



12th World Symposium on
Choral Music (WSCM 12)
2020

Organizational Guidelines

ORGANIZATIONAL GUIDELINES

12TH WORLD SYMPOSIUM ON CHORAL MUSIC (12WSCM), 2020

1. INTRODUCTION

- 1.1. The World Symposium on Choral Music (WSCM) is an eight-day event from Wednesday to Wednesday sponsored by the International Federation for Choral Music (IFCM). The Symposium's purposes are to promote artistic excellence, co-operation, and exchange by bringing together the finest choirs and choral leaders for seminars, reading sessions, and performances; to facilitate the dissemination of choral repertoire, research, recordings, and other related material and information; and to enhance the existing choral life in a specific region of the world;
- 1.2. A national organization, institution, or properly constituted committee wishing to host the World Symposium should submit its invitation to IFCM's Executive Committee (ExCom) through the IFCM North-American Office (office@ifcm.net), not less than four (4) years before the proposed date. All requests to hold a World Symposium will be considered by the ExCom of IFCM and approved by the Board of Directors.
- 1.3. The invitation should refer to the feasibility of hosting a world symposium, bearing in mind the responsibilities as outlined below.
- 1.4. Conditions in different countries will necessitate flexibility in the interpretation of IFCM's regulations governing the organization of a World Symposium, but matters of principle must be brought to the Federation's ExCom for approval if any fundamental variation is proposed.
- 1.5. A representative of IFCM's ExCom is available to discuss the format of the presentation and must be invited to visit the site if the initial approach indicates there is a possibility of holding a symposium in that city in the foreseeable future.
- 1.6. Features that will be taken into account when considering a site are listed below; therefore, feasibility proposals should include reference to these points:
- 1.7. The strength of the host organization;
 - 1.7.1. Development of an active committee that will assist in all aspects of planning;
 - 1.7.2. Involvement of influential and respected choral conductors to provide leadership for the symposium;
 - 1.7.3. Easy access to air routes;
 - 1.7.4. Availability of a wide range of accommodations from least expensive to quality hotels at the best possible local prices;
 - 1.7.5. Excellent performance sites for concerts;
 - 1.7.6. A wide range of rooms, centrally located, suitable for lecture-demonstrations, seminars, meetings, and trade exhibitions;
 - 1.7.7. On-site catering and/or a multi-range of restaurants from inexpensive to average in cost within close proximity to hotels and performance sites;
 - 1.7.8. Local cultural attractions accessible by public transportation;
 - 1.7.9. Evidence of goodwill and financial support from governmental agencies and corporate leaders;
 - 1.7.10. Ability to provide financial support for representatives of developing countries;
 - 1.7.11. The availability of visas for persons from all countries;

- 1.7.12. Commitment of a proven executive-type leader to assume responsibility for organization and planning;
- 1.7.13. Adequate administrative facilities;
- 1.7.14. Financial expertise.
- 1.8. The formal acceptance of a proposal to host a World Symposium will be sent by the ExCom of IFCM to the organization submitting the invitation. Until the acceptance is received and acknowledged, there is no obligation on either side.
- 1.9. Prior to making a decision about site location for a World Symposium, IFCM will submit a statement of financial responsibility to the prospective host organization. Final acceptance of the site will be contingent upon a financial agreement between the Federation and the host organization.
- 1.10. After the site has been confirmed by the Board of Directors, IFCM's representative, acting with the support of members of the ExCom, will respond to discuss a work plan and maintain a close relationship with the host organization throughout the planning period. Regular progress reports must be submitted by the host organization for circulation to IFCM's ExCom.

2. RELATIONSHIP BETWEEN IFCM AND HOST ORGANIZATION

- 2.1. The largest share of planning a World Symposium must fall on the national organization, institution, or properly constituted committee that is hosting the event (see 1.2 and hereafter referred to in this document as the Host Organization) since IFCM is unable to provide on-going support staff. However, joint committees, comprised of members from IFCM and the host organization will be responsible for all major areas of planning and administration. These committees will be accountable to both IFCM and the host organization. They are:
 - 2.1.1. Supervisory Committee: seeks solutions not solved by either the Executive or Artistic Committees of the Symposium.
 - 2.1.2. Executive Committee of the Symposium: responsible for the administrative and financial areas of the Symposium.
 - 2.1.3. Artistic Committee of the Symposium: plans the format and content of the Symposium, including the choice of choirs, seminars, and clinicians.
 - 2.1.4. The host organization will be responsible for all costs related to the meetings of these three Committees.
- 2.2. Because the World Symposium is sponsored by IFCM, in cooperation with the host organization, an agreement between the two parties regarding the choice of a date for the event is essential.
- 2.3. The host organization will pay IFCM a designated commission and royalty (per paying participant) as stated in the agreement regarding the symposium .
- 2.4. All participants will pay, in addition to the registration fee, the equivalent of a membership fee to IFCM. This amount becomes the sole property of IFCM.
- 2.5. IFCM Board members and guests (a list to be mutually agreed upon by the host organization and the Federation) will have food and lodging paid by the host organization during the Symposium.
- 2.6. All finances for the Symposium, including possible losses will be totally the responsibility of the host organization.

- 2.7. Some flexibility in financial arrangements from one Symposium to another is essential in order to reflect different circumstances inherent in each country. Initial negotiation between the Federation and the host organization will be done by IFCM's designated representative(s) and Treasurer so that there is a clear understanding of the respective financial responsibilities of both parties (see 1.10) These must be detailed in a mutually agreeable contract between the host (committee) organization and IFCM.
- 2.8. In addition to what is said prior in this document about responsibilities, the host organization will be responsible for:
 - 2.8.1. Administrative costs at the local level;
 - 2.8.2. All charges connected with contracting performance venues, equipment, and staff;
 - 2.8.3. All costs for local support staff and Symposium-related planning and administration;
 - 2.8.4. Design and printing of publicity material and program;
 - 2.8.5. Copying of seminar abstracts and any translation costs, including simultaneous translation, if required;
 - 2.8.6. Postage, telephone, fax, and e-mail costs from Symposium office prior to and during the event;
 - 2.8.7. Fees, hotel accommodations, meals for guests and Symposium-related conductors, seminar leaders, and speakers;
 - 2.8.8. Hotel and meals for distinguished guests, mutually agreed upon and invited by the host organization and IFCM;
 - 2.8.9. Arrangements for visiting performing groups, including housing, meals, and local transportation during the specific time they are involved in the Symposium
 - 2.8.10. Special arrangements for groups performing at the Symposium, such as a professional choir, with the extent of the arrangements to be determined by the host organization and clearly stated in the invitation or contract;
 - 2.8.11. A complimentary IFCM booth, complete with all furnishings, in the main exhibition area for the duration of the Symposium—the booth to provide information about IFCM activities such as the World Youth Choir, Musica, and future symposia;
 - 2.8.12. Two complimentary IFCM offices of appropriate size, one for the president and one for IFCM meetings. These offices shall be located in the main building where the Symposium takes place, and shall include the normal office equipment (i.e., desks, tables, chairs, telephone, internet connection, WiFi, etc.) with access to fax and copy machines. In addition to those two (2) mentioned offices, the host organization provides free of charge a larger facility for approximately 150 persons for the purpose of the General Assembly.
- 2.9. Members of the IFCM ExCom shall be entitled to the same considerations as those given to invited and official guests of the Symposium.
- 2.10. The possibility of obtaining complimentary travel tickets from an airline designated as the Symposium's official carrier should be explored as part of the airline's support for the event. The tickets, if obtained, would be used at the discretion of the host organization.

- 2.11. Income from registration fees become, after having settled possible commission and royalty parts of the registration fees to IFCM according to the agreement, the sole property of the host organization.
- 2.12. The host committee must submit a final, audited financial statement to IFCM within (one year) six (6) months after the Symposium.

3. FINANCING A WORLD SYMPOSIUM

- 3.1. Direct income to a host organization may come from the following sources:
 - 3.1.1. Governmental grants: national, regional, local;
 - 3.1.2. Sponsorships: corporate, business, organizational;
 - 3.1.3. Contributions: private gifts, in-kind;
 - 3.1.4. Registration fees;
 - 3.1.5. Sale of exhibition space for trade show;
 - 3.1.6. Sale of advertising space in official program and brochures;
 - 3.1.7. Sale of recordings, programs, posters, souvenirs;
 - 3.1.8. Profit from ticket sales to concert events open to the public;
 - 3.1.9. Interest on invested money;
 - 3.1.10. Radio and/or television rights for broadcasting concerts.
- 3.2. Indirect support negotiated locally by the host organization may come from the following sources:
 - 3.2.1. Free or greatly reduced fees for use of venues for concerts, seminars, meeting rooms, and exhibition;
 - 3.2.2. Promotional items such as badges and Symposium packets;
 - 3.2.3. Entertainment by city, universities, associations, or businesses;
 - 3.2.4. Staffing of events and office;
 - 3.2.5. Office space;
 - 3.2.6. Public transportation for performing groups;
 - 3.2.7. Use of symphony orchestra for major concerts;
 - 3.2.8. Media coverage from radio, television, and newspaper.

4. EXPENDITURES

- 4.1. Expenditures will vary from Symposium to Symposium, but the main areas will be:
 - 4.1.1. Rental of performing sites, rooms for seminars and meetings, and space for a trade exhibition;
 - 4.1.2. Accommodations and meals for distinguished guests, seminar leaders, solo artists, guest conductors, and performing choirs;
 - 4.1.3. Office and administration expenses, including necessary travel;
 - 4.1.4. Postage, stationery, telephone, fax, e-mail;
 - 4.1.5. Publicity, mailings, and advertising;
 - 4.1.6. Printing of programs and seminar abstracts;
 - 4.1.7. Meetings of host organization and meetings of IFCM according to the agreement;
 - 4.1.8. Staff: executive director, secretary, stage workers;
 - 4.1.9. Audio-visual aids;
 - 4.1.10. Rental of pianos and equipment;
 - 4.1.11. Insurance;

- 4.1.12. Accountancy and audit;
- 4.1.13. Special hospitality events, e.g. receptions, entertainment of official guests, conductors, solo artists;
- 4.1.14. Simultaneous translation (determined in consultation with IFCM's representative);
- 4.1.15. Fees: solo artists, symphony orchestra, guest conductors, seminar leaders, and professional choirs when appropriate;
- 4.1.16. Subsidy for choirs and delegates who may have difficulty attending the Symposium because of economic and/or political problems;
- 4.1.17. Music (scores) for reading sessions.

5. CONTINGENCY

- 5.1. The number of persons attending a World Symposium fluctuates according to location, economic stability, political climate, perceived cost of the host city, timing, individual support, and many other (extraneous) factors. Of major importance will be local and regional support from conductors, choirs, and related organizations.
- 5.2. Given the factors listed in 5.1, some of which are unpredictable, it is essential that a contingency of not less than 10% of the total budget be included in the financial planning.

6. PROGRAM CONTENT

- 6.1. The format of the Symposium should follow in general terms the traditional pattern of past symposia. It must include the following:
 - 6.1.1. Opening ceremony and concert, usually with emphasis on the choral tradition of the host country;
 - 6.1.2. Concerts, seminars, reading sessions, discussion groups;
 - 6.1.3. Closing ceremony and concert.
- 6.2. The format of each of the above is set by the Artistic Committee of the Symposium (see 2.1.3)
- 6.3. All invited choirs must be approved by the Artistic Committee of the Symposium (see 2.1.3)
- 6.4. Concerts by visiting choirs, which may be amateur or professional, must be at the highest artistic level.
- 6.5. In order to avoid misunderstanding, a written agreement detailing the basis of the invitation should be made between the Executive Committee of the Symposium (see 2.1.2) and the invited choirs.
- 6.6. Choirs should be encouraged to perform music indigenous to their own country and choral tradition, while respecting the symposium theme.
- 6.7. Every effort must be made to include choirs and/or delegates who otherwise would be unable to attend because of financial constraints. (see 4.1)
- 6.8. Each choir chosen should have the opportunity to perform at least twice during the Symposium and should be given assistance in finding additional performing sites within the country or region. Choirs wishing to tour prior to or after the Symposium must assume all related costs. Every consideration should be given to making each

choir's residency during the Symposium a meaningful experience, artistically and logistically.

- 6.9. The financial arrangements made between the host organization and each performing group are left to the Executive Committee of the Symposium (see 2.1.2), but the normal provision is that the host organization will provide room, meals, and land transportation for up to a maximum of 40 singers per choir for the time the group is directly involved in the Symposium. Choirs are responsible for their own transportation to and from the Symposium. The host organization should not feel obligated in any way to assist groups financially beyond the above, but it may make exceptions in order to achieve a balanced program or to bring a group that otherwise might not be able to participate in the Symposium.
- 6.10. Seminars and reading sessions are an integral part of the Symposium. The final choice of lecturers and session leaders is the responsibility of the Artistic Committee of the Symposium.
 - 6.10.1. Subject matter must be relevant to the Symposium concept of including such areas as technique, interpretation, performance practice, repertoire indigenous to a particular area of the region, research, new music, and communication within the choral world.
 - 6.10.2. Seminar leaders need to be of the highest quality with experience as a lecturer.
 - 6.10.3. Seminar leaders must provide in advance a written abstract for publication in different languages. The signing of a contract will be contingent on the submission of the abstract.
 - 6.10.4. Using a performing group in a seminar or reading session for illustrative purposes is encouraged.
 - 6.10.5. Leaders of reading sessions should provide a printed list of their repertoire along with the name of the publisher for each selection.

7. ADJUNCT SYMPOSIUM PROGRAMS

- 7.1. Past symposia have included adjunct programs specifically for singers, music teachers, students, and/or composers, each of which offered sessions for its respective delegates, but with a relationship to the overall Symposium.
- 7.2. Adjunct programs offer the host organization the opportunity to enhance the effect of the Symposium by including choral-related areas.
- 7.3. Adjunct programs have the possibility of increasing the number of delegates and the overall registration income.

8. PUBLICITY

- 8.1. It is the responsibility of the host organization to actively publicize the World Symposium. Announcements in the International Choral Bulletin, IFCM's quarterly publication, are essential. The Federation's World Choral Census can be used as a guide for securing mailing lists from the Federation's member organizations. Every source, including the electronic media, should be investigated for sending information.
- 8.2. The first announcement should be distributed three (3) years prior to the Symposium at the prior Symposium's closing ceremonies and the following announcement in the first October ICB bulletin after that previous Symposium.

- 8.3. The IFCM logo must be prominently displayed in all publicity materials along with a statement that indicates: The World Symposium on Choral Music is a project sponsored by the International Federation for Choral Music.
- 8.4. The official Symposium printed program must include a listing of all IFCM Board members, Advisors, and Honorary Members.
- 8.5. All printed material in announcements and the program must be proof read and approved by IFCM and the host organization prior to being released to the public.

9. INDIVIDUAL ACCESS TO CONFERENCES

- 9.1. The World Symposium is open to anyone interested in choral music in its broadest meaning. The registration fee is obligatory and must be paid by all delegates. Exceptions, with the mutual consent of the host organization and IFCM, may be made for honorary members, distinguished guests, seminar speakers, guest conductors, and members of the IFCM ExCom.
- 9.2. The budget needs to reflect an amount of money that will allow selected delegates with financial problems to attend the Symposium without paying the registration fee, the exact number of delegates to be determined jointly by the host organization and IFCM (see 4.1)
- 9.3. All membership income from delegates joining IFCM prior to the Symposium or at the time of the event becomes the property of IFCM. (see 2.4)

10. ACCOMPANYING PERSONS

- 10.1. Persons accompanying delegates but not attending or participating in the actual Symposium should be offered a special registration, their fee to be set by the host organization. The charge will be dependent on the content of their program. Normally, the accompanying person would be eligible to attend evening concerts and social events. As a guide, the cost will be approximately two-thirds of the Symposium registration fee.

11. LANGUAGES AND SIMULTANEOUS TRANSLATION

- 11.1. The official language used at the Symposium is English. When it is anticipated that delegates speak a language other than English, the host organization needs to make every effort to provide translation services in various other ways. These can include actual simultaneous translation through in-house equipment or the printing of abstracts in various languages available prior to and after sessions (see 6.9).

12. EVALUATION

- 12.1. The host organization is required to do a written evaluation of all aspects of the Symposium. This document will serve as a guide for other World Symposium planning committees and as a historical record for IFCM and the host committee.
- 12.2. The evaluation needs to take into consideration such areas as:
- 12.3. The quality of concerts, lectures, reading sessions, and performance venues;
- 12.4. Registration procedures;
- 12.5. Committee structure;
- 12.6. Accommodations;
- 12.7. Publicity and media coverage;

- 12.8. Local, regional, national support;
- 12.9. Finances;
- 12.10. Relationship with IFCM;
- 12.11. Logistics, e.g. housing, food, transportation for performing groups;
- 12.12. Exhibition;
- 12.13. Delegate response.

Final edition

14.09.2014