



Workshop Guidelines for hosting ICA Commission on Mountain Cartography

Workshop goals:

- To further define the topics of mountain cartography and to promote the methods and knowledge of mountain cartography among scientists and professionals in cartography and related fields
- To demonstrate and discuss state of the art issues on practical as well as theoretical mountain cartography
- Addressing local issues in the field of mountain cartography related to the area where the workshop is hosted
- To enhance discussion on mountain cartography, to promote knowledge exchange as well as to support networking

Workshop structure:

- Interactive forum, flexible discussions, theoretical and practical presentations, hands-on sessions, discussion panels, demonstrations on special topics and issues related to mountain cartography
- Special topic for overall theme of the workshop
- One day outdoor activity related to practical cartography in the mountains tailored to the physical abilities of participants as well as weather conditions.

Dissemination:

- Printed publication defined by host and commission - to be published at the latest by the next ICA conference after the workshop
- Prior to workshop, reviewed extended abstracts and poster submissions
- After workshop, paper finalization and coordination by editors and commission members

Workshop duration:

- 5 days including arrival and departure
- Day 1: Arrival, official start in the evening with a keynote or other appropriate opening
- Day 2-4: Depending on the weather, one day outdoors and two days indoors – flexible schedule
- Day 4: Late afternoon final workshop closing remarks, Evening “traditional, local dinner”
- Day 5: Departure in the morning

Workshop location and administration:

- Location in a mountainous environment, if possible easy international access
- Maximum 30-50 participants
- Solely dedicated individual meeting room for the entire workshop with all current standard workshop facilities (projector, Internet, pin boards ...) for 30-50 participants
- Participant fee for the workshop should be one amount calculated by the host covering the essential needs of all necessary expenses, however not including individual outdoor activities and transportation costs
- Overnight lodging plus full board included in overall fee
- No extra workshop fee

A detailed finance plan as well as a general program overview with potential dates must be submitted to the commission at the latest 1½ years prior to the workshop.

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