

PART II: MEETINGS PROCEDURES

ICO CONGRESSES AND OTHER MAJOR ICO EVENTS

(Topical Meetings, Regional Meetings, Schools)

Information and Guidelines

A - General conditions:

1 - "Event" here refers to a scientific meeting or school. As opposed to other events with ICO participation, ICO Congresses and other major ICO events are generated from the very beginning by ICO or in close relation with ICO. A companion document to this one gives the information and guidelines for ICO Cosponsorship and Endorsement of Conferences and Schools, where ICO is not the primary organiser.

- 2 - The following rules apply in all cases to ICO General Meetings and other major ICO events
- the event should be international - typically, at least 30 % of the expected attendance and at least 50 % of the Programme Committee should be from outside the host territory;
 - the ICO Bureau should perceive clearly that the meeting will be of a good scientific quality and that the timing and venue are appropriate;
 - the ICO Territorial Committee of the territory where the event is to be held should approve the project;
 - in agreement with the organisers, the ICO Secretariat applies for the formal sponsorship of the ICO General and Topical Meetings by IUPAP;
 - the event organisers should confirm adherence to the general principle of "free movement of scientists" as defined by the International Council of Scientific Unions (ICSU) in the booklet "Advice to Organisers of International Scientific Conferences". In essence, the host territory must guarantee that a bona fide scientist or engineer of any nationality or citizenship may attend. It is not sufficient to make a guarantee only for persons from territories recognised by the host territory. Any failure to honour a guarantee is reported by ICO to ICSU through the International Union of Pure and Applied Physics (IUPAP) ; following a decision by IUPAP, the organisers are requested to publish the following sentence in any circular, announcement and in the proceedings of the conference : "To secure IUPAP sponsorship, the organisers have provided assurance that ... (Conference name) will be conducted in accordance with IUPAP principles as stated in the ICSU Document "Universality of Science" (sixth edition, 1989) regarding the free circulation of scientists for international purposes. In particular, no bona fide scientist will be excluded from participation on the grounds of national origin, nationality, or political considerations unrelated to science."
 - the registration fees for meetings should follow IUPAP's policy on conference fees. In accordance with the directive of the 2002 General Assembly, the limit on conference registration fees had been raised to 425 Euros for conferences to be held in 2006. In accordance with the directive of the 2005 General Assembly, the limit on conference registration fees had been raised to 450 Euros for conferences to be held in 2008 and 2009. Proceedings are included and "substantially lower" otherwise (the figure is increased periodically in line with inflation); in addition, the ICO Bureau recommends to have substantially discounted fees for full time students;

- ICO should approve the composition of the Programme Committee and be in a position to appoint part of it ; the ICO Associate Secretary in charge of meetings should be ex officio a member of the Organising Committee ;
- the ICO logo should be used in all documents related to the meeting that are made public;
- the event should be publicised in the ICO Newsletter; the texts are usually prepared in cooperation by the local Organisers and the ICO Secretary;
- the announcements, calls for communications and registration forms should be distributed, among others, through the channel of the ICO Territorial Committees;
- the organisers should accept to send free proceedings of the conference to countries where optics development requires special support ; a list of some addresses appropriate for that purpose selected by ICO will be provided by ICO. At present, the number of copies required is of the order of 20.

3 - ICO encourages meetings in all new areas of optics and meetings designed to fill specific needs, including regional development of optics. At the same time, ICO would like to avoid the unnecessary proliferation of conferences; section 6 of the Questionnaire should therefore be answered carefully, explaining why this particular conference should be held.

4 - Industrial participation in the Programme Committee and in the Organising Committee is usually required.

5 - There may be ICO financial participation in ICO Events, in the form of a grant, a loan, or a participation in the risks. ICO participation is an ICO Bureau decision. There is usually no ICO financial participation in ICO Endorsed Events.

Notes:

- participation in the financial risks means an immediate loan that can be converted in part or in totality into a grant if the event runs a deficit ; ICO accepts to take the first risk ; in case of a surplus, however, ICO receives a share of the surplus.
- in the 29 events held between ICO-20 and ICO-21 (both inclusive) with ICO participation, ICO was financially involved in 25 cases and assumed a risk six times. A typical amount of an ICO grant for a major ICO event is US\$ 1500-5000, and for an ICO Co-sponsored event US\$ 1000-2500. In most of the recent cases, the ICO grant was specifically awarded for the purpose of helping identified registrants from less favoured countries.

B - Special conditions for ICO Congresses

6 - ICO Congresses are held every three years; they include the General Business Meeting as requested by the statutes and a Scientific Meeting that should cover most of optics.

7 - For Congresses, calls for bids are issued by the ICO Associate Secretary with a deadline typically 4 years before the Meeting. The ICO Bureau in that year examines the bids and issues a proposition that is then submitted to the ICO Congress the following year. The ICO Congress makes the final decision. For ICO-22, to be held in 2011, the deadline was April 15, 2007 and the decision will be taken at ICO-21. For ICO-23, it is likely that similar dates, shifted by three

years, will apply, with the deadline being April 15, 2010. Advance notice is always appreciated. Bids should be sent to the ICO Associate Secretary in charge of meetings and schools.

8 - The vast majority of the recent Congresses were held in August or early in September. However, according to the increase of activities meetings were also held in spring and fall seasons.

9 - The budget should provide for some financial help for invited speakers, the usual minimum being free registration. Special support is requested for invited speakers from countries where the development of optics is comparatively difficult. In recent ICO Congresses, the number of invited speakers has ranged between 30 and 40. The winners of the recent ICO Prizes and Galileo Galilei Awards are invited speakers at the next possible ICO Congress. Because there is usually one ICO Prize and one Galileo Galilei Award every year and one General Meeting every three years, this typically means that 6 invited speakers will be the winners of the recent ICO awards.

10 - The 2008 Congress, ICO-21, will be held in Sydney, Australia, in July 2008, under the title "Optics for the 21st Century". Previous ICO Congresses were held in the following countries:

ICO-20, 2005, China

ICO-19, 2002, Italy

ICO-18, 1999, the United States of America

ICO-17, 1996, Korea

ICO-16, 1993, Hungary

ICO-15, 1990, F.R. Germany

ICO-14, 1987, Canada

ICO-13, 1984, Japan

ICO-12, 1981, Austria

ICO-11, 1978, Spain

ICO-10, 1975, Czechoslovakia

ICO-9, 1972, the United States of America

ICO-8, 1969, the United Kingdom

ICO-7, 1966, France

ICO-6, 1962, F.R. Germany

ICO-5, 1959, Sweden

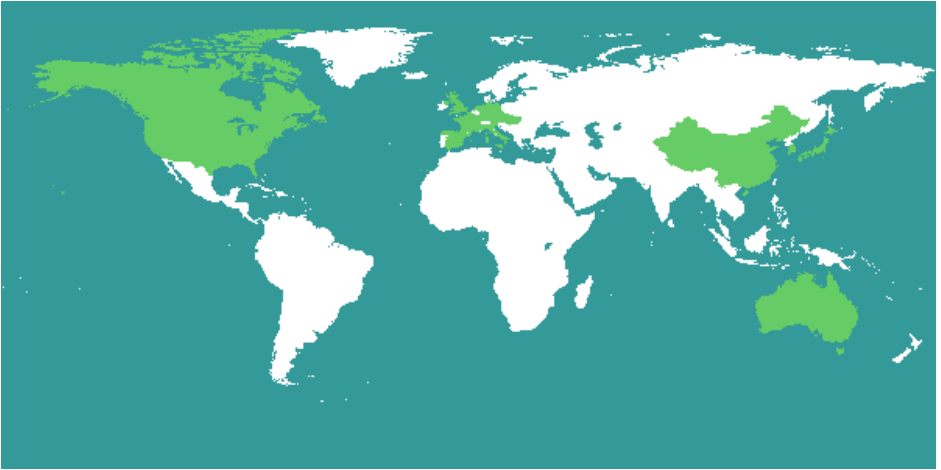
ICO-4, 1956, the United States of America

ICO-3, 1953, Spain

ICO-2, 1950, the United Kingdom

ICO-1, 1948, the Netherlands

(Preliminary meetings had been held in Czechoslovakia and France).



In green, countries that have hosted ICO General Meeting and General Assembly

C - Other major ICO events:

11 - ICO usually organises Schools, Topical Meetings or Regional Meetings between the Congresses. During the period 1997-2008, the list is as follows:

- August 1997, ICO 50th Anniversary, Education and Training in Optics, Delft (Netherlands)
- February 1998, ICTP/ICO Winter College on Optics, Trieste (Italy)
- August 1998, ICO Topical Meeting on Optics for Information Infrastructure, Tianjin (China)
- February 2000 ICTP/ICO/OSA Winter College on Optics and Photonics, Trieste (Italy)
- April 2000, ICO Topical Meeting on Optical Science and Applications for Sustainable Development, Dakar (Senegal)
- (August 2001, ICO Topical Meeting on Information Optics, Caesarea (Israel), postponed)
- February 2002, ICTP/ICO/OSA Winter College on Ultrafast Nonlinear Optics, Trieste (Italy)
- February 2003, ICTP/ICO/OSA/OWLS/SPIE, Winter College on Biophotonics, Trieste (Italy)
- July 2003, ICO Topical Meeting on Polarization Optics, Joensuu (Finland)
- February 2004, ICTP/ICO/OSA/OWLS/SPIE, Winter College on Interferometry and Applications in Modern Physics, Trieste (Italy)
- July 2004, ICO Topical Meeting on Optics and Photonics in Technology Frontiers, Chiba (Japan)
- February 2005, ICTP/ICO/OSA/OWLS/SPIE, Winter College on Optics and Photonics in Nanoscience and Nanotechnology, Trieste (Italy)
- January/February 2006, ICTP/ICO/OSA/OWLS/SPIE/CEI, Winter College on Quantum and Classical Aspects of Information Optics, Trieste (Italy)
- September 2006, ICO Topical Meeting on Optoinformatics 2006/Information Photonics 2006, Saint Petersburg (Russia)

February 2007, ICTP/ICO/OSA/SPIE/EOS/OWLS/CEI, Winter College on Fibre Optics, Fibre Lasers and Sensors, Trieste (Italy)

November 2007, ICO Topical Meeting 2007 on Optics and Laser Applications in Medicine and Environmental Monitoring for Sustainable Development, Accra (Ghana)

February 2008, ICTP/ICO/OSA/SPIE/EOS/OWLS/CEI, Winter College on Micro and Nano Photonics for Life Sciences Trieste (Italy)

12 - ICO Meetings should correspond to a clear need in a given subfield of optics or in a given geographical area.

13 - Although it never happened up to now, it is in principle possible to have more than one ICO major meeting in a given year or to have one in the same year as a Congress.

14 - Bids for all major ICO events to be held prior to December 31, 2010 are now welcome and should be sent to the ICO Secretariat. A deadline of April 15, 2008 applies to major ICO events to be held before December 31, 2009 and similarly for the rest of the term 2008-2011.

15 - Opportunities to organise schools are welcome; ICO Schools should normally be specialised to some area of optics and should last between one and three weeks; geographical areas with special needs for the development of optics are particularly welcome.



ICO COSPONSORSHIP AND ENDORSEMENT OF CONFERENCES AND SCHOOLS

Information and Guidelines

A - General conditions

1 - ICO provides sponsorship and endorsement to international conferences and schools - typically, those with at least 30 % of the attendees and at least 50 % of the Programme Committee from outside the host territory. "Event" in the forthcoming refers to conference or school. A companion document to this one gives the information and guidelines for events directly generated by ICO or in particularly close cooperation with ICO (i.e., ICO Congresses, ICO Topical Meetings, ICO Regional Meetings, ICO Schools).

2 - ICO participation implies in all cases

- that the ICO Bureau perceives that the meeting will be of a good scientific quality and that the timing and venue are appropriate;
- that the ICO Territorial Committee of the territory where the event is to be held approves the project;
- that the event organisers confirm adherence to the general principle of "free movement of scientists" as defined by the International Council of Scientific Unions (ICSU) in the booklet "Advice to Organisers of International Scientific Conferences". In essence, the host territory must guarantee that a bona fide scientist or engineer of any nationality or citizenship may attend. It is not sufficient to make a guarantee only for persons from territories recognised by the host territory. Any failure to honour a guarantee is reported by ICO to ICSU through the International Union of Pure and Applied Physics (IUPAP).

3 - ICO encourages meetings in all new areas of optics and meetings designed to fill specific needs, including regional development of optics. At the same time, ICO would like to avoid the unnecessary proliferation of conferences; section 6 of the Questionnaire should therefore be answered carefully, explaining why this particular conference should be held.

4 - Industrial participation in the Programme Committee and in the Organizing Committee is usually required.

B - Special conditions for ICO Cosponsored Events and for ICO Endorsed Events:

5 - The distinction between the two categories "ICO Cosponsored Event" and "ICO Endorsed Event" is outlined in the following points. The ICO Bureau makes the decision but organizers are welcome to propose a category.

6 - ICO Cosponsored Conferences must follow IUPAP's policy on conference fees. For conferences held in 2008 and 2009, the upper limit is Euro 450 where proceedings are included and "substantially lower" otherwise (the figure is increased periodically in line with inflation). For ICO Endorsed Events, exceptions to that rule may be made.

7 - In ICO Cosponsored Events, ICO must be associated from the beginning, and usually no later than 18 months in advance.

8 - In ICO Cosponsored events, the ICO Associate Secretary (in charge of meetings) is ex officio a member of the Organizing Committee and should be kept regularly informed of the progress of the organization.

9 - In ICO Cosponsored events, the ICO Bureau designates one member to represent it in the Programme Committee. For ICO Endorsed Events, exception to that rule may be made.

10 - For ICO Cosponsored Events, the organizers are always welcome to use the channel of the ICO Territorial Committee mailing list to distribute information.

11 - For ICO Cosponsored Events, the organizers are requested to send free proceedings of the conference to countries where optics development requires special support; a list of some addresses appropriate for that purpose selected by ICO will be provided by ICO; for ICO Endorsed Events, the same action is recommended. The number of copies requested is of the order of 20.

12 - All ICO Cosponsored and ICO Endorsed Events are listed in the column "Forthcoming events with ICO participation" in the ICO Newsletter. In addition, organizers of ICO Cosponsored Events are welcome to provide the ICO Secretariat with a 1000 to 2000 words article, if possible with an illustration, for further publicity in the ICO Newsletter. Because the responsibility for the publication rests on it, ICO has the liberty to slightly edit the text to adapt it to the general style and to the space available.

13 - The use of the ICO logo in documents concerning ICO Cosponsored Events is desired; it is permitted in ICO Endorsed Events.

14 - There may be ICO financial participation in ICO Cosponsored Events, in the form of a grant, a loan, or a participation in the risks. ICO participation is an ICO Bureau decision. There is usually no ICO financial participation in ICO Endorsed Events.

Notes:

- participation in the financial risks means an immediate loan that can be converted in part or in totality into a grant if the event runs a deficit ; ICO accepts to take the first risk ; in case of a surplus, however, ICO receives a share of the surplus.
- in the 29 events held between ICO-20 and ICO-21 (both inclusive) with ICO participation, ICO was financially involved in 25 cases and assumed a risk six times. A typical amount of an ICO grant for a major ICO event is US\$ 1500-5000, and for an ICO Cosponsored event US\$ 1000-2500. In most of the recent cases, the ICO grant was specifically awarded for the purpose of helping identified registrants from less favoured countries.



Steering Committees

ICO is involved with OSA, SPIE, other organizations such as its International Organization Members, and EOS in two international meeting series: Education and Training in Optics and Photonics (ETOP), and Optics and Computing, later designated as Information Photonics.

Information about the ETOP series, including the Long-Range Guidance, Sponsorship, and Management of ETOP series and instructions for hosting ETOP meetings, can be found from the ICO home pages <http://www.ico-optics.org/> under Activities (meeting series)

Information about the Optics in Computing/Information Photonics series, including the Bylaws of the Steering Committee, are available on the ICO home pages <http://www.ico-optics.org/> under Activities (meeting series)

