



# PROCEDURES FOR THE ORGANIZATION OF INTERNATIONAL CONGRESSES

International Society for Education through Art

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First published 1985 The World Council of InSEA provides these notes for guidance on the procedures to be followed in the organization of any congresses or conferences that are planned to be held under the auspices of, or identified with, the title of InSEA.

These guidelines are provided to help InSEA members with the organization and implementation of World and Regional Congresses in accordance with the InSEA constitution. As such the InSEA Constitution states:

*Article XVIII*

a. *Affiliated organizations that seek to organize InSEA World and Regional congresses or other conferences held under the auspices of InSEA shall comply with the guidelines for the organization of such events that shall from time to time be published by the World Council.*

b. *Plans for all such events shall be submitted for approval to the World Council through the Executive Board and a formal and binding 'Memorandum of Agreement' shall be entered into by all the parties concerned.*

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## **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 organization, it is important to recognize that first and foremost it is an INSEA Congress and the International Society must be pre-eminent in all matters of planning and protocol.

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 organizations 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 Organization of INSEA. (See Rules and Regulations on Affiliated Organizations.) If an affiliation does not exist, then affiliation must take place before submitting a congress proposal to the World Council. See Appendix 1 for appropriate form.

2.2 An Organization 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, the appropriateness of the theme, and the financial viability.

2.5 After formal approval to hold a Congress has been granted by the World Council, the Organization 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 Councilors 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 organizers 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 organization 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 two (2) 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 18 months but no less than one (1) year before the planned date for the Congress.

3.1.3 Where no Regional Council exists, an Organization proposing to hold a Congress must

submit a draft proposal to the World Council normally not less than two [2] years before the planned date for the Congress and a fully detailed plan normally not less than 18 months 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 Short draft proposals must be submitted to the Regional Council, where one exists, and to the World Council normally not less than three [3] years before the planned date for the Congress.

3.2.2 Detailed proposals must be submitted to the World Council for consideration normally not less than two [2] years before the planned date for the Congress.

3.2.3 A member of the Congress Planning Committee is expected to attend the World Council meetings to explain each proposal (short and detailed proposals) and to answer questions.

## 4. CONGRESS PROPOSALS

4.1 A short draft proposal to host a Congress must include:

- a) The dates planned for the Congress,
- b) The theme (or title) of the Congress,
- c) The location or venue,
- d) The Congress language(s)
- e) The expected registration numbers

4.2 The detailed proposals submitted subsequently to the World Council should give an indication of the:

- a) Principal host organization and Congress chair
- b) Congress committees and chairs of the committees (e.g. planning committee; advisory committee; cultural events committee; budget and registration committee; media committee; etc.)
- c) Finalized registration or participation fees,
- d) Financial plan
- e) Sources of financial support (sponsors and supporters)
- f) Registration/participation fees,
- g) Interpretation or translation services,
- h) Range and possibilities for hotel and other accommodation for participants,
- i) Anticipated travel costs
- j) Format for the Congress (with suggested timetable)
- k) media and advertising
- l) website, brochures and/or other communication

4.3 The short draft proposal must be submitted to the InSEA Secretary who will distribute the proposal to the InSEA Executive for review. With the advice of the InSEA Executive, the host organization may proceed to develop detailed plans that must be submitted to the secretary at least three years in advance of the proposed Congress. Once the detailed proposal is prepared a copy should be sent to the InSEA Secretary who will distribute them to the World Council for review and approval.

4.4 The World Council is responsible for finalizing the theme and for approving the organizational arrangements for a Congress.

4.5 The program 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 organization of Research Conferences are appended to these guidelines.

4.6 The finalized 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. FINANCIAL PLANNING (to be included with Congress Proposal)

5.1 Congresses must be self-financing and the host organization is responsible for all financial liabilities. No funds can be drawn from the INSEA Treasury to support Congresses.

5.2 A dedicated bank account must be established for the congress with a clear database detailing revenues and expenses (including detailed registration fees with membership details including address, email address). These data must be shared with the InSEA Treasurer prior to and immediately after the congress.

5.3 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.

5.3.1 The Planning Committee should write letters asking for sponsorship or other forms of support to a wide range of government agencies, foundations, and institutions. For instance: Universities, Museums, local authorities, Mayors, Ministries, Foundations, Publishers, Art and Design Product companies, Art, Design and Multimedia Educational Product companies, Software Products, Banks. Consider producing a standard letter and sending it out to all of the above. You may individualize the letter to specify the products or facilities you want for each one of them. It is important to keep expectations reasonable and ask for small donations in products or resources.

5.3.2 Sponsors will want to know what they will get for their sponsorship. Offer them visibility within the international art education community by advertising their services or products (include their logos on all information about the Congress).

5.3.3 Sponsors will want to know the projected attendance for the Congress. World Congresses typically attract 800 to 1200 people. Regional congresses typically attract 200-500 people. Using this information, special discounts may be granted at hotels, restaurants, galleries and museums. Ensure that local institutions understand the benefits of hosting a congress of this nature in their city.

5.4 Organizing a trade exhibition is a possible source of revenue. By selling retailers, educational institutions or publishers a space at a trade fair they will be able to promote or sell their services/products to a broad audience. Searching the web may help in identifying possible trade fair sources. Universities and art schools may also wish to exhibit.

5.5 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. Consideration should be given to applying the UNESCO Human Development Index to registration fees.

5.5.1 when determining the cost of a congress, consider the following:

- a) Secretariat expenses (phone, mail, papers, certificates, etc.)
  - b) Web page (server, domain, web design, maintenance, updating)
  - c) Advertising
  - d) Program publication (design and publishing)
  - e) DVD proceedings (if desired)
  - f) Participant folders (to include tourist info, program, paper, pen, certificate of participation and possible gifts from sponsors)
  - g) Water (e.g. bottled water)
  - h) Refreshment breaks (coffee, tea, juice, water, light snacks such as cookies, fruit). Note: Sponsors may wish to pay for a refreshment break if they are given credit for doing so.
  - i) Performances (music, theatre, etc.). Although professional may be desirable, student performances may also be wonderful.
  - j) Cocktails for social events (again a sponsor may cover an event like this).
  - k) Exhibition and workshop costs (mailing, displays, materials)
  - l) Travel expenses for keynote speakers
  - m) Accommodation for keynote speakers and the InSEA executive
  - n) Other social and cultural events (gala dinners, parties, cultural events during dinners or congress).
  - o) Allocate at least 10% of overall budget for miscellaneous expenses or a contingency fund.
- When considering the cost of a congress, determine if the congress committee will handle some or all of the congress logistics (such as registration, social events, catering, buses, lunches) or if

these will be contracted out to a third party. While the latter may be easier, it may make the congress registration prohibitive.

5.6 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.

5.7 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.

5.8 The information about the congress must explicitly refer that only InSEA members can register in InSEA World Congresses, the congress web page must have a direct link to InSEA Join webpage, so participants can register in InSEA in order to be able to attend the congress. InSEA treasurer will provide update information of InSEA members to the congress organizers to check InSEA membership numbers.

Regional congresses should encourage InSEA memberships but it is not mandatory. In case the congress allows non InSEA members participation, reference about how to join InSEA should be mentioned in the congress information. InSEA members should have a significantly discount in all InSEA congresses and endorsed congress.

Mention should be made of what registration fees include so that participants are fully aware of what their fees are covering (for example, should lunches be covered then this should be made explicit from the outset). InSEA membership fees and membership data (including address and e-mail addresses) must be sent to the InSEA Treasurer immediately following the Congress.

5.9 The Congress committee may wish to designate an early registration fee with a higher registration fee following that date. This encourages participants to register early. Any extra charges (for optional banquets, tours or workshops) may also have early deadline and late deadline fees.

5.10 Recipients of the InSEA Awards; 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.

5.11 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 organization and need to be taken into consideration in the financial planning of the Congress.

5.12 Whenever possible, financial assistance should be sought to assist representation in the Congress and particularly, the General Assembly from countries that would otherwise not be represented.

5.13 Congress organizers must submit a full, final balance sheet for the Congress to the Treasurer as soon as possible after the end of the Congress

5.14 InSEA would appreciate any financial contribution the World Congress Committee could make from the Congress profits. It may also be the case that the World Congress Committee would consider building a contribution to InSEA as part of the revenue for the Congress (but this is not mandatory).

5.15 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.

5.16 Congress organizers should provide space and human resources in the registration desk for InSEA Information Desk. And distribute InSEA flyers in participants folders and other InSEA advertising material to be sent to the congress organizers.

5.17 InSEA may help the congress organization by providing the registration and abstract submission web platform. Congress committees can handle registration if they have the necessary human resources and a dedicated bank account. It is preferable that debit and credit card payments be available. Alternatively a congress or travel agency may be hired to handle the

registration process. It is desirable to make the registration process as easy as possible: for example on-line registration with Visa/Amex/MasterCard payments (there are software packages available to facilitate such processes). You might also consider the free web-based open conference system . Be sure to coordinate registration payments with the InSEA Treasurer so that InSEA membership names, addresses, and e-mail accounts are preserved.

5.18 InSEA is unable to accept any liability for budget deficits incurred as a consequence of an InSEA Congress.

5.19 InSEA Congresses should not be planned to provide a significant profit for the host organization. Final audited accounts must be submitted to InSEA for scrutiny and any profit distributed between the host organization and InSEA in accordance with the memorandum of understanding (e.g. 50:50).

## **6. MEMORANDUM OF AGREEMENT**

6.1 When the World Council has agreed to endorse a Congress, a memorandum of agreement (MOA) must be signed. A sample MOA is in Appendix 2.

6.2 The MOA must describe the resources provided by both parties.

## **7. CONGRESS PLANNING**

7.1 The Congress Chair should establish a Congress Planning team within a variety of subcommittees such as:

- a) Coordinators
- b) Organization Committee (management, tourism, web design, and audiovisual)
- c) Organization Sub Committees (for example: Web Page, Registration, Submission of proposals, Program and Procedures, Practical requirements, Audiovisual requirements, Catering; Social Events).
- d) Scientific Committee (responsible for selecting keynote speakers and reviewing the Submissions for presentations, workshops, etc.). It would be ideal if papers/presentations went Through a blind review process that was advertised in advance. This need to be balanced with the need for InSEA members to gain institutional funding for attendance at congresses.
- e) Advisory Committee (An international team of scientific experts, usually consisting of InSEA members and local experts)
- f) Honorary Committee (strategic persons acting as sponsors or supporters).

7.2

Selection of a Congress venue is critical and should include:

- a) Auditoriums or equivalent spaces for keynotes, General Assembly and cultural performances;
- b) Rooms for individual presentations, workshops, performances and exhibitions;
- c) Space for beverage breaks and lunches, and casual meetings;
- d) Rooms for ongoing meetings (World Council, Regional Councils etc.);
- e) Access to computers and the internet (preferably free wireless with congress password);
- t) Toilet facilities;
- g) Venues for social events;
- h) Available copy machine (ideally participants should be able to purchase copy cards in order to Make copies);
- i) Easy access for disabled persons;
- j) Space for trade fair.

Although hotels are often chosen for congresses, universities and colleges should also be considered as they may offer in house support. When different cities and institutions are considered for the Research Congress and the General Congress, care should be taken in facilitating movement between the Congresses. Any chosen site should allow the congress organizing committee a great deal of flexibility.

7.3 Keep clear databases (e.g. excel spreadsheet) of organizers, participant, paper submissions, exhibitions, workshops, invited speakers, sponsors, etc.

- 7.4 Provide Internet access for all participants during the congress.
- 7.5 Assign computer technicians for specific congress rooms or blocks of rooms.
- 7.6 Insurance and safety measures should be taken into account.
- 7.7 Plan well in advance for audiovisual needs of the participants.
- 7.8 Provide schedule for local reporters who may cover the congress. Identify individuals who will be responsible for liaising with the press.
- 7.9 Determine how the congress will be evaluated and identify assessors and/or participant evaluation surveys.
- 7.10 Immediately before the congress, check the following:
- Folders for participants have been filled
  - Rooms are ready for presenters
  - Equipment, Internet access, computers, projectors, sound equipment
  - Final instructions for on-site teams
  - Create a large information board for main entrance to the congress (for last minute changes to the program, last minute announcements, etc.).
- 7.11 During the congress, rely on congress teams to handle their responsibilities.
- 7.12 After the congress, it is important to attend to the following:
- Write a synopsis of the congress and send it to the InSEA Web page manager and InSEA Newsletter editors for publication.
  - Give a copy of all congress' materials to the InSEA archivist (e.g. congress program, flyers, DVD, etc.). Digital material can be added to the Archive within the InSEA web.
  - Write letters of thanks to all sponsors and supporters.
  - Give certificates to all those attending the congress
  - If students volunteered give each one a symbolic gift with a certificate.

## **8. CONGRESS PROGRAMMES**

8.1 It is important that presentations within Congresses are relevant to the approved theme. This can be helped by identifying sub-themes that indicate the scope of the main theme.

- 8.2 It has been found useful to separate the program into
- The main plenary (keynote) sessions,
  - Other, possibly concurrent, sessions, which may include lectures, discussions, films, Classroom and/or artist studio visits, exhibitions and practical workshops, and
  - The Research Conference.

Although InSEA Congresses have tended to be organized in the above manner, thoughtful innovation is also welcome. For instance, research congresses may be organized around groups of interest rather than individual presentations, or delegates may post their papers in advance and come prepared to discuss the papers rather than provide lectures. An on-line version of the Congress may also allow those who cannot travel to the conference a way of participating. Should an innovative format be chosen delegates should be well advised (and guided) in advance of the Congress.

8.3 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 be consulted before invitations are sent to proposed keynote speakers.

8.4 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.

8.5 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.

8.5.1 Ensure that the call for papers is advertised on the congress website and InSEA Newsletter at least one year in advance of the congress. This should explicitly state what is required with the call for papers/proposals: thus make author's guidelines available (norms for abstracts and texts).

8.5.2 Ensure that the call for papers includes audiovisual requirements. Be explicit with participants as to what technology will be available.

8.5.3 the call for papers/proposals must have clear deadlines for bios, abstracts, and submission of full texts.

8.6 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.

8.7 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.

8.8 It is ideal to predetermine moderators for all group presentations, keynotes, workshops, panels and round tables. The role of moderator is essential for introducing presenters, moderating debates and summarizing sessions. They should also control the timing of presentations and discussion periods. Moderators may also document congress discussions if desired for a final plenary session. Provide guidelines for moderators so that they are aware of the expectations placed upon them.

8.9 Maintain constant communication with the InSEA executive (especially the President, secretary and treasurer but also other executive members as deemed by the President). Ask the InSEA Executive if there are any awards, lectures, ceremonies or other formalities that need to be scheduled into the program. For example, they will typically require rooms for working meetings. If it is a World Congress an InSEA General Assembly will need to be scheduled into the program.

8.10 Once the draft program booklet is completed, send a copy to the InSEA executive and/or World Council to review for accuracy and details.

8.10.1 the program booklet is often large. Therefore ensure that a simplified overview of the program is provided along with a map of the venue.

8.10.2 to avoid overlapping of presentations of speakers giving more than one presentation, consider using an excel spreadsheet.

## **9. Ceremonies of World and Regional InSEA Congresses : Awards; Opening and Closing Ceremonies**

9.1 A Congress Opening Ceremony should take place at the beginning of the Congress and should include welcoming remarks from select local dignitaries, the Congress Chair and the InSEA President. At the Opening Ceremony the following people should be introduced by name:

- a) InSEA Executive and World Councilors (If a World Congress)
- b) Regional InSEA Council (if a regional Congress) b) attending Past Presidents of InSEA
- c) UNESCO representatives

The Opening Ceremony may also include cultural performances from the host country. The InSEA President should recognize and thank the host committee during the welcoming remarks.

9.2 A Congress Closing Ceremony should take place on the last day of the Congress. At this event the Congress Chair and InSEA President should thank participants and the host committee. In addition to this, the Past President should introduce the new World Councilors and Executive

Committee. The incoming President should thank outgoing World Councilors for their contributions to the Society and in particular, any World Councilors who will be leaving the council. In addition to this, the host committee of the next World Congress should make a brief presentation to the delegates. The Closing Ceremony may also include cultural performances from the host country, which could entice participants to stay until the end of the Congress.

9.3 Congress Awards Ceremony including speeches by the awards recipients of the should take place during the congress. InSEA Awards include

- Sir Herbert Read Award
- El-Bassiouny Award
- Edwin Ziegfeld Award
- InSEA Doctoral Research Award
- InSEA Excellency Award

Recipients of the InSEA Awards should have free registration in the congress.

## **10.**

### ***WORLD or REGIONAL COUNCIL MEETINGS***

10.1 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 program.

10.2 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

## **11. GENERAL ASSEMBLY OF INSEA**

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

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

11.3 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.

## **12. ACCOMMODATION**

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

12.2 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. Homestay programs may be considered.

12.3 The host Organization 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. World Councilors would also appreciate this benefit, if possible, but it is not mandatory.

12.4 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.

12.5 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.

## **13. CONGRESS INFORMATION**

13.1 Create a strong visual identity for the congress for use on all congress information (web page, labels, letters, signs, maps, digital info, certificates, etc.). In addition to the Congress logo an approved InSEA logo must be included on all such materials.

13.2 Communications and the availability of information is perhaps the most critical and difficult issue affecting INSEA Congresses. The following are essential: sending out information early; the rapid reply to enquiries and other correspondence; the ability to speak to Congress organizers by telephone and/or e-mail (usually in English).

13.3 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.

13.4 A Reception Desk needs to be set up at each Congress. Receptionists and members of the Congress organizing 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.

13.5 Participants will need certificates of attendance and recognition if they are presenting papers. It is convenient to put certificates of attendance in the Congress packets given to each registered attendee.

#### **14. CONGRESS WEBSITE**

14.1 Generally the web page contains: General Information about the Venue, Themes and Format of the Congress; Registration information for the Main Congress, the Research Congress, and for Social Events; the Call For Papers/Proposals and Guidelines for Presenters; Schedule for Congress and Social Events; Contacts; Tourist Information (How to get to the venue, where to stay, what to see, etc.).

14.2 Create the website at least one year before the congress (earlier is even better). If all of the information is not available then, add the information, as it is ready to be posted.

14.3 Display the information early so that people can organize their travel and work schedules. (Flights may be less expensive if booked 4 or 5 months prior to departure)

14.4 As soon as the web page is created, send links to InSEA, InSEA regional organizations, affiliated InSEA organizations, other art education organizations, UNESCO, art education research centers, etc. Start advertising on the Internet (blogs, forums, etc.)

14.5 It is unwise to depend solely on the Internet to advertise congresses. Plan to produce congress 'flyers' and prepare press releases for the widest possible dissemination – in particular make use of organizations affiliated to InSEA to assist with this task.

#### **15. TRANSLATION**

15.1 The Congress organizers are responsible for providing interpreting and translation facilities.

15.2 Simultaneous translation is desirable for the plenary sessions and for the General Assembly of INSEA.

15.3 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.

#### **16. INSURANCE**

16.1

At some venues, insurance coverage may be possible for third party liability, personal injury, and

damage to property or equipment and possible cancellation of the event. Specialist event insurance policies may be negotiated.

### **17. PUBLICATIONS RESULTING FROM WORLD OR REGIONAL CONGRESSES**

17.1 The refereed and English language based Journal of the International Society for Education through Art has the first right to publish papers (with author agreement) after a World Congress. The editor of the journal should be supplied with an email address list for all presenters and copies of all unpublished papers submitted for the conference (e.g. a CD) during or shortly after the congress.

17.2 Although Congress Proceedings may be a result of a regional congress, presenters are strongly encouraged to submit their papers and/or visual texts 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.

17.3 Register for an ISBN for any published proceedings

17.4 E- Proceedings of the congress should be published as an InSEA publication or as InSEA endorsed publication, and be available in the InSEA webpage as open source publication.

### **18 RESEARCH CONGRESSES**

In 1978 the first INSEA Research Congress 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 Congress 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 Organizers of Research Congress were drawn up by the Research Board and adopted by the World Council.

#### **GUIDELINES FOR ORGANISERS OF RESEARCH CONGRESSES**

1. A Research Conference is required to be held in conjunction with each INSEA Congress. A Research Conference offers a place for critique, change and follow up amongst InSEA members, thereby improving communication and access to different cultures and languages. A research conference of one or two days duration may be held prior to, or organised as an integral but specific part of, the Congress.
2. The purpose of the Research Conference is to promote a focus group discussion and argumentation about the congress topics. A planning group for that section should be established by the Congress Organisers, who should consult with the Chairman of the INSEA Research Board.
3. The Organisers of the Research Conference should allocate time and space in the programme for the InSEA dissertation award(s). The winners of the award(s) will have free registration in the Research Conference ( and InSEA Congress integrating the research conference)
4. Members who wish to present a paper at a Research Conference should be invited to submit a research paper (abstract, keywords and up to 2000 words) 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.

Presenters are encouraged to raise questions or issues that may provoke further academic debate and research enquiry.

5. The papers received will be reviewed by an appointed committee that could integrate members of the InSEA research group and invited experts if needed. The criteria for acceptance of a paper to be presented during the Research Section are that:

- (a) the problem investigated is important and related to the congress topics.
- (b) the methodology employed demonstrates a particular interest to art education.
- (c) the content of the paper is clear and understandable and brings new insights in art education.

6. Members submitting a paper should be notified as soon as possible about whether or not their papers will be included in the Research Conference, preferably, at least three months before the Conference. Reviewers are expected to provide written feedback to members that have submitted a paper. The feedback should cover the research criterias (see number 4).

7. Open access to the papers should be provided in the congress webpage. Participants are expected to read the papers prior to the conference. It is recommended that researchers allocate on-third of their session to present their findings and two-thirds of the presentation for discussion among the participants.

8. 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 .

9. The recommended structure for the format of the Research Conference should be conducted in two different stages :

Part 1) full presentations followed by individual critique and discussion

Part 2) general discussion with the audience promoted by the chairperson about the topics and results of the presenters

The chairperson should appoint a reporter in each research group to write the results of the discussion groups.

10. we suggest congress organisers:

a) to publish the E-proceedings with InSEA .

b) require for a ISBN ( International Standard Book Number) and a DOI ( digital object identifier) number to the proceedings

c) making video and audio clips of the sessions ( podcasting) and provide the links to the InSEA webpage manager

d) It is recommended to organize a virtual version of the conference for those who can not attend the congress , with a low cost registration fee.

# Appendices

## APPENDIX 1

### Considerations for an Organization

#### Applying to Affiliate with InSEA or Renew Affiliation with InSEA

*(revised April 2014))*

Any art(s) education organization may apply to become an Affiliated Organization of InSEA if it pursues similar goals. Affiliation is free of charge. An organization applying for affiliate with InSEA is required to follow the application procedure for affiliation and forward the information to the InSEA secretary <secretary@insea.org>.

#### ***Benefits:***

- Receive notice of the InSEA on-line newsletter.
- Able to include the InSEA logo on official documentation. Beside the logo we would appreciate this byline: 'Affiliated with the International Society for Education through Art'.
- Able to apply for InSEA endorsement of events and publications.
- InSEA would appreciate the affiliated organization sharing information in their communications and InSEA will reciprocate in our communications.
- Linking each other's organization on our websites.

#### ***Expectations:***

- Promote InSEA events, publications and website within the affiliate member's communications. Reciprocally, InSEA will promote the affiliate member's activities in InSEA communications.
- Create a link to the InSEA website via your website. You may wish to say: 'Affiliated to the International Society for Education through Art' (beside the InSEA logo). In return, InSEA will link to your website.

#### ***Bi-Annual Review:***

Affiliation with InSEA will be reviewed bi-annually. An Affiliated Organization is required to submit a report to the Secretary of InSEA by July 1st every two years or such other time as determined by the InSEA World Council. The following information should be included in the report:

- i. name of organization and total number of current members;
- ii. name of one InSEA member (or more) within the organization;
- iii. name and address of secretary or corresponding officer of the organization;
- iv. list of executive officers and governing council/committee or network moderators;
- v. provide link to constitution and/or list recent changes or amendments to the Constitution or Statutes; and
- vi. a brief description of activities, conferences and publications in the preceding year.

Upon receipt, the InSEA secretary will confirm affiliation thereby continuing with the benefits and expectations listed above. Without this documentation, continuous affiliation will be withdrawn effective July 1 of the affiliation renewal year.

## **APPLICATION PROCEDURE**

**for**

**An Organization Applying to Affiliate with InSEA**

**or**

**An Organization Seeking to Confirm Continued Affiliation with InSEA**

*(revised August 2011)*

Please provide a description of your organization that answers the following questions.

1. Name of your organization.
2. Type of Organization: National Society, National Association, Transnational Association or Social network.
3. Please provide the names and addresses (including email) of at least one InSEA member within the organization wishing to affiliate. Including their InSEA membership number would be appreciated.
4. Attach a description of the Organization with statements that detail:
  - The aims of the organization (or constitution), when your organization was founded, and if known/appropriate, when your organization first affiliated with InSEA.
  - The number of members in your organization and the conditions and categories of membership with subscription rates (if applicable).
  - The website address for your organization.

- The structure of the organization: If the structure of the organization is hierarchical, please provide the procedures for the election of officers and the governing. Council/Committee and the duration of the terms of office. If the structure is not hierarchical, please describe how the organization is moderated.
- A list of Executive Officers and Governing Council/Committee, with the address of the secretary/corresponding executive officer or in case of non-hierarchical structures a list of the social network moderators' with email addresses.
- A short description of activities, conferences, publications or other events of your organization.

***Send your application to:***

InSEA Secretary

<insea.secretary@gmail.com>

# APPENDIX 2

## MEMORANDUM OF AGREEMENT

This is to formalise the agreement reached by and between the International Society for Education through Art, hereinafter referred to as InSEA, and ..... hereinafter referred to as the Host Organizations, with regard to the .....InSEA .....Congress and the organization of the Congress which, unless otherwise stated, shall be in accordance with the "Procedures for the Organization of International Congresses" adopted by the World Council of InSEA and which is appended to this document.

### A. VENUE

The ..... InSEA ..... Congress will be held in.....

Specifically at.....

### B. DATE

Proposed month of the ..... InSEA .....Congress is .....

Specifically the date are.....

### C. DUTIES AND RESPONSIBILITIES

1. InSEA shall lend full support and co-operation to the ..... InSEA ..... Congress. Specifically, it shall participate in the following key areas for which the Host Organizations shall assume overall responsibility for organization and operation:

- a. *Congress theme*

- Approve the Congress theme after consultation with the Host Organizations.

- Provisional theme: .....

- Approve the membership of the Programme Committee consisting of members of the Host Organizations and World Councillors from the Region.

- Selection of exhibitions.

**b. Attendance Promotion**

- InSEA will encourage its members to attend the .....InSEA ..... Congress through promotion of the congress in InSEA publications and on the InSEA Website.
- InSEA will assist in providing information (such as mailing lists to promote attendance).

2. The Host Organizations shall assume overall responsibility for the organization and operation of the World Congress, and shall liaise closely with InSEA. Specifically, it shall take charge of the following:

**a. Venue**

- Make provisions for an appropriate venue that can host the expected amount of congress participants.

**b. Programme**

- Develop the Congress programme in consultation with InSEA; shoulder the expenses of producing the programme in English and any other language the Host Organizations may consider necessary.
- Make provision for the InSEA World Council to meet during the Congress. Set aside a meeting room for the exclusive use of the InSEA World Council throughout the Congress.
- Make provisions for an appropriate publication of the congress proceedings.

**c. Executive Committee Expenses**

- During the time of the congress the Host Organizations agree to shoulder the following expenses of the congress registration and participation in all official conference events for members of the InSEA World Council. The Executive Committee of InSEA shall also have free accommodation during World Congresses and where possible during Regional Congresses. World Councillors would appreciate the same benefits although that is left to the congress committees to determine.

*d. Registration*

- Provide registration forms. Staff the registration desk.
- Provide registration badges for all participants.
- Provide sufficient number of Congress assistants.
- Provide an InSEA information desk that may be manned at the discretion of the organisers,

*e. Preparatory Committee*

- Set up a national and local preparatory committee.

*f. Attendance Promotion*

- Plan, organise, and implement an attendance scheme that will utilise all available resources to achieve optimum attendance in consultation with InSEA Secretariat.

*g. InSEA Logotype*

- The InSEA logotype, either alone or used in conjunction with other logotypes, should be used on all publicity materials, congress banners etc. Where it is used in conjunction with other logotypes the InSEA logotype should be predominant.

*h. Physical, Social and Travel*

*Arrangements*

- Arrange for appropriate meeting room facilities and technical equipment such as (digital) audio-visual equipment that may be required for the Congress.
- Arrange for the provision of personnel needed for the proper conduct and administration of business sessions and official tours.
- Secure proposals for appropriate accommodation for Congress participants including special accommodation for students (such as dormitory or other institutional arrangements that would be at a lower cost than for regular Congress participants).
- Arrange for suitable social functions for delegates and guests.

- Provide assistance in contracting auxiliary services for delegates (e.g, transportation & communications).

**D. FINANCING**

1. All persons attending the congress shall be required to be members of InSEA in good standing, having paid a subscription for at least a period of twelve months which includes the month of .... (the month preceding the congress). The minimum subscription is ..... US dollars (\$.. US) and ..... US dollars (\$. .... US) for attendants with a proven status as fulltime student. These sums shall be collected at the time of registration from **all** applicants who are not at that time members of InSEA.
2. The full registration fee, which shall not exceed ..... US dollars (\$. ....US), shall be paid by all persons attending the congress with the exception of those persons exempted from paying such fees in paragraph 5.10. of the InSEA procedures (see "Procedures for the Organization of International Congresses")
3. Appropriate sponsors may be tapped by the Host Organizations to shoulder part or all of the Congress expenses.

**E. DISCLAIMER CLAUSE**

InSEA and the Host Organizations will be held free and harmless from any and all claims, damages, cause or causes of action in the event of death or injury to any participant or in any case of damage or loss of their personal effects which may occur during the Congress period, except in cases where such death, injury, damage or loss is due to the wilful act or gross negligence of any of the Host Organizations members/employees as the proximate cause thereof.

Signed;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for Host Organisation

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for InSEA

Dated this ..... day of ..... 2014

# APPENDIX 3

## Congresses/events categories

The following tables list the specific InSEA requirements for each type of Event application:

Timings :

InSEA can endorse events every year

InSEA can promote/ organize Regional Congress in the same year in different continents

InSEA Regional Congress must not be held in the same year of an InSEA world congress

After 2017 InSEA will promote one World congress each 2 years

### Endorsed events

InSEA will advertise the event in the INSEA web page, InSEA newsletter; Facegroup, Twitter and LinkedIn group.

And the Conference Organizing Committee will:

- Add the InSEA logo and a link to the InSEA web page in the conference web page
- ensure a discount on registration fees for InSEA Members
- ensure the distribution of InSEA leaflets in participants' folders (InSEA will send the leaflets by email to be printed out to the organization prior to the congress)
- Place in the program for an InSEA presentation or workshop, to be conducted by an InSEA representative to promote InSEA to new members and offer free registration for the InSEA representative.

### InSEA world congress

audience is expected to be from all continents,

participants must be InSEA members

the organisers must be affiliated orgs

Registration fees for InSEA congress must be at a reasonable price

Opening and Conclusion sessions with InSEA Exec officers

have the InSEA general assembly

have the awards ceremony (Sir Herbert Read Award; Mahmoud El-Bassiouny Award; Edwin Ziegfeld Award; InSEA Doctoral Research Award in Arts Education)

have world council meetings  
have a room for InSEA office  
InSEA leaflets and other advertising InSEA materials in participants folders  
free registration for Executive officers and InSEA world Council Reps- up to 25  
free registration and if possible accommodation for the awarded persons (Sir Herbert Read Award; Mahmoud El-Bassiouny Award; Edwin Ziegfeld Award; InSEA Doctoral Research Award in Arts Education and InSEA Excellency )- up to 5  
accommodation for Executive officers - up to 6  
E- Proceedings published by InSEA or free access to an E-copy of the Proceedings for InSEA members  
Plenary Opening ceremony with InSEA officers and not concurrent with other events  
Plenary Closing ceremony with InSEA officers and not concurrent with other events  
Sir Herbert Read Award; Mahmoud El-Bassiouny Award; Edwin Ziegfeld Award; InSEA Doctoral Research Award in Arts Education and InSEA Excellency Presentations  
InSEA General Assembly not concurrent with other events  
InSEA information desk  
InSEA Publications desk  
Space in the Programme for InSEA Exhibitions

#### **InSEA regional congress**

audience is expected to be from the region,  
participants should be InSEA members  
the organizers must be affiliated orgs  
Registration fees for InSEA congress must be at a reasonable price  
Opening and Conclusion sessions with InSEA Exec officers  
have regional council meetings  
have a room for InSEA office  
InSEA leaflets and other advertising material in participants folders  
free registration for Executive officers and InSEA world Council Reps ( up to 25)  
accommodation for Executive officers ( up to 6)  
E- Proceedings published by InSEA or free access to an E-copy of the Proceedings for InSEA members  
Plenary Opening ceremony with InSEA officers and not concurrent with other events  
Plenary Closing ceremony with InSEA officers and not concurrent with other events  
InSEA information desk  
InSEA Publications desk  
Space in the Programme for InSEA Exhibitions