

27<sup>th</sup> ICOM General Conference 2025  
Appendix 2

General Technical Requirements





## **1. GENERAL REQUIREMENTS FOR THE CONFERENCE CENTRE**

### ***1.1. Business hours***

For the duration of the ICOM 27<sup>th</sup> General Conference, all rooms reserved for participants within the Congress Centre must be open at least one (1) hour before the first scheduled session and closed one (1) hour after the last scheduled session. The main venue must be accessible two (2) hours before the start of the sessions and two (2) hours after the end of the sessions, and at the request of the Secretariat to set up or conduct test of the voting system.

Only the ICOM Governance, the ICOM Secretariat, the Organising Committee and the PCO may have access to the Conference Centre at least three (3) days before the event and one (1) day after the end of the event. During these days, the above-mentioned groups will have access to the conference centre at least one and a half (1,5) hours before and after the scheduled activities.

### ***1.2. Signage***

The conference centre will be equipped with the necessary signage (paper and electronic) to ensure easy orientation for the participants within the sites. Participants will be guided to each meeting room by paper and or electronic signage. A floor plan of each level should be installed. Displays outside the main hall and near the main entry points will be installed to keep participants informed about the conference programme and last-minute changes (if any).

### ***1.3. Registration desk***

The Organising Committee and PCO will set up a registration desk with at least ten (10) stations where participants and exhibitors will be greeted upon arrival. Each station will be equipped with a computer, printers and all the necessary office supplies. One (1) special station will be reserved for a representative of the ICOM Membership Department who will assist ICOM members resolve any membership issues that may arise during the registration process.

Participants will receive the conference badge and the conference goodies (if applicable) at the registration desk.

### ***1.4. Information point(s)***

The Organising Committee and PCO will set up one (1) or more information point(s) at the Conference Centre where participants will be able to request information on all logistical aspects of the conference and their stay in the host city. PCO-trained staff should be able to communicate in English and in a second ICOM statutory language (French and/or Spanish). The information point(s) will be open during the opening hours of the conference centre during the event.

### ***1.5. Cloakrooms and baggage***

Throughout the week of the ICOM General Conference, the Organising Committee and the PCO will provide participants with a cloakroom and baggage storage service.

### ***1.6. Wi-fi connection***

A free, high-speed wireless Internet connection (Wi-fi) must be provided to all participants and exhibitors throughout the conference centre preferably protected by a dedicated code, for the duration of the ICOM General Conference.

### ***1.7. Simultaneous interpretation***

As the 27<sup>th</sup> ICOM General Conference will be an event that will bring professionals from all over the world together, simultaneous interpretation must be provided as widely as possible.

Simultaneous interpretation is required at least in English, French and Spanish for some of the sessions of the scientific programme and all the statutory meetings. To this end, the Organising Committee and the PCO shall provide the necessary devices for simultaneous interpretation for all participants. The Organising Committee and the PCO shall also recruit a sufficient number of interpreters to provide professional translation.

### ***1.8. Childcare services***

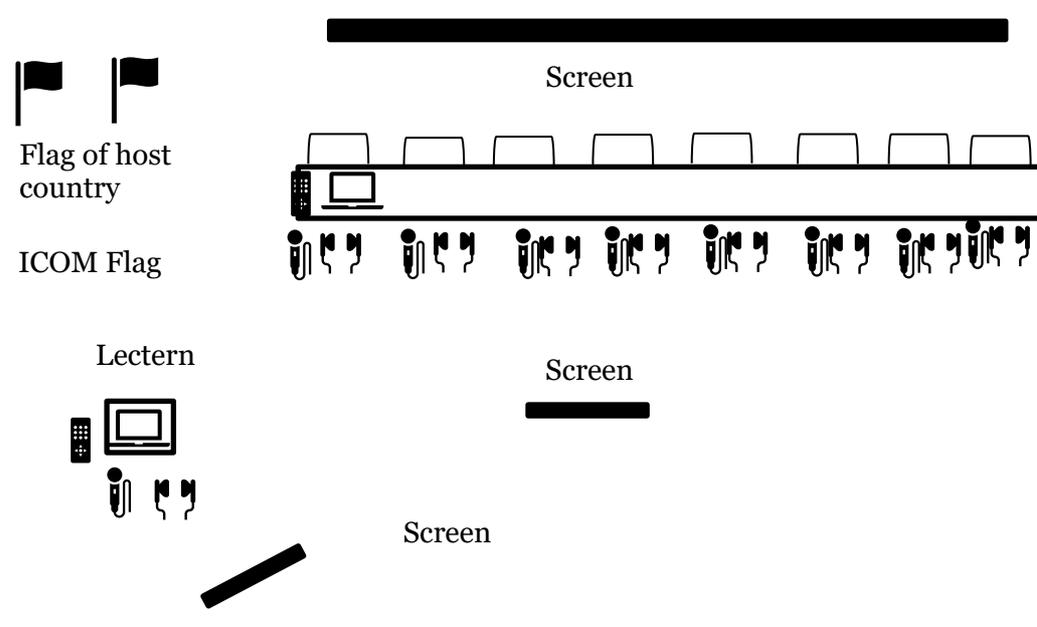
In order to support families attending the ICOM 27<sup>th</sup> General Conference, the Organising Committee and the PCO will provide free childcare services for all registered participants. The service will be available for the entire conference and during the Conference Centre opening hours.

### ***1.9. Relaxation area***

The Organising Committee and the PCO will set up a relaxation area for participants with chairs or sofas so that they can rest or, especially during coffee breaks. This area should be located close to the area where the food and beverages for the coffee breaks set up.

## **2. Requirements for the International Symposium**

This article describes the basic standard requirements in terms of room layout and technical requirements for the International Symposium. The Organising Committee and the PCO must confirm all these specifications with the organisers of the sessions concerned, such as but not limited to the ICOM Secretariat, the Organising Committee, the ICOM Committees and Working groups.

<b>Basics standard requirements for the International Symposium</b>	
<b>Room layout</b>	
<b>Stage</b>	
 <p>Flag of host country</p> <p>ICOM Flag</p> <p>Lectern</p> <p>Screen</p> <p>Screen</p> <p>Screen</p>	
<b>General specifications</b>	
Duration: 1 or 2 days	
Room capacity: 200 people	
Access time for ICOM: the afternoon before	
Simultaneous interpretation: yes, English	
Headphones for simultaneous interpretation: yes	
Direction desk for presentations: yes	
Video recording: yes	
<b>Stage</b>	
Screen for projection and projector: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control and headphones for simultaneous interpretation: yes	
Table and chairs for at least 8 speakers with microphones, headphones for simultaneous interpretation, nameplates, electric plugs: yes	
Flags: ICOM and Czech Republic	
<b>Audience</b>	
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda	
<b>Catering</b>	
2 coffee breaks (one in the morning and one in the afternoon)	
Light lunch	

### 3. Requirements for the scientific programme

This article describes the basic standard requirements for the room layout and technical requirements for each session of the scientific programme. The Organising Committee and PCO must confirm these specifications with the organisers of the sessions concerned, such as but not limited to the ICOM Secretariat, the Organising Committee, the ICOM Committees and Working groups, and the ICOM bodies and partners.

#### 3.1. Requirements for keynote speeches

<b>Basics standard requirements for keynote speeches</b>
<b>Room layout</b>
<b>Stage</b>
<p>ICOM Flag</p> <p>Flag of host country</p> <p>Lectern</p> <p>Screen</p>
<b>General specifications</b>
Duration: 1,5 hours max
Room capacity: 3000 seats
Access time for ICOM: 1,5 hours before
Streaming rooms: yes
Simultaneous interpretation: yes
Headphones for simultaneous interpretation: yes
Direction desk for presentations: yes
Video recording: yes
Video streaming: yes
<b>Stage</b>
Screen for projection and projector: yes
Screen(s) for speakers: yes
Lectern with microphone, laptop, remoter control and headphones for simultaneous interpretation: yes
Flags: ICOM and Czech Republic
<b>Audience</b>
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda
Wireless microphones for questions

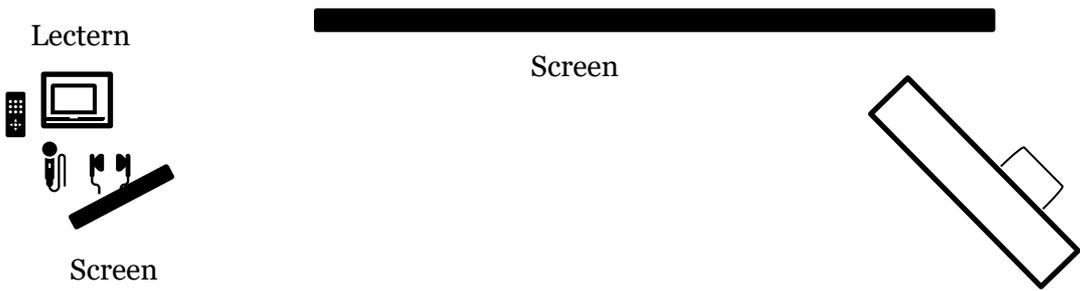
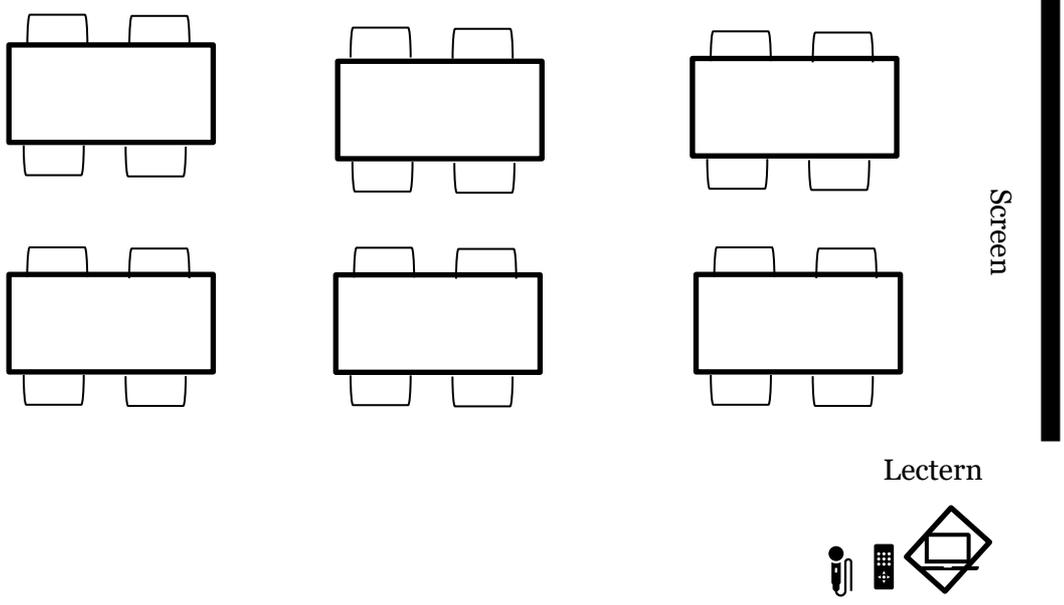
### 3.2. Requirements for plenary and panel sessions

<b>Basics standard requirements for the plenary and panels sessions</b>	
<b>Room layout</b>	
<b>Stage</b>	
<p>ICOM Flag</p> <p>Flag of host country</p> <p>Lectern</p> <p>Screen</p> <p>Screen</p> <p>Screen</p>	
<b>General specifications</b>	
Duration: 1,5 hours max	
Room capacity: 3000 seats	
Access time for ICOM: 1,5 hours before	
Streaming rooms: yes	
Simultaneous interpretation: yes	
Headphones for simultaneous interpretation	
Direction desk for presentations: yes	
Video recording: yes	
Video streaming: yes	
<b>Stage</b>	
Screen for projection and projector: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control and headphones for simultaneous interpretation: yes	
Armchairs, microphones, remoter control and headphones for simultaneous interpretation: yes	
Flags: ICOM and Czech Republic	
<b>Audience</b>	
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda	
Wireless microphones for questions	

### 3.3. Requirements for workshops, roundtables and networking sessions

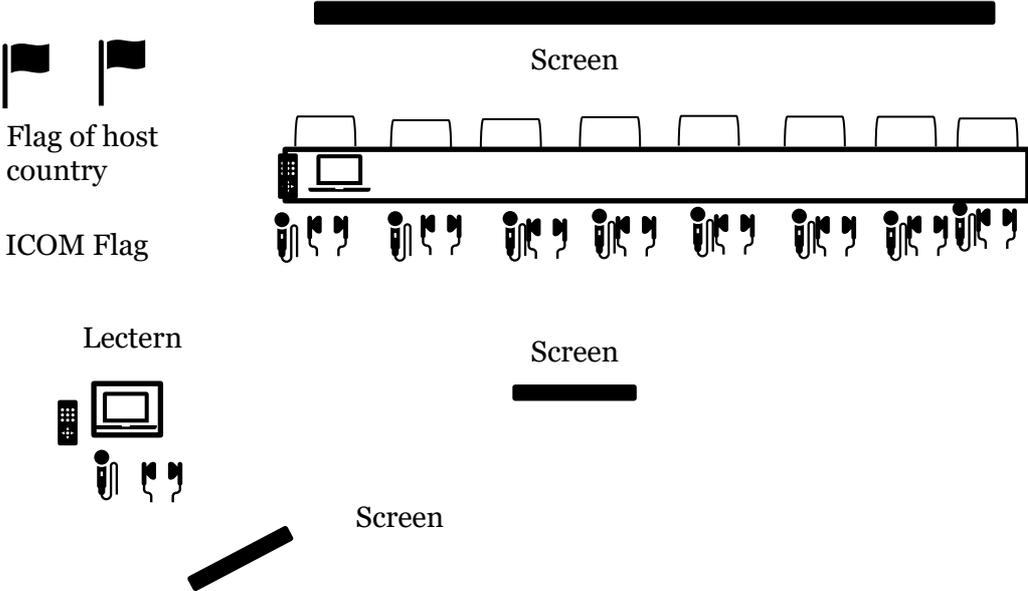
Basics standard requirements for Workshops, Roundtables and Networking sessions	
Standard configurations	
<b>Room layout A</b>	
<b>Stage</b>	
<p>Lectern</p> <p>Screen</p> <p>Screen</p>	
<b>Room layout B</b>	
<p>Screen</p> <p>Lectern</p>	
<b>General specifications</b>	
Duration: 2 hours max	
Room capacity: specified by the Committees / Secretariat	
3 room categories: 50 people, between 50 and 100 people and more than 100 people	
Access time: at least 1,5 hours prior; specified by the Committees / Secretariat	
Simultaneous interpretation: specified by the Committees / Secretariat	
Headphones for simultaneous interpretation: specified by the Committees / Secretariat	
Direction desk for presentations: yes	
<b>Stage</b>	
Screen for projection and projector: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control: yes	
Table and chairs for at least 4 speakers with microphones, nameplates, electric plugs: yes	
<b>Audience</b>	
Reserved seats: specified by the Committees / Secretariat	
Wireless microphones for questions	

### 3.4. Requirements for sessions of ICOM Committees and Working Groups

<b>Basics standard requirements for Committees sessions, ICOM bodies and partners</b>	
<b>Standard configurations</b>	
<b>Room layout A</b>	
<b>Stage</b>	
 <p>Lectern</p> <p>Screen</p> <p>Screen</p>	
<b>Room layout B</b>	
 <p>Screen</p> <p>Lectern</p>	
<b>General specifications</b>	
Duration: modules of 1,5 hours, max 3 hours	
Room capacity: specified by the Committees	
3 room categories: 50 people, between 50 and 100 people and more than 100 people	
Access time: at least 1,5 hours prior, specified by the Committees	
Simultaneous interpretation: specified by the Committees	
Headphones for simultaneous interpretation: specified by the Committees / Secretariat	
Direction desk for presentations: yes	
<b>Stage</b>	
Screen for projection and projector: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control: yes	
Table and chairs for at least 4 speakers with microphones, nameplates, electric plugs: yes	
<b>Audience</b>	
Reserved seats: specified by the Committees	
Wireless microphones for questions	

### 3.5. Requirements for the off-site meetings

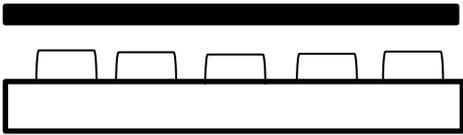
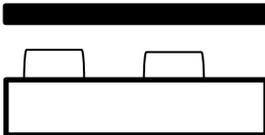
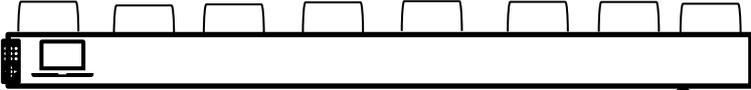
Off-site meetings will be organised by the ICOM International Committees with the support of the local correspondents. The Organising Committee and PCO will support the International Committees logistically to organise their meetings. The standard basic requirements listed below relate exclusively to the room set-up for their meetings and the PCO will check with each International Committee, in addition to other requirements they may have such as transportation and lunch boxes. The PCO will inform the International Committee of any additional costs it may incur.

<b>Basics standard requirements for the Off-site meetings</b>	
<b>Venues</b>	
One venue by International Committee in the host city or region, identified by the International Committees and local correspondents	
<b>Room layout</b>	
<b>Stage</b>	
	
<b>General specifications</b>	
Duration: 1 day	
Room capacity: specified by the Committees	
3 room categories: 50 people, between 50 and 100 people and more than 100 people	
Access time for the Committees: 2 hours before	
Simultaneous interpretation: specified by the Committees	
Headphones for simultaneous interpretation: specified by the Committees / Secretariat: specified by the Committees	
Video recording: yes	
<b>Stage</b>	
Screen for projection: yes	
Screen(s) for speakers: yes	
Lectern with microphone, laptop, remoter control and headphones for simultaneous interpretation: yes	
Table and chairs for at least 8 speakers with microphones, headphones for simultaneous interpretation, nameplates, electric plugs: yes	
Flags: ICOM and Czech Republic	
<b>Audience</b>	
Reserved seats: Speakers according to the meeting agenda	
Wireless microphones for questions	

#### 4. Requirements for the statutory meetings

This article describes the basic standard requirements in terms of room layout and technical requirements for the statutory meetings and the Open Forum for Resolutions.

##### *4.1. Requirements for the statutory meetings (Session(s) of the Advisory Council, General Assembly(ies), Extraordinary General Assembly(ies) and the Open Forum for Resolutions*

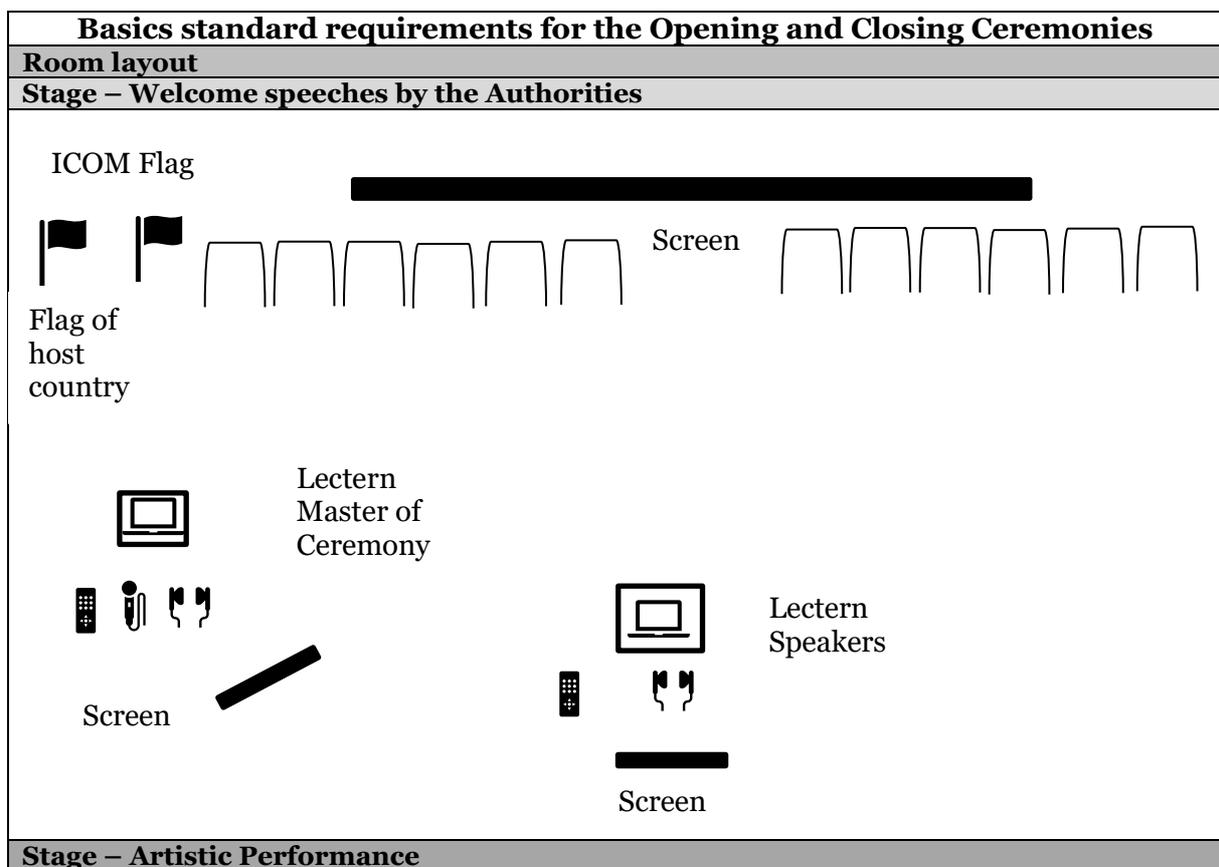
Basics standard requirements for the statutory meetings - session(s) of the Advisory Council, General Assembly(ies), Extraordinary General Assembly(ies) - and the Open Forum for Resolutions		
<b>Room layout</b>		
<b>In front of the room</b>		
		
Distribution of the working documents	Signing attendance sheet	Membership desk
<b>Stage</b>		
		
Flag of host country	Screen	
ICOM Flag		
		
Lectern	Screen	
	Screen	
<b>General specifications</b>		
Duration Advisory Council: One day session and one half-day session		
Duration General Assembly: Half-day session		
Duration Extraordinary General Assembly: Half-day session		
Duration Open Forum for Resolutions: 2 hours		
Room capacity: 3000 seats		
Access time for ICOM: the afternoon before		
Streaming rooms: yes		
Simultaneous interpretation: yes		
Headphones for simultaneous interpretation: yes		

Direction desk for presentations: yes
Video recording: yes
Video streaming: yes
Voting: Electronic voting and voting by a show of hands is possible
<b>Stage</b>
Screen for projection and projector: yes
Screen(s) for speakers: yes
Lectern with microphone, laptop, remoter controller and headphones for simultaneous interpretation: yes
Table and chairs for at least 8 speakers with microphones, headphones for simultaneous interpretation, nameplates, electric plugs: yes
Flags: ICOM and Czech Republic
<b>Audience</b>
Each desk of voting members is equipped with a conference microphone
Name plates: 300 International and National Committees, Regional Alliances, Affiliated Organisations
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda
Wireless microphones for questions

## B1. Social programme

In this section, the basic standard requirements for each session of the Social Programme in term of room layout and technical requirements are described.

### 5.1 Opening and Closing Ceremonies



<p>ICOM Flag</p>  <p>Flag of host country</p>  <p>Lectern Master of Ceremony</p>  <p>Screen</p> 	 <p>Screen</p>
<b>General specifications</b>	
Duration: from 0,5 to 1.5 hours	
Room capacity: largest room available 3000 seats	
Access time for ICOM: 1 hour before	
Streaming rooms: yes	
Simultaneous interpretation: yes	
Headphones for simultaneous interpretation	
Direction desk for presentations: yes	
Video recording: yes	
Video streaming: yes	
<b>Stage</b>	
Screen for projection: yes	
Screen(s) for speakers: yes	
2 Lecterns with microphone, laptop, remoter control and headphones for simultaneous interpretation	
Armchairs, microphones, remoter controller and headphones for simultaneous interpretation	
Flags: ICOM and Czech Republic	
<b>Audience</b>	
Reserved seats: ICOM Governance 17, ICOM Secretariat 5, Organising Committee, Speakers according to the meeting agenda	

## 5. Requirements for the Museum Fair

The Organising Committee and the PCO will be responsible for:

- Developing an exhibition plan for the Museum Trade and Institutional Fair;
- Setting up three different types of stands: small, medium, large;
- Providing all the necessary facilities: light, electricity, etc;
- Providing chairs, tables, screen, etc;
- Providing storage for the exhibitors' stock before the fair;
- Providing the necessary staff to assist the exhibitors to set up and dismantle their stands.

## **6. Requirements for the Elections of the ICOM Governance**

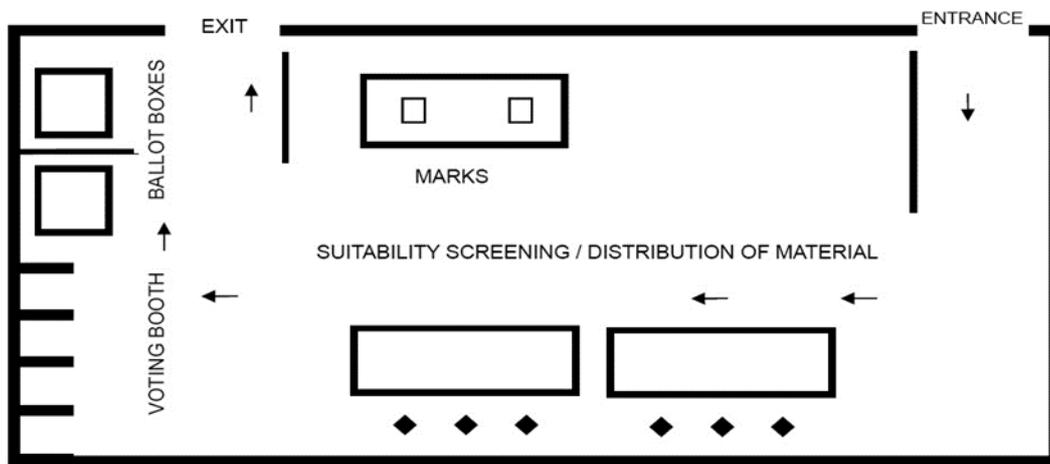
During the 27<sup>th</sup> ICOM General Conference the election and renewal of the ICOM Governance will take place: including for the President, Chair of the Advisory Council and the Executive Board. ICOM is responsible for organising the election process. The PCO is responsible for setting up the elections office.

- Design and manage the elections process

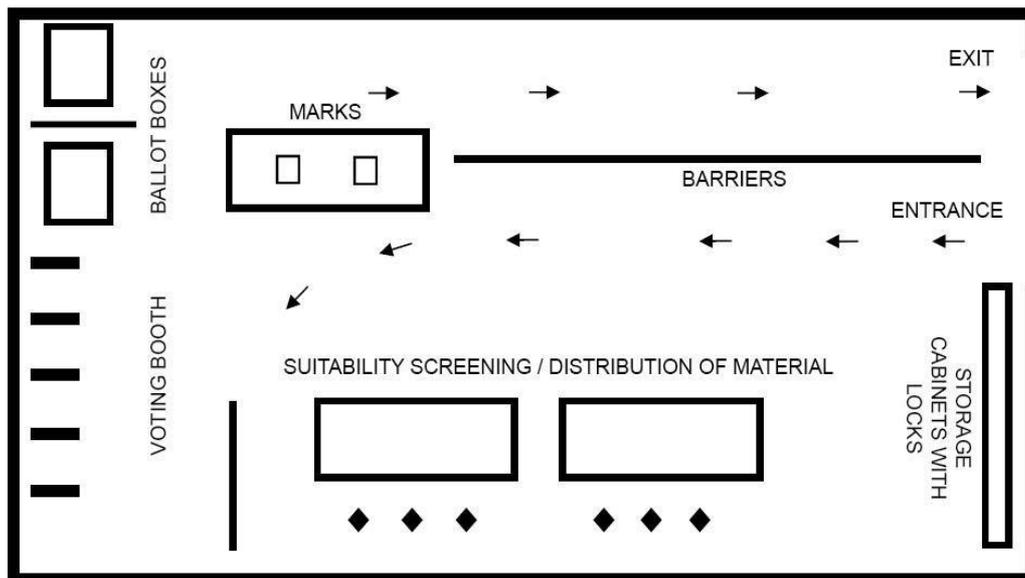
The Organising Committee and the PCO are responsible for setting up and preparing the elections office.

## Basics standard requirements for the Elections Office

### Room layout A



### Room layout B



### General specifications

Duration: 2 days

Room capacity: 30 people

The office should be able to be locked

Access time for ICOM: the afternoon before

Tables and chairs for the registration desks

5 Voting booths with counters and two ballot boxes

Ballot boxes (with keys)

Storage cabinets with locks

4 desks with 4 chairs at each desk

A colour printer for A3 format

Fully stocked with office supplies

## 7. Requirements for ICOM Governance and Secretariat

This section describes the basic standard requirements for the offices that the Organising Committee and PCO shall provide for ICOM at the conference centre, from seven (7) to three (3) days prior to the ICOM General Conference. The PCO shall confirm all these specifications with ICOM. The offices must be located near to the main hall and adjacent to each other. ICOM shall have access to the above-mentioned rooms, an hour and a half (1,5) before and after the opening hours of the conference centre to the general public.

The offices of the Organising Committee should be close to those of ICOM Secretariat. Unless otherwise indicated, all offices should be able to be locked. Keys or electronic passes must be provided to ICOM staff members as they arrive.

The Organising Committee and PCO shall provide and coordinate the technical equipment and office supplies. English speaking technicians or multilingual on-site volunteers will be required during the 27<sup>th</sup> ICOM General Conference to solve any problems that may arise with equipment and materials quickly and efficiently. Sufficient office supplies should be provided and replenished regularly during the General Conference.

### 7.1 Executive Board meeting room

<b>Basics standard requirements for the Executive Board meetings</b>	
<b>Room layout</b>	
<b>General specifications</b>	
Duration: 2 days	
Room capacity: 30 people	
Access time for ICOM: the day before the Executive Board Meeting	
Screen for projection and projector: yes	
Laptop, remoter control	
Wi-Fi-connection	
Table and chairs for at least 18 speakers, nameplates, electric plugs	
8 chairs for auditors	
Coffee table (2 coffee breaks per days)	
Light lunch	

## 7.2 Offices for the President, Director General and the Chair and Vice-Chair of the Advisory Council of ICOM

The Organising Committee and the PCO shall provide three (3) adjacent offices for President, Director General and the Chair and Vice-Chair of the Advisory Council (common office) of ICOM and coordinate the provision of technical equipment and office supplies.

<b>Basics standard requirements for the offices of the ICOM President, Director General and the Chair and Vice-Chair of the Advisory Council</b>	
<b>Room layout</b>	
<b>General specifications</b>	
Room capacity: 10 people	
Access time for ICOM: the day before the Executive Board Meeting	
Wi-Fi-connection	
Colour printer A4 and scanner	
Table and chairs for at 6 visiting person, coffee table,	
Standard office equipment (paper, pens, etc).	

### 7.3 Office for the ICOM Secretariat

<b>Basics standard requirements for the office of the Secretariat</b>	
<b>Room layout</b>	
<b>General specifications</b>	
Room capacity: 25 people	
Access time for ICOM: the day before the Executive Board Meeting	
Wi-Fi-connection	
Colour printer A3 and A4 and scanner	
8 laptops (Minimum Microsoft Office Pack). At least one computer with additional software Including, Adobe Photoshop, Adobe Acrobat Reader). All software must be in English.	
Standard office equipment (paper, pens, etc).	
Table and chairs for at 25 staff	
Provide compatible SIM cards (data and voice) for smartphones for the staff	

### 7.4 Meetings rooms

The Organising Committee and the PCO shall provide ICOM with two (2) meeting rooms for twenty (20) people for informal meetings for the entire event. These rooms shall be equipped with tables and chairs for twenty (20) people, wi-fi connection, projector and screen.

### 7.5 Membership Office

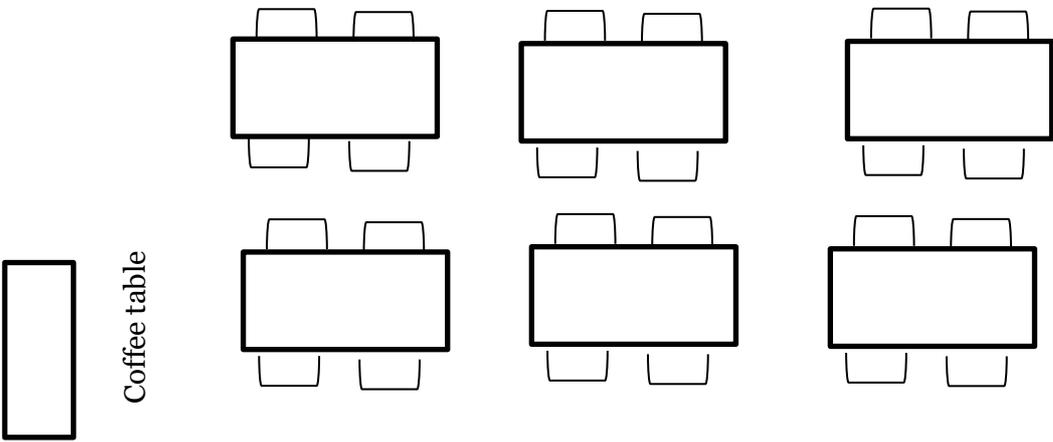
The Membership office shall be located close to the Election Office.

<b>Basics standard requirements for the Membership Office</b>	
<b>Room layout</b>	
<b>General specifications</b>	
Room capacity: 10 people	
Access time for ICOM: the day before the Executive Board Meeting	
Wi-Fi-connection	
Colour printer A4 and scanner	
2 laptops (Minimum Microsoft Office Pack). At least one computer with additional software Including, Adobe Photoshop, Adobe Acrobat Reader). All software must be in English.	
Standard office equipment (paper, pens, etc).	
Table and chairs for at least 4 staff	

### **7.6 Storage**

The Organising Committee and the PCO shall provide ICOM with a storage of minimum twenty five (25) square metres close to the Secretariat office, where it can store materials , from one (1) week before the conference to one (1) day after the event. The Organising Committee and the PCO shall provide two (2) carts for transporting material.

## 8. Requirements for the Organising Committee Office

Basics standard requirements for the Organising Committee Office	
<b>Room layout</b>	
	
<b>General specifications</b>	
Room capacity: 25 people	
Access time for ICOM: the day before the Executive Board Meeting	
Wi-Fi-connection	
Colour printer A3 and scanner	
8 laptops (Minimum Microsoft Office Pack). At least one computer with additional software including, Adobe Photoshop, Adobe Acrobat Reader). All software must be in English.	
Standard office equipment (paper, pens, etc).	
Table and chairs for at 25 staff	
Providing compatible SIM cards (data and voice) for smartphones for the staff	

## 9. IT Systems

The operating systems and computers used during the ICOM General Conference will be configured in English. All computers must be connected to high-speed Internet and equipped with QWERTY keyboards (unless otherwise specified) and USB 2.0 ports. The software will be installed in English including Microsoft Office Suite 2016 or later versions (Word, Excel and PowerPoint), Adobe Reader, a file-archiving program, an anti-virus program and drivers for devices. Additional software may be required for computers used by members of ICOM, as outlined below.

If a username and / or password is required for access to computers and to multifunction machines to print / scan / fax / photocopy, they will be communicated to members of ICOM on their arrival.

No firewall blocking access to external sites such as personal mailboxes, social networks (Facebook, Twitter, Instagram etc.) and video sites (YouTube, Vimeo, etc.) should be installed.

Technical assistance must be available near the business centre, offices and meeting rooms.

## 10. VIPs car and shuttles for ICOM Governance and Secretariat

The Organising Committee and the PCO must provide VIP cars to bring official guests and keynote speakers to the sessions that they have been invited to as guests and to bring them to their hotels.

Taxis must be made available for the President and the Director General to bring them to events that are not at the conference venue and bring them back to their hotel.

Two minibuses (to accommodate 30 people) or taxis are to be made available to Executive Board and staff of ICOM during the ICOM General Conference to allow them to reach all event venues, including meetings prior to and / or after the ICOM General Conference, according to their schedules.

#### **11. Press room and press conference room**

The Organising Committee and the PCO shall make a press room with Wi-fi connection available for twenty (20) people working simultaneously. Video screens for live-streaming major meetings shall be available. Water will be provided in the room.

Equally, the Organising Committee and the PCO shall make a room available for the press conference that can accommodate up to fifty (50) people.