

Guidelines for the applicants for hosting the ICOHTEC symposia of 2018 - 2019

The ICOHTEC Executive Board calls for proposals on sites and venues for the symposia of 2018 and 2019. During the past 20 years, the number of participants in our independent symposia has varied between 80 and 400. The average number of participants in these symposia has been around 135 participants for the period 1982 – 2016, while a moderate rising trend is visible in our participation statistics. In 2012 a real leap took place, because 242 participants attended our Barcelona symposium. The Porto symposium attracted almost the same number of participants last summer.

The task of the Local Organizing Committee (LOC) is to provide facilities for the symposium, be in charge of its funding and work in cooperation with the ICOHTEC Board and programme committee on planning and compiling the scientific and social programme of the symposium.

The webpages of the Brasov and Porto symposium provide examples of formulas how the ICOHTEC symposia have been organized in the near past; see:

- The website of the next symposium in Brasov, Romania:
<http://www.icohtec.org/annual-meeting-2014.html>
- The website of the symposium in Porto, Portugal:
<http://www.icohtec.org/annual-meeting-2016.html>

A proposal should contain essential information about the possible site of the symposium. Key criteria in the selection process include:

- 1) **Good communication services** from at least one international airport to the proposed hosting city of the symposium. The total travel costs from Central Europe to the hosting city are also relevant criteria in selection,
- 2) **Functional venue** with a spacious hall for plenary sessions and smaller lecture halls for 4 to 8 parallel sessions,
- 3) **Inexpensive accommodation** and restaurants or canteens near the venue,
- 4) **Interesting excursion sites** for historians of technology within a 60 - 90 minute drive from the venue,
- 5) **Dedicated and capable Local Organizing Committee (LOC)** including at least one ICOHTEC member,
- 6) **List of organizations and institutions that will support the LOC** in organizing an ICOHTEC symposium, and
- 7) **Tentative budget** and an estimate on the number of participants,
- 8) A host applicant is welcome to suggest the **main theme** for the symposium. However, this kind of a suggestion can also be made later.