



**Corpus
Vitrearum**



**International Council on
Monuments and Sites**

**Conseil International
des Monuments et des Sites**

International Scientific Committee for the Conservation of Stained Glass

October 8th 2013

FORUMS FOR THE CONSERVATION AND TECHNOLOGY OF HISTORIC STAINED GLASS

GUIDELINES

One of the main activities of the Committee is the regular organization, normally biennially, of scientific and technical colloquia, widely open to professionals (conservators, architects, curators, art historian). They are called Forums on the Conservation and Technology of Stained Glass. The objective is to spread information about conservation of stained glass.

The organization of these Forums is based on a voluntary initiative, coming from a national committee of the Corpus Vitrearum and/or of ICOMOS.

The place and date of the Forum are approved by the International scientific committee for the conservation of Stained Glass. Generally a theme is proposed and also approved during a meeting of the committee.

Organizing committees

Generally 2 organizing boards or committees are created for the purpose:

- An organizing committee including the local authorities and people in charge of the administrative, budgetary and technical aspects of the Forum.
- A scientific committee, including the board of the ISCCSG, in charge of the definition of the main theme, the selection of papers and posters, the reviewing of papers, the approval of the program proposed by the organizing board. It has also to approve the layout and cover page of the publication.

Services proposed

- The publication on paper of the pre-prints or post-prints of the conference, given to the participants during or after the conference (mandatory)
- A simultaneous translation (English-French-German), if possible
- A conference hall for approximately 150-200 people
- Technical visits on sites and restoration works
- A place for the presentation of posters
- A meeting room for the committee.

Publication

- The publication should be included in a collection of the national committee (CV or ICOMOS) or in the NewsLetters of the Corpus Vitrearum, as a special issue.
- The papers have to be revised anonymously by 3 people selected by the scientific committee, according to the topic.
- The cover pages should include the title of the Forum ("Forum for the conservation and technology of stained glass") and of the specific theme, and the logos of the Corpus Vitrearum and of ICOMOS. The composition of the boards has to be mentioned inside the document.
- Color illustrations (high resolution) have to be included (the number depending of the available budget)
- The publication can include advertising pages, but limited in number. The principle and the nature of these pages have to be approved by the board of ISCCSG.

Budgetary aspects

The financial support of the event is ensured by the local organizers, with the help of public and private organization. If the event or the publication is financed by private sponsors, the policy of fundraising has to be presented to the board of the ISCCSG, in order to avoid any conflict of interest. The international boards of ICOMOS and of the Corpus Vitrearum do not contribute directly to the budget of the Forums, but they can be asked for special grants to help students to participate.