

INTERNATIONAL CARTOGRAPHIC EXHIBITION GUIDELINES

The International Cartographic Exhibition allows ICA National Members and Affiliate Members to showcase their recent cartographic material. The exhibition will be formally opened on Monday, August 18, 2025, with a brief ceremony and will remain open until Friday, August 22, 2025, lunch time. The Cartographic Exhibition Catalogue 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 Catalogue will be available for download from the ICA website.

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

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 panels and tables 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, August 18, 2025 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.

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, August 22, 2025, 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.



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 National Coordinator of that National Member will be the only official contact for the LOC.

ICA Affiliate Members

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 Affiliate Coordinator designated by each 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 August 2023 (the date of the last ICC in Cape Town, South Africa). 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:

For the cartographic exhibition, a **maximum of 15 entries** in the category/ies of their choice, e.g., 3 entries each in 5 categories or 15 entries in a single category.



CATEGORIES FOR MAP EXHIBITION

Cat.	Type of Cartographic Product	Exhibition Space
1	Maps Any type of non-digital maps Any type of digital maps (represented by posters with QR codes)	Panels
2	Charts Nautical and aeronautical charts, as well as navigational products	Panels/Tables
3	Atlases Non-digital atlas products Digital atlas products (represented by posters with QR codes)	Tables/Tables
4	Educational cartographic products Non-digital cartographic products designed for educational purposes Digital cartographic products designed for educational purposes (represented by posters with QR codes)	Tables/Panels
5	Physical cartographic products Any physical cartographic products such as tactile maps, globes, relief models, etc.	Tables
6	Digital cartographic products and services Online (web-based) digital cartographic products and services, including online topographic maps and geoportals, etc. (represented by posters with QR codes) <i>Category 6 is not part of the competition and will not be judged</i>	Panels

Permission to use exhibition items

By submitting an item to the Cartographic Exhibition, whether physical or digital, the Exhibitor grants to the ICA, ICC 2025, 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 2025 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 Catalogue 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 exhibition 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 Catalogue.

Right to reject submissions

The LOC/ICA is unable to guarantee the display of all entries to the Map Exhibition as submitted but will attempt to accommodate all requests.

COMPETITION

All items displayed in the Cartographic Exhibition, except digital cartographic products and services, will be eligible for two separate awards:

1. ICA Best <Category Name> Jury Award

The jury will always be comprised of at least three members, including at least one member from the Commission on Map Design and at least one member of the LOC. Additional commission experts from pertinent fields may be invited to participate in judging particular categories. One winner and up to two honorable mentions will be determined per category. The jury may elect to aggregate, with explanation and motivation, the awards for any category. The jury may also choose not to offer an award for a given category in a given year where the quality is extraordinarily low.

2. Conference attendee voting

Conference attendees will be allowed to vote once for a single exhibit submission in each category. The submission receiving the most votes in each category shall win the ICA Most Popular <Category Name> Award. Attendees may not vote for a product from the same country as their own affiliation (e.g., an attendee from the United States cannot vote for any maps from the United States). If there is evidence that this rule has been broken by an excessive number of voters, a submission may be disqualified from this award. (Note: Should an attendee think the best map in a particular category is from their home country, the attendee may abstain from voting for that particular category while still voting in other categories).

Winning items (including Honorable Mentions) 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 RESERVING SPACE IN THE EXHIBITION AND UPLOADING OF EXHIBITION MATERIAL

Each Exhibitor designates a representative who will be the official contact person for all correspondence related to the exhibition, reserve physical exhibition space, upload exhibition materials (metadata of submissions), and files for the exhibition catalogue, attend the conference as a registered attendee, and also bring to Vancouver the cartographic materials that are to be included in the exhibition. The representative may or may not be the same person as the National Coordinator or Affiliate Coordinator. For the 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.

Registering National/Affiliate Members for the Cartographic Exhibition

A link for registering National or Affiliate Members will be available on the conference website from 5 December 2024 to **5 March 2025**. Once registered, the representative will receive an e-mail (on or after March 15, 2025) with a link to the site where space for the physical exhibition can be requested, and exhibition materials (metadata) and thumbnail images of the entries can be uploaded.

Information to be provided when registering as an ICA National Member or Affiliate Member:

1. Member Type:
 - ICA National Member
 - ICA Affiliate Member
2. Member Name*
3. Member Email*
4. Country*
5. Agency/Institution (for affiliate members only)
6. Exhibition Representative Name (if you know)
7. Exhibition Representative Email (if you know)

Submitting your exhibition material by 15 May 2025

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



Information to be provided when submitting your exhibition material:

1. Name of ICA National Member or ICA Affiliate Member
2. Country/Agency/Institution
3. Name of Exhibitor representative who will be in attendance at the ICC 2025 and bring the material
4. E-mail address of the Exhibitor representative
5. Number of items to be submitted to the exhibition (max. 15 items in total)
 - Maps
 - Charts
 - Atlases
 - Educational cartographic products
 - Other cartographic products
 - Digital cartographic products and services

Information for each item

1. Title (in English or French)*
2. Author(s)*
3. Published by*
4. Date published*
5. Language(s) used in the legend*
6. Copyright license*
7. Abstract*

100 words max in English or French, 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.
8. Thumbnail image for the PDF catalogue*

A picture or screenshot of the item (PNG, JPEG) at 150 dpi with the following dimensions: 1280 px by 720 px (landscape format). The recommended file size is minimum 400 KB, maximum 1 MB.

Category-specific information for items in the respective categories

1./2. Map products and charts

Dimensions of the sheet (in millimeters, if relevant)

Scale (if relevant)

3. Atlases

Type* (Physical):

Dimensions of the atlas (in millimeters) *

Number of pages*

Type* (Digital):

URL *

4. Educational cartographic products

Type* (Physical):

Dimensions of the product (in millimeters) *

Type* (Digital):

URL *



5. Physical cartographic products

Dimensions of the sheet (in millimeters, if relevant)

Scale (if relevant)

6. Digital cartographic products and services

Scale (if relevant)

Type* (e.g., app, DVD, web map, TMS/XYZ Tile, Google API, OGC web service, story map)

Operating system (e.g., Windows, MacOS, Linux, Android, iOS; if relevant)

URL*

Note: All digital products need to be submitted in the form of individual posters (up to A3 in size). The poster should describe the product, provide information of its features and functionality, and include a QR code that allows conference attendees to access the actual product on their own devices. The posters will be displayed on panels with paper maps and charts.

IMPORTANT DATES

5 December 2024	Guidelines for the International Cartographic Exhibition are published
5 December 2024	Registration of Exhibitor representatives opens
5 March 2025	Registration of Exhibitor representatives closed
15 March 2025	Submission for requests for space in the physical exhibition and exhibition material opens
15 May 2025	Submission for requests for space in the physical exhibition and exhibition material closes
15 June 2025	Confirmation of physical exhibition space
31 July 2025	The exhibition catalogue is available (as PDF) on the conference website
18 August 2025 8:00 – 9:30	All items are installed for display in the physical cartographic exhibition area of the conference venue
18 August 2025 10:00 TBD	Official opening of the exhibition
22 August 2025 12:30	End of the exhibition
22 August 2025 12:30 – 16:00	Exhibitor representatives can remove items from the physical exhibition