

CALL FOR APPLICANTS

Hosting CIMUSET 51st Annual Conference in 2024



INTRODUCTION AND BACKGROUND

ICOM-CIMUSET (The International Committee for Museums and Collections of Science and Technology) is one of international committees belonging to the International Council of Museums (ICOM). International Committees are global think tanks on museum best practices, and heritage matters. They define the museum professional's standards, share scientific information, establish partnerships with other organisations and develop recommendations for ICOM. CIMUSET Chairperson is a member of ICOM Advisory Council.

ICOM-CIMUSET committee is composed of museum professionals from the fields of science and technology. It was founded in 1972 during a meeting in the National Technical Museum in Prague (Narodni Technicke Muzeum) with 21 foundation members. In 1979, a meeting was held in ICOM to create various sections of CIMUSET: CIMUSET-Europe, CIMUSET-Asia and CIMUSET-Africa.

Our aims

Carry out a programme of activities related to the preservation of the cultural heritage within science and technology and dissemination of knowledge within this field.

Provide a forum for communication, co-operation and information exchange between museums, professional workers and others concerned with preservation of the cultural heritage within science and technology and dissemination of knowledge of this field.

Support the aims and objectives of the International Council of Museums (ICOM):

- With reference to the **preservation** of the cultural heritage of science and technology, and the **dissemination** of knowledge of its development and importance to society;
- Contribute to the development and implementation of **ICOM's** programmes;
- Provide **advice** to ICOM on preservation of the cultural heritage within science and technology and dissemination of knowledge in this field;
- **Represent** the interest of the museums and centers of science and technology within ICOM; and,
- **Co-operate** with National Committees and Regional Organizations of ICOM and with other International Committees and Affiliated Organizations in matters related to the Committee's specific mandate and to the broader interests of ICOM.

Conference Overview

The CIMUSET conferences are typically a **mix** of presentations, workshops, panels, practical tours and social events designed to maximize participation and interaction among science and technology museums professionals and colleagues from science centers.

Eligibility

All ICOM members can apply to host the CIMUSET Conference; other museum/centres/institution can make a joint conference with other ICOM institutional members in their country. Priority will be given to countries that have never before hosted a CIMUSET Conference or meeting.

Benefits for the Host

The CIMUSET Conference provides a focus in the host country (city or region) for a gathering of international experts in science and technology heritage. CIMUSET Conference establishes a professional and personal network which may raise the international profile of the host's heritage

museums and sites through its participation in worldwide networking from the point of view of business and tourism.

Conference Theme & Program

Official language of CIMUSET conferences is **English**. Simultaneous interpretation and other interpretation assistance can be proposed by the candidate.

The proposed **theme** should meet CIMUSET's requirements, accessible to members and participants and appropriate for the world museum community. Preference will be given to themes that are innovative, flexible and in keeping with ICOM's objectives and Strategic Plan as well as future plan(s) which will lie in the continuation of the current one. Consideration must be given to past themes of CIMUSET conferences and of International Museum Days themes in order to **avoid duplication**.

When suggesting a theme, the candidate must also include a list of three to six **high-profile potential speakers**, including at least one speaker from the host country, based on their geographic location, language diversity, male-female parity and professional backgrounds.

When suggesting **dates** for the conference, the bidder must make sure that they do not clash with major public holidays in the host country and around the world, or major meetings and events in the host city.

Format

The entire programme contains **two** (2) parts: Official sessions (Opening ceremony, Keynotes, Presentations and sessions – Museum fair if possible) and Post-conference (for visits and excursions).

In addition to the above official program, other parallel sessions may be proposed in other locations. The role of the organising committee is to gather all session proposals and submit them to CIMUSET Scientific Committee for approval via the **Email Box** of the Conference.

Expected attendance

CIMUSET conferences expect about +/- 80 delegates and accompanying persons.

APPLICATION PROCESS

Letter of Interest

Letter of support/interest from the Direction of the Host Institution.

Conference venue

The host institution must offer a safe and professional **environment** for the hosting of CIMUSET Conference. The host institution is also expected to benefit from CIMUSET conference, through potential membership growth or a long-term legacy for CIMUSET as well as for the museum community in the country and in the region.

The host is responsible for providing adequate meeting rooms and other operational conference facilities. Other facilities include the registration area (a check-in desk, a registration desk, an information desk, a message board and a room for CIMUSET board meetings).

The host city: Transport and accommodation

The host city is expected to be easily **accessible** by international airliners and a transport hub for inland visits before and after the conference. The organizers should indicate if an international airport is located near the city, by marking its location and the distance to the city centre and the conference venue.

Once in town, local transport facilities, airport transfer, easy access to the city centre from hotels, shuttle service from the hotels to the conference venue, etc. are an important consideration for participants.

Accommodations facilities: A broad range of lodging options is necessary, as most conference participants stay at facilities recommended and negotiated by the host. Hotels of medium price range and within walking distance from the conference venue are preferable, as well as rooms in universities and hostels, if not too far from the conference site.

Other information should be given:

- Visa types, validity and fees;
- List of museums in the host city;
- Proposal for cultural and tourist activities (including the post-conference tour, excursion day, programme for accompanying persons and evening cultural programmes) and the programme for opening and closing receptions;
- A public transport/tourism map with details of transport means around the conference venue and the hotels;
- Weather, electricity voltage, money exchange...

Budget

ICOM-CIMUSET can offer up to 3500 Euros to the institution hosting the conference for associated costs (Mail & expedition, first meetings, conference web site...) and candidates must ensure costs of the conference are covered via conference fees or local partners who chair similar goals and objectives.

If it's possible, you can state the possibility of any grants or bursaries from relevant authorities to some participants from developing countries.

CIMUSET Conference registration fees

The conference registration fees will be invoiced by the conference organizer.

Early registration:

ICOM member country 1 + 2: 350 € (Meals, coffee, documentation, bag, excursion, etc.)

Accompanying person: 250 €.

ICOM member country 3 + 4: 250 € (Meals, coffee, documentation, bag, excursion, etc.)

Accompanying person: 150 €.

Rate two months before the conference:

ICOM member country 1 + 2: 400 € (Meals, coffee, documentation, bag, excursion, etc.)

Accompanying person: 300 €.

ICOM member country 3 + 4: 300 € (Meals, coffee, documentation, bag, excursion, etc.)

Accompanying person: 200 €.

Registration Cancellation Policies: Cancellations received 30 days before the conference will receive an 80% refund of fees paid. Cancellations received after that will receive no refund. Cancellations must be submitted in order to receive any possible reimbursement.

Contract signing

A contract defining clearly the roles of CIMUSET and the Host Institution will be signed by the two parties before the event.

CIMUSET 2024 CONFERENCE: DEADLINE FOR APPLICATION

The application for 52nd CIMUSET Conference in 2024 must be sent to chair.cimuset@icom.museum by **31 July 2023** (GMT time).

Any potential applicants with questions about hosting the conference, or about the application process should contact CIMUSET Chair Marie Gilbertova: chair.cimuset@icom.museum, CIMUSET Secretary Riina Linna: secretary.cimuset@icom.museum

Join CIMUSET:

CIMUSET **membership** is open to all ICOM members working in museums of science and technology and science centers, working primarily to popularize and promote science and technology among children and young people all over the world. <https://icom.museum/en/get-involved/become-a-member/>

More info: <https://cimuset.mini.icom.museum/>
<https://www.facebook.com/cimuset/>

LETTER OF INTEREST (Contents)

TO:

Marie Gilbertova
Chair of ICOM-CIMUSET
Curator of Technical Museum in Brno
Purkyňova 2950, 612 00 Brno-Královo Pole, Czechia
Email: chair.cimuset@icom.museum

Object: Hosting the 52nd annual conference of ICOM-CIMUSET in 2024

Letter, at a minimum, should identify the following:

- Host (Museum, science center...)
- City and venue
- Proposed dates
- Proposed theme (Optional)
- Potential partners (Optional)
- Public/local administration supports (Optional)
- Signature of the Museum/Centre/Institution Director

Annual conferences of CIMUSET - a chronology

1972 Prague (Tchecoslovaquia)

1973 Trelevern (France)

1974 Helsingor (ICOM General Conference - Denmark)

1975 Michalovse (Tchecoslovaquia)
1976 Philadelphia (USA)
1977 Leningrad-Moscow (*ICOM General Conference* - URSS)
1978 Munich (RFA- Federal Republic of Germany- West Germany)
1979 Ljubljana (Yugoslavia)
1980 Mexico City (*ICOM General Conference* - Mexico)
1981 Rostock (RDA - German Democratic Republic-Est Germany)
1994 Poland
1995 Stavanger (*ICOM General Conference* - Norway)
1996 Manchester (UK)
1997 Buenos Aires (Argentina)
1998 Melbourne (*ICOM General Conference* - Australia)
1999 Berlin (Germany)
2000 Paris (France)
2001 Barcelona (*ICOM General Conference* - Spain) January 2017
2002 Beijing (China)
2003 Ljubljana (Slovenia)
2004 Seoul (*ICOM General Conference* - South Korea)
2005 Moscow (Russia)
2006 Rio de Janeiro, (Brazil)
2007 Vienna (*ICOM General Conference* - Austria)
2008 Aarhus, Copenhagen (Denmark)
2009 Belgrade (Serbia)
2010 Shanghai (*ICOM General Conference* - China)
2011 Brno (Czechoslovakia)
2012 Tampere & Helsinki (Finland)
2013 Rio de Janeiro (*ICOM General Conference* - Brazil)
2014 Paris (France)
2015 Krakow (Poland)
2016 Milan (*ICOM General Conference* - Italy)
2017 Rabat (Morocco)
2018 Ottawa (Canada)
2019 Kyoto (*ICOM General Conference* - Japan)
2020 Postponed due to Covid-19 pandemic
2021 Tehran (Iran)
2022 Prague (*ICOM General Conference* – Czech Republic)
2023 Seoul (Korea)