

Updated criteria for selecting the location of the ICG Annual and International Congresses

The aim is to establish criteria for selecting the location/city/country for Annual and International ICG meetings as well as key rules and financing issues.

General Decisions the MB/Council have to make

- 1 a) Conference fee free-persons:** a minimum number of fee-free persons should be ensured, including the SteCo, MB and Advisory Committee, about 16-20 persons, including the chairs of TC clusters. This is important to ensure the organisation of TC sessions, meetings and alternative activities coinciding with the congresses.
- 1 b) Potential conference organisers:** potential organisers are asked to submit a statement of interest **3 years in advance for the Annual Meetings** and **6 years in advance for the Congresses**. They will then be invited to present their case for acting as hosts at the next Council Meeting, based on the above factors; the choice of venue will be agreed by a free vote. Such a presentation should be made even if only one submission is received.

2) Proposal for ICG-conference selection criteria

2 a) "Must-have" criteria

The conference has to meet ICG's quality criteria. These requirements are obligatory.

Program to be developed: organisation of TC meetings, business meetings, contacts with local industry, **CTC technical meeting may be part of the programme**. Oral and posters sessions. Proceedings and publications. Scientific committee. Round tables and key activities of ICG. Linked student meetings (Youth Outreach). If a meeting is arranged in parallel with another event, ICG should retain appropriate input into the organisation (e.g. the Opening Session).

Quality of the organiser: experience in organisation, language, access to English. Academia and industrial support.

2 b) Selection criteria: criteria may be met partially and may compensate each other's

i) Logistics (weight 35%)

For the majority of the participants travel expenses are within acceptable limits, the destination is easy to reach. These are opportunities to extend travel to other companies or institutes.

Logistics: this topic includes price and availability of transport, ease of access to the town and hotel location, possible difficulties of language, ease of obtaining visas etc.

Availability of transport and facilities: the price of the flights is directly related to the distance from the most relevant countries participating in these Congresses. It is important to consider the participation of different countries in previous ICG congresses, discriminating between academic and industrial involvement in each case. When Congresses are held in Cities, the transport from alternative hotels should be ensured by the organisation, if public transport is not available.

ii) “Fees and prices” (weight 35%)

All costs have to be covered mainly by fees. The conference fees have to be within acceptable limits (distinguish between companies, academia, students).

Conference fees and price of hotels: fees are a key factor and require advance financial planning. Low fees and accommodation costs enhance the willingness of Universities and companies to participate. Expensive hotels are often needed for Congress activities but alternative hotels with less expensive but equally accessible rooms should be available. The availability of student residences and hostels will encourage the participation of students. The facilities used should allow the promotion of interaction between the participants e.g. centrally located lunches and/or evening meals. The availability of a suitable venue for a conference/Congress banquet at a reasonable cost is a factor. The provision of a short conference trip (at extra cost; during or after the event) and of an accompanying persons’ programme is not a requirement but may promote attendance.

As a new rule related with the development of ICG 2030, **5% of the fees will be paid to ICG in the frame of ICG2030 launching.**

iii) Politics (weight 30%)

The location/country is of academic and/or scientific importance for ICG and its members. There are opportunities to grow fruitful relationships for ICG-members. As far as possible, member countries should be treated equally.

Benefits for ICG: Strategic and political reasons from ICG point of view will be considered. Some criteria in this field are participation of country in ICG TCs and structures, the possibility of increasing participation through the Congress, business opportunities for worldwide glass industry in the selected country, etc.

Meetings and congresses statistics: ICG should maintain equilibrium among countries and regions, balanced by the weight of the participation in previous congresses and the importance of the glass industry and academia in the selected regions.