



**31ST INTERNATIONAL  
CARTOGRAPHIC CONFERENCE**  
13 - 18 AUGUST 2023 | CAPE TOWN | SOUTH AFRICA  
SMART CARTOGRAPHY FOR SUSTAINABLE DEVELOPMENT

# INTERNATIONAL CARTOGRAPHIC EXHIBITION

## EXHIBITION GUIDELINES

[www.icc2023.org](http://www.icc2023.org)

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SMART CARTOGRAPHY FOR SUSTAINABLE DEVELOPMENT



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## CARTOGRAPHIC EXHIBITION

The Cartographic Exhibition allows ICA National and Affiliate Members to showcase their recent cartographic material. The exhibition will be formally opened on Monday with a brief ceremony and will remain open until Friday lunch time. The Cartographic Exhibition Catalog includes descriptions of all exhibited items and is published with an ISBN. It will be available for download (PDF) from the conference website at least two weeks prior to the conference until the end of the conference. After the conference, the Catalog will be available for download from the ICA website.

### **Physical cartographic exhibition**

Items in the physical exhibition will be displayed on shelves, tables, and kiosks for the duration of the conference in an area designated for the Cartographic Exhibition. All items accepted for the physical exhibition must be transported by the Exhibitor to the conference venue. The Exhibitor must identify the person to carry the items to South Africa.

Materials will be grouped by National Members and by Affiliate Members, each preferably in alphabetical order.

#### *Setup*

1. Prior to the Cartographic Exhibition, the LOC will set up tables, shelves, and kiosks on which the items can be displayed.
2. All items must be installed for display in the Cartographic Exhibition area of the conference venue on Monday between 08:00 and 9:30.
3. Exhibitor representatives will receive guidance from the LOC regarding the locations of their assigned display spaces, and how to place the items. The LOC will be on hand to coordinate the set up and aid where necessary, but the Exhibitor representatives are responsible for most of the work of placing materials and arranging items for display on tables, shelves and in kiosks.

#### *Dismantling*

1. All winning entries are granted to the ICA for further promotional use and remain with the ICA for further use and archiving. The copyright, however, remains with the original owner. See 'Permission to use exhibition items' below for more details. All other items can be removed by the Exhibitor representatives on Friday afternoon.



2. After the Cartographic Exhibition, the LOC will adopt all necessary solutions to clean up the exhibited items. Items left behind that are worth preserving will be taken over by the LOC for distribution, the rest will be disposed of as necessary.

### **Online cartographic exhibition**

Items in the online exhibition will be accessible to delegates via the conference website, and they will also be displayed on screens at the conference venue.

#### *Upload*

All items accepted for the online exhibition must be submitted and uploaded to the online platform. No email submissions will be accepted.

***Uploaded items, e.g., PDFs, will be viewed in a browser and will therefore be downloadable by anyone who views them. It is therefore essential to include a copyright information on items that are uploaded.***

## **INSTITUTIONS ELIGIBLE FOR SUBMISSION OF ITEMS TO THE EXHIBITION**

### **ICA National Members**

To participate, each ICA National Member must authorize and select the materials to be exhibited from their country. For the purposes of the Exhibition, each National Member is an Exhibitor, regardless of whether there is one or many items exhibited by that country.

Each country may have different policies regarding the coordination of the exhibit materials. The Local Organizing Committee (LOC) requests that each National Member acts in coordination and communication with the other institutions of their respective country. In the case of any questions or problems, the Exhibitor representative designated by the National Member will be the only official contact for the LOC.

### **ICA Affiliate Members**

Affiliate Members are organizations, institutions, or companies that support the mission and activities of ICA. An Affiliate Member designates an Affiliate Coordinator who will be the only official contact for the LOC related to the exhibition.

An Affiliate Member is also considered to be an Exhibitor and should comply with all guidelines stated in the following sections. In case of questions or problems, the Exhibitor representative designated by the Affiliate Member will be the only official contact for the LOC.

## SUBMISSION RULES

Submissions are invited in the categories of material that reflects recent work and must have been edited or modified after December 2021 (the date of the last ICC in Florence - Italy). Exhibitors with a potentially large number of materials, should choose a representative sample, or only the best examples, to create a display with greatest impact. Each Exhibitor may submit the following number of entries per category:

- For the online exhibition, a maximum of 18 entries in the category/ies of their choice, e.g., 3 entries per category or 18 entries in a single category.
- For the physical exhibition, a maximum of 3 entries per category.

### Categories

<b>Maps Products (MP)</b> Maps and other cartographic products suitable for display on a 2D monitor.	Online exhibition
<b>Charts Products (CP)</b> Nautical and aeronautical charts, as well as navigational products suitable for display on a 2D monitor.	Online exhibition
<b>Atlases (AT)</b> Both digital and non-digital atlas products.	Online exhibition or Physical exhibition
<b>Story Maps (SM)</b> Websites that tell a story via maps or convey narrative text via maps.	Online exhibition
<b>Educational cartographic Products (EP)</b> Both digital and non-digital cartographic products designed for educational purposes.	Online exhibition or Physical exhibition
<b>Physical cartographic Products (PP)</b> Any physical cartographic products that cannot be displayed on a 2D monitor, such as tactile maps, globes and relief models.	Physical exhibition
<b>Digital cartographic Products and Services (DPS)</b> Online (web-based) digital cartographic products and services, including e.g., online topographic maps and geoportals. <b>This category is not part of the competition and will not be judged.</b>	Online exhibition

### **Permission to use exhibition items**

By submitting an item to the Cartographic Exhibition, whether physical or digital, the Exhibitor grants to the ICA, ICC 2023, and its designated agents, permission to use descriptions or images of the items for promotional use for the duration of the conference. In all cases, however, the copyright shall remain with the authors. Following the conference, winning entries remain available to the ICA for further use and archiving in its newsletter, on the ICC 2023 or ICA web sites, or any other ICA publication. Any such reproduction will carry the author(s)' name(s). Author(s) shall receive no compensation for these reproductions, but shall receive, upon request, a complimentary copy of any product that is produced using a representation of their work.

### **No late entries will be displayed**

The LOC will not authorize the exhibition of items that were not confirmed and included in the Cartographic Exhibition Catalog before the start for the conference. This applies equally to the physical and the online exhibition.

### **No-show items to be removed from the Exhibition Catalog after the conference**

If an Exhibitor has announced participation in the Cartographic Exhibition and has sent all the information required, but then cannot transport the items physically to the conference venue in time, at the end of the conference the item will be considered as removed from the Exhibition. To achieve this, the LOC will inspect the physical and online exhibitions during the conference to determine whether any items announced in the Exhibition Catalog have not arrived or are not available on the online platform. Such items will be removed from the post-conference Exhibition Catalog.



## COMPETITION

All items displayed in the Cartographic Exhibition, except digital cartographic products and services, will be evaluated by:

- a. a jury of international experts, and
- b. a public vote.

Three winners per category will be decided by the jury vote. One winner per category will be decided based on the public vote. The jury may elect to aggregate, with explanation and motivation, the awards for any category.

Winning items will receive an ICA certificate and the right to use the ICA International Cartographic Exhibition Award Winner Logo. The awards will be presented at the Closing Ceremony of the conference.

The LOC will assist with the coordination and implementation of the competition, without exercising any direct influence on the awards. Confirmation by the LOC to exhibit material in the Exhibition does not imply an award.

## PROCEDURE FOR UPLOADING MATERIAL AND RESERVING SPACE IN THE PHYSICAL EXHIBITION

Each Exhibitor designates a representative who will be the official contact person for all correspondence related to the Exhibition, reserve physical exhibition space, upload materials for the online exhibition, attend the conference as a registered attendee, and also bring to Cape Town the cartographic materials that are to be included in the physical exhibition. The representative may or may not be the same person as the National Coordinator or Affiliate Coordinator. For the physical exhibition, this representative will coordinate with the LOC (in the Exhibition area at the conference venue) to ensure that their exhibition materials are placed in the allocated exhibition areas and will be available to answer queries from Exhibition visitors. For the online exhibition, the representative will upload the relevant material.

### Submission of exhibition material by 15 May 2023

A link for registering as an Exhibitor representative exhibition will be available on the conference website **by 16 January 2023**. Once registered, the representative will receive an email with a link to the site where exhibition items can be uploaded for the online exhibition and space for the physical exhibition can be requested.

### Information to be provided when registering as Exhibitor representative:

- Name of ICA National Member or Affiliate Member
- Country
- Name of Exhibitor representative who will be in attendance at the ICC 2023 and upload the material
- Email address of the Exhibitor representative
- Number of items to be submitted to the physical exhibition
  - Atlases (max 3)
  - Educational cartographic products (max 3)
  - Physical cartographic products (max 3)
- Number of items to be submitted to the online exhibition (max 18)
  - Maps Products
  - Charts Products
  - Atlases
  - Story Maps
  - Educational Cartographic Products
  - Digital cartographic Products and Services

The Exhibitor representative must submit the items for the online exhibition and must request space for items in the physical exhibition by uploading information about the items specified below. Items with an \* are mandatory. This information will be used to prepare the Exhibition Catalog and to plan the space for the physical exhibition. The LOC will review all requests and confirm (by email) each submission with the Exhibitor representative. For items in the physical exhibition, the LOC will assign space to each confirmed exhibition item.

#### **Information for each item:**

- Email address of registered representative
- Title (in English) \*
- Author(s)\*
- Published by\*
- Date published\*
- Language(s) used on the legend\*
- Copyright notice\*
- Abstract\*
  - 100 words max in English, stating the purpose, content and cartographic method applied in the creation of the cartographic product. The LOC will not edit the abstract, therefore please ensure that the description is clear and concise.
- Thumbnail image for the online catalogue\*
  - A picture or screenshot of the item (PNG or JPEG) at **150 dpi or higher** with the following dimensions: **1280px x 720px** (landscape). The recommended file size is minimum **400KB**, maximum **1MB**.
- Thumbnail image for the printed catalogue\*
  - A picture or screenshot of the item (PNG or JPEG) at **300 dpi** with the following dimensions: **1920px x 1080px** (landscape or portrait). The recommended file size is minimum **5MB**, maximum **30MB**. **CMYK** is preferable to retain the exact colors for printing.

#### **Category-specific information for items in the respective categories:**

##### ***Maps Products and Charts Products***

- Dimensions of the sheet (in millimeters, if relevant)
- Scale (if relevant)

##### ***Atlases***

- Type\*
  - physical / digital
- For the physical exhibition
  - Dimensions of the atlas (in millimeters) \*
  - Number of pages\*
- For the online exhibition
  - URL (if applicable)

### **Story Maps**

- Software with which the story map was developed\*
- URL\*

### **Physical Cartographic Products**

- Dimensions of the sheet (in millimeters, if relevant)
- Scale (if relevant)

### **Educational Cartographic Products**

- Type\*
  - physical / digital
- For the physical exhibition
  - Dimensions of the product (in millimeters) \*
- For the online exhibition
  - URL (if applicable)

### **Digital cartographic Product or Service**

- Scale (if relevant)
- Type\*
  - e.g., app, DVD, web map, TMS/XYZ Tile, Google API, OGC web service.
- Operating system
  - e.g., Windows, MacOS, Linux, Android, iOS.
- URL (if applicable)

### **For each item in the online exhibition:**

Upload either the item (PNG, JPEG, PDF or TIFF) or in the case of an online item accessible via a URL, enter the URL for the video of the item (MP4) in a cloud folder (shared link). The LOC will download the video from this link and upload it to a YouTube channel from where it will be displayed in the online exhibition.

- The recommended file size for the item is 5MB, maximum 30MB.
- The maximum file size for the video of an online item accessible via a URL (MP4) is 100MB.

The video should be 2–4 minutes in length, describe the product, provide a visual tour of its features and functionality, and if possible, include a URL link at the end for viewers to link to the actual product. An audio component is encouraged although not required.

## Important dates

10 October 2022	Guidelines for the International Cartographic Exhibition are published
16 January 2023	Registration of Exhibitor representatives opens Submission of exhibition material and requests for space in the physical exhibition opens
15 May 2023	Submission of exhibition material and requests for space in the physical exhibition closes
15 June 2023	Confirmation of physical exhibition space
31 July 2023	The exhibition catalogue (as PDF) and online exhibition are available on the conference website
14 August 2023 8:00 - 9:30	All items are installed for display in the physical cartographic exhibition area of the conference venue
14 August 2023 10:00	Official opening of the online and physical exhibition
18 August 2023 12:30	End of the exhibition
18 August 2023 12:30 – 16:00	Exhibitor representatives can remove items from the physical exhibition