INTERNATIONAL ASSOCIATION
FOR CROSS-CULTURAL PSYCHOLOGY

IACCP Conference Requirements
Conference Proposals and MoU

I. INTRODUCTION

The International Association for Cross-Cultural Psychology (IACCP; Association) welcomes proposals for organizing our International Congresses and Regional conferences. The Association depends on the creativity and skills of conference organizers to host the scientifically rewarding and socially engaging events that we are known for. The Association stands ready to provide assistance and support to conference organizers.

All conferences and events using the IACCP name and logo must have the approval of the IACCP Executive Council (EC), which includes its seven directors and 14 or more voting members.

II. TYPES OF CONFERENCES AND APPLICATION DEADLINES

IACCP holds two kinds of conferences. The biennial International Congress is held on even-number years; regional conferences are held on odd-numbered years. IACCP conferences typically take place in June, July, or August.

The International Congress is intended to be broad in scope, encompassing all geographical regions and scholarly endeavors at the intersection of culture and psychology.

The Regional conference is intended to highlight scholarly work emanating from or focusing on the region in which it is held, but it is not exclusive to that region. It is intended to draw participants from the region but is open to all who wish to attend. If preconference workshops are held, they are usually aimed at capacity building in the region and/or focus on specifically regional interests or social problems.

III. PROPOSAL PROCEDURE

1. Contact IACCP

Contact the IACCP through its Secretary-General to initiate the proposal process. See iaccp.org for contact information. Those contemplating organizing an IACCP conference should initiate contact with the IACCP Secretary-General at least two years prior to the Congress date.

2. Proposal

Organizers may submit a partial proposal for review by the IACCP officers to obtain early feedback on their preliminary plans, including locations, dates, potential attendance, and Association resources and requirements. It is important to learn what other conference proposals are under development or consideration to avoid possible conflicting dates or identify possible collaborations, and to consult with the Association concerning support for developing the proposal.

In this document, items marked with (*) are most important for obtaining early feedback from the Association. A final proposal requires that all items are addressed. Once the Association's EC approves the proposal, it is signed by the organizers and the IACCP President as a Memorandum of Understanding (MoU). Several questions in this document are specific to the MoU (indicated by "For MoU")

Deadline for Full Proposals: Full proposals must be completed 20 months in advance of the beginning of the conference, or by a date that is agreed on between the IACCP and the organizers.

Deadline for signing the MoU: The MoU must be signed by both parties 16 months in advance of the beginning of a conference.

Summary of the proposal process

1. Contact IACCP through the Secretary-General to express interest.

2. Obtain the most recent version of this document and write a preliminary proposal focusing on questions indicated by (*).

3. Assuming the IACCP officers believe that the proposal is feasible, work with the Association to develop a full proposal that addresses all of the questions not marked "for MoU only."

4. Officers conclude that the full proposal is now complete.

5. Present the full proposal to the EC for approval. A representative of the organizing committee is invited to the EC meeting.

6. After additional planning, sign the MoU with the Association officers.

IV. FREEDOM OF ATTENDANCE

We must be assured that IACCP members from all nations will be granted access to the nation hosting the conference.

Submit a statement indicating any limitations to freedom of attendance by all members of IACCP. (*)

V. CONFERENCE PROPOSAL AND GUIDANCE; TRADITIONS; BUDGETS

1. Organizing Committee
Various organizational structures have proven feasible at IACCP conferences, but most frequently the structure includes an organizing committee and a scientific committee.

Who will serve on the organizing committee, and who is the chair? (*)

How long have the members of the organizing committee been members of IACCP? (*)

How many IACCP conferences have members of the organizing committee attended? (*)

Please list the experiences of the organizing committee members in organizing conferences. (*)

2. Conference Name and Theme

By tradition, IACCP numbers its International Congresses using Roman numerals. The 2020 Congress was our 25th (XXV), celebrating the Association's 50th anniversary. Hence, "The XXV International Congress of the International Association for Cross-Cultural Psychology." Regional conferences are named and numbered variably, often counting how many conferences have taken place in the region, e.g., "The Fifth African Regional Conference of the International Association for Cross-Cultural Psychology." Consult the website or offices for details on regional conference history.

If this is a regional conference, what will you name it?

A conference may have a theme, but it is not required. The theme should be implemented in some meaningful manner in the scientific program and in other events.

Do you have a theme? Explain what this theme implies for the conference events.

3. Conference location

International Congresses are often held in the same region and around the same dates as the conferences of the International Union of Psychological Science (International Congress of Psychology; ICP) and the International Association for Applied Psychology (International Congress of Applied Psychology; ICAP), which alternate on even numbered years. However, Congresses may also be organized in other regions if necessary.

Regional conferences may be organized in association with other organizations, but locations are not otherwise constrained.

Conferences are usually held at universities or conference centers rather than in conference hotels, but circumstances may favor a conference hotel.

Describe the conference locale, geographical/travel proximity to ICP/ICAP (if applicable)

Describe the venue (university, conference center, conference hotel) at which the conference will be held. If the conference is to be held at a conference hotel, please provide rationale. (*)

What kinds of rooms does the venue provide (number, sizes, maximum size for a plenary session)? (*)

Describe access to the conference location from major international airports and train stations.

Describe any restrictions or hardships of access to the conference location (e.g., issuing visas for some nationalities). (*)

4. Conference Dates and Length

An International Congress generally extends over a five-day period, but a shorter period may be advisable to contain costs.

Opening on the first day

The first day begins with arrival and registration of the participants, and the first event of the Congress is generally a late afternoon or evening opening ceremony. This event usually includes greetings by the chair of the conference and the president of IACCP, the granting of IACCP awards by its president, a brief cultural program, and a welcoming party. The schedule or "run sheet" for the opening events is negotiated between the IACCP officers and the organizing committee. A reception usually follows the opening.

Scientific program length

The Congress sessions begin on the second day. Congresses usually include a 4-day scientific program.

Regional conferences are shorter in duration than Congresses, often including a 3-day scientific program.

International Congresses and regional conferences are often preceded by one or two days of workshops and the Culture & Psychology School (see below for more information about the School).

> **What are your proposed dates? Are these dates coordinated with other 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. (*)**

5. Communication with IACCP

Communication with the President and the Secretary-General is necessary during all phases of the planning of the conference. These officers will be 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, including financial matters.

6. Support for Conference Organizing

Many organizing groups contract with professional conference organizing companies (PCOs) to handle certain components of the conference, including planning, registration, and personnel on site. The IACCP must be informed of these arrangements and must review the contract.

> **Do you plan to work with a PCO? (*)**

> **If so, what is the name and contact information of the PCO?**

> **Please provide the PCO contract.**

7. Conference Sponsorship and Support

a. Scientific Societies

Participation of other local, regional, or national psychological societies or other universities is desirable as co-sponsors or to provide financial support.

> **Describe the participation of other organizations or universities in the conference. (*)**

Include letters from an officer or administrator representing these organizations or universities. The letter should refer to the kind and extent of their sponsorship.

b. Outside Funding or Support

Organizers should seek outside funding from governments, foundations, or companies to defray the costs of the conference. We expect conferences to at least break even financially.

Outside funding may be sought or to provide specific kinds of support, such as funding Witkin-Okonji travel awards.

Describe your plans to seek outside funding and your expected timetable for seeking this funding.

c. Local Arrangements

Local arrangements need to be handled or coordinated by persons who live in the conference city or nearby. This task requires a group or committee unless a PCO is heavily involved.

Provide the names, positions and current institutional affiliations of individuals who have indicated a willingness to participate in the organization and implementation of local arrangements for the conference. (*)

Provide the names of colleagues (IACCP members or nonmembers) who could reasonably be expected to assist with conference planning, fund raising and organization. (*)

d. Witkin-Okonji Travel Awards

The Witkin-Okonji Memorial Fund Award provides support for scholars who do not have sufficient support to attend the conference. Details are available on the IACCP web site, including selection criteria. The IACCP selects the Award recipients in conjunction with the organizers. Funding is arranged between the IACCP awards committee and the organizers, preferably with support by outside organizations. The specific criteria and amount of funding varies from conference to conference as decided by the EC.

e. Regional Conference Travel Awards

A parallel program to the Witkin-Okonji Award supports travel to Regional conferences. Specific criteria and funding varies from conference to conference, but regional travel awards provide greater support to individuals residing within the conference region. The Association also provides travel support under a separate program (SOS) to members experiencing local, unanticipated emergences.

Will you seek external funding for travel awards? If so, from what sources?

8. Scientific Program

Please see part VI for a narrative description of IACCP's culture with respect to the scientific program.

a. Scientific Committee

The Scientific Committee establishes the scientific program in coordination with IACCP and the Organizing Committee, including determining the types of scientific events, choosing keynote speakers (see section on keynotes), setting the standards for acceptance of presentations, performing the selection process, and organizing the scientific program events.

> **Who will chair the Scientific Committee? (*)**

> **Who do you expect to invite to serve on the Scientific Committee?**

b. Types of Events

Please indicate in your proposal whether each of these types of events will be included in the scientific program. For each type of event, indicate "yes" or "no."

1. Keynote speakers
2. Plenary addresses (a keynote that is the only event scheduled)
3. Symposia
4. Invited symposia (see description, below)
5. Poster symposia (small poster sessions in which authors present their work to each other briefly and answer questions from an audience)
6. Individual papers
7. Posters
8. Forums and roundtables (single-topic discussions led by one or more presenters)
9. "Provocation" sessions in which speakers can (civilly) challenge one another's theories or research
10. Half-day workshops
11. Full-day workshops
12. Other events: _____

c. Presentation Limitations

It is sometimes useful to limit the number of presentations that individuals may present to open up more time for others and to reduce the need for parallel sessions. For example, participants may be limited to only one first-authored presentation; or limited to chairing only one symposium.

> **Will any limitations be placed on the number or types of presentations that a conference participant may be involved in?**

d. Keynote Speakers

Keynote speakers are an integral part of the scientific program. Keynotes are selected jointly by the IACCP EC and the conference scientific committee. Any costs related to Keynotes should be included in the conference budget unless they are paid by sponsorships. A list of keynote speakers is not needed in the proposal, but in signing the MoU the organizers agree to follow our requirements and discuss keynotes with the EC.

In choosing keynote speaker, the following points should be considered:

- Topics should cover a wide range of areas within Psychology or in related disciplines.

- Speakers should reflect the diversity of topics, methodologies, and epistemologies represented by the membership. Keynote diversity and desirability can be enhanced by including topics such as cultural psychology, qualitative methodology, constructivist metatheory, or indigenous psychology and by expanding the cross-cultural perspective to neighboring fields such as sociology, communication, philosophy, economy, and neuroscience.

- The set of keynote speakers should reflect the demographic diversity of the Association to the extent possible, including gender, regional affiliation, and other factors.

- Speakers should not have presented a keynote at a recent (2-4 years ago) IACCP conference.

- Not all keynotes need to be psychologists or academics.

- Keynote sessions should not be scheduled for times that are inconvenient and could result in low attendance.

- Keynote sessions should be plenary sessions.

- Video recording of keynotes is encouraged and should be discussed with the Association early in the planning process. Keynote recordings should be provided to the CPC for use in IACCP media collections such as our YouTube channel.

e. Lonner Lecture

The Walter J. Lonner Distinguished Invited Lecture Series address is presented at International Congresses in appreciation of the contributions of Walt Lonner to the discipline in founding the Journal of Cross-Cultural Psychology. The lecturer is chosen by IACCP presidents (current, past, elect). The Lonner Lecture is funded by the IACCP and is outside of the Congress budget. Criteria for the Lonner Lecture presenter include:

- Highly respected scholar

- Outside of the usual IACCP conference participant group, discipline or interest areas

- Senior in the field

- An effective speaker

A list of previous Lonner Lecturers is on the IACCP website.

f. Symposia

Symposia session submissions are open to all participants, but organizers may also solicit invited symposia in specific areas, fields, or topics, such as topics reflecting the conference theme.

g. Invited Symposia

Organizers may invite other organizations or individuals to form a symposium. Invited symposia often reflect and represent the theme of the conference. If organizers choose to provide travel support or honoraria to invited symposium panelists, these expenditures will come from the conference budget.

h. Triandis Award Presentation

The winner of the Harry and Pola Triandis Doctoral Thesis Award is honored in two ways at the International Congress. First, he/she receives the Award itself at the Opening Ceremony. Second, he/she delivers a special lecture at a suitable time during the conference. This colloquium should be scheduled in the scientific program.

i. Posters

Posters are often an accessible entry point for new scholars in the field, so poster sessions should be provided in sufficient numbers and size. Variations on the traditional poster model should be considered. Participants whose oral presentation abstracts appear in need of additional development can be asked to present their work as posters, although note that in some universities travel support is not provided for poster presentations.

Poster sessions should be arranged such that they are accessible and visible in the scientific program. It may be useful to limit concurrent sessions during poster sessions or to make them plenary. Mixing poster sessions with lunch has proven effective.

j. Workshops

Workshops of various kinds may be organized at International Congresses and Regional conferences, including topical areas within the field, methodologies and data analysis, and teaching cross-cultural psychology. Regional conferences include both workshops and a scientific program. Workshops may be prepared by the organizing committee or by a separate committee. Check with the Association Secretary-General for historical information about workshops and for advice on the most popular topics. A separate educational program, the Culture & Psychology School, is described in a later section.

> **If you have plans for organizing workshops, please describe them. (*)**

k. Presentation Room Audio Visual Equipment

IACCP conferences provide aural presentation presenters with equipment to display audio-visual media, such as PowerPoint shows. The provided equipment should also be capable of playing video with sound. In some conferences, A/V services are outsourced to an information technology support company and in others they are handled in-house by conference staff or university IT staff. The ability of participants to display slide decks and videos in the most common formats, created on both Macintosh OS and Windows OS computers, is necessary. Acceptable file formats should be clearly communicated to participants, such as the capability to present PowerPoint and Apple Keynote slide decks.

> **What are your plans for providing audio-visual presentation equipment?**
>
> **How will technical support be provided during the conference?**
>
> **Will presenters be expected to submit audio-visual files (a) before the beginning of the conferences; (b) before their scheduled presentation; or (c) at the time of their presentation session?**
>
> **Will presentation rooms have internet access?**

l. Abstract preparation and mentoring

The quality of abstracts can be improved by providing detailed guidelines as part of the abstract submission process. Although it is beyond the scope of a conference organizing committee to provide mentoring or advice on participants' research, with sufficient resources some mentoring for improving abstracts can be offered.

When do you plan to open the abstract submission process?

When do you plan to close it (i.e., final deadline)?

What method will you use to accept and process abstracts (e.g., software designed by the PCO; a commercial abstract submission and processing system; etc.)?

9. Conference Amenities

Please see part VI for a narrative description of IACCP's culture with respect to social and cultural activities.

a. Meals and Coffee Breaks

IACCP conferences usually provide lunch to participants on days in which the scientific program is underway to maintain an efficient schedule and provide a convenient social interaction setting. The cost of lunches is included in the registration fee. Breakfast and/or dinner may be included as a registration option. Food suitable for vegetarians, Muslims, Jews, and other participants with commonly recognized food requirements must be provided.

Are there facilities for coffee breaks, lunches, etc. in the same location as the scientific program venue?

Which meals will be included in the registration fee?

Can food services provide meals for those with dietary restrictions (e.g., lactose or gluten intolerance, Kosher, Halal, vegetarian, vegan)?

What will approximate meal costs be in the area near the meeting site, especially for evening meals?

b. Accommodations

IACCP has a long tradition of using university dormitory facilities as lower-cost accommodation option. If dormitories are not available, low-cost accommodations should be provided as an option for participants who cannot afford hotels. This accommodation is particularly helpful to students.

Describe the types of accommodations and anticipated costs to participants. (See fees, below.) (*)

What is the least expensive accommodation, available to students or to participants with limited financial resources?

For each residence location, what is the distance from the site of the conference meetings? Is this distance walkable? If not, what kind of transportation is available? Is transportation available in early and late evening?

How far in advance are reservations required for accommodation?

What forms of payment are acceptable for accommodations?

Will childcare provisions be available?

c. Conference Dinner

The conference dinner, sometimes referred to as the conference banquet, is an important part of the social program that brings all participants together and encourages the development of a sense of community in the Association. The cost of the dinner should be incorporated in the registration fee so all participants can attend. Dinners must include a dance related component unless this is culturally inappropriate. Dinners should not be so expensive as to raise registration fees unacceptably or endanger the conference budget. The dinner should be held as near to the end of the conference as possible.

What are your plans for the conference dinner?

d. Participant Logistics; Health

Are there banking/currency exchange facilities in or near the conference location? Please note if there are restrictions in money exchanges.

Will internet access be available to participants, and if so, through what means (in the accommodations, in the scientific program venue)? Will access be free? If not, what are the costs?

Please describe the health services available in the conference area for potential emergencies.

Please provide information for inoculations/immunizations/health risks that might be necessary for the participants in attending the conference.

e. Local Cultural Opportunities, Tours

Please indicate some potential cultural programs, performances or cultural tours that might be of interest to the participants, including pre- or post-conference tours.

f. Social interaction opportunities

IACCP conferences are highly social events, allowing colleagues who have not seen each other for two or more years a chance to interact. The conference venue requires a pleasant space for this socializing to take place. Ideally, it is located near the location of the scientific program sessions. In some cases, this space will be in nearby commercial establishments while in others the space must be created by the organizers.

What accommodations for informal social interaction will be available?

10. Association Executive Activities

a. Executive Council Meetings

The IACCP Executive Council (EC) will hold a meeting prior to the beginning of all International Congresses and most Regionals. These meetings require one to one and a half days. A room suitable

for a meeting of 25 persons should be scheduled for this purpose. A computer projector or large screen monitor will be required. The EC may also meet near the end of the International Congress for 1-2 hours. The Secretary-General will organize these meetings and will work with the Organizing Committee early in program planning to schedule them at suitable times, to reserve rooms, and to arrange amenities such as coffee breaks and possibly catered lunches.

b. Communication and Publications Committee Meeting

The Communication and Publications Committee (CPC) will meet during the conference at a time when none of its committee members is on the program. The chair of the CPC will contact the organizers and the Secretary-General to make arrangements.

c. General Meeting of the Association

The General Meeting of the Association takes place at all International Congresses and some Regional conferences. It often takes place on the afternoon or early evening before the final day of the conference. The meeting should be scheduled in consultation with the Secretary-General.

d. Protocol for Organization of Formal Events Related to the Conference

Formal gatherings involving the Association, such as a dinner in which officers are invited, should include all officers unless other arrangements are made in consultation with the President.

e. EC Member badges

The Association officers may request that the badges prepared for EC members are distinctive from other badges so participants can identify EC members. If feasible, the position of the EC member should be printed on the badger, e.g., "Regional Rep for Southeast Asia."

11. Registration Fees

IACCP aspires to hold relatively low-fee conferences to be as inclusive as possible. IACCP congresses use a graduated or "sliding scale" fee structure. This structure involves four variables (1) members vs. non-members; (2) low- and middle-income nations vs. high income nations; (3) students vs. non-students; and (4) time of registration (early-bird vs. regular). A fee for accompanying persons is also included. Some conferences also include single-day registrations. The member-non-member differential should encourage non-members to join but should not be so high as to demand doing so. The differential between low-income and high-income nations should be great enough to help low-income nation participants attend the conference. Numerical guidelines for setting fees are available from the Secretary-General.

The cancellation and refund policy should be clearly stated on the registration website.

Congresses held near IUPsyS or IAAP conferences will sometimes negotiate reduced fees for people who attend both conferences. If so, this information should be incorporated in the fee structure.

It is encouraged to set a single, reduced fee all travel award recipients and the SOS Award regardless of their normal fee categories (i.e., based on national income, etc.). We find it is best to require awardees pay the registration fee and get reimbursed by IACCP after the conference.

A proposal for a registration fee structure must be provided to the Association for approval.

Provide a fee structure in accordance with these requirements.

Verifying registration category choices

Participants are expected to choose an accurate fee category, e.g., individuals residing in high income nations should choose one of the high-income nation categories and non-members should either join before registering or choose one of the non-member categories. Organizers should request membership reports on a regular basis to verify these choices. Membership reports are normally requested of the Association's IT manager. Substantial revenue may be lost if organizers do not verify this information. Consult the IT manager for additional options for checking registration information.

12. Association Involvement in Conference Financing

a. Underwriting

IACCP recognizes that it is difficult to anticipate the attendance and costs of an international conference with certainty, so there is a reasonable possibility that a conference will end with a profit or a loss relative to actual income, external support, and expenses. Our expectation is that conferences should be financially supported by conference fees together with whatever support can be arranged from university, national or other psychological associations, government, and private sources. IACCP does not expect to make a profit from its conferences, and it expects conferences to not suffer a loss.

However, since profits and losses are possible, an underwriting strategy is required. An underwriter is a legal entity that takes responsibility for financial losses.

Conferences can be underwritten in three ways:

Three options are described in this section. Which of these three options do you choose?

First, the organizers may sign a contract with a professional conference organizer (PCO) that would agree to underwrite the conference. In this case, IACCP needs to review the contract but would have minimal involvement in conference budgeting outside of reviewing the registration fee structure. The PCO contract should address disposition of potential profits and losses.

> **For MoU: The contracts have been presented to IACCP.**

Second, the organizers may sign a contact with IACCP through which the Association underwrites the conference. This contract will provide for Association review of the details of the budget and gives IACCP ultimate control over the fee structure and expenses. This contract does not preclude a separate contract involving conference support from a PCO. The contract should address disposition of potential profits and losses.

> **For MoU: The contract between the organizers and IACCP has been signed.**

> **For MoU: Other extant contracts have been presented to IACCP.**

Third, the organizers may sign a contact with IACCP that assigns liability for a financial loss to another party, such as a university. The underwriting institution must also sign the contract. The contract should address disposition of potential profits and losses.

> **For MoU: The contract between the organizers and the university have been presented to IACCP**

Workshop budgets may be incorporated in the conference budget and contract or maintained in a separate budget, depending on the nature of the workshop, in particular its independence from the contract. For example, a workshop designed for students and organized by IACCP members in conjunction with a conference would normally have its own budget although it may depend on logistical help from local organizers.

> **For MoU: The agreement concerning workshops between the organizers and IACCP has been agreed upon.**

b. Seed Funds

The Association will provide seed funds to organizers in a timely manner if requested by the organizers. The organizers are expected to return the seed funds to the Association following the conclusion of the conference unless an agreement is made prior to the conference to allow the seed money to be kept.

> **Will you require seed funds, and if so, by when?**

c. Recommendations for Budgeting

When budgeting a conference, consider the following suggestions:

Fixed expenses are easier to estimate than revenues due to the uncertainty of (a) overall number of participants and (b) the mix of participants over the fee categories. A substantial proportion of students should be expected. Consult with IACCP for historical data on the proportions of various types of participants.

Consult previous conference organizers to get information about revenues and expenses. The mix of participants at various fee categories in previous conferences may be helpful in estimating revenues. This information is available from the Association.

13. Insurance

IACCP maintains Directors and Officers (D&O) insurance in the United States. Some sponsoring organizations may require additional liability insurance. The Association is willing to purchase this insurance when required. The point of contact for insurance matters is the IACCP Treasurer.

14. Conference Announcements and Promotion

The conference website should include comprehensive information about the conference, including the call for papers and abstract submission details, the Code of Conduct, availability of travel awards, and a link to the Culture & Psychology School page or website. A professional website designer is normally required to create a modern website that includes online submission and fee payment functions. The call for abstracts should be published about 8 months prior to the conference.

The website should "go live," even if some conference details are not yet determined, at least 10 months prior to the beginning of the conference.

> **How do you plan to create and support the conference website (e.g., university web development office; PCO; third party web development company?**

> **When do you plan to launch the website?**

The conference should be promoted at the one or two previous conferences through announcements, flyers, etc.

Website and communications information

The website and the final communications to participants (by email, etc.) prior to the conference should give clear instructions on how to get from the airport to the conference site and to accommodations. Even if participants will be met at the airport, step-by-step directions to the conference should be provided. A map showing 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 arrival points.

Promoting the conference

The Association will assist in promoting the conference to the greatest extent feasible, including announcements on its website, IACCP social media accounts, provision of email and postal mailing lists, use of its email distribution resources, access to its opt-in discussion list, etc. The organizers should work directly with the Association's Social Media Team to facilitate cross-posting on the conference website, IACCP website, and Association social media (Facebook, X, Instagram). A useful arrangement is to designate one member of the organizing committee to be the social media liaison. The social media liaison would be provided administrator access to Facebook and other social media, affording convenient posting of information and updates.

For most potential participants, time and money for conference attendance is limited, so they must choose among several attractive conferences each year. Your goal is to be the one they choose. Your strategy should include (1) early notice and promotion; (2) early advertisement of attractive features such as internationally visible keynote speakers; (3) continuous, compelling promotion; (4) some flexibility in application of deadlines such as abstract submissions; (5) communication with IACCP concerning abstract and registration numbers; (6) openness to suggestions on all of the above.

Conference website URL

Organizers should purchase a domain name as soon as possible. Typical names follow the pattern of "IACCPyyyy.com" where yyyy is the year of the conference. A subdomain of the IACCP.org domain may also be used. A subdomain URL would look like this: https://slovenija2028.iaccp.org

15. Conference Program Booklet

The Conference Program should include all aspects of the scientific, educational, and social programs. The names of the Officers and Regional Representatives of IACCP should be included. A Directory of the conference participants should be provided, including institutional affiliations, addresses, and email. Registration forms should request this information. The participant directory could be part of the Conference Program document or provided separately (and thus compiled at a later date). The use of paperless booklets or programs has become the norm and should be considered. Organizes should discuss dissemination of the program and abstracts with the Association's Communication and Publications Committee (CPC).

To avoid program errors, Association officers should be consulted prior to release. Officers can best judge if the schedule or program includes problematic parallel sessions, inappropriate room sizes, etc.

Conference program software (e.g., Whova) is becoming popular as a means to increase flexibility, reduce the consumption of paper, and facilitate communication among participants. The cost of such software should be considered carefully.

How do you plan to disseminate the conference program?

How do you plan to disseminate the directory of participants?

16. Certificates of Attendance

Many participants require certificates of attendance for several reasons, including travel expense reimbursement and proof that they presented papers. The certificates need to be personalized, including the name of the participant and the titles of one or more presentations.

How do you plan to provide certificates of attendance?

17. Congress eBook and Regional Conference abstract publication

A book of selected papers is published for each International Congress. 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 International Congress books will be published online and will be assigned an ISBN number. The first word of the title must begin with the next letter in the English alphabet following that of the previous Congress book: 2018:W; 2020:X, 2022:Y, 2024:Z, 2026: A, etc.

The Congress budget should include funds to produce the book, most of which are paid to an editorial assistant to aid in formatting the chapters. Although cost vary as a function of the number of chapters, about USD2500 should be budgeted.

Regional conference organizers should publish a book of abstracts. The best way to accomplish this is to prepare a document that includes all titles, authors, and abstracts in a form that can be edited for online presentation. This publication must have an international indexical identifier such as ISBN, ISSN or DOI numbers. The CPC will assist in indexing.

18. Code of Conduct

The registration system for the conference must include a method by which participants are required to agree to the Code of Conduct that is published on the IACCP website and the conference website. The Association will appoint one male and one female Ombudspersons to whom participants can report violations of the Code of Conduct.

How will you require participants to agree to the Code of Conduct?

19. Photography/video recording

The registration system for the conference must include a method by which participants can grant permission to the Association to use their images and videos in which they appear in IACCP media such as the website, Facebook page, and newsletter. Organizers must accommodate the varying laws involving privacy and the use of images extant in the host nation and/or supernational entities such as the European Union.

How will you require participants to grant permission for use of their images and video recordings?

20. Conference report

Organizers are expected to provide a report describing the conference within 6 months of its conclusion. The report should include participant details, scientific program details, and social program details. Photographs of conference events are welcome, subject to relevant permissions. Examples of past conference reports can be provided upon request.

For MoU: The organizers agree to write a post-conference report.

21. Culture & Psychology School

The Association sponsors an educational program for graduate students, the Culture & Psychology School, for several days prior to most conferences. The School is administered by a standing committee of the Association. The principal of the School will interact with the organizers to develop the logistics for holding the School, including classroom space, accommodations for students and teachers, and meal plans. The School is subsidized by the Association and its budget is independent of the conference budget. The School administrators will publicize the School and provide communications independently of conference communications, but information about the School should be included on the conference website.

For MoU: Please indicate who will be the point of contact for the School organizers.

22. Hybrid Conferences

The inclusion of hybrid conference components is encouraged if they do not increase registration costs for in-person participants. Hybrid components may include live-streaming, virtual presentations, virtual poster sessions, the use of Whova-like software for online interaction, etc.

VI. IACCP's Conference Culture

An ad hoc committee was formed in 2021 to make recommendations for IACCP conferences, chaired by Maya Benish-Weisman and including Emma Buchtel, Valery Chirkov, and Bill Gabrenya. Emma Buchtel described some of the committee's conclusions in the following text. Conference organizers are urged to consider these points as a guideline in planning their conference.

Introduction

What is the IACCP's cachet? IACCP congresses and conferences have an energy of their own, brought by the audience-- our international, adventurous, open-minded, and culture-respecting participants. Different from other organizations, IACCP connects excellent researchers from across the world and across different areas of psychology. The conference organizers can also help create this atmosphere by emphasizing the IACCP's key ethos of DIVERSITY, both cultural and intellectual, and CONNECTIONS, both social and academic. Creating and celebrating diverse perspectives can be encouraged by the content and activities of the conference, perhaps even going towards emphasizing the excitement of intellectual disagreements. We note, for example, that the keynote speakers do not all need to be psychologists; that refreshing new ideas can come from outside of psychology, and non-traditional speakers with big vision can be intellectually stimulating. The conference is also an opportunity for scholars to make intellectual and social connections that change the trajectory of their careers.

Scientific Program

The Scientific Committee has the privilege of planning an exciting, diverse, and STIMULATING programme. While the conference has an overall theme, the specific topical themes/streams of the conference content should be aimed at attracting and emphasizing diversity of all kinds (especially cultural, epistemological, and methodological, as well as a diversity of interesting content topics). The scientific committee must seek a balance between cutting-edge/exceptional quality/challenging and eye-opening content, with inclusivity, so that more people are invited to be part of the programme (to both see and be seen) and inspired to become cross-cultural psychologists.

With appropriate sensitivity to optics and funding requirements from speakers' home institutions, the scientific committee could consider placing more emphasis on posters or flash talks to reach the goal of more inclusivity. (More than 7 parallel speaking sessions are not recommended.) In terms of content topics, while there has been a historical emphasis on acculturation, the IACCP is ideally an invitation for all kinds of explorations of culture. We ideally want the programme content to spark new ideas, help bump participants out of tunnel vision, to encourage critical reflection, and encourage philosophical diversity (including methodological), leading to new insights and exciting conversations. For example, in addition to its usual work of inviting keynotes and reviewing abstracts, the scientific committee could specifically aim to invite notable academics to organize "Invited Symposia;" to arrange for "Provocation Sessions," with speakers who can (civilly, cheerfully) challenge one another (and model this for the audience); or to invite symposia or round tables specifically aimed at challenging a major theory / epistemology.

Social and Cultural Events

Encouraging and providing opportunities for interaction is a huge aspect of our conferences. We encourage the organizers to focus on creating inviting social events, e.g., meetings for "special interest groups," new and young members, regional groups, "Meet the seniors/Honorary Fellows" events catering to students, lunch tables organized by discussion topic, etc. We also recommend scheduling some breathing room in the program for informal socializing, especially in between speaking sessions.

IACCP members appreciate the diversity of cultural and physical settings in which we hold conferences. To enhance local appeal, organizers can provide an introduction to the history and culture of the host country and organize tours that focus on culture rather than traditional tourism.

The atmosphere of the Conference Dinner Party, with accompanying cultural program and dance party (which, we emphasize, is usually a key and unique experience at IACCP conferences), is both formal and informal. It may be an opportunity to dress up and eat a nice meal together, but it also gives us the opportunity to meet other academics as "just people," have informal chats, make friends, and to meet people in a different "mode."

VII. Memorandum of Understanding

Warranties and Indemnities

1. The organizer represents and warrants to IACCP that:

    a. He/she has full power and authority to enter into, perform and observe its obligations under this MoU;

    b. No part of the conference or related events is in violation of any existing laws;

    c. The organizing group or committee will perform its responsibilities in a proper, efficient and timely manner and will provide such information and assistance as is reasonably requested by IACCP to assure the success of the conference.

2. The organizers indemnify IACCP, its officers, employees and agents ('those indemnified') from and against all actions, claims, demands, costs and expenses (including the costs of defending or settling any action, claim or demand) made, sustained, brought or prosecuted against those indemnified in any manner based on any loss or damage to any person or loss or damage to property which may arise directly in connection with any breach by the Client of its obligations under this agreement.

Signatures:

On behalf of the organizers or organizing committee:

_____ Date: _____

On behalf of the International Association for Cross-Cultural Psychology:

_____ Date: _____

Document Revision History

Approved by the Executive Committee September, 2011

Revisions: August 2013, August 2014, June 2019, December 2022, September 2023, January 2024