GUIDELINES FOR IUGG GENERAL ASSEMBLIES

Guidelines are listed here as an aid to the bidding and planning of IUGG General Assemblies.

CHOICE OF VENUE

Invitation

- Who are the official inviting body/bodies and other supporting institutions?

Dates & Timing

- IUGG General Assemblies have usually been held in summer (June - August). Avoid clashes with other functions that may compete for conference facilities, living accommodation, and transport. Dates when University accommodation is available are desirable.

Participation

- What is the maximum number of participants who can be accommodated by the planned conference facilities?

Access

- Is the venue easy to reach? Include the cost of ground transport and any daily commuting costs.

Immigration control

- Will there be government support to assure the free circulation of scientists consistent with the International Council for Science (ICSU) policy on freedom and responsibility and the Principle of Universality of Science?
- What arrangements will be put in place to facilitate the visa application process for participants in the Assembly?

Accommodation

- Will there be enough accommodation to cater for the full range of requirements?
- Low-price options for students and others are essential.
- How far is the accommodation from conference centre(s), places to eat, and entertainment?

Affordability

- Combining registration, travel, accommodation, food, and entertainment.

Geographical balance

- Assembly locations should be spread around the world, with a preference for developing countries provided the "Guideline" requirements can be met.

Climate

- What are the average temperature, humidity and rainfall at the time the General Assembly will be held? Air conditioning may be an important issue. Put information into the circulars.

Currency

Put information into the circulars. What currencies and credit cards are widely accepted? What is the availability of ATM (cash dispensing) machines?

Competing/complementary conferences

- What other organizations might hold a meeting/Assembly at a similar time and location?
- What locations in the same vicinity have been used for Association Scientific Assemblies?

Local Organizing Committee

- Are there enough scientists in the IUGG disciplines available with the right experience?

Outreach program

- Will there be any plans for public lectures, training courses, lecturers visiting to schools, and press conferences?

Regional impact

- What benefits will the Assembly bring to the region?

Scientific attractions in the region

- Research centers, universities, laboratories, observatories, and industries?

Sponsorship

- Any subsidies, free facilities, free staff, financial support for young scientists, and grants from the host city?

Tourist attractions in the region

- In particular for accompanying persons and pre- and post-conference visits.

CONFERENCE ACCOMMODATION

Conference centers are the best place to hold General Assemblies. Assemblies are also held at university venues where many good lecture halls are available in relatively close proximity to one another.

Accommodation is needed for

- Plenary lectures and Union sessions;
- Scientific sessions (many small rooms);
- IUGG Council meetings (2-3 meetings are attended by National Delegates and other scientists; about 150 in all);
- IUGG and Association Plenary, Bureau, and Executive Committee (EC) meetings;
- Division/Commission/Working Group meetings;
- Offices for IUGG and each Association with internet, telephone, photocopying, fax, tables and chairs (desks are not necessary);
- Pigeon holes (for EC, main Programs and Partners, spare ones for use during the Assembly);
- Opening Ceremony;
- Receptions;
- Closing Ceremony;
- Expect requests for accommodation for special functions and receptions.

For lecture rooms, we generally need halls with capacities ranging from 100 to 500 persons; theatre-style seating is preferred. In the evenings, rooms accommodating 50 or more

people (classroom size) will be needed for committee meetings. There should be one hall available with seating for about 2,000 people for the Opening Ceremony.

HOTEL/HOSTEL ACCOMMODATION

- Potential registrants need convenient access to accommodation booking information and booking services. Experience has shown that some people will not bother to register if they encounter difficulties in booking suitable accommodation. Efficient communication, confirmation, and provision of details about accommodation are important.
- Publicize distance and commute times for accommodation.
- Cater for the full range of requirements (4 star hotels to hostels; include apartments). Many participants require low-cost accommodation.
- Provide an accommodation booking service through the LOC as an option; the LOC should negotiate favorable hotel and hostel rates and try to secure undertakings from the providers about cost ceilings vs. self-bookings e.g., the actual rate charged to through the Local Organizing Committee (LOC) should be significantly lower than the rates available by booking privately (usually via the Internet).
- Provide advice to registrants about options for self-booking by Internet, which is usually the cheapest option, but may not be available to many attendees because of Internet or language/culture issues.
- University student accommodation is desirable. Reasonable prices for standard hotels (and meals) are very important.

PROGRAM CONSIDERATIONS

Assembly duration

- The Assembly normally spans 12 days: from a Monday to the Friday of the next week. The preceding Sunday is used for preliminary business meetings. However, this practice is under frequent review and so 12 days should not be automatically assumed as the duration. Many Associations will fit their programs into no more than 7 days.

Scientific Sessions

- Scientific sessions meet in parallel each day. Sessions usually begin at no earlier than 08:30 and end no later than 17:00.

Scientific Business meeting

- Many Association bodies (Commissions, Working Groups, etc.) schedule business meetings into the evening (until to 21:00 or 22:00) on most days.
- The Conference Center must be kept open late for those who stay for these business meetings.

Opening ceremony and reception

- Entertainment.

- Invite famous people; local celebrities.
- Reception (e.g. with finger food) to follow Opening Ceremony.

Timing of sessions

- 15 versus 20 minutes for orals?
- Fixed versus flexible time slots?
- 60, 75 or 90 minutes for Union Lectures?
- Special Lectures.
- Association Lectures on Tuesday and Thursday morning; no clashes.
- Public Lecture on Wednesday?

All these points must be discussed with IUGG and SGs.

Exhibition booths

- Probably limited scope; publishers, instrument suppliers, Societies, IUGG, etc.

Posters

- Large enough space to allow posters to stay for as long as possible.
- How long can the posters stay?
- Posters are best set up close to the session rooms (to link with oral presentations) and refreshments.
- The following formula could be used: beer and posters from 15:30 18:00 without any competing sessions.
- Corridor space for posters?
- Information about space to be available for planning.
- Poster presentations/viewing times should be linked to the relevant sessions.
- Approximately 600 posters per day.

The IUGG and Associations Secretaries General are responsible for formulating a first draft of the scientific program. This must then be reviewed and finalized in conjunction with the LOC on the basis of the facilities available.

ADMINISTRATIVE CONSIDERATIONS

The Local Organizing Committee (LOC) is responsible for issuing the Call for Papers (Assembly Circular) based on the scientific programme, collecting abstracts, publishing the programme, and all local arrangements, including setting the registration fee and the registration of participants. We expect that the LOC will use the Internet to communicate with participants and carry out the tasks of abstract submission and pre-registration.

Web services

- Start a conference website as soon as possible, then update. Include information about everything listed in this document and more.
- Hotel information, costs, distances, internet costs at hotels.
- Downloadable copies of circulars as pdf's.
- Advertise size of poster boards.
- Facility for officers to search for participants and abstracts.

- Provide internet access at all conference facilities.

Program and abstracts

- The web-based system of managing registrations, abstract submission and program arrangements must be fast and robust.
- The program needs to be available well in advance to enable session conveners to plan their programs and to redirect abstracts.
- The LOC needs to be flexible and accept various communication routes and ways of inputting data, i.e., e-mailing, web-page, even fax.
- The final program must be available when participants register on site.
- A conference bag is nice to have but not essential; cheap ones are OK. Do not fill the conference bag with commercial advertising material.
- Participants need a printed program book, including a quick-look summary for each day.
- Abstracts do not have to be printed, but must be available via the conference website and on CD. A small number of printed copies at key conference venues would be useful.
- Put abstracts on the website and tell people in advance; no printed book of abstracts.
- Give full names of Association Divisions, Commissions and WGs (not just WGII-G, etc.)
- List main officers (e.g., EC, Division and Commission chairs, WG chairs). IUGG and Association SGs will provide the list of officers.

Transport

- Provide information about ground transport in circulars and website. How to get from airport to hotels and typical costs. Make arrangements to assist people when they arrive signs to ground transport; helpers on site at busy times.
- If needed, arrangements for local transportation should be provided.
- Buses for evening functions.

Security

- Bomb scare preparation.
- Badge control.
- Some services should be available for non-registered accompanying persons and visitors, such as seating and toilets outside the controlled conference area.

FINANCES

Financial risk

- The LOC takes financial responsibility for the Assembly and any profit or loss incurred.
- Agreement with the IUGG Secretary General must be reached on all main financial decisions, such as setting the registration fee.
- IUGG will not contribute directly to the LOC to support the cost of the Assembly.

Registration fee

- The Registration Fee must cover all the local costs for organizing the meeting. The fee should be as reasonable as possible.
- Allow reduced registration fees for students and retired persons.
- Consider setting a one-week rate for the Associations that confine their program to only one week.

Levy for the Associations

- A levy is normally taken out of the registration fee and paid to the Associations. Registrants will need to tick a box to declare their preferred affiliation (Association).
- The levy is currently (2007) USD30 and must be negotiated with the IUGG Secretary General.

Sponsorship

- The LOC should seek support from organizations (government/academic/business) for the meeting, to assist scientists in need.
- The Associations normally provide significant support for selected (mostly young) persons to attend. Responsible for allocating grants can either be the LOC (recommended) or the Associations when they themselves provide the funding. Funds paid to the LOC by the Associations for participant support must be used only for that purpose. The LOC must account for how the money was used and the signed receipts must be available to those donating the funds.
- The Associations are responsible for deciding who receives support grants.
- Grant money from IUGG, the Union Associations, and LOC is often distributed together according to an agreement between the partners. In this case an eventual reimbursement of a surplus (for instance, in no-show cases) to the partners must be negotiated beforehand between the partners.

Auditing accounts

- IUGG has the right to view all conference accounts.

Education and Outreach Program

- Public Lecture at a time and place convenient for schools and the wider general public.
- Outreach program speakers to schools and colleges
- Block visits by college students (is the timing right?)
- Press conference

Accompanying Persons Program; Tourism

- There should be an accompanying persons program.
- Associations may wish to arrange special tours during the middle weekend.
- Commercial operators are OK.
- Expect up to 300 accompanying persons, depending on the cost of attending and the availability and attractiveness of tours.

- Provide information about commercial options on the website and circulars.

Catering

- Reception after Opening Ceremony
- Drinks are needed at mid-morning and mid-afternoon breaks.
- Provide fruit juices and soft drinks as well as coffee and tea.
- Refreshments should be dispersed to avoid congestion; place milk and sugar away from dispensers of drinks so people move away.
- Refreshments will be needed at many business meetings at the cost of the body convening the meeting?
- Lunches will be needed during or near venues for lunchtime lectures/meetings.
- Quick-serve lunches may be needed for lunchtime lectures.
- Cafés and bars open at all times with tables and chairs for discussions.
- Banquets for each Association and possibly other groups at their expense

Marketing

- Advertise everywhere possible use email lists, newsletters, etc.
- Publicize at the end of each Assembly the date and venue of the next IUGG Assembly.
- Website information should be available as early as possible.
- Usual web services for conferences
- Hats, T-shirts and similar items could be for sale?

Follow-up

- Abstracts should be placed on the IUGG website.
- Publication of Comptes Rendus
- An email list of participants should be passed to the IUGG Secretary General.
- Keep all statistics and provide them to the IUGG Secretary General numbers of abstracts, posters, and no-shows.
- Hold a de-briefing/review meeting with the IUGG Executive at the end of the Assembly.

Deadline

Inquiries to the IUGG Secretariat regarding a potential invitation are welcome at any time. The official invitation should be received by the IUGG Secretary General at least six months before the next General Assembly (consistent with IUGG By-Law 6). The IUGG Council selects the winning invitation. All invitations will be evaluated by an impartial committee selected for that purpose, and a report will be given to the IUGG Council before their final vote.

Statistics from past General Assemblies

	2007	2003	1999
Scientist total registrations	4375	4151	4051
Student and young scientist registrations	1322		
Accompanying persons registrations		181	232
Number of session venues	38	4	30
Number of abstracts	7236	5137	6500
received	(6990 accepted)	(5137	5236 accepted,
		delivered)	without IAHS abstracts
Registration fee – early	€430,00		GBP 240
Registration fee - normal	€520,00	55,000 Yen	GBP 300,
	€550,00 on site	(normal),	GBP 330
	€250,00 students	33,000 Yen	on site,
		(student &	GBP 150
		young scientists), 10,000 Yen (accompanying persons)	(student & young scientists), GBP 50 (accompanying
			persons)
Number of posters	2743	2737	