Duration: 1 or 2 day	
Room capacity: 200 people	
Access time for ICOM: the afternoon before	
Simultaneous interpretation: yes, English	
Headphones for simultaneous interpretation: yes	
Direction desk for presentations: yes	
Video recording: yes	
Stage	
Screen for projection and projector: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control and headphones for simultaneous interpretation: yes	
Table and chairs for at least 8 speakers with microphones, headphones for simultaneous interpretation, nameplates, electric plugs: yes	
Flags: ICOM and Hosting Country	
Audience	
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda	
Catering	
2 coffee breaks (one in the morning and one in the afternoon)	
Light lunch	

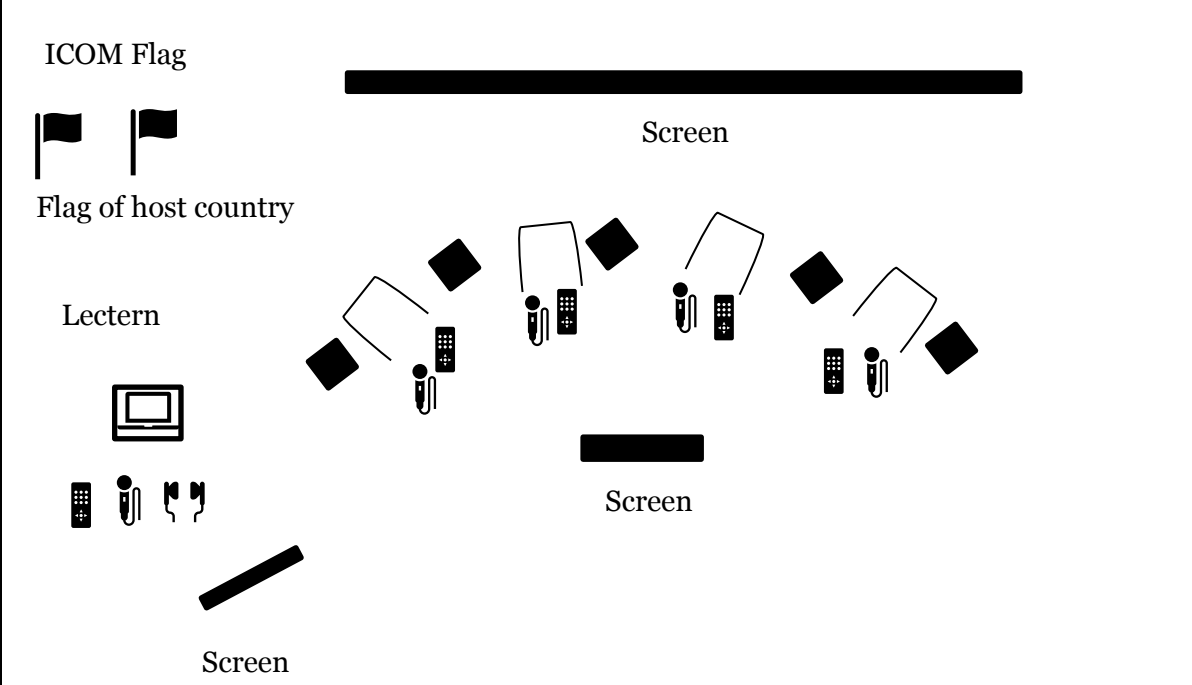
III. Requirements for the scientific programme

This article describes the basic standard requirements for the room layout and technical requirements for each session of the scientific programme. The Organising Committee and PCO must confirm these specifications with the organisers of the sessions concerned, such as but not limited to the ICOM Secretariat, the Organising Committee, the ICOM Committees and Working groups, and the ICOM bodies and partners.

3.1. Requirements for keynote speeches

Basics standard requirements for keynote speeches	
Room layout	
Stage	
 <p>ICOM Flag</p> <p>Flag of host country</p> <p>Lectern</p> <p>Screen</p>	
General specifications	
Duration: 45 minutes, 1 hour max	
Room capacity: 2000 seats	
Access time for ICOM: 1,5 hours before	
Streaming rooms: yes	
Simultaneous interpretation: yes	
Headphones for simultaneous interpretation: yes	
Direction desk for presentations: yes	
Video recording: yes	
Broadcasting on the video conference platform: yes	
Stage	
Screen for projection and projector: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control and headphones for simultaneous interpretation: yes	
Flags: ICOM and Czech Republic	
Audience	
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda	
Wireless microphones for questions	

3.2. Requirements for plenary and panel sessions

Basics standard requirements for the plenary and panels sessions	
Room layout	
Stage	
 <p>ICOM Flag</p> <p>Flag of host country</p> <p>Lectern</p> <p>Screen</p> <p>Screen</p> <p>Screen</p>	
General specifications	
Duration: 1,15 hour 1,5 hours max	
Room capacity: 2000 seats	
Access time for ICOM: 1,5 hours before	
Streaming rooms: yes	
Simultaneous interpretation: yes	
Headphones for simultaneous interpretation	
Direction desk for presentations: yes	
Video recording: yes	
Broadcasting on the video conference platform: yes	
Stage	
Screen for projection and projector: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control and headphones for simultaneous interpretation: yes	
Armchairs, microphones, remoter control and headphones for simultaneous interpretation: yes	
Flags: ICOM and Czech Republic	
Audience	
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda	
Wireless microphones for questions	

3.3. Requirements for workshops, roundtables and networking sessions

Basics standard requirements for Workshops, Roundtables and Networking sessions Standard configurations	
Room layout A	
Stage	
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Room layout B	
<div><div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div>Screen</div><div><div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div><div>Lectern</div></div><div><div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div></div></div></div></div>	
General specifications	
Duration: 1,15 hour max	
Room capacity: specified by the Committees / Secretariat	
3 room categories: 50 people, between 50 and 100 people and more than 100 people	
Access time: at least 1,5 hours prior; specified by the Committees / Secretariat	
Simultaneous interpretation: specified by the Committees / Secretariat	
Headphones for simultaneous interpretation: specified by the Committees / Secretariat	
Direction desk for presentations: yes	
Broadcasting on the video conference platform: yes	
Stage	
Screen for projection and projector: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control: yes	
Table and chairs for at least 4 speakers with microphones, nameplates, electric plugs: yes	
Audience	

Reserved seats: specified by the Committees / Secretariat

Wireless microphones for questions

3.4. Requirements for sessions of ICOM Committees and Working Groups

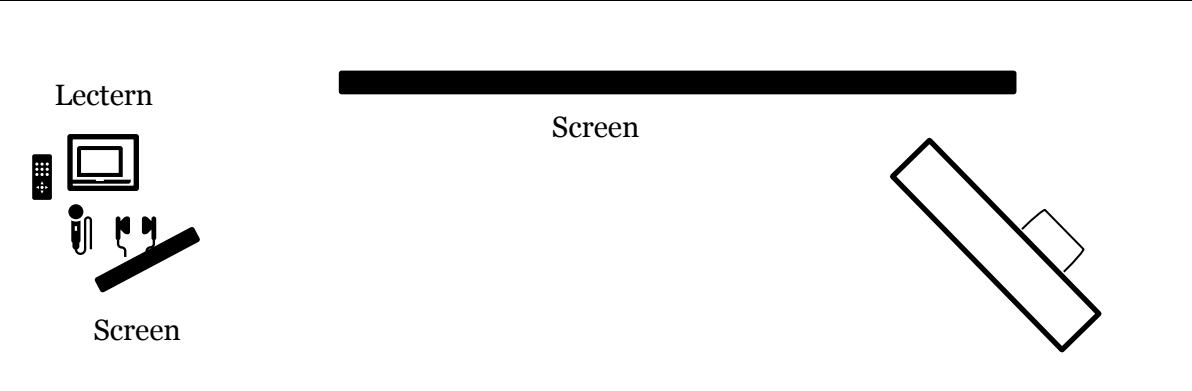
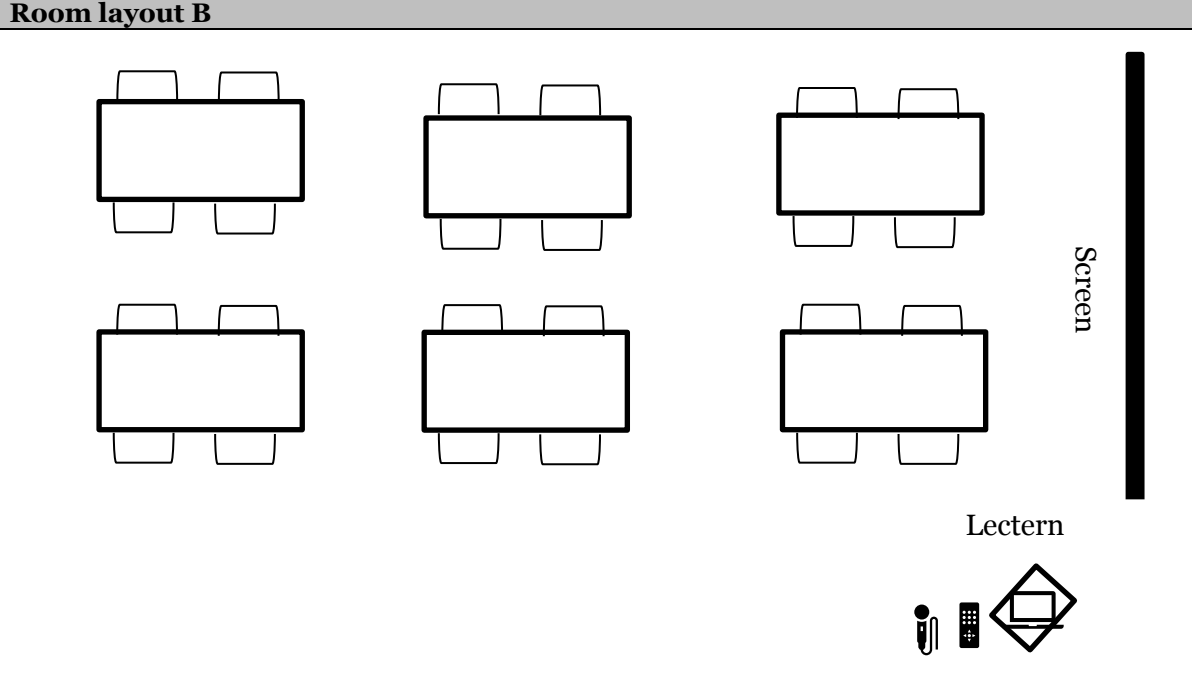
Basics standard requirements for Committees sessions, ICOM bodies and partners	
Standard configurations	
Room layout A	
Stage 	
Room layout B	
	
General specifications	
Duration: 2 hours	
Room capacity: specified by the Committees	
3 room categories: 50 people, between 50 and 100 people and more than 100 people	
Access time: at least 1,5 hours prior, specified by the Committees	
Simultaneous interpretation: specified by the Committees	
Headphones for simultaneous interpretation: specified by the Committees / Secretariat	
Direction desk for presentations: yes	
Broadcasting on the video conference platform: yes	
Stage	
Screen for projection and projector: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control: yes	

Table and chairs for at least 4 speakers with microphones, nameplates, electric plugs: yes
Audience
Reserved seats: specified by the Committees
Wireless microphones for questions

3.5. Requirements for the off-site meetings

Off-site meetings will be organised by the ICOM International Committees with the support of the local correspondents. The Organising Committee and PCO will support the International Committees logistically to organise their meetings. The standard basic requirements listed below relate exclusively to the room set-up for their meetings and the PCO will check with each International Committee, in addition to other requirements they may have such as transportation and lunch boxes. The PCO will inform the International Committee of any additional costs it may incur.

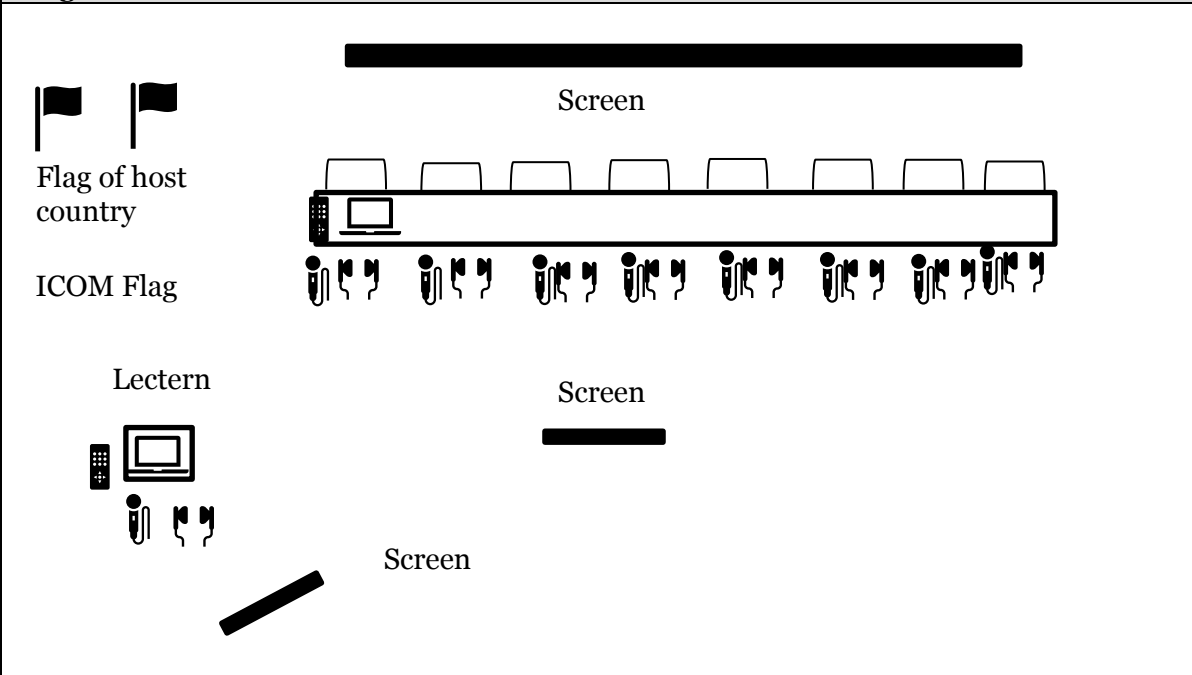
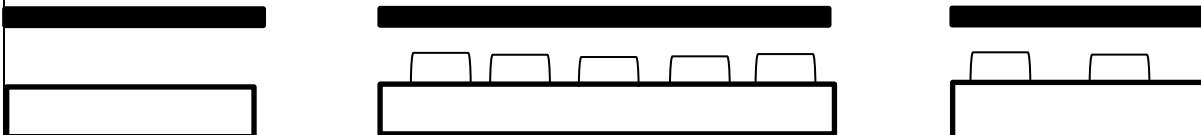
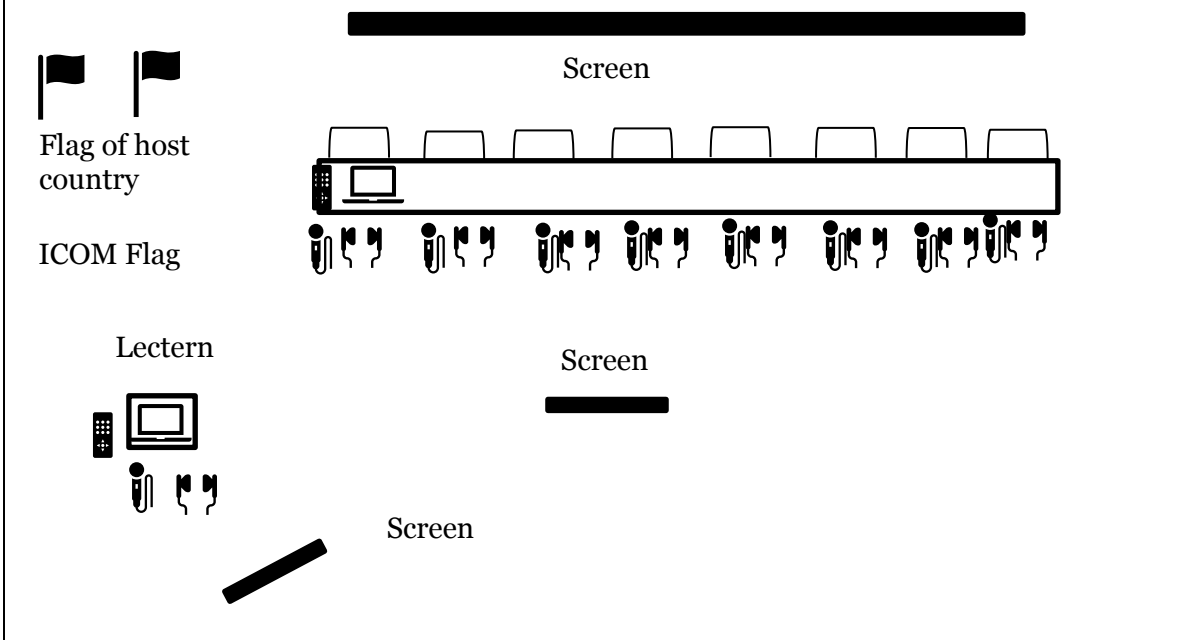
Basics standard requirements for the Off-site meetings	
Venues	
One venue by International Committee in the host city or region, identified by the International Committees and local correspondents	
Room layout	
Stage	
	
General specifications	
Duration: 1 day	
Room capacity: specified by the Committees	
3 room categories: 50 people, between 50 and 100 people and more than 100 people	
Access time for the Committees: 2 hours before	
Simultaneous interpretation: specified by the Committees	
Headphones for simultaneous interpretation: specified by the Committees / Secretariat: specified by the Committees	
Video recording: yes	
Broadcasting on the video conference platform: yes	
Stage	
Screen for projection: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control and headphones for simultaneous interpretation: yes	

Table and chairs for at least 8 speakers with microphones, headphones for simultaneous interpretation, nameplates, electric plugs: yes
Flags: ICOM and Czech Republic
Audience
Reserved seats: Speakers according to the meeting agenda
Wireless microphones for questions

IV. Requirements for the statutory meetings

This article describes the basic standard requirements in terms of room layout and technical requirements for the statutory meetings and the Open Forum for Resolutions.

4.1. Requirements for the statutory meetings (Session(s) of the Advisory Council, General Assembly(ies), Extraordinary General Assembly(ies) and the Open Forum for Resolutions

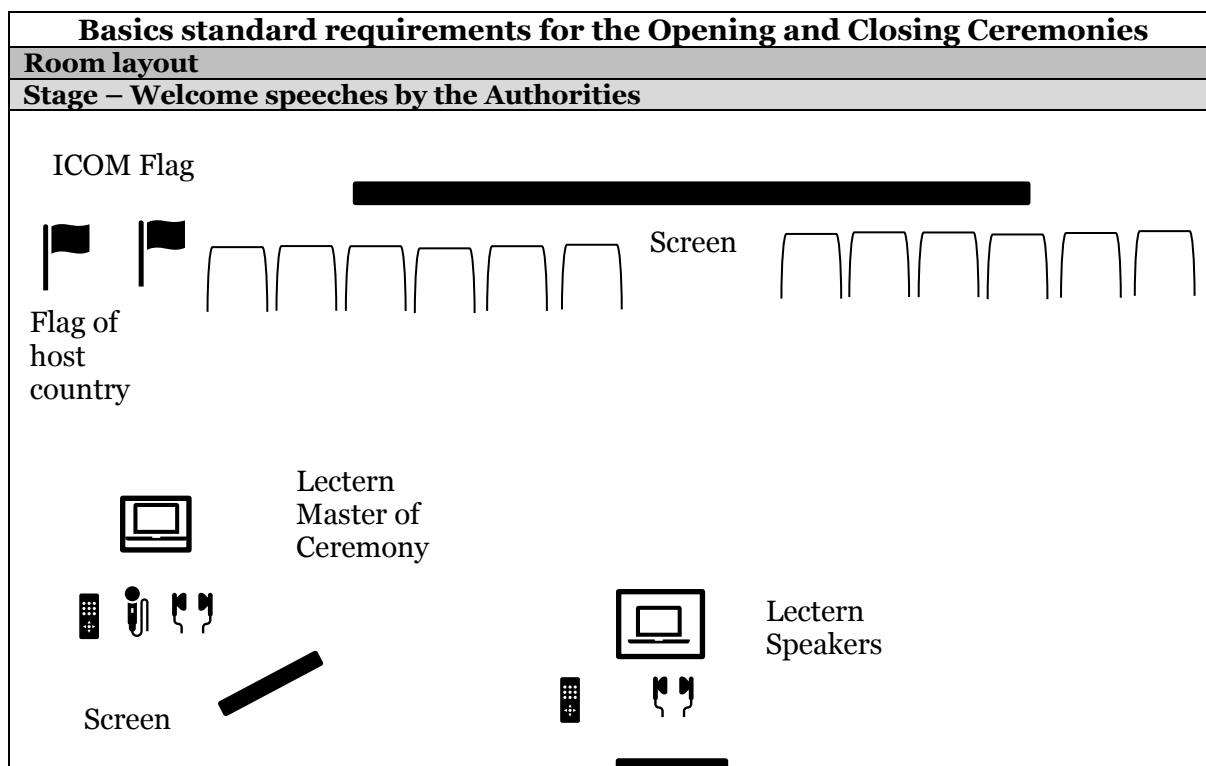
Basics standard requirements for the statutory meetings - session(s) of the Advisory Council, General Assembly(ies), Extraordinary General Assembly(ies) - and the Open Forum for Resolutions		
Room layout		
In front of the room		
		
Distribution of the working documents	Signing attendance sheet	Membership desk
Stage		
		
Flag of host country	Screen	
ICOM Flag		
Lectern	Screen	
General specifications		

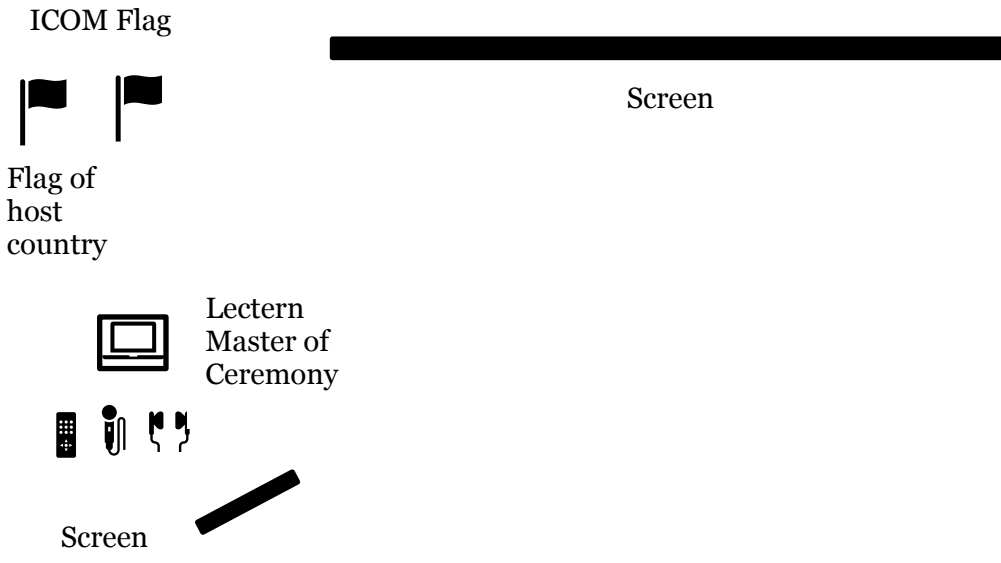
Duration: 1,5/ 2 hours
Room capacity: 2000 seats
Access time for ICOM: the afternoon before
Simultaneous interpretation: yes
Headphones for simultaneous interpretation: yes
Direction desk for presentations: yes
Video recording: yes
Broadcasting on the video conference platform: yes
Voting: on-line voting system
Stage
Screen for projection and projector: yes
Screen(s) for speakers: yes
Lectern with microphone, laptop, remoter controller and headphones for simultaneous interpretation: yes
Table and chairs for at least 8 speakers with microphones, headphones for simultaneous interpretation, nameplates, electric plugs: yes
Flags: ICOM and host country
Audience
Each desk of voting members is equipped with a conference microphone
Name plates: 300 International and National Committees, Regional Alliances, Affiliated Organisations
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda
Wireless microphones for questions

V. Social programme

In this section, the basic standard requirements for each session of the Social Programme in term of room layout and technical requirements are described.

5.1 Opening and Closing Ceremonies



Screen	
Stage – Artistic Performance	
<p>ICOM Flag</p>  <p>Flag of host country</p> <p>Lectern Master of Ceremony</p> <p>Screen</p>	
General specifications	
Duration: from 0,5 hour	
Room capacity: largest room available 2000 seats	
Access time for ICOM: 1 hour before	
Streaming rooms: yes	
Simultaneous interpretation: yes	
Headphones for simultaneous interpretation	
Direction desk for presentations: yes	
Video recording: yes	
Broadcasting on the video conference platform: yes	
Stage	
Screen for projection: yes	
Screen(s) for speakers: yes	
2 Lecterns with microphone, laptop, remoter control and headphones for simultaneous interpretation	
Armchairs, microphones, remoter controller and headphones for simultaneous interpretation	
Flags: ICOM and Czech Republic	
Audience	
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda	

VI. Requirements for the Museum Fair

The Organising Committee and the PCO will be responsible for:

- Developing an exhibition plan for the Museum Trade and Institutional Fair;
- Setting up three different types of stands: small, medium, large;
- Providing all the necessary facilities: light, electricity, etc;
- Providing chairs, tables, screen, etc;
- Providing storage for the exhibitors' stock before the fair;
- Providing the necessary staff to assist the exhibitors to set up and dismantle their stands.

VII. Requirements for the Elections of the ICOM Governance

During the 27th ICOM General Conference the election and renewal of the ICOM Governance will take place: including for the President, Chair of the Advisory Council and the Executive Board. ICOM is responsible for organising the election process. The PCO is responsible for setting up the on-line voting system. For easier management, a single digital voting system for physical and remote participants should be preferred.

VIII. Requirements for ICOM Governance and Secretariat

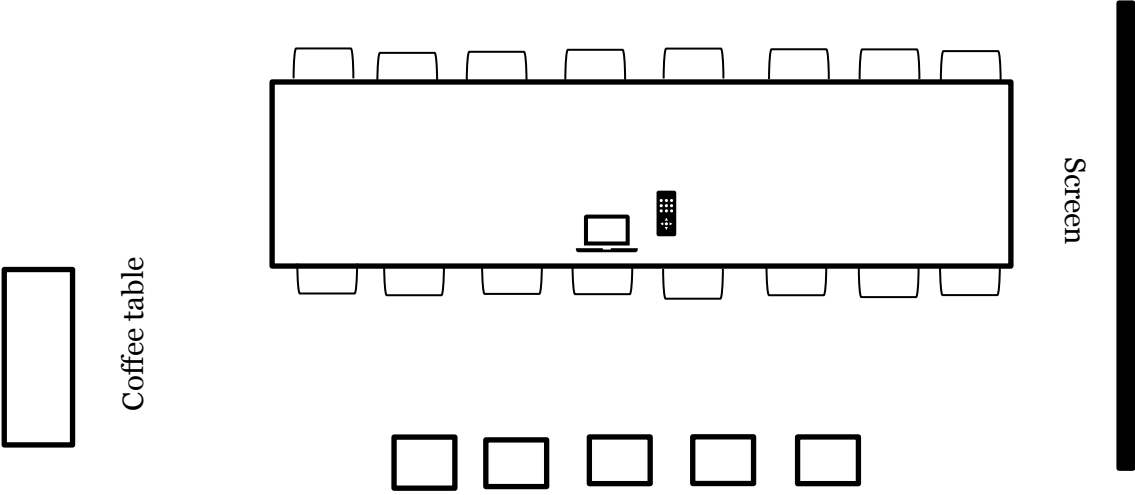
This section describes the basic standard requirements for the offices that the Organising Committee and PCO shall provide for ICOM at the conference centre, from seven (7) to three (3) days prior to the ICOM General Conference. The PCO shall confirm all these specifications with ICOM. The offices must be located near to the main hall and adjacent to each other. ICOM shall have access to the above-mentioned rooms, an hour and a half (1,5) before and after the opening hours of the conference centre to the general public.

The offices of the Organising Committee should be close to those of ICOM Secretariat. Unless otherwise indicated, all offices should be able to be locked. Keys or electronic passes must be provided to ICOM staff members as they arrive.

The Organising Committee and PCO shall provide and coordinate the technical equipment and office supplies. English speaking technicians or multilingual on-site volunteers will be required during the 27th ICOM General Conference to solve any problems that may arise with equipment and materials quickly and efficiently. Sufficient office supplies should be provided and replenished regularly during the General Conference.

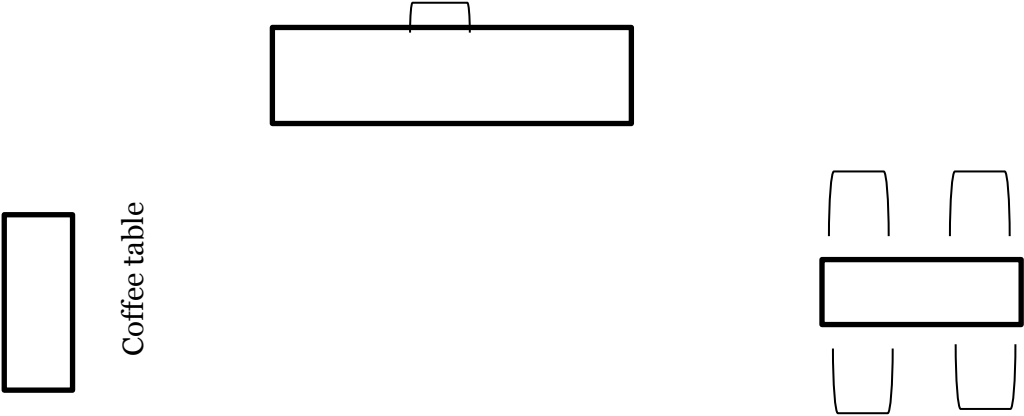
Please note that the requirements described in this paragraph, may also be necessary if the conference is organised in digital format.

7.1 Executive Board meeting room

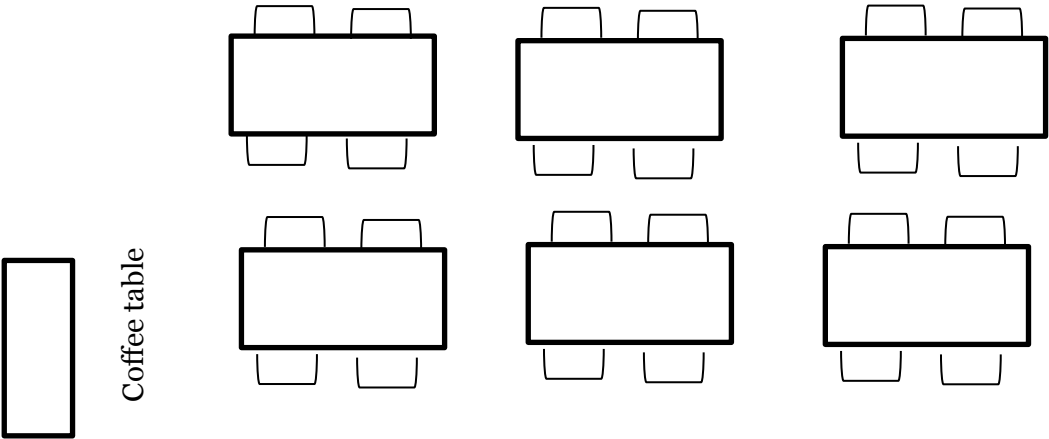
Basics standard requirements for the Executive Board meetings	
Room layout	
	
General specifications	
Duration: 2 days, taking place prior the ICOM General Conference	
Room capacity: 30 people	
Access time for ICOM: the day before the Executive Board Meeting	
Screen for projection and projector: yes	
Laptop, remoter control	
Wi-Fi-connection	
Table and chairs for at least 18 speakers, nameplates, electric plugs	
8 chairs for auditors	
Coffee table (2 coffee breaks per days)	
Light lunch	

7.2 Offices for the President, Director General and the Chair and Vice-Chair of the Advisory Council of ICOM

The Organising Committee and the PCO shall provide three (3) adjacent offices for President, Director General and the Chair and Vice-Chair of the Advisory Council (common office) of ICOM and coordinate the provision of technical equipment and office supplies.

Basics standard requirements for the offices of the ICOM President, Director General and the Chair and Vice-Chair of the Advisory Council	
Room layout	
 <p>The diagram illustrates the room layout. At the top center is a large horizontal rectangle representing a main table. On the left side, there is a smaller vertical rectangle labeled 'Coffee table'. On the right side, there is another horizontal rectangle with four chairs positioned around it (two on each long side).</p>	
General specifications	
Room capacity: 10 people	
Access time for ICOM: the day before the Executive Board Meeting	
Wi-Fi-connection	
Colour printer A4 and scanner	
Table and chairs for at 6 visiting person, coffee table,	
Standard office equipment (paper, pens, etc).	

7.3 Office for the ICOM Secretariat

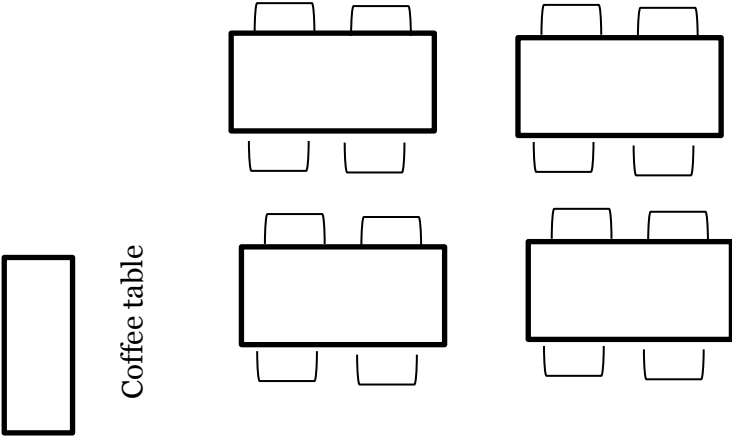
Basics standard requirements for the office of the Secretariat	
Room layout	
	
General specifications	
Room capacity: 25 people	
Access time for ICOM: the day before the Executive Board Meeting	
Wi-Fi-connection	
Colour printer A3 and A4 and scanner	
8 laptops (Minimum Microsoft Office Pack). At least one computer with additional software Including, Adobe Photoshop, Adobe Acrobat Reader). All software must be in English.	
Standard office equipment (paper, pens, etc).	
Table and chairs for at 25 staff	
Provide compatible SIM cards (data and voice) for smartphones for the staff	

7.4 Meetings rooms

The Organising Committee and the PCO shall provide ICOM with two (2) meeting rooms for twenty (20) people for informal meetings during the entire event. These rooms shall be equipped with tables and chairs for twenty (20) people, Wi-fi connection, projector and screen.

7.5 Membership Office

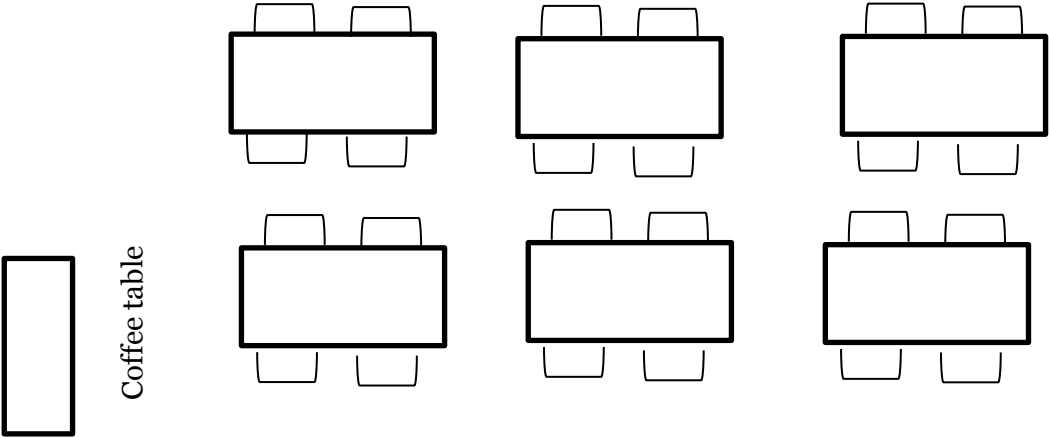
The Membership office shall be located close to the Election Office.

Basics standard requirements for the Membership Office	
Room layout	
	
General specifications	
Room capacity: 10 people	
Access time for ICOM: the day before the Executive Board Meeting	
Wi-Fi-connection	
Colour printer A4 and scanner	
2 laptops (Minimum Microsoft Office Pack). At least one computer with additional software Including, Adobe Photoshop, Adobe Acrobat Reader). All software must be in English.	
Standard office equipment (paper, pens, etc).	
Table and chairs for at least 4 staff	

7.6 Storage

The Organising Committee and the PCO shall provide ICOM with a storage of minimum twenty-five (25) square metres close to the Secretariat office, where it can store materials, from one (1) week before the conference to one (1) day after the event. The Organising Committee and the PCO shall provide two (2) carts for transporting material.

IX. Requirements for the Organising Committee Office

Basics standard requirements for the Organising Committee Office	
Room layout	
	
General specifications	
Room capacity: 25 people	
Access time for ICOM: the day before the Executive Board Meeting	
Wi-Fi-connection	
Colour printer A3 and scanner	
8 laptops (Minimum Microsoft Office Pack). At least one computer with additional software Including, Adobe Photoshop, Adobe Acrobat Reader). All software must be in English.	
Standard office equipment (paper, pens, etc).	
Table and chairs for at 25 staff	
Providing compatible SIM cards (data and voice) for smartphones for the staff	

X. IT Systems

The operating systems and computers used during the ICOM General Conference will be configured in English. All computers must be connected to high-speed Internet and equipped with QWERTY keyboards (unless otherwise specified) and USB 3.0 ports. The software will be installed in English including Microsoft Office Suite 2016 or later versions (Word, Excel and PowerPoint), Adobe Reader, a file-archiving program, an anti-virus program and drivers for devices. Additional software may be required for computers used by members of ICOM, as outlined below.

If a username and / or password is required for access to computers and to multifunction machines to print / scan / fax / photocopy, they will be communicated to members of ICOM on their arrival.

No firewall blocking access to external sites such as personal mailboxes, social networks (Facebook, Twitter, Instagram etc.) and video sites (YouTube, Vimeo, etc.) should be installed.

Technical assistance must be available near the business centre, offices and meeting rooms.

XI. VIPs car and shuttles for ICOM Governance and Secretariat

The Organising Committee and the PCO must provide taxis or VIP cars to bring official guests and keynote speakers to the sessions that they have been invited to as guests and to bring them to their hotels.

Taxis must be made available for the President and the Director General to bring them to events that are not at the conference venue and bring them back to their hotel.

Two minibuses (to accommodate 30 people) or taxis are to be made available to Executive Board and staff of ICOM during the ICOM General Conference to allow them to reach all event venues, including meetings prior to and / or after the ICOM General Conference, according to their schedules.

XII. Press room and press conference room

The Organising Committee and the PCO shall make a press room with Wi-fi connection available for twenty (20) people working simultaneously. Video screens for live-streaming major meetings shall be available. Water will be provided in the room.

Equally, the Organising Committee and the PCO shall make a room available for the press conference that can accommodate up to fifty (50) people.

B. GENERAL REQUIREMENTS FOR THE DIGITAL EVENT

I. Requirements for the video-conference platform

All the activities included in the official programme of the 27th ICOM General Conference (scientific and social programme, statutory meetings and elections) which will take place in the host city, will be digitised and available on the video conferencing platform. Therefore, all the activities will be recorded for live-streaming and access on-demand.

The video conference platform shall have the following features:

Livestream, pre-recorded and videos on demand

The platform must be able to support livestream sessions and their recordings in order to make the content available to those participants who will follow the event from a disadvantaged macro time zone or who simply want to enjoy it at another time. The platform will also host pre-recorded videos allowing digital participants to also take part in activities primarily designed for the on-site participants such as social events.

- **Video and audio quality**

A crystal-clear video and high-quality sound will have to be guaranteed in order to provide remote attendees the best possible experience. A team of video and audio technicians must therefore be guaranteed to film the activities on site and direct the video of the digital event.

- **Simultaneous rooms/streams**

The platform should be able to have at least forty (40) simultaneous rooms where to host the most numerous sessions, the committee meetings.

- **Rooms capacity**

The platform will have to provide several rooms with different capacities where to host the statutory meetings and the scientific programme:

- 1 conference room with a capacity of up to 300 interactive participants for the statutory meetings;
- 1 streaming room with a capacity of up to 10.000 participants for the audience of the statutory meetings;
- 1 room with a capacity of at least 3.000 interactive participants, with the possibility of increasing the number according to the number of registrations for keynote, plenary and panel sessions, open and closing ceremonies;
- 40 rooms with a capacity of at least 150 interactive participants, with the possibility of increasing the number according to the number of registrations for workshops, networking sessions, committees' meetings and roundtables.

- **On-screen display**

Remote attendees will be able to see on screen both the speakers and the images, videos and presentations that will be projected. For each type of session, the appropriate video direction will have to be studied.

- **Oral and written interaction**

Remote attendees will be able to interact orally and in writing through microphone and chat during the statutory meetings and at least in writing during the sessions of

the scientific programme.

- **Managing questions from large audiences**

An Online Q&A feature to manage questions from large remote audience quickly and easily shall have to be integrated with the conference and in the streaming platform.

- **Trilingual content**

Remote attendees will be able to attend the main sessions of the scientific programme (keynotes, plenaries, panels) and the statutory meetings in the three ICOM statutory languages plus the language of the host country through simultaneous interpretation.

- **Media storage**

Remote attendees will be able to find in the media storage all the documents needed to attend meetings like the working documents for statutory meetings, conference programme etc.

- **Record the whole event**

All the sessions broadcasted will be recorded in the original language, as well as with the simultaneous interpretations.

- **Customizable calendar**

Remote attendees will be able to add the activities they wish to participate into a calendar, creating their own tailor-made programme, according to their local times.

- **Chat**

Remote attendees will be able to start instant conversations conveniently with other participants in a chat, in order to maximize attendee virtual networking opportunities and community building.

- **Accessible on phones, tablets, or laptops**

Remote attendees will be able to attend sessions and participate in discussions, by phone, tablet (iOS, Android), or laptop (Microsoft, macOS).

- **Protected access to sessions and settings control access**

A double authentication system must be provided: a first filter that allows ICOM members with voting rights to participate in statutory meeting free of charge and a second filter that allows participants who have paid the General Conference registration fee to attend paid-for sessions.

- **Privacy, security and GDPR**

The processing of the participants' data must be carried out in compliance with the GDPR regulations.

- **IT support for attendees**

Remote attendees will be able to rely on a 24-hour support service (to cover all time zones) to solve informatic problems in accessing and using the platform for the duration of the event.

- **Digital analytics**

A digital analytics feature, tracking and measuring the data of the General Conference

(i.e., number of attendees and demographics, engagement, profit, etc.) will have to be integrated in the conference platform.

- **Integration with registration, on-line ticketing, voting systems and social medias**

The platform must be able to integrate the registration, on-line ticketing and voting systems as well as social media.

II. Requirements for production studios

For some of the activities of the programme of the ICOM General Conference, it will be necessary to use the services of a production studio with livestreaming capabilities for virtual and hybrid events, with various services including mixed reality, graphic design, content management, offsite connectivity, and social media integration.

III. Requirements for the International Symposium and Scientific programme

For the sessions of the scientific programme, the video conference platform shall allow exclusive access to paying participants. The platform must be able to host at least 3000 interactive participants, with the possibility of increasing the number according to the number of registrations and guarantee interaction and engagement with remote attendees. The scientific programme will be broadcast live in all macro time zone areas with simultaneous translation in English, French and Spanish.

Members and non-members of the association can take part in it after registration and payment of the digital registration fee.

The International Symposium will be accessible free of charge.

IV. Requirements for the statutory meetings

The video conference platform shall allow exclusive access to the entitled ICOM voting members (up to 300) and independent of the other activities proposed on the platform, based on a form of authentication and registration of members at these meetings.

The video conference platform shall guarantee interaction between members, allowing to express themselves orally and in writing through microphone and chat.

A video streaming platform, allowing members of the association not entitled to vote (up to 10.000) to assist as observers to General Assembly and the Extra-Ordinary General Assembly shall be made available. The streaming platform shall be equipped with a chat function, and in replay within 12 hours of broadcasting.

During the General Assembly, the Extra-Ordinary General Assembly and Advisory Council live voting must be guaranteed for members attending the meetings virtually (online voting) and for members present on-site, ideally in a single voting system, integrated or independent of the video conference platform. The online voting system will have to return the voting results instantly.

The statutory meetings will be broadcast live in all macro time zone areas with simultaneous translation in English, French and Spanish.

V. Requirements for the social programme

Exclusively paying participants will be able to access to the social programme.

The Opening and Closing ceremonies will be broadcast live in all macro time zone areas with simultaneous translation in English, French and Spanish. The Opening and Closing ceremonies will be broadcast in replay within 12 hours of broadcasting.

The platform must be able to host at least 3.000 interactive participants, with the possibility of increasing the number according to the number of registrations.

The interaction and engagement with the remote attendees shall be guaranteed

The social events designed to discover the local cultural heritage of the host country can be replaced by video documentaries.

VI. Requirements for the Museum Fair

A virtual exhibitor directory with networking spaces and product demo areas can be organised as a complement to the *in-situ* Museum Fair and Expo Forum.

VII. Requirements for the Elections of the ICOM Governance

During the General Conference the elections of the Chairperson of the Advisory Council (1), the Vice-Chairperson of the Advisory Council (1), the President (1) and Executive Board of ICOM (1) as well as possible elections of the Boards of International Committees (up to 32), for a total of thirty-five (35) different elections shall be held. An online election platform integrated in or independent of the video conferencing platform shall therefore be envisaged.

ICOM members entitled to vote will be able to access the online election platform for at least two (2) days, subject to authentication and registration. The online election platform should provide the information in the three statutory languages of ICOM and return the voting results instantly.

The voting and election platform shall have the following features:

- **Exclusive access to registered ICOM voting members**

Only ICOM voting members in good standing who have registered to vote (voting and elections) will be able to access the platform. The platform will automatically generate and send the voting and election links to the members entitled to vote, based on a list provided by the Secretariat.

- **Accessibility to the platform**

The platform will be accessible to voting members from two (2) days before the event until the day on which the statutory meetings will take place.

- **Quorum calculation**

The platform shall automatically calculate the presence and voting quorum instantaneously.

- **Voting per statutory meeting**

During statutory meetings, up to fifteen (15) votes per meeting will be possible.

- **Secrecy of the vote**

The platform must guarantee the secrecy of the vote and allow voting members to express their preference only once per vote and election.

- **Proxy vote**

The voting system must guarantee the multiple voting rights of a proxy representing several individuals.

- **Simultaneous election rooms**

The platform should be able to hold at least thirty-five (35) simultaneous election rooms.

- **Accessible on phones, tablets, or laptops**

Remote voting members will be able to vote by phone, tablet (iOS, Android), or laptop (Microsoft, macOS).

- **Trilingual user interface**

The voting and election platform will have a user interface in the three statutory languages of ICOM (EN, FR, SP)

- **Compliance with GDPR**

The processing of the voting members' data must be carried out in compliance with the requirements of the protection of personal data (GDPR).

- **Instantaneousness of results**

The platform must return the voting and election results instantly and allow the parameterization of specific thresholds for the calculation of results.

- **IT support for voting members**

Remote voting members will be able to rely on a 24-hour support service (to cover all time zones) to solve informatic problems in accessing and using the platform for the duration of the event.

- **Training for ICOM staffers**

The ICOM staffers who will help to manage the voting and elections, will have to be trained on the use of the platform and its features. The technical and IT support necessary for the operation of the platform should be provided by the PCO.

VIII. Requirements for the press

Journalists shall be able to remotely attend the event and the press conference.