

November, 2021

## **ICTM Study Group on Ethnochoreology**

### **Guidelines for Proposals to Host a Symposium**

The following information should be included in proposals for hosting ICTM Ethnochoreology symposia and sent to the Executive Committee:

1. Information on the proposed Hosting Institution for the Symposium, and the leader of the Symposium Organizing Committee.
2. Travel to the Symposium Venue – accessibility for membership
3. Proposed Dates of the Symposium: Generally one week in duration. These dates should have been approved by the hosting institution and the members of the Symposium Organising Committee. These dates should not conflict with an ICTM World Conference or, if possible, other ICTM events. The dates will then be considered by the Executive Committee.
4. Proposed Venue for the Symposium. It should ideally have a space for about 150 people for presentations; appropriate technology with a good-sized screen; technical support for and during presentations - both in person and online presentations; a space for dance workshops; small spaces for Executive Committee and other meetings including meetings of our Sub-Study Groups; a space for coffees, book exhibitions, and general mingling. There might also be a social space for dancing or a venue for local performance exhibitions - to share the local culture with the membership.
5. Availability for Local Accommodation at a university, local hotels, or other facilities for up to 150 Study Group members during the dates proposed. Provide a list of hotels for symposium members and their distance from the symposium venue, with different price ranges – see if you can get discounts for members. There may be one hotel which might be the symposium hotel - close to the symposium venue and where most of the members might be able to stay together.
6. Description of a plan for meals and refreshments. Menus should meet diverse dietary requirements.
7. Details on the Proposed Budget expenses, and identification of the institution, which will process the finances of the Symposium.

8. Availability of Funding Supports for Symposium, including participant Registration Fees and additional information on the income side of the budget.
9. Details on a Social and Cultural Symposium Excursion.
10. Description of possibilities for publishing a volume of Proceedings.
11. The Symposium Organizing Committee should be aware that they will be responsible for local promotion of the Symposium, collaborating to produce the programme brochure, and providing Certificates of Attendance to participants.
12. The Leader of the Symposium Organising Committee will be an ex-officio member of the Study Group's Executive Committee until the Symposium Proceedings have been published.
13. The Leader of the Symposium Organising Committee will also work closely with the Chair or Co-Chairs of the Programme Committee of the Symposium and the Publications Committee.

Compiled by the ICTM's Executive Committee, Catherine Foley, Placida Staro, Andriy Nahachewsky, Tvrtko Zebec, Sándor Varga, and Dalia Urbanavičienė in May 2020- and revised by the Executive Committee in November 2021.