



Guidelines to organizing **ISHMap Symposia**

ISHMap is the only international learned society with a mission “*to advance research into the history of maps in all societies and over all periods of time by promoting the education of the general public in the subject*”.

The Society’ international symposia are scholarly meetings dedicated to the advancement of the knowledge about the history of the map and to the promotion of the multidisciplinary field to develop it a new academic discipline.

In general, as a new society ISHMap would like to organize shorter and cheaper meetings to attract young scholars and people especially from a variety of fields related to the study of early maps.

The title of the series of the events is ‘**ISHMap Symposium**’ with the ordinal number e.g. ‘**2nd ISHMap Symposium**’.

Organization

- ISHMap Symposia are **organised by the Society** in cooperation with other societies, institutions, universities etc. whose names will be prominently listed in all symposium documents.
- ISHMap Council appoints a **Local Organiser**, who is a member of the Society, to represent the Society and to coordinate the organization of the programme. He/she is the person who is responsible for the event.
- The Local Organiser, who may chair the **Organising Committee**, invites representatives of the cooperating partners and they make arrangements for the academic programme.
- The Local Organiser proposes the dates and venue for the symposium to the AGM. He/she may suggest a specific topic to be the focus theme of the meeting. This topic can be announced as the **subtitle** of that ISHMap Symposium.

Duration

- The length of an ISHMap symposium is normally one to three days, preferably scheduled for a weekend (Friday to Sunday).

Academic Programme

- The programme includes academic **papers**, poster presentations and workshops or demonstrations.
- If appropriate the **Annual General Meeting** of the Society is integrated into the symposium's programme.
- ISHMap Council appoints a **Paper Selection Committee** consisting of at least two Trustees and the Local Organiser.
- The committee proposes a **Call for Papers** for the symposium, which is confirmed by Council, and the symposium is announced and the Call for Papers is published on the society's website and communicated to the international audience.
- The Paper Selection Committee evaluate the proposals, submitted electronically through the website, and select the papers and posters to be presented at the symposium and decide the academic programme of the symposium.
- Council should see the programme before it is published

Practical arrangements

- ISHMap Symposia are **open to all** interested in the subject.
- Participants of the symposium **should register** electronically at the ISHMap website.
- The registration fee, if any, is calculated by the Local Organiser. This **nominal fee** should cover only the expenses covering the academic programme. Council agrees the proposed **registration fee** before the symposium is announced.
- The official language of the symposium is **English**.
- The Local Organising Committee makes arrangements for coffee, refreshments at the symposium venue and they may arrange inexpensive lunch/dinner for participants and provide a list/help in finding affordable accommodation. They may organise other social programmes as well but all these should be **optional**.

Suggested normal annual schedule

Summer - symposium proposal – confirmed at AGM

By July 15 - Appointment of Local Organiser and Paper Selection Committee – Council

By September 15 – Symposium Announcement published

By October 15 – Registration fee proposal / Call for Papers proposal - Council

Following year, by January 15 – Announcement of Papers accepted

By April 15 –Programme announcement

Mid –late June - ISHMap Symposium takes place

*Revised by ISHMap Council
at Helsinki on Monday 1 July 2013*