

27th ICOM General Conference 2025

Appendix 3

Travel and accommodation requirements for concerning the
ICOM International Symposium and
ICOM General Conference



1. THE INTERNATIONAL SYMPOSIUM

1. Responsibilities of the parties regarding the travel and accommodation arrangements for the International Symposium

The Organising Committee, with the logistical and technical support of the PCO, is responsible for making the necessary travel and accommodation arrangements to ensure the participation of the President and Director General of ICOM, the members of the Bureau of ICOM, the Chairs of the International Committees (one representative per International Committee) and up to five (5) representatives from the ICOM Secretariat. The PCO must designate a person to be responsible for travel arrangements for these individuals and for their logistic management on site, including refunds and reservations. The Organising Committee shall contact the International Committees and the Secretariat to confirm the details listed in this document at least six (6) months prior to the event.

2. Letters of invitation and VISAs

If applicable, the Organising Committee shall assist the above-mentioned representatives of ICOM that need an official letter of invitation and a VISA for the host country.

The Organising Committee and the PCO shall send the necessary documents on time to ensure that the ICOM representatives can attend the event.

3. Travel and transfer

Unless otherwise communicated, the Organising Committee, with the logistical and technical support of the PCO, shall provide an airline ticket round-trip economy class from the place of residence of the person to the airport of host city for each person mentioned above.

A transfer, to and from the airport of hosting city, shall be provided by the Organising Committee for each individual mentioned above.

The Organising Committee and the PCO shall also arrange a private driver or taxi for the President and the Director General of ICOM to all events and to return to their hotel for the duration of the International Symposium.

3.1. Day of arrival and departure in Host City

Unless otherwise specified by the Chairs of the International Committees, the day of arrival shall be as follows:

- Arrival the day before the event for those who have a journey with less than eight (8) hours time difference
- Arrival two (2) days before the event for those who have a journey with more than eight (8) hours of time difference .

The President and Director General of ICOM and ICOM Secretariat staff will arrive between one (1) and (2) days prior to the event.

Unless otherwise specified, all the above-mentioned representatives of ICOM, will leave the day after the event.

4. Accommodation

A standard single room in a 4-star hotel shall be provided to each of the people mentioned above, with a free internet access and breakfast included. Ideally the hotel should be located close to the event venue. If not, it shall be easy to reach the event venue by public transportation.

4.1. Number of hotel nights covered

If the International Symposium lasts one (1) day, the Organising Committee with the logistical and technical support of the POC, shall arrange two (2) nights hotel to those individuals who with a journey with less than eight (8) hours time difference and three (3) nights hotel for those with a journey with more than eight (8) hours time difference.

If the International Symposium will last for two (2) days, the Organising Committee with the logistical and technical support of the PCO, shall arrange three (3) nights hotel to those who have a journey with less than eight (8) hours time difference and four (4) nights hotel for those who will have a journey with more than eight (8) hours of time difference.

2. THE 27TH ICOM GENERAL CONFERENCE

2.1 Responsibilities of the parties regarding the travel and accommodation arrangements for the General Conference

The Organising Committee, with the logistical and technical support of the PCO, is responsible for arranging the necessary travel and accommodation arrangements to ensure the participation at the General Conference of:

Up to thirty-nine (39) ICOM representatives

- the President of ICOM (1);
- the Director General of ICOM (1);
- the Executive Board members of ICOM (15);
- ICOM's Auditor (1);
- ICOM's Lawyer (1);
- the staff of the ICOM Secretariat (up to 20);

Up to thirty (30) speakers

- up to six (6) keynote speakers;
- up to twenty-four (24) speakers for the scientific programme;

Up to eighty(80) grantees;

for a total number of one hundred and forty-nine (149) individuals. The PCO must designate a person to be in charge of travel arrangements for these individuals and for their logistical management on site.

In order to confirm the details listed in this Annex, at least eight (8) months prior to the event, the Organising Committee and the PCO shall contact:

- the Secretariat to confirm the details for the ICOM representatives;
- the keynote speakers and speakers of the scientific sessions directly to confirm the details of their arrangements;
- the beneficiaries of the travel grant(s) directly to confirm the details of their arrangements.
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2.2 Letters of invitation and VISAs

If applicable, the Organising Committee shall assist the above mentioned individuals with letters of invitation and a VISA for the host country.

The Organising Committee and the PCO shall send the necessary documents on time in order to ensure that grantees can attend the event.

2.3 Travel, transfer and accommodation for the ICOM Governance, Auditor, Lawyer and Secretariat

Unless otherwise communicated, the Organising Committee, with the logistical and technical support of the PCO, shall provide a return trip, economy class airline ticket from the place of residence of the person to the airport of host city for the ICOM Governance, , the Auditor, Lawyer and the Secretariat staff. A transfer, to and from the airport of host city, shall be provided by the Organising Committee for each individual mentioned above.

The Organising Committee and the PCO shall arrange for a private driver or taxi for President and the Director General of ICOM by to all event venues and for them to return to their hotel, for the duration of the ICOM General Conference.

The Organising Committee and the PCO for the members of the Executive Board, the Auditor, the Lawyer and Secretariat to travel by bus to all event venues and to return to their hotel for the duration of the General Conference.

A standard single room in a 4-star hotel shall be provided for each of the above individuals, with a free internet access and breakfast included. Ideally the hotel should be located close to the venue for the ICOM General Conference . If not, the event venue should be easily accessible from the hotel by public transport.

The ICOM Governance, Auditor, Lawyer and Secretariat shall stay in the same hotel.

2.4 Day of arrival and departure host city and number of hotel nights covered

Unless otherwise communicated by the Secretariat, the arrival and departure days and the approximate number of hotel nights shall be as follows:

- For the ICOM President
 - Day of arrival: two (2) days prior to the Executive Board meeting
 - Day of departure: one (1) day after the General Conference
 - Number of hotel nights: 11
- For the ICOM Director General
 - Day of arrival: seven (7) days prior to the General Conference
 - Day of departure: one (1) day after the General Conference

Number of hotel nights: 14

- For the members of the ICOM Executive Board
Day of arrival: two (2) days prior to the Executive Board meeting
Day of departure: one (1) day after the General Conference
Number of hotel nights: 11
- For the ICOM Auditor
Day of arrival: one (1) days prior to the General Assembly
Day of departure: one (1) day after the General Conference
Number of hotel nights: 2
- For the ICOM Lawyer
Day of arrival: one (1) days prior to the General Assembly
Day of departure: one (1) day after the General Conference
Number of hotel nights: 2
- For the Secretariat
Project Manager (1)
Day of arrival: seven (7) days prior to the General Conference
Day of departure: two (2) day after the General Conference
Number of hotel nights: 15

Executive Assistant and PA to the President (1)

Day of arrival: two (2) days prior to the Executive Board meeting
Day of departure: one (1) day after the General Conference
Number of hotel nights: 11

Manager of Standing Committees and General Meetings (1)

Day of arrival: two (2) days prior to the General Conference
Day of departure: two (2) days after the General Conference
Number of hotel nights: 10

Head of Departments (4), Legal and Institutional Affairs Coordinator (1),
Editorial Coordinator (1)

Day of arrival: one (1) day prior to the Executive Board meetings
Day of departure: one (1) day after the General Conference
Number of hotel nights: 10

Communications Coordinators (3)

Day of arrival: two (2) days prior to the Executive Board meetings

Day of departure: two (2) days after the General Conference

Number of hotel nights: 12

Coordinators of the Plenary and Panel sessions (4)

Day of arrival: one (1) day prior to the Executive Board meetings

Day of departure: one (1) day after the General Conference

Number of hotel nights: 11

Membership Coordinators (3) and Editorial Coordinator (1)

Day of arrival: one (1) day prior to the General Conference

Day of departure: one (1) day after the General Conference

Number of hotel nights: 9

2.5 Daily allowance for the ICOM Governance, Auditor, Lawyer and Secretariat

Daily Allowance means an amount provided to an official for each day that they are working away from their office, which is intended to cover ordinary daily expenses such as meals and other incidentals.

For the thirty nine (39) ICOM representatives, the Organising Committee shall have to give a daily allowance whose amount will be determined in agreement with ICOM for maximum sixteen (16) days.

The total number of daily allowances per person includes the day of arrival and departure and all days of the stay in the host city.

Taxes by host country, under the host country's law, will be deducted from the allowance before it is distributed.

The ICOM representatives will receive their daily allowance for their whole stay on the day that they arrive in the host city.

2.6 Lunch boxes and coffee breaks for the ICOM Governance and Secretariat

Throughout their stay, included the days before and after the General Conference, the Executive Board meeting days and the days off-site meetings and excursions, the Organising Committee with the technical and logistical support of the PCO, shall provide to the ICOM representatives with two (2) coffee breaks and a lunch box per day.

On the evening when the votes of the election of the ICOM Governing Board are counted, the Organising Committee and the PCO must also provide dinner for the Nominations and Elections Committee (NEC), up to ten (10) representatives and two (2) ICOM staff.

2.7 Travel, transfer and accommodation for the Keynote speakers

Unless otherwise communicated, the Organising Committee, with the logistical and technical support of the PCO, shall provide the keynote speakers with an return-trip, business class airline ticket from their place of residence to the airport of host city.

A transfer, from and to the airport of host city, shall be provided for the keynote speakers by the Organising Committee.

The Organising Committee and the PCO shall also arrange a private driver or taxi to all event venues and to return to their hotel for the keynote speakers on the day of their keynote address at the ICOM General Conference.

The keynote speakers shall be provided with up to four (4) nights in a 5-star hotel (standard single room), with free internet access and breakfast included. Ideally, the hotel should be located close to the conference centre. *

2.8 Travel, transfer and accommodation for the speakers at the sessions of the scientific programme

Unless otherwise communicated, the Organising Committee, with the logistical and technical support of the PCO, will provide the speakers of the sessions of the scientific programme with a return, economy class airline ticket from their place of residence to the airport of the host city.

A transfer, to and from the airport of host city, shall be provided by the Organising Committee for each individual mentioned above.

2.9 Travel, transfer and accommodation for the grantees

If not otherwise specified, in the call(s) for applications for a travel grant, the grantees shall be provided a standard single room in a 2-star hotel, with free internet access and breakfast included. Ideally, the hotel should be located close to the event venue.

The number of hotel nights for the beneficiaries of a travel grant shall be determined according to the terms of the call(s) for a travel grant for the ICOM General Conference.

Unless otherwise communicated, the Organising Committee, with the logistical and technical support of the PCO, shall provide the beneficiaries of a grant with a return, economy class airline ticket from their place of residence to the airport of host city.