



International Drama/Theatre
and Education Association

Operational Manual 2025

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

国际戏剧教育协会

www.ideadrama.org

Updated 2025

CONTENTS

1. INTRODUCTION.....	4	5. WHAT IDEA DOES	17
2. PURPOSE AND SCOPE OF THE OPERATIONAL MANUAL.....	5	5.1 General Council Meetings.....	17
3. WHAT IS IDEA?	5	5.1.1. Background and context:.....	17
3.1 Overview of the IDEA story	5	5.1.2. Role of the General Meeting Committee	18
3.2 Why IDEA uses the term Drama/Theatre.....	5	5.1.3. Organising General Council Meetings	18
3.3 Requirements of Portuguese legal & tax systems	5	5.1.4. Meetings and Agenda.....	19
3.4 IDEA and languages used.....	6	5.1.5. Who are the members of the General Council? 19	
3.5 The IDEA identity and logo	6	5.1.6. Guidelines for Debate at the GCM:	19
4. HOW IDEA WORKS	7	5.1.7. After the GCM.....	19
4.1 Structure	7	5.1.8. Elections	19
4.2 General Council (GC).....	7	5.2 Communication: Web page and social media ..	21
4.3 Elected Officers (EO).....	7	5.3 IDEA Publications	22
4.4 Executive Committee (EC)	8	5.4 IDEA Projects	22
4.4.1. Procedures & Processes for Executive Committee.....	8	5.5 Research.....	23
4.4.2. Roles & responsibilities of Executive Committee.....	8	5.6 Young IDEA	24
4.4.2.1. President.....	8	5.7 IDEA Congresses	24
4.4.2.2. Immediate Past President	8	5.8 Regional Conferences and Events.....	25
4.4.2.3. Vice President	9	5.9 IDEA Day	26
4.4.2.4. Secretary.....	9	5.10 IDEA AWARDS	26
4.4.2.5. Treasurer.....	10	5.11 IDEA AND COLLABORATIONS	27
4.4.2.6. Publications	10	5.12 IDEA ARCHIVES	28
4.4.2.7. Research	11	5.13 IDEA SOLIDARITY	28
4.4.2.8. Projects	12	6. BELONGING TO IDEA.....	29
4.4.2.9. Director(s) of Young IDEA.....	12	6.1 MEMBERSHIP	29
4.4.2.10. Director of Communication	13	6.1.1. ROLES AND RESPONSIBILITIES OF MEMBERS29	
4.4.3. Maintaining flexibility in Director Roles.....	13	6.1.2. Voting rights for members	29
4.4.3.1. Co-Directors/Joint Directors.....	13	6.1.3. FEES PAID BY MEMBERS	30
4.4.4. Other leadership roles in IDEA.....	14	6.2 IDEA LOGO	30
4.4.4.1. IDEA Congress Director	14	7. APPENDICES.....	33
4.4.4.2. IDEA Administrator	15	7.1 CURRENT CONSTITUTION	33
4.5 General Meeting Committee (GMC).....	16	7.2 CURRENT MEMBERSHIP FORMS.....	33
4.6 Accountancy Committee (AC)	16	7.3 CURRENT GENERAL COUNCIL MEETING FORMS	33
4.7 Finance	16	7.4 USEFUL AND NECESSARY FORMS AND GUIDELINES	33
4.8 Elected Officer Roles.....	16	7.4.1. Documents for Membership – Secretary/ Treasurer/Administrator	33
4.9 Leadership Continuity	16	7.4.2. Fees and subscriptions - Treasurer/ Administrator.....	33
4.9.1. Terms of Office.....	17	7.4.3. General Council Meetings.....	34
4.9.2. Fulfilling the duties of Elected Officers	17	7.4.4. Elected Officer Meetings.....	34
4.10 IDEA Terminology	17	7.4.5. Postal Votes	34
		7.4.6. Elected Officers	34
		7.4.7. Congress.....	34
		7.4.8. Publications	34
		7.4.9. Research	34

7.4.10.	Projects.....	34
7.4.11.	Regional events	34
7.4.12.	Young IDEA.....	34
7.4.13.	Communications and Social media	34
7.4.14.	Other forms	34
7.5	IDEA IN A NUTSHELL: TERMS AND ABBREVIATIONS	35
7.6	IDEA Awards.....	37
7.6.1. ...	IDEA Awards Guidelines	37
7.6.2. ...	Guidelines	38
7.6.3. ...	IDEA Awards Committee	38
7.6.4. ...	Roles and Responsibilities	38
7.6.5. ...	Term of Services.....	38
7.6.6. ...	Support and Resources	38
7.6.7. ...	Confidentiality and Integrity.....	38
7.6.8. ...	Nomination Period and Decision Timeline.....	38
7.6.9. ...	IDEA Awards Ceremony.....	38
7.6.10.	IDEA Awards Presentation.....	38
7.6.11.	Public Announcement and Acknowledgment.....	39
7.6.12.	Travel and Accommodation Support for Award recipients	39
7.6.13.	Timeline.....	39
7.7	IDEA Endorsement Guidelines and Protocol	39
7.7.1. ...	IDEA REGIONAL CONFERENCES OR FESTIVALS.....	40
7.8	IDEA Projects Additional Information Applying for approval as IDEA Projects	41
7.9	Running IDEA Congresses is published as a separate Appendix to the Operational Manual .	42
7.10	Comparison of Congress and Regional Conference formats	43
7.11	IDEA ELECTED OFFICERS >1992 Administrators >2005.....	44
	IDEA BRAND GUIDELINES.....	49

QUICK START GUIDE

The Operational Manual can seem to be a long document, in English. To assist first time readers of the Operational Manual, we provide a reading guide to help.

	Start here
If you are a new individual member of IDEA	4. What is IDEA 6. What IDEA does 7. Belonging to IDEA 8.5 IDEA IN A NUTSHELL: TERMS AND ABBREVIATIONS
If you are a new association member of IDEA	4. What is IDEA 6. What IDEA does 7. Belonging to IDEA
If you are a new organisation member of IDEA	4. What is IDEA 6. What IDEA does 7. Belonging to IDEA
If you are an Elected Officer of IDEA	5. How IDEA works 8.5 IDEA IN A NUTSHELL: TERMS AND ABBREVIATIONS
If you are interested in Young IDEA	6.5 Young IDEA
If you are interested in Projects	6.4. IDEA Projects
If you are interested in Research	6.5 Research
If you are interested in standing for an Elected Officer's role	5.8. Elected Officers Roles 6.1 General Council Meetings
Running an IDEA Congress or Event	6.6 IDEA Congresses. Also, Contact the IDEA Administrator for the advice on Running IDEA Congresses IDEA Endorsement Guidelines and Protocol
IDEA Awards	8.6 IDEA Awards

NEW FOR 2025 VERSION

- ◆ Re-numbering of sections as a consequence of additional material
- ◆ IDEA Branding
- ◆ Role of Administrator
- ◆ IDEA Endorsement Guidelines and Protocol
- ◆ IDEA Awards
- ◆ IDEA Endorsement and Guidelines and Protocol

1. Introduction

This is the 2025 working edition of the IDEA Operational Manual, updated following the IDEA General Council Meetings in Beijing (July,2024) and Singapore (July, 2025). It was ratified by the General Council Meeting in Singapore, July 2025.

The IDEA Operational Manual provides guidance for members. It is a requirement of the IDEA Constitution (Article 5) and sets the procedures, processes, policies and guidelines of IDEA.

This Edition is published 2025 based on decisions of IDEA General Council Meeting, Singapore.

It draws from, replaces and updates all previous Operational Manuals.

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.

© IDEA 2025

The seat of IDEA is in Portugal:

Rua Bernardo Santareno 2f – 2 k 2825-446

Costa da Caparica.



This Operational Manual has been updated by Sanja Krsmanović Tasić, IDEA President, Ólafur Guðmundsson, IDEA Vice President, and Robin Pascoe, Immediate Past President, working with the Elected Officers of IDEA. Thanks are extended to all who have contributed to the Operational Manual who provided feedback and drew on their extensive collective knowledge of IDEA, its history and conventions: Colleen Roche, Sonia Baehr, Maria van Bakelen and Tintti Karppinen.

2. Purpose and Scope of the 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.

3. 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 based on 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.

3.1 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 Congress scheduled for Ankara, Turkey in 2016/2017 was first postponed and then cancelled. The Congress in Beijing, China, scheduled for July 2020, was cancelled due to the Corona-virus COVIC-19 Pandemic. The 9th Congress was held in Reykjavik, Iceland July 2022. The 10th IDEA Congress was held in Beijing, China July 2024.

3.2 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 of inclusively respecting language.

3.3 REQUIREMENTS OF PORTUGUESE LEGAL & TAX SYSTEMS

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

3.4 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.

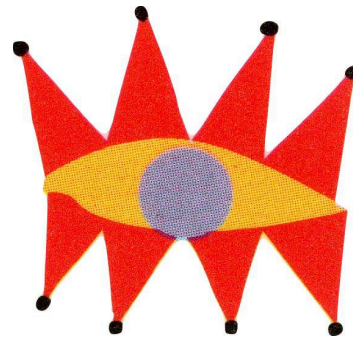
45.2 The official languages of congresses shall be English and the native language of the country or region hosting the congress, with translations provided for French, Spanish and Chinese members by those member organisations for their members upon request.

45.3 All matters that require a vote will be presented in English and translated into Portuguese. On request from members, these will be 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.

3.5 THE IDEA IDENTITY AND LOGO

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



There have been variations, for example, the IDEA Congress in Kisumu, 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.

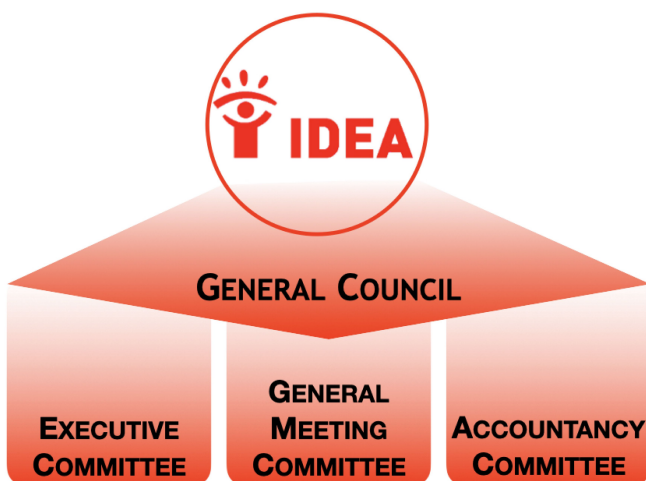


In 2013 a new version of the IDEA logo was designed and adopted.



IDEA values and protects its identity and branding.

Refer to the IDEA Logo Branding and Use sections of the IDEA Operational Manual.



4. How IDEA works

4.1 STRUCTURE

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

The management of IDEA is provided by a General Council and three Committees: the Executive Committee, General Meeting Committee and the Accountancy Committee.

4.2 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.

Between General Council Meetings, the work of IDEA is managed by the Elected Officers.

4.3 ELECTED OFFICERS (EO)

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

While many of these roles are like those found in other associations, it is useful to note current practice as it has evolved. Elected Officer also develop and change their roles over time and according to changing circumstances.

All Elected Officer of IDEA work voluntarily. They contribute many hours of time (financially supporting their own travel and other expenses such as IDEA 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.

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.

4.4 EXECUTIVE COMMITTEE (EC)

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

Article 25

1. *The Executive Committee shall consist of at least seven members but no more than seventeen members and always be an odd number of members, elected by the General Council in the meeting held at each congress. Article 27*

The Executive Committee positions will include:

- President
- Vice President
- Treasurer
- Secretary

All other roles and responsibilities are specified in the Operational Manual, prepared by the Executive Committee and ratified by the General Council Meeting before elections.

Note the General Council Meeting in Reykjavik, Iceland, July 2022 proposed increasing the number of members of the Executive Committee from 11 to 17 to allow for portfolios to be shared. The constitution has not yet been changed.

4.4.1. PROCEDURES & 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).

4.4.2. 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 and Concepts (including regionalisation)
- ◇ Director of Young IDEA
- ◇ Director of Communications

The General Council may decide on other allocations of roles but “roles and responsibilities are specified in the Operational Manual, prepared by the Executive Committee and ratified by the General Council Meeting before elections” (Article 27).

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.

In accordance with Portuguese law, positions

named in the IDEA Constitution are held by individual persons who are accountable for the stated functions of the position.

4.4.2.1. 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.

4.4.2.2. IMMEDIATE PAST PRESIDENT

PRESIDENT EMERITUS/EMERITA

The President Emeritus/Emerita 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.

This is an honorary position. The Immediate Past President is not a member of the IDEA Executive Committee but may join meetings at the invitation of the President.

4.4.2.3. VICE PRESIDENT

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

- ◇ be a legal signatory for IDEA's bank account;
- ◇ chair 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.
- ◇ administer online voting
- ◇ manage the appointed roles of Webmaster, Social Media Manager

4.4.2.4. 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
- ◇ calls for, collecting and collating items for agenda for General Council and Executive Committee/ Elected Officers meetings; contributes to decisions about timing and location these meetings
- ◇ makes (or organises others to make) and manages records of meetings and sharing them with members
- ◇ coordinates (in conjunction with others and within available budget) translations as necessary for IDEA
- ◇ manages records of IDEA correspondence

Forms that the IDEA Secretary uses:

- ◇ IDEA Information for prospective members
- ◇ IDEA membership form (including rates for subscription/membership
- ◇ Acknowledgment of membership
- ◇ Information update for members
- ◇ Newsletter format
- ◇

4.4.2.5. 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 acknowledgment 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

DIRECTORS

The other Elected Members of the EC are Directors with specific responsibilities.

IDEA has currently identified to following five portfolios for Directors: **PUBLICATIONS; RESEARCH; PROJECTS AND CONCEPTS; YOUNG IDEA; AND COMMUNICATION**. These roles are identified in the Operational Manual (not the Constitution) and may be changed according to the needs of the association and the direction of the General Council.

4.4.2.6. 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

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.

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>

4.4.2.7. 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, and 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

The Director of Research also leads IDEA Special Interest Groups (SIG).

SIGs have been a part of each IDEA world congress, 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.

4.4.2.8. PROJECTS

The Director of Projects and Concepts:

- ◇ 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

In practice this means: the Director of Projects

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

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

4.4.2.9. DIRECTOR(S) OF YOUNG IDEA

Ideally the post of Director(s) of Young IDEA may be shared between two persons, 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

4.4.2.10. 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

The IDEA website serves as a crucial connection between the organization, its members, and the broader public. The general management and oversight of the IDEA webpage, its design, branding and content rests with the Director of Communication, in consultation with the Executive Committee. If major changes to the website design and/or content are required, IDEA may, on occasion, hire a web master in a temporary paid role as needs arise.

Website management duties of the Director of Communication include:

- ◇ liaising with the Executive Committee about the design, content and vibrancy of the IDEA website on a regular basis
- ◇ proposing to the Executive Committee and guiding the approved implementation of any design and content changes in the website
- ◇ coordinating the IDEA web pages and their development
- ◇ leading the processes of creation, re-design and preparation of new content and/or major changes to the website
- ◇ responding to people who engage with the web page on a regular basis
- ◇ liaising with the IDEA web page service provider and Domain Hosting
- ◇ extending IDEA's presence on the web page.

The maintenance and monitoring of the IDEA website content is the responsibility of the IDEA Administrator, in consultation with the Director of Communication and the Executive Committee.

4.4.3. 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 of and change in 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.

4.4.3.1. CO-DIRECTORS/JOINT DIRECTORS

The IDEA General Council Meeting GCM in Evora (2017) approved the concept of shared or joint or co-directors of Young IDEA. The IDEA General Council Meeting GCM in Peru (2019) extended this concept with the appointment of Co-Directors for Young IDEA and for Co- Directors Projects.

Reason for Co-Directors

The concept of Co-Directors provides practical load sharing of work and responsibility and the opportunity for including relevant voices to the portfolio. Since 2017 the concept of Co-Directors of Young IDEA has worked well as a collaborative model that blended experienced and fresh voices in the portfolio.

Issues to be addressed.

The election of Co-directors must fall within the overall requirements of The IDEA Constitution which states in Article 25:

The Executive Committee shall consist of at least seven members but no more than eleven members and always be an odd number of members, elected by the General Council in the meeting held at each congress.

In other words, the election of co-directors must maintain the status quo, not affect the number of EC members, and always provide for an odd number of EC members.

If one co-directorship was elected, and both were included in the numbers of Executive the requirement for an odd number of members would not be maintained; if three co-directorships were elected, the Executive Committee would exceed the maximum membership of 11.

To address this issue, the following procedures are to be followed.

Where co-directors are elected, they,

- ◇ share the role and responsibilities of the portfolio and provide the Executive Committee with an outline of the division of responsibilities
- ◇ have equal and shared voices in meetings of the Executive Committee
- ◇ have one vote when and if the Executive Committee votes on an issue (maintaining the requirements of the IDEA Constitution)

Election of Co-Directors:

The Executive Committee will decide in advance of elections and make recommendations to the General Council Meeting which positions, if any, are open for co- directorships. There is no requirement for any or all positions to be joint directorships.

Where two people wish to nominate or be nominated as co-directors, they must submit a joint nomination form and information statement outlining their joint approach.

The Election Ballot will show their nomination as a joint team with both names included. Should there be another person who wish to nominate as an individual, the election Ballot will show a single name.

In the case where a co-director team is elected, they will be declared as Co-Directors.

It is important to note:

Co-directorships are different from working parties or committees set up by the Executive Committee or Directors. While representatives from working parties or committees may be invited to speak to the Executive Committee, they do not have voting rights.

These changes affect only positions set out in the IDEA Operational Manual. Changes to the IDEA Constitution are not required.

4.4.4. OTHER LEADERSHIP ROLES IN IDEA

There are roles appointed by the Executive Committee.

4.4.4.1. 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

4.4.4.2. 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:

COMMUNICATION:

- ◇ Processing both incoming and outgoing correspondence; directing to the responsible Elected Officer

ARCHIVE:

- ◇ developing and maintaining an effective process for record-keeping and archiving – in conjunction with the IDEA Secretary;
- ◇ preparing reports as required;
- ◇ Systematizing and updating the documents and materials as proof of activities and all necessary files in the IDEA archives including former IDEA archives
- ◇ Liaising with individual Elected Officers regarding matters related to their individual portfolios

MEMBERSHIP:

Managing and updating the membership database:

- ◇ Maintains and updates the IDEA membership lists in consultation with EC-secretary and treasurer, including the data on membership fees.
- ◇ In conjunction with the Treasurer, sending out the annual Call for Fees, together with appropriate reminders
- ◇ Sends surveys and reminders about membership subscriptions/updates/fees
- ◇ Assists the IDEA Secretary and Treasurer with the process of accepting new members
- ◇ Keeps IDEA members informed and in the loop about IDEA
- ◇ In conjunction with the Secretary, responding to enquiries regarding membership.

IDEA ONLINE EVENTS (WEBINARS, FORUMS, WORKSHOPS):

- ◇ If needed, provide technical assistance to Elected Officers in charge of the online events
- ◇ Creates registration forms, and sends Zoom links to participants.

MEETINGS:

- ◇ Participating in planning meetings of the Executive Committee, and when possible, attending General Council Meetings
- ◇ If necessary, is present at IDEA EO meetings.
- ◇ Has regular Zoom and phone communication upon all IDEA matters with IDEA President
- ◇ Follow up the minutes of IDEA written by the EO to continually be updated, and also take Minutes of the EO meetings when necessary.

SOCIAL MEDIA

In consultation with the EC Committee and the Director of Communication

- ◇ 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.

The maintenance and monitoring of the IDEA website content is the responsibility of the IDEA Administrator, in consultation with the Director of Communication and the Executive Committee.

Website maintenance duties of the IDEA Administrator include:

- ◇ liaising with the Director of Communication about the design, content and vibrancy of the IDEA website on a regular/weekly basis
- ◇ assisting in the coordination, updating and re-design of the IDEA web pages as required
- ◇ 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.

Other duties as directed by the Executive Committee, Elected Officers and General Council.

4.5 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):

- ◇ President
- ◇ Vice-President
- ◇ 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

4.6 ACCOUNTANCY COMMITTEE (AC)

The Accountancy Committee provides financial oversight and support for IDEA.

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

- ◇ President
- ◇ Vice-President
- ◇ 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.

4.7 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. with the host organisation.

4.8 ELECTED OFFICER ROLES

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

The Elected Officers also communicate via email and email bulletins. Emails, discussions, and papers by Elected Officers are confidential until authorised for wider circulation.

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.

Standing for Office

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.

4.9 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. When elected to an office, all Incoming Officers will expect to work in collaboration with the previous officer in that position. They will overlap their terms by at least 6 months.

The term of office for Incoming Officers begins upon Election at a General Council Meeting held during a Congress or in a Congress year. Their period of service ends six months after the following General Council Meeting when elections are held.

In practical terms, there should be an overlap of the outgoing Elected Officer and the Incoming

Elected Officer to provide for continuity, hand over and induction.

4.9.1. TERMS OF OFFICE

Elected Officers may serve two terms in a specific role and may stand for other roles.

4.9.2. 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.

4.10 IDEA TERMINOLOGY

Abbreviation	Term
GC	General Council
GCM	General Council Meeting
EO	Elected Officer
EC	Executive Committee
GMC	General Meeting Committee
AC	Accountancy Committee
EOM	Elected Officers Meeting
CC	Congress Committee
ICC	International Congress Committee
Region	Regional networks of IDEA

See Appendices for one page Summary of IDEA Terminology.

5. What IDEA does

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

- ◇ General Council Meetings
- ◇ Communication: Web page and social media Publications
- ◇ IDEA Publications
- ◇ IDEA Projects
- ◇ Research (and Special Interest Groups)
- ◇ Young IDEA
- ◇ IDEA Congresses
- ◇ Regional Conferences and Events
- ◇ IDEA Day
- ◇ IDEA Awards
- ◇ IDEA and Collaborations
- ◇ IDEA Archives
- ◇ IDEA Solidarity

5.1 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)

General Council Meetings are organised and managed by the General Meeting Committee.

5.1.1. BACKGROUND AND CONTEXT:

IDEA conceptualises the General Council as a place for exchange, creativity, and collaborative knowledge construction. Although the General Council must make many important decisions on many administrative processes related to elections, reports, host countries for congresses and events, 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 GCM into a place for exchange and creativity.

- ◇ 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

**Article 6 of the IDEA Constitution.*

There will be 2 categories of membership.

1. Organizational Members
2. Individual Members

The rights, privileges, and fees of each category of membership are to be detailed in the IDEA Operational Manual as approved by the General Council.

relationships, and support networks through additional events that can complement our agenda.

- ◇ To develop creative and new means of communication (for example, using 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.

5.1.2. 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

Cross reference to description of General Meeting Committee (GMC).

5.1.3. ORGANISING GENERAL COUNCIL MEETINGS

IDEA General Council Meetings need to be managed effectively and efficiently. Sometimes conditions in the world, such as the COVID-19 Pandemic, make that difficult. The major role of the General Meeting Committee, working with the other Committees, is to provide clear leadership and effective management of preparation for and running of the General Council.

Key tasks include:

- ◇ Establishing clear time-lines
- ◇ Providing specific action lists and deadlines
- ◇ Establishing information flow (working with IDEA Administrator and Elected Officers)
- ◇ Developing clear, simple agenda
- ◇ Establishing processes for meetings
- ◇ meeting procedure rules
- ◇ ensuring all relevant voices are included
- ◇ minute keeping
- ◇ voting processes when needed

While many decisions in the General Council are by consensus, where voting is necessary, a secure on-line system is required to ensure fair and free voting takes place. As a general principle, voting should be secret.

Decisions are by a simple majority of votes cast.

Voting rights are determined by membership category*.

Membership		Voting rights
Organisational	National or Regional or local Associations supporting Drama/Theatre Education.	3 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.	2 votes
	Organisations for profit working in the field of Arts, Drama/Theatre and Education	No vote
Individual Members	(Individual personal membership) IDEA also recognises, as subgroups of individual membership. a. Senior/Retired Membership b. Student/Young Professional Membership, ages 18-26 (with appropriate verification)	1 vote

5.1.4. MEETINGS AND AGENDA

The General Meeting Committee manage the planning and running of the GMC.

Preparation for the GCM:

The EC Secretary, working in collaboration with the General Meeting Committee and the IDEA Administrator, seeks expressions of interest from members to host the GCM and EC meetings and compile the proposals collected.

The decision about the date and venue of the meetings, is published – preferably 2 years before but at least 1 year before each meeting (to enable the member organisations and the elected officers to apply on time for financial support to attend).

Members are invited to attend the General Council Meeting.

The GMC

- ◇ outline processes and procedures
- ◇ provide any necessary forms
- ◇ Call for agenda items and proposed motions. Motions may be sent with a month in advance, no later. They may be scheduled in the GCM Agenda.
- ◇ organise the agenda in consultation with Elected Officers.
- ◇ Relevant documents for agenda items are provided.
- ◇ Prepare communication strategy including dedicated sections of the IDEA website and social media.

During the GCM

- ◇ The GMC Secretary registers the delegates and participants and assign voting rights
- ◇ The GMC President & Vice-President chair the GCM; EC President is also part of the chairing board.
- ◇ The GMC Secretary is responsible and organises the taking of the minutes of the meeting.

5.1.5. WHO ARE THE MEMBERS OF THE GENERAL COUNCIL?

Article 13 states that The General Council is constituted of all eligible voting members present at the meeting

- a. in person,
- b. as an individual or a nominated representative of a national, regional, international association, institute, body, network, entity, or organisation participating in the meeting, online or by similar methods.

The General Council functions are prescribed in Article 173 and subsequent articles of the Portuguese Civil Code

A session of the General Council will comprise all registered delegates/members.

5.1.6. GUIDELINES FOR DEBATE AT THE GCM:

The General Meeting Committee establish the guidelines for meeting procedure.

- ◇ The Presenters of any agenda item are required to be concise and focus on essential points, especially since if the presentation has already been made available in written form
- ◇ Speakers in the discussion are expected: to speak through the chair,
 - ◇ be concise and short,
 - ◇ avoid repeating what has been already said,
 - ◇ focus on the item of discussion and decisions needed,
 - ◇ treat all GCM speakers and participants with respect.
- ◇ A “point of order” can be made in the following cases:
 - ◇ fault of procedure,
 - ◇ when correct or full information is needed.

5.1.7. AFTER THE GCM

The General Meeting Committee Secretary prepares a first draft of minutes. Final Minutes are edited by the GMC.

The General Meeting Committee then:

- ◇ ensures translation of draft minutes as necessary.
- ◇ sends draft minutes to members
- ◇ publishes finalised minutes on IDEA website.
- ◇ sends minutes to IDEA members.

5.1.8. ELECTIONS

The General Meeting Committee has responsibility for running elections and is accountable to the General Council for managing elections.

Key tasks include:

- ◇ Establishing an election process with clear timelines, procedures, and processes
- ◇ Calling for nominations for positions Managing elections
- ◇ Appointing independent monitoring committee
- ◇ Voting
- ◇ Accountability to General Council for elections

General principles for elections include:

- ◇ Clear process that is timely and well managed
- ◇ Inclusive process recognising that there may be differing cultural understandings of process
- ◇ Fairness
- ◇ Transparency
- ◇ Consistency with the IDEA Constitution and the legal requirements of Portugal where IDEA is a registered entity

TIME LINES.

When are elections held. All positions are declared vacant as determined by the General Council. They are usually held at General Council Meetings associated with Congresses or General Council Meetings held in the years when Congresses would have been held. Terms of Office are usually the period between Congresses; flexibility in terms of office may be required.

ELECTION TIME LINE.

The General Meeting Committee establishes and announces an election timeline.

In the past with traditional communication channels, it was recommended that nine months prior to elections an open call will be posted to the membership with a list of offices that are open.

With increased use of digital communication, shorter timelines might be more practical. But it is essential that all members are advised of the timeline and deadlines are followed.

Flexibility and responsiveness are important but ad hoc decision making must be avoided.

Where changes to procedure happen because of emergency situations:

Specific changes must be announced in newsletters, IDEA web page and social media channels.

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

PROCESSES AND PROCEDURES.

The General Meeting Committee develops and publishes advice to all members on procedures and processes for elections.

NOMINATION PROCESS.

The General Meeting Committee calls for nominations to all positions outlined in the IDEA Constitution and as advised by the Executive Committee in consultation.

- ◇ 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 be received by the Secretary of the General Meeting Committee according to the timeline established.
- ◇ Information on the candidate's credentials, experience in IDEA and their reasons for standing for a specific role is required.
- ◇ The person nominated must agree in writing to the nomination.
- ◇ The list of eligible candidates is to be posted for membership to review them on the IDEA website and other communication channels.

MANAGING ELECTIONS.

Management of Elections must be fair and transparent.

The General Meeting Committee is required to establish an Independent Monitoring Panel of IDEA members or representatives who are not directly involved in the election.

VOTING.

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

The online voting system will provide capacity, where required for formal election of Co-directors for one Elected Officer position.

Accountability. The General Meeting Committee in collaboration with the Independent Monitoring Panel present a report to the General Council immediately following the election.

SPECIAL GENERAL COUNCIL MEETINGS

If members of IDEA have concerns about a specific issue that they wish to be resolved or discuss, they may contact the President of the General Meeting Committee requesting that committee to prepare for a Special General Council Meeting (most likely to be held online). 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 month's 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.

5.2 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.

IDEA web page	www.ideadrama.org
IDEA FaceBook	https://www.facebook.com/IDEA.DRAMA/
IDEA Instagram	https://www.instagram.com/idea_association/

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 Newsletter
- ◆ IDEA web page
- ◆ IDEA GCM dedicated web pages

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

IDEA in collaboration with the Congress host member, creates dedicated web pages for IDEA Congresses linked directly to the IDEA web page.

All IDEA members need to know the one source of accurate information about IDEA issues. While other channels and social media can be useful, it is important that there is endorsed IDEA communications that are accurate and reflect directly the direction of the Elected Officers.

5.3 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.ideadrama.org/IDEA-Publications](https://www.ideadrama.org/IDEA-Publications)

The Applied Theatre Research journal (formally Applied Theatre Researcher).

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.com/applied-theatre-research>

5.4 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.

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.

IDEA'S CURRENT WORLD PROJECT PRIORITIES

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

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 contribute directly to IDEA's world project priorities.

See Appendix for additional information about Projects. Anyone interested in developing an IDEA project can contact the Director of Projects

See information on the IDEA web page: <https://www.ideadrama.org/Projects>

5.5 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.

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.

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 Organising 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 Organising 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/>

5.6 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.

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 member 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 on the IDEA web page

5.7 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;

Congresses 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.

Congresses 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.

See separate Operational Manual for Congresses Operational Manual Appendix.

5.8 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.

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.

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.

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.

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

- ◇ IDEA Africa
- ◇ IDEA Asia-Pacific
- ◇ IDEA Europe (IE) network with flexible structure
- ◇ IDEA Europe Meeting (IEM) – meets annually
- ◇ IDEA Americas

REGIONAL NETWORK COORDINATION COMMITTEE (CC)

- ◇ members are Coordinators and known as Co-Cos

SUBSIDY WORK GROUP

- ◇ prepares application for European Union (EU) (e.g. Erasmus+ Program)

See Appendices for comparison between Congresses and Regional Conferences.

5.9 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.

WHY 27TH OF NOVEMBER?

Rationale as originally written by Tintti Karpinin.

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>

5.10 IDEA AWARDS

The IDEA Awards celebrate individuals, associations, organisations and institutions that promote the aims of IDEA to provide an international forum for communicating about, promoting and advocating for drama/theatre and education in schools, communities and all fields of endeavour and to support development of drama/theatre practice and theory as part of a full human education.

The IDEA Awards acknowledge exceptional work and achievements in the broad field of drama/theatre and education, promote excellence, reward and encourage the IDEA membership and draw others into the work of IDEA.

The IDEA Awards are established following a motion from CEDEUM at the General Council Meeting, Beijing, China, July 2024. These guidelines are ratified as IDEA policy at the General Council Meeting, Singapore, July 2025.

The IDEA Awards recognise excellence, service and innovation in drama theatre education by individuals, groups, organisations and institutions in the following categories:

IDEA EXCELLENCE IN PRACTICE AWARD

For individuals or organizations making outstanding contributions to the advancement of drama/theatre in education through innovative theory, methods, or practice.

IDEA COMMUNITY IMPACT AWARD

For work using drama/theatre in education to create meaningful social or cultural change in communities locally or globally.

IDEA LEGACY AWARD

For individuals whose sustained contributions have significantly shaped the growth and values of IDEA as an international organization.

All IDEA Awards are of equal importance.

The detailed guidelines are presented in the APPENDIX section of this Operational Manual in Article 6.10 IDEA Awards Guidelines

5.11 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.

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)

<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 inter-cultural understanding and develops social skills and empathy.



WAAE

World Alliance for Arts Education

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 inter-cultural 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

6. Belonging to IDEA

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

- ◇ Membership
- ◇ Roles & responsibilities
- ◇ Fees
- ◇ Use of IDEA logo

6.1 MEMBERSHIP

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

ORGANISATIONAL MEMBERS

- ◇ National or Regional or local Associations supporting Drama/Theatre 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.

INDIVIDUAL MEMBERS

Each individual is entitled to one vote.

IDEA also recognises, as subgroups of individual membership.:

- ◇ Senior/Retired Membership
- ◇ Student/Young Professional Membership, ages 18-26 (with appropriate verification)

6.1.1. 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 fulfil 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.

6.1.2. VOTING RIGHTS FOR MEMBERS

Voting in General Council Meetings will be exercised by individual members, and by delegates of organisational members. To vote, they must be registered with the General Meeting Committee Secretary for that specific session of the General Council.

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).

Voting will be by a secure on-line voting system (see earlier section about Elections)

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.

Voting is by registered members present at a General Council, whether in person or via technology.

6.1.3. 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.

6.2 IDEA LOGO

Since 2013 the IDEA logo is a development of the Dynamic Eye figure.

This design work was by Julian Park of DALA on behalf of IDEA. This logo has been developed from earlier versions of the IDEA logo that can be traced back to the founding of IDEA in Portugal in 1992.

A style manual was developed for the use of this logo. This Style Guide includes the designated colours and usage.

Until decided otherwise by the General Council Meeting, this is the official logo of IDEA.

In general use, the logo is used with the name of the Association in the 4 official languages of IDEA – as demonstrated below.

OFFICIAL IDEA LOGO



This logo with the translations of the name of the association, is to be used for official IDEA correspondence, publications, web 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.

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 created for IDEA Day celebration:



IDEA MEMBERSHIP LOGO

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



Please note that the logo of IDEA must not be distorted or changed in any way. The IDEA colour must be the designated IDEA.red,

Any additional design/words should be in different colours.

© The IDEA logo (and officially approved variants) are copyright. Unauthorised use is an infringement of copyright.

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.



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.

ENDORSEMENT OF EVENTS

IDEA members can apply to the Executive Committee to have their event (festival, conference, congress) endorsed by IDEA, as well as have their event marked as an IDEA Regional Conference.

This means they can use the IDEA logo for the event, and also that IDEA promotes their event through its webpage, mailing lists and other channels.

Details and the procedure is further explained in the Appendix 6.11. of this Operational Manual.

7. Appendices

7.1 CURRENT CONSTITUTION

See IDEA web page www.ideadrama.org

7.2 CURRENT MEMBERSHIP FORMS

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

7.3 CURRENT GENERAL COUNCIL MEETING FORMS

To be posted on the IDEA web page www.ideadrama.org upon ratification of this document.

7.4 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.

7.4.1. 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)

7.4.2. 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

7.4.3. 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

7.4.4. 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

7.4.5. POSTAL VOTES

- ◇ Process outlined according to voting system used.

7.4.6. ELECTED OFFICERS

- ◇ Format for annual reports from Elected Officers
- ◇ Format for reports to General Council from Elected Officers

7.4.7. CONGRESS

See separate *Operational Manual for Congress organisation*.

7.4.8. PUBLICATIONS

- ◇ Proposals for publications

7.4.9. RESEARCH

- ◇ Proposals for research projects

7.4.10. PROJECTS

- ◇ Proposals for projects

7.4.11. REGIONAL EVENTS

- ◇ Proposals for Regional Events

7.4.12. YOUNG IDEA

- ◇ Proposals for Young IDEA projects

7.4.13. COMMUNICATIONS AND SOCIAL MEDIA

COMMUNICATION PROTOCOLS

- ◇ Guidelines for the IDEA web site
- ◇ Form for updates to the IDEA web site

ADMINISTRATOR

- ◇ Memorandum of Understanding with Administrator
- ◇ Form for monthly report by Administrator and invoice

7.4.14. OTHER FORMS

- ◇ Volunteering for IDEA (e.g. on working parties, advisory groups)
- ◇ Code of Conduct for volunteering

7.5 IDEA IN A NUTSHELL: TERMS AND ABBREVIATIONS

IDEA 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.

Abbreviation	Term	Function
GC	General Council also GCM	<p>Role Supreme authority of IDEA (Article 15.1) Membership All Organisational and Individual Members</p> <p>Voting rights: 3votes for Associations, 2 votes for Not-for-profit organisations – 1 vote for Individual members</p> <p>When held During congress, General Council Meeting (GCM) every 3 or 4 years,</p> <p>Major business <ul style="list-style-type: none"> ◇ Sets policy and goals for IDEA ◇ Ratifies Operational Manual ◇ Elects: <ul style="list-style-type: none"> ◇ 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 <ul style="list-style-type: none"> ◇ GC decides the host country (Article 16.5) Decisions can also be made between GCMs via postal ballot</p>
GCM	General Council Meeting	<ul style="list-style-type: none"> ◇ Held during a congress and once in between congresses. ◇ There may be Special General Council Meetings as provided for in the Constitution.
EOMs	Elected Officers	<ul style="list-style-type: none"> ◇ 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) <p>Note: appointed officers</p> <ul style="list-style-type: none"> ◇ Congress Director, nominated for forthcoming IDEA congress by the host member and appointed by GC (Article 43)
EOM	Elected Officers' Meeting	<p>Regularly scheduled ZOOM meetings In addition, there may be face to face meetings coupled with General Council Meetings, In need, decisions can be made via email between members, in the absence of a face-to-face</p>

Abbreviation	Term	Function
EC	Executive Committee	<ul style="list-style-type: none"> ◊ Elected as individuals and not as representatives of their countries or associations. ◊ May be re-elected once only (Article 29.2) ◊ Committee comprised of: <ul style="list-style-type: none"> ◊ 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: <ul style="list-style-type: none"> ◊ Projects Working Committee (PWC) coordinated by Director of Projects; ◊ Young IDEA Working Committee (YIWC) 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	<ul style="list-style-type: none"> ◊ 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: <ul style="list-style-type: none"> ◊ President of GMC ◊ Vice-President of GMC ◊ Secretary of GMC
AC	Accountancy Committee	<ul style="list-style-type: none"> ◊ 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: <ul style="list-style-type: none"> ◊ President of AC ◊ Vice-President of AC ◊ Secretary of AC
CG	Congress Committee	IDEA congress organising committee convened by the host member and appointed by GC (Article 43)
ICC	International Congress Committee	<ul style="list-style-type: none"> ◊ Convened by Congress Director in consultation with EC ◊ Drawn from the international IDEA community ◊ To assist with congress planning and organisation. ◊ These members shall be agreed by the EC/General Council
IDEA Regions Regional Networks		<ul style="list-style-type: none"> ◊ IDEA Africa ◊ IDEA Asia-Pacific ◊ IDEA Europe (IE) network with flexible structure ◊ IDEA Europe Meeting (IEM) – meets annually to select: <ul style="list-style-type: none"> ◊ 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.

7.6 IDEA AWARDS

The IDEA Awards recognise excellence, service and innovation in drama theatre education by individuals, groups, organisations and institutions in the following categories:

1. IDEA EXCELLENCE IN PRACTICE AWARD

For individuals or organizations making outstanding contributions to the advancement of drama/theatre in education through innovative theory, methods, or practice.

2. IDEA COMMUNITY IMPACT AWARD

For work using drama/theatre in education to create meaningful social or cultural change in communities locally or globally.

3. IDEA LEGACY AWARD

For individuals whose sustained contributions have significantly shaped the growth and values of IDEA as an international organization.

All IDEA Awards are of equal importance.

BACKGROUND

The IDEA Awards celebrate individuals, associations, organisations and institutions that promote the aims of IDEA to provide an international forum for communicating about, promoting and advocating for drama/theatre and education in schools, communities and all fields of endeavour and to support development of drama/theatre practice and theory as part of a full human education.

The IDEA Awards acknowledge exceptional work and achievements in the broad field of drama/theatre and education, promote excellence, reward and encourage the IDEA membership and draw others into the work of IDEA.

The IDEA Awards are established following a motion from CEDEUM at the General Council Meeting, Beijing, China, July 2024. These guidelines are ratified as IDEA policy at the General Council Meeting, Singapore, July 2025.

7.6.1. IDEA AWARDS GUIDELINES

1. PURPOSE AND OBJECTIVES

The IDEA Award has been established to recognize outstanding contributions to drama/theatre and education. The award celebrates innovation, excellence, and positive impact on our field. Its objective is to inspire individuals and organizations to strive for excellence in their endeavours.

2. NOMINATIONS

- Only IDEA members can nominate candidates for the award.

3. ELIGIBILITY

- The IDEA Awards are made to individuals or associations/organisations/
 - institutions.
 - Nominated individuals, associations, organizations, or institutions do not need to be IDEA members.

4. CALL FOR NOMINATIONS

The Call for Nominations will be issued one year/12 calendar months prior to the award ceremony.

5. AWARDS CATEGORIES

Nominations will be called for by the IDEA Executive Committee, for the four Categories of the Award:

1. IDEA EXCELLENCE IN PRACTICE AWARD

For individuals or organizations making outstanding contributions to the advancement of drama/theatre in education through innovative theory, methods, or practice.

2. IDEA COMMUNITY IMPACT AWARD

For work using drama/theatre in education to create meaningful social or cultural change in communities locally or globally.

3. IDEA LEGACY AWARD

For individuals whose sustained contributions have significantly shaped the growth and values of IDEA as an international organization.

7.6.2. GUIDELINES

- ◇ At the discretion of the IDEA Executive Committee, the IDEA Awards will be aligned with major IDEA events: IDEA Congresses or IDEA Regional Conferences that include a GCM meeting of IDEA members.
- ◇ For each Award period, the IDEA Awards are made at the discretion of the IDEA Executive Committee which may choose to call for nominations on all categories or may nominate specific categories.
- ◇ More than one recipient can be chosen per award category.
- ◇ The call for nominations will be made on all IDEA communications channels. This will include email, the social media platforms of IDEA, and the newsletter of IDEA.
- ◇ Nominations will be received by the IDEA Administrator, who will manage the organisation of the awards, call for nominations, appointment of Awards Committee, liaison with Awards Committee members, support and resources as required.

7.6.3. 4. IDEA AWARDS COMMITTEE

The Executive Committee of IDEA will invite respected members of the IDEA community, one from each world region, to form the IDEA Awards Committee for the nominated period.

PURPOSE OF THE COMMITTEE

The primary purpose of the IDEA Award Committee is to evaluate nominations, select recipients, and ensure the integrity and fairness of the award selection process in alignment with IDEA's values and mission.

COMPOSITION OF THE COMMITTEE

- ◇ The IDEA Award Committee will be composed of:
- ◇ Respected members of the IDEA community.
- ◇ Representation from each world region.
- ◇ Individuals who demonstrate significant contributions to or expertise in the fields of drama/theatre and education.

APPOINTMENT PROCESS

- ◇ Members of the IDEA Award Committee will be invited by the IDEA Executive Committee.
- ◇ The selection of committee members will prioritize diversity, equity, and expertise to reflect the global character of IDEA.
- ◇ The committee will be chaired by a designated individual, nominated by the IDEA Executive Committee.

7.6.4. ROLES AND RESPONSIBILITIES

- ◇ Review and evaluate nominations based on pre-established criteria.
- ◇ Engage in deliberations and discussions to ensure a fair selection process.
- ◇ Make final decisions on award recipients at least one month before the award ceremony

7.6.5. TERM OF SERVICES

Committee members will serve for a term of one award cycle (from the call for nominations to the award ceremony).

Members may be invited to serve in successive cycles at the discretion of the IDEA Executive Committee.

7.6.6. SUPPORT AND RESOURCES

The IDEA Executive Committee and the IDEA Administrator will provide administrative and logistical support to facilitate the work of the Award Committee.

Guidance materials, evaluation criteria, and timelines will be provided to all members.

7.6.7. CONFIDENTIALITY AND INTEGRITY

All committee members must maintain confidentiality regarding nomination details and deliberations.

Members must declare any potential conflicts of interest and recuse themselves from discussions if required.

7.6.8. NOMINATION PERIOD AND DECISION TIMELINE

Nominations will be accepted over a six-month period from the call for nominations.

The Award Committee will finalize decisions no later than one month before the Award Ceremony.

7.6.9. IDEA AWARDS CEREMONY

The IDEA Awards will be presented during major IDEA events, such as IDEA Congresses or IDEA Regional Conferences/Events, which include a General Council Meeting (GCM) of IDEA members.

7.6.10. IDEA AWARDS PRESENTATION

The host of the IDEA event will program the IDEA Awards as a feature of the event.

During that programmed event, recipients will receive:

- ◇ A printed Award Certificate, provided by IDEA and signed by IDEA President and Chair of the Awards

Committee /Award Committee members.

- ◊ A symbolic gift (for example, a small sculpture, print, painting, mask, etcetera preferably a work of art by an emerging local artist) provided by the hosts of the IDEA event.

7.6.11. PUBLIC ANNOUNCEMENT AND ACKNOWLEDGMENT

IDEA will create a dedicated page on the IDEA, where the recipients will also be published, with photos, names of recipients, a short CV and/or description, details of the award nomination and citation.

7.6.12. TRAVEL AND ACCOMMODATION SUPPORT FOR AWARD RECIPIENTS

- ◊ Nominees will be invited to attend the IDEA event to receive their Award.
- ◊ At the discretion of the IDEA Executive Committee, in consultation with the IDEA event host, an individual nominee or a representative of a group nominee will be supported to attend to receive their Award.
 - ◊ Co-funding/full funding may be negotiated.
 - ◊ IDEA financial support will be limited to travel, accommodation and registration for one individual; in the case of an association/ organisation/ institution, support will be limited to one individual representative, but if others wish to attend, they must provide all own costs of travel, accommodation and registration.

7.6.13. TIMELINE

The initial timeline for the IDEA Awards.

2026	Call for IDEA Awards.
	Establishment of the Award Committee (appointed by the Executive Committee).
	IDEA Day 27 November 2026: Announcement of first Awards
2027	Presentation of first Awards, IDEA Congress, Ankara, July 2027

It is planned to make these IDEA Awards ongoing. The subsequent timeline will be decided by the Executive Committee.

The proposal was created by Sanja Krsmanović Tasic, Vladimir Krušić, Yi Man Au, Robin Pascoe.

7.7 IDEA ENDORSEMENT GUIDELINES AND PROTOCOL

IDEA members can apply to the Executive Committee to have their event (festival, conference, congress) endorsed by IDEA.

WHAT MEMBERS DO GET FROM THE ENDORSEMENT OF THEIR EVENT:

- ◊ Promotion and visibility of their event through all IDEA channels:
- ◊ Facebook and Instagram
- ◊ IDEA webpage
- ◊ IDEA quarterly newsletters
- ◊ Emails to the members and wider drama/theatre and education community
- ◊ Recognition and branding, as an event of high quality, as IDEA, a world association, has endorsed it.
- ◊ More participants and followers of their event.
- ◊ What IDEA gets through the endorsement:
- ◊ Visibility.
- ◊ Connection with the local communities of the event.
- ◊ Dissemination of its activities, research and projects.

OBLIGATIONS:

Members who have the event endorsed by IDEA must provide:

- ◊ A discount fee for IDEA members for the event.
- ◊ An invitation, and funding or co-funding of EC members (President, Vice President, Secretary, Treasurer, or one of the Directors from the EC) to the event presentation, with a visible role of the invited EC member. (Opening speech, closing speech, Keynote, advocacy actions etc.) In some cases the presence of the EC member can be also completely funded by IDEA, or done online.
- ◊ Use the IDEA logo on all materials of the event and project.

Either the IDEA Support logo:



You may use the language variant of this logo. See earlier section of the Operational Manual.

Or if there is, on the promotional material or website of the event a sentence: "Supported by...", the IDEA logo can be used, also available in white:



Hosts of endorsed events must properly state this event is supported by IDEA, but not to overuse IDEA's branding for inappropriate promotions. Check with the IDEA Executive Committee for advice.

IDEA HAS THE OBLIGATION TO:

- ◇ Promote the event/project, on its social media platforms, webpage, newsletter, by emails to IDEA members and wider community.
- ◇ Send one representative of the EC the hosts have chosen, Prepare an appropriate speech or other involvement at the event.
- ◇ If necessary, co-finance with the organizers the travel and stay of the selected IDEA representative.

7.7.1. IDEA REGIONAL CONFERENCES OR FESTIVALS

Members can also apply to have their event titled and promoted as an IDEA Regional festival. It does not exclude it being an International event, but just adds more significance as an IDEA event.

There can only be one event (festival or conference) per year in a region defined by IDEA.

A regional IDEA event cannot be held or endorsed in the year of the IDEA Congress, that is held and organized every three years.

See also article 4.8 in the Operational Manual

PROTOCOL:

- ◇ The member wanting to have IDEA endorsement should write to the IDEA administrator (ad. ideadrama@gmail.com) stating the request.
- ◇ IDEA administrators should send the form to the member organizing the event to fill in describing the event, with additional information.
- ◇ At the monthly EO meeting the IDEA Administrator should present the request.
- ◇ EC will vote on whether the event will be endorsed or not. Additional information could be requested.
- ◇ The member should be notified about the outcome of the voting.
- ◇ IDEA, represented by the President and the member hosting the event, should sign a Memorandum of Understanding for the event/project, thus making it final.
- ◇ The host is obliged to send all promotional material in the required format, rules sent by the administrator, to IDEA admin, to publish on social media and IDEA Website.
- ◇ The host should be in contact with the chosen EC member about travel accommodation and requested activity at the event/project.
- ◇ At the finalization of the event a short and longer report should be sent to IDEA together with program, photo material etc, to be saved in the IDEA archive and published on the IDEA website and newsletter.

IDEA'S CRITERIA FOR ENDORSEMENT EVENTS AND PROJECTS

- ◇ Alignment with IDEA's mission (for example to promote drama and theatre as essential parts of education, advocacy and impact for the further development of drama/theatre and education, etc).
- ◇ Educational focus.
- ◇ Inclusivity (the event must be open to diverse participants across age, culture, gender, language, ability).
- ◇ Non-commercial (the event should not be focused primarily on commercial profit, but rather the educational aspect).
- ◇ Transparency (hosts of the event should provide us with a detailed program and content for promotion).
- ◇ Cooperation (The events need to promote international cooperation, dialogue, exchange...).
- ◇ Non-political (the event cannot focus on political promotion).
- ◇ Participation:
 - ◇ What kind of discount will be provided to IDEA members and board?
 - ◇ Will an IDEA EC member be invited to the event?
 - ◇ How will IDEA participate in the project?
 - ◇ How will they promote IDEA in their event/project material?
 - ◇ How is the event connected to other activities of IDEA
 - ◇ What is the number of Participants

NOTA BENE: Priority is to be given to IDEA member Associations, organizations and institutions, rather than individual members.

NOTA BENE: It is important that the event does not coincide in the same year as IDEA world Congress. (If there are too many regional conferences around the same time, the focus provided by one international congress might be lost. IDEA Operational Manual 4.8.2).

7.8 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 affected 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.

7.9 RUNNING IDEA CONGRESSES IS PUBLISHED AS A SEPARATE APPENDIX TO THE OPERATIONAL MANUAL



1992 Congress in Porto Portugal



1995 Congress in Brisbane Australia



1998 Congress in Kisumu Kenya



2001 Congress in Bergen Norway

Images by Robin Pascoe

7.10 COMPARISON OF CONGRESS AND REGIONAL CONFERENCE FORMATS

The following comparison table is designed to inform this concept:

	IDEA Congress	IDEA Regional Conference	Notes/comments
Focus	International	Regional	
Themes	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	Significant regional issues for drama education e.g. implementation of local drama curriculum; support for practice; drama for sustainability in the region	
Number of delegates	1000-2000+	100-200	Open for discussion
Location	Major hub with connections to international routes	Regional hub; easy access for delegates from the region	
How long should the event run?	5-7 days (perhaps with a rest day for sightseeing)	2-3 days; generally across a weekend to maximise attendance by delegates	
When will the event be run?	Every 2-3 years has been the traditional pattern, but the constitution allows for a congress every 2, 3 or 4 years	No pattern has been established. To suit regional local needs	
Time of year	To maximise attendance; summer in Northern Hemisphere; to suit school holidays in Southern Hemisphere	To suit regional needs.	
Cost (indicative costs only)	Major financial cost registration (not including travel, accommodation, living expenses)	Conference aims to minimise registration costs	The role of volunteers in managing costs is noted.
Structure	Congress offers major international keynotes, workshops, research paper presentations, Special Interest Groups, Young IDEA, Publications, Projects, social interactions and sharing	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.	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
Host	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	Host organisations Manages the conference on the ground Sets up themes, focus IDEA Supports the host organisation with advice Works with the host on budgeting, international advisory committee, identifying keynote speakers	
Encouraging participation	Establishes mechanisms for supporting attendance from delegates who are not able to attend without support	Aims to maximise local involvement	

7.11 IDEA ELECTED OFFICERS >1992

PRESIDENTS:

Name	Country	Period
Maria van Bakelen	The Netherlands	1992-1995 1995-1998
Larry O'Farrell	Canada	1998-2001 2001-2004
Dan Baron Cohen	UK/Brazil	2004-2007 2007-2010
Patrice Baldwin	UK	2010-2013
Robin Pascoe	Australia	2013-2017 2017-2020
Sanja Krsmanović Tasić	Serbia	2020-2024 2024-2027

EXECUTIVE COMMITTEE VICE PRESIDENTS:

Name	Country	Period
Carlos Fragateiro	Portugal	1992-1995
Kate Donelan (+Director of Projects)	Australia	1995-1998
Tintti Karppinen	Finland	1998-2001
Liliana Galvan	Peru	2001-2004 2004-2007
Sandra Gattenhof	Australia	2007-(2009)
Mercy Mirembe Ntangaare	Uganda	(2009-2010) 2010-2013
Sonya Baehr	USA	2017 - 2020
Liliana Galvan	Chile	2020-2024
Ólafur Guðmundsso	Iceland	2024-2027

EXECUTIVE COMMITTEE SECRETARIES:

Name	Country	Period
Tony Grady	UK	1992-1995 1995-1996
Bruce Burton	Australia	(1996)-1998
Patrick Mangeni,	Uganda	1998-2001
Subodh Pattnaik	India	2001-(2003)
Susan Batty	New Zealand	(2004-2004)
Robin Pascoe	Australia	2004-(2005)
Catherine Kariuki	Kenya	(2005-2007) 2007-2009
Betsi Pendry	South Africa	(2009-2010)
Karen Libman	USA	2010-2013
Kimberley Snider	Canada	2013-2016
Susan Batty	New Zealand	(2016-2017)
Alexandra Espiridião	Portugal	2017 - 2020
Nancy Franco	Columbia	2020-2024 2024-2027

EXECUTIVE COMMITTEE TREASURERS:

Name	Country	Period
Jean Gabriel Carasso	France	1992-1995
André Wengler (co-treasurer)	Luxembourg h	1992-1995
Norah Morgan	Canada	1994-1995
Mel Bernardo	Philippines	1998-2000
Lucien Nicolas	France	2001-2004
Parasuram Ramamoorthi	India	2004-2007
Aud Berggraaf- Saebo	Norway	2007-2010
Rannveig Thorkelsdottir	Iceland	2010-2013
Guðný María Jónsdóttir	Iceland	2013-2016
Joachim Reiss	Germany	(2016-2017) 2017 -2024
Nikos Govas	Greece	2024-2027

EXECUTIVE COMMITTEE DIRECTORS OF PROJECTS:

Name	Country	Period
Carlos Fragateiro +Vice Pres.	Portugal	1992-1995
Kate Donelan +Vice Pres.	Australia	1995-1998
Christoffer J. Odhiambo	Kenya	1998-2001
Hannu Heikkinen	Finland	2001-(2003)
Aud Bergraff Saebo	Norway	(2003-2004)
Steven Clark,	France	2004-2007 2007-2010
Jean-Henri Dreze	Belgium	2010-2013
Sonya Baehr	USA	2013-2017
Tom Willems (Co-director)	Netherlands	2017 - 2020 2020-2024
Tomas Leijen (Co-director)	Netherlands	2020-2024
Miao Bin	China	2024-2027

EXECUTIVE COMMITTEE DIRECTORS OF PUBLICATIONS

Name	Country	Period
Emile Lansman	Belgium	1992-1995
Joyce Wilkinson	Canada	1995-1998
John O'Toole	Australia	1998-2001 2001-2004
Laura A. McCammon	USA	2004-2007
Janinka Greenwood	New Zealand	2007-2010 2010-2013
Richard Sallis	Australia	2013-2017 2017 -2020
Beth Murray	USA	2020-2024 2024-2027

EXECUTIVE COMMITTEE DIRECTORS OF RESEARCH POSITION CREATED 2010->:

Name	Country	Period
Samuel Leong	China/ Hong Kong	2010-2013
Peter Duffy	USA	2013-2017 2017 -2020
Zeki Ozen	Turkiye	2020=2024 2024-2027

EXECUTIVE COMMITTEE GENERAL MEMBERS:

Name	Country	Period
Ernesto Raez +Vice President of AC	Peru	1992-1995 1995-1998
Stig Eriksson +co-Dir of Publications	Norway	1992-1995
Beng Gabangon		1992-1995 1995-1998
Francesco Beja	Portugal	1992-1995
Opiyo Mumma	Kenya	1992-1995
Mary Yirenyi	Ghana	1995-1998
Tintti Karppinen	Finland	1995-1998
José Gil	Portugal	1998-2001
Vlado Krušić	Croatia	1998-2001 2001-2004
Sarah Quiroga	Argentina	-1998 (died 1999)
Laura A. McCammon	USA	(1999-2001)

DIRECTOR OF SOLIDARITY 2004-2010:

Name	Country	Period
Åsa Peterson	Sweden	2004-2007 2007-2010

DIRECTORS OF COMMUNICATION 2010 ->:

Name	Country	Period
Bira Azevedo	Brazil	2010-2013
Julian Park	South Korea	2013-2017
Daniel Betty	New Zealand	2017 - 2020
Tomas Leyjen	Netherlands	2019-2020
Colleen Roche	Australia	2020-2024
Christine Hatton	Australia	2024-2027

DIRECTORS OF YOUNG IDEA

Name	Country	Period
Ghonche Materego	Tanzania	2004-2007 2007-2009
Cris Gonzales	Philippines	2009-2010
Luvel García	Cuba	2010-2013
Mae Angelica Heruela	Philippines	2013-2017
Marion Küster and Aline Menz	Germany	2017 - 2020
Nefeli Angelogou and Kathrine Gooses	Germany	2020 - 2024
Fredyl Hernandez	Philippines	2024 - 2027

ACCOUNTANCY COMMITTEE PRESIDENTS

Opiyo Mumma	Kenya	1992 - 1995
David Davis	UK	1995 - 1998
Subodh Patnaik	India	1998 - 2001
Roger Hancock	UK	2001 - 2003
Jeffrey Tan	Singapore	2003 - 2004
Larry O'Farrell	Canada	2004 - 2007 2007 - 2010
Carl Fredrik Olafsen	Norway	2010 - 2013
Marion Küster	Germany	2013 - 2017
Sanja Krsmanović Tasić	Serbia	2017 - 2020
Dagmar Höfferer	Austria	2020 - 2024 2024 - 2027

ACCOUNTANCY COMMITTEE VICE-PRESIDENTS

Ernesto Raez	Peru	1992 - 1993
Ingrid Dormion Koudela	Brazil	1993 - 1995
Aud Berggraf Sæbø	Norway	1995 - 1998 2004 - 2007
Kate Donelan	Australia	1998 - 2001 2001 - 2004
Tintti Karppinen	Finland	2007 - 2010 2010 - 2013
Sean Kwan	China/Hong Kong	2013 - 2017
Ólafur Guðmundsson	Iceland	2017 - 2020
Christine Hatton	Australia	2020 - 2024
Roberson Nunes	Brazil	2024 - 2025
Suzana Durão	Portugal	2025 - 2027

ACCOUNTANCY COMMITTEE SECRETARIES

Gerry Thurston	Canada	1992 - 1993
Susan Pearson Davis	USA	1993 - 1995
Elvira Fe Holmberg	Singapore	1995 - 1998
Carmel O'Sullivan	Ireland	1998 - 2001 2001 - 2003
Janinka Greenwood	New Zealand	2006 - 2007
Danièle Naudin	France	2007 - 2010
Marion Küster	Germany	2010 - 2013
Ihsan Metinnam	Türkiye	2013 - 2017
Dagmar Höfferer	Austria	2017 - 2020
Arnold Koledji	Togo	2020 - 2024
Asha Nathan	Singapore	2024 - 2027

GENERAL MEETING COMMITTEE PRESIDENTS

Francesco Beja	Portugal	1992 - 1993
Tag McEntegart	UK	1993 - 1995 1995 - 1998
Dan Baron Cohen	UK/Brazil	1998 - 2001 2001 - 2004
Vlado Krušić	Croatia	2004 - 2007 2007 - 2010
Steven Clark	France	2010 - 2013
Sanja Krsmanović Tasić	Serbia	2013 - 2017
Liliana Galván	Peru	2017 - 2020
Kristin Runde	Norway	2020 - 2024
Ása Helga Ragnarsdóttir	Iceland	2024 - 2027

GENERAL MEETING COMMITTEE VICE-PRESIDENTS

Stig Eriksson	Norway	1992 - 1993
Mel Bernardo	Philippines	1993 - 1995
Edwina Issa	Jordan	1995 - 1998 1998 - 2001
Tintti Karppinen	Finland	2001 - 2004 2004 - 2007
Cris Gonzales	Philippines	2007 - 2008
Mercy Mirembe Ntangaare	Uganda	2008 - 2009
Vicensia Schule	Tanzania	2009 - 2010 2010 - 2013
Byoung Joo Kim	South Korea	2013 - 2017
Kristin Runde	Norway	2017 - 2020
Ása Helga Ragnarsdóttir	Iceland	2020 - 2024
Matthew Sheahan	Canada	2024 - 2027

GENERAL MEETING COMMITTEE SECRETARIES

Kate Donelan + Congress Director	Australia	1992 - 1993
Katalin Gabnai	Hungary	1993 - 1995
Chris Cooper	UK	1995 - 1998
Mary Yirenyi	Ghana	1998 - 2001
Robin Pascoe	Australia	2001 - 2004
Richard Sallis	Australia	2004 - 2007
Robert Corbeli	Canada	2007 - 2010
Sanja Krsmanović Tasić	Serbia	2010 - 2013
Maria van Bakelen	Netherlands/France	2013 - 2017
Winnie Nabwami	Uganda	2017 - 2020
Patrick Ogutu	Kenya	2020 - 2024
Tom Willems	Netherlands	2024 - 2027

7.12 ADMINISTRATORS >2005

Katherine Hoepper	Australia	2005
Katrina Torenbeek	Australia	2006 - 2007
Izida Sakić	Bosnia and Herzegovina	2008 - 2011
Elizabeth Dye	UK	2011 - 2013
Anne Winterton	Australia	2013 - 2016
Peter Wallace	Australia	2016 - 2017
Sónia Bernardo Correia	Portugal	2017 - 2020
Borisav Matić	Serbia	2021 - 2024
Dunja Đokić Matulić	Serbia	2024 - ongoing



IDEA Branding Guidelines 2025

These guidelines have been developed in November 2025 based on discussions at the IDEA General Council Meeting, Singapore, July 2025.

They build on and replace all previous versions until further notice.

© 2025 The IDEA logo (and officially approved variants) are copyright. Unauthorised use is an infringement of copyright.



OUR IDENTITY

IDEA presents a consistent identity based on our logo, colour palette, typography, imagery, and graphics.

IDEA has created a set of design guidelines to ensure consistency in our brand communication.

The core design elements are the essential visual elements of our brand.

IDEA retains copyright and must approve all use of the IDEA brand.

IDEA GOALS

Connect. Visualize. Uplift. Reach.

Connect new, existing and past audiences to the IDEA network, both the international network as local, using strong communication via the correct platforms.

Visualise the impact and knowledge of project and research for idea members and all other members of society who can benefit from this knowledge.

Uplift the number of new members, long term leveraging this work into an ongoing work flow.

Reach a younger audience that will become a member of, and contribute to the IDEA network.

TONE OF VOICE

Fresh. Inviting. Direct.

Fresh: We want to reach a new and enthusiastic audience, we can be serious or funny, but we should be sharp and short. We don't want to be rude and we don't want to be corporate.

Inviting: Our messages should be easy to understand for everyone with an interest in theatre/education (also non IDEA members). We don't want to be exclusive.

Direct: We don't want to use too many words, but instead short and catchy messages or posts with an (simple) image/movie. If people want to read more they can go to the webpage.

OUR SIGNATURE ID

Core logo

The main logo is formed by three elements: the wordmark (IDEA), symbol (IDEA Eye) and baseline tag-line. This configuration is the preferred usage of the logo.

There are two versions

- IDEA Red on white background
- White on IDEA Red background

On contrasting backgrounds the white version is to be used.

IDEA Eye Symbol

The symbol is bold, approachable, and recognisable.

It is not normally used alone without wordmark and baseline

Baseline in English.

There are Baseline variants in the other official languages of IDEA.

Note: consistent use of **IDEA Red**.

Space and minimum size

Clear space

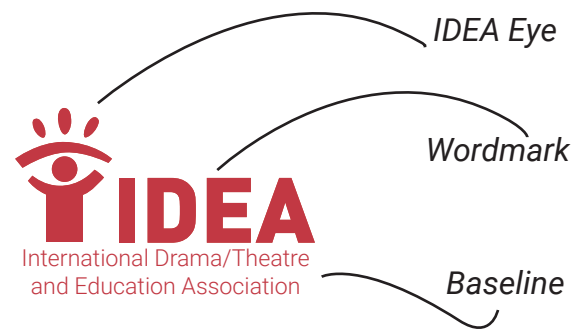
Maintain clear space around the logo to protect the logo from distracting graphics or typography.

Measure clear space by the height of the "I". Never allow typography or other elements to "invade" the logo.

Never redraw or alter the logo, including the placement and size relationship of its letters or symbol.

Minimum logo size

Never reproduce the logo/baseline smaller than the size represented on the right. If you need to reduce more, use the version without the tag-line.



MEMBERSHIP IDENTIFICATION LOGO VERSIONS



SUPPORTED BY IDEA LOGO VERSION



This logo designates that the organisers have sought IDEA support and it has been approved. The logo will be provided by the IDEA Administrator and its use is restricted to specified agreed events. Care must be taken by all who use this version of the IDEA logo that information in all languages is readable.

SPECIAL PURPOSE VERSIONS OF THE IDEA SIGNATURE LOGO

The IDEA Executive Committee may create variations on the IDEA signature logo for specific purposes such as IDEA Day or IDEA webinars.

These variations must maintain the integrity of the IDEA signature logo. But may add additional elements within the limits set out.



All such variations must be approved by the Executive Committee or delegated members.

Brand protection

In general terms, protect the integrity of the IDEA signature identity.

In the IDEA signature logo:

- Don't use gradients on the logo.
- Don't change the colour of the logo.
- Don't try to recreate the logo, retype the monogram in with a different font.
- Don't apply any deformation.
- Don't apply texture or effects.
- Don't alter the configuration of the elements.

BRAND COLOURS

IDEA Red

C	M	Y	K
0	75	71	20
R	G	B	
194	59	67	

HEX Colour # C285441

Pantone 1797C

IDEA Coral

C	M	Y	K
0	50	35	0
R	G	B	
246			

HEX Colour # F6978F

Pantone 177C

IDEA Inviting Grey

C	M	Y	K
0	0	0	70
R	G	B	
88	89	91	

HEX Colour # 58595B

Pantone 411C

Note.
Perceptions of colour vary from person to person. Colour may appear different on different screens and technologies.

TYPOGRAPHY IN COMMUNICATION

Use this typeface for the titles

FF DIN Paneuropean

Use this typeface for the text

Roboto

This document uses these fonts and brand colours.

IDEA LOGO ON DIFFERENT BACKGROUND COLOURS

Printing on light backgrounds use the IDEA Red version.

Printing on dark backgrounds use the IDEA white version.

When you need to use the logo on similar background colours of the IDEA Red version use the logo in white.

When you need to use the logo on some noisier backgrounds, use the logo in white.



IMAGERY

Type of photos

Use photos that represent the concept. The photos need to express enthusiasm, freshness and be inviting.

On social media, focus on community, artistry and professionalism.

Community

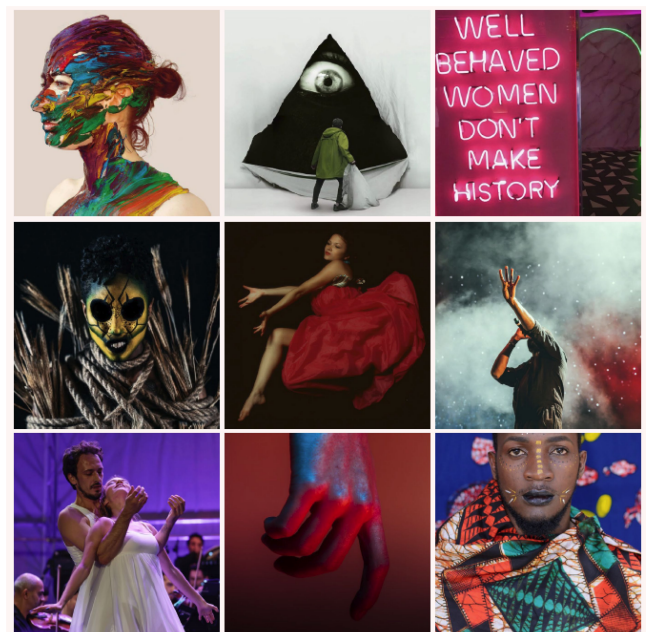
Use images that promote the building of an online community, encourage a place where people share knowledge between themselves and give IDEA a global face.

Artistry

Use images that give IDEA a fresh, artistic and global face.

Professionalism

Use images that present IDEA as a professional and active organization.



MANAGING IDEA BRANDING

The Executive Committee determines the preferred format for communicating IDEA's research, projects and events.

This information is current from November 2025. But the Executive Committee may change and update. Changes will be published by IDEA as required.