

THE ORGANISATION OF INTERNATIONAL CONGRESSES AND CONFERENCES PROCEDURES

International Society for Education through Art
Société Internationale pour l'Éducation Artistique

جمعية الدولية للتعليم عن طريق الفن
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The World Council of InSEA provides these notes for guidance on the procedures to be followed in the organisation of any congresses or conferences that are planned to be held under the auspices of, or identified with, the title of InSEA.

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CONTENTS

1. Congresses of INSEA
2. Approval to hold INSEA Congresses
3. Procedures for submitting proposals
 - 3.1 Regional Congresses
 - 3.2 World Congresses
4. Congress Proposals
5. Congress Programmes
6. Finance
7. World or Regional Council Meetings
8. General Assembly of INSEA
9. Accommodation
10. Congress Information
11. Translation
12. Congress Reports
13. Research Conferences

1. CONGRESSES OF INSEA

- 1.1 A World, National or Regional Congress of INSEA can only be advertised as such and held if it has had the prior approval of the World Council.
- 1.2 Although a Congress is always planned and hosted by a particular country or national organisation, it is important to recognise that first and foremost it is an INSEA Congress and the International Society must be pre-eminent in all matters of planning and protocol.
Must be members
- 1.3 INSEA Congresses are open to members and non-members although preference must always be given to INSEA members. Every encouragement should be given to participants at INSEA Congresses, who are otherwise eligible, to become members of the Society.
- 1.4 Members of other UNESCO affiliated organisations should be informed about and encouraged to attend INSEA Congresses. The Director-General of UNESCO should be invited to send an official delegate. The INSEA Secretary can provide information about these matters.

2. APPROVAL TO HOLD INSEA CONGRESSES

- 2.1 A proposal to hold an INSEA Congress can only be made by an Affiliated Organisation of INSEA. (See Rules and Regulations on Affiliated Organisations.)
- 2.2 An Organisation intending to propose a Congress should prepare a draft proposal for consideration by their Regional Council and subsequently, the World Council.
- 2.3 Before consideration by the World Council, a proposal to hold a Congress must have the approval of a Regional Council, where one exists.
- 2.4 In considering proposals for Congresses, the World Council will take into account the geographic location of the venue, the thoroughness and adequacy of the planning, and the appropriateness of the theme.
- 2.5 After formal approval to hold a Congress has been granted by the World Council, the Organisation should establish a Congress Planning Committee.
- 2.6 In granting approval to hold either a World or Regional Congress, the World Council will nominate one or two World Councillors to act as Liaison(s) between the World Council and the Congress Planning Committee.
- 2.7 After approval to hold a Congress has been granted, it is expected that Congress organisers will attend interim Congresses to present the proposal(s) to the membership and give information about the arrangements being made for the Congress.
- 2.8 The World Council may withdraw approval to hold a Congress if the host organisation fails to comply with the approved procedures and/or the conditions which were agreed upon at the time of the initial approval.

3. PROCEDURES FOR SUBMITTING PROPOSALS

3.1 Regional Congresses

- 3.1.1 Draft proposals must be submitted to the Regional Council (where one exists) normally not less than three (3) years before the planned date for the Congress.
- 3.1.2 Where a Regional Council exists and has supported the proposal, a full and detailed plan for a Congress must be submitted to the World Council for approval normally not less than two (2) years but no less than one (1) year before the planned date for the Congress
- 3.1.3 Where no Regional Council exists, an Organisation proposing to hold a Congress must submit a draft proposal to the World Council normally not less than three (3) years before the planned date for the

Congress and a fully detailed plan normally not less than two (2) years before the planned Congress date.

- 3.1.4 A member of the Congress Planning Committee will be expected to attend Regional and World Council meetings to explain the proposal and to answer questions.

3.2 World Congresses

- 3.2.1 Draft proposals must be submitted to the Regional Council, where one exists, and to the World Council normally not less than four (4) years before the planned date for the Congress.
- 3.2.3 Full and detailed proposals must be submitted to the World Council for consideration normally not less than three (3) years before the planned date for the Congress.
- 3.2.4 A member of the Congress Planning Committee will be expected to attend the World Council meetings to explain the proposal and to answer questions.

4. CONGRESS PROPOSALS

- 4.1 A draft proposal to host a Congress must include the dates planned for the Congress, the theme, the location or venue, and the expected registration and/or participation fees.
- 4.2 The detailed plans submitted subsequently to the World Council should give an indication of the organisation and administration, the finalised registration or participation fees, the expected budget and sources of financial support, the interpreting or translation services, the range and possibilities for hotel and other accommodation for participants, and travel costs.
- 4.3 The World Council is responsible for finalising the theme and for approving the organisational arrangements for a Congress.
- 4.4 The programme for any Congress must include the provision for a Research Conference to be held in conjunction with, or as an integral part of, the Congress. The guidelines for the organisation of Research Conferences are appended to these guidelines.
- 4.5 The finalised Congress dates should cover the whole period of the Congress including the days for meetings of the World and/or Regional Councils, if held prior to the Congress, and the Research Conference.

5. CONGRESS PROGRAMMES

- 5.1 It is important that presentations within Congresses are relevant to the approved theme. This can be helped by identifying sub-themes which indicate the scope of the main theme.
- 5.2 It has been found useful to separate the programme into
- (i) the main plenary (keynote) sessions,
 - (ii) other, possibly concurrent, sessions, which may include lectures, discussions, films, visits and practical workshops, and
 - (iii) the Research Conference.
- 5.3 Plenary (keynote) lectures or presentations are usually given by distinguished or prominent speakers who are invited to the Congress and are chosen because of their eminence in relation to the theme of the Congress or because of their national importance in the host country (such as, for example, the Minister of Education). It is essential that the INSEA Executive Committee is consulted before invitations are sent to proposed keynote speakers.
- 5.4 Participants who wish to make presentations to the Congress, either as lectures or in the workshops, should be invited to submit an abstract giving the title, a brief outline of the content and an indication of the relevance of the presentation to the theme of the Congress as well as

specifying any special a/v or other equipment needs. They should be advised that lecture presentations normally are not expected to exceed forty-five minutes.

- 5.5 The call for papers must be circulated to members and announced in INSEA publications and on the website at least ten months in advance of the conference. Notices of acceptance or rejection of papers/presentations should be sent, if possible, at least three months (preferably five to six months) before the beginning of the Congress.
- 5.6 The Congress Planning Committee should review all abstracts and accept only those that are likely to advance the knowledge and experience of the majority of Congress participants. Quality of presentation is difficult to ascertain beforehand but the standard of lecturing or workshop offerings at an international gathering should be expected to be high.
- 5.7 At the same time as a call for papers is distributed, the InSEA membership should receive published information on the upcoming World Congress. This should happen 8-16 months in advance of the Congress to ensure that the membership has time to plan for attending the Congress.

6. FINANCE

- 6.1 Congresses must be self-financing and the host organisation is responsible for all financial liabilities. No funds can be drawn from the INSEA Treasury to support Congresses.
- 6.2 Sponsorship may be sought from federal, state or institutional sources as well as appropriate industrial and/or commercial enterprises. Care should be taken in accepting commercial sponsorship with regard to the kinds of publicity which may be expected by sponsors.
- 6.3. Congress participation or registration fees should be kept to the minimum necessary to cover the costs of the Congress and take into account the salary levels of participants who are classroom teachers, particularly those in countries where salaries are low.
- 6.4 Student participation fees should be set at half the regular rate. Evidence of being a full-time student should be required for individuals registering as students.
- 6.5 The registration or participation fee can include the cost of a printed or digital copy of the Congress Report to be sent to each participant after the Congress (see para. 12.5).
- 6.6 For World Congresses, registration fees must include annual InSEA membership fees for all registrants. Regional congresses should encourage InSEA memberships but it is not mandatory..
- 6.7 Members of World Council as well as Honorary and Life Members of INSEA are not required to pay registration or participation fees for any Congress. Official representatives of UNESCO, distinguished guests and main plenary (keynote) speakers are not required to pay registration or participation fees.
- 6.8 For a World Congress and, when possible, for a Regional Congress, the registration costs and hotel expenses of the INSEA Executive are the responsibility of the host organisation and need to be taken into consideration in the financial planning of the Congress.
- 6.9 Whenever possible, financial assistance should be sought to assist representation in the Congress and, particularly, the General Assembly from countries which would otherwise not be represented. This applies particularly to countries with currency restrictions.
- 6.10 Congress organisers must submit a full, final balance sheet for the Congress to the Treasurer as soon as possible after the end of the Congress

6.11 Five (5) per cent of all Congress registration and participation fees is normally required to be submitted to the International Treasury and this must be taken into account in determining the fees. Arrangements should be made to remit this money to the Treasurer after fees have been collected.

6.12 Current InSEA membership lists will be sent to the congress organizer on a monthly basis beginning six months in advance of the congress. This list will be used to check the status of membership for those registering for the congress. It will also be used to check for a change in address of our members.

6.13 InSEA membership and participation fees should be transferred to an InSEA bank account within three months after the Congress. Simultaneously, a listing of new or renewed InSEA members names should be sent to the Treasurer.

7. *WORLD or REGIONAL COUNCIL MEETINGS*

7.1 It is usual for World and/or Regional Council meetings to be held prior to or during a Congress and appropriate arrangements should be made and included in the Congress programme.

7.2 A meeting room needs to be made available for the World and/or Regional Council for the whole period of the Congress. The meeting room should be in or near the main areas used for Congress events. Refreshments, such as coffee, tea, drinking water, should be made available for the Council meetings

8. *GENERAL ASSEMBLY OF INSEA*

8.1 A General Assembly of the Society is required to be held during each World Congress and must be included in the Congress programme as a plenary session. It is essential that no other meetings or other Congress events are scheduled for the same time.

8.2 All Congress participants may attend the General Assembly but only full members of INSEA are entitled to vote.

8.3 The agenda for the General Assembly includes the consideration of any amendments to the Society's Constitution, the announcement of the election results for the succeeding Council and information about the next World Congress.

9. *ACCOMMODATION*

9.1 The availability of a wide range of hotel and other accommodation for Congress participants is one of the most important elements of Congress organisation.

9.2 Special arrangements need to be made for low-cost accommodation, such as in hostels or college dormitories, and made available for any Congress participants but particularly for students and those coming from countries with currency restrictions.

9.3 The host Organisation is responsible for providing hotel or other suitable accommodation for the INSEA Executive Council, which should be as near as possible to the Congress venue.

9.4 If the accommodation for Congress participants is not in the immediate vicinity of the Congress venue, arrangements need to be made for coach or other transport to be available.

9.5 If the Congress is situated between two sites (e.g. Research Congress and Congress in two cities) then information on each site should be clearly delineated in the advertising.

10. *CONGRESS INFORMATION*

- 10.1 Communications and the availability of information is perhaps the most critical and difficult issue affecting INSEA Congresses. Sending out information early; the rapid reply to enquiries and other correspondence; the ability to be able to speak to Congress organisers by telephone and/or e-mail.
- 10.2 Congress booklets or other literature sent out prior to a Congress should include local details of currency, transport and travel, climate and the suitability of clothing, the electricity voltage, the local type of audio-visual equipment, and all those other little things which the traveller to the country is not likely to know about. Congress literature should include information about INSEA membership.
- 10.3 A Reception Desk needs to be set up at each Congress. Receptionists and members of the Congress organising committee need to wear distinctive badges so that they can be readily identified. In addition to dealing with Congress registrations, the Reception Desk should include a member of staff to receive INSEA membership subscriptions from participants. Also the receptionist should be fluent in English.

11. TRANSLATION

- 11.1 The Congress organisers are responsible for providing interpreting and translation facilities.
- 11.2 Simultaneous translation is desirable for the plenary sessions and for the General Assembly of INSEA.
- 11.3 Arrangements should be made for the translation of the plenary session papers from English into other languages as appropriate so that they are available for participants during and following the Congress.

12. CONGRESS PROCEEDINGS

- 12.1 Although Congress Proceedings may be a result, presenters are strongly encouraged to submit their papers to the Journal of the International Society for Education through Art. Consultation should take place with the Journal Editor and the Research Board before planning a Conference Proceedings.
- 12.2 If a Congress Proceedings is published, arrangements need to be made for each participant in a Congress to receive a copy of the Congress Proceedings as soon as possible after the Congress. The cost of publishing the Proceedings can be included in the registration fee for a Congress as this would ensure that financial resources were available for printing and mailing out the Proceedings. Congress information should state if the cost of the Proceedings is included in the registration fee. Alternatively, the report can be published on the InSEA website.
- 12.3 Refereed publications should be in consultation with the journal editor.

13 RESEARCH CONFERENCES

INTRODUCTION

In 1978 the first INSEA Research Conference was held in Adelaide, Australia two days prior to the XXIIIrd World Congress. Subsequently, the World Council confirmed the importance of research in the Society's activities and resolved that every World or Regional Congress should be accompanied by a Research Conference. The Research Conference is not intended to be an extension of the general sessions of a World Congress or a Regional Congress. Rather, it is conceived of as a small deliberative body that provides opportunities for members seriously interested in research in art and design education to come together for the specific purpose of sharing current research in the field. In order to achieve this aim, Guidelines for Organisers of Research Conferences were drawn up by the Research Board and adopted by the World Council.

GUIDELINES FOR ORGANISERS OF RESEARCH CONFERENCES

1. A Research Conference is required to be held in conjunction with each INSEA Congress. A research Conference of one or two days duration may be held in conjunction with a World or Regional Congress.
2. A Research Conference planning group should be established by the Congress Organisers, which should consult with the Chair of the INSEA Research Board.

3. Information sent out prior to each World or Regional Congress should include details of the arrangements for the Research Conference.
4. Members who wish to present a paper at a Research Conference should be invited to submit an abstract of three to five pages in length which describes:
 - (a) the aims of the study
 - (b) the research methodology employed
 - (c) the general conclusions which were drawn as a result of the research.Members should be informed of the period of time to be allowed for the presentation of a paper in the Research Conference.
5. The abstracts received should be reviewed by panel consisting of individuals competent in research methodology to decide on their acceptability. The criteria for acceptance of a paper to be presented in the Research Conference are that:
 - (a) the problem investigated is important
 - (b) the methodology employed is appropriate
 - (c) the content of the paper is clear and understandable.
 - (d) Abstracts should be submitted by individuals in developing countries without institutional support for their research, may request detailed feedback on their abstract. World Council encourages the Research Conference to provide some sessions for such individuals in the conference.
6. Members submitting abstracts should be notified as soon as possible about whether or not their papers are included in the Research Conference programme, preferably, at least three months (preferably five to six months) before the Conference.
7. The Research Conference programme should be arranged to allow adequate time for discussion.
8. Two or three individuals may be invited to give major presentations in a Research Conference to the entire group present. In some cases, individuals may be invited to critique each of these major papers. Adequate time should be allowed for discussion about the papers and critiques.
9. If there are more papers accepted for inclusion in the Conference programme than can be adequately accommodated in days allowed, simultaneous sessions should be arranged.
10. The language for the presentation of papers in the Research Conference should be that which most members attending understand. It should be made clear to the presenters of papers and those attending that it would be unlikely for interpretation to be available in the Research Conference.
11. Although Research Conference Proceedings may be a result, presenters are strongly encouraged to submit their research papers to the International Journal of Education through Art. Consultation should take place with the Journal Editor and the Research Board before planning a Conference Proceedings.