

Nordic Network for Intercultural Communication (NIC)

THE ANNUAL NIC-CONFERENCE

Standard requirements and guidelines for organizers

1. The NIC-conference is organized every year in one of the Nordic countries including the Baltic countries. The host is normally an institution affiliated to a University or University College.
2. Normally the conference rotates in this order: Norway, Finland, Denmark, one of the Baltic countries (Estonia, Latvia, Lithuania), Iceland, Sweden.
3. The NIC annual conference usually takes place in the second half of November. The conference is open to all aspects of intercultural communication and training but usually also has one or more overall themes and 2-4 plenary speakers.
4. The date, place and theme of the conference should be announced well in advance on a particular internet page that should be linked to from NIC's homepage.
5. The organizer assumes all responsibility for the conference, technically, professionally and economically.
6. The organizer should make agreements with neighbouring hotels or hostels to secure cheap and decent accommodation and announce the possibilities on the internet page. Participants do the booking themselves.
7. Since the NIC-board has no funds, the organizer is responsible for funding of the annual conference, and is urged to apply for additional funding from other sources. Suggestions for grants are found on the NIC homepage.
8. The organizer is responsible for registration of participants and collection of conference fees.
9. Call for Papers should be announced well in advance to the annual conference. Submission deadline for abstracts is (usually) no later than September 1. Notification of acceptance of abstracts is (usually) communicated no later than September 15. Extended deadlines are possible if needed.
10. The annual conference includes a 'Welcoming session' and a 'Closing session'. Plenary sessions, paper presentations, panels and workshops are chaired by the convener or delegated by the convener. Technical equipment and assistance should be available for the presenters. There is normally a social evening with conference dinner during the conference.
11. There must always be a NIC board meeting. This meeting is open for all the attendants of the conference. During this meeting subjects of common interest are discussed and elections take place.
12. The organizer can publish proceedings of selected papers or hand over offer to publish papers in the Journal of Intercultural Communication.