

Instructions for Organising International Congresses Sponsored by the CIHM

1. Preparation

1.1. General

- 1.1.1. The Bureau of the International Commission of Military History (CIHM) determines international Congresses sponsored by the CIHM (normally one every year) by assigning it a sequence number. National Commissions organise national symposiums freely, and these are not affected by these instructions.
- 1.1.2. The CIHM has funds which are mainly set aside for publications dealing with general military history themes. The CIHM does not normally subsidise national or international symposiums which are organised by national commissions, nor the publication of proceedings.
- 1.1.3. As far as possible, the theme of an international Congress of the CIHM must be likely to interest all national commissions. It shall be determined in agreement with the Bureau of the CIHM. According to the articles of association of the CIHM (Art. 2), the aim of Congresses is to 'foster and co-ordinate military historians' research in a spirit of international friendship, so that researchers can become better acquainted with each other, co-operate and share the results of their work.'
- 1.1.4. CIHM Congresses include the following:
 - a) An official opening session.
 - b) If the meeting of Congress includes Track I and II, each national commission shall be entitled to at least one conference paper in Track I. The communications are presented in one of the official languages of the CIHM.
 - c) Track II includes conference papers, one or more round tables and film presentations. Simultaneous interpretation must be provided in at least one of the CIHM's official languages. Track II papers are selected on merit alone.
 - d) The General Meeting of the CIHM.
 - e) The official closing session with a summary of the meeting.

1.2. Choice of conference papers

- 1.2.1. Organisers prepare a schedule which determines the duration of each conference paper and allows national commissions to suggest one or more conference papers.
- 1.2.2. Selecting the authors of conference papers and guaranteeing the scientific level of their work is the responsibility of national commissions, which shall submit the list and theme of conference papers of the members they have selected to the organisers. No member of a national commission shall submit a conference paper directly to the organisers.
- 1.2.3. As each national commission is entitled to at least one conference paper in Track I, the remaining conference presentations are allocated according to the size of the national delegation at the previous five Congresses, the relevance of the conference paper to the theme of the meeting of Congress and the scientific reputation of the author.
- 1.2.4. As far as possible, the written versions of proposed conference papers which could not be presented orally during the Congress, shall be published in the proceedings of the meeting of Congress (the "Acta").

1.3. Registration

- 1.3.1. Information concerning the symposium, which leads on to preliminary registration, determines a number of issues, including the registration fee for each participant and accompanying person, the prices of the various activities during the symposium, the program for accompanying persons and excursions before and after the symposium. This document includes the address of the symposium secretariat, with telephone and fax numbers, as well as e-mail address details.
- 1.3.2. Participants and accompanying persons shall register fully for the symposium using an official form prepared by the organisers, who will determine the deadline by which such forms should be returned. After this deadline, organisers shall no longer be able to guarantee that there will be sufficient hotel rooms available, or enough seats for events and excursions.
- 1.3.3. As far as possible, national commissions shall help participants find accommodations during their Congress. They shall provide a list of hotels with a wide spectrum of prices so as not to discourage young researchers who often travel at their own expense.

1.4. Documents required from the authors of conference papers

- 1.4.1. Within the timeframe established by the organisers, authors of conference papers shall submit to the programm chair:
 - their CV,
 - the spoken version of their paper (for the interpreters),
 - the written version of their paper.
- 1.4.2. The written version of the conference paper, which shall be no longer than 20 typed pages of 2,400 characters (including footnotes and appendices), ready for printing, shall be sent according to the organisers' instructions.
- 1.4.3. The written version of the conference paper shall be "power typed". Only ends of paragraphs and spaces between paragraphs are to be included. On the other hand, there should be no layout (margins, justification, hyphenation, line feeds) and no style applied to characters (bold, lightface, italics, underlining). Notes shall be placed at the end of the article. Indications concerning the layout or the style of characters shall be identified in handwriting on the "print out".

2. The Congress itself

2.1. Administration

- 2.1.1. Those who have paid the "Participant" or "Accompanying person" registration fee may attend the working sessions, as well as all of the free receptions set up by the organising committee. Badges and invitation cards to receptions serve as passes.
- 2.1.2. The final list of participants including surnames, first names and addresses shall be delivered during the Congress.
- 2.1.3. For each working session, the Congress secretariat shall provide participants with a copy of the text of the conference paper presented.
- 2.1.4. Accompanying persons tours, at no additional cost, are provided only for accompanying persons.

2.2. Scientific programme

- 2.2.1. All participants shall receive a scientific programme in which:
 - the language used for the title of the conference paper indicates the language in which it will be presented during the plenary session,
 - the length of the conference papers and discussions are given.
- 2.2.2. As far as possible, the order in which conference papers are presented shall take the theme or chronology into account.
- 2.2.3. A round table is organized by a national commission with the concurrence of the CIHM Bureau.

2.3. Simultaneous interpretation

In principle, for the official opening session, the conference papers in Track I, the General Meeting and the closing session, simultaneous interpretation is provided in at least two official languages.

3. Proceedings of the symposium

- 3.1. In the proceedings, material written by authors forced to use a language other than their mother tongue shall, if necessary, be revised and corrected.
- 3.2. All participants properly registered in the Congress shall be provided with a copy of the proceedings sent by their national commission to their home address free of charge. For their own requirements, they and their national commission may order additional copies at a price set by the organiser.
- 3.3. The CIHM secretary general shall provide the publisher of the proceedings with a mailing list which must be adhered to.

4. Approval

The presidents of the CIHM national commissions approved these instructions at a meeting held in Rabat on 6 August 2004.