

Museums & Mineralogy 10 (2024)
Bid to host from Amgueddfa Cymru -National Museum Wales

IMA-MC requirement	Details from this bid
<p>1. The conference must be primarily organised by museum professionals from a single museum, university collection or group of museums/collections</p>	<p>The M&M 10 conference will be organised by Amgueddfa Cymru – National Museum of Wales, with logistical support from the Mineralogical Society of UK & Ireland. Homepage Amgueddfa Cymru National Museum Wales About the Society - Mineralogical Society (minersoc.org)</p>
<p>2. The physical conference venue should be centred in one city and suitable accommodation and travel links to and from this city must be available. The organising committee may, if required, call on professional help and advice from non-museum organisations for other aspects of delivering a conference (for example: accommodation, venues, catering and travel).</p>	<p>The conference will be held in Cardiff, Wales. This is a recognised conference and tourist destination with adequate travel links and accommodation (see presentation). As indicated above the Museum will be supported in the organisation of this event by the Mineralogical Society of UK & Ireland, which has a proven track record of running international meetings (involving many thousands of delegates to date).</p>
<p>3. None of the organising committee can have a personal connection with the commercial side of collecting geological objects or organising conferences in a way that might be perceived as having a personal conflict of interest (For example: Dealerships, Show organisation, Preparation services, Conference management). Above all else, it is imperative to stress that this conference is for Museum and Collections Professionals (Curators, Conservators, Museum-based Researchers, and others in related museum-relevant roles, including those in Universities or Research Institutes). Interdisciplinary sessions or individual presentations are welcomed but must retain a clear and dominant connection to the mineral and geological sciences or the study, management, exhibition or promotion of mineral-bearing specimens in museums.</p>	<p>None of the organising committee has any personal connection to any commercial side of the conference organisation. We will provide a due diligence check to document this.</p>
<p>4. Prior to a proposal coming to the Commission for voting, the relevant IMACM national</p>	<p>The UK IMA Museum rep has been contacted and is fully aware of the details of this</p>

representative must be consulted.	application. – John Faithfull
5. The conference must not be organised in conjunction with, or by a mineral show organisation. The conference must be organised as a stand-alone event. Though it may take place at approximately the same time (e.g., in 2008, co-occurrence of the Golden M&M6 conference and Denver Show 2008) there should be no direct connection.	The conference will be a stand-alone event and is not associated with any mineral shows or the likes. It will be run at a date close to, but independently organised from, the European Mineralogical Conference (Dublin) to maximise attendance at M&M 10.
6. Every effort should be made by the organisers to schedule the meeting so as to reduce overlap with the busiest University teaching periods. Previously the conference has been in July/August/September, but it is acknowledged that different countries have different schedules	The proposed dates of the meeting are 12th-14 th August 2024
7. The proposal must come with a well-thought out and clear museum/collections relevant programme. We would advise that any proposal should be submitted to the IMA-CM ideally four years in advance. So that proposals can be discussed at the IMA-CM business M&M meeting (An exception is made for the 2024 conference, due to the COVID pandemic of 2020/2021)	As this is more than 2 years in advance, only broad themes can be outlined, as it is essential that the program covers relevant themes, core area which it is anticipate will be included are:- <ul style="list-style-type: none"> • mineralogy underpinning collections & mineral classification • collection care and conservation (including digitisation) • public engagement and also, topical issues relevant to developing public understanding of mineralogy and its social context e.g. <ul style="list-style-type: none"> • critical minerals, • sustainability & mineralogy, • mineralogy & decolonisation, and societal issues such as inclusivity and diversity of the museum mineralogical community and those engaging in mineralogy.
8. The proposal should outline plans and timescales for the unexpected cancellation of the conference at short notice including information on the fees that are refundable and how delegates process refunds	The main fixed costs for this meeting will be venue hire, catering, AV technical support and invited-speaker costs. Delegates will be responsible for arranging their own accommodation and travel. We will negotiate the best terms possible for cancellation with the venue and catering supplier. We will confirm that the meeting will take place 6 months before the event (c. mid-February 2024) and make a clear statement of the refundable component of any fees where cancellation is necessary (e.g. such as during Covid-19 lockdown). We will provide a clear statement of

	<p>what percentage of funds will be returned should the meeting be switched to a virtual meeting.</p> <p>As much as possible of any fees will be returned in the event of cancellation of an in-person meeting, but some funding will be retained to cover the cost of running a virtual event.</p> <p>We cannot be more specific than this until the contracts with the venue and for catering are signed.</p>
9. Although not mandatory, the organisers should try to offer conference related field trips. These may occur during the conference, or immediately preceding and/or after the conference aspect.	Both a one-day and residential fieldtrips are planned as part of the programme, including locations in Mid Wales, North Wales, and Cornwall.
10. Private meeting space must be available for the IMA business meetings, which must have telephone or online conferencing capability. So that members of IMA commissions and working groups unable to join the conference in person can attend the meeting virtually.	Meeting rooms are available for this purpose with the required facilities.
11. The organisers of the conference need to show that they have a clear, robust organisational structure (we recommend establishing a small organising committee).	The organising committee is shown in the presentation. This includes members with a museum background and a wide range of mineralogical conference-organising experience. Responsibility for specific areas of organisation will be allocated to members, with back up support from another/other committee member(s) to minimise risk and maximise continuity of delivery.
12. There must be clear points of contact for all enquiries connected with the conference. Delegates, or potential delegates, must be confident that they are contacting the right person and that any enquiry will be dealt with quickly and efficiently	The website and 1 st circular will identify who to contact for (i) enquiries relating to logistics (ii) enquiries relating to the programme or fieldtrips
13. The costs of the conference, accommodation, field trips etc must be set out well in advance. They must be clear and easy to understand.	Indicative conference cost for in person attendance are provided in the presentation. Fieldtrip costs will be confirmed prior to the first circular and will be kept as low as possible to maximise accessibility for those attending.
14. The organising committee must create an official M&M website where new items can be communicated. First circulars and calls for papers should be well in advance of the conference, and in all communications, it must be clear that the conference is that of the IMA-CM, including the display of the IMA logo.	Easily accessible web pages will be set up by the Mineralogical Society. All required badging will be complied with.

15. It is strongly suggested that the conference offers a 'hybrid' element, (so that it can be delivered both online and attended in person). The online platform used needs to be readily accessible and simple to use. A social aspect for the online delegates must also be included within the structure of the event and the costing of online vs physical attendance clearly communicated.

A hybrid approach is being incorporated in the conference structure. Amgueddfa Cymru-National Museum Wales is already experienced in this form of delivery, as are the staff of the Mineralogical Society. We are appreciative of the issues associated with a hybrid approach and aware of best practice to ameliorate them. We also anticipate that best practice and infrastructure will have advanced significantly by 2024 to support this.

J .M. Horák
January 2022