



**GUIDE FOR PARTICIPATION
IN THE INTERNATIONAL CARTOGRAPHIC EXHIBITION**

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I. INSTITUTIONS THAT MAY EXHIBIT

1. ICA National Committees

Main part of the space in the International Exhibition will be taken up by the ICA Member Countries. Within this category, the maps will be grouped by their country of origin and organized by their respective ICA National Committee (N.C.) which named a National Coordinator.

To participate in the Exhibition and organize a set of objects to represent a country, each ICA National Committee must authorize and select all the material to be exhibited that comes from that nation's community, also undertake the functions required of each exhibitor. For the purposes of the Exhibition, a country that is a member of the ICA is an "exhibitor", regardless of whether the sample of work representing that country is made up of objects only from the institution supporting the N.C. or from several different institutions in the same country.

It is recognised that different countries may have differing policies regarding the coordination of the sample to be displayed representing a country. Some N.C. can undertake all of the tasks involved in a centralized way; others may delegate certain responsibilities to other institutions in the same country. The Local Organising Committee (LOC) requests that each N.C. acts in coordination and communication with the other institutions of their respective country. In case of questions or problems, the National Coordinator designated by each ICA National Committee will be the only official contact for the LOC.

2. ICA Affiliate Members

The affiliate members are organisations associated with the ICA which do not sustain an ICA National Committee. An affiliate member can display material in this category if it complies with the following condition:

- (i) It does not intend to place its maps in the sector organized by a National Committee and it has informed its intentions to the N.C. of the country that this Member is located in.
- (ii) He named an Affiliate Coordinator who will be the only official contact for the LOC.

With these conditions fulfilled, each Affiliate Member is an 'exhibitor' and should comply with the requirements stated in points (II) to (IX). In case of questions or problems, the Affiliate Coordinator designated by each ICA Affiliate Member will be the only official contact for the LOC.

II. SPACE AVAILABLE FOR THE EXHIBITION

To use well the space available, exhibitors are requested to comply with the specifications for space. To those National Committees which could, potentially, display a large number of maps, it is recommended that they choose only a representative sample or only those products of highest quality, in order to make up a display of greatest impact. Given the restrictions on the space available, each exhibitor in the categories of ICA National Committee and ICA Affiliate Member will prepare its display set under the following conditions:

- All exhibited material must be edited or modified after November 2009 (date of last ICC in Chile).
- For the exhibition of maps on panels, a maximum limit of **eight** (8) panels per exhibitor.
- For atlases, a maximum of **three** (3) books per exhibitor.
- For Globes of the Earth, a maximum of **three** (3) globes per exhibitor.
- For digital products, a maximum of **five** (5) digital products per exhibitor.

These are the maximum limits for the space an exhibitor can reserve; this means that an exhibitor can book from 1 to 8 panels, in accordance with their needs. It is requested that reservations relate to the amount of articles to display, for example, if the maps that an exhibitor displays can all fit into an amount of space equivalent to two panels, then only two panels should be booked.

For the panels, the dimensions of the space that can be used on the surface of each panel are **960 mm wide and 1900 mm high**. More than one map can be placed on a single panel, if they fit. One map can be placed on two panels if it is necessary. The total number of maps an exhibitor can display depends on the dimensions and shapes of the maps, not only the number of panels. Each exhibitor should calculate how much space and how many panels are needed for all the maps, taking into account the number of maps and their sizes and shapes.

A space can be allowed between two maps placed on the same panel to allow a reasonable separation; however, substantial amounts of space on the panels should not be reserved if the exhibitor does not intend to fill all of that space with display items. The LOC reserved the right to modify the number of panel reserved by an exhibitor, if the number of panels required is not in accordance with the list of maps announced.

III. PROCEDURE FOR RESERVING SPACE

All exhibitors (National Coordinator or Affiliate Coordinator) are requested to inform LOC by email (francois.lecordix@lefcf.fr with copy to francois.lecordix@ign.fr), their intentions to present material in the Exhibition by the **1st of April, 2011**. The request will include:

- Name of ICA member country or ICA affiliate Member
- Number of panels required, up to a maximum of 8
- Number of atlases (up to 3)
- Number of globes (up to 3)
- Number of digital products (up to 5).
- Name of representative at the ICC 2011 conference (see point VIII)
- • Wished for material display: **by LOC** before the conference or **by their representative** who will be present at ICC2011 at the beginning of the conference.

This information will enable the Exhibition to be organised and the space to be assigned.

A confirmation of reception of this information will be send by email by the LOC to National Coordinator or Affiliate Coordinator.

IV. PROCEDURE FOR THE INFORMATION TO PRESENT

LOC requires all Exhibitors (National Coordinator or Affiliate Coordinator) to provide the complete list of the objects to display by the **15th of April, 2011**, including the following information:

1. Maps on Panels:

- Title (in English or in French)
- Type of material (paper / plastic / other - specify)
- Scale
- Dimensions of the sheet (in millimetre)
- Authors
- Published by

- Date published
- Category of Map content - see point (V)
- Language(s) of the legend
- Brief abstract or additional comments (maximum 100 words)

2. Atlases:

- Title (in English or in French)
- Number of pages
- Dimensions
- Authors
- Published by
- Date published
- Category - see point (V)
- Language(s) of the text
- Brief abstract or additional comments (maximum 100 words)

3. Globes:

- Title
- Material (plastic / other - specify)
- Dimensions (diameter and circumference in millimetre)
- Authors
- Published by
- Date published
- Category - see point (V)
- Language of the text labels
- Brief abstract or additional comments (maximum 100 words)

4. Digital Products:

- Title
- Type (vector map, image-map, sample or extract from a GIS, multimedia CD-ROM, web site, etc.)
- Format (file type, structure of coverages/themes, etc.)
- Software platform in which it is managed
- Authors
- Published by
- Date published or most recently updated
- Nominal scale
- Category - see point (V)
- Language of the alphanumeric elements
- Brief abstract or additional comments (maximum 100 words)

This information should be provided to LOC by email (francois.lecordix@lecfc.fr with copy to francois.lecordix@ign.fr), in English or in French, in a digital file on the spreadsheet, provided by LOC with this guide. The abstract should preferably state the purpose, content and cartographic method applied in the creation of the map, in very few words. Exhibitors should take care to ensure that the quantity of space implied by the number of maps and their dimensions matches the space requested in the initial reservation (before 1st of April). This information will be used to plan the exhibition, prepare the Digital Exhibition Catalogue and prepare the identification labels to be placed by each object in the exhibition.

A confirmation of reception of this information will be send by email by the LOC to National Coordinator or Affiliate Coordinator.

V. MAP CONTENT CATEGORY

The information to present should include the category that the content of an exhibition item fits into (see IV). ICA has defined these following categories:

- Topographic Maps
- Maps based on Satellite Images and Remote Sensing
- Hydrographic or Maritime Navigation Charts
- Maps and Plans of towns and urban areas
- Thematic Maps
- Maps for tourism, orienteering and parks
- Others (paper maps and cartography belonging to other themes)
- Atlases
- Globes
- Digital products
- Educational Cartographic resources on paper medium (*New for ICC2011*)
 - 1 Primary (elementary) School (3-12 years)
 2. Secondary (middle; high) School (12 – 18 years)
 3. Tertiary (University undergraduate) (18+ years)
- Educational Cartographic resources on digital medium (*New for ICC2011*)
 - 1 Primary (elementary) School (3-12 years)
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It is necessary to classify the maps in terms of these categories to enable the assessments by the international jury that will assign the special recognitions, given that these recognitions are ordered by these categories.

For more information about the new biennial awards on Educational Cartographic Resources, you can examine the website of ICA commission on Education and Training (<http://lazarus.elte.hu/cet/ica-biannual-award/biannual-awards-e.pdf>).

VI. TRANSPORT OF THE OBJECTS TO THE EXHIBITION SITE

The transport of the display items to Paris from abroad and the local transport within France to the conference venue in some cases, is the responsibility and the charge of the Exhibitors. Four methods of moving the items should be studied by the Exhibitors:

1. Transported by ICC 2011 Attendees. In this case ICA National Committees and ICA Affiliate Members must see who will attend ICC 2011 in person and can carry the items to France. Arriving in Paris for the conference, these persons should then bring the material to the conference venue. The person who brings the display items should be preferably the representative of the Exhibitor for the maps display.
2. Prior Despatch to LOC. In this case, the Exhibitor that wishes to send their display materials by post, mail, courier or a cargo transport service to arrive at LOC before the conference, may do so sending to this address:

**Comité Français de Cartographie (CFC)
Exposition cartographique ICC2011
73 avenue de Paris
94165 Saint-Mandé
FRANCE**

The Exhibitor needs to assess several aspects of the despatch of exhibition items for international transport. Exhibitor institutions should despatch the material sufficiently far in advance, that is, send it in time **to arrive at the CFC by 15th of June, 2011**. Take into account the type of service to be used, which may affect the amount of time necessary. If received before 15th of June, LOC will open the package and prepare the display on panels in the period before the conference begins.

A confirmation of reception of this material will be sent by email by the LOC to Exhibitor (National Coordinator or Affiliate Coordinator).

If the package reaches LOC in the period between 16th of June and the 1st of July 2011, LOC cannot guarantee it can complete preparation of the display panels by the 3rd of July, although it will move the material to the conference venue.

3. Prior Despatch Through Diplomatic Services. In this case, the National Committees that intend to send a package with the display items to France before the conference can do so through their national diplomatic services, with the purpose of having it sent to the Embassy of their country in Paris, always provided that the necessary cooperation agreement exists between the National Committee and the authorities and diplomatic channels of that country. If the Exhibitor wishes the package to reach LOC before the conference, it should be despatched with sufficient time in advance and also LOC should be informed of the details of the despatch and of the Embassy involvement. If this latter point does not happen, the representatives of the Exhibitor among ICC 2011 attendees will, after arriving in Paris in July, need to pick up the display items from the embassy and bring them to the conference venue on July 3rd.

4. Numeric transfer. LOC will provide, only to Exhibitors who announced before the 1st of April to participate with digital products, the procedure to transfer the cartographic material intended for the exhibition of digital products. The procedure for participation will be sent by email from the LOC to National Coordinator and Affiliate Coordinator by **the 18th April, 2011**. The formats allowed for presentation on screen will be jpeg for image and flash format for demonstration. The digital products should arrive by the **1st of May, 2011**.

VII. EXHIBITION AND DISPLAY OF MATERIAL

1. Setup of the Exhibition

LOC will set up panels for displaying cartography on paper or plastic sheets. Sheets with relief effects or tactile cartography for the visually handicapped, semi-transparent sheets and other materials suitable for display on vertical panels will also be allowed. LOC will provide in the conference venue tools for fixing the objects onto the panels.

The Globes and Atlases will be displayed on tables. For the Globes, the Exhibitors should bring or send the frame to support the Globe.

A screen for the digital products will be specially set up by LOC. The exhibition of Digital Cartography will function in sequential and cyclic form, displaying on a screen the images of digital maps and presentations in flash format.

2. ICC 2011 Attendees and the Exhibition

LOC recommends that each Exhibitor Institution designates as its representative one of the persons who will attend the conference as a registered attendee, independently of the way in which the materials are transported to Paris. This

person can be the same as the person named as National Coordinator or Affiliate Coordinator, or it could be someone else, not necessarily a member of the Exhibitor Institution. This representative will be able to cooperate with LOC in the correct installation and exhibition of the objects and perhaps could answer queries from those who come to see the exhibition.

LOC can allow a few exceptions for those cases of countries and institutions that do not have any attendees present at the conference, given that the ICA gives this right to these institutions regardless of their attendance at the conference. Nevertheless, LOC will request in these cases that the Exhibitor Institutions do the following:

- Communicate to LOC their intention not to attend the conference and the Exhibition in person
- Provide full and reliable contact data (alternative e-mail addresses and telephone numbers)
- Give complete information about how they will send the exhibition materials to Paris.

In the case of the personal transport of the display items (maps, globes, atlases) to the venue by participants registered as ICC 2011 attendees, these attendees should arrive on Sunday 3rd of July at the conference venue and place the display items in the Exhibition. Items can still be placed on Monday 4th or Tuesday 5th if those attendees responsible cannot arrive before.

On arrival at the venue, the attendees bringing these items will receive guidance from members of LOC, stating the location assigned to the Exhibitor within the Exhibition space and describing how to place the items on the panels. LOC staff will coordinate the setup of the Exhibition and give assistance to solve problems where necessary; nevertheless, the representatives of the Exhibitor Institution among the attendees are responsible for most of the work of placing these materials on the panels.

If the material sent to the CFC (case 2) among the transport options) arrives after the 15th of June, LOC will transport these materials to the conference venue but the representatives of the Exhibitor Institution among the attendees will then be required to participate in the setup of the display of those items in the same way as the attendees who bring the materials with them.

If material arrives at LOC before the 15th of June (by prior despatch), LOC will set up the display; nevertheless, it is recommended that the representatives of the Exhibitor Institution among the ICC 2011 attendees check their respective display as soon as they arrive at the conference venue.

3. Performance of the Exhibition

Most of the setup of the Exhibition will be carried out on Sunday 3rd of July. At the start of the conference, LOC will provide all the registered participants with one Numeric Exhibition Catalogue. On Monday 4th of July there will be a brief and simple inauguration ceremony for the International Cartographic Exhibition, which will remain in place until Friday 8th of July (4 p.m.). At the closing ceremony, the results of the competition will be announced (see also point (VIII)).

4. Dismantling

The representatives of the exhibitors will be able to put off items displayed by the exhibitor in the Exhibition at Friday 8th of July between 4 and 5 p.m and transport of the material by attendees leaving ICC 2011 back to the country of origin. After 5 p.m., the LOC will adopt all necessary solutions to clean up panels and destroy remaining documents if necessary.

VIII. COMPETITIONS

The items displayed in the International Cartographic Exhibition will be evaluated by an international jury and a series of awards will be granted for each content category (see point (V)). This competition will be made within the framework of ICC 2011 under the responsibility and management of the ICA. LOC will assist with the implementation of these competitions and awards, without exercising any direct influence over the award of the special recognitions.

Authorisation by LOC to exhibit material in the Exhibition is not synonymous with participating in these competitions. If the jury decides that one specific item cannot be a candidate for any of the recognitions or awards, LOC will respect the decision of the jury. In this situation, the item affected may stay on display in the Exhibition but will not be considered by the jury.

IX. SPECIAL CASES

If a delegation or group of ICC 2011 attendees arrives at the Exhibition during the first days of the conference and proposes to display objects that have not been previously discussed with LOC (through the channels detailed in points (III) and (VI)), LOC will not authorise the exhibition of these new display items.

If an exhibitor has announced that it will participate and has sent all the information required, but then cannot transport the display items physically to the conference venue in time, at the end of the conference the display will be considered as removed from the Exhibition. On the afternoon of Tuesday 5th of July, LOC will inspect the displays in order to determine if any pieces announced in the catalogue have not arrived and will remove them from the final numeric version of the catalogue.

Local Organizing Committee for ICC 2011
23rd of February 2011