ICC 2017 WASHINGTON

INTERNATIONAL CARTOGRAPHIC EXHIBITION

GUIDE FOR PARTICIPATION

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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.

CATEGORY

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 the visually handicapped. 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: 2 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* 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 Spatial Data Infrastructures only. *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.*

Special Notes About Panels

Each panel is a 4 ft x 8 ft *horizontal* poster board.

As many items can be placed on a panel as 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 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* 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 SDI to Exhibition visitors. These time slots will be listed in the preliminary program.

Each Exhibitor is asked to appoint an SDI 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 must have been edited or modified **after August 2015** (the date of the last ICC in Rio de Janeiro, Brazil).

PROCEDURE FOR RESERVING SPACE AND SUBMITTING MATERIALS

Please note that for ICC 2017, there will be no printed Exhibition Catalogue. Instead, there will be a digital Exhibition Catalogue incorporated into the conference app. As a result, Exhibitors will submit final PDF's of all entries before the conference. These PDF's will also be available to the international expert jury to evaluate entries prior to the conference. The following steps describe the process for 2017.

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 space via the online interface, upload final PDF's at a later date, attend the conference as a registered attendee, and preferably also carry the cartographic materials to Washington, DC. The representative may or may not be the same person as the National Coordinator or Affiliate Coordinator. Upon arrival in DC, this representative will cooperate with the LOC to ensure correct installation and exhibition of the materials, and be available to answer queries from Exhibition visitors.

Reserve Space via the Online Interface

1. All Exhibitors must reserve Exhibition space with the LOC via an initial registration form and an online interface. **This interface opens 1 December, 2016 and closes 1 March, 2017.** The request will include:

   - Name of ICA National Member or Affiliate Member
   - Name of Exhibitor representative in attendance at ICC 2017
   - Number of map panels required (up to 6)
   - Number of chart panels required (up to 2)
   - Number of atlases (up to 3)
   - Number of digital products (up to 5)
   - Number of digital services (up to 1)
   - Number of educational cartographic products (up to 3)

- Number of other cartographic products (up to 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.*

3. Also for **each item**, please include keywords descriptive of the entry.

Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.

When selecting the keywords, think of them as terms that will help someone locate your chapter at the top of the search engine list using, for example, Google. Very broad terms (e.g., 'Case study' by itself) should be avoided as these will result in thousands of search results but will not result in finding your chapter.

4. **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, Android OS, iOS, 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 (WMS, WCS, WFS, WPS, or other service interface standard of the Open Geospatial Consortium)
- Format (file type, structure of coverages/themes, etc.)
- Software platform in which it is managed
- Author(s)
- 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 Final Images via Online Interface

Once the Exhibitors have been confirmed and the spaces assigned, the final step is to submit PDF's of all entries via the online submission interface. For maps and charts on panels, please submit a full PDF image of the product. For digital products, please see Special Instructions for Digital Cartographic Products below. For other types of products, please submit a photograph saved in PDF format.

These images will be included with each entry in the digital Exhibition Catalogue. Users will not have access to the original PDF's. Instead, each image will be viewed within a constrained, protected view and pan window which prevents users from obtaining all or portions of the cartographic product.

The deadline for submitting final PDF's of all entries is **16 May, 2017.**

After 16 May, the LOC will build the Exhibition Catalogue in the conference app, to be posted online at icc2017.org 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 a tabloid-size (279 mm x 432 mm) poster for your product, which includes the title, authors, a screenshot, and the video URL. In addition, a QR code pointing to your video URL is highly recommended. (A QR code is a matrix barcode generated by an online QR code generator which, when scanned, links to a URL. By including one in your layout, visitors with QR code scanners on their phone would be able to link to your website directly on their phones.) 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 2017, 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 2017 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 2017 attendees. Each Member Nation and Affiliate Member should identify who will attend the conference in person and can carry the items to the USA (preferably the representative designated in Section III. A., above). Upon arrival in DC, these persons should then bring the material to the conference venue.

Please **do not mail** exhibition materials to the LOC.

Setup

1. All cartographic materials will be installed for display in Exhibit Halls A and B South of the Marriott Wardman Park Hotel, on **Sunday 2 July, 2017** from **10 am to 5 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 setup 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, shelves, and kiosks.

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 the Conference App approximately two weeks prior to the conference, at icc2017.org. 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 setup will be **Sunday 2 July, 2017** from **10 am to 5 pm.**

3. The Exhibition will formally open on **Monday 3 July at 11 a.m**. with a brief inauguration ceremony and will remain open until **Thursday 6 July at 2 p.m**. The results of the competition will be announced on Friday 7 July 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. These items will be retained by the LOC and distributed to local organizations or otherwise used according to its own discretion. See Permissions above, for more details.

2. All other analogue or digital products should be removed by the Exhibitor representatives on **Thursday 6 July, between 2 and 6 p.m**.

3. After 6 p.m., 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, **Friday, 7 July, from 1:30 to 3:30 p.m.**

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 2017 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.

Local Organizing Committee for ICC 2017
April 2016

ORGANIZERS AND PARTNERSHIPS