
Info-FIAV

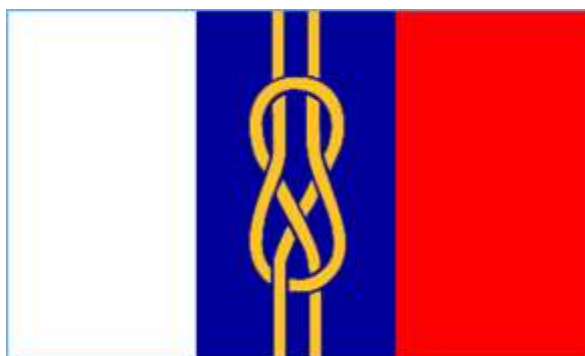
No. 54, October 2021
ISSN 1560-9979



Fédération internationale
des associations vexillologiques

www.FIAV.org
www.Facebook.com/FIAV.org

ICV 29 UPDATE



Dear FIAV member

In the last issue of Info-FIAV members were informed of the decision to postpone ICV 29 due to the impact of Covid-19 pandemic. As outlined in Info-FIAV 53, please be advised that ICV 29 will now be a physical, in-person event held between **11-15 July 2022** in Ljubljana, Slovenia, and will be hosted by Heraldica Slovenica. Details about accommodation, the programme of events and the deadlines for the submission of papers etc. will be announced by Organising Committee later this year. In the meantime, please visit the ICV 29 website at <https://www.icv29ljubljana.com/en>.

In preparation for the forthcoming ICV, please take note of the following:

IN THIS ISSUE

ICV 29 Update	1	Forthcoming dates to note	2
Message from the FIAV President	3	Website Updates	3
FIAV Anniversaries	4	In Memoriam	5
FIAV Orders of Ceremony for ICVs	6	A Guide to Organising an ICV	8

FORTHCOMING DATES TO NOTE

All dates are **subject to change** pending the situation relating to travelling as a result of the COVID-19 pandemic. All deadline dates are calculated as ending on 23h59 UTC +2 (Central European Summer Time / Central African Time).

* Dates determined by the Art. 7.b and 18 of the FIAV Constitution.

January 12, 2022*	Deadline to submit membership applications to the FIAV Board through the Secretary-General for placement on the agenda for consideration at the Twenty-Seventh Session of the FIAV General Assembly (send to sec.gen@FIAV.org).
March 12, 2022	Deadline to submit items, other than membership applications, to the Secretary-General for placement on the agenda for the Twenty-Seventh Session of the FIAV General Assembly (send to sec.gen@FIAV.org).
April 12, 2022*	Agenda for the Twenty-Seventh Session of the FIAV General Assembly to be distributed to all FIAV members.
June 12, 2022	Deadline for Members to submit nominations for Laureate, Fellow and Vexillon recipients to the Secretary-General for consideration by the FIAV Board (send to sec.gen@FIAV.org).
June 12, 2022*	Deadline for the FIAV Board to inform the applicant and members of its recommendation regarding the submitted membership applications.
June 12, 2022	Deadline to submit to the FIAV Board the names of any deceased vexillologists which are to be honored at ICV 29 (send to sec.gen@FIAV.org).
June 27, 2022	Members to provide the written credentials of delegates to the Twenty-Seventh Session of the FIAV General Assembly to be held during ICV 29 (send to sec.gen@FIAV.org)
July 11-15, 2022	ICV 29 Ljubljana, Slovenia
July 12, 2022	Twenty-Seventh Session of the FIAV General Assembly to be convened.
2024	ICV 30 Beijing, PR China
2026	ICV 31 Paris, France (candidate)

Despite the above listed deadlines, the Board kindly requests membership interest and suggestion for award recipients to be submitted as early as possible.

The FIAV Ceremonies and Congress Guides are provided at the end of this Info-FIAV for further information.

In flags and friendship,

Bruce Berry, FF
Secretary-General

MESSAGE FROM THE FIAV PRESIDENT

Dear vexillologists around the world,

We are looking forward to convening once again in person in Ljubljana next year after the disruption caused by the Covid-19 caused us to postpone the ICV for a year. We hope the Congress will go ahead as planned as the organisers are working hard to prepare an excellent event.

Also, please note that due to the initial postponement of ICV 29, the subsequent Congresses will now be held on even years - so we plan to meet in Beijing in 2024 and possibly Paris in 2026.



The year of global isolation provided the possibility for us to attend meetings virtually. Although far from the in-person gatherings we appreciate so much, they did provide the opportunity to exchange ideas and present research around the globe. We must continue to use these opportunities in future to promote our interest in vexillology.

I had a pleasure and opportunity to attend several on-line national vexillological Congresses and events organised by FIAV various members and also to address some in-person meetings using tele-conferencing technology. It is important for us all to keep in contact during these difficult times and I shall endeavor to attend such meetings whenever invited.

Please stay safe and I look forward to seeing you in Ljubljana next year.

Željko Heimer, PHD, LF FF
President

WEBSITE UPDATES

The Board continues to update our website at <https://fiav.org/>. A number of changes have been made to make the site more attractive and user friendly, most notably the inclusion of the flags of member associations.

A more notable addition is the inclusion of the various **ICV Proceedings**. This project started several years ago, with **Steven A. Knowlton** gathering and

publishing the proceedings on his own website. Steven has graciously permitted us to transfer this material onto the FIAV website and has also continued to provide additions and to edit this material. Currently, the majority of papers from the published ICV Proceedings are now available for download. Should there be any corrections or further additions, it would be appreciated if you would let us know.

The FIAV editorial team has also started including photographs of the recipients of the various FIAV Awards. Once again, it would be appreciated if the missing photos could be provided so we can fill the gaps, or alternative photographs provided if the current one displayed is not considered suitable.

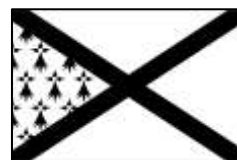
Members are requested to please check that their contact details and other information is up to date.

NOTABLE ANNIVERSARIES OF FIAV MEMBERS

In 2021 FIAV celebrates the following member anniversaries.



KVV
Kevarzhe Vannielouriezh Vreizh
Société Bretonne de Vexillologie
Established June 23, 1996



The FIAV Board sends special congratulations to members celebrating their 30th anniversary



GWAV
Great Waters Association of
Vexillology
Established May 11, 1991



HS
Heraldicno, genealoško in
veksilološko društvo
Heraldica Slovenica
Established 1991



NEVA
New England Vexillological
Association
Established April 21, 1991



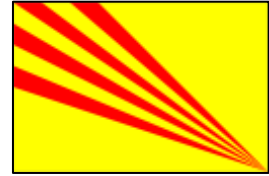
VAST
Vexillological Association of
the State of Texas
Established February 16, 1991



Furthermore, we extend our congratulations to the member marking its 40th anniversary



ACV
Associació Catalana de
Vexil·lologia
Established September 26, 1981



And finally, FIAV Board joins the congratulations of the 50th anniversary jubilee to



FHF
Flag Heritage Foundation
Established July 30, 1971



FI
The Flag Institute
Established April 23, 1971



DIAMOND JUBILEE OF VEXILLOLOGY

1961 – 2021



On 01 October 1961, Whitney Smith and Gerhard Grahl issued the first edition of the Flag Bulletin. The date is now considered to mark the beginning of organised vexillology and is celebrated by vexillological organizations and vexillologists around the globe as the **World Vexillology Day**.

IN MEMORIAM

FIAV notes with sorrow the deaths of the following vexillologists:

Baron Hervé Pinoteau, SFV, France, 19 July 1927 – 24 November 2020
Willem A. van Ham, NVvV, the Netherlands, 1937 – 3 June 2020

FIAV ORDERS OF CEREMONY FOR THE INTERNATIONAL CONGRESSES OF VEXILLOLOGY
(Approved June 2009)

Opening Ceremony

1. Attendees gather.
2. "Attention".
3. National and/or city/regional anthem(s) played and host flags paraded in, or raised if flagpoles available.
4. "At Ease"
5. Welcome speech by Congress organizer representative, ending by inviting FIAV President to speak - ≈ 5 minutes long.
6. Welcome speech by FIAV President ending with "I now declare the nth International Congress of Vexillology open." - ≈ 5 minutes long.
7. "Attention".
8. FIAV march "*Marcia Vexillum*" (first 1min 40secs only) played and FIAV and Congress flags paraded in, or raised simultaneously if flagpoles available - if only one flagpole is available the Congress flag is flown from it.
9. "At Ease"
10. End of ceremony.

Civic Reception - if provided

The FIAV Secretary-General for Congresses is the representative of the Congress at the reception. Details of any protocol requirements from the civic authority should be passed on to the FIAV Secretary-General for Congresses in advance of the event.

The civic leader gives an optional speech and the FIAV Secretary-General for Congresses gives a speech of thanks - ≈ 3 minutes long.

Flag Lowering Ceremony - only needed if flags are flying on flagpoles

1. Attendees gather.
2. "Attention"
3. FIAV march "*Marcia Vexillum*" (first 1min 40secs only) played and FIAV and Congress flags lowered simultaneously.

4. National and/or city/regional anthem(s) played (optional) and host flags lowered in reverse order of seniority, ending with the national flag being lowered.
5. "At Ease".
6. End of ceremony.

Closing Banquet

Normally the FIAV Secretary-General for Congresses acts as the Master of Ceremonies but can delegate this role.

1. Welcome drinks.
2. Master of Ceremonies asks guests and attendees to be seated.
3. First course served. Items 4 to 6 to take place whilst guests are eating their first course and before the main course is served.
4. Speech by Congress organizer representative, including presentation of organisers' awards - \approx 5 minutes long. If necessary, this speech should include the acknowledgement and welcome of any VIP guests at the Banquet, such as a civic official.
5. Speech by FIAV Secretary-General for Congresses - \approx 3 minutes long.
6. Presentations of FIAV Awards by the FIAV Board led by the Secretary-General - \approx 10 minutes long.

There are four types of award to be handed out at the closing banquet:

- *The Best Paper Award*, presented by the FIAV Secretary-General for Congresses;
- *The Vexillon*, presented by the FIAV President;
- *Fellowships of FIAV* (usually more than one), presented by the FIAV Secretary-General;
- *Laureates of FIAV* (usually one or less), presented by the FIAV President.

Recipients receive their awards at their tables, and only those receiving a Laureate give an acceptance speech. For convenience the formal presentation photographs are all taken at the end of the banquet.

When all the Fellowships have been presented, all the FIAV Fellows present are asked to stand for recognition by the FIAV Secretary-General.

When many Laureates have been presented, all the FIAV Laureates present are asked to stand for recognition by the FIAV President, or FIAV Secretary-General if no Laureates have been presented.

7. Main course served. Items 8 to 11 take place after the main course has been cleared away.

8. The FIAV President reads out the roll of those vexillological friends who have died since the last Congress and proposes a toast to them.
9. Speech by FIAV President, ending with “I now ask the representative of the organisers of the next Congress in xxx to accept the FIAV flag” - ≈ 5 minutes long.
10. Transfer of the FIAV flag from Congress organizer representative to FIAV President and from the FIAV President to the next Congress organizer representative - optional musical accompaniment to this would be the FIAV march “*Marcia Vexillum*” (from 1 min 40 secs) to the end - the final 1 min 14 secs). The music can be faded out if the handover is completed more quickly. The banquet should remain seated during the handover.
11. FIAV President says “I now declare the xx International Congress of Vexillology closed.” and bangs the gavel.
12. Dessert course served followed by coffee.
13. End of banquet.

Closing Banquet Order of Ceremony should be printed with or in addition to the banquet menu and distributed to the participants.

Speeches should be kept short to allow people to socialize with their friends - suggested times are given above. There should be no guest speaker at the Closing Banquet.

Where specific phrases are given in English, the same phrase in any of the official languages of FIAV can be used instead.

A GUIDE TO ORGANISING AN INTERNATIONAL CONGRESS OF VEXILLOLOGY

INTRODUCTION

This document is designed to assist those organizing, or considering organizing, an International Congress of Vexillology (ICV). It sets out many of the points that an organiser needs to consider and the standards that the Board of FIAV expect.

In this document, the Congress Organisers are:

- (1) the FIAV Member(s) and any non-FIAV partner(s) involved with the Congress that have been selected by the FIAV General Assembly; and
- (2) any other FIAV Member(s) and non-FIAV partner(s) that
 - a) wish to be involved after the FIAV General Assembly’s selection

- process; and
- b) have the consent of both the FIAV Board and the Congress Organisers originally selected by the FIAV General Assembly.

The Congress Organisers shall jointly select a maximum of three people to be the *Congress Organiser Representatives*, who amongst themselves shall select a *Congress Organiser Chair*.

In order to establish clear lines of communication, the Congress Organiser Chair shall speak for the Congress Organisers. Likewise, the FIAV Secretary-General for Congresses shall speak for the FIAV Board. Although nothing in this document should be construed to delegate any independent authority to the Congress Organiser Representatives or the Congress Organiser Chair, or to otherwise regulate the internal affairs of the Congress Organisers, it is the responsibility of the Congress Organisers to supervise the Congress Organiser Representatives and the Congress Organiser Chair.

It should be noted that financial responsibility for the Congress lies entirely with the Congress Organisers and not FIAV. Any profit or loss made from the Congress and the proceedings are a matter for the Congress Organisers.

BEFORE THE CONGRESS

Basic Information

Information such as the dates, venue, etc. should be available at the previous Congress. A handout should be available for Congress delegates.

Congress Website

The Congress website must be available at least a year in advance of the Congress and basic information should be available online as soon as possible after the previous Congress.

Registration

Registration should be open at least a year in advance of the Congress. This can include expressions of interest as well as firm bookings.

Accommodation

The organisers should provide details of a range of accommodation, from budget to luxury, that delegates may stay at. Where possible they should arrange a special delegate rate at least one hotel. Information on the accommodation options should be available one year before the Congress.

Registration Fee

This may be all inclusive or broken down into optional elements, for example the banquet may be an optional extra. Electronic proceedings must be included in the basic registration fee.

Catering

Ideally lunch should be included in the registration fee, but if the venue is well provided with places to have lunch that will not be overwhelmed by all the delegates wanting lunch at the same time then it can be omitted.

Papers

Information on how to submit papers and any other criteria should be available at least one year before the Congress. Normally papers should be provided in electronic form and include the accompanying presentation.

It will greatly help in the production of the proceedings if the person(s) organising are provided with the papers with the illustrations in the appropriate place in the text and with any necessary captions. The illustrations should also be provided as separate graphic files with appropriate filenames that make it straightforward to link them to the copies in the text. If possible these illustrations should be higher resolution than the ones used in the presentation. Typically presentations use 72dpi (dots per inch) images whereas printed papers need 150dpi or higher to produce good results.

Acceptable format for text are Microsoft Word or RTF. Formats for images are JPEG, TIFF, or EPS. GIF can also be used but bear in mind that these have colour restrictions and tend to be low resolution. Presentations should be in Microsoft PowerPoint format. The organisers should provide an optional template for creating presentations.

Visas

Congress organisers are responsible for producing any necessary letters to enable delegates to obtain the appropriate visas. Where necessary, the organisers should be willing to communicate with their government's Foreign Affairs department on behalf of delegates. In case of problems the Secretary-General for Congresses should be contacted for further advice.

Insurance

It is strongly recommended that organisers arrange suitable third party liability insurance. This should cover them against injury or death to anyone connected with the Congress. They should also check with any venues that they also have third party liability insurance.

It is also recommended that the organisers take out cancellation insurance to cover any costs or liabilities that need to be met in the case of the Congress being cancelled.

THE CONGRESS

On-site Registration

Delegates normally register on-site on the Sunday afternoon – early evening, although allowance should be made for delegates to register on Monday morning at the venue.

Delegates should be provided with a programme of events, including a list of the papers, a map of all the venues being used during the Congress. They should also be made aware of any local emergency procedures, such as fire escape routes and assembly areas, earthquake, hurricane, typhoon and tsunami drills, etc.

Opening Ceremony, Banquet and Closing Ceremony

These should be planned in consultation with the Secretary-General for Congresses. The banquet should include time for FIAV's awards, the organiser's awards (if any) and other awards (only with the permission of the organisers and the FIAV board).

These are covered in detail in the FIAV Ceremonies Guide.

Presentations

Times and a suitable venue, along with the necessary audio-visual equipment (e.g. computer and projector) must be provided. Simultaneous translation is not required but is appreciated if it can be supplied at a reasonable cost to the organisers. Papers can be given in any of FIAV's official languages, plus the language of the host country, but a summary must be provided in English. This summary must be provided to delegates before the paper is given. Note that unless an English translation is provided by the author the paper will be published in its original language. It is not the responsibility of the organisers to provide translation of papers. Ideally presentation slides should have the captions in English or English and the language the papers is being given in.

Bazaar

The organisers should provide simple facilities for delegates to sell books and other flag-related items where this does not conflict with local laws.

Flag Display

The organisers should arrange for a suitable display of FIAV members flags in the venue, in form of indoors flagpoles, which may be used by the FIAV member representatives to display their association flag. FIAV members are responsible to provide and mount the flag at the poles and to dismount it before the Congress is closed. These flags are, as a rule, not present at the closing banquet. The organisers may rearrange flags in an order in accordance with local practice and are responsible to prevent display of any other flags except those of the FIAV members and organisations or associations applying for FIAV membership.

The organisers should arrange for a suitable display of flags at the venue stage including the FIAV flag, the flags of FIAV officers, the flags of Congress Organisers, the Congress flag, the national flag of host country and any other local flags in accordance with the local regulations and customs (regional, provincial, city etc.) The same flags may be used to decorate the closing banquet venue. The organisers should provide these flags.

The abovementioned flags (FIAV members, FIAV Officers, the Congress, and local flags) may be used for a flag parade during the opening ceremony in accordance with local customs and protocol.

The organisers should provide a set of FIAV Officers table flags to be displayed at the stage table during the FIAV General Assembly and the duration of the Congress.

The organisers are encouraged to arrange for other flag displays on various topics in appropriate locations next to the Congress venue (in facilities used for bazaar, coffee/tea breaks, lunch etc.)

The organisers are encouraged to arrange for table size souvenir Congress flag and pin be included in the Congress welcome package to all participants.

FIAV General Assembly

Time (at least three hours) and a suitable venue must be provided for the General Assembly of FIAV in consultation with the Secretary-General for Congresses.

Voting cards should be provided for the General Assembly. These should be card or laminated, roughly the size of a credit card and bear the name of the Congress, the Congress flag and the FIAV flag. They should be individually numbered from 1 to x, where x is the total number of members of FIAV, plus the three FIAV officers, plus the number of organizations applying for membership at the General Assembly. It is always wise to have a couple of spares.

Community Meetings

Time (at least an hour) and a suitable venue may be provided for meeting(s) of various communities in consultation with the Secretary-General for Congresses and interested communities (FOTW, flag manufacturers, flag conservationists, local/regional organizations or FIAV members etc.)

Excursion

The organisers should arrange a one-day flag-related excursion, ideally mid-way through the Congress.

AFTER THE CONGRESS

FIAV Gavel

The organisers should arrange for a suitable engraved plate to be added to the FIAV Gavel to commemorate the Congress. The plate should include the name of the city in the local language and the year. If the local language uses a non-Roman script, the city name in one of the official languages of FIAV should also be included. The plate should be applied before the Closing Banquet so that the Gavel can be retained by the FIAV Secretary-General for Congresses. If for any reason this is not possible the Gavel should be examined and a suitable placing and size of plate be determined and the plate then made later and sent to the FIAV Secretary-General for Congresses after the Congress.

Proceedings

The proceedings must be published electronically and be made available to all delegates with cost included in the registration fee. An additional charge may be made for an optional printed version if this is to be produced.

Ideally the proceedings should be published within one year, but must be published by the next Congress. If a charge is made for a printed version and this is not published by the next Congress the charge must be refunded.

INFO-FIAV

Info-FIAV (ISSN 1560-9979) is published by the Permanent Secretariat of the Fédération internationale des associations vexillologiques (FIAV) and edited by FIAV Secretary-General Bruce B. Berry, P.O. Box 836, Pinetown, 2123, Republic of South Africa, +27 11 313 3502, sec.gen@fiav.org. *Info-FIAV* is distributed free of charge to each FIAV Member using the Member's e-mail address on file with the Secretary-General. Neither FIAV nor Bruce B. Berry individually claims a copyright in the material appearing in *Info-FIAV*, although material appearing in *Info-FIAV* may be the intellectual property of another person. Subject to such intellectual-property rights, *Info-FIAV* may be freely reproduced. It is the responsibility of each FIAV Member to copy and internally distribute *Info-FIAV* as necessary. Individual subscriptions to *Info-FIAV* are not available.

All previous issues of *Info-FIAV* are available on the FIAV website at www.fiav.org.