

HOSTING AN INTERNATIONAL CONFERENCE ON THE HISTORY OF CARTOGRAPHY: GUIDELINES, WITH SOME REQUIREMENTS



1 June 2008

About this Document

This document provides the information needed by those who wish to consider hosting a conference in the series of International Conferences on the History of Cartography. It is intended to be read in conjunction with the accompanying document, *Organising an International Conference on the History of Cartography*, which potential organisers should also carefully review.

This document includes **some requirements that must be met**. It incorporates all changes made between the first preparation of such guidelines in October 1999 and June 2008. Users should remember that this document is dynamic and might still change; all future changes will be flagged with '§'.

Further Information

Any queries should be addressed to the Chairman of the Board of Directors of Imago Mundi, Ltd., Tony Campbell <[info\(at\)tonycampbell.info](mailto:info(at)tonycampbell.info)> [NB. You need to replace '(at)' with '@'].

Abbreviations

- ICA International Cartographic Association
- ICHC International Conference on the History of Cartography
- IM The Board of Directors of Imago Mundi, Ltd.
- ISCEM International Society of the Curators of Early Maps

Separately Accompanying Documents

The following documents, referred to in this work, are available for download from the ICHC site.

Organising Guidelines, Including Some Requirements, for Those Organising an International Conference on the History of Cartography

Series The Series of International Conferences on the History of Cartography

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1. THE NATURE OF ICHC

1.1. Statement of Purpose

The International Conference on the History of Cartography [ICHC] is the only scholarly conference solely dedicated to advancing knowledge of the history of maps and mapmaking, regardless of geographical region, language, period or topic. The conference promotes free and unfettered global cooperation and collaboration among cartographic scholars from any academic discipline, curators, collectors, dealers and institutions through illustrated lectures, presentations, exhibitions, and a social programme. In order to expand awareness of issues and resources, each conference is sponsored by leading educational and cultural institutions. Conferences are held biennially and are administered by local organizers in conjunction with Imago Mundi Ltd.

1.2. The Scope of ICHC

Each ICHC provides a forum for all scholars, both academic and lay, who are interested in the exchange of research findings and ideas about the history of cartography. **All papers must primarily concern the history of cartography, i.e., the interdisciplinary study of maps, their making, and their use in the past.** Participation from other academic disciplines—art history, history of science, geography, literature studies, cultural history, etc.—should therefore be actively encouraged. **Papers that concern only related subjects** (e.g., historical geography, the history of discoveries, and the use of maps for current political argument or for specific information about past landscapes) **would not be considered to fall within the history of cartography.**

1.3. The Elements of ICHC

Each ICHC features academic and social programmes.

The academic programme has three major components: (1) the paper presentations, each twenty minutes in length (before questions and commentary), grouped together in thematic sessions; there are three (perhaps four) papers to a session, and some sessions might be specially organized; (2) a poster session; and (3) at least one exhibition.

The social programme is comprised of receptions, a farewell dinner, and events or tours for accompanying persons. Post-conference tours may also be offered.

In addition, recent conferences have included a pre-conference day featuring meetings organised by ISCEM and ICA's standing commissions on the History of Cartography and Education.

Potential organisers can refer to the accompanying document, *The Series of International Conferences on the History of Cartography*, for information about previous conferences.

2. RESPONSIBILITY FOR ICHC

2.1. The Responsibilities of IM

IM is responsible for the international reputation of this series of conferences and provides continuity. IM seeks to represent the wishes of the international community of map scholars. It has two areas of specific concern:

First, IM seeks to ensure the quality and character of the academic programme. IM is committed to the principles of intellectual freedom; the conferences it coordinates are wholly

international and entirely non-political. **IM therefore appoints two directors to serve on the programme Selection Committee, approves the conference themes (see sec. 3.4 below), and requires certain procedures be followed in selecting papers (see *Organising*, sec. 6), to ensure that papers and posters are judged on their value for historical research and intellectual rigour alone.**

Second, IM seeks to ensure that the conference fee remains affordable for the full international community.

It is important that the selection meeting is held face-to-face, rather than via email. IM does not otherwise provide funds towards ICHC meetings, but it is prepared to pay the travel fares of the two Directors who attend the selection meeting, if local funding is not available to meet those costs. The local organisers would be expected to pay for accommodation and any other expenses that arose. If a face-to-face meeting is to be held in the host country, IM would need about six months notice, first to select two Directors from those who would be free for the chosen weekend and, second, to enable cheaper advance fares to be bought.

2.2. The Responsibilities of the Conference Organisers

The organisers are responsible for proposing specific conference themes (see sec. 3.4 below), other financial matters, and all 'local' arrangements. All decisions must be made in line with IM's overall concerns. In particular, **members of the programme Selection Committee from the host country should always be aware that proposals for papers and posters must be judged on their value for historical research and intellectual rigour alone.**

3. SUBMITTING A PROPOSAL TO HOST A CONFERENCE

Before an invitation to host a conference is accepted by IM, potential organisers must show that they have the resources to run an international conference and that they are fully aware of what is involved. The following points indicate the basic requirements and the information that should, if possible, be supplied to IM.

The formal invitation, addressed to IM's Chairman (see above), should come from the head of an appropriate organisation or institution. The financing of each conference is managed entirely by the local organisers. The sponsoring institution, or some other, should agree to underwrite the financial costs of the conference, in the event of an overall loss. Any profit would be retained by the local organisers. The invitation should give the names of the members of the organising committee and the institutions they represent.

3.1. Conference Dates

When proposing dates for the conference, the organisers should be aware of academic commitments occurring at different times in different countries. Academically, the ideal time is probably July, but June may be acceptable if the weather would be too hot in July.

That ICHC met in July in Lisbon (1997), Athens (1999) and Madrid (2001) was determined by the late ending of the academic year in Europe (May/June) and the early start in the United States (mid-August). While it remains important to avoid a clash with the start of the US academic year, it is now generally agreed by those from European universities that it is best to hold the conference in June, if that would avoid high temperature or humidity in hot countries. This was the reason that the 2003 meeting was held in June in New England.

Attempts should also be made to avoid a clash of dates with the ICA, which convenes at about the same time in the same years as ICHC. If both ICHC and ICA are meeting in Europe, there might be an advantage if one followed closely behind the other. ICHC selects the venue before ICA does but it may be possible for an ICHC host to delay announcing the day and month until the much larger ICA makes their decision.

No dates should be announced until they have been agreed with IM.

3.2. Conference Schedule

The conference proper (i.e. between Opening and Closing sessions) should last for six days, usually Sunday to Friday. Recent conferences have followed a consistent pattern:

Saturday: pre-conference meetings by ISCEM and ICA

Sunday-Friday: the academic programme comprising paper sessions and the poster session, with exhibition openings in the evening

Saturday: post-conference tour(s)

In order to allow for the presentation of as many high-quality papers as possible, potential organisers should consider the holding of concurrent sessions (*Organising, Section 6.2.3*). Note also that participants often need a Saturday-night stay in order to obtain cheaper air-line tickets.

3.3. Venue

At least one properly equipped auditorium is required, preferably able to seat up to 250 people. Adequate space for concurrent sessions, if planned, should be indicated. The restricting of conference numbers because of limitations of auditorium size should be avoided.

There should also be adequate space and furniture for the display of posters in the Poster Session (*Organising, Section 9.5*).

Potential organisers should mention whether the venue is air-conditioned.

3.4. Conference Themes

Potential organisers are encouraged to suggest between one and four specific themes that will set the tone for the conference. **The topics need to be scholarly, international and wholly related to the history of cartography. As finally adopted, the themes must also meet with IM's approval.** But it should also be realised that, in practice, many (perhaps the majority) of conference papers may fall outside the specified themes and no paper should be rejected merely because of that fact. **The list of themes must therefore always end with '...and any other aspect of the history of cartography'.**

For reference, please note:

- One theme, and therefore several sessions in the actual conference, can focus on the host country's own cartographic history, but **such papers should normally comprise no more than 20-25% of the total papers** in the final conference.
- Organisers might want to consider a theme that marks a specific and significant anniversary: the birth or death of a major cartographer, the publication of an important work, or an historical event which had cartographic significance.
- **IM will appoint two directors to the programme Selection Committee**, one of whom might serve as the committee's chair. The directors would be historians of cartography from other

countries who possess a broad understanding of the subject and who can assist the local committee.

3.5. Languages

Potential organisers should indicate what will be the official conference languages and whether simultaneous translation (*Organising, Section 2.3*) is likely to be provided.

Without simultaneous translation, which is expensive, papers should preferably be in English, the language understood by the majority of regular attendees of ICHC. If papers are permitted to be given in French (or German, Italian or Spanish when that is the language of the host country), without simultaneous translation, it should be realised that many participants will be unable to understand. Organisers should always remember that the purpose of the conference is to communicate and to encourage intellectual participation.

All abstracts of papers and posters submitted to the programme Selection Committee must be in English, even if the paper or poster would be given in another language.

3.6. Exhibitions

Conference-goers like to see the host country's cartographic treasures. They are also interested in unfamiliar cartographic material, and in interpretative displays which ask challenging questions. Exhibitions do not have to be restricted to 'treasures' from the early period, although these are always popular. For instance, many participants are interested in 19th and 20th century mapping, in different map genres, and in how particular problems have been solved cartographically. Local content is of interest provided that the cartographic representation is unusual.

Participants will therefore expect at least one major map exhibition containing historical material of significance for an international audience, with a printed catalogue of appropriate quality.

3.7. Information to be supplied to IM

- The most likely month for the conference
- Conference location (town, institution)
- The range and nature of the conference facilities to be provided, whether or not they are air-conditioned (when relevant), and whether concurrent sessions are likely
- Suggested theme(s)
- Languages proposed for the presentation of papers, noting whether any simultaneous translation would be provided and, if so, between what languages
- Proposed exhibition(s)
- Plans for post-conference tour(s)
- Proposed general schedule