International Colour Association
Internationale Vereinigung für die Farbe
Association Internationale de la Couleur

AIC Standing Rules

Guidelines for AIC Congresses
(approved by the members of the 2002-2005, 2006-2009, 2018-2019 and 2020-2021 AIC Executive Committees)

The regular member hosting the congress is responsible for planning and organizing all aspects of the Congress.

Important Facts to Know in Planning a Congress

1. The use of the AIC name in association with a congress is only allowed by the AIC after authorization by its Executive Committee (see the "Guidelines for the Use of the AIC Name and Symbol").

2. AIC Congresses must not conflict with any part of the AIC Statutes.

3. Congresses will take place every two years. All congresses shall be organized by regular members on a self-sustaining basis without incurring expense to the AIC.

4. AIC Congresses may not take place in the same calendar year as an AIC Midterm Meeting and must be separated from the nearest AIC Midterm Meeting by at least six months, the exact dates being determined in consultation with the Executive Committee.

5. The regular member association that is hosting the Congress should write a proposal to the Executive Committee outlining the possible venues, possible dates and the chair who will be the corresponding contact with the Executive Committee.

6. AIC Congresses should be truly international events. Invitations to attend and to contribute papers should be sent to all AIC members. When required, letters of invitation needed to get the visa should be sent to participants who request them. Less than half of the papers should normally come from authors from the country in which the congress is being held.

7. The official languages of the AIC are English, French and German. However, the hosting regular member is strongly urged to have English be the language of the congress, since it is a more universal language. If a presenter wishes to present a paper in one of the other AIC official languages or in the official language of the hosting country, then that presenter must provide audiovisuals that are direct English translations.

8. Economic arrangements are to be made that are most beneficial and attractive to all participants, especially having in mind those participants who cannot afford elevated costs. Thus, the registration fees should be kept as low as possible, and the venue of the congress is to be selected so as to allow a wide number of lodging possibilities for all budgets, and varied transportation alternatives. Many potential participants at international conferences have to work to a strict budget, and it would be in their interest if the charges of the congress are kept to a minimum. The organizing body should consider whether any of the costlier congress activities (such as lunches, special dinner, etc.) could be optional.

9.	Should the AIC Congresses be necessary to run in virtual format, program elements (Opening Ceremony, Technical Sessions, Study Group Meetings and/or Workshops, Awards Ceremony, General Assembly and Closing Ceremony) should be organized. Other elements (Welcome Reception, Coffee and lunch breaks, Excursion, Gala Dinner and Optional Tours), which are indispensable to physical venue, can be exempted. Virtual meeting facilities including hosting space, internet connection, software and support helpdesk should be carefully chosen to allow a reliable and smooth running of the program and for a potentially large number of attendees. Registration fees should be kept as low as possible. Program timetable is to be made considering the different time zones of all participants.

Congress Length

AIC Congresses usually start on a Sunday evening with registration followed by a welcome party. The congress program takes place on the following five (or four) days, from Monday to Friday (or Thursday). The middle day of the week, Wednesday, is dedicated to the General Assembly, which includes election of the AIC officers for the next term, and to the Judd Award and CADE Award ceremonies and lectures in the morning, as well as to an excursion and social events in the afternoon.

Should the AIC Congresses be necessary to run in virtual format, dates and duration of the congress program should remain the same. In the event of any special circumstances which may require a change of dates, the congress should remain in the same calendar year and be at least six months separated from the nearest Midterm Meetings. Proposal on revised dates should be determined in consultation with the Executive Committee.

Committee Structure

It is highly recommended that the hosting regular member put a committee structure in place for organizing the congress. Recommended committees to have in place are a Technical Program Committee, a Social Events Committee, a Fundraising Committee, a Finance Committee, a Publicity Committee, and a Publications Committee.

The Technical Program Committee is responsible for setting all aspects of the technical program of the congress. This committee should issue the call for papers. The call should ask for extended abstracts (for example 2 pages in length) so that the extended abstract contains enough information that it can more accurately be refereed. Guidelines on exactly how this extended abstract is to be written, regarding format, font, font size, margins, etc., should be included in the call for papers. Members of the Technical Program Committee should be chosen from the hosting regular member as well as from other AIC members around the world. In addition to specialists from the hosting country, the following criteria could be used to form the Technical Program Committee: AIC Judd awardees, members of the current AIC Executive Committee, past AIC Presidents, chairpersons of the AIC Study Groups. It is the responsibility of the Technical Program Committee to determine the acceptability of the submitted papers. A referee system should be put in place to decide which papers should be presented orally, which should be presented as posters, which should be modified, and which should be rejected.

The Technical Program Committee is responsible for setting the schedule for the congress. The oral papers be scheduled in such a way that there are usually no more than three parallel sessions. The posters should be up for the entire duration of the congress, but there should be two or three scheduled author-present poster viewings in the program.

The Social Events Committee is responsible for planning the welcome party, programs for accompanying persons, and usually one dinner evening event and the banquet during the 5- (or 4-) day congress.

The Fundraising Committee seeks sponsorship for as many events as possible; breakfasts, lunches, welcome party, dinners, etc. As the fundraising becomes more successful, the financial burden on the regular member organization becomes less of a concern.

It is highly recommended that sponsorship be sought for the AIC Judd and CADE Awards and their recipients. A sum of money equivalent to US$ 1,000 will be provided for travel assistance to each winner who would also be guests of the congress with registration fee waived. If the award goes to a team of researchers, then the sum of US$ 1,000 is given to the individual who will travel to deliver the Judd and CADE lectures. Extra expenses like hotel should be sponsored by some outside source sought for by the hosting regular member.

The Finance Committee is responsible for setting the budget for the congress. This committee must set the registration fee for the congress being mindful of the fact that the registration fee must cover the cost of publication and mailing (if necessary) of the Proceedings. All committees must give cost estimates to the Finance Committee so that they can develop a sound budget based on expected revenues and expenditures. All receipts must go to the Finance Committee so that they can keep track of the money flow at all times.

The Publicity Committee is responsible for all aspects of publicizing the congress including all press releases, the first circular, and the second circular. Much of this is done electronically and then printed copies are produced for worldwide distribution. The Publicity Committee usually develops the logo that will become the permanent signature for that AIC Congress. Often posters are made to publicize the congress. The Publicity Committee is also responsible for establishing a website for the congress. The accepted extended abstracts should be posted on the website prior to the congress.

The Publications Committee is responsible for producing the Proceedings of the congress. These Proceedings can be issued at the time of registration for the congress. Or these Proceedings can be sent to all participants no later than 6 months after the congress. If the Proceedings will be issued after the congress, then at registration for the congress, all participants must receive a program book containing the congress schedule and the abstracts. The regular member is responsible for all costs associated with production of the Proceedings and/or program book. The cost to produce the Proceedings should be included in the registration fee after being broken down on a per person basis. Authors should be sent guidelines for writing their papers for the Proceedings by this committee. This committee must refer to the "Guidelines for the Publication of AIC Proceedings" when sending instructions to authors.

Responsibilities after the Congress

1. Publish Proceedings no later than 6 months after the congress, if they were not handed out at the congress.
2. Send a report summarizing the congress to the AIC Executive Committee within 6 months of the end of the congress. The report should include information about the congress such as number of participants, countries represented, total number of oral, poster and commercial exhibitors, and other matters of interest.
3. The citation for the Judd and CADE Awards and the Judd and CADE lectures should be published in appropriate international color journals in addition to being published in the Proceedings.
4. The Publications Committee should assign someone to prepare a brief summary of the presented papers emphasizing their highlights. This should be published in appropriate international color journals.

Suggested Timelines

All times should be interpreted as prior to the meeting date.

Months prior to meeting	Timelines for congress
	Actions
30	• Organizing Committee established
24	• Fundraising begins • Venue found • Website established
18	• All committees fully staffed • First circular including the call for papers
12	• Second circular and call for papers • Starting contacts with invited speaker
9	• Deadline for submission of abstracts • Starting contacts with AIC Study Group chairs
7	• Deadline for review of abstracts by Technical Program Committee
6	• Acceptance information sent to authors • Contacts with AIC EC for General Assembly and Awards organization • Starting contacts with session chairs
5	• Letters of invitation that help to get the visa sent to authors who require them
3	• Deadline for submission of full paper for Proceedings
1	• Abstracts published on the website • Program Book with abstracts and schedule published
0	• Congress (4 to 5 days)