IDEA
International Drama/
Theatre and Education
Association
Associação Internacional
de Teatro Educação
Association Internationale d'Art
Dramatique/Théâtre et Éducation
Asociación Internacional de
Drama/Teatro y Educación
国际戏剧/剧场与
教育联盟

Operational Manual
2020

Prepared for ratification at General Council Meeting 2020
This is a working edition of the IDEA Operational Manual. This edition of the Operational Manual has been has been developed from the version prepared for the General Council Meeting in Lima, Peru, September 2020 following revisions of the IDEA Constitution ratified in Lisbon, Portugal, November 2019.

This is a flexible document.
IDEA invites additions, suggestions and clarifications on an on-going basis for presentation and endorsement at the next IDEA General Council Meeting.

This Manual is initially published in English.
Help with translating it into the official languages of IDEA is needed.
This Edition is published in September 2020. It draws from, replaces and updates all previous Operational manuals.
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The seat of IDEA is in Portugal: Rua Bernardo Santareno 2f – 2 k 2825-446 Costa da Caparica.

This Operational Manual has been written by Robin Pascoe working with the Elected Officers of IDEA. Particular thanks are extended to Maria van Bakelan and Tintti Karpinin who provided feedback and drew on their extensive collective knowledge of IDEA, its history and conventions.
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Running IDEA Congresses is published as a separate Appendix to the Operational Manual.

Running Digital Congresses has been added in 2020
Introduction for 2020 version

This version of the IDEA Operational Manual is being written in unprecedented times. The world is experiencing the changes happening as a result of the Coronavirus COVID-19 Pandemic. Travel is restricted. Capacity to work and participate in IDEA are impacted. We turn to digital ways of communicating because we can no longer gather physically for meetings and sharing.

IDEA has been anticipating change. The world was changing before the pandemic and much thought had been given to moving towards digital ways of communicating – using ZOOM for Elected Officers Meetings; Webinars; Email newsletters. This will need to accelerate in the circumstances of the pandemic.

IDEA must do things differently. Former ways of working must change. IDEA must be flexible and responsive to change. IDEA is in the process of re-inventing its practices – including thinking about working digitally and running congresses on-line.

Many of the processes outlined in the Operational manual will also need to be adapted. Where processes have been changed for the circumstances, they are signalled by this symbol:

Will these changes be permanent is a question for the future. Throughout this version, to be ratified by the 2020 General Council Meeting, some changes have been made to processes as necessary. These changes are made under the emergency powers of the President in consultation with the Elected Officers.

IDEA welcomes feedback and future suggestions for later versions of the Operational Manual.

Robin Pascoe, President 2013-2020
Introdução para a versão 2020
Recorreremos às formas digitais de comunicação porque não podemos mais nos reunir fisicamente para reuniões e compartilhamento.
IDEA deve fazer as coisas de maneira diferente. As antigas formas de trabalhar devem mudar.
IDEA deve ser flexível e responsivo às mudanças.
IDEA tem antecipado mudanças. O mundo estava mudando antes da pandemia e muito se pensou em mudar para formas digitais de comunicação - usando o ZOOM para reuniões de dirigentes eleitos; Webinars; Boletins informativos por e-mail. Isso precisará ser acelerado nas circunstâncias da pandemia.
Muitos dos processos descritos no Operacional mudança para O manual de 2020 também precisará ser adaptado. Onde os processos foram alterados para as circunstâncias, eles são sinalizados por este símbolo:

Essas mudanças serão permanentes é uma questão para o futuro. Ao longo desta versão, a ser ratificada pela Assembleia do Conselho Geral de 2020, foram feitas algumas alterações aos processos conforme necessário. essas mudanças são feitas no âmbito dos poderes emergenciais do Presidente em consulta com os Dirigentes Eleitos.
IDEA agradece feedback e sugestões futuras para versões posteriores do Manual Operacional.
Robin Pascoe, presidente 2013-2020

Introduction pour la version 2020
Cette version du manuel opérationnel d'IDEA est en cours de rédaction dans des temps sans précédent. Le monde connaît les changements qui se produisent à la suite de la pandémie de coronavirus COVID-19. Les déplacements sont limités. La capacité à travailler et à participer à IDEA est affectée. Nous nous tournons vers les moyens de communication numériques car nous ne pouvons plus nous rassembler physiquement pour les réunions et le partage. IDEA doit faire les choses différemment. Les anciennes méthodes de travail doivent changer. IDEA doit être flexible et réactif au changement. IDEA a anticipé le changement. Le monde était en train de changer avant la pandémie et on avait beaucoup réfléchi à l'orientation vers des moyens de communication numériques - en utilisant ZOOM pour les réunions des élus; Webinaires; Bulletins électroniques. Cela devra s'accélérer dans les circonstances de la pandémie. Bon nombre des processus décrits dans le document opérationnel Changement pour Le manuel 2020 devra également être adapté. Lorsque les processus ont été modifiés pour les circonstances, ils sont signalés par ce symbole:

Ces changements seront-ils permanents est une question pour l'avenir. Tout au long de cette version, qui doit être ratifiée par l'Assemblée générale de 2020, certaines modifications ont été apportées aux processus si nécessaire. ces changements sont apportés sous les pouvoirs d'urgence du président en consultation avec les élus. IDEA souhaite recevoir vos commentaires et suggestions futures pour les versions ultérieures du manuel opérationnel. Robin Pascoe, président 2013-2020

Introducción a la versión 2020
Esta versión del Manual de Operaciones de IDEA se está escribiendo en tiempos sin precedentes. El mundo está experimentando los cambios que se están produciendo como resultado de la pandemia del coronavirus COVID-19. Los viajes están restringidos. La capacidad para trabajar y participar en IDEA se ve afectada. Recurrirnos a formas digitales de comunicación porque ya no podemos reunirnrs físicamente para reuniones y compartir. IDEA debe hacer las cosas de manera diferente. Las formas anteriores de trabajar deben cambiar. IDEA debe ser flexible y receptiva al cambio. IDEA ha estado anticipando cambios. El mundo estaba cambiando antes de la pandemia y se había pensado mucho en avanzar hacia formas digitales de comunicación, utilizando ZOOM para reuniones de funcionarios electos; Seminarios web; Boletines informativos por correo electrónico. Esto deberá acelerarse en las circunstancias de la pandemia. Muchos de los procesos descritos en el Operativo Cambio para También será necesario adaptar el manual de 2020. Cuando los procesos se han modificado debido a las circunstancias, se señalan con este símbolo:

Si estos cambios serán permanentes es una pregunta para el futuro. A lo largo de esta versión, que será ratificada por el Consejo General de 2020, se han realizado algunos cambios en los procesos según sea necesario. Estos cambios se realizan bajo los poderes de emergencia del Presidente en consulta con los Oficiales Electos. IDEA agradece los comentarios y sugerencias futuras para versiones posteriores del Manual de operaciones. Robin Pascoe, presidente 2013-2020

2020版简介
此版本的《IDEA操作手册》正在前所未有的时间里编写。由于冠状病毒COVID-19大流行，世界正在发生变化。旅行受到限制。工作和参与IDEA的能力受到影响。我们转向数字通信方式，因为我们再也无法亲自聚会和共享。
IDEA必须以不同的方式做事。以前的工作方式必须改变。
IDEA必须是灵活的并且对变化做出响应。
IDEA一直在期待变革。在大流行之前，世界已经发生了变化，人们已经考虑了向数字化交流的方式。网络研讨会；电子邮件通讯。在大流行的情况下，这将需要加快。
业务流程中概述的许多流程更改
对于2020年手册也将需要修改。对于这种情况，如果更改了流程，须用以下符号表示：

这些变化是否永久存在是未来的问题。在整个版本（待2020年理事会会议批准中），必要时对流程进行了一些更改。这些更改是在总统紧急权力下与当选官员协商而做出的。
IDEA欢迎对操作手册的更高版本提供反馈和将来的建议。
罗宾·帕斯科（Robin Pascoe），2013-2020年总裁
1. Purpose and Scope of this Operational Manual

Article 5 of the IDEA Constitution states that the Operational Manual details the procedures, processes, policies and guidelines of IDEA. It is an extension of the IDEA Constitution. The Operational manual has been prepared by the Executive Committee in consultation with the General Meeting Committee and Accountancy Committee and approved by the General Council. This is the 2020 version of the IDEA Operational Manual. It is based on the Draft version approved in the General Council Meeting, Lima, Peru September 2020 and the revised IDEA Constitution ratified in Portugal November 2019.

It is to be approved by the IDEA General Council Meeting in 2020.

2. What is IDEA?

IDEA is an international not for profit association. It is the peak body for drama/theatre and education. It operates across time zones, countries and cultures.

IDEA is open to national, regional and international associations and to other institutes, bodies, networks, organisation and individuals working in drama/theatre and education.

IDEA is an open and inclusive association. IDEA opposes discrimination on the basis of race, colour, national origin, language, religion, sex, sexual orientation, age or disability.

IDEA runs democratically. This means that decisions are made for the benefit of members collectively reflecting the will of the majority of members. A sense of fairness and social justice, respect and open dialogue are essential to the successful culture of IDEA. In discussions and in General Council and Elected Officers meetings, there is active listening, respect for the rights of others to speak and be heard. Meetings follow agreed procedures that are clearly stated and practiced. Decision making is by discussion, debate, negotiation and wherever possible by consensus.

2.1 Overview of the IDEA story

IDEA was founded in Portugal in July 1992 through the initial Congress in Oporto and was registered under Portuguese law in 1994.

While the international organisations for theatre such as ITI, ASSITEJ and AITA/IATA included education within their charters, IDEA was formed to foreground more strongly drama/theatre and education.

IDEA has provided an international forum for communicating about, promoting and advocating for drama/theatre and education in schools, communities and all fields of endeavour. It does this through advocacy, publications, projects, research, Young IDEA, congresses and conferences and collaborations.

IDEA has held international congresses: Brisbane, Australia, 1995; Kisumu, Kenya, 1998; Bergen, Norway, 2001; Ottawa, Canada, 2004; Hong Kong, SAR China, 2007; Belém, Brazil, 2010; Paris, France, 2013; the ninth Congress scheduled for Ankara, Turkey in 2016/2017 was first postponed and then cancelled because of civil unrest. The 10th Congress in Beijing, China, was cancelled due to the Coronavirus COVIC-19 Pandemic.

Why IDEA uses the term Drama/Theatre

When the IDEA community came together there was a recognition that the term used for our field had different traditions and use in different cultures and places. The inclusive term Drama/Theatre recognises the importance or inclusively respecting language.
2.2. Requirements of Portuguese legal & tax systems

IDEA is registered as a non profit organisation under Portuguese law. Registration documents available from IDEA Secretary.

2.3 IDEA and languages used

IDEA recognises the importance of inclusive language policies and practices.

See Article 45 of the Constitution.

45.1 Without prejudice to the compliance with Portuguese law requirements, the official languages for all business Meetings, of IDEA shall be English, with translations into French, Spanish and Chinese provided by member organisations who require these languages.

45.2 The official languages of congresses shall be English and the native language of the country or region hosting the congress, with translations provided for French, Spanish and Chinese members by those member organizations for their members upon request.

45.3 All matters that require a vote will be presented in English and translated into Portuguese. On request from members they will translated into French, Spanish or Chinese.

45.4 In the event of questions or doubt as to the interpretation of the provisions of the present Constitution, the Portuguese text shall be considered as original and authentic.

2.4 The IDEA identity and logo

The IDEA identity is linked to the logo which has along history since 1992. A consistent imagery was derived over time from the first Congress.

There have been variations, for example, the IDEA Congress in Kissumu, Kenya, used this logo.

The Congress in Bergen, Norway, developed the dynamic I/Eye from the original congress.

Over time, this was simplified to the dynamic I/Eye

In 2013 a new version of the IDEA logo was designed

The image has been redrawn in 2019 providing a more dynamic rendering

Both variants are used.

The default fonts for IDEA are Roboto and Roboto Condensed.
3. How IDEA works

3.1 Structure

IDEA is a not-for-profit professional association. Its structure is set out in the IDEA Constitution and this Operational Manual.

3.2 The General Council (GC)

The General Council is the decision making body of IDEA. It meets during Congresses and once between Congresses.

The General Council is made up of all members present in person, by proxy or by other means.

The General Council directs the action of IDEA, elects members of the Executive Committee, General Meeting Committee and Accountancy Committee. It receives reports; approves the budget; sets membership fees; decides on location of Congress and appoints the Congress Director.

In 2020 the General Council Meeting will be held by ZOOM meetings.

3.3 Elected Officers (EO)

The term Elected Officer collectively refers to the individuals elected to the Executive Committee, General Meeting Committee and Accountancy Committee.

Elected Officers are key to the ongoing success of IDEA. As the responsibilities of roles are handed from one person to another, it is useful to summarise:

- What does the Constitution say about the role?
- What does this mean in practice? In other words what has become the actual work of the Elected Officer as it has evolved over time.

While many of these roles are similar to those found in other associations, it is useful to note current practice as it has evolved.

All Elected Officers of IDEA work voluntarily. They contribute many hours of time (financially supporting their own travel and other expenses such as internet connection) as a commitment to their role.

Where possible IDEA supports their work by reimbursing expenses but this is limited by the available budget.

3.4 Executive Committee (EC)

Articles 24-35 (inclusive) of the IDEA Constitution, set out the roles and powers of the Executive Committee.

3.4.1 Procedures and Processes for Executive Committee

The Executive Committee is empowered to identify roles and responsibilities and arrange its own appropriate ways for communication and decision-making (Article 33).

3.4.2 Roles & responsibilities of Executive Committee

The Executive Committee is elected by the General Council and entrusted with the conduct of current affairs of IDEA. (Article 24).

The IDEA Constitution specifies the roles of President, Vice President, Secretary and Treasurer. Other roles are outlined in the Operational Manual.

The other roles currently identified are:
- Director of Publications
- Director of Research
- Director of Projects (including regionalisation)
- Director of Young IDEA
- Director of Communications
- Director of Social Media
- Article 33 also states:

The members of the Executive Committee can decide different distributions of work and duties other than those mentioned in the Operational Manual, by acceptance of the Executive Committee.
3.4.3 President

The IDEA Constitution (Article 29) outlines the following roles and responsibilities for the President:

The General Council shall be represented legally by the President of the Executive Committee.

The President shall:

• be the spokesperson for IDEA internationally;
• can delegate the President Emeritus, or the Vice President to act as official representatives of IDEA;
• be a legal signatory for IDEA's bank account;
• assume responsibility for official correspondence with other associations, agencies, organisations and governments in consultations with the Secretary;
• report to meetings of the General Council about the work of IDEA and its members in relation to the aims of IDEA;
• ensure that all necessary meetings are called and agendas prepared;
• set a closing date for the reception of business items for meetings of the General Council and for voting;
• chair the meetings of the Executive Committee;
• conduct online meetings or voting as required;
• have powers to act in emergency situations on behalf of IDEA without consent of the Executive Committee or General Council, but must seek approval for such actions as soon as possible from the Executive Committee or General Council.

In practice this means: the President:

• provides leadership and guidance for IDEA

3.4.4 Immediate Past President/President Emeritus

The President Emeritus is the person who immediately preceded the sitting President in that role. The President Emeritus shall:

• provide counsel and advice to the current President.
• be available to act as a representative of IDEA internationally upon request of the sitting President.

3.4.5 Vice President

Article 30 of the Constitution states that the Vice President shall:

• be a legal signatory for IDEA's bank account;
• chairs the meetings of the Executive Committee in the absence of the President;
• assist the President by preparing submissions for assistance and support from other organisations in pursuance of the aims of IDEA;
• coordinate with the IDEA Congress Director and liaise with members to propose to the General Council the nominations of the host countries for the congresses ahead;
• assume the functions of the President in the event of the President's inability to perform his or her duties.
• administers online voting
• manages the appointed roles of Webmaster, Social Media Manager

3.4.6 Secretary

Article 31 states that The Secretary shall:

• maintain lists of members;
• receive and present the applications of new members
• ensure that proper records of proceedings are kept up-to-date and circulated as appropriate;
• have charge of the official correspondence of IDEA except in matters where it may be necessary for the President, as chief officer of IDEA, to assume this responsibility;
• cooperate with the President of the Executive Committee and the President of the General Meeting Committee, to compile the agenda of the General Council and Executive Committee meetings;
• inform members about the activities of the Executive Committee and about relevant activities of members;
• coordinate translations of material to be distributed to members by newsletter or other methods;
• maintain records of the correspondence of IDEA;
• liaise with Executive Committee and other Committees of IDEA to distribute appropriate material to members by a newsletter or other methods.
In practice this means: the Secretary:

- is the main point of contact between IDEA and members
- **new members:** when interested associations and individuals want to join IDEA; helping them become members providing information and forms for application; welcoming them as members
- **established members:** keeping in touch with members
  - regular updates or newsletters – published via email and the web site; collecting information from Elected Officers and members for sharing
  - keeping up-to-date information on each member, contact people, web sites, etc. (in collaboration with the IDEA Treasurer and IDEA administrator); ensuring that the published memberships on IDEA web site are up-to-date and accurate
- **other organisations:** keeps IDEA in touch with other organisations relevant to the aims and purposes of IDEA

**forms that the IDEA Secretary uses:**
- IDEA Information for prospective members
- IDEA membership form (including rates for subscription/membership)
- Acknowledgement of membership
- Information update for members
- Newsletter format

3.4.7 Treasurer

Article 32 identifies the role of the Treasurer shall:

- be a legal signatory for IDEA’s bank account;
- keep the records of IDEA’s accounts and provide the Executive with accurate and up-to-date reports of IDEA’s financial position;
- prepare and present to the Executive Committee and the General Council a budget for each calendar year, which shall include the determination of the member fees;
- inform each member of the fee levels for each calendar year, collect all fees, and send reminders, accounts and invoices as necessary;
- liaise with the Accountancy Committee;
- coordinate fund raising activities of IDEA with the appropriate officers.

In practice this means: the Treasurer:

- **Membership:**
  - in collaboration with the IDEA Secretary and IDEA Administrator, sends annual subscription invoices/reminders to members; including follow ups
  - collects/records subscription/fee payments (including payments made in cash and via bank transfer or other means) from members and communicates with IDEA Secretary and IDEA Administrator when membership is paid
  - manages requests for financial relief from members who cannot pay the full amount. (Everyone must pay something.)
- **Other income**
  - manages funds from grants/fundraising/bank interest/donations/congress/publications/projects/etc.
- **Budgeting:**
  - leads the budgeting of IDEA (in consultation with other Elected Officers)
- **Banking:**
  - sets up the IDEA banking arrangements
  - sets up and manages other streams of income e.g. internet payments (e.g. PayPal), through web page
- **Auditing:**
  - prepares quarterly summaries of income and expenditure
  - advises overruns and under expenditure to Elected Officers
  - monitors annual expenditure of budget (in conjunction with the Accountancy Committee)
- **Fundraising**
  - prepares submissions for identified sources of funding for IDEA
  - acquits funds raised and reports
Forms that the IDEA Treasurer uses:

- IDEA call for subscriptions/invoice
- IDEA acknowledgement of receipt of payment of subscription/fees
- Rates for subscription/membership
- Format for quarterly and annual financial reports
- Responses to requests for subscription/fee relief
- Acknowledgment of fee relief provided

Forms that the IDEA Director of Publications uses:

- IDEA call for publishing proposals
- IDEA Peer Review processes, formats
- Acknowledgment of publishing proposals
- Acknowledgment of reviewing, membership of Publications Committee, etc.

3.4.8 Directors

The current roles and responsibilities for the other members of the EC are:

3.4.8.1 Publications

The Director of Publications:

- in partnership with the Secretary establishes a Publications Committee which shall coordinate, edit and publish material of interest and importance for IDEA members by a newsletter or otherwise;
- devise responsible ways of publicising the aims of IDEA through the media and distributing news of the activities of IDEA as widely as possible;
- appoint a committee that shall edit an international research journal, whose members shall be agreed by the General Council;
- maintain a file of IDEA publications;
- establish periodic surveys amongst members to evaluate IDEA publications in relation to the aims of the association.

In practice this means: the Director of Publications

- Initiates and monitors IDEA Publications policy
- Invites publishing projects by and for IDEA
- Coordinates, edits (or arranges editing) and publishes IDEA books and media (defining those terms widely in the context of technology) to promote the aims of IDEA
- Keeps records of IDEA publications; publishes lists of those publications for members
- Oversees (in collaboration with IDEA Treasurer, IDEA Secretary, IDEA Administrator) the promotion and sales of IDEA publications; distribution of IDEA publications out of print and published digitally
- As appropriate, fund raises for publications and organising publishing partnerships
- Establishes and manages a Publications Committee (approved by the IDEA General Council) to advise on publishing priorities and projects
- edit an international research journal (this would be managed in conjunction with the Directors of Research, Projects, Young IDEA, Congress as appropriate)
- Surveys IDEA members about IDEA publication needs

3.4.8.2 Research

The Director of Research:

- coordinates the work of the Research Committee;
- initiates and monitors IDEA research policy;
- coordinates the implementation of accepted IDEA research projects;
- coordinates with other EC officers all activities related to research policy and projects;
- coordinates with members regarding projects that may be adopted by IDEA;
- liaises with partner organisations of IDEA regarding collaboration on research projects;
- informs members of IDEA about the status and outcome of research projects.

In practice this means the Director of Research

- Initiates and monitors IDEA Research policy
- Establishes and manages a Research Committee (approved by the IDEA General Council) to guide IDEA Research (this would be managed in conjunction with the Directors of Publications, Projects, Young IDEA, Congress as appropriate)
- Invites Research projects by and for IDEA
- Coordinates IDEA Research projects
- Collaborates with IDEA members, IDEA partners on Research projects and brokers Research partnerships
- Keeps records of IDEA Research; publishes information about Research for members
- Oversees (in collaboration with IDEA Treasurer, IDEA Secretary, IDEA Administrator) the promotion of IDEA Research projects
- As appropriate, fund raises for Research projects

It is important to note that since the Constitution was originally written and first enacted, the role of the Director of Publications has changed in response to changing possibilities of technology. For example, books may not always mean publications bound and printed on paper; publication may be digital, video, audio or whatever technology provides.

There is a back list of IDEA publications and congress publications, some of which are now out of print but available for digital re-publication.

IDEA also has a history of collaborating on an on-line journal: Applied Theatre Researcher http://oajournals.blogspot.com/2011/02/applied-theatre-researcher-journal.html
The Director of Research also leads IDEA Special Interest Groups (SIG).

SIGs have been a part of each IDEA world before, during and after a Congress. They may also be Standing Special Interest Groups running separately from Congresses.

The number of SIGs vary from congress to congress.

Each SIG consists of a team of coordinators and a group of international researchers and artists

As criteria for selection, Special Interest groups consider balancing geography, gender, working areas in education, art education and contemporary research.

Forms that the IDEA Director of Research uses:
- IDEA call for Research proposals
- IDEA Peer Review processes, formats for Research projects
- Acknowledgment of Research proposals
- Acknowledgment of reviewing, membership of Research Committee, etc.

3.4.8.3 Projects

The Director of Projects:
- ensures and/or monitors the smooth implementation of IDEA projects initiated by the General Council;
- proposes to the General Council projects that will further the aims of IDEA. Between General Council meetings the Project Director, in close coordination with the President and the Executive Committee, may initiate projects for IDEA within the priorities and lines of action set up by the General Council;
- coordinates with the members regarding projects that may be adopted by IDEA;
- liaises with partner organisations of IDEA regarding collaboration on projects;
- informs the members of IDEA about the status and outcome of projects;
- develops and maintains policy and processes for IDEA projects including protection of minors and vulnerable people.
- Manages Regionalisation on behalf of the Executive Committee

Forms that the IDEA Director of Projects uses:
- IDEA call for Project proposals
- IDEA Peer Review processes, formats for IDEA projects
- Acknowledgment of IDEA Project proposals
- Acknowledgment of reviewing, membership of Project Committee, etc.
- Regionalisation

3.4.8.4 Director(s) of Young IDEA

Ideally the post of Director(s) of Young IDEA may be shared between two person, one of whom is a young IDEA member.

The Director(s) of Young IDEA:
- develop(s) and maintain(s) policy and processes for IDEA projects including protection of minors and vulnerable people.

Young IDEA members are defined as:
- A group of young people linked working with a member of IDEA
- A group of young people linked to an IDEA national association or group
- Any group of young people invited to attend and perform in the IDEA World Congress

In practice, the Director(s) Young IDEA:
- Initiates and monitors IDEA Young Idea policy
- Initiates, maintains and monitors IDEA Young Idea initiatives and projects
3.4.8.5 Director of Communication

The Director of Communication, in collaboration with the other Elected Officers,

- manages the IDEA Communication portfolio – web page, emails and newsletters for members and the IDEA community
- oversees the content and style of the IDEA web page www.ideadrama.org
- manages the ongoing web presence, the idea domain name, hosting and other necessary subscriptions for maintaining a viable web presence.
- establishes and maintains the IDEA style guide ensuring consistent branding, communication and information

**In practice, the Director of Communication, in collaboration with the other elected Officers**

- maintains the outward facing communication of IDEA

3.4.8.6 Director of Social Media

The Director of Social Media:

- posts articles
- monitors and dialogues with people who engage on the platform
- updates IDEA's Facebook page on a regular/daily basis.
- coordinates the various Facebook pages run by other IDEA groups, such as IDEA Europe, Young IDEA, and others.
- develops an IDEA presence on other social media platforms such as WeChat, Instagram, Twitter and others as they develop
- keeps IDEA social media channels updated on a regular/weekly basis.
- extends IDEA's presence to Instagram, Twitter, and other forms of social media.

**In practice, the Director of Social Media:**

- Initiates, maintains and monitors IDEA's social media presence
- Initiates and monitors IDEA's social media initiatives and projects

3.4.9 Other leadership roles in IDEA

3.4.9.1 IDEA Congress Director

The Congress Director is not an Elected Officer but is appointed by the General Council to lead the running of an IDEA Congress.

The Congress Director:

- is nominated for each IDEA international congress by the IDEA member hosting the congress and will be appointed by the General Council;
- serves until the final accounting of the congress is accepted by the General Council;
- is accountable for the preparation of the congress to the IDEA Executive Committee, the General Council and to the IDEA member hosting the Congress;
- coordinates with the Vice-President of Executive Committee;
- liaises with Executive Committee and IDEA members to choose a suitable congress theme. The final decision on the theme shall rest with the hosting member of the congress;
- convenes a Congress Committee to assist with congress planning and organisation. These members shall be agreed by the Executive Committee;
- convenes an International Congress Committee to assist with congress planning and organisation. These members shall be agreed by the General Council;
- submits a budget to the Treasurer of IDEA one year before the congress is to be held and an audited account one year after the congress has been held.
- participates in the General Council Meeting before the Congress.
- prepares reports

3.4.10 Maintaining flexibility in Director Roles

The Operational Manual lists the current roles but there may be, as necessary and at the direction of the General Council, review and change these listed Director Roles.

For example, after the beginning years of IDEA one of the general Elected Executive Officers Roles was the Director of Solidarity. This position remained for about 10 (or more) years but was discontinued in 2010. See later discussion about the concept of Solidarity in IDEA.
3.4.10 IDEA Administrator

The IDEA administrator is a part time paid role. The role of the IDEA Administrator is to work closely with both the IDEA President and the Elected Officers to manage the business requirements of the association.

These duties include:

• processing both incoming and outgoing correspondence; directing to the responsible Elected Officer
• developing and maintaining an effective process for record-keeping and archiving – in conjunction with the IDEA Secretary;
• liaising with individual Elected Officers regarding matters related to their individual portfolios;
• managing and updating the membership database;
• in conjunction with the Treasurer, sending out the annual Call for Fees, together with appropriate reminders;
• in conjunction with the President, Treasurer and Elected Officers, developing proposed annual budgets;In conjunction with the Secretary, responding to enquiries regarding membership;
• participating in planning and operational meetings; Where possible, attending General Council Meetings;
• preparing reports as required;
• other duties as directed by Executive Committee, Elected officers and general Council.

3.4.11 IDEA webmaster

The IDEA web site is a vital link with membership and the wider world.

The IDEA webmaster is an appointed part time paid position. The Executive Committee in consultation with the Elected Officers make this appointment.

The duties include:

• liaising with the Vice President about the design, content and vibrancy of the IDEA web site on a regular/weekly basis
• coordinating the IDEA web pages
• posting updates, articles and communicating with IDEA Elected Officers and members about content, updates on a regular/monthly basis
• responding to people who engage with the web page on a regular/daily basis
• liaising with the IDEA web page service provider and Domain Hosting
• extending IDEA's presence on the web page

3.4.12 Elected Officers Meetings

The Executive Committee meets regularly with the other Elected Officers via ZOOM Meetings (a technology for digital online communication).

The Elected Officers also communicate via email and MailChimp bulletins.

The Elected Officers also meet face to face, where possible. For example, in conjunction with a meeting of IDEA Europe, they met in October 2018 in Amsterdam. Aligning a face to face meeting with an IDEA event is time efficient and supports multi-tasking and economies for travel.
3.5 General Meeting Committee (GMC)

The role of the General Meeting Committee is to prepare and guide the meetings of the General Council. The General Meeting Committee has 3 Elected Officers (Articles 36-37):

- the President
- the Vice-President
- the Secretary

The General Council of IDEA is the supreme decision making authority under the Constitution.

The role of the General Meeting Committee:

- organise the General Council Meetings
- compile the agenda of the General Council Meetings, in partnership with the President and elected Officers
- Manage the procedures and processes of the General Council Meetings including preparation of agenda, notification, calling for nominations for positions, voting, as necessary
- compile and distribute the minutes of general Council Meetings

3.6 Accountancy Committee (AC)

The Accountancy Committee provides financial oversight and support for IDEA.

The Accountancy Committee has 3 Elected Officers (Articles 38-39):

- the President
- the Vice-President
- the Secretary

The Accountancy Committee is responsible for appointing the independent auditor to perform the annual auditing of IDEA's books and shall report the results first to the Executive Committee and to the General Council.

3.7 Finance

IDEA is a registered not for profit organisation under the statutes of Portugal. It meets the requirements for banking and taxation.

IDEA has established an independent bank account, along with clear avenues of transfer of fees for membership and registration through the website and social media and in the Operational Manual.

IDEA has established a process for profit sharing and a deadline for the deposit of profits from a Congress into the IDEA bank account. These processes will be included in a Memorandum of Understanding with the host organization.

3.8 Standing for Office

All positions are declared vacant at General Council Meetings associated with Congresses or General Council Meetings held in the years when Congresses would have been held. The General Meeting Committee calls for nominations to all positions outlined in the IDEA Constitution.

Nine months prior to elections an open call will usually be posted to the membership with a list of offices that are open.

Nominations of candidates may be made by Organisational Members of IDEA and Individual Members of IDEA.

Nominations of candidates, along with expressions of interest from the person nominated should usually be received by the Secretary of the General Meeting Committee no later than 6 months prior to elections. Information on the candidate's credentials, experience in IDEA and their reasons for standing for a specific role are required. The person nominated must agree in writing to the nomination.

The list of eligible candidates will then be posted for membership to review them on the IDEA website and other communication channels.

The time requirements for the call for nominations may be changed when circumstances (such as a pandemic) prevent this from happening. Shorter nomination periods are to be implemented in 2020. Specific dates for receiving nominations are announced on IDEA web page and social media channels.

In these cases, under the emergency powers of the IDEA Constitution variations may occur that must be endorsed by the following General Council Meeting.

A secure online voting platform will be used for the election of office-holders.

The voting system will be opened one week prior to the General Council Meeting at which the elections will be held, with the closing date set for the close of the live elections during a final session of the General Council Meeting, enabling elections to be completed and results to be announced at the General Council Meeting.

Elected Officers are elected to IDEA positions as individuals not as representatives of member associations. They focus on their IDEA roles representing the whole IDEA community not their original association affiliations or other professional roles.

3.8.1 Leadership Continuity

Leadership continuity is essential for the ongoing stability of IDEA. To ensure that IDEA Presidents come to this office with knowledge and experience within the organisation, it is preferred that each President should first serve a term as Vice President or other senior Elected Officer. Each Vice President should first serve in another capacity as an Elected Officer.

After serving their term the retiring President moves to the position of IDEA President Emeritus or Immediate...
Past President. They will be available to the current President for consultation and can represent IDEA if the current President or Vice President requires. These changes ensure continuity in the IDEA leadership.

**Procedures for ensuring continuity**

Each Elected Officer’s term usually begins on January 1 of the year after General Council Meeting election. It ends at the end of the calendar year of next elections. This is designed to provide a period of approximately 6 months for induction of incoming officers and hand over.

In the case where the General Council Meeting is held in a different month from tradition, the General Council will determine the date of appointment that provides similar period of transition and supports continuity.

On being elected to Office, all Incoming Officers will be expected to work in consultation and collaboration with the previous officer in the position.

### 3.8.2 Terms of Office

The IDEA Constitution (revised 2019) does not set limits on the number of times a person may be elected to a position.

In keeping with the spirit of the original IDEA Constitution which did have term limits, the following convention is suggested: Elected Officers may serve up to two terms in a specific role and may stand for other roles. General Council may determine when this convention is varied.

### 3.8.3 Fulfilling the Duties of Elected Officers

If, over the course of a term of office, an Elected Officer has not fulfilled the agreed duties, the Executive Committee may agree to remove that officer from office.

### 3.9 IDEA Terminology

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Term</th>
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<tbody>
<tr>
<td>GC</td>
<td>General Council</td>
</tr>
<tr>
<td>GCM</td>
<td>General Council Meeting</td>
</tr>
</tbody>
</table>
| EO           | Elected Officer (including)  
- EC Executive Committee  
- GMC General Meeting Committee  
- AC Accountancy Committee |
| EOM          | Elected Officers Meeting |
| EC           | Executive Committee  
Articles 24-35 |
| GMC          | General Meeting Committee  
Articles 36-37 |
| AC           | Accountancy Committee  
Articles 38-39 |
| CC           | Congress Committee |
| ICC          | International Congress Committee |
| Region       | Regional networks of IDEA |

See Appendices for one page Summary of IDEA Terminology.
4. What IDEA does

In overview, IDEA promotes and supports drama/theatre and education through:

• Communication: Web page and social media
• General Council Meetings
• Publications
• Projects
• Research (and Special Interest Groups)
• Congress and events
• IDEA collaborations - World Alliance for Arts Education and others

4.1 Communication: Web page and social media

As an international organisation operating across time and places, Communication is a central role of IDEA. Communication needs to recognise and respect differences in culture, language and access. IDEA needs to use current and emerging social media and communications platforms to communicate effectively.

https://www.youngidea.org/

The Executive Committee recognises the need for specific people to manage the large and critically important Communications portfolio. There is, ideally, a need for a team with specific responsibilities for web site, social media, other communication channels.

IDEA GCM dedicated web page

IDEA creates dedicated web pages to support the running of General Council Meetings. They are linked to the IDEA web page. The information on these web pages are then integrated into IDEA web page.

Congress dedicated web pages

similarly, IDEA creates dedicated web pages for IDEA Congresses linked to the IDEA web page.

4.2 General Council Meetings

The General Council shall be the decision-making authority of IDEA. The General Council is constituted of all eligible voting members present at the meeting, participating by proxy, or participating online. (Article 13)

IDEA conceives of the General Council as a place for exchange, creativity and collaborative knowledge construction.

In 2020 the spirit of these aspirations will be followed allowing for adaptation where necessary.

4.2.1 Background and context:

Although the General Council must make many important decisions on many administrative processes related to elections, reports, host countries, voting, budget, and other issues, it is also vital that General Council agendas have a structure which facilitates the creation of new formats in order to transform the IDEA GC into a place for exchange and creativity.

4.2.2 Objectives:

• To find our “poesis”, to be more artistic and co-creative and at the same time manage our administrative procedures to take important decisions for the benefits of all.
• To become an inspiration for individuals, personal relationships, and support networks through additional events that can complement our agenda.
• To develop creative and new means of communication (visuals, theatre methodology, testimonies, icebreakers, appreciative inquiry, others) in order to engage our members from different regions in a collaborative and intercultural dialogue during General Council meetings, both in person or remotely.

4.2.3 Preparation of the GCM:

1. The EC Secretary must send a letter to the member organisations seeking the expression of interest to host the GC/EC meetings and compile the proposals collected.
2. The EC or GC decision about the date and venue of the meetings, preferably 2 years before (at the electoral GCM, if possible), but at least 1 year before each meeting (to enable the member organisations and the elected officers to apply on time for financial support).
3. The GMC with the EC President and EC Secretary will prepare the letter announcing the GCM to members.
4. The EC President, EC Secretary working with the GMC organise the agenda.
5. Three months in advance the EC Secretary, related officers in charge of the agenda items, and member representatives, if they are responsible for any agenda item, prepare accompanying documents.
6. The GMC creates the invitation letter for the members.
7. The forms for Motions, Proxies and Voting delegates are sent out.

8. Call for agenda items and proposed motions. Motions may be send with a month in advance, no later. They may be scheduled in the GCM Agenda.

9. The GMC is in charge of the preparation of the dedicated section of the IDEA web-site. In 2020, with the Coronavirus COVID-19 Pandemic, these requirements may necessarily be varied.

4.2.4 During the GCM

1. The GMC & EC Secretaries will register the delegates and participants

2. The GMC President & Vice-President chair the GCM; EC President is also part of the chairing board.

3. The GMC Secretary is responsible and organises the taking of the minutes of the meeting.

4.2.5 Guidelines for Debate at the GCM:

1. The presenters of any agenda item are expected to be concise in their contributions restricting it only to essential points, especially since if the presentation has already been made available in written form

2. The speakers in the discussion are expected: to speak through the chair,

3. to be concise and short,

4. to avoid repeating what has been already said,

5. to focus on the item of discussion and decisions needed,

6. to treat all GC speakers and participants with respect.

7. A “point of order” can be made in the following cases:
   • fault of procedure,
   • when correct or full information is needed.

4.2.6 After the GCM

1. The Secretary may edit the GCM notes as a first draft of minutes. Final Minutes are edited by the GMC. The General Meeting Committee then:
   • ensures translation of draft minutes.
   • sends out draft minutes to the GCM delegates.
   • publishes minutes on IDEA website.
   • sends minutes to IDEA members.

4.3 Special GC Meetings

If members of IDEA have concerns about a specific issue that they wish to be resolve or discuss, they may contact to the President of the General Meeting Committee requesting that committee to prepare for an Online Special Meeting. The request for a Special Meeting must also be discussed with the Executive Committee and Elected Officers.

The specific issue must be presented in writing in the official languages of IDEA. One months notice of the Special Meeting must be provided to members. Information on the issues for the Special Meeting must be shared with all members using IDEA’s official means of communication. All efforts to resolve issues by consultation and mediation must be completed before a Special Meeting is called.
General Council Meeting in challenging times

The General Council Meeting for 2020 was to be held during IDEA2020 Congress in Beijing in July. The Coronavirus COVID-19 pandemic has prevented that from happening. IDEA must find alternative ways of holding the General Council Meeting. The General Meeting Committee, led by Lillian Galvan, has been working with the Elected officers to propose new approaches to IDEA General Council Meetings.

**WHAT IS PROPOSED?**
Since a physical General Council Meeting is not possible under pandemic conditions, the 2020 General Council Meeting will be held via the ZOOM platform.

**WHAT ARE THE REASONS FOR THIS PROPOSAL?**
1. It is essential for IDEA to hold a General Council Meeting.
2. Technology is a way for IDEA members and community to access important information particularly when international travel is impossible; this format also allows access for delegates who may not have the capacity to fund travel.
3. A three formal meeting format with time between each allows for discussion and consultation and helps manage the workload of the General Council Meeting.
4. Each meeting is limited to 3 hours because the digital meeting format is difficult and tiring.
5. The time between meetings is provided to encourage discussion and consultation. Reports, proposals and other matters can be discussed.
6. Members and others in the IDEA community are encouraged to meet informally between the 3 formal meetings. This will also provide opportunities for new members to introduce themselves and to learn about the ways that IDEA works.
7. Speakers at the formal General Council Meeting sessions need to be focused and succinct.
8. Reports and documents will be provided before the meeting to enable consultation. These will include: Reports (President/Treasurer required; other reports as provided by Directors); Revised Constitution; Operational Manual; Revisions Next Congress Proposal.
9. Elections and voting are important. They must be seen to be open, fair and honest.
10. Using a secure online voting system (as used in 2019) is essential. The timing of this voting needs to allow for collection and collation by the independent vote counters. The proposal is that the voting opens five days before the third General Council Meeting on 5 December and close one hour after the start of the meeting. This allows time for collation by vote counters and for the results to be announced during the meeting on 5 December.

*Importantly, this is new territory for IDEA and there needs to be flexibility and goodwill in the process.*

<table>
<thead>
<tr>
<th><strong>FORMAT</strong></th>
<th>3 digital meetings on the IDEA ZOOM account</th>
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<tbody>
<tr>
<td>Each formal meeting is 3 hours</td>
<td></td>
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</tbody>
</table>
| **DATES FOR 2020 MEETING** | **Friday 23 October 2020**  
**Saturday 7 November 2020**  
**Saturday 5 December 2020** |
| Meetings are spaced to provide time for discussion and consultation |
| Meetings are held on different days to help with scheduling |
| **MEETING TIMES** To allow for different time zones, the meetings will be scheduled in two different time zones |
| **FOCUSED USE OF TIME** Each formal meeting will be focused and speakers are asked to speak succinctly and on topic. |
| Before the first meeting, the following pre-agenda items will be provided for delegates |
| **REGISTRATION** Voting delegates will pre-register with the General Meeting Committee before the General Council Meeting. Where polls or votes are necessary, there will be a system of recording votes and announcing decisions |
| **WHO CAN ATTEND** The General Council Meetings will be open to all IDEA members.  
The President/Chair of the General Meeting Committee will manage speaking rights for voting and other members during these sessions. |
| **ACCESS** Members and delegates will be provided with specific secure code for accessing the meeting. |
| **ELECTIONS AND VOTING** All Elected officers positions are declared vacant.  
The General Meeting Committee will call for nominations and they must be received by the start of the second meeting 7 November. |
| Voting for elections will take place on a secure online voting system that opens five days before the start of the third meeting 5 December and closes 1 hour after the start of this meeting. |
| Results announced during third meeting by independent vote counters with access to system |
4.4 IDEA Publications

IDEA Publications have been an important part of IDEA activities since the 1995 Brisbane Congress.

IDEA publications serve a vital purpose: to tell the stories of IDEA. Over time, a number of books, journals, and other materials have been produced, most often to document the activities of an IDEA congress or projects. But IDEA publications serve another vital purpose: to tell the stories of IDEA. Through the printed word and other media, an important congress keynote is preserved or readers/viewers can travel to all parts of the world to watch drama and theatre in practice or learn the results of the latest research.

The Director of Publications is a member of the Executive Committee of IDEA, and works to promote and further the objectives of IDEA through its publications. All IDEA publications, and associated publishing matters that affect the interests of IDEA are managed by and negotiated with the Executive Committee through the Director of Publications.

For further information concerning IDEA publications including inquiries about translating existing IDEA publications, contributing to future publications, serving on the Publications Advisory and Review Working Committee, please contact the Director of Publications.

A list of IDEA publications can be found at https://www.idealodrama.org/IDEA-Publications-1995-2015


IDEA has a close link to the Applied Theatre Research (Journal) ISSN 20493010 , ONLINE ISSN 20493029 https://www.intellectbooks.com/applied-theatre-research

From 2003 to 2007 (at that time called the Applied Theatre Researcher) and then from 2013 IDEA Congress onwards the Applied Theatre Research journal (as it is now called) has published articles from IDEA congresses and associated events and published papers by IDEA members.

In the 2005 edition selected papers from the IDEA Congress in Ottawa (2004) were published and in 2015 (Volume 3, Number 2) the journal published articles from the IDEA Congress in Paris (2013).

At any time IDEA members (including IDEA elected officers) can submit academic papers for consideration by the editors of this publication.

The Applied Theatre Research journal can be found at: https://www.intellectbooks.co.uk/journals/view-journal/id=218/

4.5 IDEA Projects

IDEA's projects are selected and developed in consultation with its international Projects Working Committee, in accordance with IDEA's strategic plan, current priorities, and project categories which ensure learning, autonomy and sustainability.

4.5.1 IDEA's Project Development Strategy

- Aim for and guarantee an equality of project action across the continents;
- Prioritize the development of membership and networks in the 'developing world' through 'twinning' projects;
- Prioritize projects that develop IDEA's regional websites, towards an interactive world-wide website;
- Prioritize projects that are committed to learning exchange and self-sustainable continuity.

4.5.2 IDEA's Current World Project Priorities

- Dramas/Theatres of Solidarity & Healing (ie: Aids and Peace Education);
- Intercultural Theatre (ie: International youth theatre training and exchanges);
- Celebration of International Dialogues about Drama/Theatre Pedagogy in Action (ie: regional and world congresses, exhibitions and publications);
- Developing the interactive IDEA world-wide website (ie: e-publications and special interest e-debates).

4.5.3 IDEA's Project Categories

- Supported Projects: local or national projects supported by IDEA, aimed at becoming ‘collaborative projects’;
- Collaborative Projects: ‘twinning’ projects between and developed through the participation of IDEA members;
- World Projects: local, national or international projects that directly contribute to one of IDEA's world project priorities.

See Appendix for additional information about Projects.

Anyone interested in developing an IDEA project can contact the director of Publications.

See information on the IDEA web page: https://www.idealodrama.org/Projects
4.6 Regional Conferences and Events

IDEA also hosts or co-hosts a range of specific events other than Congresses. The Director of Projects manages IDEA’s work through regions.

4.6.0 Guidelines for IDEA Regional Conferences

IDEA has been directed by the General Council Meeting in Evora, July 2017, to encourage and support Regional Conferences. Regional conferences are an innovation for IDEA. The Elected Officers have developed policy and guidelines for IDEA Regional Conferences.

4.6.1 Context

IDEA members are finding the increasing cost and complexity of running IDEA Congresses every two/three/four years (as outlined under the constitution) challenging. The world is different from when IDEA was founded. Institutions are funding conference attendance less and less. There are increased tensions for people about travel to some regions.

There is also an argument that large-scale congresses (as have been run in the past) may no longer best suit the contemporary needs of IDEA members. There is a call from some members for more regionally focused events.

4.6.2 What is an IDEA Regional Conference?

In some ways there may have already been regional meetings of IDEA members. For example, amongst the Scandinavian countries Drama Boreale has been held; SDEA has run international conferences in Singapore; Drama Australia and Drama New Zealand have held joint conferences. Moving on from those examples, the conference being hosted in Greece in November 2018 by the Hellenic Association, TE-Net is “in collaboration with IDEA”.

There are clear advantages to smaller regional conferences. Scope, budget, manageability, might make it easier for IDEA members to get together.

On the other hand, there is also the issue to consider that if there are too many regional conferences, the focus provided by one international congress might be lost.

4.6.3 What is a region in IDEA?

There are some previously agreed formal regional groupings: for example, Europe, Africa, Asia Pacific, South America. These groupings have been sometimes successful, sometimes ephemeral in practice. There are a range of models, e.g.

UNESCO’s groupings. IDEA needs to find revised definitions of regional groups.

IDEA invites IDEA members to nominate and promote regional groupings within IDEA. These regional groupings could build on existing partnerships; for example Drama New Zealand and Drama Australia have formed a regional Trans-Tasman partnership; Scandinavian countries in Europe run a regional Drama Boreale. IDEA Europe runs events and meetings. The other thought is that a region may be smaller than a nation. For example, could a region be Drama Educators on the West Coast of USA and Canada? Could there be a region of nations of Southern or Northern Africa?

### Regional Networks

<table>
<thead>
<tr>
<th>Networks</th>
<th>Description</th>
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<tbody>
<tr>
<td>IDEA Africa</td>
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<tr>
<td>IDEA Asia-Pacific</td>
<td></td>
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<tr>
<td>IDEA Europe (IE) network</td>
<td>flexible structure</td>
</tr>
<tr>
<td>IDEA Europe Meeting (IEM)</td>
<td>meets annually to select:</td>
</tr>
<tr>
<td>Coordination Committee (CC)</td>
<td>– members are Coordinators and known as CoCos</td>
</tr>
<tr>
<td>Subsidy Work Group</td>
<td>– prepares application for European Union (EU) (Erasmus+ Program)</td>
</tr>
<tr>
<td>IDEA South/Middle America</td>
<td></td>
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<tr>
<td>IDEA North America/Canada</td>
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</tbody>
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See Appendices for comparison between Congresses and Regional Conferences.
4.7 Research

Research and Drama/Theatre Education

As a communal activity, arts-based educational research is undertaken at different levels as part of local, national, regional and international communities of practitioners and scholars. These communities determine the paradigms within which research is undertaken, being informed by the dominant theories of particular disciplines.

As a human activity, research involves the explanation and critical evaluation of natural and cultural/human phenomena involving creative, systematic and original work that include basic, applied, strategic and reflective research.

Research in drama/theatre education should aim to clarify the theoretical understanding of the relationship between drama/theatre and education, and to develop praxis (theorized practice that is dynamic, i.e., practice and theory each being constantly re-informed by the other).

It should also provide informed and creative advice about the current and possible roles played by drama/theatre and education within global, national and local contexts.

4.6.1 Goals of Research within IDEA

- To design a broad IDEA research agenda and policies with strategic focus areas that align with IDEA's priorities and based on IDEA's strengths
- To encourage and support drama/theatre educators and practitioners to undertake research projects that inform and enhance teaching and professional practice
- To develop, support and encourage emerging researchers to become experienced researchers who can advance the field of drama/theatre education
- To encourage and connect a body of exemplary practice that unites our international efforts to understand and improve research methodologies and fields of study
- To promote and facilitate the dissemination of research findings, report of states of the art, curriculum or other important issues for the benefit of the IDEA community

The IDEA webpage will be a place to come in the future to find out more about the research of IDEA members, the congress’ research Special Interest Group (SIG), other projects and programs that might interest researchers and models of research.

Anyone interested in developing an IDEA Research project should contact the Director of Research.

4.6.2 Special Interest Groups (SIGs)

SIGs have been a part of each IDEA world congress to date, offering participants the chance to meet four times during the Congress program to focus on a specific area of interest and to come into contact with others who share this interest.

The SIG spaces are also a way to structure the Congress Academic and Pedagogical Program and to guarantee the continuity of IDEA's research and project development between world congresses. In addition, SIGs are a space within the Congress to promote dialogue and research about methods and approaches in the area of drama/theatre and education.

After a period of international consultation before each Congress, the Congress Organizing Committee will structure the Academic Program in several SIGs. The number of SIGs will vary from congress to congress, as the SIGs are also related to the specific Congress theme.

Each SIG consists of a team of coordinators and a group of international researchers and artists who prepare material for the Congress. The activities for each group will include participation from internationally renowned guests who will take part in the Live Circles. These guests are those that were recommended during a process of international consultation with IDEA members and directors from previous Congresses. As criteria for selection, the Congress Organizing Committee also considered geography, gender, working areas in education, art education and contemporary research.

The Congresses offer an opportunity for researchers and educators working in universities, schools, communities, NGOs and social movements in the hosting country and elsewhere to exchange information and experience, and to develop new collaborative projects.

See links to the IDEA webpage:
https://www.ideadrama.org/Research-goals/
4.8 Young IDEA

Young IDEA is a part of IDEA. It is not an independent association; it encourages the participation of all young people, who feel connected to IDEA and especially, those who experienced Young IDEA events.

Developing and promoting Young IDEA projects is one of the principal aims of IDEA. Young IDEA is an international network of young artists & theatre educators. IDEA wants to collaborate with people all over the world to create diverse projects in art & education.

YOUNG IDEA is interested in the participation of all young people, who feel connected to IDEA and especially, those who experienced Young IDEA events in the past.

4.8.1 Current definition of Young IDEA

A group of young people linked with and working with a member of IDEA

A group of young people linked to an IDEA national association or group

Any group of young people invited to attend and perform in the IDEA World Congress

Each membership association starts by identifying at least one group of young people to be linked to their association;

Each association involves its group of young people in their activities as much as possible.

See links to the IDEA web page:
https://www.ideadrama.org/Young-IDEA

4.9 IDEA Congresses

The IDEA Constitution states: in Article 4 that IDEA will organise international congresses for drama/theatre and education, based on significant international themes.

Article 14 the IDEA Constitution also notes that the General Council Meeting determines the host countries for the international congresses held: preferably every two, three or four years

alternating preferably between northern and southern hemispheres, and/or at different continents from congress to congress;

The General Council Meeting also ratifies the nomination of the Congress Director, appointed by the Executive Committee after the organiser of the next congress had been chosen;

Conferences for IDEA members are designed to fulfil our aims:

- to provide an international forum for communicating about, promoting and advocating for drama/theatre and education;
- to support development of drama/theatre practice and theory as part of a full human education.

Conferences are important and vital to the effective running of IDEA because they are also the sites for the General Council Meetings. Key issues concerning the policy and future of IDEA shall be dealt with preferably at meetings of the General Council during the international congress.

4.10 IDEA Day

IDEA Day is a special event in the IDEA Calendar.
It is celebrated on November 27 each year. It was accepted unanimously in the Hong Kong General Council Meeting in 2007 to celebrate, promote and advocate drama/theatre as part of a full human education, within and across national borders.

4.10. 1 Why 27th of November?

Originally written by Tintti Karpinan.

Article 27 of the Universal Declaration of Human Rights declares: “Everyone has the right to freely participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits.”

Why November?

November is the month, when the declaration of the Rights of the Child was accepted by the United Nations.

Art. 13:

“The child shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of the child's choice.” Art. 31:

“1. States Parties recognise the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

2. States Parties shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activity.”

Each IDEA member will independently decide the best way to celebrate IDEA DAY in their own country.
IDEA will annually give an IDEA DAY declaration or greeting to its members. IDEA can also propose an international or regional theme for IDEA DAY, which members may include or apply in their national or regional way of celebration.

See more on the idea web page:
https://www.ideadrama.org/IDEA-Day
4.11 IDEA and Collaborations

IDEA is empowered to work with other organisations in pursuing the aims, objectives and purposes of the association. There is a long history of this activity, notably through the role played by IDEA in the World Alliance for Arts Education.

4.11.1 WAAE World Alliance for Arts Education

This Alliance brings together:

- International Drama/Theatre and Education Association (IDEA)
- International Society for Education through Art (INSEA)
- International Society for Music Education (ISME)
- World Dance Association (WDA)

WAAE
World Alliance for Arts Education

https://www.waae_online/
https://www.facebook.com/WorldAllianceForArtsEducation

The WAAE WORLD ALLIANCE FOR ARTS EDUCATION is a strong alliance of four international membership organisations. IDEA, InSea, ISME (in 2006) and WDA (from 2007) have joined together to create the World Alliance for Arts Education. UNESCO recognises the unique role that arts education can play in the creation of international understanding, peace, social cohesion and sustainable development and WAAE is committed to working in partnership with UNESCO to help achieve this through arts education.

WAAE has helped shape UNESCO's Roadmap for Arts Education.

In 2010 the WAAE was invited to UNESCO’s Second World Arts Education Conference where UNESCO’s Goals for the Development of Arts Education were discussed and shaped.

Arts education helps develop confident, responsible and adaptable citizens with good communication skills, who can think critically and creatively. It helps deepen intercultural understanding and develops social skills and empathy.

We want governments throughout the world to place education in and through the arts and cultural development at the heart of their agendas. However, there is not always the political will to provide ‘arts education for all’.

WAAE’s global alliance has members in 90 countries. They include arts education organisations, creative and cultural institutions and leading practitioners who promote innovative practices in arts education internationally. Through national affiliations and individual memberships, we draw on the experiences of more than one million dedicated and skilled teachers and lecturers, artists/performers, researchers, scholars, community leaders, administrators and policy makers in formal and informal educational settings throughout the world.

Our four organisations are uniquely positioned to advance professional practices and policies in the theatre/drama education, visual arts, music and dance. WAAE provides:

- effective channels for international communication and the exchange of policy and pedagogical resources;
- national, regional and world forums which debate and disseminate innovative educational theories and practices;
- conceptual and professional structures to preserve tangible and intangible artistic cultures (particularly in the developing world), that are threatened by globalisation;
- models of intercultural analysis that explore aspects of traditional and new media and enable diverse pedagogies to be demonstrated and exchanged;
- research into pedagogies for personal and social transformation;
- critical investigation into the educational, socio-economic and cultural impacts of the arts.

Together, as WAAE, these associations advocate new and appropriate paradigms of education which both transmit and transform culture through the humanising languages of the arts, and which are founded on principles of cooperation, not competition. WAAE will make its exceptional human and cultural resources available to governments and educational communities across the world. Collectively the arts offer young people unique opportunities to understand and create their own cultural and personal identities. They stimulate interdisciplinary study and participatory decision-making, and motivate young people to engage in active learning and creative questioning.

Our four organisations have formed an alliance for strategic action based on principled and sustained dialogue. Our primary aim is to accelerate the implementation of arts education policies internationally. We want to collaborate with all governments, networks, educational institutions, communities and individuals who share our vision.

The WAAE Presidential group is currently made up of the Presidents of the four associations. A Memorandum of Understanding was signed by the four Presidents in Rovaniemi, Lapland (Finland) in November 2012.

World Arts Education Week

Through membership of the World Alliance for Arts Education, IDEA contributes to World Arts Education Week – which is the 4th week of May each year.

Originally this was run with UNESCO but has continued independently.
WAAE Partnership with Creative Generation

In August 2020, the WAAE entered a three year partnership with Creative Generation to provide strategic support for the Alliance.

Details can be found at https://creative-generation.org/incubator/world-alliance-for-arts-education

4.12 IDEA Archives

The history of IDEA is important to the development of the working culture captured in this Operational Manual. Much of the story of IDEA is in the personal memories and archives of individuals.

The first versions of a consolidated archive for IDEA was the DramaTool project. Between 2010 and 2013, access to this archive was unfortunately lost.

Since 2013, parts of that archive have been rebuilt or refound and added to the current digital archive.

A full archive from 2013 has been kept digitally and will be passed on to the next generation.

4.13 IDEA Solidarity

From its inception IDEA has recognised that not all IDEA members have capacity to attend congresses and participate fully. IDEA has sought to provide forms of mutually supportive co-responsibility. For example, IDEA Congresses have provided financial and other support for Solidarity delegates to attend when their own resources would not permit them to do so.

Solidarity is not only related to the Congress participation, but also to the other activities of IDEA such as YOUNG IDEA Projects; IDEA Projects; Publications; Research; Regional meetings; participation of the GCM’s in between Congresses; IDEA activities, in general.

Solidarity deals with the most financially dependent international members who require the highest levels of infrastructural support to participate. IDEA uses the United Nations Human Development Index UNHDI to guide Solidarity.
5. Belonging to IDEA

This section is designed to outline what you need to know as a member of IDEA.

5.1 Membership

Article 6 of the IDEA Constitution identifies 2 categories of membership.

5.1.1. Organisational Members

National/Regional/International Associations supporting Drama/Theatre and Education. Each of these organisation is entitled to three votes.

Not-for-Profit Organisations: Theatre companies, Schools or School districts, Networks, and Cultural or Community Centres and Universities supporting Arts, Drama/Theatre and Education. Each of these organisations is entitled to two votes.

Organisations for profit working in the field of Arts, Drama/Theatre and Education. These organisations are not entitled to vote in the General Council.

5.1.2. Individual Members

Each individual is entitled to one vote.

5.2 Roles and responsibilities of Members

Membership of IDEA has associated benefits and obligations.

Members accept the aims and purposes and agree to abide by the Constitution of IDEA and its culture and practice outlined in this Operational Manual. They practice internal democracy in the general management and administration of their affairs.

They fulfill the obligations deriving from membership.

From the date of admission to IDEA members accept the following obligations (Article 8):

- If they are member-based associations, to inform their members about and to promote the interest of their members in the work of IDEA.
- For all members to inform the Secretary about all actions taken in pursuance of the IDEA aims and to send to the Secretary any information which might be of relevance to IDEA.

Article 10 also notes, that members pay annual fees as determined by the General Council.

5.2.1 Voting rights for members

Voting in General Council Meetings will be exercised by individual members, and delegates.

A delegate is a nominated representative of an association, institute, body, network or organisation. This delegate will be appointed by each organisational member by internal decision-making processes appropriate to each organisation.

Each organisation will inform the Executive Committee and the General Meeting Committee, of the name of their delegate in writing, preferably two weeks before each meeting of the General Council, except in emergency situations.

If an Organisational or Individual member is unable to send his/her/its delegate to the General Council meeting that Organisational and Individual member may...
empower another member to exercise a proxy vote on its behalf.

- An Organisational and Individual member wishing to exercise a proxy vote must inform the Executive Committee in writing 2 weeks in advance of the name of the delegate who shall exercise that right.
- The delegate cannot have more than one proxy vote in addition to his/her/its own vote(s).

In between General Council Meetings there may be matters that require voting by the IDEA Membership. These votes will be administered by the Executive Committee and take place online. Members will be given a month during which to review the issues and register their votes.

The General Council is the ultimate decision making body of IDEA.
Articles 17-23 (inclusive) of the IDEA Constitution, set out the roles and powers of the General Council.

5.3 Fees paid by members

The General Council approves the fees paid by members based on internationally agreed conventions. After each General Council Meeting, members will be advised of the current fee structure.

5.4 IDEA Logo

5.4.1 Official IDEA logo in use

This logo with the translations of the name of the association, is to be used for official IDEA correspondence, publications, page, social media and events (such as congresses). This is the IDEA Brand. It is also the IDEA Official Seal (when necessary).

Use of logo is to be authorised by the IDEA Secretary or IDEA President.

5.4.2 Official adaptation of IDEA logo for special events

From time to time for special events, specified variants of this logo can be developed and used (with the approval of the IDEA Executive Committee).

For example, the following logo has been developed for the IDEA25 celebrations to be held in 2017.
5.4.3 IDEA membership logo

Current members of IDEA may use the following logo in their correspondence and on their websites.

![IDEA Membership Logo]

5.4.4 Use of IDEA logo for events supported by IDEA

There may be events that are run by IDEA members or affiliated organisations; for example, a local conference or event which also has IDEA member participation.

In that case the following logo is to be used.

![Supported by IDEA Logo]

This logo designates that the organisers have sought IDEA support and it has been approved. Care must be taken by all who use this version of the IDEA logo that information in the 4 languages is readable.

© The IDEA logo (and officially approved variants) are copyright. Unauthorised use is an infringement of copyright.
Utilisation du logo IDEA Mars 2017-03-11

Depuis 2013, le logo IDEA est un développement de la figure Dynamic Eye. Ce travail de conception a été réalisé par Julian Park de DALA pour le compte d’IDEA. Ce logo a été développé à partir de versions antérieures du logo IDEA qui remontent à la fondation d’IDEA au Portugal en 1992. Un manuel de style a été développé pour l’utilisation de ce logo. Ce guide de style inclut les couleurs et l’utilisation désignées.

Jusqu’à ce que la réunion du Assemblé général le décide autrement, c’est le logo officiel de IDEA. En usage général, le logo est utilisé avec le nom de l’Association dans les 4 langues officielles d’IDEA - comme le montre le texte anglais. Le logo officiel de l’IDEA en cours d’utilisation ce logo sera utilisé pour la correspondance officielle IDEA, les publications, la page Web, les médias sociaux et les événements (tels que les congrès). C’est la marque IDEA. Il est également le sceau officiel IDEA (si nécessaire).

Son utilisation doit être autorisée par le Secrétaire de l’IDEA ou le Président de l’IDEA. Adaptation officielle du logo IDEA pour les événements spéciaux

De temps à autre, pour des événements spéciaux, des variantes spécifiées de ce logo peuvent être développées et utilisées (avec l’approbation du Comité exécutif de l’IDEA). Par exemple, le logo dans le texte anglais a été développé pour les célébrations IDEA25 qui auront lieu en 2017. Logo de l’adhésion à l’IDEA

Les membres actuels de IDEA peuvent utiliser le logo suivant dans leur correspondance et sur leurs sites Web. Utilisation du logo IDEA pour les événements soutenus par IDEA il peut y avoir des événements qui sont dirigés par des membres d’IDEA ou des organisations affiliées. Par exemple, une conférence ou un événement local auquel participe également IDEA. Dans ce cas, le logo suivant doit être utilisé. Ce logo indique que les organisateurs ont demandé le soutien de l’IDEA et qu’il a été approuvé. Tous ceux qui utilisent cette version du logo IDEA doivent prendre soin que les informations en 4 langues soient lisibles. © Le logo IDEA (et les variantes officiellement approuvées) sont copyright. L’utilisation non autorisée constitue une atteinte au droit d’auteur.

Uso del logotipo IDEA Marszo 2017-03-11

Desde 2013 el logo de IDEA es un desarrollo de la figura de Ojo Dinámico. Este trabajo de diseño fue realizado por Julian Park de DALA en nombre de IDEA. Este logotipo ha sido desarrollado a partir de versiones anteriores del logotipo de IDEA que se remonta a la fundación de IDEA en Portugal en 1992. Se ha desarrollado un manual de estilo para el uso de este logo. Esta Guía de Estilo incluye los colores y el uso designados. Hasta que el Consejo General decida otra cosa, este es el logo oficial de IDEA.

En uso general, el logotipo se utiliza con el nombre de la Asociación en los 4 idiomas oficiales de IDEA - como se demuestra en el texto en inglés. Logotipo oficial de IDEA en uso Este logo se utilizará para correspondencia oficial de IDEA, publicaciones, página web, medios sociales y eventos (como congresos). Esta es la marca IDEA. También es el Sello Oficial IDEA (cuando sea necesario). Su uso debe ser autorizado por el Secretario de IDEA o el Presidente de IDEA. Adaptación oficial del logotipo de IDEA para eventos especiales

De vez en cuando para eventos especiales, se pueden desarrollar y utilizar variantes especificadas de este logotipo (con la aprobación del Comité Ejecutivo de IDEA). Por ejemplo, el logotipo en el texto en inglés se ha desarrollado para las celebraciones de IDEA25 que se celebrarán en 2017. Logotipo de la membresía de IDEA

Los miembros actuales de IDEA pueden utilizar el siguiente logotipo en su correspondencia y en sus sitios web. Uso del logotipo de IDEA para eventos apoyados por IDEA

Puede haber eventos que son dirigidos por miembros de IDEA o organizaciones afiliadas. Por ejemplo, una conferencia o evento local que también tenga participación de miembros de IDEA. En ese caso, se utilizará el siguiente logotipo. Este logo indica que los organizadores han solicitado el apoyo de IDEA y que ha sido aprobado. Todos los que usan esta versión del logotipo de IDEA deben tener cuidado de que la información en los 4 idiomas sea legible. © El logotipo de IDEA (y las variantes oficialmente aprobadas) son copyright. El uso no autorizado es una infracción de los derechos de autor.
6 Appendices

6.1 Current Constitution
See IDEA web page www.ideadrama.org

6.2 Current Membership Forms
To be posted on the IDEA web page www.ideadrama.org upon ratification of current constitution.

6.3 Current General Council Meeting Forms
To be posted on the IDEA web page www.ideadrama.org upon ratification of this document.

6.4 Useful and necessary forms and guidelines
Running an international organisation requires forms and procedures. The following forms are listed in groups. The forms are available on the web site (sometimes as an online form).

From time to time it is necessary to update forms – please make sure that you use the up-to-date form.
Note forms may need to be available in the Official Languages of IDEA.

6.4.1 Documents for Membership – Secretary/Treasurer/Administrator
• Welcome to IDEA Letter/About IDEA
• Thank you for your inquiry about IDEA
• Application Form for Organisational Membership
• Application Form for Individual Membership
• Approval of IDEA membership letter
• Guidelines for IDEA Newsletters and other communications (including specific emerging technologies such as FaceBook and Twitter)

6.4.2 Fees and subscriptions - Treasurer/Administrator
• Call for Annual Subscription
• Up-to-date list of subscription fees based on UNESCO Bands
• Annual Subscription Notification to Treasurer/Administrator
• Application for variation of Annual Subscription
• Acknowledgment of payment of annual subscription
• Reporting formats
• Annual Reporting to Accountancy Committee

6.4.3 General Council Meetings
• Call for Expressions of Interest for hosting General Council Meetings
• Delegates for General Council Meetings
• Voting delegate form
• Non-voting delegate form
• Proxy form for delegates of member associations unable to attend
• Call for agenda items and proposed motions
• Format for reporting/minutes
• Guidelines for conduct of General Council Meetings

6.4.4 Elected Officer Meetings
• Call for Expressions of Interest for hosting Elected Officer Meetings
• Delegates for General Council Meetings
• Call for agenda items and proposed motions
• Format for reporting/minutes
• Guidelines for conduct of Elected Officer Meetings

6.4.5 Postal Votes
Process outlined according to voting system used.

6.4.6 Elected Officers
• Format for annual reports from Elected Officers
• Format for reports to General Council from Elected Officers

6.4.7 Congress
See separate Operational Manual for Congress organisation.

6.4.7 Publications
• Proposals for publications

6.4.8 Research
• Proposals for research projects

6.4.9 Projects
• Proposals for projects

6.4.10 Regional events
• Proposals for Regional Events

6.4.11 Young IDEA
Proposals for Young IDEA projects

6.4.12 Communications and Social media
• Communication protocols
• Guidelines for the IDEA web site
• Form for updates to the IDEA web site

6.4.13 Administrator
• Memorandum of Understanding with Administrator
• Form for monthly report by Administrator and invoice

6.4.14 Other forms
Volunteering for IDEA (e.g. on working parties, advisory groups)
Code of Conduct for volunteering
## 6.5 IDEA IN A NUTSHELL: Terms and Abbreviations

IDE has developed a number of abbreviations over its history. This is a summary of them. It is particularly useful for English as a second language members.

<table>
<thead>
<tr>
<th>Abb</th>
<th>Term</th>
<th>Function</th>
</tr>
</thead>
</table>
| GC   | General Council    | • All Organisational and Individual Members  
• Supreme authority of IDEA (Article 15.1)  
• Voting rights: 3 votes for Associations, 2 votes for Not-for-profit organisations – 1 vote for Individual members  
• During congress, General Council Meeting (GCM) every 3 or 4 years, elects:  
  • Executive Committee (EC) members  
  • General Meeting Committee (GMC) members  
  • Accountancy Committee (AC) members  
  • All members of IDEA – organisational and individual can nominate for and are eligible to serve on these committees (Decisions can also be made between GCMs via postal ballot)  |
| GCM  | General Council Meeting | • Held during a congress and once in between congresses.                                                                                                                                             |
| EOs  | Elected Officers for:  | • Executive Committee (EC) (at least seven members but no more than eleven members and always be an odd number of members)  
• General Meeting Committee (GMC) (3 officers)  
• Accountancy Committee (AC) (3 officers)  
• Congress Director, nominated for forthcoming IDEA congress by the host member and appointed by GC (Article 43)  |
| EOM  | Elected Officers’ Meeting | • Normally held:  
• in the year following the Congress; and  
• coupled with the General Council Meeting in the period between congresses  
• In need, decisions can be made via email between members, in the absence of a face-to-face meeting |
| EC   | Executive Committee | • Elected as individuals and not as representatives of their countries or associations.  
• May be re-elected once only (Article 29.2)  
• Committee comprised of:  
  • President, Immediate Past President/President Emeritus, Vice-President, Secretary, Treasurer  
• General Members (no description in Constitution, but assigned to a special task):  
  • Director of Publications, Director of Research, Director of Projects (including Regionalisation), Director of Communication, Director of social media, Director of Young IDEA  
• The EC accepts members of Working Committees:  
  • Projects Working Committee (PWC) coordinated by Director of Projects;  
  • Young IDEA Working Committee (YWC) coordinated by Director of Young IDEA;  
  • Communication Working Committee (CWC) coordinated by Director of Communication;  
  • Finance Working Committee (FWC) coordinated by the IDEA Treasurer.  |
| GMC  | General Meeting Committee | • Elected as individuals and not as representatives of their countries or associations (Article 49)  
• May not be elected for more than two consecutive terms (Article 47.3)  
• Committee members are:  
  • President of GMC  
  • Vice-President of GMC  
  • Secretary of GMC  |
| AC   | Accountancy Committee | • Elected as individuals and not as representatives of their countries or associations (Article 53)  
• May not be elected for more than two consecutive terms (Article 51.3)  
• Committee members are:  
  • President of AC  
  • Vice-President of AC  
  • Secretary of AC  
• DEA congress by the host member and appointed by GC (Article 43)  |
| ICC  | International Congress Committee | • Convened by Congress Director  
• To assist with congress planning and organisation.  
• These members shall be agreed by the General Council  
• DEA congress by the host member and appointed by GC (Article 43)  |
| Regions | Regional Networks | • IDEA Africa  
• IDEA Asia-Pacific  
• IDEA Europe (IE) network with flexible structure  
• IDEA Europe Meeting (IEM) – meets annually to select:  
  • Coordination Committee (CC) – members are Coordinators and known as CoCos  
  • Subsidy Work Group – prepares application for European Union (EU) (Erasmus+ Program)  
• IDEA South and Middle America  
• IDEA North America/Canada.  |
## 6.6 Comparison of Congress and Regional Conference formats

The following comparison table is designed to inform this concept.

<table>
<thead>
<tr>
<th>Focus</th>
<th>IDEA Congresses</th>
<th>IDEA Regional Conferences</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IDEA Congresses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>International</td>
<td>Regional</td>
<td></td>
</tr>
<tr>
<td><strong>Themes</strong></td>
<td>Significant major issues for drama education across the world e.g. trends in drama education; innovations of practice of interest across places and cultures; outstanding models of practice</td>
<td>Significant regional issues for drama education e.g. implementation of local drama curriculum; support for practice; drama for sustainability in the region</td>
<td></td>
</tr>
<tr>
<td><strong>Number of delegates</strong></td>
<td>1000-2000+</td>
<td>100-200</td>
<td>Open for discussion</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Major hub with connections to international routes</td>
<td>Regional hub; easy access for delegates from the region</td>
<td></td>
</tr>
<tr>
<td><strong>How long should the event run?</strong></td>
<td>5-7 days (perhaps with a rest day for sightseeing)</td>
<td>2-3 days; generally across a weekend to maximise attendance by delegates</td>
<td></td>
</tr>
<tr>
<td><strong>When run?</strong></td>
<td>Every 3 years has been the traditional pattern but the constitution allows for a congress every 2, 3 or 4 years</td>
<td>No pattern has been established. To suit regional local needs</td>
<td></td>
</tr>
<tr>
<td><strong>Time of the year</strong></td>
<td>To maximise attendance; summer in Northern Hemisphere; to suit school holidays in Southern Hemisphere</td>
<td>To suit regional needs.</td>
<td></td>
</tr>
<tr>
<td><strong>Cost (indicative costs only)</strong></td>
<td>Major financial cost registration (not including travel, accommodation, living expenses)</td>
<td>Conference aims to minimise registration costs</td>
<td>The role of volunteers in managing costs is noted.</td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td>Congress offers major international keynotes, workshops, research paper presentations, Special Interest Groups, Young IDEA, Publications, Projects, social interactions and sharing</td>
<td>Innovation is encouraged; doing things differently is important. 1 (or possibly 2) keynote speakers with emphasis on local/regional knowledge and relevance. A range of different experiences – not necessarily the same as those at an IDEA Congress. Innovation through use of technology.</td>
<td>For example, a regional conference might divide delegates into 4 groups of 25; each group then circulates through 4 different experiences but essentially all delegates share the same agenda.</td>
</tr>
<tr>
<td><strong>Host</strong></td>
<td>IDEA member organisation working collaboratively with other member associations and IDEA Elected Officers</td>
<td>2-3 regional IDEA members working collaboratively with advice and support from IDEA Elected Officers</td>
<td>There needs to be a lead host organisation who takes the major responsibility for the event and with whom IDEA signs a Memorandum of Agreement</td>
</tr>
<tr>
<td><strong>Collaborating and sharing</strong></td>
<td>Host organisation *Manages the congress on the ground *Sets up local structures, sponsorship, support and fundraising to run the congress *Budgeting and accounting (with advice from IDEA) *Works with local and national government agencies See full discussion paper for further detail</td>
<td>IDEA *Supports the host organisation with advice *Works with the host on budgeting, international advisory committee, identifying keynote speakers</td>
<td>Host organisations *Manages the conference on the ground *Sets up themes, focus</td>
</tr>
<tr>
<td><strong>Encouraging participation</strong></td>
<td>Establishes mechanisms for supporting attendance from delegates who are not able to attend without support</td>
<td>Aims to maximise local involvement</td>
<td></td>
</tr>
</tbody>
</table>
6.7 IDEA Projects Additional Information

Applying for approval as IDEA Projects

Applicants must:

• Present a Project Proposal which includes an Outline, General and Specific Objectives, Plan of Action, Timetable, Detailed Budget, Publicity Strategy and Evaluation Model;

• Send a letter of recommendation on company/government/educational letterhead from at least two reputable professional sources, along with an e-mail address or fax number at which these people can be reached. If two referees are not available, the Director of Projects will accept two recent Project Reports which confirm that the person, group or association making the Project Proposal will meet the level of project preparation, production, aesthetic/pedagogic outcomes, accounting, and evaluation to satisfy IDEA’s criteria and standards.

• Specify how the IDEA logo will be used and how IDEA and its members will benefit from the collaboration;

• Include a brief current CV with the proponent’s name exactly as it appears on his/her passport, along with contact information: address, e-mail, fax and/or phone.

• Commit to preparing a report -- within two months after the conclusion of the project -- on the development and outcomes of the project in relation to its original aims and objectives, and how the outcomes of the project have effected his/her local community (and/or region/country). The report should also contain recommendations on how the field of drama/theatre and education can be further promoted and developed in his/her region/country. If such a report is not sent, either by mail or by posting to the Director of Projects, the applicant will not be eligible for further support from IDEA in the future.

• Identify one IDEA elected officer, member of the Projects Working Committee or Regional Liaison Officer to visit and accompany the project.

6.8 Congress Manual

Material from the IDEA Congress Manual will be updated and included in these appendices.

Images from IDEA2010 Belém, Brazil
6.9 Record of IDEA Office holders

The assistance of Tintti Karpinnen in collating this material is acknowledged.

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<th>Presidents: name</th>
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<td>Maria van Bakelen</td>
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<td>Dan Baron Cohen</td>
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<td>Emile Lansman</td>
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<td>Joyce Wilkinson</td>
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<td>John O’Toole</td>
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<td>Mok Chiu Yu</td>
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<td>Rafael Julio</td>
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<tr>
<td>Ailtom Gobira</td>
<td>Brazil</td>
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**EC Directors of Research 2010-**: 
- **Samuel Leong** (China/HongKong) 2010-2013
- **Peter Duffy** (USA) 2013-2017 to 2017-2020

**EC General Members: name**
- **Ernesto Raez** (+Vice President of AC) (Peru) 1992-1995
- **Viet Eriksson** (+co-Dir.of Publications) (Norway) 1992-1995
- **Beng Gabangon** (Philippines) 1992-1995
- **Francesco Beja** (Portugal) 1992-1995
- **Opiyo Mumma** (Kenya) 1992-1995
- **Mary Yirenkyi** (Ghana) 1995-1998
- **Tintti Karpinnen** (Finland) 1995-1998
- **José Gil** (Portugal) 1998-2001
- **Vlado Krusic** (Croatia) 1998-2001
- **Sarah Quiroga** (Argentina) -1998 (died 1999)
- **Laura A. McCammon** (USA) (1999-2001)

**EC General members 2004 - >**

**/Directors of Solidarity 2004-2010: name**
- **Åsa Peterson** (Sweden) 2004-2007

**/Directors of Communication 2010 - ->**
- **Bira Azevedo** (Brazil) 2010-2013
- **Julian Park** (South Korea) 2013-2017
- **Daniel Betty** (New Zealand) 2017-2020
- **Tomas Leyjen** (Netherlands) 2019-

**/Directors of YOUNG IDEA: name**
- **Ghonche Materego** (Tanzania) 2004-2007
- **Cris Gonzales** (Philippines) (2009-2010)

**EC Directors of Research 2010- ->: name**
- **Samuel Leong** (China/HongKong) 2010-2013
- **Peter Duffy** (USA) 2013-2017 to 2017-2020

**EC General Members: name**
- **Ernesto Raez** (+Vice President of AC) (Peru) 1992-(1993)
- **Ingrid Dormion Koudela** (Brazil) (1993-1995)
- **Aud Bergraff Saebø** (Norway) 1995-1998
- **Kate Donelan** (Australia) 1998-2001
- **Aud Bergraff Saebø** (Norway) 2004-2007
- **Tintti Karpinnen** (Finland) 2007-2010
- **Sean Kwan** (China/HongKong) 2013-2017
- **Olafur Gudmunsson** (Iceland) 2017-2020

**AC Secretaries: name**
- **Gerry Thurston, Canada** 1992-(1993)
- **Susan Pearson Davis** (USA) (1993-1995)
- **Elvira Fe Holmberg** (Singapore) 1995-1998
- **Carmel O’Sullivan** (Ireland) 1998-2001
- **Janinka Greenwood** (New Zealand) (2006-2007)
- **Danièle Naudin** (France) 2007-2010
- **Marion Küster** (Germany) 2010-2013
- **Inhsan Metinimam** (Turkey) 2013-2017
- **Dagmar Höfferer** (Austria) 2017-2020

**AC Presidents: name**
- **Opiyo Mumma** (Kenya) 1992-1995
- **David Davis** (UK) 1995-1998
- **Subodh Pattnaik** (India) 1998-2001
- **Roger Hancock** (UK) 2001-(2003)
- **Jeffrey Tan** (Singapore) (2003-2004)
- **Larry O’Farrell** (Canada) 2004-2007
- **Carl Fredrik Olafsen** (Norway) 2010-2013
- **Marion Küster** (Germany) 2013-2017
- **Sanja Krsmansovic Tasic** (Serbia) 2017-2020

**AC Vice Presidents: name**
- **Ernesto Raez** (Peru) 1992-(1993)

**AC Secretaries: name**
- **Gerry Thurston, Canada** 1992-(1993)
- **Susan Pearson Davis** (USA) (1993-1995)
- **Elvira Fe Holmberg** (Singapore) 1995-1998
- **Carmel O’Sullivan** (Ireland) 1998-2001
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### GMC Presidents:

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### GCM Secretaries:

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<tr>
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(Congress Director new out of EC vacancy since 2010)

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<tr>
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### Administrators

(earlier administrators must be checked)

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<tr>
<td>Sonia B Correa</td>
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Images from 1992 Congress in Porto Portugal
Supplied by Robin Pascoe
Running IDEA Congresses

March 2016
Updated September 2020
Running IDEA Congresses is published as a separate Appendix to the Operational Manual.

IDEA Congresses

March 2016
Updated September 2020

These notes on running IDEA Congresses are part of the DEA Operational Manual. The IDEA Operational Manual is a living document and open to changing circumstances.

This document is currently written and published in English. IDEA welcomes assistance in translating it into the official languages of IDEA.

Why is this section included in the Operational Manual?

IDEA working with member association partners, has run 8 successful congresses. They fulfil part of the charter of IDEA – see the IDEA Constitution.

When it was time for IDEA to work with the organisers of the two congresses since 2013, there were gaps in the collected knowledge of the association. The information was either scattered – in the archives of individuals – or lost (see, for example, the web site from the IDEA2013 Congress in Paris). Since then IDEA has worked intensively to provide the necessary information about planning, budgeting and organising international events on behalf of the IDEA community. Advice about legal requirements has been found pro bon through TrustLawL IDEA Congresses need to be effectively and economically run (so that loss situations from the past are not repeated).

This document was written to provide a consolidated approach to guide members who plan to host any future congresses for IDEA. The information is designed to provide support but recognising that each congress will develop its own identity and rhythm within the overall aims of the association.

A section on running Digital Congresses has been added in 2020 in response to the Coronavirus pandemic.

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Paris 2013 Congress Liste des ateliers de réflexion thématiques/Special Interest Groups
IDEA, in conjunction with a member host organisation, runs international congresses for drama, theatre and education.

These congresses further the aims of IDEA:
1. to provide a forum for international communication about the relationship between drama/theatre and education;
2. to promote and advocate drama/theatre as part of a full human education, within and across national borders;
3. to assist in the development of the theory and practice of the relationship between drama/theatre and education.

1. What the constitution says (and means)

IDEA Congresses are core activities for IDEA.

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<td>2001</td>
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There have been 8 congresses.

The General Council Meeting in Paris nominated that the next congress would be in Ankara Turkey in 2016; in February 2016 a decision as taken by the General Council to request a postponement of one year. As civil unrest continued, the decision in 2017 was to cancel the Congress.

The IDEA2020 Congress planned for July 2020 in Beijing China was cancelled because of the Coronavirus COVID-19 pandemic.

IDEA Congresses are essential. They provide the sites for General Council Meetings, the major decision-making body of IDEA. At these meetings during congresses major decision-making (including decisions about congress hosts and sites), elections for Elected Officers and the other business of the association takes place.

There is flexibility about when congresses are held.

Until 2016 the pattern has been to hold the congresses every 3 years. But the constitution allows for congresses every 2, 3 or 4 years.

However, it is important that congresses are held when the majority of members can attend – this has generally been in the July, Northern Hemisphere summer period. Wide consultation is necessary to find a time when the majority of IDEA members can attend.

Where the congresses are held. There has also been a concerted effort to ensure congresses are held in diverse locations – over time there have been congresses in the five continents and regions represented as hosts.

Care is needed to ensure that the costs of congresses are managed to ensure that as many members as possible can attend. Locations need to be accessible, on major transport hubs, have a range of accommodation options, have reasonable costs for food, transport, etc.

Congresses are also mentioned in the following sections of the IDEA Constitution:
17; 22; 23; 29; 36.3; 56 and 57.2
The Constitution sets out the roles of the key role of Congress Director.

The Congress Director (and team put together to support the Congress Director):

- provides the leadership for the Congress
- consults widely about the Congress – liaises directly with the IDEA Executive and Elected Officers; the members of IDEA; an international committee to support planning and organisation
- manages and runs the congress on behalf of IDEA –
- financial and budget management and reporting
- conference themes, programs and vision
- organisation

The Constitution identifies specific tasks for the Congress Director to complete. But there are many more tasks and issues that are beyond the broad principles set down in the Constitution. The following notes are designed to share the collective wisdom learnt from the previous IDEA congresses.

It is important however to note that each congress has its own identifiable character and to showcase local as well as international issues.

The Constitution also identifies a specific role for the Vice President in organising IDEA Congresses.

These notes are not definitive but offered as support for IDEA members proposing to host a congress. Apart from the specific sections of the IDEA Constitution, this is a living document that is designed to be added to and to develop as circumstances require.
2. Making a Congress bid

**IDEA calls for bids to host Congresses.**

*See Appendix 1 for an example of the call for bids to host an IDEA Congress.*

Decisions on when and where IDEA Congresses are held are made by General Council Meetings.

Any member of IDEA can make a bid.

If there is more than one bid then the General Council Meeting makes a decision by voting.

As Congresses are significant events and require considerable financial and other support, IDEA members making a bid need to provide detailed proposals.

See the checklist for a bid to host an IDEA Congress on the next page.

---

**A checklist for a Congress Bid from an IDEA member**

A well developed proposal outlines:

- [ ] when the congress is to be held – dates
- [ ] where it is to be held – location and venues – and why this is a significant place for an IDEA congress
- [ ] who the congress director will be (and who are key players in organising the congress)
- [ ] proposed conference title and themes
- [ ] why this IDEA member is best equipped for running the IDEA Congress
- [ ] how this proposed congress will meet the aims and purposes of IDEA; and why the IDEA community should be excited by the opportunity offered
- [ ] partnerships in place for running the congress – e.g. support from venues, government and philanthropic agencies, etc.
- [ ] Consultation plans
- [ ] Proposed names for International Congress Committee
- [ ] Proposals for other necessary consultation
- [ ] Draft congress program – to be further detailed during the preparation process
- [ ] Marketing and public relations campaign
- [ ] draft budget – to be followed by a detailed presented to the next General Council Meeting for ratification

In planning for a congress bid it is important to remember:

Each congress should showcase the host association/nation and local approaches to drama and theatre education – while also drawing together the wider world.

Delegates travel from distant places as well as locally. They want to make the most of local food and entertainment as well as opportunities to meet and talk.

In making a bid for an IDEA Congress, the host member must remember also:

- IDEA Congresses must allow for the General Council and Elected Officers Meetings to be integrated
- The proposal must allow for a meeting of the Elected Officers before the congress begins and immediately after the congress concludes.

*See Appendix 1 for Call to IDEA members to host an IDEA Congress

*Appendix 2 for form for initial bid for an IDEA Congress.*
3. Memorandum of Understanding

For each Congress, a Memorandum of Understanding is developed (sometimes it may be called a Memorandum of Agreement). This document sets out what is expected of IDEA and the hosting IDEA member.

A Memorandum of Understanding includes:
- Rationale/Scope – purpose, brief description expectations, justification
- Goals and Objectives
- Partners
- Roles and Responsibilities of each partner
- Financial responsibilities
- Duration of Agreement
- Reporting and accountability
- Communication and consultation/meetings
- Processes for resolving any conflict
- Review and Evaluation
- Resources
- Authorisation/signatures/contact information

Ideally, the Memorandum of Understanding should be signed as soon as possible after the General Council Meeting has ratified the commissioning of the hosting IDEA member and the appointment of the Congress Director.

A Memorandum of Agreement is designed to set out the important information about the running of the congress – what IDEA agrees to do; what the host association agrees to do.

An example is included in Appendix 3 Memorandum of Understanding/Agreement.

The Memorandum of Agreement must be signed by the Presidents of IDEA and the host member association. It is a commitment on the part of all parties about the successful running of the congress.

The Memorandum of Agreement must then be ratified and presented to the next General Council Meeting.

If there is a need to add to this Memorandum of Agreement – for example, if there are changing security circumstances or changes of dates – then the revised Memorandum of Understanding must be ratified by the Elected Officers and presented to the next General Council Meeting.
4. Setting up a Congress organising team – the buck stops here

Organising an IDEA Congress is a major commitment of time, money and energy. It is rewarding but demanding and before taking on an IDEA Congress an IDEA member needs to consider carefully the responsibilities required. But, the rewards for an IDEA member are immeasurable. There are opportunities for bringing local drama educators in contact and for sharing practice and perspectives with the wider world.

The key lead for a congress is the Congress Director – a member of the host IDEA association who is appointed by the IDEA General Council. The Congress Director is the person with the overall responsibility for the successful running of the Congress. But it is important to remember that organising an IDEA Congress needs a team of dedicated and focused people. In fact there are several teams needed – and each team needs a dedicated leader. The main organising committee has oversight of all activities, sets themes and large picture ideas.

There should be teams working with the main organising group and the Congress Director for:

- the academic program – the calls for presenters, papers, Special Interest Groups, panels, posters, etc; selection of peer-reviewed academic presentations; sign ups for presentations; the organisation of the academic program during the congress ensuring that each venue is appropriate and equipped
- the keynote program
- the social program – including meals provided, welcome and closing events, etc.
- Solidarity (see later section on solidarity)
- Young IDEA
- Projects
- Publications
- Performance Program team
- Fundraising, sponsorship and liaison with displays/publishers/etc.
- Marketing and communications

Of course, there is often overlap with these various sub-committees.

The IDEA 95 Congress in Brisbane had a leadership team of Congress Director (Kate Donelan), 3 Congress Convenors (Judith McLean, John O’Toole and Brad Haseman) and a full time Executive Officer (Christine Comans). This team was supported by teams organising different aspects (publications, Special Interest Groups, Performances, etc.) as well as the leadership team of NADIE/Drama Australia.

5. International consultation

IDEA has made a commitment to a culture that is consultative and open.

Setting up the International Congress Committee (as required in the Constitution)

Each Congress organising group is required to establish an International Congress Committee.

This international Committee should not be confused with the local organising committee or other committees established to support the Committee (such as a Translation Committee or a Young IDEA Committee).

The purpose of the International Congress Committee is to support and advise the IDEA member hosting the congress.

Specific tasks can be allocated to the International Congress Committee; for example,

- discussion of the conference themes
- advice on suitable keynote and featured speakers
- helping peer review applications by delegates to present at the Congress
- suggestions for the performance program

The International Congress Committee needs to include diverse voices. There needs to be representation across the regions of IDEA; there needs to be gender balance; there needs to be younger and more experienced voices included.

The International Congress Committee needs to include people with experience of past congresses.

In practice, the International Congress Committee usually does not meet in person but provides input through email and digital communication and, perhaps, through webinars and SKYPE or similar.

Other ongoing consultation

A congress does not happen by one or two people working alone. A congress takes many people to make it.

As indicated above, the IDEA member hosting the congress must have a commitment to open consultation. For example there needs to be wide consultation about:

- keynote and featured speakers
- solidarity funding
- Young IDEA
- featured performances
6. Deciding dates and times for the Congress

The IDEA community is spread over different continents and time zones. The members of IDEA run off differing calendars and respond to differing requirements. Congresses should be run when the most IDEA members can participate. This is not always easy.

1. Frequency of IDEA Congresses

IDEA Congresses have been traditionally held every three years in the Northern Hemisphere summer break. Article 16 of the IDEA Constitution states that congresses are to be held “preferably every two years but at least every four years”.

In making a congress proposal, Congress Planners identify and publish dates after wide consultation with IDEA members and the Elected Officers and IDEA members about best dates.

2. Selection of dates for congresses

Organisers need to select dates for the congress that maximise the potential for IDEA members to attend.

Traditionally IDEA Congresses have been held in July/August (though there is no specific requirement for that to always be the case).

Consultation

See Appendix 4 for example of setting date for IDEA Congress.

3. Length of congress

In addition to considering when the Congress is held, Congress Planners need to consider how long the congress will run.

The length of IDEA Congresses has been a matter of debate.

The IDEA2010 congress in Brazil was 7 days. The congress in Kisumu, Kenya, was 10 days which was the longest. Most have been 5 days. The longer the congress the higher the costs. But there is a need for including all that needs to happen.

4. Planning for a comprehensive congress

1. General congress activities planning

IDEA Congress programs need to allow sufficient time for a variety of activities:

- keynote addresses from leaders in the field of drama, theatre and education
- workshops of practice
- paper presentations
- Special Interest Groups (SIG)
- performances
- social events
- spaces for informal exchange and communication
- connection with local culture, schools and arts

In planning the dates for the Congress it is important to recognise that IDEA Congresses must allow for the General Council Meetings to be integrated into the planning. General Council Meetings are normally not time-tabled when other major events are on the schedule.

2. Elected Officers Meetings

It is important also to allow for a meeting of the Elected Officers before the congress begins and immediately after the congress concludes.

3. Social events

There is also a need to allow for social events in planning for the congress. Beside the formal events of the congress there is also a need to allow for social events and rest days.

4. Rest days

Sometimes congresses include a “rest day” that allow participants to make the most of their visit to the country, for example, to make short visits to local cultural sites. These side trips are usually optional and an additional fee can be charged.

See Appendix 4 for an example of a planned program that includes congress and meetings scheduled.
7. A Congress Planning Timeline

Key dates and times in organising the congress

An International Congress requires a long time line – because it hopes to attract many people from diverse places there is a need for time for planning to attend –

- raising support and financial backing requires time for all but particularly for people from less affluent countries (Solidarity)
- applying for visas and travel documents.

In addition, the organising committee need time for planning and fundraising. See planning documents later.

Therefore there a clear timeline is needed for Congress planning.

The following timeline is designed to give a broad shape for congress planning for associations hosting IDEA congresses.

See Appendix 5: – example of a planned program that includes congress and meetings scheduled

Appendix 6 for an example of a planning timeline.
8. Congress Location

IDEA aims to provide a forum for international communication about the relationship between drama/theatre and education through organising international congresses for drama/theatre and education, based on significant international themes. Article 16 of the IDEA Constitution notes that congresses should alternate preferably between the northern and southern hemispheres and/or at different continents from congress to congress.

The history of IDEA Congresses shows how this principle has been applied – moving from Portugal (Europe) to Australia to Africa to Norway (Europe) to Canada to Hong Kong to Brazil to France (Europe) and to Turkey (at the intersection of Europe and Asia) and to Beijing, China.

1. Places of significance

Congress focus our attention on a sense of place. Congresses need to be held in places that show significant support for drama/theatre and education.

2. Local support and partnerships

There needs to be a significant group of local volunteers to support the running of the congress. Congresses require large teams to support them – and volunteers help keep the costs of running the congress manageable.

IDEA Congresses have been held in a variety of locations but successful ones have forged local partnerships – e.g. with a host university or organisation – and have links with local authorities to support the event. In general IDEA Congresses have not been in hotels or commercial conference sites.

3. Easy access for international and local participants

IDEA Congresses should (ideally) be at major transport hubs to minimise the cost of transport for delegates.

4. Range of facilities for congress

There needs to be a range of accommodation and food options.

9. Venues for the Congress

The success of congresses depends on having a suitable venue (or series of venues) that will meet the needs of delegates attending.

1. Central and accessible location

Congress venues need to be located centrally and compactly – preferably on one site that is easily accessible to delegates. It is preferable to have all events in one location and not make delegates move. If this is unavoidable then delegates should be able to easily move from event to event.

The venues should be in a central location that is easily accessible for delegates – on major bus or metro routes.

The first Congress in Oporto was held in a centrally located theatre and workshops in nearby schools and venues.

In the IDEA2013 the keynotes were in a centrally-located theatre, close to the Metro; however, there was a bus and Metro distance to the venues for papers and workshops.

2. Availability

The venue must be available on the congress dates.

3. Venues need to match the congress activities

The venues should match the needs of the congress activities.

Depending on the different types of activities planned for the congress, the venue should allow for keynotes, workshops, paper presentations, Special interest groups (SIGs), roundtables, etc. There should be eating and food outlets – both those included in the congress fee and those needed for casual cups of coffee and informal meetings.

4. Technological capacity

The costs of venues need to be within Congress budget – or, better still, available for free or at a discounted cost.

The venues now days also need to have digital technology and access to wifi. There needs to be speaker podiums (with connections to data show projection and sound, etc) and suitable lighting for audience and speakers.

As technology is increasingly available and necessary, congress delegates expect that venues will have access to WIFI (at no cost to the delegates) and that each workshop will generally have data show projectors and audio equipment and capacity to plug own delegate's own laptop and/or their presentation on a storage device.

5. Capacity for a multi-lingual congress

As the congress will be in the official languages of IDEA and the host language, the large all-of-congress venues need to have facilities for multiple translations.
6. Accessibility for differently abled delegates

Accessibility for disabled delegates needs to be also considered when choosing a congress venue.

7. Venue costs

The venue must be within the available budget for the congress.

Partnerships with venues – e.g. with a University who can make venues available for little costs during a vacation/non-teaching period is one way of keeping venue costs down.

In considering venues, as well as the costs of hiring the venues, there is a need to ensure that additional costs are accounted for:

- venue security and safety
- venue cleaning
- facilities such as toilets
- accessibility for disabled participants
- Costs of signage
- Decorations/flowers
- Provision of water and other requirements for speakers and glasses

All of these items could be anticipated venue costs.

8. Security

IDEA Congresses are major international events. They attract delegates from all across the world of drama, theatre and education. In planning for a Congress, it is important that the location is safe for international and local participants.

The issues of security are addressed more fully in a letter section but in choosing a Congress venue, security is an issue to be considered.

In 1998 in Kisumu, arrangements were made with local police for security.

IDEA2004 was largely held on a University campus and the campus police force were used.

The IDEA2010 Congress was for the most part held within the closed campus of the University of Para, also with guards and gated security.
10. Congress themes

Each Congress specifies themes of international significance to drama and theatre educators. As the years progress, different themes emerge as the main concerns of the times – and each congress should seek to progress the field broadly.

The congress themes should match the keynote speakers invited.

Congress sub-themes

Within the broad overview of the congress theme, sub-themes are identified. These sub-themes allow for delegates from a range of perspectives to participate.

The 8th Drama and Education IDEA World Congress, in Paris was structured around following five central questions:

1. At the dawn of the 21st century, has arts education become a global issue?
2. How can Drama/ Theatre and Education practices become transformative learning processes?
3. Is social neuroscience a revolution for education?
4. Languages in Drama / Theatre and Education: highlighting diversity or blending cultures?
5. Writing for young audiences: an art form with educational value?

There are no limits to the themes of IDEA Congresses but they must fit within the aims of IDEA set out in the Constitution.
11. Congress Components

Each congress is more than the sum of the parts but planning needs to account for specific components.

1. Keynotes

A keynote is a formal congress event that sets out the central theme(s) of the congress. Keynote speakers are identified leaders in the field of drama/theatre and education. They are invited to present lively and interesting lectures. But there have been many different methods used by congress directors to provide a variety of keynote experiences. As well as single presenters, panels and groups of speakers have been used to help a move from a monologue presentation to a more dialogic format. Performance-based keynotes have been used.

- In Bergen in 2001, one keynote was a member of the Royal Family reading a story to children.
- The concluding keynote in Brisbane in 1995 was a performance by a female singing group Sister Moon.
- In Brazil in 2010, panels were used exclusively in the keynote space.

See Appendix 12: – sample of IDEA Congress Keynote speakers

2. Workshops

Sharing practice peer-to-peer has been the lifeblood of IDEA congresses. There are many different ways of delivering drama/theatre and education.

Language of workshop presentations is an important factor.

3. Papers

Presenting a paper is a thread of congresses of great interest to researchers and academics. Usually a paper presenter is allocated 20 minutes to present a paper of relevance to the congress themes. This is followed by 10 minutes of questions and discussion.

Usually in each session there are 3 or 4 papers – linked in topics relevant to the congress themes.

Language of paper presentations is an important factor.

4. Research and Special Interest Groups

Research lies at the heart of IDEA’s commitment.

Article 4 Section 3 highlights the aim of IDEA to “initiate and foster research and development of drama/theatre and education”.

IDEA CONGRESSES AND SPECIAL INTEREST GROUPS

As with most congresses and associations, Special Interest groups are opportunities for extended discussion around identified topics. Special Interest Groups meet for three or four times during a congress. Delegates are expected to commit to a Special Interest Group and to attending and participating in all sessions of the Special Interest Group in the congress program.

Special interest Groups are often sustained as focus for sharing between congresses.

IDEA has had a range of Special Interest Groups over its history and there is flexibility for congress organisers to identify and initiate new Special Interest Groups – and no obligation to continue ones that have been running.

Special Interest Groups usually identify the language to be used – and it is feasible to have Special Interest groups gathered around a language or even to have two parallel Special Interest groups exploring the same topic/theme but in different languages.

The IDEA Congress organising committee call for:

SPECIAL INTEREST GROUP LEADERS AND TOPICS/THEMES

Special Interest Group leaders may be identified by the congress organisers or there may be an open call for leaders.

This call is made about 12 months before the congress.

Usually, when delegates register they indicate which Special Interest Group they are signing up for.

Depending on the enthusiasm of the leaders and participants, some Special Interest groups set up communication channels (such as a web page) before the congress and use these as springboards to when the Special Interest Group meets during the congress.

- The Drama and Assessment SIG at the IDEA2004 Congress set up a dedicated web site and shared papers. After the congress the SIG report was re-written as a chapter (in L. A. McCammon & D. McLauchlan (Eds.), Universal Mosaic of Drama and Theatre, The IDEA 2004 Dialogues).

It is expected that Special Interest Groups report to the congress – usually in a plenary session in the closing ceremony (though this is not essential).

Leaders of Special interest groups should prepare a report to participants of the SIG and share this report with the wider IDEA community.

There is a space on the IDEA web site for Special Interest Groups.

Sometimes, there are publications resulting from the Special Interest Groups and their reports.

See Appendix 13: Example of IDEA Special Interest Groups
5. Projects
Projects are practical examples of IDEA’s commitment. Each Congress needs to have a concrete presence for Projects to be showcased and shared.

For example, there can be workshops abled on Projects. Or there can be poster sessions showcasing projects. Performances drawn from projects can also be included in the Performance program.

6. Publications
Research lies at the heart of IDEA’s commitment.

Article 4 Section 3 highlights the aim of IDEA to “produce international publications and facilitate the circulation of information relevant to drama/theatre and education”.

Each Congress needs to:

- Develop specific congress publications – preferably before the congress (as in a collection of keynote speeches or articles of interest to congress delegates). That is not always possible.
- In addition to produce publications after the congress.

7. Young IDEA
Young IDEA is our commitment to developing succeeding generations of IDEA members.

Each IDEA congress has made a space for Young IDEA to participate, to present and to make a space that is identifiably its own.

The age guidelines for Young IDEA have been flexible – usually 18-25 (post school to mid 20s).

Some IDEA Congresses have had a program for school-aged students – e.g. in IDEA2004, IDEA2007 and IDEA2010 there was KidsIDEA.

There has also been interest in a program for University aged students.

8. Social-Cultural Program
IDEA Congresses have provided opportunities for networking and mingling socially. It is important that future IDEA congresses also provide a range of opportunities for casually meeting new people and sharing ideas and interests.

As many delegates are visiting a country for the first time, Congress Directors need to think of ways of showcasing local cultural experiences for them.

The first congress in Oporto Portugal showcased traditional Fado. In Belém Brazil indigenous performance was highlighted.

9. Performance program
IDEA Congresses have been showcases for theatre performances of interest to delegates.

- A balance is sought between performances from the region where the Congress is held and from other IDEA regions.
- Live presentations and performances resulting from IDEA projects – Young IDEA performances are integral part of the Performance Program.
- Part can also be a program of Documentaries and Audio-Visual Reports of IDEA projects. E.g. the documentary ‘The many lives of the Family Turna’ about the IDEA Project on Migration ‘Changing Horizons’ at the IDEA Congress Paris 2013.

10. Displays and booksellers (cross reference to sponsorships)
Congresses are prime marketing points for publishers of materials of interest to drama/theatre educators.

11. Food
Food for delegates is an important consideration – or, if it is not being provided, then availability of a suitable range of food outlets readily accessible needs to be factored into the choice of venue.

There are an increasing number of delegates who have special dietary requirements and clear policy decisions are needed. Delegates need to be advised of the range of alternative foods available.

One particular issue for congress organisers is to ensure that delegates with special dietary needs get the food provided for them (and that other delegates who have not requested special diets do not take specially prepared food).

12. Security and Safety
As already indicated, security has become of increasing importance for delegates in these troubling times.

All congress delegates need to share responsibility for their own safety. There is also a need for clear advice to be given to all congress delegates about safety and security aspects.

For example, during the IDEA2010 Congress, in the middle of the day, some delegates were robbed at gunpoint when they strayed into an unsafe area. The majority of delegates however were safe during the congress.
12. Call for conference delegates to offer workshops/Special Interest groups (SIGs)/Performances/Young IDEA/Projects/Publications

Each delegate to the congress must register. This is nowadays done through on-line registration forms – a step on from paper registration forms. On-line payment systems also streamline conference registration.

Appendix 9 shows an example of a registration form based on those used in previous congresses. Appendix 10 shows IDEA payment Bands by country.

Conference organisers also make calls for:
- Special Interest Group participation and for people willing to lead SIGs
- Performances
- Young IDEA
- Projects
- Publications

These calls for participation are managed in conjunction with the appropriate IDEA Elected Officer.

13. Selling the Congress – publicity/information and marketing

There are many events competing for the attention of potential delegates. IDEA Congress Directors and Organising Committees need to work actively with the IDEA Elected Officers and member community to secure the widest spread of information to potential delegates.

There are many emerging ways of marketing IDEA Congresses. Increasingly there is the use of social media (e.g. FaceBook, Twitter, etc.) and web pages but traditional materials should not be overlooked – including word of mouth.

1. Developing a communications strategy

The Communication strategy needs to address:
- Distinctive logo and identity (linked to IDEA logo and identity) and the maintenance of a consistent visual branding and style
- web site as primary source of information
- social media
- use of video/audio/etc
- print and traditional media; e.g. poster, brochures, fliers, etc
- publications - before, during and after the congress
- signage during the congress

2. IDEA Official Languages

Care needs to be paid in every aspect of communication to treating each of IDEA’s official languages alongside local language, with respect.
14. Financial Planning

An IDEA Congress is a major financial commitment. Running a Congress is a large financial commitment for the IDEA member hosting the congress. It requires careful, accountable budgeting and reporting.

The IDEA Association running a congress presents a Draft Budget as part of the Congress proposal to a General Council Meeting at least 4 years in advance of the congress. This draft budget is updated at the two General Council Meetings immediately before and at the Congress.

The income and expenditure of the Congress is reported against these draft budgets at the next General Council Meeting immediately after the congress.

15. Budget

In drafting a budget, the following principles are important:

- The congress should not run at a loss
- The budget should allow for a 10% return of income to IDEA itself; 10% return for the host association; and 10% of income to support Solidarity places (see Page 00 for further about income)
- Income is based on the total amount of registrations and other sourced funding
- The Budget and Income and Expenditure Reports of the congress are transparently presented to the IDEA Accountancy Committee and are available to all members of IDEA through the General Council Meetings.

Cross reference to the earlier overviews...

1. Budgeting Income

In shaping the income budget, the organising association calculates:

- Income from delegates’ registration fees
  - IDEA uses the UNESCO UNHDI bands to calculate fees. See Appendix.
- Income from sponsorships and grants
- Specific income fundraised for Solidarity delegates
- In-kind income support (e.g. provision of venues free or at reduced cost)
- Donations
- Other

2. Budgeting Expenditure

The following broad categories are considered for the congress expenditure

- Venues
- Logistics
- Marketing
- Communications
- Delegate Registration costs
- Translation
- Invited Keynote Speakers
- Workshops
- Sponsors
- Activities-Performances
- Delegate Services
- Congress Staff
- Performances
- Contingencies

Appendix 8 shows the shell for a draft budget.
3. Fundraising and sponsorships

Delegates registration fees will not provide sufficient funding for an effective congress.

Therefore, the host IDEA member organising the congress needs to raise funds and find sponsorships.

4. Financial accountability - Financial reporting requirements

Within the structures of IDEA, financial accountability and reporting is managed by the Accountancy Committee which is "entrusted with the annual auditing of IDEA's books and with reporting it to the General Council" (Articles 50-53).

The Congress Host association must submit a budget to the Treasurer of IDEA one year before the congress is to be held and an audited account one year after the congress has been held.

16. Solidarity

1. Concept

From its inception IDEA has recognised that not all IDEA members have capacity to attend congresses. IDEA Congresses have sought ways of providing financial support for these delegates to attend.

Success with Solidarity for congresses requires concerted effort and attention.

Solidarity deals with the most financially dependent international participants: it requires the highest levels of infrastructural support.

2. Organisation - International Solidarity Committee (ISC)

It is necessary to establish a congress International Solidarity Committee (ISC), with its own focus and mandate.

The Congress Director and Organising Committee need to give priority to Solidarity fundraising, and integrating Directors of Projects and Young IDEA into the advisory process to strengthen collaboration.

One successful strategy used in the past is based on IDEA's policies of 'twinning' (developing world projects with solid IDEA members), solidarity-support as pedagogical co-responsibility and project collaboration as a practice to permeate IDEA 2010.

Particular care needs to be taken with translation of Solidarity documents and application procedures.

International visas and associated documents are specific issues of concern.

3. Fundraising for Solidarity

In the past, IDEA Solidarity has developed dedicated to fundraising strategies.

Sources of funding for Solidarity have included:

- sponsorships from philanthropic funders
- government aid organisations
- a levy on other registrations.
4. Identification and selection of Solidarity delegates

In the past, there has been more requests for Solidarity support than can be provided by the congress. Therefore there needs to be an arms-length and impartial process for the selection of delegates who will be supported through Solidarity funding.

One of the election criteria for solidarity delegates - based on previous IDEA congresses – is evidence of previous international travel experience, to ensure a necessary level of initiative, autonomy and ability to deal with intercultural relations and unexpected situations.

Additional criteria:
- balanced representation amongst the different IDEA regions
- balance between male and female participation.

5. Sensitivity

Care must also be taken to avoid identifying or disadvantaging Solidarity delegates. They should be seamlessly integrated into the fabric of the congress.

A charter of ethics, organisational principles, intercultural expectations and code of co-responsibility be created for 'solidarity recipients' and all congress participants.

16. Registration costs

International conferences are expensive. They require, for most delegates airfares and accommodation as well as daily living allowances.

Since IDEA was established in 1992, the climate for funding attendance at congresses has contracted. Therefore, as a general principle, the costs of registration for delegates should be calculated to be the lowest possible – while still making a return to support IDEA and the host IDEA member.

1. Sliding scale for international/local and solidarity delegates

IDEA uses the UNESCO/UNHDI (United Uations Human Development Index) guides for the calculation of Registration fees.

Appendix 10 shows an example of the sliding scale used by IDEA.
17. Delegate Accommodation

Delegates need accommodation options that are clean, comfortable and safe.
Some congress delegates are supported by their own universities or schools but many are not.

1. Range of options and costs
Conference organisers need to provide details of a range of accommodation options with a range of costs.

2. Hotel
A range of hotel styles and costs are needed for delegates.

3. University/school dormitory accommodation
Past congresses have used school dormitories (when students are on vacation) and University accommodation.

4. Home-stays
Past congresses have successfully found local families who will host a home stay for delegates, particularly Solidarity delegates.

18. Post Congress activity and reporting

The final closing ceremony (and end of the Elected Officers meetings) are the end of the major phase of organising the congress but the work doesn’t stop there.

As the planning outline in Appendix 00 shows, after the last session of the congresses closes and people get on their planes to go home, there is still much work to be done.

There is the need for thank you and acknowledgements.
The financial accounting needs to happen, the bills paid, the monies collected banked.

there is also the important work of publishing from the congress.

And there is the need for the final report

1. Formal reporting
There are many rich ways of reporting congresses - including the use of video, web pages, digital documents that capture the richness and diverse educational, cultural and social outcomes in much more powerful ways than traditional print based reports.

In preparing a report the following ideas (drawn from the IDEA2010 Congress Report) are useful organisers.

1. OVERVIEW
1.1. Introduction: contexts and thanks
1.2. Report Methodology
1.3. Guiding Questions for reporting

2. ORGANISATION
2.1. Aims, Objectives and Identity of congress
2.2. Organisational Structure of congress
2.3. Partners of IDEA congress
2.4. Financial Strategy
2.5. Administrative Structure
2.6. Congress Infrastructure
2.7. Communication Structure and Strategy
2.8. Documentation, Memory, Publications

3. PARADIGMATIC PRIORITIES
3.1. Solidarity as a dialogic project
3.2. Translation: intercultural and pedagogical tool
3.3. Native and Traditional Cultures and Pedagogies + Day of the Islands
3.4. World Forum of Culture & Education for Transformation

4. IDEA WORLD CONGRESS
4.1. Pre-Congress Program
4.2. Academic-and Pedagogic Program (including SIGs)
4.3. Cultural-Artistic Program
4.4. Young IDEA
4.5. Kids IDEA
4.6. Closing Ceremony: looking towards the future

5. FINANCIAL REPORT
5.1. Overview Review
5.2. Financial summaries

6. RECOMMENDATIONS
6.1. Towards the next congresses

Appendix 11 shows a format for a report to the IDEA General Council Meeting following a congress. The IDEA2010 Report is a useful model. It includes visual material as well as comprehensively explains the reasons for decisions made.
19. Appendices

Throughout these notes, specific examples have been chosen to support the principles outlined. The following Appendices provide further examples. Each Appendix has its own page numbering.
Appendix 1: example call for bids to host an IDEA Congress

IDEA calls on all interested members to bid to host the next IDEA International Congress.

The IDEA Constitution states: in Article 4 that IDEA will organize international congresses for drama/theatre and education, based on significant international themes;

In Article 16 the Constitution also notes:
- the international congresses to be held
  - preferably every two years but at least every four years, and
  - alternating preferably between the northern and southern hemispheres and/or at different continents from congress to congress;

Congress for IDEA members to fulfill our aims:
1. to provide a forum for international communication about the relationship between drama/theatre and education;
2. to promote and advocate drama/theatre as part of a full human education, within and across national borders;
3. to assist in the development of the theory and practice of the relationship between drama/theatre and education.

Conferences are important and vital to the effective running of IDEA because they are also the sites for the General Council Meetings.
- At each IDEA Congress, and once between each Congress, IDEA calls a meeting of members which is the “the supreme authority of IDEA” (Article 15).
- Key issues concerning the policy and future of IDEA shall be dealt with only at meetings of the General Council during the international conference, whereby all the members present at the congress have the right to participate (Article 17).

At these General Council Meetings, the focus is on election of members of committees, principles of action, reporting, hosting of congresses along with ratification of Congress Director, hosting of IDEA Secretariat, budget and amount of membership fees. Invitations are made to IDEA members to host a congress and decisions are made about future congresses and General Council meetings.

It has been IDEA practice to appoint congress hosts well in advance – preferably two congresses ahead e.g. the 2013 Congress should have made a decision about the 2019 Congress.
Based on past experiences of successful IDEA Congresses, the following principles need to be considered when making a bid for an IDEA congress:

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Meetings should be held in accessible locations at or on major transport hubs (as economically possible given the distances travelled by members)</td>
</tr>
<tr>
<td>• A range of accommodation types and costs should be available</td>
</tr>
<tr>
<td>• The location should be safe for travel (stable government and generally safe for delegates)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Congresses need to be in a suitable meeting venue that are accessible to delegates.</td>
</tr>
<tr>
<td>• Translation facilities are required.</td>
</tr>
<tr>
<td>• There needs to be sophisticated audio-visual equipment as necessary and Wi-Fi access for all delegates.</td>
</tr>
<tr>
<td>• Workshop spaces need to be suitable for active participatory drama/theatre activities</td>
</tr>
<tr>
<td>• Paper presentations need to be in suitable venues.</td>
</tr>
<tr>
<td>• Suitable spaces for informal networking are necessary</td>
</tr>
<tr>
<td>• Spaces for social events are required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Timing in the calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Congresses need to be run when most members are available – taking note of breaks in teaching/academic calendars, vacation peak times, etc.</td>
</tr>
<tr>
<td>• Congresses should be co-run with other drama, theatre and education events to maximise opportunities for delegates attending to obtain funding or support</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What happens at an IDEA Congress?</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDEA Congresses are complex social, educational and practical events. They comprise a program of</td>
</tr>
<tr>
<td>• Meetings – General Council Meeting and Elected Officers Meetings</td>
</tr>
<tr>
<td>• Keynotes</td>
</tr>
<tr>
<td>• Workshops</td>
</tr>
<tr>
<td>• Research and Special Interest Groups</td>
</tr>
<tr>
<td>• Projects</td>
</tr>
<tr>
<td>• Publications</td>
</tr>
<tr>
<td>• Young IDEA</td>
</tr>
<tr>
<td>• Social Program</td>
</tr>
<tr>
<td>• Performance program and engaging with local culture and contexts</td>
</tr>
<tr>
<td>• Displays and booksellers (cross reference to sponsorships)</td>
</tr>
<tr>
<td>• Food and networking opportunities</td>
</tr>
<tr>
<td>• Security</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Costs of running the Congress</th>
</tr>
</thead>
<tbody>
<tr>
<td>International congresses are major undertakings and require careful planning and budgeting.</td>
</tr>
<tr>
<td>• The host IDEA member association working with the IDEA Elected Officers will prepare a budget and, if necessary, apply for support and funding to cover the costs of running the meeting; the budget covers the costs of venues, keynote speakers, performances, marketing etc; these costs may be defrayed against sponsorship, funding from government or other philanthropic bodies,</td>
</tr>
<tr>
<td>• Costs of venues, equipment, catering are covered by congress budget</td>
</tr>
<tr>
<td>• All delegates are expected to pay for their own participation, airfares, visas (if applicable), accommodation, insurance and other expenses according to their own capacities; the host of the Meeting nor IDEA itself do not cover these costs</td>
</tr>
<tr>
<td>• IDEA member Associations who cannot attend the meetings organise proxy votes to enable their voices to be heard in the General Council Meetings at the congress</td>
</tr>
<tr>
<td>• IDEA and the hosts of the congress will generally support applications to funding sources for delegates but will not cover these costs</td>
</tr>
</tbody>
</table>
General Council Meetings are important parts of IDEA Congresses and planning must ensure that these meetings are successfully integrated into the whole program.

A survey of IDEA members in 2014 identified the following points about General Council Meetings:

- organisation of the meeting: most members preferred sitting in a circle format (if there is enough room) rather than in theatre/lecture style
- audio/visual facilities and wifi access in the meeting are necessary; this should be provided as part of the congress delegates may have to cover cost of own service providers and associated fees
- translation: simultaneous translations in the official languages of IDEA are preferred. Due to budget constraints consecutive translation has often been the case in previous GCM and is acceptable as a second option. Most of the members agreed that there should be a specific budget allocation for translation in the congress budget.
- duration of meeting: two to three working days (or equivalent) clear of other congress activities
- duration of the meeting sessions: shorter days and shorter hours. Most members felt that if a GCM was held during a congress, it should have a maximum period of 5 hours a day with clearly defined breaks.
- integrated into the whole congress: The meeting should be clearly integrated into the Congress program.
- Local culture and engagement for delegates: General Council Meetings to be programmed to allow also for excursions (organised by the hosts of the meeting;) to enable delegates to appreciate the cultural and historic ambience of the city or place were the meeting is held.

There may be additional requirements developed by IDEA,
Appendix 2: Form for making a bid for an IDEA Congress

Bid to host the IDEA Congress
This bid is to be forwarded to the IDEA President and Vice President for consideration by the General Council Meeting

Name of IDEA Member Association bidding

Contact Details
Name
Email
Mailing Address

The bidding association has approved this bid. The information provided was accurate at the date of signing. Any changes of information will be provided to the IDEA Elected Officers as soon as possible after changes made.
Signed President/Chair
Date

Checklist

• Name of Congress Director

• Key team members in organising the congress

• when the congress is to be held – dates

• where it is to be held – location and venues – and why this is a significant place for an IDEA congress

• proposed conference title and themes

• why this IDEA member is best equipped for running the IDEA Congress

• how this proposed congress will meet the aims and purposes of IDEA; and why the IDEA community should be excited by the opportunity offered

• partnerships in place for running the congress – e.g. support from venues, government and philanthropic agencies, etc.

• Consultation plans

• Proposed names for International Congress Committee

• Proposals for other necessary consultation
- Draft overview of congress program - to be further detailed during the preparation process

- Marketing and public relations campaign

- Draft budget - to be followed by a detailed presented to the next General Council Meeting for ratification

- Any other relevant supporting information
Appendix 3: Example of Memorandum of Understanding/Agreement

Note: This is an example only.

IDEA

RECITALS

WHEREAS

The International Drama/Theatre and Education Association (IDEA) is a professional education association, founded in 1992 in Oporto, Portugal. Robin Pascoe, President of the Executive Committee, is its legal representative. The General Council of IDEA ratifies decisions taken through this Memorandum of Understanding.

Çağdaş Drama Derneği (Contemporary Drama Association – CDA), Turkish member of IDEA, has been appointed by the General Council of IDEA, meeting in Paris in July 2013, as the Host Organization (HOST) for IDEA2016, the 9th World Congress of Drama Education to be held in Ankara, Turkey in 2016.

The conference Director is Assoc. Prof. Dr. Omer Adiguzel who is its legal representative of CDA.

THEREFORE

We sign the following MEMORANDUM OF AGREEMENT, in order to establish ways of joint work within the framework of IDEA2016, the 9th World Congress of Drama Education.

MEMORANDUM OF AGREEMENT

This Memorandum formalises the agreement reached by and between the International Drama/Theatre and Education Association, hereinafter referred to as IDEA, and ÇAĞDAŞ DRAMA DERNEĞİ (Contemporary Drama Association – CDA), hereinafter referred to as the Host Organization, with regard to IDEA2016, the 9th World Congress of Drama Education.

The organization of IDEA2016, the 9th World Congress of Drama Education shall be in accordance with the following procedures:

A. VENUE

IDEA2016, the 9th World Congress of Drama Education will be held in Turkey, specifically in The West Campus of Ankara University.

B. DATE

Proposed dates for IDEA2016, the 9th World Congress of Drama Education is July 12-17 2016.

C. DUTIES AND RESPONSIBILITIES

1. IDEA shall lend full support and co-operation to IDEA2016, the 9th World Congress of Drama Education. Specifically, it shall participate in the following key areas for which the Host Organization shall assume overall responsibility for organization and operation:

   a. Congress theme - Approve the Congress theme after consultation with the Host Organization.
   b. International Congress Committee - Approve the membership of the International Congress Committee consisting of members of the Host Organization and regional delegates of IDEA.
   c. Approve the selection of exhibitions and performances.
   d. Attendance Promotion - Encourage its members to attend IDEA2016, the 9th World Congress of Drama Education, through promotion of the event in IDEA publications, as well as in the publications and websites of the member organizations of IDEA.
   e. Assist in providing information (such as mailing lists to promote attendance).

2. The Host Organization shall assume overall responsibility for the organization and operation of IDEA2016, the 9th World Congress of Drama Education, in close liaison with IDEA. Specifically, it shall take charge of the following:

   a. Appoint a Conference Director - The person appointed will be responsible overall, in consultation with a local organising committee and IDEA, for the efficient and effective running of the Congress, including:
      i. Budgeting and financial management
      ii. Organising people and logistics
      iii. Reporting and communicating with IDEA, particularly providing the reports to the General Council Meetings required under the IDEA Constitution.
   b. Establish a local organising committee
      • The HOST will establish and support a locally based organised committee that will, under the direction and with the Conference Director, be responsible for all the running of the Congress and management of the planning and pre and post conference requirements of this agreement.
   c. Other Preparatory Committees
      • Set up other committees as required.
   d. Venue
      Make provisions for an appropriate venue that can host the expected number of IDEA2016, the 9th World Congress of Drama Education participants and events.
      • Appropriate spaces for keynotes, workshops, panels, performances, Special Interest Groups (SIG) and other events.
      • Arrange for appropriate meeting room facilities and technical equipment such as (digital) audio-visual equipment that may be required for IDEA2016, the 9th World Congress of Drama Education.
      • - Arrange for the provision of personnel required for the proper conduct and administration of business sessions, workshops, keynotes, panels and official tours, etc.
   e. Congress Themes
      The HOST organisation in consultation with IDEA, will develop an organising theme (or themes) for the Congress.
   f. Programme
      - Develop the IDEA2016, the 9th World Congress of Drama Education programme to include keynotes, workshops, panels, performances, Special Interest Groups (SIGS) and other appropriate activities.
      - shoulder the expenses of producing the programme in English, French and Spanish (the official languages of IDEA), the local language, and any other language IDEA and the Host Organization may consider necessary.
      - Identify, in consultation with IDEA and the International keynote speakers of high relevance to the congress themes, invite them and provide the following for the keynote speakers:
        • the registration and participation of Elected Officers for all official conference events
        • Air travel, accommodation and a per diem
- Negotiate a fee for the keynote presentation (It is important to note that generally, IDEA Congresses do not budget for a separate fee for keynote presentations or any presenters; presenters volunteer their contribution to the benefit of the Congress)
- Call for members of IDEA and appropriate others to present workshops, papers, panels, performances, Special Interest Groups (SIGs) and other events in the congress.
- The applications for all presentations are subject to a peer-review process and delegates notified in a timely manner
- Presenters provide their services to the Congress free of charge
- The Congress will provide appropriate spaces for activities, technological support and equipment and any other necessary materials (as negotiated with the individual presenters)
- Organise, as appropriate, for translation of conference in the official languages of IDEA.
- Make provision within the programme for the IDEA General Council Meeting (and its invited guests) to meet during the IDEA2016, the 9th World Congress of Drama Education as detailed in Appendix __. In addition, the hosts will set aside a meeting room for the exclusive use of IDEA throughout the IDEA2016, the 9th World Congress of Drama Education.
- Make provisions, in conjunction with the IDEA Directors of Publications and Research, for an appropriate publication of the IDEA2016, the 9th World Congress of Drama Education proceedings and any other publications arising from the congress.
- Make provision in conjunction with the IDEA Directors of Projects and Young IDEA for appropriate inclusion of these aspects of IDEA within the program of the IDEA2016, the 9th World Congress of Drama Education.

**g. IDEA Elected Officers and its invited guests’ expenses**
- Cover the following expenses (See Appendix __ for details):
  - the registration and participation of Elected Officers for all official conference events
  - air-travel for Elected Officers as negotiated throughout IDEA2016, the 9th World Congress of Drama Education; in return Elected Officers will attend the Elected Officers Meetings before and after the Congress, the General Council Meetings, run one workshop/paper presentation or other event for the Congress.

**h. Advertising and promoting the Congress**
- The HOST will develop a web site and use other methods of promoting the congress (including, as appropriate, social media and other forms of communication)
- Link the communication strategy to the IDEA web site.
- Plan, organise, and implement an attendance scheme that will utilise all available resources to achieve optimum attendance and participation of international and local delegates, drama educators and supporters.

**i. Registration**
- Provide registration forms on-line/digitally in a dedicated web site linked to the IDEA web site, and in other suitable formats.
- Staff the Congress secretariat to handle inquiries, registrations, applications to present and manage budget
- Staff the registration desk for the duration of the congress and provide volunteers and helpers to facilitate the smooth running of the congress.
- Provide registration badges for all participants
- Provide sufficient number of IDEA2016, the 9th World Congress of Drama Education assistants to support the running of the congress.
- Provide an IDEA information exhibit that may be staffed at the discretion of the IDEA elected Officers and other volunteers.

**f. Preparatory Committees**
Set up international and local preparatory committees including Programme Scientific Committee (See Appendix __ for details).

**h. Integration of the IDEA Logo**
- The IDEA logo, either alone or used in conjunction with other logotypes, shall be used on all publicity materials, Congress banners, etc (See Appendix __ for details).
- Where it is used in conjunction with other logos the IDEA logo should be clearly visible.

**j. Accommodation**
- The HOST will secure proposals for appropriate accommodation for IDEA2016, the 9th World Congress of Drama Education delegates and provide this information for them.
- The HOST will organise accommodation for students and people designated as participants in Young IDEA and IDEA Projects (such as dormitory or other institutional arrangements that would be at a lower cost than for regular Congress participants) (See Appendix __ for details).

**k. Social Events and functions**
- The HOST will provide assistance in contracting auxiliary services for delegates (eg: transportation & communications).

**l. Reporting**
- In accordance with the requirements of the IDEA Constitution, the HOST will meet all necessary reporting commitments in a timely manner.

**m. Other**
- Provide assistance in contracting auxiliary services for delegates (eg: transportation & communications).

**D. FINANCING**
1. The HOST in consultation with IDEA, will develop a budget and manage the financial organisation of the Congress.
2. Attendants to the IDEA2016, the 9th World Congress of Drama Education shall be required to pay a subscription of ____________________________ and _______________________ for attendants with a proven status as fulltime student, and for those attending as companions for the Congress guests. This fee will have a discount of fifteen per cent (15%) for members of IDEA.

3. For the general public, the discount will be of twenty per cent (20%) if it is paid in full by __________, of fifteen per cent (15%) if it is paid by ________, and of ten per cent (10%) if it is paid by ______________. These sums shall be collected at the time of registration from all applicants who are not at that time members of IDEA nor guests of the IDEA2016, the 9th World Congress of Drama Education.

4. The full registration fee as agreed above shall be paid by all persons attending the Congress with the exception of those persons exempted from paying such fees in the agreements reached by the Host Organization and IDEA.

5. Appropriate sponsors may be identified and contracted by the Host Organization to shoulder part or all of IDEA2016, the 9th World Congress of Drama Education. IDEA in consultation with The Host will approve sponsorship agreements. Sponsorships will meet ethical guidelines that are consistent with the aims of IDEA.

E. DISCLAIMER CLAUSE

IDEA and the Host Organization will be held free and harmless from any and all claims, damages, cause or causes of action in the event of death or injury to any participant or in any case of damage or loss of their personal effects which may occur during IDEA2016, the 9th World Congress of Drama Education, except in cases where such death, injury, damage or loss is due to the willful act or gross negligence of any of the Host Organization members/employees as the proximate cause thereof.

In witness Hereof, the parties hereto have caused this Memorandum of Agreement to be created in originals by their duly authorized representatives as of the day and year written above.

The Host Organization of IDEA2016, the 9th World Congress of Drama Education:

____________________

IDEA

____________________

Dated this ............ day of ______________

Note: Appendices not provided at this stage of development
Appendix 4: – Example of setting date for IDEA Congress

It is important that the dates for the IDEA 2016 congress in Ankara Turkey are set quickly and advertised. There is a particular issue that needs to be recognised. In Turkey observance of Ramadan is a significant issue and the dates for the congress cannot clash with it. The Congress cannot be held during Ramadan or the feast days immediately following Ramadan. In 2016 Ramadan is 7 June until 6 July and the feast days of Eid ul-Fitr are at least 7-9 (with public holidays for government officers additional to those dates).

Therefore I am proposing that the congress be 12-16 July. This will be a five day congress.

These dates will allow a majority of participants from Drama Australia and Drama New Zealand (the members with the narrowest window for attendance) to attend. Any later date will preclude almost all Drama Australia members (as happened with IDEA2010). Consultation with other IDEA members indicates that these dates are also suitable.
Appendix 5: Example of a planned program that includes congress and meetings scheduled

**CONFERENCE SCHEDULE:** Events and locations are subject to change!

**NOTE:** YOUNG IDEAS participants will work from 9 am until 5 pm every day from July 2 until July 7.

**WEDNESDAY, JUNE 30**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 a.m. - 1:30 p.m.</td>
<td>Joint IDEA committee meeting (Executive Committee, General Meeting Committee and Accountancy Committee)</td>
<td>Location to be announced</td>
</tr>
<tr>
<td>1:30 p.m. - 5:00 p.m.</td>
<td>IDEA General Council meetings</td>
<td>Westin Hotel - Provinces 2 Room</td>
</tr>
</tbody>
</table>

**CANADA DAY: THURSDAY, JULY 1**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 a.m. - 12:30 p.m.</td>
<td>IDEA General Council meetings</td>
<td>Westin Hotel - Provinces 2 Room</td>
</tr>
<tr>
<td>12:30 p.m. - 1:30 p.m.</td>
<td>Individual lunch arrangements</td>
<td></td>
</tr>
<tr>
<td>1:30 p.m. - 5:00 p.m.</td>
<td>IDEA General Council meetings</td>
<td>Westin Hotel - Provinces 2 Room</td>
</tr>
</tbody>
</table>

**FRIDAY, JULY 2**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. - 4:00 p.m.</td>
<td>Delegate check in and registration for workshops, individual orientation</td>
<td>Westin Hotel, 4th floor foyer</td>
</tr>
<tr>
<td>8:00 a.m. - 11:00 p.m.</td>
<td>Information desk open</td>
<td>Westin Hotel, 4th floor foyer</td>
</tr>
<tr>
<td>9:30 a.m. - 12:30 p.m.</td>
<td>IDEA General Council meetings</td>
<td>Location to be announced</td>
</tr>
<tr>
<td>2:00 p.m. - 3:30 p.m.</td>
<td>SIG facilitators meeting, research group</td>
<td>Westin Hotel, B.C. room</td>
</tr>
<tr>
<td>4:00 p.m. - 5:30 p.m.</td>
<td>Opening Ceremonies: Illumination of Congress theme &quot;The Universal Mosaic of Drama&quot; and welcome to all delegates and supporters</td>
<td>National Arts Centre, Southam Hall</td>
</tr>
<tr>
<td>5:30 p.m. - 7:00 p.m.</td>
<td>Reception</td>
<td>Main foyer, National Arts Centre</td>
</tr>
<tr>
<td>7:00 p.m. - 8:30 p.m.</td>
<td>Individual dinner arrangements</td>
<td></td>
</tr>
<tr>
<td>8:30 p.m. - 10:00 p.m.</td>
<td>Directions Theatre for Young Audiences Festival (extra cost)</td>
<td>Various locations in central Ottawa</td>
</tr>
</tbody>
</table>

**SATURDAY, JULY 3**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. - 12 noon</td>
<td>Registration</td>
<td>Westin Hotel, 4th floor foyer</td>
</tr>
<tr>
<td>8:00 a.m. - 6:00 p.m.</td>
<td>Information desk open</td>
<td>Westin Hotel, 4th floor foyer</td>
</tr>
<tr>
<td>9:00 a.m. - 10:00 a.m.</td>
<td>Keynote Perspectives: DR. JONATHAN NEELANDS (UNITED KINGDOM): ON CITIZENSHIP</td>
<td>Westin Hotel Ballroom</td>
</tr>
<tr>
<td>10:00 a.m. - 10:30 a.m.</td>
<td>Break/travel time</td>
<td></td>
</tr>
<tr>
<td>10:30 a.m. - 12 noon</td>
<td>Academic program: Series A - Workshops/panels/roundtables/papers/interactive theatre</td>
<td>University of Ottawa</td>
</tr>
<tr>
<td>12:00 p.m. - 1:30 p.m.</td>
<td>Lunch (included), poster sessions</td>
<td>University of Ottawa</td>
</tr>
<tr>
<td>1:30 p.m. - 3:00 p.m.</td>
<td>Academic program: Series B - Workshops/panels/roundtables/papers/interactive theatre</td>
<td>University of Ottawa</td>
</tr>
<tr>
<td>3:00 p.m. - 3:30 p.m.</td>
<td>Break/travel time</td>
<td></td>
</tr>
<tr>
<td>3:30 p.m. - 5:00 p.m.</td>
<td>Special Interest Groups (SIGs)/Focus groups meeting #1</td>
<td>University of Ottawa</td>
</tr>
<tr>
<td>5:30 p.m. - 8:00 p.m.</td>
<td>Individual dinner arrangements</td>
<td></td>
</tr>
<tr>
<td>8:00 p.m. - 9:30 p.m.</td>
<td>Directions Theatre for Young Audiences Festival (extra cost)</td>
<td>Various locations in central Ottawa</td>
</tr>
</tbody>
</table>

**SUNDAY, JULY 4**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. - 11:00 a.m.</td>
<td>Registration</td>
<td>Westin Hotel, 4th floor foyer</td>
</tr>
<tr>
<td>8:00 a.m. - 6:00 p.m.</td>
<td>Information desk open</td>
<td>Westin Hotel, 4th floor foyer</td>
</tr>
<tr>
<td>9:00 a.m. - 10:30 a.m.</td>
<td>Academic program: Series C - Workshops/panels/roundtables/papers/interactive theatre</td>
<td>University of Ottawa</td>
</tr>
<tr>
<td>10:30 a.m. - 11:00 a.m.</td>
<td>Break/travel time</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m. - 12 noon</td>
<td>Keynote Perspectives: DR. PETER O’CONNOR (NEW ZEALAND) AND SRA LINA DE GUEVARA (CANADA/CHILE): The arts as a means of empowerment</td>
<td>Westin Hotel Ballroom</td>
</tr>
<tr>
<td>12:00 p.m. - 1:30 p.m.</td>
<td>Lunch (included), poster sessions</td>
<td>Westin Hotel Ballroom and foyer</td>
</tr>
<tr>
<td>1:30 p.m. - 3:00 p.m.</td>
<td>Academic program: Series D - Workshops/panels/roundtables/papers/interactive theatre</td>
<td>University of Ottawa</td>
</tr>
<tr>
<td>3:00 p.m. - 3:30 p.m.</td>
<td>Break/travel time</td>
<td></td>
</tr>
<tr>
<td>3:30 p.m. - 5:00 p.m.</td>
<td>SIG's/Focus groups meeting #2</td>
<td>University of Ottawa</td>
</tr>
<tr>
<td>5:00 p.m. - 6:00 p.m.</td>
<td>Francophone delegate reception</td>
<td>Salmon, University of Ottawa Residence</td>
</tr>
<tr>
<td>5:30 p.m. - 8:00 p.m.</td>
<td>Individual dinner arrangements</td>
<td></td>
</tr>
<tr>
<td>8:00 p.m. - 9:30 p.m.</td>
<td>Directions Theatre for Young Audiences Festival (extra cost)</td>
<td>Various locations in central Ottawa</td>
</tr>
</tbody>
</table>
8:00 a.m. - 10:00 a.m. | Registration | Westin Hotel, 4th floor foyer
9:00 a.m. - 10:30 a.m. | Regional excursions to Kingston, Upper Canada Village, Rideau Canal, etc. (extra cost)
10:00 a.m. - 3:30 p.m. | Local excursions to Gatineau Park, Wakefield, Merrickville, etc. (extra cost)
10:00 a.m. - 12 noon | Presentations at National Gallery of Canada, Canadian Museum of Civilization, and the National Arts Centre, focusing on the involvement of those cultural institutions in drama/arts education specific to Congress themes. SEE DETAILLED DESCRIPTION BELOW.
12 noon - 1:30 p.m. | Individual lunch arrangements
1:30 p.m. - 3:30 p.m. | Repeat of morning institution presentations
4:00 p.m. - 6:00 p.m. | Directions Theatre for Young Audiences Festival (extra cost) | Various locations in central Ottawa
6:00 p.m. - 8 p.m. | Individual dinner arrangements
8:00 p.m. - 10:00 p.m. | Directions Theatre for Young Audiences Festival (extra cost) | Various locations in central Ottawa

TUESDAY, JULY 6

8:00 a.m. - 11:00 a.m. | Registration | Westin Hotel, 4th floor foyer
8:00 a.m. - 8:00 p.m. | Information desk open | Westin Hotel, 4th floor foyer
9:00 a.m. - 10:30 a.m. | Academic program: Series E - Workshops/panels/roundtables/papers/interactive theatre | University of Ottawa
11:00 a.m. - 12 noon | Keynote Perspectives: DR. ROSELYN ARNOLD (AUSTRALIA) AND DR. RICHARD DEASY (U.S.A): How the arts impact learning | Westin Hotel Ballroom
12 noon - 1:30 p.m. | Lunch (included), poster sessions | Westin Hotel, Ballroom and foyer
1:30 p.m. - 3:00 p.m. | Academic program: Series F - Workshops/panels/roundtables/papers/interactive theatre | University of Ottawa
3:00 p.m. - 3:30 p.m. | Break/travel time
3:30 p.m. - 5:00 p.m. | SIGs/Groups meeting #3 | University of Ottawa
5:00 p.m. - 6:30 p.m. | IDEA General Council meeting | Westin Hotel Ballroom
7:30 p.m. - 10:00 p.m. | IDEA General Council meeting | Westin Hotel Ballroom
5:00 p.m. - 7:00 p.m. | Reception | Chapel of Tabaret Hall, University of Ottawa
5:00 p.m. - 8:00 p.m. | Individual dinner arrangements
8:00 p.m. - 10:00 p.m. | Directions Theatre for Young Audiences Festival (extra cost) | Various locations in central Ottawa

WEDNESDAY, JULY 7

8:00 a.m. - 11:00 a.m. | Registration | Westin Hotel, 4th floor foyer
8:00 a.m. - 8:00 p.m. | Information desk open | Westin Hotel, 4th floor foyer
9:00 a.m. - 10:30 a.m. | Academic program: Series G - Workshops/panels/roundtables/papers/interactive theatre | University of Ottawa
10:30 a.m. - 11:00 a.m. | Break/travel time
11:00 a.m. - 12 noon | Keynote Perspectives: BR. ARTURO MORELL (MEXICO) AND MME. MONIQUE ROUX (CANADA/QUEBEC): Theatre as a means of building community | Westin Hotel Ballroom
12 noon - 1:30 p.m. | Lunch (included), poster sessions | Westin Hotel Ballroom and Foyer
1:30 p.m. - 3:00 p.m. | Academic program: Series H - Workshops/panels/roundtables/papers/interactive theatre | University of Ottawa
3:00 p.m. - 3:30 p.m. | Break/travel time
3:30 p.m. - 5:00 p.m. | SIGs/Groups meeting #4 | University of Ottawa
5:00 p.m. - 7:30 p.m. | Personal and travel time to Canadian Museum of Civilization
7:30 p.m. - 10:30 p.m. | Congress dinner and social event | Canadian Museum of Civilization

THURSDAY, JULY 8

8:30 a.m. - 11:30 a.m. | IDEA General Council meeting | Westin Hotel Ballroom
12 noon - 1:00 p.m. | Keynote Perspectives Panel: DANY LYNDERSAY (THE CARIBBEAN), ROBERT MORGAN (CANADA), CARMEN KELLY (U.S.A.), MAUREEN MARTINEAU (CANADA/QUEBEC), GUS MOK (HONG KONG); ANTHONY JACKSON, CHAIR: Theatre beyond the fourth wall | Westin Hotel Ballroom
1:00 p.m. - 2:00 p.m. | Lunch (included) | Westin Hotel Ballroom
2:30 p.m. - 4:00 p.m. | Closing ceremonies, invitation to IDEA 2007 | National Arts Centre, Southam Hall
4:00 p.m. - 5:00 p.m. | IDEA 2007 host reception | National Arts Centre
7:30 p.m. - 10:00 p.m. | IDEA meeting of newly elected and retiring Executive Committee, General Council Committee and Accountancy Committee | Location to be announced

FRIDAY, JULY 9

9:00 a.m. - 12:30 p.m. | IDEA meeting of newly elected Executive Committee, General Council Committee and Accountancy Committee | Location to be announced

DETAILS OF JULY 5 SPECIAL PROGRAMMING

The main purpose of the overall programming for Monday, July 5, is to provide a break from the regular Congress routine and allow delegates to explore Ottawa and the surrounding area. We also offer an alternative academic program for those interested in pursuing related academic themes.

THE NATIONAL CULTURAL INSTITUTIONS OF CANADA AND ARTS EDUCATION

Teaching the arts in individual schools is often seen as a solitary process of one teacher working with a group of students. However, there are many willing partners in the community that can enrich the lives of children by making their resources available to teachers and, in fact, to engage in joint arts programming in a variety of ways. The Faculty of Education, University of Ottawa has an extensive teacher education program in the arts that illuminates these partnerships by providing meaningful experiences for teachers in cooperation with 3 national cultural institutions. The following presentations are available to delegates who wish to learn more of how cultural institutions can enrich classroom experience.

1. The National Arts Centre will present an overview of youth programming in theatre, music and dance that features pioneering interest in web and social connection and local resources. This workshop runs from 10am until 11:30 am, in French and from 1:30 - 3:00 pm in English. Both presentations involve a tour of the National Arts Centre - the only cultural centre in the world offering programming in theatre, music, dance and variety in 2 languages.

2. The Canadian Museum of Civilization has a wide range of supporting programmes for the many exhibits and displays, many of them interactive. Among those programmes is DRAMAMUSE - an in-house theatre company that uses dramatic metaphor to highlight the historical growth of Canadian and world culture. Presentations are from 10 am to 11:30 in English and from 1:30 - 3 pm in French.
### Suggested Timeline for IDEA2016 Congress Ankara Turkey

<table>
<thead>
<tr>
<th>2015</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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</thead>
<tbody>
<tr>
<td><strong>Web site launch and call for participants</strong></td>
<td>ASAP</td>
<td>Launch web site with dates conference themes application forms, payment processes</td>
<td>1 August</td>
<td>Call for delegates and papers/etc through the Congress web site/ IDEA website and other advertising</td>
<td>1 October – reminder on web site/IDEA web site and social media about congress</td>
<td>1 November open on line registrations</td>
</tr>
<tr>
<td><strong>Presenters/ etc.</strong></td>
<td>Prepare call for:</td>
<td>Identify members of the International Advisory Committee and invite them to participate</td>
<td>September 1</td>
<td>International Advisory Committee finalised – organised into sub-committees to start considering applications to present</td>
<td>International Advisory Committee - on-going review of applications to present</td>
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<tr>
<td></td>
<td>Research papers</td>
<td>With Director of Research Identify Special Interest Groups aligned with the congress themes,</td>
<td>Work with the Director of Research to finalise Special Interest Groups for the congress</td>
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<td></td>
<td>Workshops of practice</td>
<td>With Director of Research Identify Special Interest Groups aligned with the congress themes,</td>
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<td></td>
<td>Panels</td>
<td>With Director of Research Identify Special Interest Groups aligned with the congress themes,</td>
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<td></td>
<td>Poster presentations / PECHA KUCHA</td>
<td>With Director of Research Identify Special Interest Groups aligned with the congress themes,</td>
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<td></td>
<td>Featured presentations</td>
<td>With Director of Research Identify Special Interest Groups aligned with the congress themes,</td>
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<tr>
<td><strong>Solidarity</strong></td>
<td>On Congress website identify the provision for Solidarity participation</td>
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<tr>
<td><strong>Special Interest Groups/ Research</strong></td>
<td>Identify performance opportunities in the program</td>
<td>Work with Young IDEA and Projects to identify performance opportunities</td>
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<tr>
<td><strong>Performances</strong></td>
<td>Identify performance opportunities in the program</td>
<td>Work with Young IDEA and Projects to identify performance opportunities</td>
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<tr>
<td><strong>Young IDEA</strong></td>
<td>With Director of Young IDEA identify opportunities aligned with the congress themes,</td>
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<tr>
<td><strong>Projects</strong></td>
<td>With Director of Projects identify opportunities aligned with the congress themes,</td>
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<tr>
<td><strong>Publications</strong></td>
<td>With Director of Publications identify publications opportunities aligned with the congress themes,</td>
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<tr>
<td><strong>Keynote speakers</strong></td>
<td>Identify Keynote speakers</td>
<td>Check suggested keynote speakers with the International Advisory Committee</td>
<td>Invite Keynote speakers</td>
<td></td>
<td>Confirm keynote speakers</td>
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<tr>
<td><strong>Program</strong></td>
<td>Make venues bookings</td>
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<td></td>
<td></td>
<td>Finalise venues bookings</td>
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</tr>
<tr>
<td><strong>Other</strong></td>
<td>Prepare draft budget</td>
<td>Ongoing contact with IDEA President and elected Officers</td>
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</tbody>
</table>
### Suggested Timeline for IDEA2016 Congress Ankara Turkey-1

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
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</thead>
<tbody>
<tr>
<td><strong>Web site launch</strong></td>
<td></td>
<td>1 February – reminder on web site/IDEA web site and social media about congress Early Bird Registrations</td>
<td></td>
<td>1 April – reminder on web site/IDEA web site and social media about congress Early Bird Registrations</td>
<td>1 May Early bird registrations close</td>
<td>1 June ALL registrations close</td>
</tr>
<tr>
<td><strong>Presenters/etc.</strong></td>
<td></td>
<td>March 31 - Advise acceptance of presentations/ etc.</td>
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<tr>
<td><strong>Solidarity</strong></td>
<td>Call for members of International Solidarity Advisory Committee to review applications for solidarity places</td>
<td>Call for Solidarity places on the congress and IDEA web sites</td>
<td>Reminder about Solidarity places</td>
<td>May 31 – Advise International Solidarity recipients of success (not success) of application for support (dependent on visas/travel, etc)</td>
<td></td>
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<tr>
<td><strong>Special Interest Groups/ Research</strong></td>
<td>January 19 - SIG Leaders appointed and added to the Congress Web Site</td>
<td>Reminder on web sites about SIGs</td>
<td>Finalise any SIG involvement</td>
<td></td>
<td>Finalise Special Interest Groups based on registrations</td>
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<tr>
<td><strong>Performances</strong></td>
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<tr>
<td><strong>Young IDEA</strong></td>
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<tr>
<td><strong>Projects</strong></td>
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<tr>
<td><strong>Publications</strong></td>
<td>Working with Director of Publications call for congress publications</td>
<td>Prepare congress publication – e.g. Keynote speeches</td>
<td>Finalise any Congress publications for date during the congress</td>
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<tr>
<td><strong>Keynote speakers</strong></td>
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<tr>
<td><strong>Program</strong></td>
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<tr>
<td><strong>Other</strong></td>
<td>Finalise budget and report to General Council Meeting</td>
<td>&gt;</td>
<td>&gt;</td>
<td>Monitor budget etc</td>
<td>&gt;</td>
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<tr>
<td>Task Type</td>
<td>July</td>
<td>August</td>
<td>September</td>
<td>October</td>
<td>November &amp; beyond</td>
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<tr>
<td>Web site launch and call for participants</td>
<td>Congress</td>
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<tr>
<td>Web site launch and call for participants</td>
<td>Ensure that workshops, paper presentations, panels, etc run smoothly</td>
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<td></td>
<td>Maintain the web site until presentation of final report at General Council Meeting Archive web site to IDEA Administrator</td>
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<tr>
<td>Solidarity</td>
<td>Check that Solidarity delegates are integrated into the congress</td>
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<tr>
<td>Special Interest Groups/Research</td>
<td>Liaise with SIG leaders to ensure SIGs run effectively SIG reports</td>
<td>Thank SIG Group Leaders</td>
<td>Special Interest Group leaders report SIG Reports collected and forwarded to Congress delegates</td>
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<tr>
<td>Performances</td>
<td>Provide performances</td>
<td></td>
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<tr>
<td>Young IDEA</td>
<td>Integrate Young IDEA into the congress</td>
<td>Thank Young IDEA participants</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Projects</td>
<td>Integrate Projects into the congress</td>
<td>Thank Director of Projects</td>
<td>You IDEA reports</td>
<td>Young IDEA report circulated to delegates</td>
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<td></td>
</tr>
<tr>
<td>Publications</td>
<td>Identify keynotes presentations and make a call for a post congress publication</td>
<td>Thank Director or Publications</td>
<td>Working with the Director of Publications identify post congress articles and begin publication process</td>
<td>Publications from Congress published</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keynote speakers</td>
<td>Check that the Keynote speakers are</td>
<td>Thank Keynote speakers</td>
<td></td>
<td></td>
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<tr>
<td>Program</td>
<td>Run the program smoothly</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td>Finalise financial reports</td>
<td>Congress Director reports to IDEA General Council Meeting</td>
<td></td>
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</tbody>
</table>
Appendix 7: Example of venues report

Discussion: Venues for IDEA 2016 at Ankara University

The Faculty of Educational Sciences on the West Campus of Ankara University will be the main base for the IDEA2016 Congress. It is a compact, pleasant campus located about 10 minutes by bus or Metro from the city centre. It could be walked to in about 20-30 minutes. Pay by cash or a card system (not credit card); conductor sits in middle of bus.

On the campus, there are a variety of spaces suitable for congress activities.

The most significant issue for Congress Organisers is a venue for large keynotes/openings/etc.

On the West Campus there is no space for 1000 delegates.

This is a matter being investigated.

It might be possible to use the Gym space on the West Campus (see notes below) seating up to 600-650. But there are questions about whether this an appropriate space (sufficiently prestigious). Also being considered for this event is an off site large venue. The target delegate size for the congress is another issue for resolution.

The advantage of the West Campus is that it is compact and pleasant and accessible by bus and metro and can be walked to from the City Centre.
<table>
<thead>
<tr>
<th>Event Type</th>
<th>Description</th>
<th>Photos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larger events/lectures Panel discussions</td>
<td>There are four spaces in Faculties of Political Science/Law etc that seat 400-500. These are formal spaces with lectern and fixed panel at front with microphones. Data show projectors and systems.</td>
<td><img src="image1.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Paper presentation spaces</td>
<td>Within the Faculty of Educational Services there are a number of spaces with fixed desks which can be used for more formal presentations. These are large well lit spaces. All have data show projectors. Note: rooms are not air-conditioned.</td>
<td><img src="image2.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Workshop spaces</td>
<td>Within the Faculty of Educational Services there are a number of spaces which can have furniture removed for practical workshops. These are large well lit spaces. All have data show projectors. Note: rooms are not air-conditioned.</td>
<td><img src="image3.jpg" alt="Image" /></td>
</tr>
</tbody>
</table>
| Large gym space that could be used for larger presentations | On the campus there is a Gym with seating – Graduation ceremonies are held here and with additional seating can accommodate up to 600.  
*I am reminded of the Keynote IDEA2007 in Hong Kong which was in the QEII Stadium.* | ![Image](image4.jpg)                                                     |
<table>
<thead>
<tr>
<th><strong>Roundtables</strong></th>
<th>Meetings of up to 30 people in a discussion mode</th>
</tr>
</thead>
</table>
| **Food options** | There are a variety of food spaces on this campus:  
  • smaller spaces seating about 80 – for presenters  
  • larger spaces for 500 – for delegates  
  • small cafes and eateries  
| There are many nooks and cranny spaces for informal meetings and coffee |
| **Accommodation on campus** | There is a residential Hall which has both Guesthouse facilities (2 and 3 beds with ensuite) as well as more traditional student accommodation |
| **Accommodation off campus** | There are some nearby hotels – and plenty of eating places in the lively area around the University campus.  
The City Centre has a range of accommodation options – 2-5 star. |
Appendix 8: – the shell for a draft budget

Table 1 Event Income Budget

<table>
<thead>
<tr>
<th></th>
<th>Amounts</th>
<th>Notes/comments</th>
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<tbody>
<tr>
<td>• income from delegates</td>
<td>IDEA uses the four UNESCO bands to calculate fees. See Appendix.</td>
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<tr>
<td>• income from sponsorships and grants</td>
<td>Sponsorships</td>
<td></td>
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<td></td>
<td>Specific income for Solidarity delegates</td>
<td></td>
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<tr>
<td>• in-kind income support (e.g. provision of venues free or at reduced cost)</td>
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<tr>
<td>• Donations</td>
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<tr>
<td>• Other</td>
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These are sample formats; Congress planners are urged to contact previous Congress Directors for examples of specific budgets, panning, etc.
<table>
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<tr>
<th>Venues</th>
<th>Amounts</th>
<th>Notes/comments</th>
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<tbody>
<tr>
<td>Venue rental (if applicable; if provided free or for reduced rental indicate)</td>
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<table>
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<tr>
<th>VENUE SET UP</th>
<th>Amounts</th>
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<tbody>
<tr>
<td>1. Furniture, Signage, water for presenters,</td>
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<tr>
<td>2. A/V equipment, set up and labour</td>
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<td>3. Technology (wifi, IT support)</td>
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</table>

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<thead>
<tr>
<th>Venue Security</th>
<th>Amounts</th>
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<th>Venue cleaning</th>
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<td>Event insurance</td>
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<tr>
<td>Contracts / legal</td>
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<td>Permits/Licenses</td>
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<tr>
<td>• web site</td>
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<td>• Email marketing</td>
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<tr>
<td>• Survey tool</td>
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<tr>
<td>Printing</td>
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<td>• Posters</td>
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<td>• Postcards</td>
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<td>Postage/Shipping</td>
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<td>Video production</td>
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<td>Photography</td>
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<td>Web development</td>
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<td>Media relations</td>
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<tr>
<td>Merchandise/giveaways (e.g. t-shirt)</td>
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<tr>
<td></td>
<td>Amounts</td>
<td>Notes/comments</td>
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<tr>
<td><strong>Communications</strong></td>
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<tr>
<td>Conference program – design</td>
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<tr>
<td>and maintenance</td>
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<tr>
<td>Mobile app of program</td>
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<tr>
<td>Printing programs/signage/etc.</td>
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<tr>
<td>Signs</td>
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<tr>
<td>Maps</td>
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<tr>
<td>Flyers</td>
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<td></td>
</tr>
<tr>
<td>Mobile telephones/two way</td>
<td></td>
<td></td>
</tr>
<tr>
<td>radios for organisers on site</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Delegate Registration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Handling/banking/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software for registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badge printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage for registration desk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference bags/gifts/etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Translation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed/digital materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>translated in official languages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simultaneous translation of</td>
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<td></td>
</tr>
<tr>
<td>keynote speakers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Invited Keynote Speakers</strong></td>
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<tr>
<td>Honoraria/fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Travel to and from congress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation during congress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport during the congress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food allowances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thank-you gifts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translation</td>
<td></td>
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</table>
| Event Expenditure budget 3
<table>
<thead>
<tr>
<th>Workshops</th>
<th>Workshop materials</th>
<th>Amounts</th>
<th>Notes/comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Translation?</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Thank you gifts for presenters (in lieu of a fee)</td>
<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Sponsors</th>
<th>Thank-you gifts</th>
<th>Amounts</th>
<th>Notes/comments</th>
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<tbody>
<tr>
<td></td>
<td>Signage (usually supplied by sponsors)</td>
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</table>

<table>
<thead>
<tr>
<th>Projects</th>
<th>Display facilities for Poster presentations</th>
<th>Amounts</th>
<th>Notes/comments</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Other costs for Projects</td>
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</table>

<table>
<thead>
<tr>
<th>Publications</th>
<th>Pre-conference publication - published for delegates</th>
<th>Amounts</th>
<th>Notes/comments</th>
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<tr>
<td></td>
<td>• Layout/printing/editing/proofing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Selection of articles/peer reviewing</td>
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<tr>
<td></td>
<td>• Layout/printing/editing/proofing</td>
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<tr>
<td></td>
<td>• Selection of articles/peer reviewing</td>
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<td></td>
<td>Other publication costs</td>
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</table>

<table>
<thead>
<tr>
<th>Performances</th>
<th>Cost of performance</th>
<th>Amounts</th>
<th>Notes/comments</th>
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<tr>
<td></td>
<td>Performance venue</td>
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<tr>
<td></td>
<td>Lighting/sound</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security and ushers</td>
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</tr>
<tr>
<td></td>
<td>Programs</td>
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</table>

<table>
<thead>
<tr>
<th>Research/Special Interest Groups</th>
<th>Costs for SIGs</th>
<th>Amounts</th>
<th>Notes/comments</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Publicity and call for SIG leaders</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Other publication costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Amounts</td>
<td>Notes/comments</td>
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<td><strong>Delegate Services</strong></td>
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<tr>
<td>Airport shuttle</td>
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<td></td>
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<tr>
<td>Charging stations for mobile phones/ iPads/etc.</td>
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<tr>
<td><strong>Congress Staff</strong></td>
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<tr>
<td>Compensation and gratuities</td>
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<tr>
<td>Travel to congress</td>
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<tr>
<td>Mileage during congress</td>
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<tr>
<td>Accommodation</td>
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<tr>
<td>Food for volunteers</td>
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<tr>
<td>Per diem allowances (if applicable)</td>
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<tr>
<td>Incidental expenses</td>
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<tr>
<td><strong>Contingencies</strong></td>
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</table>
Appendix 9 – Draft Registration form

IDEA Congress Registration Form (on line/needs to be in official languages of Congress)

Deadline for final registration is: ____________
Early bird registration is available until: ____________

Completion of this registration form includes permission for the Congress organisers to record (any means) your participation and to use these recordings to further the aims of the Congress and IDEA. Contact details will be shared with other delegates unless specifically request is made.

Please note that registration includes:
- Admission to keynotes, workshops, presentations
- Meals on ____________
- Performances on ____________

Participants may also purchase tickets for:
- Gala Dinner on ____________
- Performances ____________

1. Participant Information

Preferred language:

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
<th>Spanish</th>
<th>Turkish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Mr _____ Ms _____ Dr _____ Other (Specify) _____</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution/Company (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Mailing Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone (including country/area code)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Presenter: I am a presenter:

| Keynote speaker |
| Workshop |
| Paper/presentation |
| Roundtable |
| Video |
| Poster |
| Special Interest Group |
| Performance |
| Other (Specify) |

Presenter: I am a presenter:
IDEA Membership

Are you a member of IDEA?  
You are a member of IDEA if you are a subscribed member of an IDEA member association and/or an Associate member of IDEA.

☐ Yes  
☐ No

I am a subscribed member of:  
Association Name

Association Country

I am a subscribed Associate member of IDEA

I am a subscribed member of Çağdaş Drama Derneği

☐ Yes  
☐ No

Members of Çağdaş Drama Derneği pay a fee of ____________;

IDEA Responsibility (if applicable)

☐ I am an Elected Officer of IDEA

☐ Executive Committee  
☐ Accountancy Committee  
☐ General Meeting Committee

Additional Information/Special Requests or needs (e.g. food, access, etc.)

Registration Confirmation Method

Indicate your preferred method of registration confirmation:

E-mail

Fax

Mail

Confirmation, Modifications and Cancellation Policy

Confirmation: Registration is complete when you receive a confirmation, sent to the the email or mailing address phone or fax you have listed above. It is your responsibility to ensure that the information listed is accurate. If the information changes it is your responsibility to inform the registrar for the IDEA2016 Conference.

Modifications to your registration: All changes to your registration must be made in writing to the IDEA2016 Conference Registrar and are not valid until confirmed by the Registrar.

Cancellations: Cancellations made prior to (insert closing date for registrations) will be refunded less 20% of the total amount paid to cover the cost of administration. No refunds will be made for cancellations received after (insert closing date for registrations)

Waiver

The IDEA 2016 Congress and/or corporate identities/private individuals who are acting as representatives of the Congress including members of Çağdaş Drama Derneği and the IDEA Elected Officers and Administrator, the sponsors and any other organisation associated with the IDEA2016 Congress, are under no circumstances liable for any delay, cancellation, personal injury, accident, illness, loss or damaged property that may occur before, during or after the IDEA2016 Congress in Ankara, Turkey. Each individual participant must have valid travel insurance, passport and other valid travel documents including, if applicable, a valid visa to enter Turkey, before leaving her/his own country. It is the individual’s personal responsibility to check with appropriate Foreign Affairs Departments or equivalent in own home country to check any travel requirements.

Please indicate below confirmation of acknowledgment and acceptance of these conditions. This registration is invalid without this confirmation.

☐ I accept these conditions
2. Registration Fees

All registration fees must be paid in Euro.

**International Delegates**

### IDEA Members (See above for confirmation of IDEA Membership)

<table>
<thead>
<tr>
<th></th>
<th>Band A*</th>
<th>Band B</th>
<th>Band C</th>
<th>Band D</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Early Bird Registration</strong>&lt;br&gt;Valid for any registration completed and confirmed by (Insert date)</td>
<td>EUR 400.00</td>
<td>EUR 300.00</td>
<td>EUR 200.00</td>
<td>EUR 100.00</td>
</tr>
<tr>
<td><strong>Full Registration</strong>&lt;br&gt;Valid for any registration completed and confirmed after (Insert date)</td>
<td>EUR 430.00</td>
<td>EUR 330.00</td>
<td>EUR 230.00</td>
<td>EUR 130.00</td>
</tr>
</tbody>
</table>

* Note IDEA uses the UNESCO Bands to ensure that allowance is made for people in different countries. These bands are used in determining the Annual IDEA Subscription Fees. (See Appendix for details of Bands)

### Non-IDEA Members

<table>
<thead>
<tr>
<th></th>
<th>Band A*</th>
<th>Band B</th>
<th>Band C</th>
<th>Band D</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Early Bird Registration</strong>&lt;br&gt;Valid for any registration completed and confirmed by (Insert date)</td>
<td>EUR 450.00</td>
<td>EUR 350.00</td>
<td>EUR 250.00</td>
<td>EUR 150.00</td>
</tr>
<tr>
<td><strong>Full Registration</strong>&lt;br&gt;Valid for any registration completed and confirmed after (Insert date)</td>
<td>EUR 480.00</td>
<td>EUR 380.00</td>
<td>EUR 280.00</td>
<td>EUR 180.00</td>
</tr>
</tbody>
</table>

This registration fee includes Associate membership of IDEA from the Congress until January 31 of 2017.

### Turkish Delegates

<table>
<thead>
<tr>
<th></th>
<th>Band B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Early Bird Registration</strong>&lt;br&gt;Valid for any registration completed and confirmed by (Insert date)</td>
<td>EUR 300.00</td>
</tr>
<tr>
<td><strong>Full Registration</strong>&lt;br&gt;Valid for any registration completed and confirmed after (Insert date)</td>
<td>EUR 330.00</td>
</tr>
</tbody>
</table>

---

2. This is based on Turkey being in UNESCO Band B; this would need to be further discussed and negotiated if you think this is still too much for Turkish delegates.
Solidarity Delegates

| Solidarity Delegate | □ Amount to be determined |

Solidarity delegates are members, practitioners, artists, teachers who cannot afford the full registration fee and/or cost of travelling and accommodation to attend the IDEA Congress. Part of the registration fee and other expenses may be supported by the Solidarity Fund established by the IDEA2016 Congress. Delegates in these circumstances are required to apply for Solidarity status and make a separate application. All successful Solidarity Delegates will be informed by (insert date) and advised the amount to be paid.

3. Dinner

The Congress Dinner will be held on (insert date and time and location).

☐ I would like to attend the Dinner. €[Insert amount]

4. Donations to the Solidarity Funding

IDEA2016 needs your support to ensure that more delegates can attend. This Fund is to help those from difficult financial or other circumstances. You are invited to contribute whatever monetary contribution to the IDEA2016 Solidarity Fund. Suggestions for Solidarity Donations:

€100 would pay the registration for a Band D Delegate.

☐ I would like to make a donation to the IDEA 2016 Solidarity Fund of €[Insert amount]

At this point you can include any other offerings:

- e.g. pre-congress and post-congress Master Workshops; Excursions/etc.

One further question to think about: Student Registrations. There has in past congresses been a student registration.

---

3 Solidarity Funding is supported by a 10% levy on all delegate registration fees; i.e. for a Band A IDEA member registration of €400, a levy of €40 is automatically included in the Fund; and so on for all other registrations.
### 5 Summary

<table>
<thead>
<tr>
<th>Registration</th>
<th>Amount €</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ IDEA Member Early Bird</td>
<td></td>
</tr>
<tr>
<td>□ Band A</td>
<td></td>
</tr>
<tr>
<td>□ Band B</td>
<td></td>
</tr>
<tr>
<td>□ Band C</td>
<td></td>
</tr>
<tr>
<td>□ Band D</td>
<td></td>
</tr>
<tr>
<td>□ IDEA Member Full Registration</td>
<td></td>
</tr>
<tr>
<td>□ Band A</td>
<td></td>
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<tr>
<td>□ Band B</td>
<td></td>
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<tr>
<td>□ Band C</td>
<td></td>
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<tr>
<td>□ Band D</td>
<td></td>
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<tr>
<td>□ Non-IDEA Member Early Bird</td>
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<td>□ Band A</td>
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<td>□ Band B</td>
<td></td>
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<tr>
<td>□ Band C</td>
<td></td>
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<tr>
<td>□ Band D</td>
<td></td>
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<tr>
<td>□ Non IDEA Member Full Registration</td>
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<td>□ Band A</td>
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<tr>
<td>□ Band B</td>
<td></td>
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<tr>
<td>□ Band C</td>
<td></td>
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<td>□ Band D</td>
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<tr>
<td>□ Turkish Delegate Early Bird</td>
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<td>□ Band B</td>
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<tr>
<td>□ Turkish Delegate Full Registration</td>
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<tr>
<td>□ Band B</td>
<td></td>
</tr>
<tr>
<td>□ Solidarity Delegate</td>
<td></td>
</tr>
</tbody>
</table>

| Dinner                       |          |
| Donation to Solidarity Fund  |          |

**Total Amount (including Solidarity Donation)**

---

**Proceed to Payment**
### Appendix 10: IDEA Payment bands by country

<table>
<thead>
<tr>
<th>IDEA Payment Bands 2015</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
<th>Category D</th>
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<td><strong>Full</strong></td>
<td>USD 320.00</td>
<td>USD 200.00</td>
<td>USD 140.00</td>
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<td><strong>Assoc/individual</strong></td>
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<table>
<thead>
<tr>
<th>Country Classification</th>
<th>Andorra</th>
<th>Algeria</th>
<th>Afghanistan</th>
<th>By application</th>
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<tr>
<td><strong>As indicated by UNESCO Bands</strong></td>
<td>Aruba</td>
<td>American Samoa</td>
<td>Angola</td>
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<tr>
<td></td>
<td>Australia</td>
<td>Antigua and Barbuda</td>
<td>Armenia</td>
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<td></td>
<td>Austria</td>
<td>Argentina</td>
<td>Azerbaijan</td>
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<td></td>
<td>The Bahamas</td>
<td>Barbados</td>
<td>Bangladesh</td>
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<td>Belarus</td>
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<td></td>
<td>Belgium</td>
<td>Bosnia and Herzegovina</td>
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<td>Comoros</td>
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<td>Dem Rep. of Korea</td>
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<td>French Polynesia</td>
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<td>Dem. Rep of Congo</td>
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<td>Germany</td>
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<td>Egyptian Arab Rep</td>
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Appendix 11: – format for reporting IDEA Congresses

1. OVERVIEW
   1.1. Introduction: contexts and thanks
   1.2. Report Methodology
   1.3. Guiding Questions for reporting

2. ORGANISATION
   2.1. Aims, Objectives and Identity of congress
   2.2. Organisational Structure of congress
   2.3. Partners of IDEA congress
   2.4. Financial Strategy
   2.5. Administrative Structure
   2.6. Congress Infrastructure
   2.7. Communication Structure and Strategy
   2.8. Documentation, Memory, Publications

3. PARADIGMATIC PRIORITIES
   3.1. Solidarity as a dialogic project
   3.2. Translation: intercultural and pedagogical tool
   3.3. Native and Traditional Cultures and Pedagogies + Day of the Islands
   3.4. World Forum of Culture & Education for Transformation

4. IDEA WORLD CONGRESS
   4.1. Pre-Congress Program
   4.2. Academic-and Pedagogic Program (including SIGs)
   4.3. Cultural-Artistic Program
   4.4. Young IDEA
   4.5. Kids IDEA
   4.6. Closing Ceremony: looking towards the future

5. FINANCIAL REPORT
   5.1. Overview Review
   5.2. Financial summaries

6. RECOMMENDATIONS
   6.1. Towards the next congresses
### Appendix 12: – Sample of IDEA Congress Keynote speakers

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<td><strong>Three speakers from Africa, Eastern Europe, European Community</strong></td>
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<tr>
<td>Peter Abbs (UK)</td>
<td>Maria van Bakelan</td>
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<td>Niels Lehmann (Norway)</td>
<td>Juliana Saxton and Carole Miller</td>
<td>Kate Donelan</td>
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<td>Made Bandem (Indonesia)</td>
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<td>Victoria Santa Cruz (Peru)</td>
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<td>Peter Brook – via film</td>
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<td>Dr. Jonathan Neelands (United Kingdom): On Citizenship</td>
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<td><strong>Panel</strong></td>
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<td>Gavin Bolton Giselle Barret, Helene Rosenberg, Janek Szatkowski, Jean Pierre Ryngaert</td>
<td>Rustom Barucha (India)</td>
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<td>Tadashi Uchin (Japan)</td>
<td>Dr. Peter O’connor (New Zealand) And Sra Lina De Guevara (Canada/Chile): The Arts As A Means Of Empowerment</td>
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<td><strong>Jacques Lecoq open class (I don’t think Lecoq was actually there)</strong></td>
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<td>Augusto Boal (Brazil)</td>
<td>Kathleen Berry (Canada)</td>
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<td>Dr. Roslyn Arnold (Australia) And Dr. Richard Deasy (U.S.A): How The Arts Impact Learning</td>
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<td><strong>Antonio Novoa and Roger Deldine</strong></td>
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<tr>
<td>Gavin Bolton (UK)</td>
<td>Jacques Lasalle (France)</td>
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<td>Panel: Dany Lyndersay (The Caribbean), Robert Morgan (Canada), Carmen Kelly (U.S.A.), Maureen Martineau (Canada/Quebec), Gus Mok (Hong Kong); Anthony Jackson, Chair: Theatre Beyond The Fourth Wall</td>
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*Other details no longer available*
This is only a sample of the keynote speakers from IDEA Congresses.

Note: balance of gender and representation from the IDEA Community.

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<td>Panels</td>
<td>Lowanna Dunn (Australia)</td>
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<td>Princess - from the Royal Family who read a story to children</td>
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<td>Kuo Pao Kun (Singapore)</td>
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<td>Gina Mhlope (South Africa)</td>
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<td>Cecily O'Neill (USA)</td>
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<td>Patrice Parvis (France)</td>
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<td>Being Santos-Cabangon (Philippines)</td>
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<td>Sister Moon (Australia) - performers</td>
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Appendix 13: IDEA Special Interest Groups

The Special Interest Groups from the IDEA2013 Congress in Paris are listed on the following page as a guide for future IDEA congress organising committees. However it is important to recognise that some Special Interest groups reflect the particular focus of that congress and may or may not be ongoing.

Paris 2013 Congress

Liste des ateliers de réflexion thématiques/Special Interest Groups

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<tr>
<th>English Title</th>
<th>French Title</th>
<th>Coordinators approached to lead</th>
<th>Language</th>
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<tr>
<td>Research in Drama/Theatre and Education today</td>
<td>La recherche en théâtre–éducation aujourd'hui</td>
<td>1. Dr Samuel Leong 2 Dr John O'Toole 3. Dr Helen Nicholson 4. Dr Marion Küester</td>
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<tr>
<td>Partnerships between artists and teachers; the role of mediation</td>
<td>Le partenariat artiste–enseignant et le rôle de la médiation</td>
<td>Mme Evelyne Panato 2. Dr Jonathan Neelands 3. Mr Jean-Philip-Michel Gourden</td>
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<td>Neurosciences and Drama-Dance in Education</td>
<td>Apport des neurosciences en théâtre / danse et éducation</td>
<td>Professor John Schranz 2. Ms Rhonda Blair 3. Dr Bérengère Thirioux 4. Dr Gabriele Sofia</td>
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<td>The initial training of teachers, educators and practitioners in Drama and Education</td>
<td>Formation initiale des artistes, des enseignants et des éducateurs en Théâtre—Éducation</td>
<td>Dr Joseph Winston et Dr Marion Küester 2. Dr Laura McCammon 3. Dr Charru Sharma 4. Dr Peter O’Connor</td>
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<td>Special needs education in Drama</td>
<td>Éducation spécialisée – art et handicap</td>
<td>Dr Carmel O’Sullivan 2. Mme Marie-Philip-Paule Muller 3. Mr Gus Mok 4. Compagnie de l’Oiseau—Mouche</td>
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<tr>
<td>Gender and Drama Education</td>
<td>La question du genre</td>
<td>Dr Kathleen Gallagher 2. Ms Christine Hatton 3. Dr Richard Sallis 4. Mme Hélène Marquié</td>
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<tr>
<td>Drama in the Curriculum today—Implementing Drama and Theatre in formal education</td>
<td>La place du théâtre dans les programmes scolaires : avancées ou fragilisation ?</td>
<td>1. Mr Joachim Reiss 2. Dr Robin Pascoe 3. Mr Adrian Wong 4. ANRAT</td>
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<tr>
<td>Interculturality – international collaborations and translation</td>
<td>Interculturalité—collaborations internationales et traduction</td>
<td>1. Ms Luana Vitis 2. Mr Adam Bethlenfalvy 3. Dr Rustom Bharucha 4. Ms Maria van Bakelen</td>
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<td>The new media and drama in education</td>
<td>Les nouvelles technologies, les nouveaux medias et l'éducation au théâtre</td>
<td>1. Mr Jean—Claude Lallias + 2. Mr Dan Olsen</td>
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<tr>
<td>Drama workshops for social transformation</td>
<td>Ateliers théâtre et transformation sociale</td>
<td>1. Mr Dan Baron Cohen et ABRA 2. Mr Patrick Navatte 3. Mr Subodh Patnaik)</td>
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<td>Young IDEA</td>
<td>Young IDEA</td>
<td>Mme Valentine Bonomo, Mr Luvel Garcia</td>
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<td>Performing Arts and embodied knowledge</td>
<td>Les arts de la scène et l'ancrage corporel de la sensibilité artistique</td>
<td>1. Mr Ralph Buck</td>
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Running Digital Congresses has been added in 2020

Why is this section included in the Operational Manual?

2020 has been challenging for IDEA people around the world as we faced medical, economic, social change. Teaching in many places moved on-line, schools and programs closed with the need for social distancing. Importantly, the IDEA2020 Congress was cancelled.

As the first document shows, IDEA focused on holding webinars, a Digital Congress, and on-line GCM.

IDEA also spent time planning for future digital congresses and conferences with an extended plan developed but deferred until 2021.

This section of the Operational Manual shares the planning work that was done. It is designed to help planning into an unknown and perhaps unsettling future.

IDEA, like many international organisations, is re-inventing its practices. This process will continue.

Extending the IDEA Digital Strategy 2020

Background

In 2020 IDEA has adopted a focus on strengthening a digital future. This is a response to the current Coronavirus COVID-19 Pandemic. It is also a recognition of the ways that technology are profoundly changing the operations and scope of international professional associations.

The first IDEA Webinar - Reviving the Should of the Seoul Agenda - held on May 30 as part of International arts Education Week, showed that there was an appetite for connecting through technology.

Purpose of this discussion paper

To review and extend IDEA’s digital future planning

Proposed actions

IDEA proposes to develop this line of action in 2020:

1. provide a regular series of free webinar based events on relevant topics
2. host a digital congress with paid and some free components
3. host a digital General Council Meeting

Moving into a digital world questions assumptions about current and past practices and provides different tools for achieving the aims of IDEA.
Timeline 2020

The dates shown are suggested only.

Action 1 A series of scheduled webinars for IDEA community

Background: The level of interest shown in the first IDEA webinar, May 30 2020, showed a high level of interest and reinforced the impression that IDEA members need opportunities to connect and interact. There were 477 individuals registering interest and on the day, there were about 100 who clicked through to the live broadcast – that’s about 20-25% of registering attendees (according to those who do this often that is a usual take up figure).

The digital artefacts from the Webinar can be found on the IDEA web page www.idealdrama.org and at https://www.waae.online/reviving-the-soul-of-the-seoul-agenda-on-arts-education-towards-a-unesco-agenda-2.0---reflecting-on-10-years-for-the-seoul-agenda.html

IDEA Webinar 1: *Reviving the Soul of the Seoul Agenda on Arts Education: Towards a UNESCO Agenda 2.0 - Reflecting on 10 Years for the Seoul Agenda*


The speakers included: Dan Baron Cohen, Mercy Mirembe-Ntangaare, Uganda, Kateřina Šteidlová, Austria, Liliana Galván, Peru, Peter Duffy, USA, Sisir Dutta, Bangladesh, Joachim Reiss, Germany, Robin Pascoe, IDEA, Tomas Leijen, Netherlands, Mary Mooney, Australia, Ka Leng, UNESCO; Host: Sanja Krsmanovic Tasic, Serbia

An IDEA working party managed this event. Joachim Reiss, Tomas Leijen, Sanja Krsmanovic Tasic and Liliana Galvan.

The decision was made to align this with the WAAE International Arts Education Week May 25-1 2020.

This was a free event. IDEA budget funded the cost of the ZOOM webinar account.

In hosting this first webinar, IDEA learnt about using the ZOOM Webinar system and is developing a section of the IDEA Operational Manual about digital communication. There are strengths and opportunities in using the ZOOM webinar system as well as costs and issues. There is confidence in the system to continue using it.

The response to this webinar indicates an appetite for more such events.

*Thank you to all who contributed to Webinar 1. We learnt much for the future.*

Proposal: IDEA hosts a series of free scheduled webinars for the IDEA community.
Suggested Topics

- Drama/Theatre education in times of Coronavirus
- Coffee and chat get togethers - no fixed topic but an open ended sharing and discussion of “hot topics”
- Brain Research supporting Drama Education
- Regional webinars in Spanish or other languages, led by an IDEA EO
- Research speed-dating webinar
- Publications webinar
- Projects webinar
- Young IDEA webinar
- Asian Drama Education

It is also possible to call for ideas for these regularly scheduled Webinars and to also ask for different hosts to lead them.

Scale and scope

Each event is 60-90 minutes.

Various time zones can be used to maximise participation in different IDEA regions.

Different language focuses are possible: e.g. a Webinar for Spanish speakers, etc.

These would be live broadcast webinars that are recorded and links provided from the IDEA web site.

Dates

To be discussed and decided by Working Party.

Cost to IDEA

These events would be free to IDEA community members.

The cost to the IDEA Budget is the on-going subscription to ZOOM Webinar and ZOOM Cloud recordings.

Managing these events

A working party or several working parties are needed.

I suggest that we ask an elected Officer to take the lead on each of the proposed Webinars and to work with a Working Party for that event (as we did with Webinar 1)

One suggestion is that we ask an IDEA Elected Officer to convene a series of Webinar Working Parties around a topic.

Platform

ZOOM Webinar

Up to 100 panelists with up to 500 attendees.

Further discussion is needed. Please join the Digital Futures Working Parties.
Action 2 Host a Digital Congress

Please read the Digital Congress Proposal which gives additional detail.

Background
IDEA has cancelled two physical congresses.
In 2016/17 the congress in Ankara, Turkey was cancelled due to civil unrest.
In 2020 the congress in Beijing, China, has been cancelled because of the Coronavirus Pandemic.
Both cancellations, while for legitimate reasons, have damaged the reputation and capacity of IDEA as an international organisation.

Article 4.3 of the IDEA Constitution states that IDEA will: organise international congresses and conferences for drama/theatre and education focused on international themes.

Proposal
IDEA will host a Digital Congress in September 2020.
This Congress will be organised by a working party from the IDEA Executive.

Why host a digital congress
There is a need for a larger scale IDEA event in 2020 in addition to the proposed regular scheduled webinar events.
- the IDEA community needs to be brought together in one shared space - even a digital one to address the need for sharing and supporting each other
- the cancellation of two congresses (Turkey in 2016/17 and China 2020) has limited capacity for members to meet and share
- A Digital Congress will allow members of IDEA to share practice, academic papers and to meet in ways that the regular Webinar-based events don’t permit. It is 7 years since IDEA members have been able to share their work.
- IDEA needs to successfully stage a major event - and address the psychological and spiritual damage of two cancelled congresses and to maintain relevance for members
- IDEA needs a significant event to further the digital engagement strategy

Scope and scale
A digital webinar can provide some of the features of a physical congress but not all. It needs to be differentiated from the regularly scheduled webinar events which are limited in scope and time.
The ZOOM webinar system will provide the backbone of the technology used.
In the proposal developed, the Digital Congress will run over
Each day the number of events will be limited to 3 or 4. some will be pre-recorded and others broadcast live.
Given the limits that people can sustain interest within the digital format, and what can be managed in the proposal.

Proposed components
The following congress components can work in the ZOOM environment
- Keynotes – three keynotes during the Congress
- Q and A - following keynotes
- Creative Workshops – workshops of practice adapted for ZOOM presentation
- Performances – recorded performances
- Paper presentations - groups of academic papers presented; 15 minutes presentation with 5 minutes follow up Q an A.
- Round Table discussions – on selected topics with nominated panellists and a small group of participating
- Coffee and chat hangout - social events where congress attendees gather and informally share ideas and experiences.

All the events except the Coffee and Chat Hangouts will require paid subscriptions.
A detailed Digital Congress Proposal has been developed for further discussion.

Further discussion is needed. Please join the Digital Futures Working Parties.

Action 3 Digital General Council Meeting

This proposal needs to be developed in consultation with General Meeting Committee.

Why
A General Council Meeting was scheduled for IDEA 2020 in Beijing in July 2020. IDEA needs to hold a General Council Meeting.

Our discussions about holding it physically at an event is unlikely following the continuing concern about the Coronavirus COVID-19 Pandemic. Thanks to both BVTS and also Drama Australia/Drama New Zealand for their offers to host.

When
The current Constitution (which may need amendment for the future but which still binds us) says that there must be 6 months advice to members.

In the opening page of this document I have suggested February 2021. This would allow for the 6 month notice of GCM required.

I have suggested February because to hold the GCM during December when people are involved with holidays would be an issue for some people. January is also a month when we do not have IDEA meetings because of Summer holidays.

But this is ONLY a suggestion for further discussion.

Digital
The ZOOM system will allow us to use Webinar format so that all voting delegates can have a seat at the table as Panellists. It will also allow others who are interested to attend and, if necessary, be elevated to Panellist status so that their voice can be heard.

It will not be like physical face to face General Council Meetings.

Issues
• Time zone compatibility for members.
• Voting arrangements

We have shown that we can make digital voting work. Thanks Sonya.

But it is difficult to see how we could hold secret ballots in the ZOOM system.
• Length of meetings and digital fatigue.

For better or worse our General Meeting Discussions have been long-winded.

Sustaining long meetings in the ZOOM environment is not desirable or feasible. We will need to resolve this situation.

Further discussion is needed.

Please join the Digital Futures Working Parties.
IDEA Digital Congress Proposal [DRAFT June 27]

**Digital Congress Title**

**Riding the Curve**  
**Building IDEA Community, Capacity and Resilience**

*Riding the Curve*  
*Sur la courbe*  
*Montando a Curva*  
*骑曲线*

*Building community, capacity and resilience*  
*Renforcer la communauté, les capacités et la résilience*  
*Construyendo comunidad, capacidad y resistencia*  
*Construção de comunidade, capacidade e resiliência*

*建立社区，能力和弹性*

This title acknowledges the current Pandemic situation subtly but also provides a forward looking open-ended image.

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**Proposed Dates**

**Sunday 27 September – Sunday 3 October**  
*OR (possibly)*  
**Sunday 20 September – Sunday 27 September**

The rational for the proposed dates are:

- to allow for time to call for Expressions of Interest
- to coordinate with the Scheduled regular webinars
- avoid clashes with other known events in the field of drama theatre and education

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**Digital Congress Themes and Topics**

As the full impact of our current circumstances continues to unfold, how can we as Drama Theatre and Education practitioners build a community that will sustain us. We are all riding the curve of change and uncertainty. To carry us safely beyond the pandemic, we need community, capacity and resilience. IDEA has provided and continues to provide a community of shared practice and support. Now, more than ever, we need to come together as a community. Gathering physically in one place may not be possible at the moment but we can join together in shared digital space.

This Digital Congress will be a first for IDEA. It builds on the scheduled webinars running in 2020 but provides a different kind of experience.

The Congress days reflect the following topics:

**Opening Day 1 Sunday**

*Hope in challenging times Drama Theatre and Education Beyond Pandemic*
Day 2  
Monday  
Building Research Communities

Day 3  
Tuesday  
Sharing innovative communities of practice

Day 4  
Wednesday  
Sharing knowledge in changing worlds – IDEA Publications

Day 5  
Thursday  
Finding voice and building capacity - Young IDEA

Day 6  
Friday  
Together as a community through IDEA Projects

Day 7  
Saturday  
Leaning into the future - Innovation in Drama Education

Closing  
Creating and re-creating IDEA beyond the curve

Why host a digital congress

There is a need for a larger scale IDEA event in 2020 in addition to the proposed regular scheduled webinar events.

- the IDEA community needs to be brought together in one shared space - even a digital one to address the need for sharing and supporting each other
- the cancellation of two congresses (Turkey in 206’17 and China 2020) has limited capacity for members to meet and share
- A Digital Congress will allow members of IDEA to share practice, academic papers and to meet in ways that the regular Webinar-based events don’t permit. It is 7 years since IDEA members have been able to share their work.
- IDEA needs to successfully stage a major event - and address the psychological and spiritual damage of two cancelled congresses and to maintain relevance for members
- IDEA needs a significant event to further the digital engagement strategy

Scope and scale

The Digital Congress will run over 8 days - Sunday to Sunday - see draft proposed schedule.

It is important to note that unlike a physical congress each day of the event will have only 3 or 4 scheduled events. These events will be scheduled with breaks. The nature of working on line in digital environments has shown that it is difficult to sustain longer focus and concentration.

The span of the Digital Congress is designed to maximise a sense of event but spread the events over time.

It also allows for varying the focus time zones on each day and/or offering repeats of recorded events for different time zones.
Proposed components

The following congress components can work in the ZOOM environment.

All the events except the Coffee and Chat Hangouts will require paid subscriptions.

- **Keynotes - three keynotes during the Congress**
  Keynotes will stand out from other presentations and be the major focus of marketing and being scheduled at a time which is accessible for the greatest number of regions possible. They may also be scheduled to repeat in different time zones if that is technically possible.
  Keynote speakers will need to maximise the potential of the ZOOM system with a focus on visual materials, slide presentations, video clips. They may live broadcast but can preferably be pre-recorded.
  Rather than being traditional 50 minute lecture, speakers should consider shorter and more engaging formats (see TED style).
  Q and A components of the Keynotes will allow attendees to provide written questions using the Chat function and be relayed to the Speaker. (or for questioners to be elevated to temporary Panellist status).

- **Creative Workshops - workshops of practice adapted for ZOOM presentation**
  Creative Presentations format to come alive through creative approaches, artistic methodologies, innovative uses of live video software, and visual tools.
  This is to encourage artistic and performative expression (and to avoid ‘talking heads’ / dull, visual presentations).
  These Creative Workshops may include masterclasses, workshop style activities, photo exhibitions, or other creative delivery possibilities that include performative elements.
  It may include the use of breakout rooms (for example to rehearse a role play during a workshop which then gets presented to the whole group).
  The Congress will schedule workshops across the five languages of IDEA providing there are sufficient expressions of interest.

- **Performances - recorded performances**
  There is space in the program for shared performances - recorded.
  However, it is important to stress how encourage the presentation of digitised performances.
  This is both a philosophical argument (the notion of ‘live theatre’ becoming eroded by presenting it on a digital platform) and a technological concern (incredibly large budget is needed to film and broadcast theatre in a high-quality manner).
  The only exception to this should be performances already (and originally) intended/created for digital consumption.

- **Paper presentations - groups of academic papers presented; 15 minutes presentation with 5 minutes follow up Q and A.**
  Standard conference style paper presentations that we are familiar with from physical conferences.
  In each academic paper presentation session there will 2 sets of 3 papers with an hour break between each set. In each set there will be opportunities for 3 papers with 15 minutes for sharing paper followed by 10 minutes for Q&A (Total of 25 minutes for each paper).
  There will be sessions for papers in English, French, Spanish, Portuguese and Mandarin.
  There would also be a moderator to introduce speakers and to keep participants to time.
All presenters are required to recognise the strengths and limitations of digital presentation. A lively and engaging use of voice and body language allowed with a strong and attractive visual style are necessary. Innovation is encouraged. The presentations may be recorded or live broadcast.

IDEA will call for Expressions of Interest for presenting Creative Workshops, Academic Papers, Round Table discussions and Performances. This will occur through

An Advisory Committee will assist the IDEA Working Party to select presenters for the program.

<table>
<thead>
<tr>
<th>Day</th>
<th>Theme/ focus</th>
<th>Date</th>
<th>Time Zone focus</th>
<th>Repeatable in time zone 2 recorded</th>
<th>Format of congress component</th>
<th>Detail of component</th>
<th>ZOOM Format</th>
<th>Live or recorded</th>
<th>Duration</th>
<th>Number of Panelist participants</th>
<th>Number of attendee participants</th>
<th>Paid/ Free</th>
<th>Technical requirements</th>
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<tr>
<td><strong>Opening Day Sunday</strong></td>
<td>Hope in challenging times Drama Theatre and Education Beyond Pandemic</td>
<td>√ Speech</td>
<td>Welcome</td>
<td>Recorded</td>
<td>15 minutes</td>
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<td>Free</td>
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<td></td>
<td></td>
<td>√ Speech</td>
<td>Introduction to Keynote speaker</td>
<td>Recorded</td>
<td>15 minutes</td>
<td>3</td>
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<td>√ Keynote</td>
<td>Keynote speaker</td>
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<td>30 minutes</td>
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<td>Unlimited</td>
<td>Paid</td>
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<td>√ Performance</td>
<td>Young IDEA performance</td>
<td>Recorded</td>
<td>30 minutes</td>
<td>N/A</td>
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<td><strong>Monday</strong></td>
<td>Building Research Communities</td>
<td>Round Table</td>
<td>Round Table - trends in Drama/Theatre Education Research</td>
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<tr>
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<td>Paper Presentations</td>
<td>Emerging Researcher presentations – 2 sets of 3 x 25 (15 minutes + 10 Q&amp;A) with an hour break between each set.</td>
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<td>150 minutes</td>
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<tr>
<td>Day</td>
<td>Sharing innovative practice</td>
<td>Creative Workshops of shared practice</td>
<td>Creative Workshops of shared practice</td>
<td>Academic paper presentation in English – 2 sets of 3 x 25 (15 minutes + 10 Q&amp;A) with an hour break between each set.</td>
<td>Academic paper presentation in Spanish – 2 sets of 3 x 25 (15 minutes + 10 Q&amp;A) with an hour break between each set.</td>
<td>Paper Presentations</td>
<td>Webinar</td>
<td>Live or recorded</td>
<td>90 minutes</td>
<td>1-3 + moderator</td>
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<td>Webinar</td>
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<td>Live 150 minutes 6 + moderator 50 Paid</td>
<td>Paper Presentations</td>
<td>Webinar</td>
<td>Live</td>
<td>150 minutes</td>
<td>6 + moderator</td>
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<td>Sharing knowledge in changing worlds Publications</td>
<td>Round Table – academic publishing in changing times</td>
<td>Creative Workshops of shared practice</td>
<td>Webinar Live 90 minutes 10 50 Paid</td>
<td>Creative Workshops of shared practice Webinar Live or recorded 90 minutes 1-3 + moderator Unlimite d Paid</td>
<td>Creative Workshops of shared practice</td>
<td>Webinar</td>
<td>Live or recorded</td>
<td>90 minutes</td>
<td>1-3 + moderator</td>
<td>Unlimite d</td>
<td>Paid</td>
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<td>Round Table</td>
<td>Creative Workshops of shared practice</td>
<td>Webinar Live or recorded 90 minutes 1-3 + moderator Unlimite d Paid</td>
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<td>Webinar</td>
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<td>Unlimite d</td>
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<td>Paper Presentations</td>
<td>Webinar</td>
<td>Live</td>
<td>150 minutes</td>
<td>6 + moderator</td>
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<td></td>
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<td>Coffee and chat hangout</td>
<td></td>
<td>An opportunity to meet and talk with drama educators from around the world</td>
<td>An opportunity to meet and talk with drama educators from around the world</td>
<td>Coffee and chat hangout</td>
<td>Webinar</td>
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<td>Thursd ay</td>
<td>Finding voice and building capacity - Young IDEA</td>
<td>Speech Introduction to Keynote speaker</td>
<td>Keynote Young IDEA keynote speaker</td>
<td>Round table – invited speakers on a vision for IDEA for the future</td>
<td>Round table – invited speakers on a vision for IDEA for the future</td>
<td>Speech Introduction to Keynote speaker</td>
<td>Recorded</td>
<td>15 minutes</td>
<td>3</td>
<td>Unlimite d</td>
<td>Free</td>
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<tr>
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<td></td>
<td>Keynote Young IDEA keynote speaker</td>
<td>Round Table – invited speakers on a vision for IDEA for the future</td>
<td>Webinar Live 90 minutes 10 + moderator 50 Paid</td>
<td>Webinar Live 90 minutes 10 + moderator 50 Paid</td>
<td>Keynote Young IDEA keynote speaker</td>
<td>Recorded</td>
<td>30 minutes</td>
<td>1</td>
<td>Unlimite d</td>
<td>Paid</td>
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<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
<th>Format</th>
<th>Duration</th>
<th>Moderator(s)</th>
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<tr>
<td>Friday</td>
<td><strong>Round Table</strong> - sharing stories of projects around the world</td>
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<td>90 minutes</td>
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<td><strong>Coffee and chat hangout</strong> - An opportunity to meet and talk with drama educators from around the world</td>
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<td>Moderator + up to 50</td>
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<td><strong>Paper presentations</strong> - Academic paper presentation in French - 2 sets of 3 x 25 (15 minutes + 10 Q&amp;A) with an hour break between each set.</td>
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<td>150 minutes</td>
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<td><strong>Creative Workshops</strong> based on a project</td>
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<tr>
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<td>150 minutes</td>
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<td>Webinar Live</td>
<td>150 minutes</td>
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<td>Paid</td>
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<tr>
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<td><strong>Coffee and chat hangout</strong> - An opportunity to meet and talk with drama educators from around the world</td>
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<td>Moderator + up to 50</td>
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<td><strong>Keynote</strong> - Keynote speaker</td>
<td>Recorded</td>
<td>30 minutes</td>
<td>1</td>
<td>Unlimited Paid</td>
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### Summary

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<thead>
<tr>
<th>Activity</th>
<th>Quantity</th>
<th>Description</th>
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<tr>
<td>Keynotes</td>
<td>3</td>
<td>All creative Projects take place in ZOOM environment</td>
</tr>
<tr>
<td>Q and A</td>
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<td>All performances are pre-recorded</td>
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<td>Creative Workshops</td>
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<td>All creative Projects take place in ZOOM environment</td>
</tr>
<tr>
<td>Performances</td>
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<td>All performances are pre-recorded</td>
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<tr>
<td>Paper presentations</td>
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<td>3 English 18 papers, 1 French 6 papers, 1 Portuguese 6 papers, 1 Spanish 6 papers, 1 Mandarin 6 papers</td>
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<td>Round Table</td>
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<tr>
<td>Coffee &amp; chat hangout</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Costs to participants

As with a physical congress, there will be costs to staging a Digital Congress, though significantly, participants will not have had to pay for flights and accommodation. Costs to participants will be kept to a reasonable level.

Participating presenters will pay a modified registration fee.

### Cost to IDEA

This proposal requires IDEA Budget item.

The costs of subscriptions will be determined by the need to cover the costs of Managing the event with a 20% return to IDEA.

Considerable voluntary input will be required from the IDEA community to manage the Call for Expressions of Interest, review and decision-making.

### Managing the Digital Congress

IDEA needs support to manage a Digital Congress.

Discussions have been held with two potential support organisations: Dialogue (UK) and Creative Generation (USA). Both are arts organisations aligned to the aims of IDEA with technical expertise and knowhow. The costs proposed are comparable.

One organisation will be selected based on proposals provided and this proposal will be refined.

### IDEA Working Party

IDEA also needs a **Working Party** to oversee this project.

The contributions of the Working Party are acknowledged: Richard, Sonya, Liliana (and Chris from Dialogue).