

INTERNATIONAL COMPUTER MUSIC ASSOCIATION

ICMC GUIDE LITE©

For Organizers of the
International Computer Music Conference
under the auspices of the
International Computer Music Association

Guide Originally Written in 1993 by Dominic d'Angelo and Stephen Arnold
with the support of the National Endowment for the Arts

ICMC GUIDE LITE© Written in 2007 by Perry R. Cook

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FOREWORD

Since its launch in 1974, the annual International Computer Music Conference (ICMC) has developed into the principal international forum for the interchange of artistic, scientific, engineering and philosophical research in the field of computer music and music technology. This guide is intended as the primary support document and reference for current and future ICMC organizers. For more detailed descriptions, recommended procedures, example forms, etc. readers are referred to the 2007 Addendum to the ICMC Guidelines. These documents were originally written in 1993 and updated periodically until 2007.

The main 'hard copy' output from the ICMC is the 500-page 'ICMC Proceedings', which is held in every library attempting to cover the field of computer music. This includes the written form of papers, posters, demos, panels, etc. and documents the compositions presented during the conference. The other documentation from the conference is comprised of the Conference CD/DVD, which includes selected artistic works from the conference.

The ICMA President, Vice-President for Conferences, Music Coordinator, and Technical Coordinator are the main points of contact between ICMC organizers and the ICMA Board.

Prospective organizers are encouraged to peruse the Proceedings and Conference CD/DVDs from previous conferences, and to speak to previous organizers about their experiences in hosting ICMC conferences, but with the knowledge that the final format, procedures, timetables, etc. must be worked out with the ICMA Board and Officers. Above all, prospective organizers should contact the above-mentioned ICMA officers as soon as possible to begin the rewarding, but sometimes difficult, process of proposing, planning, organizing, and hosting the International Computer Music Conference.

Guidelines for the Organization of
INTERNATIONAL COMPUTER MUSIC CONFERENCES

Approved by the Board of Directors, International Computer Music Association, Oct. 1983.
Amended Oct. 1984; Oct. 1985; Aug. 1988; May 1989; Sept. 1990; Oct. 1991, Sept. 2007.

Tenets of ICMA Sponsorship of the ICMC

1. Sponsorship of a proposed conference by the ICMA is obtained automatically when a conference site is selected by the ICMA Board of Directors.
2. Each proposal should be as complete and comprehensive as possible in order to assist the conference committee in making its decision.
3. Any deviations from these guidelines must be explicitly stated and explained by the potential conference organizers as part of their proposal.
4. ICMA sponsorship shall result in the following stipulations for the organizers of the ICMC:
 - a) The name 'International Computer Music Association' (ICMA) must be used in conjunction with the event.
 - b) The name 'International Computer Music Conference' (ICMC) must be used in conjunction with the event.
 - c) The ICMA will actively promote and advertise the event through such means as announcements made in the ICMA semiannual publication "Array," the ICMA website, and in the Announcements section of the 'Computer Music Journal'.
 - d) The mailing lists of the ICMA and the 'Computer Music Journal' will be made available to the organizers for the purpose of promoting the event (A small fee is charged for the 'Computer Music Journal' mailing list, collected by the agency that handles it for the MIT Press).
 - e) The ICMA has non-profit corporation status in the USA, which can be used in applying for grant-aid to support the conference. Such applications should only be made once a conference proposal has been accepted by the ICMA.
 - f) ICMA will support fund-raising activities undertaken by the organizers and assist the organizer in determining the areas of the conference where such funds can be put to best use.
 - g) ICMA will include material provided by the ICMC organizers in regular mailings sent out by the ICMA head office.
 - h) ICMA will provide a copy of the ICMC Guide to the organizers for their use.
 - i) If requested, ICMA will assist the organizers in establishing a review committee for submissions.

II Minimum Guidelines to be met by ICMC Organizers

1. In making a proposal to the ICMA, conference organizers agree to comply with the Guidelines established by the ICMA and with the requirements that follow.
2. The conference shall be open to all ICMA members at a reduced rate. The discount for ICMA members shall be 25 per cent of the proposed registration fee for non-ICMA members, or 1.5 times the current ICMA general membership fee, whichever is the greater sum.
3. Accommodation for meetings of the ICMA Board of Directors shall be provided.
4. Accommodation for the ICMA Annual General Meeting shall be provided.
5. a) Provision shall be made for the ICMA Banquet in a suitable banqueting hall with a public address system available, held on one evening of the conference at a time not overlapping with any other conference event.
b) An admission fee to the Banquet may be charged to recover costs. If a charge is to be made, the proposal must include the proposed admission fee structure. The Banquet is to be open to non-ICMA members, but the fee structure should offer a discount to ICMA members.
6. The call for materials shall be published at least one year prior to the conference, and a timetable for handling submissions must be included in the proposal.
7. a) A preliminary conference timetable and schedule of events for the conference, including papers and music, must be sent to the Vice-President for Conferences for transmission to the ICMA Board no later than seven (7) months prior to the first day of the conference. This schedule will include a list of the subject-themes being addressed in the conference, together with the number of concerts, paper presentations and demonstrations being proposed.
b) The ICMA Board shall receive a final schedule with all proposed activities no later than five (5) months prior to the first day of the conference for final review. This schedule will include details of each concert program, the papers, demonstrations and ancillary items to be presented.
c) No submission should be notified as having been accepted prior to the ICMA Board's agreement to the final conference schedule.
d) All papers should be due in their final form for printing in the ICMC Proceedings no later than two (2) months prior to the first day of the conference.
8. All selected participants in the conference will be notified of acceptance no later than four (4) months prior to the first day of the conference.
9. All submissions received by the organizers must be acknowledged in writing no later than one month after the announced deadline for submissions.
10. English is the official language of the ICMC. Organizers may provide simultaneous translation if English is not the native language of the host country.

11.
 - a) The organizers will publish a volume of the ICMC Proceedings, and a compact disk or DVD of juried works to be presented at the conference, to be distributed free of charge to each delegate.
 - b) The total cost of preparing the ICMC Proceedings shall be included in the budget for the conference.
 - c) The conference organizers shall plan a minimum of 100 or maximum of 30% over-printing of the ICMC Proceedings (including compact disks) to be sent promptly to the ICMA Publications Co-ordinator for long-term distribution.
 - d) The ICMA will be responsible for the printing costs of the over-run and this cost will be paid after the conclusion of the conference.
 - e) Additional current Proceedings and CDs may be sold to conferees during the conference at a fee agreed upon by the ICMC organizers and the ICMA.
 - f) After the conference the current ICMC Proceedings and CD may be purchased only through the ICMA catalog. The ICMC organizers may retain a reasonable number of proceedings and CDs for archival purposes but may not sell or give these items to any individual or institution.
12.
 - a) All music, papers and other presentations at the ICMC must be subject to a process of anonymous review by referees proposed by the organizers and approved by the ICMA.
 - b) The selection panels must not include members of the organizing committee, although organizers may participate in the servicing of the selection panels.
 - c) Each selection panel must include at least three members of ICMA in good standing, must be international in its composition, and must include at least two members expert in the field covered by the work under consideration.
 - d) The ICMA reserves the right to propose alternative selection panel members if, at the ICMA's sole discretion, the proposed panel members are deemed unacceptable.
 - e) If requested by the organizers, the selection of panel members will be made by the ICMA.
13.
 - a) The ICMA Conference Fund provides grants to approved ICMC organizers and to cover conference-related expenditure of the ICMA.
 - b) To support this Fund, a surcharge of fifteen (15) per cent of all registration fees received is payable by ICMC organizers to the ICMA after conference conclusion.
 - c) Conference registration fees will be set after consultation with, and approval by, the ICMA Treasurer and Vice-President for Conferences.
 - d) An ICMC organizer will be eligible to apply for and receive a grant of up to \$5000US from the ICMA Conference Fund.
 - e) Not later than thirty (30) days after the conclusion of the ICMC, organizers shall repay to the ICMA Treasurer the full conference grant described in section

13(e) together with 10% of the current estimated registration fee income for the conference.

f) Not later than sixty (60) days after the conclusion of the ICMC, any difference between the sum of 10% of the estimated registration fee income and the 15% of the final and actual registration income shall be paid to, or reclaimed from, the ICMA Treasurer.

g) Not later than five months after the conclusion of the ICMC, audited accounts shall be sent to the ICMA Treasurer, together with a statistical report on the ICMC, including an analysis of delegates by number, country and status, copies of media coverage, a report on organizational problems and successes, sponsorship raised, and an analysis of the short-term and long-term impact of the ICMC on the development of computer music either at a local or national level.

14. A submission fee may be charged by organizers to offset the costs of carrying out the selection and review process.

15. Each International Computer Music Conference must include the following activities:

a) Papers on new or significantly expanded research or special artistic projects.

b) Demonstrations: extensive amplification of papers presented at the ICMC or stand-alone demonstrations of software or hardware.

c) Studio Reports: reports on computer music facilities and studio activities.

d) Concerts: performances of works involving a substantial use of computers in composition, generation or performance. Professional musicians are to be engaged by the organizers, together with professional audio facilities.

16. The conference proposal may also include the following:

a) Vendors' Forum: lectures, demonstrations or exhibitions by companies promoting computer music products and services.

b) Panel Sessions: discussion groups led by a moderator and several panellists.

c) Poster Sessions: presentations of papers in large format on public display.

d) Tutorial Workshops: lectures or presentations on basic subjects presented by experts. These need not report new research.

Name of Conference Organizer: _____

signature

Organization: _____

Title: _____

Date: _____