

## **Simplified UMAC Conference Guidelines**

1. Presentation of papers and posters are the heart of the conference.
2. Papers may be no less than ten minutes.
3. Keynote speaker/s are desirable but not essential.
4. UMAC expects keynote speakers to be of the highest quality. It is better to have one excellent one rather than two average ones.
5. There must be time for two UMAC Board meetings of at least an hour, one UMAC AGM of an hour, and a working group meeting, which must not be on the last day, of one and a half hours.
6. An important aim of the conference are the study tours. These include visits to university museums and at least one major other museum or site, social events to meet people informally and at least one day tour in a bus to see something of the heritage of the country.
7. UMAC conferences require sponsorship. UMAC can provide small refundable seeding funding, \$2 or 3 thousand dollars, but except in exceptional circumstances, the organisers are required to make a profit that is returned to UMAC.
8. The National ICOM Committee expects to be notified and in return is expected to participate and assist.
9. The registration fee should be as low as possible bearing in mind that the conference must not make a loss. In cases of hardship, currency difficulties, student or retired members of UMAC, registration fees may be waived at the discretion of the local host.
10. The local host must advise and obtain the sanction of the UMAC Chair and appropriate Board members for important decisions about the conference.
11. The UMAC Chair, or a delegated person, is responsible to ensure the conference meets the requirements of UMAC and the host understands what is required.
12. The conference host should attend a prior UMAC conference.
13. The last speaker of the conference should be a person commenting on the conference in general in an address called Last Words. It is preferable that this person be not intimately concerned with university museums or the organisation of the conference.
14. The conference organisers should provide information about the host location, a printed program and a list of delegates with addresses.
15. A range of hotel and other accommodation should be offered.
16. Post conference tours are welcomed. In general UMAC prefers the arrangements to be made by the local organisers rather than a travel agent.
17. Accommodation in university halls, hostels, religious groups, small hotels with national character is preferred to stays in international 5 star hotels.
18. The conference bag should be of sufficient size to carry papers, a camera and small personal items. It is perfectly appropriate for it to be sponsored.
19. Welcome drinks, a farewell party and at least one dinner should be provided in the registration fee. It is not necessary to provide long or large lunches.
20. A list of the local university and other local museums, and of recommended restaurants with a range of prices is welcomed.

21. If the conference is in a city, then a map of transport facilities and/or tickets is/are welcomed.
22. Invitations to the local Rectors, Vice Chancellors, Principals, Ministers and other important decision makers are often a key factor to the success of the conference.
23. UMAC does not object to early starts in the morning or late sessions at night. If a couple of hours can be set aside as free time during museum opening or shop opening hours, so much the better.
24. Name tags should be worn high on the shoulder rather than at stomach level.
25. At poster sessions authors are expected to stand by their posters for discussions, or to nominate someone to do so.
26. Attendance of non-UMAC members at UMAC conferences is permitted on a one-off basis, but a person attending year after year is expected to become a voting member of UMAC.
27. Members of UMAC travelling from overseas are expected to bring a number of small gifts for presentation to the hosts.
28. Papers and posters presented at UMAC conferences may be published on the UMAC website if a digital copy is made available and selected papers may be double reviewed and appear in print.
29. So far as practicable successive UMAC Conferences should be in a different part of the world, should be announced at least three years in advance and should have a unique theme. The location is chosen by the UMAC Board, but countries or universities wishing to host a function may express their wish to do so to the Chair. Potential hosts are normally expected to speak at an AGM to explain and discuss their offer.