

# Requirements for Study Group Meetings - for local organizers

These are the requirements for Meetings of the ICTM Study Group on Music and Minorities for local organizers, based on the experiences from former meetings.

## 1. Persons involved (staff)

- A Local Arrangements Committee, one person with main responsibility. This person should also be a member of the Program Committee, communication in English language via e-mail is necessary.
- Someone responsible for accommodation and travelling, who passes on information.
- Someone taking care of the technical equipment before and during the conference.

## 2. Location

- Conference hall for up to 80 people with technical equipment, is necessary for presentations.
- Accommodation for about 60 people, cheap and comfortable, within walking distance from the conference hall.
- Possibility for having meals together, availability of space for socializing in the evenings.

## 3. Structure

- Duration of the conference: up to 7 days (depends on how many proposals there are)
- Welcome reception.
- Paper sessions in the mornings as well as in the afternoons, coffee breaks offering some refreshments.
- One day excursion, offered free of charge by the local organizer for all participants.

- Cultural programs on 2 or three evenings, also free of charge.

#### 4. Printed material

- Language editing of program and abstracts, printing of these materials

#### 5. Costs for local organizer

Usually there is no registration fee at Study Group meetings, that means the local organizer has to cover the costs of the conference location, the staff involved, the technical equipment, the coffee-breaks, the excursion, the cultural programs, the welcome reception, editing and printing of materials.