

RULES OF PROCEDURE FOR THE ORGANIZATION OF THE ISCM WORLD MUSIC DAYS FESTIVAL

(Art.26f of the ISCM Statutes)

I. General Remarks

1. The aims and policies of the international music events are to present contemporary music from all over the world in the framework of Art. 5 and 6 of the ISCM Statutes.
2. The ISCM promotes international musical events to be organized by one or more of its members. One such yearly event will be called the "ISCM World Music Days Festival" or the ISCM-WMD Festival. It can be organized by any legitimate ISCM Section or Full Associate Member, hereafter called "the Organizer."
3. The ISCM-WMD Festival shall host the General Assembly of the ISCM to which all representatives of its legitimate member organizations are entitled to attend, in accordance with the rights of the members stipulated in the "Rules of Procedure for Membership Categories."

II. Role of the ISCM-WMD Festival

The ISCM-WMD Festival is a platform for musical exchange and a showcase of world contemporary music, without prejudice or bias on differences in musical expressions, styles, genres or media.

III. Format of the ISCM-WMD Festival

1. The ISCM-WMD Festival shall take place in consecutive days in the host country and can be organized in any format which suits the artistic and practical preferences of the Organizer, in accordance with this document.
2. The ISCM-WMD Festival shall strive to represent all legitimate members of the ISCM in one way or another through the activities of its programs, such as performances, seminars, exhibitions, etc., in accordance with this document.
3. Attention will be given to all categories of music as deemed practical and viable by the Organizer, taking into consideration the diversity of contemporary music.
4. The sole and full financial responsibility for the ISCM-WMD Festival will be borne by the Organizer, with no liability to the ISCM.

IV. Organization of the ISCM-WMD Festival

1. ISCM Sections and Full Associate Members may submit an official application to the Executive Committee to host the ISCM-WMD Festival.
2. The application must be submitted in writing to the Executive Committee at least six months prior to the General Assembly held three years before the respective ISCM-WMD Festival.

3. The application must contain the following information:
 - a. place, date, scope, particulars of any organizations or institutions with which the Organizer is collaborating for this purpose;
 - b. a complete list of the resources of the ISCM-WMD Festival, presenting the available practical possibilities, orchestras, ensembles, planned number of concerts, etc.;
 - c. a budget for the financing of the ISCM-WMD Festival, including, as appropriate, travel, accommodation and concert admission for the Executive Committee members, legal counsel, delegates and participating composers and musicians;
 - d. an official written confirmation from the Organizer of the ISCM-WMD Festival that he/she will carry the sole and full financial responsibility of the organizer for the ISCM-WMD Festival, with no liability to the ISCM;
 - e. arrangements for the organization of the General Assembly (premises, translations, administrative support, etc.);
 - f. arrangements for the ISCM-WMD Festival concerning recording and broadcasting, press coverage, exhibitions of materials and any other related activities.
4. The information and requirements mentioned in paragraph 3a-f, are included in the “Contract for Organizing the ISCM-WMD Festivals”. This application has to be accompanied by a binding written offer, signed by the Organizer and submitted to the ISCM together with the written application mentioned in paragraph IV-2.
5. The General Assembly shall reach a decision on an application upon a motion by the Executive Committee (see Art. 26f of the ISCM Statutes). Following a decision, a contract will be exchanged between the ISCM and the Organizer.

V. Accommodation Logistics

1. While all delegates shall pay for their own travel expenses, the Organizer shall pay for their accommodation for the minimum duration of the General Assembly dates.
2. The Organizer shall arrange to centralize the accommodation of delegates and participating composers so as to maximize interaction. Nevertheless, alternative accommodation choices should always be provided for different budget needs.

VI. Organizer’s Rights & Responsibilities

1. Rights:
 - a. The Organizer has the right to fully assert its artistic preferences and objectives in the selection and structuring of its festival programs, provided the conditions in the “Rules of Procedure” and “Contract for Organizing the ISCM-WMD Festivals” are honored.
 - b. The Organizer has the right to use the ISCM name and logo in the context of the ISCM-WMD Festival and to raise funds and acquire income through the organization of the ISCM-WMD Festival as long as the legal and financial interests of the ISCM are not compromised.
 - c. The Organizer has the right to fully utilize any income raised or acquired through the use of the ISCM name and logo in the context of the ISCM-WMD Festival without having to obtain approval from the ISCM.
 - d. The Organizer has the right to invite any personnel to the ISCM-WMD Festival without having to obtain approval from the ISCM.

2. Responsibilities:
 - a. The Organizer is required to honor all stipulations, including financial, in the “Rules of Procedure for the Organization of ISCM World Music Days Festival” concurrent at the time of signing the “Contract for Organizing the ISCM-WMD Festivals.”
 - b. The Organizer is responsible for all financial outlay of the festival without any reliance and legal implications on the ISCM.
 - c. The Organizer is required to fully cooperate with the ISCM Secretariat and Executive Committee in all artistic and logistics matters related to the ISCM and its members.

VII. Submission Procedures

1. The Organizer should specify clearly in the “Call for Works” the types of performing forces available in the festival, and structure accordingly its invitation to appropriate performing categories.
2. There can be two types of submissions:
 - a. Official Submissions: by legitimate Sections, Full Associate Members and Affiliated Associate Members, each consisting of a set maximum number of works submitted free of charge, according to the “Rules of Procedure for Membership Categories.”
 - b. Individual Submissions: by composers **or their authorized representatives**, through the payment of a submission fee determined by the Executive Committee.
3. **Only one work per composer can** be submitted for a given ISCM-WMD Festival, whether through the official or individual submissions.
4. An official submission may not include any work by a composer who has been performed in the previous year’s ISCM-WMD Festival.
5. Preferably all submissions should include works composed within five years of the date of the ISCM-WMD Festival.
6. An official submission by a Section or Full Associate Member only, will enjoy an exclusive right of having at least one submitted work guaranteed to be selected for performance in the ISCM-WMD Festival, if the submission fulfills the following stipulations:
 - a. The official submission should consist of the maximum number of works allowed, as specified in the “Rules of Procedure for Membership Categories.”
 - b. Over half of the total number of submitted works must be of different categories, as specified in the “Call for Works.”
7. All submissions must be accompanied by the following materials:
 - a. Short biography of the composer in English
 - b. Proof of nationality of the composer (Art.24.6 of the ISCM statutes)
 - c. Contact information of the composer (address, email, telephone, website)
 - d. Wherever possible, a recording in audio or video of the work
 - e. Program notes of the submitted work in English
 - f. Photograph of the composer
 - g. Duration of the work
 - h. Year of composition

VIII. Selection Procedures

1. As long as the representation and submission guidelines in this document are observed and the ISCM Executive Committee is fully informed in a timely manner, the Organizer has complete freedom in designing its most suitable procedures for selecting the ISCM-WMD Festival program.
2. The Organizer must include at least one work to be performed in the ISCM-WMD Festival from each official submission of Sections and Full Associate Members, provided that these submissions fulfill the stipulations described above in VII-6. The Organizer shall provide the Executive Committee with a list of official submissions not fulfilling these stipulations.
3. If the Organizer is unable to select any work from an official submission from a Section or a Full Associate Member which fulfills the stipulations stated above in VII-6, due to practical or any specific reasons, it has to communicate with the member(s) concerned to find a mutually acceptable solution, with all correspondences copied to the ISCM Secretariat for reference. In case a solution is impossible, the ISCM Executive Committee has the right to impose a practical decision which shall be binding to all parties concerned.
4. The ISCM Executive Committee has the right to nominate a representative to oversee the selection process. The travel and landed expenses of such representative shall be borne by the Organizer.
5. The Organizer is obliged to inform the composers selected for the ISCM-WMD Festival in a timely fashion, of rehearsals of their works and other relevant information.
6. The Organizer shall produce and present to the Executive Committee the list of the works selected to be performed at least six months before the start of the ISCM-WMD Festival, as well as the complete list of works submitted and selected from the official submissions.
7. The Organizer shall produce an official program book of the ISCM-WMD Festival in English. The Organizer will be informed about other requirements by the Secretary General.

IX. Annual List of Highlighted Works

The Organizer shall be bound by contract to organize the implementation of the annual “ISCM List of Highlighted Works” in the ISCM-WMD Festival as stipulated in the “Rules of Procedures for Selecting the Annual ISCM List of Highlighted Works.”