

# **INTERNATIONAL ASSOCIATION FOR CROSS-CULTURAL PSYCHOLOGY**

## **Guidelines for Conference Site Proposals**

### **General topics and questions.**

#### **INTRODUCTION**

The IACCP welcomes proposals for International or Regional conferences from any Association member or group of members. The Association is dependent upon the entrepreneurial and organizational skills of its members for arranging conferences. These guidelines are intended to be helpful to prospective conference organizers by raising questions that must be faced at some time during the planning process, and offering a certain amount of advice.

Those contemplating organizing an IACCP conference should contact the IACCP Secretary General at an early date. It is not necessary to submit a formal proposal at that time. It is important to learn what other conference proposals are under development or consideration, and to obtain early consultation relating to support, sponsorship and cooperation persons and organizations.

All conferences using the IACCP name and Logo must have the approval of the IACCP Executive Council (EC). It would be helpful to the EC to have as much information as possible about the proposed conference. The EC stands ready to provide assistance and support to conference organizers.

The following pages contain items of three kinds:

1. Information important to the EC in reviewing a conference proposal.
2. Information needed for conference planning.
3. Information that should be given to conference attenders prior to their departure for the conference.

Because IACCP Conferences may be sited in a wide range of locations around the world, we attempt to be comprehensive in identifying matters for consideration, even though we know in advance that some of the matters identified below will not be appropriate in all instances.

#### **1. TYPE OF CONFERENCE:**

Biennial International Congress, or Regional conference.

Please indicate the proposed dates. In setting the dates, please consult the calendar of conferences being offered during the same period to avoid conflicting dates (These may be found by contacting IAAP or IUPsyS who have a listing of proposed future

conferences). Please provide a list of other national and/or international meetings occurring at about the same time in the nation or region of the proposed conference.

## **2. FREEDOM OF ATTENDANCE.**

Assurance is necessary that IACCP members from all nations will be granted access to the conference. (Note that this is necessary for the final plans to be approved. At the preliminary stage it is sufficient that the proposer(s) state, from their own understanding, that this will be the case.)

## **3. CONFERENCE LOCALE.**

Describe the conference locale, facilities to be used for meetings, and for accommodations.

## **4. CONFERENCE SUPPORT.**

There are sources of support that the organizer should seek, where possible.

**4.1.** Participation of other scholarly societies. If you have obtained support from a local, regional or national psychological society, or if such an organization will co-sponsor the conference, a letter to that effect from an officer of that society should be included. The letter should refer to the kind and extent of their sponsorship. If they will give responsibility for specific tasks to members of their group, these people and their areas of responsibility should be indicated.

**4.2.** Provide the names, position and current institutional affiliation of senior psychologists who have indicated a willingness to participate in the organization and implementation of local arrangements for the conference.

**4.3.** Provide the name and address of other on-site colleagues (IACCP members or nonmembers) who could reasonably be expected to assist with conference planning, fund raising and organization.

**4.4.** Provide the name, position and current institutional affiliation of senior psychologists who have indicated a willingness to serve as general chair-person of the conference.

**4.5.** Provide the name, position and current institutional affiliation of senior psychologists who have indicated a willingness to serve as the chair-person or liaison person of the scientific program committee.

## **5. CONFERENCE RESOURCES.**

Describe support available from universities, governments, foundations, businesses for meeting space, service, accommodations (particularly for members from developing nations), and travel.

## **6. MEETING VENUES.**

What are the organizational auspices of the conference setting (government institution; university, conference center)?

What is the variety of room sizes, and the number of rooms of each size? How far in advance are reservations required for meeting rooms?

Will rooms, food services and other facilities available to the conference and the conference participants?

What is the availability of the facilities (exclusive, shared with other groups: limitation in times?)

Are there facilities for coffee breaks, lunches, etc.

## **7. REGISTRATION FEE.**

What is the proposed registration fee? (The registration fee should include the cost of the conference volume and the conference dinner.)

What forms of payment are acceptable for conference registration? Have provisions been made for payment by credit card?

## **8. ACCOMMODATIONS.**

What is the number of available units at high, medium and low cost?

What is the range of cost of these units?

What facilities are included at each cost level.

For each residence location, what is the distance from the site of the conference meetings?

Is it reasonable to expect conference participants to walk between their accommodation and the meeting rooms? If not, what transportation is planned?

Will transportation be easily available to groups, by individuals, and at odd hours?

How far in advance are reservations required for accommodation?

What forms of payment are acceptable for accommodations?

**9. MEALS.**

Place served; distance from meeting; all meals served there? Are meals included in the conference fee? (We recommend that breakfast and lunch be included, but not dinner unless alternate eating sites are not conveniently available).

Can food services provide meals for those with dietary restrictions?

Expected arrangements for group meals (e.g. lunches). Approximate meal costs in the area near the meeting site, especially for evening meals.

**10. TRANSPORTATION.**

Access to the conference location from major international airports.

What transportation is available between residence and meeting areas.

**11. MONEY AND EXCHANGE.**

Is the currency convertible?

Are there banking/currency exchange facilities in or near the conference location?

**12. SUPPORT SERVICE FACILITIES.**

Travel services: reconfirmation of air reservations; domestic travel advice.

Communications: Will telephone, FAX, Electronic mail, and postal services be available?

**12. HEALTH.**

Advice about inoculations/immunizations/health risks in the conference area.

**13. LOCAL CULTURAL EVENTS.**

It would be useful to include information concerning any reason why the proposed site is particularly desirable because of cultural, historical or scenic attractions in the area.

Also, it would be useful to indicate whether cultural programs, performances or cultural tours would be feasible which might be of interest to the membership.

**14. PRE or POST CONFERENCE TOURS AND WORKSHOPS.**

If you know or (or have) plans to develop pre and/or post- conference tours and/or workshops please describe them.

## 15. COMMENTS.

**Conference Budget.** IACCP Conferences are self supporting. The actual costs of the conference should be provided by conference fees together with whatever support can be arranged from government and private sources. IACCP will provide "seed money" on request, but it is expected that these funds will be returned from conference funds.

**Conference Announcements.** The conference should be announced on the web as soon as possible. The organizers should add information to the home page periodically. Information about accommodations, travel, and the application form with the call for papers and abstract instructions should be included on the home page and in printed calls for papers.

The last announcement (circular) before the conference should give clear traveler-oriented instructions on how to get from the airport to the conference site and to lodging accommodations. Even if participants will be met at the airport, step by step directions to the conference should be provided. A map of how to get to the conference registration desk from whatever transportation terminus participants will reach will be very helpful. Conspicuous signs and directions should greet participants at every arrival point.

**Conference Dinner.** In the past, financial considerations have forced some participants to stay away from the conference dinner. This is contrary to the generally equalitarian spirit of IACCP.

Conference dinners serve to bring all the participants together for an event which enhances and facilitates interaction among the members. The organizers should not introduce hierarchical structures by arranging separate facilities for guests and/or the members of the Executive Council. A "head" or "high" table within a single facility is appropriate. Conference dinners should be inexpensive enough to be included in the conference registration fee for everyone.

**Residence.** When there is a choice of residence accommodations, individual preferences should be honored where possible.

The conference organizers should not segregate officers of the Association from other members. Moving members of the Executive Council into housing areas adjacent to each other and/or separate from other members works against access to the executive functions by the members.

**Conference registration forms.** The forms should contain an opportunity for participants to elect any optional elements of the conference that may be planned. The forms should indicate the kinds of payment acceptable and the registration deadlines. The conference registration form (advance and on-site) should include an opportunity to join the Association.

**Conference Fees.** Fees should be inclusive. Events like conference dinners should be included. The organizers should consider introducing a graduated fee structure, some means of underwriting the participation of students and members from developing nations, or both.

**Conference Schedule.** The conference generally extends over a five day period. The first day begins with arrival of the participants. The first event of the conference is generally a late afternoon or evening opening ceremony, followed by an address by the President, and culminating in some sort of welcoming party, buffet dinner, etc. The conference sessions begin on the second day. It is often useful to plan a period during the conference (an afternoon) during which time is made available for touring, cultural activities, or simply occasions for private meetings. The conference can end at midday, or with a full day of sessions and an evening social gathering. In any case, it is VERY important to indicate in all of the conference materials, beginning with the initial announcement, exactly what the opening and closing dates and times will be. If the conference will continue late in the final day, participants need to know that they should plan their travel for the next day.

The IACCP Executive Council will generally arrive on the day before the opening ceremony, and will spend the first day of the conference in executive meetings. These meetings will generally begin at 8:30am and last all day. Breakfast should be provided for this meeting as well as coffee at mid-morning and mid-afternoon. The EC will break for a light lunch. A room suitable for a meeting of 25 persons should be scheduled for this purpose. The EC will also meet on the day following the conference, beginning at 8:30 am. Further meetings may be required. The organizers should contact the Secretary-General well before the conference in order to program these meetings. Again a room should be scheduled for this purpose, and breakfast and mid-morning coffee should be provided.

A time should be provided for the Communications and Publications Committee to meet during the conference, at a time when none of the committee members is on the program. The organizers should contact the head of the Communications and Publications Committee in this regard.

**Special Events.** The General Meeting of the Association usually takes place on the evening before the final day of the conference. This should be scheduled in consultation with the Secretary-General. The Conference Dinner may be arranged after the General Meeting, if necessary.

**Conference Program.** The Conference Program should list the names of the Officers and Regional Representatives of IACCP. A Directory of the conference participants should be provided, including institutional affiliations, addresses, Fax, and email. Registration forms should request this information. The Directory could be part of the Conference Program document, or provided separately (and thus compiled at a later date).

**Congress Book.** It is expected that International Congresses of IACCP, but not necessarily regional conferences, will produce a book of selected papers. The book should be edited by the organizers and other senior members of their choosing. Articles in the book should be peer reviewed and should be edited to be of journal quality, in polished English. All Congress books will be published online, and will be published in print if the organizers and the Communications and Publications Committee agree that print publication is practical. If the book is published in print,

registration fees must include the cost of printing and distribution to all registered members.

**Communication with IACCP.** Communication with the Secretary-General and the EC is necessary during all phases of the planning of the conference. The conference organizers will find that the Secretary-General will be extremely helpful in answering questions about the organization of the conference and in providing useful information about many issues. The organizers may be asked to present reports periodically to the EC about the current state of the planning process.

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**Conference Proposal Cover Sheet**

1. Type of conference:

\_\_\_ Biennial International Congress

\_\_\_ Regional Conference

2. Conference dates: \_\_\_\_\_

3. Conference location: \_\_\_\_\_

4. Conference organizers:

5. Sponsoring/cooperating organizations: (Where possible document sponsorship)

6. Senior Psychologists participating in the organization and implementation of local conference arrangements.

7. Senior Psychologists who have indicated willingness to serve as general chair of the conference.

8. Senior Psychologists who have indicated willingness to serve as chair or liaison of the Scientific Program Committee.

9. Conference resources: Describe support available from universities, governments, foundations, businesses for meeting space; service, accommodations, travel.

10. What is the proposed registration fee? (Conference volume and conference banquet included)

11. What forms of payment are acceptable for Registration and for Accommodations?