ICCC INTERNATIONAL CONGRESS ON THE CHEMISTRY OF CEMENT

ICCC

International Congress on the Chemistry of Cement

Guidance Book

(Preliminary Version)

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ICCC

The International Congress on the Chemistry of Cement (ICCC) is the renowned global platform which presents the state of the art of cement chemistry and major trends in cement application. For over half a century it has provided a strong and fruitful link between the academic world and the cement industry. It has continually stimulated scientific exchange and discussion between students and those who have already gained working experience in all of the many fields of chemistry relevant to cement production and its use in concrete and mortar.

Operational Principles

The ICCC traditionally takes place every four years in different countries, being hosted by different national organisations. In between the congresses the Permanent Secretariat ensures the ICCC's continuity. The Operational Principles of the ICCC provide openness, transparency, good governance and ensure the efficient functioning of the ICCC, not only during the actual congresses but also in the periods between them. This organisational structure maintains the ICCC's high scientific level and technological focus.

Guidance Book

For better transparency, the essentials of how to organise the congress, including workflows, timelines, experiences, recommendations, lessons learned, checklists etc. are collected in this Guidance Book, which will be updated regularly by the Steering Committee with the help of a competent task force and under the leadership of the most recent ICCC organiser. This first version of the Guidance Book has been written by a team from VDZ.

At this early stage large parts of this Guidance Book have been written in bullet point format. The intention of this is to bookmark important experience gained in previous ICCCs, rather than to outline all details of how to plan and organise an ICCC.

CONTENT

1   Overall description

The congress is usually held over one week (Saturday – Friday). Typically around 1,000 participants (students, scientists and industry professionals) attend from all over the world.

2   Involved parties

2.1   Steering Committee

The Steering Committee represents the highest level of supervision of the ICCC organisation, and ensures compliance with its internal rules i.e. these Operational Principles.

The Steering Committee decides on the locations of future congresses and the composition of the Scientific Committee. The Steering Committee also suggests amendments to the Operational Principles.

The Steering Committee meets twice between Congresses by virtual means, and once physically during each Congress. However, additional meetings can be organised if requested by a majority of the SC members. The Steering Committee is convened by its Chair, who also approves the minutes of the meetings which are then made available to the ICCC community.

Although the Steering Committee is not a legal entity, it represents the highest level of supervision of the ICCC organisation and ensures compliance with its internal rules, i.e. the Operational Principles. The Steering Committee "owns" the label "ICCC" and the archives (i.e. past and future proceedings of the ICCC).

2.2   Scientific Committee

For each ICCC the Steering Committee nominates a Scientific Committee which is responsible - together with the host country - for ensuring the scientific quality of the upcoming ICCC.

All procedures taken by the Scientific Committee must be made transparent before they are implemented, including the criteria for the selection of papers, presentations and posters.

The Scientific Committee decides which papers will be accepted (presentation or poster) based on a confidential review process. Since good industrial and academic scope as well as good regional scope should be reflected in the presentations given, the Scientific Committee has to take into account various aspects, which could make it difficult to restrict the number of presentations in the different theme sessions. However, the Scientific Committee is expected to work with transparent criteria which must be made public (e.g. as a checklist) with the call for papers.

2.3   Organiser

The host organisation is responsible for the overall success of the ICCC in its respective country. The host organisation will nominate the chairman of the Scientific Committee, who must be a person with proven scientific credentials. The host organisation must provide an adequate website with up-to-date information about the status of applications and participation procedures. The website should be operational from the time of the first call for papers. By the date on which abstracts are due, the website should include information about the

programme, venue, and accommodation. The overall time frame of the congress should not be changed once it is communicated to the public.

The host organisation will be responsible for publishing the proceedings of the ICCC in its own country, ensuring the continuity of the ICCC's documentation. It is desirable to have a physical publication, but this can be subject to a respective decision of the Steering Committee. The host must also provide a copy (in digital form) of the proceedings to the Steering Committee and must grant the right to the Steering Committee to make these proceedings available to the ICCC community as part of the ICCC archive. (The latter requires the written consent of the authors, which the host organisation is responsible for obtaining prior to acceptance of the papers.)

2.4   Organising Committee

The Organising Committee of an ICCC Congress provides technical and administrative preparation for the congress. The task of the Organising Committee is also to maintain close cooperation with the Steering Committee and the Scientific Committee regarding the scientific parts of the congress. The Organising Committee is responsible for managing the coordination of all working committees.

The members of the Organising Committee will be chosen by the host country.

If the organiser engages a professional congress organiser, the following selection criteria should be taken into consideration: size of enterprise, experience in organising congresses of the same kind, flexibility, sufficient manpower, local subsidiary, sustainable working principles.

2.5   Permanent Secretariat

The Permanent Secretariat supports the Steering Committee with its task of staging the congress over the years with a consistently high quality. An important task of the Secretariat is to maintain a permanent website for the ICCC which provides, between the individual congresses, a source of all relevant information about the ICCC and how it works. The website should also allow access to the archive of all past ICCC proceedings. Finally, the Secretariat also coordinates the meetings of the Steering Committee. The Permanent Secretariat has a supporting function for the ICCC and the hosting organisation. It is not the responsibility of the Permanent Secretariat to ensure a successful ICCC. This lies fully under the responsibility of the respective hosting organisation for each ICCC.

The Secretariat nominates the Secretary, who is automatically an additional member of the Steering Committee without the right to vote.

3   Initial considerations when organising an ICCC

Initial aspects to be considered at a very early stage of organising an ICCC:
- Local hosting organisation/company/institution able to act as the organising institution? (per law and per statute?) What is its legal entity? Might it be necessary to set up separate company?
- Set-up of project team, timing and responsibilities

- Set-up of congress office (consider maybe outsourcing parts of the scopes to an agency, a convention bureau or city tourism office)
- Set-up of a milestone plan
- Insurance check (liability issues)
- Budget consideration (sufficient cash for pre-financing, sufficient contingency etc.)
- Definition of the congress date: No other major event on the same date in the same city (marathon etc.) No festive periods, official holidays or seasonal obstacles (e.g. rainy season). No major construction sites near the venue.
- Creation of a congress logo
- Templates for documents (letterhead, lists, flyers, certificates, agenda, PPT-template)
- Language (general language is British English)
- Reservation of a domain for the congress website
- Participation fee: Should be affordable for students too
- Consider easy access to the ICCC: Travel to and from as well as within the hosting country, accommodation (sufficient- also for students-, block booking), visas

4   Marketing

- Advertising (print, online, mailings, network associations, social media)
- Early announcement in scientific journals
- Pre-publishing of lectures in specialist press
- Links

5   Presentations / Keynotes

The call for papers, the search for key note speakers and the overall time table of the sessions will be done in close collaboration with the Scientific Committee. Additional thoughts to be considered:
- General guidelines regarding presentations (technical requirements, length, layout)
- Provision of templates for abstracts and papers
- Publications before and after the congress, scientific journals etc.
- Integration of the congress proceedings into the Scopus Elsevier system
- Timeline (abstracts, full versions)

6   Exhibition

- Contact potential exhibitors and/or sponsors (mostly between 15 and 20 exhibitors at past congresses)
- Elaboration of exhibition stand plan.
- It is usual to rent the floor area only. Furniture, technical equipment and materials will be brought by the exhibitor.
- If necessary: Collaboration with venue or external trade fair supplier (furniture, technical support)
- Support for exhibitors before the congress and on-site

7 Poster presentations

- Collaboration with venue and/or external supplier
- Definition of paper version or digital version and the respective dimensions
- Definition of space for poster presentations
- After the review process the number of posters to be presented will be fixed
- Elaboration of a plan according to the different themes with sufficient space between them
- Definition of the time frame for oral poster presentations. For the remaining time: Box for business cards next to each poster. Recommendation: QR-code with link to more information or contact details for easy to handle contact with the presenter.
- If applicable: Definition of time slot where posters will be pitched on stage in a very short slot.
- Support of poster presenters before the congress and on-site.

8 On-site handling

8.1 Congress venue

8.1.1 General

- Conference times (start, end, length of speeches etc.)
- Contracting of venue(s)
- Venue contact persons 24/7 for assistance
- Security guidelines according to local requirements
- Fire prevention
- Evacuation plan / Definition of escape routes
- Paramedics
- Emergency action plan
- Chain of reporting
- Accessibility (e.g. for people with mobility issues)

8.1.2 Logistics

The venue should be easily accessible by public transport. Generally, no bus transfers are planned for the congresses, so every distance between the hotels, the venues etc. should be able to be covered on foot or with public transport.

Cooperation with local public transport; Integration of ticket into the congress fee.

8.1.3 Venue space needed

Please respect the necessary requirements with regard to the number of speeches, additional room requests, floor space needed for registration, catering and other services.

- Minimum room sizes
- Space for exhibition
- Space for poster presentations
- Room for speakers
- Conference office
- Storage rooms (technical, material)

- Staff rooms
- Board rooms for spontaneous meetings (maybe with technical support for conference calls, video conferences)
- Room for lunch symposiums
- Internet corner
- Relaxation zone
- Seating
- On-site infrastructure for speakers (speakers' lounge)
- Provide separate meeting facilities at the conference venue for guests who might want to make use of the opportunity to discuss some of the presentations more deeply in additional discussions.

8.1.4 Technical requirements

- Light
- Sound
- Visuals
- Presentations
- Registration
- Wireless Internet Access points should be available for each participant
- Technical support on-site
- It is advisable to have all services handled by one technical contractor if possible.

8.2 Hotels

- The hotels should be a short distance from the venue, accessible by public transport.
- As there is a high focus on student participation, please remember to choose a sufficient number of „low budget" hotels.
- Hotels should be optioned at an early stage (please refer to sample timeline).
- It is advisable to work with a partner who handles the entire hotel allocation.

8.3 Food & beverages

- Catering during the congress times
- Coffee breaks (coffee, tea, beverages and biscuits!!)
- Lunch (buffet style)
- Staff catering

Please respect special religious or dietary requirements.

9 Guest handling

- Development of a registration website and guest database
- Definition of guest structure (guest categories such as student, regular guest, VIP, speaker etc.)
- Mailings (save the date, invitation, confirmation, invoice, feedback)
- Hotline (telephone, e-mail)
- Separate registrations for pre-congress courses and technical visits
- On-site registration (incl. go-shows / on-site payment)
- Documents (Letter templates incl. visa invitation letters, name badges, agenda)

- On-site guest direction
- Supervision (technical service in speakers' lounge)
- After-congress handling (evaluation, presentations for download etc.)

9.1 Press

- Cooperation with the scientific journals
- If applicable: Support for media representatives on-site.
- Separate room for the media needed? Any special press material to be provided? Will there be a press conference?

10 Staff Handling

- Planning of necessary personnel at an early stage (moderator(s), registration staff, technicians, service, assistants for speakers, conference office support, helping hands, stand-by etc.)
- Is support from internal staff or related companies possible?
- Staff requirements (fluent English and the language of host country, third language preferable)
- Staff accommodation
- Staff catering
- Staff clothing? Special distinctive features?
- Briefings and plans of action
- Consideration of labour standards and insurance in the respective country.

11 Congress website

- Detailed information about the congress (e.g. image film of the host city)
  - Programme
  - Keynote lectures
  - Lectures
  - Social events
  - Pre-Congress courses
  - Technical visits
- Themes and main topics
- Possibility for registration
- Links to hotels
- List of important deadlines
- Details of the congress venues incl. plans and addresses
- Visa requirements
- Modes of payment
- Sponsorship and exhibition
- Poster presentations
- Abstract and paper handling
- General Information
- Committees
- Documents to download
- Contact
- Bid for next ICCC: information and timing

- Legal notice
- Data protection rules
- Liability

The website should be operational by the time of the first call for papers.

Nice to have: Event app linked to the overall event database.
If you plan to create an event app, please bear in mind that it would be useful to have a version which could be used for following congresses as well.

12   Programme

12.1   Main Programme

The standard programme is as follows:

Saturday:	Pre-congress courses
Sunday:	Pre-congress courses, registration, welcome evening
Monday:	Opening, keynote speeches, lectures
Tuesday:	Keynote speeches, lectures
Wednesday:	Keynote speeches, technical visits, congress dinner
Thursday:	Keynote speeches, lectures
Friday:	Keynote speeches, closing ceremony
Monday – Friday:	Poster presentation
	Scientific exhibition
	Side meetings

The length of the lectures (including Q&A) will be determined in the discussions of the Scientific Committee.

12.1.1 Opening Ceremony

- Credits, greetings, introduction, organisational details.
- When considering opening speakers who have a link to the host country/organisation please remind them that they should speak in English. Limit the number of speakers and their time to speak!!

12.1.2 Keynotes

The Scientific Committee has the right to nominate keynote speakers for the theme sessions. The decision on the keynotes will be taken by the Steering Committee.

12.1.3 Lectures

Every abstract will be examined by the different experts of the Scientific Committee, who will then provide a summary and recommendation on whether or not the abstract is suitable for the congress itself and if it should be accepted for a lecture or poster presentation.

The final decision about the acceptance of each contribution and therefore the final composition of the overall scientific programme will be made by the Steering Committee.

12.1.4 Closing Ceremony

Awards, preview of next ICCC, credits and thanks

12.2   Side Programmes

12.2.1 Welcome Evening

- Location
- Programme
- Casual get-together
- Food & beverages
- Light food

12.2.2 Congress Dinner

- Location
- Programme
- Entertainment, announcement of the next host country
- Food & beverages
- Seated dinner

12.2.3 Pre-congress courses

The main aim is to offer training to students on four of the main topics of the congress. Participants who would like to join the pre-congress courses will already arrive on Friday.

- Location
- Speakers
- Food & beverages

12.2.4 Technical visits / excursions

- Location
- One-day production plant visit combined with a building site
- Speakers
- Food & beverages
- Transportation

12.2.5 Programme for accompanying persons

- Location
- Transportation

13   Additional considerations

13.1   Prior to the congress

Prior to the congress quite a few decisions have to be taken at an early stage, some of which are shown below (non-exhaustive):
- Prepare timeline and early information
- Prepare announcement of the conference
- Announce themes and main topics in cooperation with the Steering Committee
- How will the congress proceedings be published (proceedings for paper and posters)? Apply for ISSN / ISBN numbers?
- Prepare book of abstracts
- Will there be a partnership manual?
- Develop the instructions for poster presentations
- Prepare general information about the host country / city / "good to know"
- Develop a QR-Code which leads to the congress website (scan and get information about the congress)
- Develop a congress logo
- Develop the templates for abstracts, papers and invoices
- Prepare the contract with the congress venue
- Prepare bookings with hotels

13.2   Information to be prepared for on-site-use

- Conference brochure / leaflet (in paper or digital) with the final congress programme and additional information such as:
    - General information (venues, language, registration, name badges, speakers, posters, coffee breaks and lunches, WiFi, attendance certificate, author's certificate, proceedings, smoking policy, relevant telephone numbers)
    - Committees
    - Themes of sessions
    - Floor plans
    - Technical sessions
    - Technical visits
    - Social programme
    - Sponsors and exhibition
- "How to get to the locations" / Directions / Information about parking / Public transport schedules and maps
- Sightseeing information
- Congress bags (if any)
- Name badges

14   Sponsorship

Sponsors are welcome to support the ICCC and its budget. Nevertheless it should be assured that the scientific character of the congress is maintained. A framework for sponsorship should therefore be developed at an early stage and conditions should be communicated. Thoughts to consider are as follows:
- Develop the overall possibility for sponsorship
- Create a catalogue (partnership manual) describing the different packages of sponsorship including e.g.:
  - Possibility of participating in the exhibition
  - Possibility of company logo placement in congress documents or on the congress website with/without company profile
  - Complimentary registrations for a certain number of persons
  - Possibility of giving a speech
  - Advertisement in the final programme
  - Acknowledgement as a partner in all publications
  - Company logo displayed in the congress halls
  - Company logo displayed in the registration area
  - Inserts in the congress bags
  - Possibility to organise a lunch symposium
  - Priority in choosing exhibition space in the location

15   Budget

From a financial point of view it is important that the hosting organisation sets up a budget at an early stage. This budget should be thoroughly controlled in order to limit the financial risk of the congress. The following thoughts should be considered (non-exhaustive):
- Identify the major costs (a sample list with different cost blocks can be provided by the Permanent Secretariat)
- Develop a payment plan and ensure sufficient cash for financing early expenditures
- Fix the participant fees: General structure (regular tickets, student tickets, early bird, group discounts, costs for pre-congress courses, technical visits, accompanying persons etc.) Special considerations should be given to students' fees since they should be affordable to allow student participation.
- Develop a cancellation policy / policy for replacements
- What are the modes of payment: credit card, bank transfer etc.; period allowed for payment, default action. Define responsibilities for all financial matters, including invoice handling
- Define how much sponsors should contribute
- Create bank account, facilitate credit card payment, on-site payment, Paypal, certificate of residence

16   Documentation

This Guidance Book should be updated after each Congress. Feedback should be given to the Permanent Secretariat with comments and suggestions for additions and amendments.

16.1   Statistics

To maintain a good overview of the Congresses some statistical information should be gathered by the hosting organisation and should be made available to the Permanent Secretariat such as:
- Number of participants and their nationalities
- Different guest categories (student, university or industry representative, etc.)
- Number of presentations (keynotes, speeches, posters)
- Number of sessions, inlcuding how many of them took place in parallel
- Number of panel discussions
- Number of participants at pre-congress courses (per course)

In order to prepare the conference statistics a template will be provided by the Permanent Secretariat)

17   Attachments (still to be provided)

- Sample milestone plan
- Template for statistics
- Sample organisation chart for different aspects (venue, registration, speakers, F&B etc.)
- Screenshots website from previous Congress, i.e. Prague 2019
- Sample congress documents from previous Congress Prague 2019
- Sample abstract template
- Sample paper template

Duesseldorf, September 2019