

**INTERNATIONAL ASSOCIATION  
FOR CROSS-CULTURAL PSYCHOLOGY**  
**Requirements for Conference Site Proposals**  
Approved by the Executive Committee September, 2011  
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## **I. INTRODUCTION**

The IACCP welcomes proposals for International Congresses or Regional conferences from any Association member or group of members. The Association is dependent upon the entrepreneurial and organizational skills of its members for arranging conferences. The EC stands ready to provide assistance and support to conference organizers.

All conferences using the IACCP name and logo must have the approval of the IACCP Executive Council (EC).

## **II. TYPES OF CONFERENCES AND APPLICATION DEADLINES**

IACCP holds two kinds of conferences. The biennial international Congress is held on even-number years; regional conferences are held on odd-numbered years. IACCP conferences typically take place in June, July or August.

The International Congress is intended to be broad in scope, although a theme is often chosen to guide the conference.

Those contemplating organizing an IACCP International Congress should contact the IACCP Secretary-General more than four years prior to the Congress date. The deadline for submitting a formal proposal to IACCP is the Executive Council pre-Congress meeting four years prior to the year of the proposed Congress.

The Regional conference is intended to highlight scholarly work emanating from or focusing on the region in which it is held, but it is not exclusive to that region. It is intended to draw participants from the region but is open to all who wish to attend. A substantial workshop component, aimed at capacity building in the region, is included in the Regional conference program.

Those contemplating organizing an IACCP Regional conference should contact the IACCP Secretary-General more than three years in advance. The deadline for submission of a formal proposal is the Executive Council meeting at the Congress three years prior to the planned Regional.

In choosing the dates, please consult the calendar of other organizations' conferences being offered during the same period to avoid conflicts. (See the IUPsyS web site for a helpful conference listing.)

## **III. PROPOSAL PROCEDURE**

### **1. Contact IACCP**

Contact the IACCP through its Secretary-General (see [iaccp.org](http://iaccp.org) for contact information) to initiate the proposal process.

### **2. Preproposal**

Organizers may submit a preproposal for review by the IACCP officers prior to devoting the time needed to complete a full proposal. It is important to learn what other conference proposals are under development or consideration, and to obtain early consultation relating to

support, sponsorship and cooperation persons and organizations. When more than one preproposal is submitted, a full proposal may be required in order to aid the EC in making a decision.

Items marked with (\*) are required in the preproposal.

### **3. Proposal**

Once the Association and the organizers decide to move forward with a formal proposal, consult the due dates above.

## **IV. FREEDOM OF ATTENDANCE**

Assurance is necessary that IACCP members from all nations will be granted access to the conference.

**Submit a letter indicating freedom of attendance. (\*)**

## **V. CONFERENCE PROPOSAL AND GUIDANCE; TRADITIONS; BUDGETS**

### **1. Organizing Committee**

Various organizational structures have proven feasible at IACCP conferences, but most frequently the structure includes an organizing committee and a scientific committee.

**Who will serve on the organizing committee, and who is the chair? (\*)**

### **2. Conference Theme**

Conference may have a theme but it is not required. The theme should be implemented in some meaningful manner in the scientific program and in other events.

**Do you have a theme? Explain what this theme implies for the conference events.**

### **3. Conference location**

Congresses are normally held in the same region as the conferences of the International Union of Psychological Science (International Congress of Psychology) and the International Association for Applied Psychology (International Congress of Applied Psychology), which alternate on even numbered years. However, Congresses may also be organized in other regions if necessary.

Regional conferences may be organized in association with other organizations but locations are otherwise unconstrained.

Conferences are usually held at universities or conference centers rather than in conference hotels, but circumstances may favor a conference hotel.

**Describe the conference locale, geographical/travel proximity to ICP/ICAPS (if applicable), and the venue (university, conference center, conference hotel) at which the conference will be held. If the conference is to be held at a conference hotel, please provide rationale. (\*)**

**What kinds of rooms does the venue provide (number, sizes, maximum size for a plenary session)? (\*)**

**Describe access to the conference location from major international airports and train stations.**

#### **4. Conference Schedule**

A Congress generally extends over a five-day period, but a shorter period may be advisable to contain costs. The first day begins with arrival of the participants, and the first event of the Congress is generally a late afternoon or evening opening ceremony. This event usually includes greetings by the chair of the conference and the president of IACCP, the granting of IACCP awards by its president, a brief cultural program, and a welcoming party.

The Congress sessions begin on the second day. It is often useful to plan a period during the conference (an afternoon) during which time is made available for touring, cultural activities, or simply occasions for private meetings. The Congress usually ends at midday on the final day. A full program on the last day will increase the costs of the Congress and the registration fee.

Regional conferences are shorter in duration than Congresses, but will normally be preceded by one or two days of workshops.

**What are your proposed dates? Are these dates coordinated with other conferences? (\*)**

**Please provide a list of other national and/or international meetings occurring at about the same time in the nation or region of the proposed conference. (\*)**

#### **5. Communication with IACCP**

Communication with the President, Secretary-General and the EC is necessary during all phases of the planning of the conference. The conference organizers will find that the Secretary-General will be helpful in answering questions about the organization of the conference and in providing useful information about many issues. The organizers may be asked to present reports periodically to the EC about the current state of the planning process, including financial matters.

#### **6. Professional Events Management Support**

Many organizing teams contract with professional conference organizing companies (PCOs) to handle certain components of the conference, including planning, registration, and personnel on site. The IACCP should be informed of these arrangements and must review the contract.

**Do you plan to work with a PCO? (\*)**

#### **7. Conference Sponsorship and Support**

##### **a. Scientific Societies**

Participation of other local, regional or national psychological societies or other universities is desirable as co-sponsors or to provide financial support.

**Describe the participation of other organizations or universities in the conference. (\*)**

**Include letters from an officer or administrator to this effect. The letter should refer to the kind and extent of their sponsorship. If they will give responsibility for specific tasks to members of their group, these people and their areas of responsibility should be indicated.**

### **b. Outside Funding or Support**

Organizers should seek outside funding from governments, foundations, or companies to defray the costs of the conference or to provide specific kinds of support, such as funding Witkin-Okonji travel awards.

**Describe your plans to seek outside funding and your expected timetable for seeking this funding.**

### **c. Local Arrangements**

Local arrangements need to be handled or coordinated by persons who live in the conference city, or nearby. This task requires a group or committee unless a PCO is heavily involved.

**Provide the names, position and current institutional affiliation of individuals who have indicated a willingness to participate in the organization and implementation of local arrangements for the conference. (\*)**

**Provide the names of colleagues (IACCP members or nonmembers) who could reasonably be expected to assist with conference planning, fund raising and organization. (\*)**

### **d. Witkin-Okonji Awards**

The Witkin-Okonji Memorial Fund Award provides support for scholars from majority world nations who do not have sufficient support to attend the conference. Details are available on the IACCP web site, including selection criteria. The IACCP selects the Award recipients. Funding is arranged between the IACCP award committee and the organizers, preferably with support by outside organizations.

## **8. Scientific Program**

### **a. Scientific Committee**

The Scientific Committee establishes the scientific program in coordination with IACCP and the Organizing Committee, including determining the types of scientific events, choosing keynote speakers, setting the standards for acceptance of presentations, performing the selection process, and organizing the scientific program events.

**Who will chair the Scientific Committee? (\*)**

**Who do you expect to invite to serve on the Scientific Committee?**

### **b. Types of Events (\*)**

Please indicate in your proposal whether each of these types of events will be included in the scientific program. For each type of event, indicate “yes” or “no.”

1. Keynote speakers
2. Plenary addresses (a keynote that is the only event scheduled)
3. Symposia
4. Poster symposia (small poster sessions in which authors present their work to each other briefly and answer questions from an audience)
5. Individual papers
6. Posters
7. Forums (single-topic discussions led by one or more presenters)
8. Half-day workshops
9. Full-day workshops
10. Other events: \_\_\_\_\_

### **c. Presentation Limitations (\*)**

Will any limitations be placed on the number or types of presentations that a conference participant may be involved in? (For example, will participants be limited to only one first-authored presentation; or will participants be limited to chairing only one symposium?)

### **d. Keynote Speakers**

Keynote speakers are an integral part of the scientific program. Keynotes are selected jointly by the IACCP EC and the conference scientific committee. Any costs related to Keynotes should be included in the conference budget unless they are paid by sponsorships. A list of keynote speakers is not needed in the proposal.

In choosing keynote speaker, the following points should be considered:

- Topics should cover a wide range of disciplines within Psychology
- Speakers should reflect the diversity of topics, methodologies, and epistemologies represented by the membership. For example, depending on the current makeup of the Association, speakers associated with cultural psychology, qualitative methodology, developmental psychology, constructivist metatheory, or indigenous psychology should be included, but without excluding majority interests and approaches.
- Speakers should not have presented a keynote at a recent (2-4 years ago) IACCP conference
- Not all keynotes need be psychologists
- Keynotes should not be scheduled for times that are inconvenient and could result in low attendance
- Holding more than one keynote at the same time is not advisable unless expected attendance will be high

### **e. Lonner Lecture**

The Walter J. Lonner Distinguished Invited Lecture Series address is presented at Biennial International Congresses in appreciation of the contributions of Walt Lonner to the discipline. The lecturer is chosen by IACCP presidents (current, past, elect). The Lonner Lecture is funded by the IACCP, outside of the Congress budget. Criteria for the Lonner Lecture presenter include:

- Highly respected scholar
- Outside of the usual IACCP conference participant group, discipline or interest areas
- Senior in the field

### **f. Symposia**

Symposia should be accepted or solicited in such a way that they provide wide exposure to fields, research specialties, and individuals. Multiple symposia by the same research groups should be avoided. Ordinarily, any individual is limited to participation as a speaker in no more than 2 symposia or paper sessions.

### **g. Triandis Award Presentation**

The winner of the Harry and Pola Triandis Doctoral Thesis Award is honored in two ways at the Congress. First, he/she receives the Award itself at the Opening Ceremony. Second,

he/she delivers a special lecture at a suitable time during the conference. This colloquium should be scheduled in the scientific program.

#### **h. Posters**

Poster sessions should be arranged such that they are accessible and visible in the scientific program. It may be useful to limit concurrent sessions during poster sessions.

#### **i. Workshops**

Workshops of various kinds may be organized at Congresses and Regional conferences. Regional conferences include both workshops and a scientific program. In some conferences, workshops may be organized by a separate committee, in coordination with the Organizing Committee; in others, they may be organized by the conference organizers. For example, two types of workshops could be held in conjunction with a conference: a student workshop and a workshop open to all participants. At Congresses, an ARTS (Advanced Research and Training Seminar) may precede and/or follow the conference. Check with the Association Secretary-General for information about workshops.

**If you have plans for organizing workshops please describe them. (\*)**

#### **j. Presentation Room Audio Visual Equipment**

IACCP conferences provide aural presentation presenters with equipment to display audio-visual media, such as Powerpoint shows. The provided equipment should also be capable of playing video with sound. In some conferences, A/V services are outsourced to an information technology support company and in others they are handled in-house by conference staff or university IT staff. The ability of participants to display Powerpoint shows and video in the most common formats, created on both Macintosh OS and Windows OS computers, is necessary.

**What are your plans for providing audio-visual presentation equipment?**

**What are your plans for technical support?**

**Will presenters be expected to submit audio-visual files (a) before the beginning of the conferences; (b) before their scheduled presentation; or (c) at the time of their presentation session?**

**Will presentation rooms have internet access?**

### **9. Conference Amenities**

#### **a. Meals and Coffee Breaks**

IACCP conferences usually provide lunch to participants on days in which the scientific program is underway in order to maintain an efficient schedule and provide a convenient social interaction setting. The cost of lunches is included in the registration fee. Breakfast and/or dinner may be included as a registration option or an add-on. Food suitable for vegetarians, Muslims, Jews, and other participants with commonly recognized food requirements must be provided. Both alcoholic and non-alcoholic drinks must be served at dinners and receptions.

**Are there facilities for coffee breaks, lunches, etc. in the same location as the scientific program venue? (\*)**

**Which meals will be provided?**

**Can food services provide meals for those with dietary restrictions (e.g., lactose intolerance, Kosher, Halal, vegetarian, vegan)?**

**What will approximate meal costs be in the area near the meeting site, especially for evening meals?**

#### **b. Accommodations**

IACCP has a long tradition of using university dormitory facilities as lower-cost accommodation for participants from all nations when available. When such facilities are not available, low-cost accommodations should be provided as an option for participants who cannot afford hotel accommodations.

When there is a choice of residence accommodations, individual preferences should be honored where possible.

**Describe the types of accommodations and anticipated costs to participants. (See fees, below.) (\*)**

**What is the least expensive accommodation, available to students or to participants from low income countries?**

**For each residence location, what is the distance from the site of the conference meetings? Is this distance walkable? If not, what kind of transportation is available? Is it available at odd hours?**

**How far in advance are reservations required for accommodation?**

**What forms of payment are acceptable for accommodations?**

**Will childcare provisions be available?**

#### **c. Conference Dinner**

The conference dinner is an important part of the social program that bring all the participants together and encourages the development of a sense of community in the Association. The dinner should be incorporated into the registration fee so all participants can attend. Dinners have typically included some culture program or show, music, and a dance party. However, dinners should not be so expensive as to raise registration fees unacceptably or endanger the conference budget. The dinner should be held as near to the end of the conference as possible.

**What are your plans at this time for the conference dinner?**

#### **d. Participant Logistics; Health**

**Are there banking/currency exchange facilities in or near the conference location? Please note if there are restrictions in money exchanges.**

**Will internet access be available to participants, and if so, through what means (in the accommodations, in the scientific program venue)? Will access be free? If not, what are the costs?**

**Please describe the health services available at the conference area for potential emergencies.**

**Please provide information for inoculations/immunizations/health risks that might be necessary for the participants in attending the conference.**

#### **e. Local Cultural Opportunities, Tours**

**Please indicate some potential cultural programs, performances or cultural tours that might be of interest to the participants, including pre- or post-conference tours.**

#### **f. Social interaction opportunities**

IACCP conferences are highly social events, allowing colleagues who have not seen each other for two or more years, a chance to interact. The conference venue requires a pleasant space for this socializing to take place. Ideally, it is located near the scientific program sessions location. In some cases, this space will be in nearby commercial establishments while in others the space must be created by the organizers.

#### **What accommodations for informal social interaction will be available?**

### **10. Association Administration Program**

#### **a. Executive Council Meetings**

The IACCP Executive Council (EC) will hold a meeting prior to the beginning of the conference. For Congresses, at least 8 hours of meeting time should be expected; for Regionals, at least 4 hours. A room suitable for a meeting of 25 persons should be scheduled for this purpose. A computer projector will be required. The EC will also meet near the end of the Congress for 1-2 hours. The Secretary-General will organize these meetings and will work with the Organizing Committee early in program planning to schedule them at times that do not conflict with other conference events, acquire rooms, and arrange amenities such as coffee.

#### **b. Communication and Publications Committee Meeting**

The Communication and Publications Committee (CPC) will meet during the conference at a time when none of the committee members is on the program. The chair of the CPC will contact the organizers and the Secretary-General to make arrangements.

#### **c. General Meeting of the Association**

The General Meeting of the Association takes place at all Congresses and some Regional conferences. It often takes place on the afternoon or early evening before the final day of the conference. The meeting should be scheduled in consultation with the Secretary-General. The Conference Dinner may be arranged after the General Meeting.

### **11. Registration Fees**

IACCP aspires to hold relatively low-fee conferences in order to be as inclusive as possible. IACCP congresses use a graduated fee structure. This structure involves four variables (1) members vs. non-members; (2) low income nations vs. high income nations; (3) students vs. non-students; and (4) time of registration (early-bird vs. late). A rate for accompanying persons is also included. The member-non-member differential should encourage non-members to join but should not be so high as to demand doing so. The differential between low-income and high-income nations should be great enough to help low-income nation participants attend the conference.

Congresses held near IUPsyS or IAAP conferences will sometimes negotiate reduced fees for people who attend both conferences. If so, this information should be incorporated in the fee structure.

In some venues, it is feasible to separate registration fees and accommodations, allowing participants to find their own hotels. In this situation, participants should have the option, when paying fees, to exclude accommodation costs from registration fees.

After expenses are determined by the organizers, they should consult with the IACCP officers about fee amounts.



**The final proposal should include the fee structure, although the fees may be changed at a later date in consultation with the Association.**

## **12. Association Involvement in Conference Financing**

### **a. Underwriting**

IACCP recognizes that it is difficult to anticipate the attendance and costs of an international conference with certainty, so there is a reasonable possibility that a conference will end with a profit or a loss, relative to actual income, support, and expenses. The goal is that conferences should be supported by conference fees together with whatever support can be arranged from university, national or other psychological associations, government and private sources. IACCP does not expect to make a profit from its conferences and it expects conferences to not suffer a loss.

However, since profits and losses are possible, they are handled in the following manner.

Conferences can be underwritten in three ways:

*First*, the organizers may sign a contract with a professional conference organizer (PCO) that would agree to underwrite the conference. In this case, IACCP needs to review the contract but would have minimal involvement in conference budgeting outside of reviewing the registration fee structure. The PCO contract should address disposition of a profit as well.

*Second*, the organizers may sign a contract with IACCP through which the Association underwrites the conference. This contract will provide for Association review of the details of the budget and gives IACCP ultimate control over the fee structure and expenses. This contract does not preclude a separate contract involving conference support from a PCO.

*Third*, the organizers may sign a contract with IACCP that assigns liability for a financial loss to another party, such as a university. The underwriting institution must also sign the contract.

#### **Which of these three options do you choose?**

Workshop budgets may be incorporated in the conference budget and contract or maintained in a separate budget, depending on the nature of the workshop, in particular its independence from the contract. For example, a workshop designed for students and organized by IACCP members in conjunction with a conference would normally have its own budget although it may depend on logistical help from local organizers.

### **b. Seed Funds**

The Association will provide seed funds to organizers in a timely manner. The organizers are expected to return the seed funds to the Association following the conclusion of the conference unless an agreement is made prior to the conference to allow the seed money to be kept.

### **c. Recommendations for Budgeting**

When budgeting a conference, consider the following suggestions:

Expense are easier to estimate than revenues due to the uncertainty of (a) overall number of participants and (b) the mix of participants over the fee categories. Estimating revenues is more difficult in economic recession years and when transportation and fees are higher than normal.

Consult previous conference organizers to get information about revenues and expenses. The mix of participants at various fee categories in previous conferences may be helpful in estimating revenues

### **13. Conference Announcements and Promotion**

The conference Website should include comprehensive information about the conference, including the call for papers and abstract submission details. A professional website designer is normally required to create a modern website that includes online submission and fee payment functions. Abstract submissions are better handled by a web form than via email.

The conference should be promoted at the one or two previous conferences through announcements, flyers, etc.

The website and the final communications to participants (by email, etc.) prior to the conference should give clear instructions on how to get from the airport to the conference site and to accommodations. Even if participants will be met at the airport, step-by-step directions to the conference should be provided. A map showing how to get to the conference registration desk from whatever transportation terminus participants will reach will be very helpful. Conspicuous signs and directions should greet participants at arrival points.

The Association will provide assistance in promoting the conference to the greatest extent feasible, including announcements on its website, provision of email and postal mailing lists, use of its email distribution facility, access to its opt-in discussion list, etc.

### **14. Conference Program Booklet**

The Conference Program Booklet should list the names of the Officers and Regional Representatives of IACCP. A Directory of the conference participants should be provided, including institutional affiliations, addresses, and email. Registration forms should request this information. The Directory could be part of the Conference Program document, or provided separately (and thus compiled at a later date). As technologies develop, the use of paperless booklets or programs should be considered to the extent that they do not inconvenience participants. The program and abstracts should be submitted to the Association technology/web administrator for online publication.

In order to avoid programmatic errors, Association officers should be consulted about the organization of presentations prior to printing. Officers can best judge if the schedule or program includes problematic parallel sessions, inappropriate room sizes, etc.

The program booklet should be carefully scrutinized for errors. A method for notifying participants of changes should be developed, preferably utilizing both a bulletin board and an electronic system such as a web page suitable for phones.

### **15. Certificates of Attendance**

Participants require printed certificates of attendance for several reasons, including travel expense reimbursement and proof that they presented papers. The certificates need to be personalized, including the name of the participant and the titles of one or more presentations.

### **15. Congress eBook**

It is expected that International Congresses of IACCP, but not necessarily regional conferences, will produce a book of selected papers. The book should be edited by the organizers and other senior members of their choosing. Articles in the book should be peer reviewed and should be edited to be of journal quality, in polished English. All Congress books will be published online. The first word of the title must begin with the next letter in the English alphabet following that of the previous Congress book: 2012: T; 2014: U; 2016: V etc.