

Guidelines for IKT Congress organizers

Below you will find some aspects, which should be considered when organizing an IKT Congress, but which are of course adaptable to the given local structures.

General information

Getting prepared: You have to be a member of course, and have to make sure to attend – in full - at least two annual congresses before you consider taking the lead in organizing an IKT Congress

Duration

- Thursday late afternoon - Sunday afternoon
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- Pre-Congress: Tuesday afternoon – Thursday afternoon
or
Post –Congress: Sunday afternoon - Monday
are not mandatory

Schedule:

- Thursday: members registration, small reception, welcoming words, board meeting
- Friday: registration continued, official opening in the morning, IKT Members Forum (2.5 hours), auditorium for 150 people sitting in a circle, possibility to project visits in the afternoon
- Saturday: visits in the morning, IKT General Assembly (2 hours) in the late afternoon, auditorium for 150 people, in afternoon, seated dinner afterwards
- Sunday: IKT Symposium (2 -3 hours, organized by a board member), auditorium for 200 people, open to the local public, in the morning; visits during the rest of the day official end of the congress
- Pre or Post-Congress: further visits, usually attended by up to 75 people

Financials:

- Approximately 25,000 - 35,000 euros (depending on the local costs) are needed to cover transport, food, any additional events and the costs of the organizer
- IKT contributes with five to six Harald Szeemann Grants (500 € each) for curators who could not afford to join the congress otherwise, covers the fees and travel and accommodation expenses for the speakers of the symposium and might help with covering costs for meals or transportation , if its own financial situation allows it

Pre-visit:

- Early Fall
- The IKT president visits the sites to get an idea of the congress program and to meet the hosts and sponsors

Practical remarks

Programme:

- A broad range of institutions and actors should be integrated in the programme in order to get an in depth impression of the local art scene
- Leave enough room for breaks to have a coffee and to discuss the members' impressions

Internal communication:

- Internal communication will be handled by IKT via the website and the newsletters (program versions, call for Harald Szeemann Grants, hotel suggestions etc.)

External communication:

- External communication with sponsors, hosts and press is handled by the organizer
- IKT is an independent organization, but if a political representative would like to open the congress or if a sponsor would like to present him/herself, this can be done e.g. before the Members Forum

Transport:

- The transport of 150 people takes a lot of time, visits should be scheduled with enough leeway
- 2 - 3 coaches are usually needed for transport during the congress
- Keep transportation in buses as short as possible in order to spend more time looking at art and meeting the local actors

Food:

- Lunch and dinner are usually included in the congress, but free evenings or individual lunches / dinners are possible
- There should be one meal per day with sitting possibilities