ICOM | international council of museums

APPLICATION MANUAL

The 28th ICOM General Conference in 2028

CONTENTS

FOREWORD

The first ICOM General Conference was held in Paris in 1948. Since then, twenty-six editions have followed one another, all over the world, until ICOM Prague 2022, where we transformed the event into a hybrid format for the first time in the ICOM history. ICOM has been reimagining the value of the ICOM General Conference and we are moving forward to further innovation.

This **call for applications to host the 28th ICOM General Conference in 2028** is looking for candidacies that aim to:

1. Define a **sustainable** event, with particular concern for environmental, financial, social, and cultural aspects, incorporating responsible decision-making into the project management of, and participation in, the ICOM General Conference;

2. Have **decolonising approach and practices** throughout the project management of, and participation in the ICOM General Conference;

3. Ensure an **inclusive** event in which more **diverse** networks and people come together, either in person or remotely;

4. Develop **long-term event legacy** locally and internationally, aligning with the ICOM Strategic Plan 2022 - 2028.

To achieve these objectives, candidates are invited to refer to the application manual for guidance throughout the process, where each stage of the application is illustrated, ensuring a smooth and informed journey for all applicants.

Throughout the application phase, the ICOM Secretariat will be available to candidates at Conference@icom.museum for any inquiries or assistance they may require.

INTRODUCTION

Presentation of ICOM

Established in 1946, the International Council of Museums (ICOM) is the only global museum association. It provides museums and museum professionals with local, national, regional, and international networks of dialogue and exchange about ethical standards and innovative practices.

The ICOM network is made up of more than 51,000 members representing 131 countries and territories, grouped into 120 National Committees. It also fosters 6 Regional Alliances and 34 International Committees dedicated to various museum specialties. The Standing Committees and Working Groups deal with subjects that are relevant to ICOM, such as the museum definition, disaster risk management and ethical issues. The Secretariat's international team, which comprises 12 different nationalities, implements the decisions taken by the Governing Bodies, works in accordance with the strategic plan, coordinates the Committees' activities, manages the programmes linked to ICOM's missions and provides services to the organisation's members.

Presentation of the ICOM General Conference

The General Conference is the flagship event of ICOM. The very first General Conference was held in 1948, just two years after the foundation of ICOM. Since then, ICOM has hosted 26 General Conferences around the world successively every three years. Therefore, the history of the General Conference can trace the global expansion of ICOM and the international growth of the museum field.

The ICOM flagship event is composed of two significant and interconnected components: the General Conference itself and the launch event, the International Symposium held a year earlier. The latest ICOM General Conference took place in August 2022 in Prague, Czech Republic (ICOM Prague 2022).

A hybrid conference format is confirmed for 2028, in alignment with the strategic plan's objectives, thereby securing digital futures for the association's activities and projects.

Beyond the hybridisation, the ICOM General Conference is rethinking the value and mission of the triennial association event. We envision leveraging the General Conference as a catalyst to initiate post-conference legacy at personal, local and international levels and further collaborative opportunities with the project's partners. We believe that the continuous legacy strategy that bridges one conference to another could make great impacts that our association wish to achieve for the future of museums, our society, and the planet.

The event cannot be successful without the close cooperation of ICOM (particularly the Department of Institutional Events at the ICOM Secretariat), the ICOM National Committee and its Project Team – you! –and the Professional Conference Organiser (PCO).

It is certainly not an easy job, but definitely an unforgettable, very rewarding experience.

The ICOM Committees

As well as close cooperation with the ICOM Secretariat, the definition of the conference programme will also involve some of the ICOM Committees in curating select sessions. Presented below is the roster of Committees that will actively contribute to the organisation of the 28th ICOM General Conference programme.

	Role in ICOM	Number	What they will do for the event
International Committees (ICs)	The ICs are global think tanks that regroup museum professionals from the same field to promote the exchange of scientific knowledge and professional know-how.	34	ICs play a crucial role in the General Conference: - they participate in the International Symposium and inspect the venues of the GCs. - they organise the majority of 'Committee Sessions' - they organise the Off-site meetings.
National Committees (NCs)	The NCs organise ICOM's members at a national level and ensure the interests of museums and museum professionals in their respective countries. They represent their members within ICOM and contribute to the realisation of the association's programmes.	120	NCs jointly organise 'committee meetings' with other ICOM bodies and organise receptions in embassies/cultural institutes for their members.
Regional Alliances (RAs)	The RAs provide a forum for the exchange of information and co-operation between National Committees in the different Regions.	8	They jointly organise 'committee meetings' with other ICOM bodies.
Standing Committees (SCs)	The SCs and WGs give advice and provide expertise on essential aspects of the association and on subjects of importance for the global museum community.	5	
Working Groups (WGs)		9	
Affiliated Organisations (AOs)	AOs are international organisation with the purpose of serving the interest of museums or the museum profession on an international level affiliated to ICOM.	23	

APPLICATION GUIDELINES

ICOM

The following application guideline provides detailed instructions on how to complete and submit your application to ensure that it meets all the necessary requirements and is considered for the selection process.

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Baseline Eligibility Criteria

The call for applications to host the 28th ICOM General Conference is open to the **National Committees of ICOM**.

It is to be noted that only those National Committees which act in compliance with the objectives and mission of ICOM and, in particular, that have successfully collected and transferred their membership fees to the ICOM Secretariat (in accordance with Articles 5 and 14 of the ICOM Statutes and Article 6 of the ICOM Internal Rules), and have conducted their board elections in accordance with the ICOM statutory and regulatory texts, are entitled to apply.

National Committees can ask for the support of a Professional Congress Organiser (PCO) and/or a local Convention Bureau (CB) for the application procedure. PCO/CB play a crucial role in planning and managing successful events. When proposing a PCO/CB please consider requirements such as experience and expertise, event planning services, project and financial management, marketing and promotion, technology and innovation, risk management and sustainability.

In order to be considered, an application **must be completed**, **submitted before the deadline** (see below).

The application should comply with the instructions provided in the Call for Applications and be written in one of the ICOM official languages **(English, French or Spanish)** in a clear and concise manner. The Application Manual and Application Questionnaire in French or Spanish will be provided upon request to the ICOM Secretariat.

Applications which are incomplete, submitted after the deadline or do not comply with the instructions provided in the Call for Applications **will not be considered**.

Deadline

The applications must be sent by email to the ICOM Secretariat at Conference@icom.museum before **31 January 2024** (23:59 Central European Time: GMT+1). Additional audio-visual documents sent by file transfer must reach the ICOM Secretariat before the deadline.

Prepare and submit your application

We kindly request your diligent adherence to the provided guidelines, as any deviation may result in the evaluation of your application as ineligible by ICOM. The application shall be composed with:

1) Main document – Application Questionnaire

The Application Questionnaire **must be completed in one of the ICOM official languages (English, French or Spanish)** in a clear and concise manner. The applicant may directly edit the Application Questionnaire or create a separate document, **which must answer all the questions in the same order** as written in the Application Questionnaire.

The Application Manual and Application Questionnaire in French or Spanish will be provided upon request to the ICOM Secretariat.

The completed Application Questionnaire with all compulsory attachments must be sent to the ICOM Secretariat by email in **a single PDF document, not exceeding 20MB.** The application document must be named **"Candidate city_National Committee"** (e.g., "Kyoto_ICOM Japan").

Applicants will receive an email confirming receipt of their application.

The confirmation of the receipt of the application does not imply that the application is eligible and/or admissible.

2) Additional materials (optional)

Files larger than 20MB or additional audio-visual materials may be sent separately by a file transfer service. Name the attachments as "Candidate city_National Committee_type of material" (e.g., Kyoto_ICOM Japan_video). Additional materials must reach the ICOM Secretariat before the deadline to be considered.

Evaluation of the candidatures

The evaluation of the candidatures will be based on a comprehensive assessment process that ensures transparency, fairness, and alignment with the event's goals and requirements. The evaluation will consist of the following steps:

1. **Application Assessment:** submitted applications will be assessed for completeness and adherence to the application guidelines and based on the evaluation method illustrated in the chapter "Evaluation Methods".

2. **Site Inspection:** the site inspection will be made in the cities of the eligible candidates to assess the following aspects:

   - Reliability of the applicant, Project Team, and related authorities
   - Feasibility of the proposed programme, venues and infrastructure, and budget (Operational Requirements)

The outcomes of the assessments will be provided through a technical report.

Election of the host city

The responsible body for electing the host city of the General Conference is the ICOM General Assembly, which will take place in June 2024. Voting members will be provided with the Technical Report and the decision will be taken by simple majority.

The ICOM Secretariat will maintain a neutral stance in the evaluation process and will not participate in the decision making.

Legal framework for the organisation of the event

Following the nomination, the National Committee and Project Partners of the elected host city of the 28th ICOM General Conference, will be requested at first to sign a Memorandum of Understanding (MoU) with ICOM.

The MoU aims to provide a framework for the pre-contractual relationship as well as a guarantee to ICOM of the commitment and capacity of the National Committee and its Project Partners to host the General Conference and to ensure the smooth running for organisation of the General Conference.

At a later stage, the National Committee and Project Partners will then proceed to enter a contractual phase with ICOM by subscribing to an agreement for the organization of the 28th ICOM General Conference. The agreement will be governed by the French law.

Timeline of the nomination process of the host city

- **31 January 2024:** Deadline for submissions of application
- **May 2024 (date to be confirmed):** Notification to the shortlisted candidates
- **June 2024 (date to be confirmed):** Voting on the host city by the General Assembly

APPLICATION QUESTIONNAIRE

APPLICATIONNAIRE

In this section, the structure of the Application Questionnaire is explained, guiding you to compose your application.

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Structure of the Application Questionnaire

Legal Undertaking

The application must be accompanied by the Legal Undertaking signed by the Chair of the National Committee. The template can be found at the beginning of the Application Questionnaire.

The Legal Undertaking guarantees ICOM that:

(1) the National Committee is effectively functioning in accordance with ICOM statutory and regulatory texts: (a) is registered as an independent, non-governmental, non-profit legal entity with the competent national authorities, (b) has regularly organised and hold plenary meetings and regularly elected its Board and (c) has a minimum of eight (8) members constituting the National Committee.

(2) its ability and capacity to carry out the proposed activities.

Applicants must confirm that:

- all the declarations and other commitments contained in the application file are binding for the National Committee.

- if the application is successful, the application will be used as a basis for the drafting of the Agreement and the collaboration with all the Parties involved in the organisation of the General Conference. However, the National Committee is aware that requirements and expectations set by ICOM in this Application may evolve according to the needs and decisions of ICOM.

Chapter 1: WHO/WHY – Applicant information and Motivation

Please make sure that you fulfil the **Baseline Eligibility Criteria**. ICOM seeks candidates with a high motivation to accomplish a successful and innovative project.

The National Committee is expected to benefit from the ICOM General Conference, through potential membership growth and an event long-term legacy, as well as for the local museum community and the organising country that will see the host city in the spotlight of the international tourism and press. Candidates are encouraged to establish cooperations with local museums and heritage sites to highlight the regional distinctiveness and offer participants a unique and enriching experience. Candidates can avail themselves of the expertise and services of a PCO.

The host city and its surrounding area must offer a favourable and unique environment for the ICOM General Conference. Strong connectivity of the city, ensuring easy access for international participants joining from various corners of the globe, is a plus. The host city should offer a diverse range of accommodations with sufficient capacity (3500/4000) to comfortably house all event participants, ensuring a convenient and enjoyable experience for attendees.
Due to the complexity of an international event, candidates are encouraged to establish a synergistic collaboration among the key local stakeholders, and garner support from the government and relevant authorities for the organisation of the ICOM General Conference.

Chapter 2: WHAT – Uniqueness and Purpose of the Programme

This chapter requests you to propose an original theme of the General Conference, a tentative conference logo and tentative programmes for the International Symposium in 2027 and the General Conference in 2028.

A clear and concise explanation of their uniqueness and purpose and some suggestions to improve the online experience must be provided. The proposed speakers should embody the plurality of the association, ensuring geographical representation, gender inclusivity, and a balanced representation of age groups.

Please carefully check the Key Principals of the ICOM General Conference and the Practical Information in the latter of this manual as well as Appendix I (in connection with Chapter 3) for your guidance.

Chapter 3: WHEN/WHERE – Venues and Infrastructure

In this chapter, you will present the venues and infrastructures in your city/country to host the International Symposium and ICOM General Conference, as well as a proposal for the event dates.
It must be demonstrated that hosting a hybrid General Conference and the implementation of the proposed programmes in Chapter 2 is feasible in your city with already existing venues and infrastructure. The online infrastructure is also important for the hybrid event implementation. Please carefully refer to the Compulsory Requirements latter in this document.

Chapter 4: HOW – Budget Management

Organizing a successful conference requires meticulous budget planning and responsible financial management. Applicants are required to submit a comprehensive budget proposal in EUR, as well as the project management planning that can monitor the budget flow, both for the period 2025-2029. The budget plan must be provided in EUR and made based on your proposal in Chapter 2 and 3, which satisfies Compulsory Requirements. Also, it should reflect a balanced approach, ensuring that the conference is financially sustainable and aligned with the goals and scale of the event. The following elements should be included in the budget proposal.

Income Streams: a detailed breakdown of all projected sources of income, including public subventions, registration fees, sponsorships and any other revenue streams. The event's financial sustainability is a key criterion, and as such, proposals should aim for diversity in revenue sources, avoiding overreliance on a single funding stream.

Expenses: a list of all expenses related to the conference, including venue and procurement, programmes, travel grants, marketing and promotion, personnel, administration, legal and insurance, financial oversight, and miscellaneous costs. As part of prudent financial management, it is recommended to include a contingency fund to address unforeseen expenses or changes in circumstances. Expenditures must be planned corresponding with global project management planning.

Financial Oversight: strategies and mechanisms you will implement to ensure transparent financial management. This might include periodic reporting, third-party audits, or other measures to maintain accountability.

Based on the local production costs, the indicative budget for the hybrid General Conference is on average two and a half (2,5) to four (4) million EUR.

A sustainable event's income streams are distributed as follows:

1. Registration fees for participants (32% - 35% of the total income)
2. Registration fees for Museum Fair (5% - 10% of the total income)
3. Public subventions (32% - 35% of the total income)
4. Sponsorships (31% - 35% of the total income)

In addition, ICOM will allocate funds to the Candidate to provide its members with travel grants to attend the General Conference. A license fee for hosting the General Conference will be requested to be remitted to ICOM to empower the association to sustain and further its mission. At the contractual stage, the specifics of the fee will be thoroughly discussed.

It is imperative that any potential deficit resulting from the event does not burden the National Committee, as the sustainability and continued operation of the Committee must remain unaffected by the event's financial outcome.

Attachments

While most of the questions in the Application Questionnaire ask you to respond by short text, lists, and/or chart, it is also requested to prepare Compulsory and optional attachments. All attachments must be submitted together with the completed Application Questionnaire as **a single PDF document.** Please refer to Application Guideline in this Manual for more detailed information.

List of attachment		
Q.7	Optional	The letters of support from museums and heritage sites (original + translation in English, French or Spanish)
Q.9	Compulsory	the letters of support from the relevant authorities (original + translation in English, French or Spanish)
Q.22	Compulsory	A city map with the location of the venue for the International Symposium, floor plans, seating plans, room plans, photos, etc.
Q.23	Compulsory	A city map with the location of the main venue (can be included in the map for Q.22, or attach a separate map), floor plans, seating plans, room plans, photos, etc.
Q.28	Compulsory	The layout options for the Museum Fair at the main venue
Q.31	Compulsory	A map that shows all venues for Off-site Meeting (can be included in the map for Q.22 or attach a separate map).
Q.32	Compulsory	A map that shows all other venues (can be included in the map for Q.22 or attach a separate map).
Q34	Optional	Any LEED, ISO or equivalent certifications held by the main venue or any other venues.
Q.36	Compulsory	A map with the location of the accommodations (can be included in the map for Q.22 or attach a separate map).
Q.37	Compulsory	A map with the location of the accommodations for ICOM Executive Board and Secretariat, Speakers (can be included in the map for Q.22, Q.36, or attach a separate map).
Q.38	Compulsory	A map of the city to show the location of international airport(s) and train station(s).
Q.47	Compulsory	A financial guarantee from the relevant authorities or partner(s) covering any potential economic deficit of the event (original and translation in English or French).

EVALUATION METHOD

Evaluation Methods, including the Key Principles of the 28th ICOM General Conference and Operational Requirements, invite you to construct your application with a clear vision and feasibility of the project.

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The evaluation of the applications will be conducted based on a comprehensive methodology, which encompasses both qualitative assessments of **Key Principals** and quantitative assessments of **Operational Requirements**, as outlined in the following paragraphs. The **Site Inspection** will be conducted in the cities of the eligible candidates to make sure:

- Reliability of the applicant, Project Team, and related authorities
- Feasibility of the proposed programme, venues and infrastructure, and budget (Operational Requirements)

In other words, the Site Inspection is intended to determine the credibility of the submitted applications.

Qualitative Evaluation

Key Principals

Please keep in mind the four **Key Principals** of the General Conference – Sustainability, Decolonisation, Inclusivity and Diversity, and Long-term Legacy –when you brainstorm the ICOM General Conference at your city/country and respond to the Application Questionnaire.

Sustainability:

"The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 Sustainable Development Goals, which are an urgent call for action by all countries - developed and developing - in a global partnership". (https://sdgs.un.org/goals)

To participate in the global mission, ICOM Working Group on Sustainability has established the 2030 Action Plan on Sustainability. Also, the concept of sustainability is referred multiple times in the ICOM Strategic Pran 2022-2028 to explain its commitment and several focus areas.

Sustainability is a central principle of the 28th ICOM General Conference in 2028, particularly because it will be held two years ahead of the 2030 Agenda for Sustainable Development. It shall focus on organizing the event in a manner that balances environmental, social, economic, and cultural considerations. This involves implementing practices that minimize the ecological footprint of the conference, such as reducing waste, conserving energy, and promoting eco-friendly transportation options. Moreover, the principle extends to fostering a positive social impact by engaging with local communities and incorporating ethical practices into conference planning. By prioritizing sustainability, the conference aims to set an example for responsible event management that resonates globally and advances the museum profession's commitment to safeguarding our heritage, our community and our planet.

Decolonisation:

 "ICOM recognises the role that museums have played in the colonising process and actively upholds international normative instruments, including the 2015 Recommendation on Museums, the 2001 Declaration on Cultural Diversity and the UN Declaration on the Rights of Indigenous People" (p.14, ICOM Strategic Plan 2022-2028).

The principle of decolonisation underscores the ICOM General Conference's commitment to addressing the historical and ongoing effects of colonialism within the museum sector. This involves critically examining existing practices, narratives, and power dynamics, and working towards more inclusive and equitable representation of diverse identities and perspectives. The conference seeks to empower indigenous communities, challenge Eurocentric biases, and acknowledge the contributions of marginalized voices. Through dialogues, workshops, partnerships, and the networking opportunities, the conference endeavours to reshape the museum landscape by confronting colonial legacies and fostering a more just and inclusive global community.

Inclusivity and Diversity:

Today, ICOM aims to achieve "ICOM's global diversity is represented across all components of the Association" (p.9, ICOM Strategic Plan 2022-2028). Hence, inclusivity and diversity are foundational to the ICOM General Conference, ensuring that museum professionals from around the world are welcomed and valued. The principle encourages creating an environment where attendees of different backgrounds, experiences, and identities feel respected and heard. Additionally, thanks to the hybridisation of the event, the ICOM General Conference today is open to both in-person and online participations. This encompasses diverse programming, representation in leadership, and accessibility accommodations to facilitate engagement for all participants. By embracing inclusivity and diversity, the conference cultivates rich cross-cultural exchanges, enriching the collective knowledge of the museum field and enabling broader collaborations that extend beyond the event.

The General Conference is an inclusive and impactful event, where all participants feel valued, respected, and empowered. Non-discrimination is a fundamental requirement for this event. All participants must be treated equitably and respectfully, regardless of their race, gender, age, religion, nationality, sexual orientation, or any other characteristic.

Long-Term Legacy:

The ICOM General Conference today is in its transformation phase, rethinking the missions and values of the triennial conference cycle, which has been important for the ICOM network since the beginning of the association. The principle of long-term legacy underscores the enduring impact that the ICOM General Conference aims to achieve beyond its immediate convening. This involves shaping discussions and initiatives that resonate well beyond the conference cycle, enriching and expanding the ICOM network, and influencing practices and discourse within the museum sector at the individual, local, regional, and international level. The conference seeks to inspire continuous learning, collaboration, and innovation, catalyzing positive change that benefits museums and cultural institutions worldwide for years to come. By emphasizing the creation of a lasting legacy, the conference ensures that its contributions extend far beyond its triennial occurrence, shaping the future of museums and heritage globally.

Collectively, these four Key principles— Sustainability, Decolonisation, Inclusivity and Diversity, and Long-term Legacy — form the bedrock of the ICOM General Conference. By addressing these Key Principals in your Application, you are not only competing for the honour of hosting the ICOM General Conference in 2028 but also contributing to the collective advancement of the museum profession and its impact on global communities.

In this context, also think about ***Youth Engagement.***

At the heart of the Key Principals of ICOM General Conference lies a robust youth engagement strategy, meticulously crafted to ensure the conference's lasting impact. Recognising the power of fresh perspectives and innovative ideas, the strategy revolves around fostering an environment where young minds can thrive. For example, mentoring sessions and inclusive networking opportunities are intended to empower emerging leaders to actively shape the discourse around our conference themes. Your understanding and unique suggestions on youth engagement is to be presented in the Application Questionnaire.

Evaluation Method

Every and all your responses to the Application Questionnaire will be assessed qualitatively to evaluate your consideration of these Key Principals. The Secretariat will prepare a short text summary for each chapter in the Application Questionnaire to highlight the unique or appealing features, ideas, and suggestions that address the Key Principals of the ICOM General Conference.

Quantitative Evaluation

There are three **Operational Requirements** for the application of the 28th ICOM General Conference in 2028: "Uniqueness and Purpose of the Programme," "Venue and Infrastructure," and "Budget Management." The goal is to ensure that the applicants' proposals align with the operational requirements of the conference and meet the desired standards for quality and feasibility. This structured evaluation process allows for a clear and objective assessment of each application's merits and suitability for hosting the ICOM General Conference.

Operational Requirements

The Chapter 2, Chapter 3, and Chapter 4 of the Application Questionnaire include questions within each of these categories, and the responses are evaluated using a rating scale.

1. **Uniqueness and Purpose of the Programme**: this category assesses the innovative and meaningful aspects of the proposed conference programme.

2. **Venue and Infrastructure**: this category focuses on the suitability and capabilities of the proposed venue and related facilities.

3. **Budget Management**: this category evaluates the feasibility and responsible management of the budget for the conference.

Evaluation Method

All Questions of Chapter 2, Chapter 3, and Chapter 4 are designed to evaluate how well the applicants fulfil. There are "Premier Questions" – marked with two stars ★★ – which we consider essential to evaluate the operational requirements and the rests are referred as "Advanced questions" – marked with a star ★.

Very Good – 4 points
Good – 3 points
Average – 2 points
Poor – 1 point
Very Poor – 0 point

Very Good – 3 points
Good – 2 points
Average – 1 point

The total points accumulated from the responses serve as a quantitative evaluation of the application document. In cases where questions receive ratings of "Very Poor," applicants may not be deemed eligibility of candidature. The total point of each chapter will be calculated and referred as a measurement, together with the qualitative evaluation on Key Principals.

SPECIFICITIES OF THE EVENTS

This section illustrates different types of events that are expected to be organised during the 28th ICOM General Conference and the International Symposium.

ICOM

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SPECIFICITIES OF THE EVENTS

International Symposium

The International Symposium, taking place one year prior to the 28th ICOM General Conference, is the launch event of the General Conference aimed to promote the event at the regional level. The International Symposium targets a public of cultural professionals, equally ICOM Members and non-ICOM Members.

Length: 2-3 days
Expected number of participants: 250 in-person participants and 800 online participants
Event Languages: English and local language(s)
Venue: suitable for lectures and training, with the necessary audiovisual equipment and services

Programme	Duration Format/	Target Audience	Room layout	Description/Note
Scientific Congress	0.5-1 day Hybrid	250 in-person /80-100 on-line	Theatre	It aims to present to the audience the themes, the sub-themes of the 28th ICOM General Conference, through keynotes speeches, panels or other types of sessions.
Reception	2-3 h In-person	250	-	At the conclusion of the Scientific Congress, a reception will be organised to foster meaningful connections among participants.
Site visits	1 day In-person	Up to 40	-	It is an inspection tour of the main and other venues of the General Conference organised for Chairs of the International Committees.
Training (optional)	0.5-1 day Hybrid	To be decided with the Project Team	Theatre/ Classroom	It aims to offer trainings for local museum professionals.

The 28th ICOM General Conference

The General Conference Programme includes two days of Pre-Conference, in which most of the Statutory Meetings are grouped, four days of Main-Conference, the heart of the Scientific and Social Programme, and from one to three days of Post-Conference, in which participants can discover the host city and region through excursions.

(A) Pre-Conference

Length: 1-2 days
Expected number of participants: 400 in-person participants and some remote participants
Event Languages: English, French, Spanish and local language(s)
Venue: the main venue

Statutory Meetings	Duration/ Format	Target Audience	Room layout	Description/Note
Separate Meeting of the ICOM NCs	2-3h/ Hybrid	150/200	Theatre	The Chairpersons of the ICOM National Committees gather to discuss topical issues concerning their committees and the institution life.
Separate Meeting of the ICOM ICs	2-3h/ Hybrid	80	Theatre	The Chairpersons of the ICOM International Committees gather to discuss topical issues concerning their committees and the institution life.
Advisory Council	2-3h/ Hybrid	400	Theatre	The Advisory Council is ICOM's counselling body. It brings together the Chairpersons of the ICOM National and International Committees, Regional Alliances and Affiliated Organisations.
Other Meetings	**Duration Format**		**Room layout**	**Description/Note**
A joint meeting of the ICOM ICs and NCs	2-3h/ Hybrid	400	Theatre/ Classroo m/Group work	The Chairpersons of the ICOM National and International Committees gather to prepare the discussions that will take place during the Advisory Council.
Open Forum for Resolutions	1.5-2.5h/ Hybrid	400	Theatre/ Classroo m	Strategic resolutions will be drafted before being presented and voted upon by the General Assembly at the end of the Main-Conference.

(B) Main-Conference

Length: 4 days
Expected number of participants: 3500/4000 in-person and 800/100 online attendees
Event Languages: English, French, Spanish and local language(s)
Venue(s): the main venue (Scientific Programme and Museum Fair) and the other venues (Social Programme and Off-site meetings)

Scientific Programme	Duration/ Format	Number of sessions	Target Audience	Room layout	Description/Note
Keynote Speech	0.5h/ Hybrid	3-4	3500/4000	Theatre	Speeches setting out the central theme of the conference, provided by experts of their respective fields.
Panel Discussion	1h-1.5h/ Hybrid	3-4	3500/4000	Theatre	A panel discussion involves a group of experts gathered to discuss a topic of the conference.
Roundtable	1h-1.5h/ Hybrid	4	500	Theatre	Discussion and exploration of a specific topic, where speakers and participants are on equal footing, aims to confront issues.
Workshop	1h-1.5h/ Hybrid or In-person-only	6	50-80	Classroo m/U-sgape	Short educational session for that focuses especially on techniques and skills in a particular field.

Mentoring session	1.5h-2h/ Hybrid or In-person-only	4	100 people	Classroom/U-shape	Mentors and mentees coming collectively to share expertise, knowledge and solve problems.
Networking session	1h-1.5h/ Hybrid or In-person	2		Depending on methods	It facilitates meaningful interactions and connections among participants.
Committees' session	1.5h/ Hybrid	See Note	50 /100 / 150 / 200	Specified by each committee	Maximum 35 sessions in parallel per day. For this programme, at least an entire afternoon for two days must be secured, without any other Scientific Programme planned in parallel.
Off-site meetings	1 day/ Hybrid or In-person	Number of ICs (34)	250 x 3 200 x 2 100 x 29	Specified by each committee	Different venues will be allocated for the ICs, which can be Museums and/or other relevant institutions in the city or region of the host city.

Social Programme	Duration/ Format	Number of sessions	Target Audience	Room layout	Description/Note
Opening and Closing Ceremonies	0.5-1h/ In-person	One each	3500/4000	Theatre	A captivating launch infused with local culture, setting the mood of the event and a memorable conclusion, blending local traditions to reflect on key moments and achievements of the event.
Evening Social Events	2-3h/ In-person	See Note	3500/4000		Engaging gatherings designed to foster connections and discover the local culture. A sufficient number of events for Target Audience must be planned.
Opening and Closing Party	1h-1.5h / In-person	One each			A vibrant kick-off event and a colourful celebration marking the end of the event.
Museum Fair	2.5 - 3 days/ In-person On-line optional				Museum Fair where suppliers and museums exhibit on booths the latest innovations and progress in the field of museum professionals. Online Museum Fair could be organised, depending on the possibility of online conference platform.

Statutory Meetings	Duration/ Format	Number of sessions	Target Audience	Room layout	Description/Note
General Assemblies	2-3h/ Hybrid	1-2	3500/4000		Pivotal meetings where members convene to discuss strategies, share insights, and make key decisions that shape the organisation's direction.

*All rooms/venues must offer video recording/streaming facilities

(C)Post-Conference

*Length: 1-3 days *1 day excursion is included in the full ticket*
Expected number of participants: 3500/4000 in-person participants
Event Languages: English and local language(s)
Locations: Proposed by the candidate

COMPULSORY REQUIREMENTS

Compulsory Requirements must be taken into account for the planning of the 28th ICOM General Conference and International Symposium.

ICOM

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WHAT – Uniqueness and Purpose of Programme

Event format

The 28th ICOM General Conference and the International Symposium shall take place in a hybrid format. It offers both on-site and virtual attendance options, and extends the event beyond the host city, providing the opportunity to connect and engage with the audience remotely. It will have to succeed in the challenge of offering a quality experience in terms of learning and engagement, both to the on-site and online attendees.

Event Languages

The official languages of ICOM are English, French, and Spanish. As a principal, the ICOM General Conference must be accessible in these three languages, including the conference platforms and most publications. The simultaneous interpretation costs – interpreters and appropriate equipment (soundproof booths, microphones, headsets, etc.) – must be covered by the project budget at the minimum for the ICOM official languages, and if possible, also for other languages. The most of events below must offer the interpretation to both in person and online participants. If available, and if of adequate quality and experience, it is advisable to hire local interpreters.

Event Publications

The following E-Publications must been ensured for the 28th ICOM General Conference:

- Promotional leaflets*, promoting the event programme
- Conference Booklet, detailing the event programme
- Sponsorship Prospectus*, outlining the event sponsorship opportunities
- Fair Prospectus* presenting exhibition opportunities at the Museum Fair
- Final Report*, detailing the conference outcomes
- Financial Report*, providing a comprehensive overview of the event's financial performance
- The result of Satisfaction Survey: presenting participants' feedback and experiences
- Conference Proceedings*: collecting the presentations, discussions, and outcomes of the event, capturing the collective knowledge shared

Only in English and in the local language(s) if applicable
A small number of hard copies must be provided to ICOM for archival purposes.

Conference Flag

It is expected that a special conference flag will be prepared by the Project Team. It would be ideal if the flag is made based on the local tradition or made by local communities. The ICOM logo must be designed according to the ICOM Graphic Chart (See Appendix B).

WHEN/WHRE – Venue and Infrastructure

Date

The ICOM General Conference can be held between May and the beginning of November. The event is expected to span a duration ranging from a minimum of 7 days (2 days of pre-conference, 4 days of main conference and 1 day of post-conference) to a maximum of 9 days (2 days of pre-conference, 4 days of main conference and 3 days of post-conference).

When suggesting dates, the applicant(s) must ensure that the conference dates do not overlap with major public holidays in the host country or in other parts of the world, or major meetings and events in the host city.

Venues

The General Conference will be hosted across multiple venues in the host city/country ensuring a diverse and engaging experience for attendees. The main venue shall be a congress centre or similar facility to sufficiently host the majority of the events, capable of hosting at least between 3500/4000 participants and propose at least 35 break-out rooms to accommodate the concurrent sessions of the Scientific Programme (Committees' sessions). The main venue must also be provided with an exhibition space for the Museum Fair.

The other venues could be the museums in the city or other premises where some Social Events and Off-site Meetings of ICOM International Committees will be hosted. For the Off-site meetings of ICOM International Committees the minimum requirements are 3 meetings rooms for 250 people, 2 meetings rooms for 200 people and 29 meetings rooms for 100 people.

All the venues of the General Conference shall be accessible and inclusive to all attendees, regardless of their abilities, disabilities, or diverse backgrounds, and shall take reasonable measures to accommodate their needs. They also have to comply with all relevant safety regulations and hold the necessary certifications or licenses.

Security

The event must be organized to adhere to all applicable local laws and regulations pertaining to security, while also conforming to recognized international standards for hosting international events, such as those set forth ISO 22379:2022 — Security and resilience — Guidelines for hosting and organizing citywide or regional events.

Materials and Staff

The following requirements for materials and staff, but not limited to, should be provided during the event:

- Furniture and Infrastructure: chairs, tables, podiums, and any other necessary furniture for attendees, speakers, and exhibitors.
- Signage: directions, session locations, and important areas throughout the event venue.
- Audio Visual and Technical Equipment: high-quality sound systems with speakers and microphones for clear audio during sessions and presentations.
- Visual Displays: projection screens, LED walls, and monitors for displaying presentations and multimedia content.
- Lighting and Staging: lighting setups for stages, booths, and event areas
- Staff and Personnel during the event: event managers, registration team, technical crew, stage managers, hosts/hostesses, security personnel, catering staff, av technicians, volunteer coordinators, interpretation team, photographer/videographer, emergency response team, logistics team, exhibitor liaison team, cleaning crew.

Catering
The Project Team and the PCO must offer 2 coffee breaks and a light lunch per day, for all events mentioned above. The role of catering services goes beyond serving food; it's about fostering sustainability, embracing diversity, and leaving a lasting positive impact on attendees and the environment alike – Again, please think about the Key Principles of the ICOM General Conference at every detail of the project proposal! The choices made in catering can ripple out, inspiring attendees to be conscious global citizens committed to creating a better world.

Wi-Fi
A free high-speed wireless Internet connection (Wi-Fi) must be provided to all participants at the main venue and on the other venues (if applicable) and preferably protected by a dedicated code, during the entire event.

The offices for ICOM
During the Pre-Conference and Main-Conference, there must be following offices accessible all day.

Type of offices		Required facilities
President office	possibility of hosting meetings for up to 25 people	Standard office stationaries, printer and papers, refreshment (water, coffee, etc.).
DG office	possibility of hosting meetings for up to 10 people	
Secretariat office	25 people	
Membership office	5 people	
Election Office	10 people	
Storage	20 smq	

Accommodation and Travel
In line with the Key Principals of the ICOM General Conference, the Candidate commits to prioritize sustainable means of transportation during the event and to support environmentally friendly measures such as but not limited to the purchase of carbon offsets for travel to and from the Venues of the General Conference.

The Candidate shall be responsible for arranging the necessary travel (to and from the host city and airport transfers) and accommodation arrangements for the following individuals.

International Symposium
1. 43 people for four nights and specifically:
   a. 9 ICOM representatives
   b. 34 Chairs of the ICOM International Committees
2. And up to 20 speakers for two nights

The 28th ICOM General Conference
1. 22 people for 13 nights and specifically:
   a. 17 representatives of the ICOM Governance
   b. 5 representatives of the ICOM Secretariat

2. 3 representatives of the ICOM Secretariat for 10 nights
3. 7 representatives of the ICOM Secretariat for 8 nights
4. 10 representatives of the ICOM Secretariat for 7 nights
5. 3 representatives of the ICOM Secretariat for 3 nights
6. up to 30 speakers for a minimum of 2 nights

These elements need to be accounted for within the event budget, along with providing a daily allowance for above mentioned Representatives of the ICOM Governance and Secretariat.

A standard single room in a 4-star hotel, with a free internet access and breakfast included shall be provided for each of the individuals mentioned above. The hotel shall be located close to the main venue for the event. If not, it should be easily accessible by public transport to the venue.

Visa
If necessary, the Candidate shall assist the conference participants including above mentioned individuals in obtaining an official letter of invitation and/or a visa to enter the host country. Visa costs need to be accounted for within the event budget.

Platforms
The following platforms are required for the event:

- **Registration Platform** interfaced with the ICOM Database, offering a user-friendly registration process in multi-language secure payment options, customizable registration forms, attendee data management, integration with event management systems, and customer support;

- **Event Platform** integrating virtual and in-person experiences whit multilingual interface, offering live streaming and on-demand content, multiple audio channels for simultaneous interpretation, interactive session features, agenda and session management, poster sessions and presentations, speakers management, functions to conduct the call for papers, analytics and reporting, user training and support, networking capabilities, user-friendly interfaces, virtual exhibition and sponsorship opportunities and technical support.

- **Website** user-friendly, multilingual, informative, and accessible, offering clear navigation, up-to-date content, and compatibility with various devices and browsers to ensure a seamless experience for all attendees.

If there is a significant development in technology by 2028, the project must adopt the best platforms instead of above.

Voting
Statutory Meetings during the Pre-Conference and Main-Conference might carry out voting sessions for institutional decision makings according to the ICOM Statutes. The Project Team and the Professional Congress Organiser are responsible for providing the suitable voting facilities (such as voting system, voting devices, elections office, etc). The voting must:

- Be an online mechanism or an alternative solution that enables both in-person and remote voting;
- retain the confidentiality of the vote;
- secure the ballot box;
- and be General Data Protection Regulation (GDPR) compliant;

A provision must be made to secure 100 voting devices for the Statutory Meetings, ensuring their safe and reliable operation throughout the voting process.

The choice of voting system/service and devices are subject to be approved by ICOM.

HOW – Budget Management

Public Contributions and Subventions

Candidates are expected to proactively seek and secure public subventions or grants to contribute to the funding of the event, enhancing its financial feasibility. In the Application Questionnaire, it is requested to detail about the potential public contributions or subventions from relevant authorities that you intend to secure to support the financing of the General Conference.

Registration fees

As a principal, registration shall be open to ICOM Members and Non-Members. There are two types of ticket for conference participants:

(1) In-person participation – Full ticket

This pass includes admission to the Pre-Conference, Main-Conference and Post-Conference (one day excursion), and the ICOM Statutory Meetings, in accordance with the terms of the ICOM Statutes. Included in the pass are lunches and coffee breaks, event goodies and publications, and a free public transport ticket for the entire duration of the event shall also be included in the ticket. Holders of this type of ticket shall also be able to access the digital content of the General Conference Platform, without restriction, after the 28th ICOM General Conference.

(2) Digital participation – Full ticket

This pass includes remote admission to the Pre-Conference, Main-Conference and Post-Conference (if applicable), and the ICOM Statutory Meetings, in accordance with the terms of the ICOM Statutes. Holders of this type of ticket shall be able to access the digital content of the Conference on the General Conference platform, without restriction, during and after the 28th ICOM General Conference.

These two types of tickets are to be declined for the following **registration categories:**

ICOM Members individual member of the association shall be entitled to preferential rates, reflecting the latest classification of countries by category of the ICOM's fee policy (Registration fees for ICOM Members will have an increasing price from category 3, 4 (less expensive) to category 1, 2 (most expensive). All ICOM Members of countries of category 5 shall have free access.

<u>ICOM Student Member</u> shall receive a student discount rate.

<u>ICOM Institutional Member</u> museums and institutions members of the association have the option to buy the following packages with special rate:

> Pack 1: one In-person participation ticket and three Digital participation tickets;
> Pack 2: two In-person participation tickets and six Digital participation tickets;
> Pack 3: three In-person participation tickets and ten Digital participation tickets;

<u>Non-Member</u> person interested in attending the event that are not member of the association shall be entitled to purchase the ticket at a standard rate.

In addition to above, there are two additional types of tickets available:

<u>Day Ticket</u>
The Day pass Ticket provides access to all activities held on the selected day(s), and Venues and services, with lunches and coffee breaks. The Day Pass Ticket will be available only for the Main-Conference. Holders of this type of ticket shall not be able to access the digital content on the General Conference platform.

<u>Accompanying Person Ticket</u>
The option of having an accompanying person is only available to ICOM Individual Members, who hold an In-person participation - Full Ticket. ICOM Institutional members are excluded from this. This ticket does not include the attendance to the Pre-Conference and the Scientific Programme during the Main-Conference.

Tickets will have an increasing cost according to the following registration periods:

- <u>Early Bird Rate:</u> at least five months
- <u>Advanced Rate:</u> two months
- <u>On-site Rate:</u> Registration during the event.

Museum Fair
On average, the Museum Fair covers an area of 3.000 sqm, where 485 booths from 100 companies are hosted. The average cost per square metre is EUR 300.

<u>In-person Museum Fair</u>
Exhibitors can choose between three (3) types of booths for the in-person Museum Fair:

- Booth size S: 6 sqm. Entitled to obtain two In-person participation tickets.
- Booth size M: 9 sqm. Entitled to obtain three In-person participation tickets.
- Booth size L: 12 sqm. Entitled to obtain four In-person participation tickets.

<u>Digital Museum Fair (Optional)</u>
To be defined depending on the available options of the online Museum Fair.

To book a booth at the in-person and/or digital Museum Fair, exhibitors shall have to register to the ICOM General Conference through the Registration Platform as well.

Sponsorships

The Sponsorship Strategy should align with ICOM's and the museum community's values and avoid any involvement with conflicting activities or interests that can damage ICOM's values, principles, and reputation. The Strategy shall encompass various sponsorship packages, attracting a diverse array of sponsors, defining sponsorship tiers and benefits, and outlining promotional opportunities for sponsors.

The following principles have to be respected:

- Promote diverse and inclusive sponsor selection for fair representation across sectors, business sizes, backgrounds, and cultures
- Sponsorships or donations from political parties or religious organisations cannot be accepted;
- Commercial products cannot be endorsed;
- Sponsors and donors have no role in scientific content or membership influence;
- Transparency of sponsorships and donations.

ICOM reserves the right to refuse any sponsorship and/or donation that it deems likely to damage ICOM's reputation, not in line with ICOM's values and/or to be in conflict with ICOM's objectives and missions.

Travel Grants

The Candidate must subsidise at least eighty (80) travel grants to support ICOM Members to attend the General Conference in the host city. Beneficiaries of travel grants will be Members of the association in Country Categories 3, 4 and 5 (See Appendix D).

Each grantee will receive economy class return flights from their country of residence to the host city, accommodation in a 3-star hotel and free admission to the conference and support for any VISA costs. To estimate the amount needed to fund the grants, it is therefore recommended consulting Appendix D.

The Candidate will also make available at least 40 digital grants covering registration fees to attend the digital event:

Human Resource Management – Project Team

It is requested to establish a dedicated and capable Project Team to lead the journey toward the 28th ICOM General Conference. The project cannot be successful without the close corporation of ICOM, particularly the Department of Institutional Events at the ICOM Secretariat, the ICOM National Committee of the hosting country and its Project Team and the PCO.

Based on the experience gained in the preparation of previous General Conferences, the essential professionals for establishing an efficient Project Team includes:

- Project leader
- Communication and publication coordinators (2)
- Scientific Programme coordinator (2)
- Social Programme coordinator (2)

- International Committees coordinators (1)
- Museum Fair and Sponsorship coordinators (2)
- Grants coordinator (1)
- Volunteer coordinator (1)
- Administration and finance coordinator (1)

It is recommended that the full staff be fully operational on a full-time basis from 2027 to 2029, with key personnel actively engaged from 2026 to 2029.

Volunteers
ICOM General Conference's success relies also on volunteers who drive seamless activities, providing an enriching experience for participants. Volunteering offers event management experience, networking, and museum-field growth.

The estimated number of volunteers for the event is 200 or above. The Project Team and the PCO are responsible for selecting and training volunteers who speak the local language(s), English, French and Spanish.

Licence Fee
A license fee for hosting the General Conference will be requested to be remitted to ICOM to empower the association to sustain and further its mission. At the contractual stage, the specifics of the fee will be thoroughly discussed.

APPENDICIES

ICOM

06

Appendix A: Previous General Conferences

28 June -3 July 1948, Paris, France

17-22 July 1950, London, England

Exchange of collections and conservation personnel; inventory of scientific instruments; museums and education; problems of professional training.

6-12 July 1953, Genoa, Milan and Bergamo, Italy

Problems of museums located outside; problems of museums in undeveloped areas; the architecture of museums and museums in modern town-planning.

2-9 July 1956, Basle, Zurich, Geneva, Switzerland

The museum in our time; the natural history museum in the modern world; the problem of history museums in our times; the planning and Organisations of the modern technical museum; Babel's Tower.

1-8 July 1959, Stockholm, Sweden

Museums as mirrors: their potentialities and limitations.

4-11 July 1962, The Hague, Netherlands

Precautions against theft of art works; conservation of cultural property; the role of history and folklore museums in a changing world; observations on the museum profession; the objectives of the museum: research centres or exhibition halls; the educational role of museums.

22 September-3 October 1965, New York, U.S.A

Training of museum personnel

27 July-9 August 1968, Cologne, Munich, Federal Republic of Germany

Museum and research

29 August-10 September 1971, Paris, Grenoble, France

The museum in the service of man, today and tomorrow: the museum's educational and cultural role.

3-14 June 1974, Copenhagen, Denmark

The museum and the modern world.

23-29 May 1977, Moscow, USSR

Museums and cultural exchanges.

25 October-4 November 1980, Mexico City, Mexico

The world's heritage - the museum's responsibilities.

24 July-2 August 1983, London, England

Museums for a developing world.

26 October-4 November 1986, Buenos Aires, Argentina
Museums and the future of our heritage: emergency call.

27 August-6 September 1989, The Hague, Netherlands
Museums: generators of culture.

19 September-26 September 1992, Québec, Canada
Museums: re-thinking the boundaries?

2-7 July 1995, Stavanger, Norway
Museum and communities.

9-16 October 1998, Melbourne, Australia
Museums and cultural diversity: ancient cultures, new worlds.

1-6 July 2001, Barcelona, Spain
Managing Change: museums facing economic and social challenges.

2-8 October 2004, Seoul, Korea
Museums and Intangible Heritage

19-24 August 2007, Vienna, Austria
Museums and Universal Heritage

7-12 November 2010, Shanghai, China
Museums for Social Harmony

7-17 August 2013, Rio de Janeiro, Brazil
Museums (memory + creativity) = social change

3-9 July 2016, Milan, Italy
Museums and Cultural Landscapes
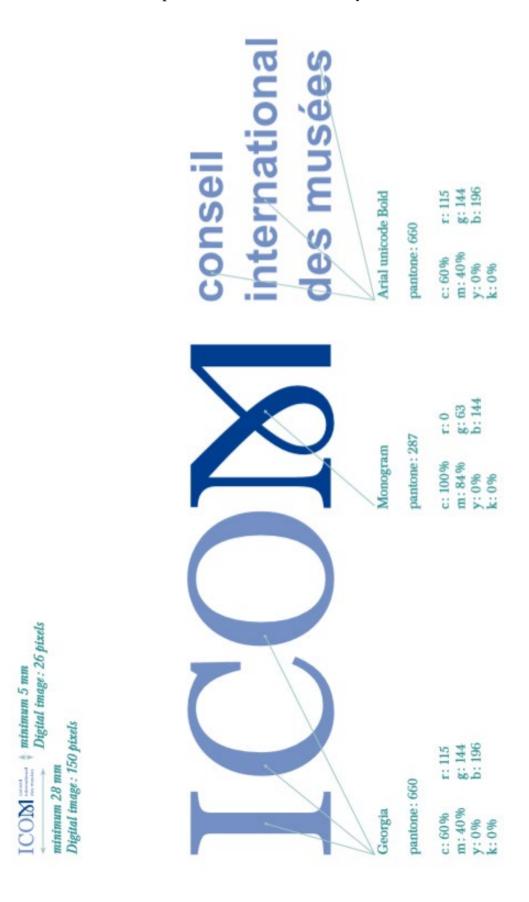
1-7 September 2019, Kyoto, Japan
Museums as Cultural Hubs: The Future of Tradition

20-28 August 2022, Prague, Czech Republic
The Power of Museums

...and the next one is expected in 2025 in Dubai, *Future of Museums in Rapidly Changing Communities*!

Appendix B: ICOM Graphic Chart

Please refer to the ICOM Graphic Chart into account when you create the conference logo.

Appendix C: ICOM Dubai 2025 Tentative Programme- an example

Pre-Conference					
Day -1			**Day -2**		
Morning	Separate Meetings of ICs	Separate Meetings of NCs	**Elections**	Joint Meeting of ICs and NCs	**Elections**
	Lunch			Lunch	
Afternoon	Separate Meetings of ICs	Separate Meetings of NCs		Advisory Council	
Night	Social Events			Social Events	

Main Conference							
Day 1				**Day 2**			
Morning	Opening Cerimony			**Museum Fair**	Keynote Speech			**Museum Fair**
	Keynote Speech				Panel Discussion	Roundtables	Workshops	
	Panel Discussion	Roundtables	Workshops					
Afternoon	Lunch Break				Lunch Break			
	Committees session (35)	Mentoring Sessions	Networking Sessions		Committees session (35)	Mentoring Session	Networking Sessionss	
Night	Opening Cerimony				Social Events			
	Opening Partry							

Main Conference					Post Conference
Day 3				**Day 4**	**Day +1 +2 +3**
Morng	Keynote Speech			**Museum Fair**	Off-site Meetings of the ICs (34)	Excursion
	Panel Discussion	Roundtables	Workshops			
Afternoon	Lunch				Lunch	Lunch
	General Assemblies				Off-site Meetings of the ICs (34)	Excursion
Night	Closing Celemony				Social Events	Social Events
	Closing Party					

Appendix D: ICOM Membership Country Category

Category 1

Australia	*Holy See*	Netherlands	United Arab
Austria	Iceland	New Zealand	Emirates
Bahrain	Ireland	Norway	United Kingdom of
Belgium	Italy	Qatar	Great Britain and
Brunei Darussalam	Japan	Republic of Korea	Northern Ireland
Canada	Kuwait	San Marino	United States of
Denmark	Liechtenstein	Saudi Arabia	America
Finland	Luxembourg	Singapore	
France	Malta	Sweden	
Germany	Monaco	Switzerland	

Category 2:

Bahamas	Greece	Oman	Slovakia
Bulgaria	Hungary	Panama	Slovenia
Chile	Israel	Poland	Spain
Croatia	Kazakhstan	Portugal	Trinidad and Tobago
Cyprus	Latvia	Romania	Turkey
Czech Republic	Lithuania	Russian Federation	Uruguay
Estonia	Malaysia	Seychelles	

Category 3:

Albania	Costa Rica	Jamaica	Saint Kitts and Nevis
Algeria	Cuba	Jordan	Saint Lucia
Antigua and	Dominica	Lao People's	Saint Vincent and
Barbuda	Dominican Republic	Democratic Republic	the Grenadines
Argentina	Ecuador	Lebanon	Serbia
Armenia	Egypt	Maldives	South Africa
Azerbaijan	El Salvador	Mauritius	Sri Lanka
Barbados	Equatorial Guinea	Mexico	Suriname
Belarus	Eswatini	Mongolia	Syrian Arab Republic
Bhutan	Fiji	Montenegro	Thailand
Bolivia	Gabon	Morocco	Tunisia
(Plurinational State	Georgia	Namibia	Turkmenistan
of)	Grenada	Nauru	Ukraine
Bosnia and	Guatemala	North Macedonia	Uzbekistan
Herzegovina	Guyana	Palau	Viet Nam
Botswana	Indonesia	Paraguay	
Brazil	Iran (Islamic	Peru	
China	Republic of)	Philippines	
Colombia	Iraq	Republic of Moldova	

Category 4:

Afghanistan	Djibouti	Mauritania	Sudan
Angola	Eritrea	Micronesia	Tajikistan
Bangladesh	Ethiopia	(Federated States of)	Timor-Leste
Belize	Gambia (Republic of	Mozambique	Togo
Benin	the)	Myanmar	Tonga
Burkina Faso	Ghana	Nepal	Tuvalu
Burundi	Guinea	Nicaragua	Uganda
Cabo Verde	Guinea-Bissau	Niger	United Republic of
(Republic of)	Haiti	Nigeria	Tanzania
Cambodia	Honduras	Pakistan	Vanuatu
Cameroon	India	*Palestine*	Venezuela
Central African	Kenya	Papua New Guinea	(Bolivarian Republic
Republic	Kiribati	Rwanda	of)
Chad	Kyrgystan	Samoa	Yemen
Comoros	Lesotho	Sao Tome and	Zambia
Congo	Liberia	Príncipe	Zimbabwe
Côte d'Ivoire	Libya	Senegal	
Democratic People's	Madagascar	Sierra Leone	
Republic of Korea	Malawi	Solomon Islands	
Democratic Republic	Mali	Somalia	
of the Congo	Marshall Islands	South Sudan	

** Above is the ICOM Membership Country Category from 2022. At the ICOM Extraordinary General Assembly in June 2023, Category 5 was adopted as a new membership category. More detailed information will be available in October 2023.

Appendix E: A list of ICs

Please find below the current list of ICs with an estimation of required room capacity for the Off-site Meetings.

Acronyme	Full title	Members	Room capacity
ICOM-CC	International Committee for Conservation	4031	
ICFA	International Committee for Museums and Collections of Fine Arts	2676	250
CECA	International Committee for Education and Cultural Action	2346	
ICOFOM	International Committee for Museology	1464	
ICMAH	International Committee for Museums and Collections of Archaeology and History	1443	200
INTERCOM	International Committee for Museum Management	916	
CIDOC	International Committee for Documentation	887	
ICDAD	International Committee for Museums and Collections of Decorative Arts and Design	809	
ICEE	International Committee for Exhibition Exchange	798	
AVICOM	International Committee for Audiovisual, New Technologies and Social Media	732	
MPR	International Committee for Marketing and Public Relations	696	
ICAMT	International Committee for Architecture and Museum Techniques	661	
DEMHIST	International Committee for Historic House Museums	613	
UMAC	International Committee for University Museums and Collections	608	
ICME	International Committee for Museums and Collections of Ethnography	594	
CAMOC	International Committee for the Collections and Activities of Museums of Cities	537	
COSTUME	International Committee for Museums and Collections of Costume, Fashion and Textiles	507	
COMCOL	International Committee for Collecting	481	
CIMUSET	International Committee for Museums and Collections of Science and Technology	479	100
NATHIST	International Committee for Museums and Collections of Natural History	406	
ICOMAM	International Committee for Museums and Collections of Arms and Military History	376	
ICR	International Committee for Regional Museums	346	
ICMEMOHRI	International Committee of Memorial and Human Rights Museums	274	
CIMCIM	International Committee for Museums and Collections of Instruments and Music	248	
ICMS	International Committee for Museum Security	232	
CIPEG	International Committee for Egyptology	216	
ICOMON	International Committee for Money and Banking Museums	210	
ICLCM	International Committee for Literary and Composers' Museums	205	
GLASS	International Committee for Museums and Collections of Glass	160	
ICTOP	International Committee for the Training of Personnel	154	
ICEthics	International Committee on Ethical Dilemmas	137	
DRMC	International Committee on Disaster Resilient Museums	57	
SOMUS	International Committee on Social Museology	No data	
No data yet	International Committee on Museums and Sustainable Development	No data	

Appendix F: Attendance statistics in the past General Conference

ICOM Members and Non-Members can attend the General Conference. An ICOM General Conferences usually welcomes between 3,500 and 4,500 participants, in its traditional format (in-person event). At ICOM Prague 2022, our first hybrid General conference, it welcomed 3,050 in-person participants and 655 online participants.

More than 120 countries and territories were present at recent edition of the General Conference (100 in Seoul 2004, 117 in Vienna 2007, 122 in Shanghai 2010, 103 in Rio 2013, 120 in Kyoto 2019, 124 in Prague 2022). The geographic distribution of the participants at the last six conferences is shown below:

	Seoul 2004	Vienna 2007	Shanghai 2010	Rio 2013	Milan 2016	Kyoto 2019	Prague 2022
Europe	32%	62%	53%	36%	65%	26%	54.9%
Asia	51%	17%	23%	15%	20%	55%	15.7%
America	10%	15%	15%	44%	11.5%	9%	15.9%
Oceania	4%	2%	3%	1%	0,5%	1%	0.6%
Africa	3%	4%	6%	4%	3%	2%	5.8%

Figures from previous ICOM General Conferences have shown that it can attract ICOM members and non-members from both the host country's neighbouring countries and from the region.

We are looking forward to your applications!

Together, we can make a long-term impact in the museum sector.

Throughout the application phase, the ICOM Secretariat will be available to candidates at **conference@icom.museum** for any inquiries or assistance they may require.

ICOM
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council
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