

Preliminaries

2 years	Official invitation submitted to the Business Meeting / General Assembly	Local Organiser
2 years	Definition of the conference topic	CIMCIM Board (suggestions from Local Organiser will be taken into account)
12 months	Appoint CIMCIM Conference Committee	CIMCIM Board
12 months	Appoint LO Conference Committee	Local Organiser
12 months	Revise and confirm conference topic	CIMCIM + Local Organiser conference committees

Call for Papers

12 months	Submit draft Call for Papers to the CIMCIM Conference Committee	Local Organiser
...	Refinement of Call for Papers	CIMCIM CC
10 months	Sign-off Call for Papers	CIMCIM Board
10 months	Distribute Call for Papers (CIMCIM list, AMIS list, Facebook, ...) and Travel Grants	CIMCIM CC / Local Organiser

Conference Web-Page

11 months	Open 'Reserved access' Conference Web-Page to the CIMCIM Conference Committee	Local Organiser
...	Refinement of Conference Web-Page	CIMCIM CC / Local Organiser
10 months	Conference Web-Page sign-off	CIMCIM Board
10 months	Launch Conference Web-Page	Local Organiser

Preliminary Programme and Budget

9 months	Submit Preliminary Programme and Preliminary Budget to the CIMCIM Conference Committee	Local Organiser
...	Discussion of the Preliminary Programme and Budget	CIMCIM CC
8 months	Sign-off of the Preliminary Programme and Budget	CIMCIM Board
8 months	Release Preliminary Programme	Local Organiser

Definitive programme and Conference Booklet

8 months	Deadline for submitting papers	Received by Local Organiser
...	Paper Committee selects papers	Local Organiser / CIMCIM CC
7 months	Send confirmation of accepted papers to speakers	Local Organiser

	Send official invitation for visa purposes to all foreign approved speakers and instruction about visa application	Local Organiser
7 months	Short abstracts are published in the Conference Web-Page	Local Organiser
...	Appoint Chairs of sessions	Local Organiser / CIMCIM CC
...	Spaces and equipment are confirmed (including wifi access for participants)	Local Organiser
4 months	Confirm final programme	Local Organiser
4 months	Deadline for the submission of extended abstracts	Received by Local Organiser
3 months	Translation of extended abstracts	Local Organiser
...	Editing of Conference Booklet	Local Organiser
1 month	Publication of extended abstracts online with Conference Booklet	Local Organiser

Subscription process

6 months	Open subscriptions (early bird)	Local Organiser
4 months	Close early bird / continue regular subscriptions	Local Organiser
1 month	Close subscriptions	Local Organiser
	Send detailed travel instructions to all participants	Local Organiser

Expenses	LO budget	Conference fee	Notes
Administrative support	0.00	0.00	The Local Organiser can appoint one person to offer support with coordinating and project managing the organisation of the conference, reply to emails and participants' inquiries, help with fund-raising and book-keeping, etc.
Development of web page	£0.00	£0.00	Although CIMCIM will host basic information about the conference on its web-site (cimcim.icom.museum), it is strongly advised that the Local Organiser develops a dedicated web page - either as part of its institutional web site or as an independent page - to offer more information, images and particularly to handle subscriptions and the payment of subscription fees. The CIMCIM web-page is not able to handle subscriptions or the payment of subscription fees. Every effort should be made to develop web-pages that are simple to navigate and accessible to users with disabilities.
Web-hosting	£0.00	£0.00	If the conference web-page is not part of the Institution's web-site, the cost of web-hosting for the period of the conference plus one month after the conference can be included in the conference budget.
Translations	£0.00	£0.00	The main language of CIMCIM conferences is English. If the Conference is held in a country where English is not sufficiently wide-spread, translations of abstracts, the conference booklet and basic information can be necessary to encourage local participation. In this case the cost of translation can be included in the conference budget.
Technical equipment (rental)	£0.00	£1,000.00	If the conference rooms are not equipped with the necessary technical devices, these can be rented at a cost. Conference rooms must be equipped with computer running Microsoft PowerPoint (ideally 2010 or later versions), screen projector, sound-system connected to computer, and microphones.
Editing of conference booklet	£0.00	£0.00	This task is typically within the remit of the Administrative assistant, but if the conference is organised without help, the editing of the conference booklet can be outsourced and the cost is eligible in the conference budget.
Printing of conference booklet	£0.00	£800.00	More and more participants use digital versions of the conference booklet and do not require a printed copy. It is advised that the minimum reasonable run is printed and that the conference booklet is offered separately from the conference bag upon registration, rather than included in the bag, to gradually encourage dispensing with it.
Advertising	£0.00	£0.00	While most of the conference dissemination is undertaken through specialised mailing lists at no cost, limited advertising through specialised journals might help reach wider numbers of participants. In this case, international journals in the field of museology, organology and musicology might be preferred. Any text for advertising must be signed-off by the CIMCIM Board before it can be published.
Welcome reception	£1,600.00		An informal welcome reception with drinks and canapees, sometimes welcome speeches and sometimes a short performance are usually included in the conference fee and package. It is customarily organised on the evening before the first day of the conference. The welcome reception is

			mostly an occasion for participants to meet and start conversations and ample space should be left for this.
Coffee breaks	X		Coffee breaks are usually offered in the middle of long sessions (typically a coffee break is offered after every 90 or 120 minutes, max. one in the morning and one in the afternoon). Refreshments vary widely and ideally reflect local costumes and habits. Water, juices, hot drinks and small bites are usually very much appreciated by participants. Coffee brakes are usually between 20 and 30 min. long to allow rest and networking. They are usually offered as part of the conference fee.
Meals	X		If the location of the conference allows it, participants should be given a list of restaurants and bars in the surroundings where they can take their meals, with an indication of the average cost of a meal (or a proportional rating of average cost). This encourages participants to explore the area, engage with local culture, and strongly reduces the costs and difficulties of organisation. Meals should only be included in the organisation if no easy options are reachable by foot from the conference venue, and in this case they should be charged separately, rather than included in the conference fee.
Conference rooms	£0.00		Ideally conference rooms should be offered free of charge by the hosting institution(s). If this is not possible, the cost of renting the conference venue can be included in the conference budget.
Simultaneous translation	£0.00		See 'Translation', above.
Concerts, visits and events (specify)	£2,600.00		It is strongly suggested that the conference programme should rely on a balance between paper sessions and other activities. These should give the participants the possibility of exploring aspects of the local culture - preferably related to music and musical instruments - and encourage contacts and relationships. It is particularly appreciated when these activities disclose something that is not normally available to visitors, such as workshops, factories, private collections and houses, museum storages, etc. Short concerts during the day or full concerts in the evening are also appreciated, particularly if they provide an unusual or exemplary experience, for example being based on musical traditions specific to the venue of the conference, or through the use of unusual instruments. It has also become customary to organise one 'fun' event on one of the central evenings of the conference (typically the third of a five-day conference). These can be, for example, guided traditional dances, or other similar participatory activities.
Internal transports		?	It is assumed that participants will usually pay directly for local transport such as busses or subways. If for any reason it is cheaper or easier to include tickets in the conference package, these can be included in the conference fee. Transfers between conference venues, if the conference is held in more than one city, should usually be organised by the Local Organiser. Their cost can be included in the conference fee, but should be left as optional, in case the participant prefers to use any alternative transport system.

Conference bag		£200.00	CIMCIM members usually prefer a cheaper fee to a very rich conference bag, and this should be kept to the minimum. A typical conference bag can include information about local transport and facilities, restaurants, a local map, a timeline of the conference with key information about venues, a list of all participants with email addresses. It is advised that eventual publications and the conference booklet are offered as optional (although at no extra cost) and are not included in the bag.
Travel grants			CIMCIM makes available a maximum of Eur2,000 every year to support travel grants. These are competitively assigned based on the CIMCIM Guidelines for Travel Grants. CIMCIM also offers limited support to the CIMCIM Board members able to attend the conference. The LO is strongly encouraged to seek further sources to support a larger number of participants. The funds made available by the LO can be assigned directly by the organisers and the attribution does not necessarily need to reflect CIMCIM Guidelines (although this is encouraged), providing that a non-discriminatory transparent process is in place. In any case, travel grants usually cover part of the costs related to attending the conference, and particularly those related to transport to and from the venue of the conference, conference fee, accommodation and subsistence.
Invited speakers			The LO, in agreement with the CIMCIM Board, can invite speakers to deliver key papers or to perform key tasks in the delivery of the conference. The list of invited speakers must be discussed with the CIMCIM Conference Committee and agreed. Some costs related to invited speakers might be covered from conference fees, after explicit approval by the CIMCIM CC.
Farewell dinner		?	A closing event usually marks the end of the conference. This can be organised on the last, or on the penultimate evening of the conference. It can typically be a dinner, but other less formal events have also been successfully tried (e.g. standing dinners, cocktails and canapees in a park or on the beach,, etc.). Since many institutions do not consider this as an eligible expense, it must be calculated separately, and left as optional in the conference fee, unless its costs are completely covered by the organisation.
Sub-Total Expenses		£2,000.00	
Income			
Conference fee			It is assumed that every participant, without exception, should pay the conference fee. This is the only way to guarantee that all participants pay their fair share of the costs related to their participation and not other people's. The conference fee should be sufficient to cover the individual cost of all coffee breaks, conference bags, entrance and transport tickets and an estimated fraction of all events and activities. Errors in the calculation of this part of the fee lead to every participant to be a cost to the LO, sometimes making the conference unsustainable. The conference fee would also ideally cover an estimated fraction of the other eligible costs listed above. However,

			<p>conference fees should be kept as low as possible, to encourage wider participation, and not exceed Eur 300 p/p for the entire conference. This does not include internal transport and the farewell dinner, which can be calculated as extras. Eventual conference fees higher than this must be discussed with the CIMCIM Conference Committee as early as possible, to check if collaborative Value Engineering of the conference project can reduce costs.</p> <p>Unless otherwise agreed, conference fees are paid directly to the LO who administers them.</p>
Local organiser's own resources			<p>The overall costs of organising a conference are often higher than the income generated by the conference fees. In order to achieve a successful conference it is suggested that the LO will have to be able to rely on own funding equal to at least 10-15% of the costs to cover eventual contingencies or non-eligible expenses. CIMCIM is not usually able to contribute to the costs of the organisation, apart from funding provided for travel grants.</p>
CIMCIM travel grants			<p>Up to Eur2,000, paid directly by CIMCIM to successful applicants according to the CIMCIM Guidelines for Travel Grants</p>
LO travel grants			<p>Any amount raised and allocated by the LO specifically towards Travel Grants</p>
Voluntary support to the travel grant scheme			<p>Dedicated support can be offered by participants towards travel grants. An option to do so should be available in the subscription form.</p>
Public sponsorship			<p>Any extra funding provided by governments, governmental agencies</p>
Private sponsorship			<p>Any extra funding provided by corporations, individuals or any private source, in exchange for advertising or otherwise.</p>
Sub-Total Income		£0.00	
TOTAL		-£2,000.00	