



International Art Medal Federation
Fédération Internationale de la Médaille d'Art

FIDEM CONGRESSES: A GUIDE

These guidelines are intended to acquaint FIDEM Congress organisers with what is generally expected of a FIDEM Congress. However, Congress organisers are welcome to bring their own ideas to their particular Congress and may, if they wish, diverge from the practices detailed here. The FIDEM Executive Committee is happy to advise on any departures from standard practice and to help in any way it can.

1. BACKGROUND

1.1. The International Art Medal Federation or Fédération Internationale de la Médaille d'Art (FIDEM) was founded in 1937. More information can be found at www.fidem-medals.org.

1.2. FIDEM Congresses are FIDEM's most important activity. Each Congress is held in a different venue, although this does not preclude revisiting a venue on a subsequent occasion. Each Congress is organised by the host country.

1.3. Congresses are generally held once every two years, although occasionally there is a period of three years between Congresses.

1.4. Congresses generally attract around 100-150 participants.

The principal elements of a Congress are generally:

1. The FIDEM Congress itself, which usually takes place over four days and includes talks, workshops, visits, social events and a Medal Fair;
2. An international exhibition of around 700 contemporary medals (with one medal counted as two if both sides are to be shown by means of two examples). The exhibition usually opens officially during the Congress and remains open to the public for at least one month;
3. An exhibition catalogue;
4. An official medal commemorating the Congress.

1.5. The FIDEM Executive and Consultative Committees generally meet at the host venue the year before the Congress (at their own expense), to discuss the programme with the Congress organiser and to visit the various sites. National Delegates are also invited to attend this meeting (at their own expense).

1.6. Each Congress is fully recorded in FIDEM's periodical *Médailles*.

2. PLANNING

2.1 It is recommended that the host country establish an Organising Committee, which holds regular meetings in the run-up to the Congress. This committee generally consists of representatives from the host country, including the country's FIDEM Delegate and Vice-Delegate, plus the President of FIDEM or his/her nominee. FIDEM is always pleased to offer the Congress organiser whatever assistance it can.

2.2. The Congress organiser is encouraged to work closely with such bodies as national numismatic societies, coin cabinets, national mints and artist societies, to secure a broad-based Congress. Engagement on the part of such bodies may be encouraged by including their representatives in the Organising committee.

2.3. A Congress can represent a substantial source of income for a venue and the Congress organiser may therefore find that local conference offices and tourist organisations are willing to help with planning and accommodation advice. It is generally not

advisable to hand the organisation of a Congress to a professional event organiser, but rather to make use of contacts in museums, mints, societies of artists and other such bodies. However, it may be helpful to delegate specific elements of a Congress, eg. accommodation booking, to a professional organisation. Professional help of this sort can be particularly useful if the Congress organiser is not a staff member of the institution where the congress and exhibition are to be held, but it will have an effect on the budget.

2.4. When deciding on locations, the Congress organiser should bear in mind that some participants may be less mobile than others and some may be disabled. The provision of transport or advice on transport options may be necessary.

2.5. Before publicly announcing the programme and fees for the Congress, these should be agreed with the FIDEM President, Secretary General and Treasurer. Fees should be kept as low as possible to encourage maximum participation.

2.6. The Congress organiser should also discuss with the FIDEM web manager (webmaster@fidem-medals.org) in advance the manner by which information on the Congress is to be disseminated. The official FIDEM website can play an important role here. The role of social media should also be discussed.

2.7. The handing over to an external body of any element of a Congress should be the subject of a legal contract.

2.8. About twelve months before the Congress, initial information concerning location and date should be placed on the web.

2.9. About nine months before the Congress, the Congress fee should be announced (see 2.5 above and 2.12 below).

2.10. About six months before the Congress, registration for Congress participants should open, enabling participants to register attendance. Participants should be able to do this through the internet.

2.11. At the same time the following information should be announced:

1. An outline Congress programme;
2. The standard registration fee, which will include all lectures, workshops, social events, the Grand Dinner, the Congress medal and the exhibition catalogue;
3. The 'early bird' registration fee, and the date from which this is no longer available;
4. The fee for optional extras, such as visits to places of interest;
5. The fee for accompanying persons (who would not receive the catalogue or medal);
6. Accommodation details and costs;
7. Payment methods;
8. The Congress organiser's contact details;
9. Information on how to get to the Congress venue;
10. Information on nearby places of interest, to help those who wish to extend their stay before or after the Congress to organise their own programme.

2.12. The fee for FIDEM members should be lower than that for non-members. Corporate members may send up to 4 representatives at the members' rate and museum members up to 2. Day fees may be made available to anyone who enquires but should not be widely publicised, so as to encourage participants to attend the whole Congress. The total cost of the day rates should be higher than the standard registration fee.

2.13. Neither FIDEM nor the Congress organiser can be expected to reimburse those who register but subsequently find that they cannot attend the Congress. Individuals are recommended to take out private insurance where possible.

3. CONGRESS PACK

3.1. Participants should be presented with an official Congress pack on arrival. This generally comprises:

1. A Congress bag containing:
 2. A printed Congress programme, which includes:
 - a. a sequential listing of all meetings, talks, workshops, tea and coffee breaks, visits and social events
 - b. a map showing the locations of all venues
 - c. abstracts of all talks
 - d. the location and opening times of the Congress bureau
 - e. lost property information
 - f. emergency procedures
 - g. information on nearby places to eat and drink, internet cafes and WIFI areas, printing shops, and medical facilities;
 3. The Congress medal;
 4. The exhibition catalogue;
 5. An individual badge giving the name and country of the participant, to be worn at all times;

6. Tickets for any events or visits;
7. (If appropriate) an envelope containing the accompanying person's invitations, leaflets, etc.;
8. A printed list of participants with the country of each;
9. Any maps, leaflets or tourist brochures thought to be useful.

4. PROGRAMME

4.1. A FIDEM Congress usually takes place over four days, from Wednesday through to Saturday.

4.2. The principal events are generally:

1. An Opening Ceremony, generally held on the Wednesday morning. This is conducted by distinguished figures from the host country, the Congress organiser and the FIDEM President.
2. A plenary lecture by a widely respected speaker on a general subject relating to medals. This generally follows the Opening Ceremony.
3. A programme of talks on both historical and contemporary subjects, which are spread over Wednesday–Friday. These talks may be divided into two parallel sessions. A call for papers (requesting title, brief synopsis, and speaker's curriculum vitae) should be sent out about nine months in advance of the Congress. This should indicate a theme or themes for the talks, if this has been agreed upon in advance between the Congress organiser and FIDEM. The Congress organiser and FIDEM should decide jointly on the acceptance/rejection of talks, the composition of the various sessions, and the appointment of a chair for each session. Talks outside any set themes should generally be accepted if they appear to be of interest. Speakers should be notified as to whether their talk has been accepted at least six months in advance. The preferred medium for talks is PowerPoint, and the Congress organiser should request the presentations from each speaker in advance to ensure the smooth running of the programme. Talks should be given in rooms with good acoustics and black-out facilities. If parallel sessions are held, they should take place in relatively close proximity to each other to allow easy movement between them.
4. One or two practical workshops on medal-related subjects and techniques led by artists. These may last between half a day and 1½ days. They may run concurrently with the talks, but care should be taken with the scheduling, so as to minimise difficult choices for participants.
5. One or more visits to places of interest, preferably related to medals or related arts. One afternoon may be given over to this, and another afternoon may be designated as free time.
6. The official opening of the international exhibition of contemporary medals, generally on the Wednesday evening, with other social events on the Thursday and Friday evenings.
7. A Fair at which artists and dealers can sell their medals, usually held on the Saturday morning. This should last for at least three hours to give participants time to visit all the stalls.
8. A General Assembly, usually held on the Saturday afternoon.
9. A final Grand Dinner, usually held on the Saturday evening. A request concerning dietary requirements should be sent to participants in advance.

4.3. With the exception of the visits (4.2.5 above), all these events should be open to all participants.

4.4. Non-FIDEM members may give talks and lead workshops.

4.5. It is helpful to have a Congress Bureau open throughout the Congress, to answer questions and provide practical information. Its opening times should be publicised in the Congress pack and elsewhere.

4.6. It is useful to have an official photographer to ensure a good photographic record of each Congress. Photographs should be shared with the web manager.

5. OTHER EVENTS

5.1. The day before the Congress opens (generally a Tuesday), the following events usually take place, for which venues need to be found by the Congress organiser:

1. In the afternoon, a FIDEM Executive and Consultative Committee meeting. Generally about 12 people. 1½ hours.
2. Directly following, in the afternoon, a FIDEM Delegates' meeting. Generally about 40 people, 1½ hours.
3. In the evening, there may be a reception hosted by the US Delegation for guests invited by the US Delegation. Generally about 60 people. This reception is paid for by the US Delegation. Congress organisers should check with the US Delegate before any announcement is made.

6. EXHIBITION

6.1. The FIDEM exhibition offers an opportunity to display new medals from around the world, including work that stretches boundaries.

6.2. The year before the Congress the Congress organiser should inform the FIDEM President and Secretary General of the number of medals that can be accommodated in the exhibition venue. This is generally around 700 (with one medal counted as

two if both sides are to be shown by means of two examples), although this is negotiable. The FIDEM Executive Committee then determines the national quotas. Each national quota consists of an even number of medals to facilitate the showing of two sides.

6.3. In order to plan the exhibition, the Congress organiser may wish to set a maximum size for each medal (it is recommended that 150mm be the maximum in any dimension). The Congress organiser may also wish to stipulate that two examples of the same medal, submitted so as to be able to show both sides, count as two medals.

6.4. All the medals should have been made within the previous five years and should not have been shown in an earlier FIDEM exhibition. Generally, the subject matter of the medals will be open. If the Congress organiser wishes to suggest or impose a theme, this should be agreed with the FIDEM President and Secretary General and advertised at least two years in advance.

6.5. The year before the Congress, the FIDEM Secretary General should distribute to the national Delegates submission guidelines for the exhibition, a form for information on each artist, a form for information on each medal, and the name and email address of the person to whom the completed forms should be sent; these contact details should be supplied by the Congress organiser well in advance. The artist information form should explicitly state that, by filling in the forms, the artist agrees that some of the personal information provided may be published in the exhibition catalogue and that images of the submitted medals may appear in the exhibition catalogue and eventually on the FIDEM website. It should also include spaces for the artist's year of birth, contact details (including email address) and an artist's statement of no more than fifty words, all for publication in the catalogue. The medal information form should include a space in which the foundry or mint that produced the medal can be named, for publication in the catalogue. The medal information form should also include a space for value for insurance purposes; this value, which is not for publication, is generally less than the sale price and should be kept as low as each artist feels appropriate.

6.6. The Congress organiser should provide full instructions regarding the despatch of the medals, including information as to whether an ATA carnet will be required. If required, a letter should be made available to national Delegates confirming the details of the exhibition and expressly stating that the medals are art works that are being imported temporarily for exhibition purposes only.

6.7. Although the Congress organiser will need to request that the medals arrive well in advance in order to prepare the catalogue and exhibition, care should be taken to keep this to a minimum. Certainly, medals should not be away from the national Delegates for more than a year in total, as this can affect their status as temporary imports.

6.8. National Delegates are responsible for ensuring that their country's quota is not exceeded and that all the medals fit the criteria established by the Congress organiser in terms of their individual sizes. Medals should not include prohibited materials (see <https://www.cites.org/>). Any medallic series or 'polyptychs' that an artist submits are counted according to the number of individual medals they contain. No medal within such a series should exceed the dimensions set by the Congress organiser.

6.9. National Delegates are responsible for getting the artist and medal information forms filled in by the artists and sending them to the Congress organiser. The information entered on to these forms provides the basis for the entries in the exhibition catalogue. National Delegates should ensure that artists' statements are a maximum of 50 words and are urged to encourage artists to focus these statements on the exhibited medals rather than on their curriculum vitae. The information should be supplied electronically, as handwritten documents are not accepted. National Delegates are responsible for assembling their country's medals and delivering them to the address provided by the Congress organiser. The Congress organiser should bear in mind that having the medals delivered directly to the exhibition building, where they can be photographed and prepared for display, may simplify matters.

6.10. National Delegates meet the costs of transport of the medals to the Congress organiser and insurance while in transit. Delegates should follow correct customs procedures. If an ATA carnet is required, it is the Delegate's responsibility to ensure that the list of medals corresponds exactly with the medals in the consignment and that the carnet accompanies the consignment. However, carnets can be expensive and generally mean that a private transport company (rather than the postal service) is needed. An alternative procedure therefore may be to divide the medals into different boxes to keep the value of each box below a certain level and thereby reduce customs duty. Different countries will have different regulations and each Delegate must work around their own system. For example, in Australia parcels with a value of more than AUD\$2000 need a document that registers the fact that the goods are leaving Australia and can return without customs duty, and there is also a further limit of \$1000 on all parcels coming into the country without customs duty. For a consignment with a total value of nearly AUD\$3000, it makes sense therefore to divide the works into three boxes, each with a value below \$1000. In such a case it is critical that the correct documentation is included with the consignment, with the value of each medal clearly indicated for any inspector to see, and that all the information is communicated to the Congress organiser, so that each box can be repacked in exactly the same way for return. Sending the works in multiple boxes may be a little more expensive than sending them in one large box, but it can save trouble and expense in other ways.

6.11. National Delegates should ensure that the medals are packed securely in sturdy boxes made of as light-weight a material as possible. The boxes should indicate on the outside that they contain art works that are temporary non-commercial imports for

exhibition purposes only. Each box should include a list of the medals it holds. Within the box each medal should be individually packaged, so that the medals are protected but also so that they can be unpacked with ease and so that the same packaging can be used to return the medals; elastic bands should be used rather than adhesive tape. Especially fragile medals or medals with sharp edges should be marked as such. Each medal should be identified on its wrapper, preferably photographically. If any medals arrive in poor condition or are damaged in transit, the Congress organiser is advised to contact the national Delegate immediately and provide photos. In such cases, the Congress organiser is not responsible for the damaged medals.

6.12. The Congress organiser is responsible for insuring the medals during the exhibition and is expected to meet the costs of returning the medals to their countries of origin and insuring them while they are in transit on the return journey. It should be noted that the costs of returning the medals can be considerable. Each country's medals should be returned as one consignment to the address indicated by the national Delegate. They should be packed securely and returned in the box and packaging in which they were sent. Particular care should be taken with medals made of breakable materials such as glass or ceramics. It is the responsibility of the Congress organiser to ensure that medals arrive back with the national Delegates in the same condition as that in which they were received.

6.13. The exhibition is open to medals by all FIDEM members, by employees of mints that are corporate members of FIDEM, and by tutors and students of educational institutions that are corporate members. Non-FIDEM members may also exhibit at the discretion of the national Delegates, but such artists should either join FIDEM within one month of the deadline set by the Congress organiser for the receipt of the medals at the exhibition venue or pay to FIDEM a fee (currently 30 euro) through the FIDEM website. (A member of a national medal society is not deemed to be a member of FIDEM even if that society is a corporate member.) The Congress organiser should provide the FIDEM Treasurer with a list of exhibiting artists, so that FIDEM knows what payments are due from each country.

6.14. The exhibition display should be divided by countries. It is recommended that the catalogue number, name of the artist, and title of the medal are given in each case, so that visitors to the exhibition can easily identify each medal.

6.15. The Congress organiser should also give due consideration to the design of the exhibition. In order that the medals can be seen to best effect, care should be taken that light levels are good and that no medals are placed either too high or low. As medals look best when given space, 700 medals require a good-sized gallery or galleries. As far as is practicable, all countries should be given equal prominence.

6.16. If additional exhibition space is available, the Congress organiser may decide to devote this space to works requiring more room than allowed for under the size restrictions referred to above (eg. videos, installations). In such an eventuality, the Congress organiser should publicise this possibility the year before the Congress. Any submissions of this sort fall outside the national quotas and national Delegates wishing to submit such works should communicate directly with the Congress organiser. The final decisions as to whether to include such a space and whether to accept individual works rest with the Congress organiser, who will need to consider whether the required resources are available. If the Congress organiser is unable to accommodate these works, they may be able to advise on alternative exhibiting possibilities. In such cases the works would not be part of the official exhibition or catalogue, but they could be featured in *Médailles*. Works such as these can also be discussed in the programme of talks and perhaps shown at the Medal Fair.

6.17. The Congress organiser should arrange for images of all sides of all the medals to be made with a resolution of 300 dpi (and a pixel width dimension of a minimum of 600 dpi) and to be edited to remove the backgrounds. These images should be given a sequential number (arranged alphabetically by artist's surname) and a country code (see Appendix 1). Some of the images will be used in the printed catalogue (see 7.7 below) and, if possible, the Congress organiser should make all the images available electronically on a USB stick along with the catalogue. These images should also be placed on a stick for the FIDEM web manager, for inclusion on the FIDEM website at a time to be agreed between the Congress organiser and the FIDEM web manager.

7. CATALOGUE

7.1. The Congress organiser is responsible for the production of the exhibition catalogue. As the catalogue is the permanent record of the exhibition, it should be produced to as high a standard as possible. It will be a substantial book, but regard should be paid to the costs involved and to the fact that Congress participants must carry it home with them, so it should not be unnecessarily heavy.

7.2. The main language of the exhibition catalogue should be English.

7.3. The medals should appear country by country. As far as is practicable, all countries should be given equal prominence, so an alphabetic arrangement is usual.

7.4. The catalogue should include an introduction to each exhibiting country. At the discretion of the Congress organiser these may also be in French, the other official language of FIDEM, and/or in the language of the host country. In the interests of uniformity and space-saving, no other languages should be included. These introductions are supplied by the national Delegates. The usual length is about 4-500 words.

7.5. Within each country the artists should appear alphabetically according to their surnames. Surnames should precede given names and the year of birth of each artist should be provided, to allow judges to award prizes that are restricted to certain age groups. An entry would thus read: 'Smith, Anna (b. 1980)'. Contact details should also be given for each artist, including email addresses, to facilitate the purchase of medals by collectors. Each artist should be allowed a statement of 50 words maximum, which should focus on the exhibited medals rather than on the artist's curriculum vitae.

7.6. Each medal should be given its country code and sequential number (see 6.17 above and Appendix 1). Where known, the mint or foundry that produced each medal should be named. Some examples of medal entries are given in Appendix 2.

7.7. At least one medal by each artist should be illustrated in the catalogue, preferably in colour. Its country code and sequential number should appear alongside the image. Images should be as near to life-size as practicable. It is recommended that a way is also found to make illustrations of all the medals available electronically along with the printed catalogue (see 6.17 above).

7.8. The catalogue should include an alphabetical list of artists with page references.

7.9. Whether or not to include advertisements in the catalogue is a decision for the Congress organiser.

7.10. The print run should take into account the following recipients:

1. All Congress participants (except accompanying persons). These copies of the catalogue should be included in the Congress pack;
2. Purchasers, including exhibiting artists. The Congress organiser should determine a price for the catalogue and after the Congress place it on sale on the Congress website or arrange for it to be placed on FIDEM's website. The price charged to FIDEM members should be substantially lower than that charged to non-members. Corporate members should be allowed four copies at the FIDEM members price; museum members and national society members, just one. Any profits from sales will generally go into the Congress organiser's budget.

8. CONGRESS MEDAL

8.1. The Congress medal should in some way reflect the Congress and the host country.

8.2. The Congress organiser is responsible for selecting the artist to make the medal. This is generally a respected artist from the host country. The medal should be commissioned at least twelve months in advance of the Congress.

8.3. The shape, material and size of the medal are left to the Congress organiser and artist-designer. However, the dimensions are usually no less than 60 millimetres and the medal should be easily held in the hand.

8.4. The method of production is also left to the Congress organiser and artist-designer. However, given that more than 100 will be required (for each congress participant), striking is the usual method.

8.5. An inscription generally gives the city of the congress, the year, the name FIDEM and the number of the congress in Roman numerals. It is best to keep the inscription to this minimum if possible.

8.6. Generally the best results are obtained if the artist/designer is given a free hand as to the imagery. The artist should be urged to make imaginative use of the two sides of the medal.

8.7. Each Congress participant (except accompanying persons) should receive an example of the medal. The Congress organiser may also place the medal on sale.

9. ACCOMMODATION

9.1. The Congress organiser should negotiate hotel/hostel accommodation prices to ensure good value.

9.2. Varied accommodation should be suggested, including a range of hotels (perhaps two or three options) and a cheap hostel and/or college accommodation (one or two options).

9.3. Participants are generally expected to reserve their own accommodation, using information made available by the Congress organiser.

10. FINANCE

10.1. The cost of a FIDEM Congress is financed principally by the fees paid by participants. However, it is recognised that goodwill on the part of venues and other organisations in the host country also often plays a major part in financing FIDEM Congresses. Sponsorship may also be sought for the various elements of a Congress.

10.2. FIDEM can help to try to identify sources of funding. Moreover, FIDEM itself generally offers to contribute 15,000 euro to each Congress. FIDEM can also lend up to 10,000 euro on the understanding that this is returned in all or in part if the Congress recoups its costs without it. A Congress budget must be agreed before FIDEM releases any funding.

10.3. The principal expenses to be met through the registration fees and any other income are:

1. Production of the catalogue, including photography of all the medals;
2. Costs associated with the programme, including tea and coffee breaks, the Grand Dinner, production of the congress medal and insurance;
3. Insurance of the medals during the exhibition;
4. Return of the medals to the national Delegates, including insurance and any additional customs costs.

11. SCHEDULE

11.1. This is very approximate and for guidance only. Principal activities only are included.

MONTHS BEFORE CONGRESS	ACTIVITY	RELEVANT SECTION ABOVE
12	Information on place and dates placed on web	2. Planning
12	FIDEM Secretary General informed of the number of medals to be included in the exhibition	6. Exhibition
12	Forms for medals and artists distributed to national Delegates	6. Exhibition
12	FIDEM Executive and Consultative Committees and national Delegates meet at host venue	1. Background
12	Congress medal commissioned	8. Congress medal
9	Congress fee announced	2. Planning
9	Call for papers sent out	4. Programme
6	Speakers informed whether their paper has been accepted	4. Programme
6	Medals sent by national Delegates to Congress organiser	6. Exhibition
6	Outline programme and other information placed on web	2. Planning
6	Registration opens	2. Planning
4	'Early bird' registration closes	2. Planning

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APPENDIX 1. INTERNATIONAL COUNTRY CODES

Please note that all countries are welcome to contribute to FIDEM exhibitions. Codes can be allocated as appropriate.

Country	Code	Country	Code	Country	Code
Armenia	AM	Germany	DE	Poland	PL
Austria	AT	Greece	GR	Portugal	PT
Australia	AU	Hungary	HU	Romania	RO
Belgium	BE	Ireland	IE	Russian Federation	RU
Bulgaria	BG	Israel	IL	Serbia	RS
Brazil	BR	Iran	IR	Slovenia	SI
Canada	CA	Italy	IT	Slovakia	SK
Chile	CL	Japan	JP	Spain	ES
China	CN	Lithuania	LT	Switzerland	CH
Croatia	HR	Luxembourg	LU	Sweden	SE
Czech Republic	CZ	Latvia	LV	Tunisia	TN
Denmark	DK	Mexico	MX	Turkey	TR
Estonia	EE	Netherlands	NL	Ukraine	UA
Finland	FI	Norway	NO	United Kingdom	UK
France	FR	New Zealand	NZ	United States	US

APPENDIX 2. SAMPLE CATALOGUE ENTRIES

Please note that these are given only as examples. This format is not mandatory but is recommended.

For the printed catalogue:

Australia

Smith, Paul (b. 1967)

Email: smith.p@gmail.com

AU 01. The dancing girl, 2018.
Bronze, cast, 130 x 130 x 12mm.
The Melted Foundry, Sydney.



AU 02. The singing man, 2017.
Silver, struck, 65mm.
Perth Mint.

Sullivan, Jane (b. 1945)

Email: j.sul@hotmail.com

AU 03. The cat, 2017.
Bronze, enamel, cast, 60 x 95mm.
Private foundry.

Canada

Abbot, Lea (b. 1970)

Email: l.bot@yahoo.com

CA 01. Anne, 2019.
Mixed media, 105mm.

Lee, Thomas (b. 1948)

Email: thomas2@gmail.ca

CA 02. Untitled, 2019.
Mixed media, 120mm.

For the USB stick:



2020-AU01a

2020 – the year of the congress

AU – the country code

01 – the sequential number in the catalogue

a – the obverse side (b should be used for the reverse and c, d, e and so on for other views when a medal has **multiple** sides/parts)