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

AIC Standing Rules

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

The regular member hosting the Midterm Meeting is responsible for planning and organizing all aspects of the meeting.

Important Facts to Know in Planning a Midterm Meeting

1. The use of the AIC name in association with a meeting 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 Midterm Meetings must not conflict with any part of the AIC Statutes.

3. Midterm Meetings will take place in the year between AIC Congresses. All Meetings shall be organized by regular members on a self-sustaining basis without incurring expense to the AIC.

4. The exact dates should be determined in consultation with the Executive Committee.

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

6. Midterm Meetings, like 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 meeting 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 Midterm Meeting, 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 meetings 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 meeting are kept to a minimum. The organizing body should consider whether any of the costlier meeting activities (such as lunches, special dinner, etc.) could be optional.

9. Should the AIC Midterm Meetings be necessary to run in virtual format, program elements (Opening Ceremony, Technical Sessions, Study Group Meetings and/or Workshops, Awards Ceremony 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.

Meeting Length

Midterm Meetings usually start on an evening with registration followed by a welcome party. The meeting program takes place on the following three days. In order to differentiate with congresses, the midterm meetings should not be longer than three days. The Student Paper Awards will be presented before the Closing Ceremony session.

Should the AIC Midterm Meetings be necessary to run in virtual format, dates and duration of the meeting program should remain the same. In the event of any special circumstances which may require a change of dates, the meeting should remain in the same calendar year and be at least six months separated from the nearest Congresses. 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 meeting. 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 meeting. This committee should issue the call for papers making sure that it adequately calls for papers that relate to the specific topic of the meeting. 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. 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. One good rule of thumb is; if the paper does not pertain to the topic of the meeting, it should be presented as a poster. After using that criterion, there may still be some papers that pertain to the topic, but may be weak in content. Such papers can be presented as posters, or the Technical Program Committee, time permitting, may wish to contact the author(s) and ask for submission of a more substantive (longer/stronger) abstract by a given deadline.

The Technical Program Committee is responsible for setting the schedule for the meeting. The oral papers be scheduled in such a way that there are no more than two parallel sessions. The posters should be up for at least one day, but there should be two scheduled author-present poster viewings in the program. Poster presentations can be called /listed as interactive presentations.

The Social Events Committee is responsible for planning the welcome party, programs for accompanying persons, and usually one dinner evening event during the 3-day meeting.

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

The Finance Committee is responsible for setting the budget for the meeting. This committee must set the registration fee for the meeting 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 meeting 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 meeting. Often posters are made to publicize the meeting. The Publicity Committee is also responsible for establishing a website for the meeting. The extended abstracts can be posted on the website no earlier than one week prior to the meeting.

The Publications Committee is responsible for producing the Proceedings of the meeting. These Proceedings can be issued at the time of registration for the meeting. Or these Proceedings can be sent to all participants no later than 6 months after the meeting. If the Proceedings will be issued after the meeting, then at registration for the meeting, all participants must receive a program book containing the meeting 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 Midterm Meeting

1. Publish Proceedings no later than 6 months after the meeting, if they were not handed out at the meeting.
2. Send a report summarizing the meeting to the AIC Executive Committee within 6 months of the end of the meeting. The report should include information about the meeting such as number of participants, countries represented, total number of oral, poster and commercial exhibitors, and other matters of interest.
3. 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.

Timelines for midterm meeting	
Months prior to meeting	**Actions**
24	• Organizing Committee established
18	• Fundraising begins • Venue found
12	• Website established • All committees fully staffed • First circular including the call for papers
10	• Second circular and call for papers • Starting contacts with invited speaker
8	• Deadline for submission of abstracts • Deadline for Student Paper Awards entry (student first author who have two or more abstract submissions should indicate which one is intended for the Awards competition)
6	• Deadline for review of abstracts by Technical Program Committee
5	• Acceptance information sent to authors • Eligible abstracts for Student Paper Awards – made available to Chair of Awards Panel • Starting contacts with session chairs • Letters of invitation that help to get the visa sent to authors who require them
2	• Deadline for submission of full paper for Proceedings • Full papers for Student Paper Awards – made available to Chair of Awards Panel • Reserve six Gala Dinner places for Student Paper Awards awardees
1	• Abstracts published on the website • Program Book with abstracts and schedule published
0	• Midterm Meeting (3 days)