



ICC
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30th
International
Cartographic
Conference

Florence, Italy

**INTERNATIONAL
CARTOGRAPHIC
EXHIBITION**

**GUIDELINES
FOR PARTICIPATION**

WWW.ICC2021.NET

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INSTITUTIONS THAT MAY EXHIBIT

ICA National Members

Most of the exhibition area will be devoted to materials submitted by the ICA Member Nations.

Materials will be grouped by country of origin and organized by the designated National Coordinator from each respective ICA National Member (NM).

To participate, each ICA National Member must authorize and select the materials to be exhibited from their country. For the purposes of the Exhibition, each Member Nation is an

“Exhibitor,” regardless of whether there is one or many items exhibited by that country.

Each country may have different policies regarding the coordination of the exhibit materials.

The Local Organizing Committee (LOC) requests that each NM act in coordination and communication with the other institutions of their respective country. In the case of any questions or problems, the National Coordinator of that NM will be the only official contact for the LOC.

ICA Affiliate Members

Affiliate Members are organizations, institutions, or companies that support the mission and activities of ICA. An affiliate member can display material in this category only if the affiliate member:

- a) informs its country’s NM of its intentions to exhibit;
- b) designates an Affiliate Coordinator who will be the only official contact for the LOC;
- c) does not place its maps and charts in the sector organized by an NM.

With these conditions fulfilled, each Affiliate Member is also considered an Exhibitor and should comply with all guidelines stated in the following sections. In case of questions or problems, the Affiliate Coordinator designated by each Affiliate Member will be the only official contact for the LOC.

CRITERIA FOR EXHIBITING

Categories and Quantity Restrictions

Submissions are welcome in the categories below. Please note the quantity restrictions per Exhibitor. For those Exhibitors with a potentially large number of materials, please choose a representative sample, or only the best examples, in order to create a display with greatest impact. The submissions provided by each NM cannot exceed the allocated space for each country.

CATEGORIES

1. Maps on Panels

This category includes not only paper maps, but also all non-paper cartographic products suitable for poster board display, such as relief models or tactile cartography. For details about the panels, see Special Notes about Panels below.

Maximum quantity: 6 panels.

2. Charts on Panels

This category includes not only paper nautical and aeronautical charts, but also all non-paper navigational products suitable for poster board display. For details about the panels, see Special Notes about Panels below.

Maximum quantity: 3 panels.

3. Atlases

This category is for all non-digital atlas products, whether composed of maps or charts. Atlases will be displayed on shelves, tables, and kiosks in a special area of the Exhibition.

Maximum quantity: 3 atlases.

4. Digital Products

This category is for all digital cartographic products except for on-line (web-based) digital cartographic products and services that may also include Spatial Data Infrastructures (Digital Services), whether composed of maps or charts. Digital products will be accessible to visitors in a special digital product area of the Exhibition. For details about this category, see Special Instructions for Digital Cartographic Products below.

Maximum quantity: 5 products.

5. Digital Services

This category is for exhibition of on-line (web-based) digital cartographic products and services only that may also include Spatial Data Infrastructures. This category is not part of the cartographic competition, and will not be judged. For details about this category, see Special Notes about Digital Services below.

Maximum quantity: 1 digital service.

6. Educational Cartographic Products

This category includes both digital and non-digital educational cartographic products. These products will be exhibited on shelves, tables, and kiosks in a special area of the Exhibition.

Maximum quantity: 3 products.

7. Other Cartographic Products

This category is for all products unsuitable for vertical panel display, or which otherwise do not fit into the previous categories, including globes and tactile maps. These products will be exhibited on shelves, tables, and kiosks in a special area of the Exhibition.

Maximum quantity: 3 products.

The total number of panels a NM may reserve is 6+3.

Special Notes about Panels

Each panel is a 900mm x 2100mm vertical poster board.

As many items can be placed on a panel if all will fit. As a result, the number of materials exhibited by each Member Nation or Affiliate Member will depend on the sizes and shapes of those materials. Please calculate the amount of space needed and request a number of panels accordingly. The LOC reserves the right to modify the number of panels reserved by an Exhibitor, if the number of panels reserved is too large for the quantity of materials exhibited.

Please reserve only the number of panels that are required for your display.

Special Notes about Digital Services

Exhibitors are invited to present on-line (web-based) digital cartographic products and services that may also include a Spatial Data Infrastructure (SDI) established by an institution or a group of institutions in the country that represents collective efforts to make geospatial information discovery, access and use broadly available to the public. Each Exhibitor may showcase one on-line service or SDI in the Exhibition.

These achievements are not part of the cartographic competition and will not be judged. The LOC will assign a time slot for each Exhibitor to present their on-line service or SDI to Exhibition visitors. These time slots will be listed in the Map Exhibition Program. Each Exhibitor is asked to appoint a Digital Services representative to present their digital service to Exhibition visitors in this special session. This person may be the same as the Exhibitor representative (see Designate a Representative below), the National Coordinator or Affiliate Coordinator, or another person speaking on behalf of the SDI.

Date of Completion

All exhibited material reflect recent work and must have been edited or modified after July 2019 (the date of the last ICC in Tokyo - Japan).

PROCEDURE FOR RESERVING SPACE AND SUBMITTING MATERIALS

Designate a Representative

The LOC requests that each Exhibitor designates a representative who will be the official contact person for all correspondence related to the Exhibition, reserve the exhibition space through the Exhibition Catalog, attend the conference as a registered attendee, and preferably also carry the cartographic materials to Florence. The representative may or may not be the same person as the National Coordinator or Affiliate Coordinator. Upon arrival in Florence, this representative will coordinate with the LOC (in the Exhibition area) to ensure correct installation and exhibition of the materials, and be available to answer queries from Exhibition visitors.

Reservation of exhibition space by Exhibition Catalog

1. All Exhibitors must reserve exhibition space with the LOC via an initial registration form and Exhibition Catalog. The reception of the Exhibition Catalog starts on Monday July 12, 2021 and closes at Saturday October 9, 2021. The request will include:

- Name of ICA National Member or Affiliate Member
- Name of Exhibitor representative in attendance at ICC 2021
- Number of map panels required (not to exceed 6)
- Number of chart panels required (not to exceed 3)
- Number of atlases (not to exceed 3)
- Number of digital products (not to exceed 5)
- Number of digital services (not to exceed 1)
- Number of educational cartographic products (not to exceed 3)
- Number of other cartographic products (not to exceed 3)

2. For each item to be exhibited, a brief abstract must be included with the entry. The abstract should preferably state the purpose, content and cartographic method applied in the creation of the cartographic product, in very few words. This information will be used to plan the exhibition, prepare the Exhibition Catalogue, and prepare the identification labels to be placed by each object in the exhibition. The abstract is limited to 100 words in English or French. The LOC will not edit the abstract, so please ensure the description is clear and concise.

3. In addition to the abstract and keywords, for each item, the following information will also be required:

Maps on panels

- Title (in English or French)
- Type of material (paper / plastic / other - specify)
- Scale if relevant
- Dimensions of the sheet (in millimeters)
- Author(s)
- Published by
- Date published
- Language(s) of the legend

Charts on panels

- Title (in English or French)
- Type of material (paper / plastic / other - specify)
- Scale if relevant
- Dimensions of the sheet (in millimeters)
- Author(s)
- Published by
- Date published
- Language(s) of the legend

Atlases

- Title (in English or French)
- Number of pages
- Dimensions of the sheet (in millimeters)
- Author(s)
- Published by
- Date published
- Language(s) of the text

Digital Products

- Title (in English or French)
- Type (app, DVD, web map, and/or other)
- File format (please describe image file format, audio file format, video file format, and/or other format information, limited to 10 words)
- Operating system: Windows, Mac OS X, UNIX, Linux, Android OS, iOS, and/or other
- License (PD, CC, and/or other)
- Author(s)
- Published by
- Date published or most recently updated
- Scale if relevant
- Language(s) of the presentation

Digital Services

- Title (in English or French)
- Type of service (TMS/XYZ Tile, Vector Tile, Google API, OGC Protocol, etc.)
- Format (file type, structure of coverages/themes, etc.)
- Software platform in which it is managed
- URL web link of the Digital Service
- Author(s)
- License (PD, CC, and/or other)
- Published by
- Date published or most recently updated
- Scale if relevant
- Language(s) of the presentation

Educational cartographic products

- Title (in English or French)
- Author(s)
- Type (paper map, digital product, other - specify)
- Dimensions (for all types except digital, in millimeters)
- Published by
- Date published
- Language(s) of the product

Other cartographic products

- Title (in English or French)
- Author(s)
- Material (paper, plastic, other - specify)
- Published by
- Date published
- Language(s) of the product.

Receive Confirmation

Confirmations for each entry submission will be returned to the Exhibitor. The LOC will then review and assign space based on these requests.

Submit Thumbnail Images

Once the Exhibitors have been confirmed and the spaces assigned, the final step is to submit thumbnail images of all entries. The image is picture or screenshot of the map (JPEG or TIFF) with minimum input scanning resolution 300 dpi for full color. After October 9, 2021, the LOC will build the Exhibition Catalogue, to be posted online at <https://www.icc2021.net> approximately two weeks prior to the conference. The Catalogue will remain accessible via a link at the icaci.org website for two years after the conference date.

Special Instructions for Digital Cartographic Products

1. For digital cartographic entries, please create a video of 2–4 minutes in length. This video should describe the product, provide a visual tour of its features and functionality, and if possible, include a URL link at the end for viewers to link to the actual product. An audio component is encouraged although not required.
2. Post this video to a URL which will navigate a viewer directly to your demo video. These URL's will then be accessible at the conference via YouTube or Vimeo.
3. Finally, please create A3-size (297 mm x 420 mm) poster for your product using a template file of PDF. The poster should include the title, authors, a screenshot, and the video URL. In addition, a QR code pointing to your video URL is highly recommended. These posters should then be saved in PDF format and uploaded, along with their corresponding video URL, by the representative. These posters will be displayed at the special digital cartographic entry area at the Exhibition. Visitors will be able to browse the posters to see which video they would like to view, then either choose your video URL at a computer in the display area, to view in YouTube or Vimeo, or enter the URL directly in their smartphone browser and watch it on their own.

Permissions

By submitting an entry to the Exhibition, whether analogue or digital, all Exhibitors grant to the ICA, ICC 2021, and its designated agents, permission to use descriptions or images of Exhibition entries for further promotional use for the duration of the conference. In all cases, however, the copyright shall remain with the original owner. Following the conference, winning entries remain available to the ICA for further use and archiving in its newsletter, on the ICC 2021 or ICA web sites, or any other ICA publication. Any such reproduction will carry the author name(s). Author(s) shall receive no compensation for these reproductions, but shall receive, upon request, a complimentary copy of any product that is produced using a representation of their work.

TRANSPORT, SETUP, AND DISPLAY

Transport of Objects to the Exhibition Site

All material to be exhibited must be transported by ICC 2021 attendees. Each Member Nation and Affiliate Member should identify who will attend the conference in person and can carry the items to Italy (preferably representative). Upon arrival in Florence, these persons should then bring the material to the Exhibition area of the conference venue.

Please do not mail Exhibition materials to the LOC.

Setup

1. All cartographic materials will be installed for display in the Exhibition area of the conference venue Thursday December 9, 2021 from 9 am to 4 pm.
2. Prior to the exhibition, the LOC will set up panels for vertical map and chart displays, tables, shelves, and kiosks for atlases and other products, and digital equipment for the digital entries.
3. On arrival at the venue, attendees bringing these items will receive guidance from the LOC regarding the locations of their assigned display spaces, and how to place the items on the panels. Although LOC staff will be on hand to coordinate the set up and provide assistance where necessary, the Exhibitor representatives are responsible for most of the work of placing materials on panels and arranging items for display on tables and shelves.
4. Digital services will not be displayed in the Exhibition area, but will be showcased in separate, special time slots designated in the preliminary program. See Special Notes about Digital Services above, for more information.

Exhibition Schedule

1. The Exhibition Catalogue will be available for download in PDF's approximately two weeks prior to the conference, at <https://www.icc2021.net>. The Catalogue will continue to be available for download for the duration of the conference. After the conference, the Catalogue will continue to be available through an online link at the ICA website, icaci.org.
2. Exhibition set up will be Friday, December 10, 2021 from 9 am to 12 am.
3. The Exhibition will formally open Monday, December 13, 2021 with a brief inauguration ceremony and will remain open until Friday, December 17, 2021 at 12 am. The results of the competition will be announced at the Closing Ceremony.

Dismantling

1. All winning entries are granted to the ICA for further promotional use and remain for further use and archiving with the ICA. The copyright, however, remains with the original owner. See Permissions above, for more details.
2. All other analogue or digital products should be removed by the Exhibitor representatives on Friday December 17, 2021, between 12 am and 1 pm. Please leave the materials that can be donated to LOC as "donation" on paper. All donated materials are scheduled to be kept for archives by LOC.
3. After 1 pm on Friday December 17, 2021, the LOC will adopt all necessary solutions to clean up the exhibited materials. Cartographic material worth preserving will be taken over by the LOC for distribution. Further remaining documents and material will be disposed of if necessary.

COMPETITIONS

Description

1. All entries displayed in the International Cartographic Exhibition (except digital services) will be evaluated by 1) an international expert jury, and 2) a Public Vote.
 - Three awards / category will be given based on the expert jury voting.
 - One award / category will be given based on the public voting.
2. The expert jury may elect to aggregate, with explanation, the awards for any category.
3. Winning entries will receive an official certificate and the right to use the ICA International Cartographic Exhibition Award Winner Logo. The awards will be presented at the Closing Ceremony on the conference site, Saturday morning, December 18, 2021.

Regulations

1. The LOC will assist with the implementation of these competitions and awards, without exercising any direct influence over the awards.
2. Authorization by the LOC to exhibit material in the Exhibition is not synonymous with participating in these competitions. If the jury decides that one specific item cannot be a candidate for an award, the LOC will respect the decision of the jury. In this situation, the item affected may remain on display in the Exhibition but will not be considered by the jury.

SPECIAL CASES

Display of Materials without Pre-Registration

If a delegation or group of ICC 2021 attendees arrives at the Exhibition during the first days of the conference and proposes to display objects that have not been previously registered as described above, the LOC will not authorize the exhibition of these new display items.

Pre-registered Materials not on Display

If an Exhibitor has announced that it will participate and has sent all the information required, but then cannot transport the display items physically to the conference venue in time or present the corresponding Digital Service in the allotted time frame, at the end of the conference the display will be considered as removed from the Exhibition. During the conference, the LOC will inspect the displays in order to determine if any pieces announced in the Exhibition Catalogue have not arrived or are not presented and will remove them from the conference final report.