



International Association of Hydrological Sciences

Guidance for organising IAHS meetings

1. Introduction

Organising scientific meetings is one of the expected activities of IAHS Commissions and Working Groups to contribute to meeting the aims of IAHS. The benefits of organising meetings include:

- (i) providing opportunities for discussion of the latest developments in hydrological research and its application;
- (ii) providing opportunities for setting the agenda for hydrological research and its application;
- (iii) providing opportunities for publication of meeting papers and or meeting outputs through IAHS publications – *Hydrological Sciences Journal (HSJ)* and Proceedings of the International Association of Hydrological Sciences (PIAHS);
- (iv) facilitating networking, outreach, knowledge dissemination and training amongst hydrological researchers and practitioners;
- (v) attracting new members to IAHS, particularly from financially disadvantaged countries through the SYSTA scheme for travel awards.

Only IAHS meetings (meetings indicated with the IAHS logo in the Calendar on the IAHS website), are eligible for the IAHS Sivapalan Young Scientists Travel Awards (SYSTA). More information about the eligibility for SYSTA and the application procedure is at: <https://iahs.info/About-IAHS/SYSTA-Grants/>

To qualify as an IAHS meeting, a participant licence fee (30 euros for every meeting participant) is payable to IAHS, and should be included in the registration fee. This helps to fund IAHS activities, such as the SYSTA travel grant scheme (also remembering that IAHS has no membership fees).

The aim of this guidance is to support the organisers of IAHS meetings, with regards to the roles and responsibilities of the Local Organising Committee (LOC), International Scientific Committee (ISC), IAHS Officers and the IAHS Secretariat, financial considerations, communications with the IAHS Secretariat, and the timeline for organising meetings.

2. Roles and responsibilities of the LOC, ISC and IAHS Secretariat

The key roles and responsibilities of the LOC, ISC and IAHS Secretariat are outlined below. These lists are not exhaustive, but aim to include roles and responsibilities common to all meetings. The LOC may decide to have further separate sub-committees (e.g. a finance committee, logistics committee) or designated posts to take on different responsibilities. Close liaison is necessary between the LOC and ISC, and any further sub-committees.

Local Organising Committee

- The Local Organising Committee is made up of institutions convening the meeting and includes at least one member of the organising IAHS Commissions / Working

Groups. The IAHS Executive Secretary joins the first meeting of the LOC to help ensure good communications. One member of the IAHS Secretariat will be co-opted in the LOC.

- Select meeting dates and venue
- Book meeting venue, audio-visual support, refreshments and social events (as appropriate)
- Manage the financial resources for the meeting, including preparing a budget, collecting registration fees, disbursing monies for meeting costs (e.g. venue hire, registration system, refreshments, printing and stationery costs, payments for meeting support).
- Apply for support funding / sponsorship for the meeting locally and internationally (e.g. IUGG - <https://iugg.org/meetings/guidelines-for-meetings-support/>)
- Set up a website with all the meeting information (including suggestions for accommodation and local travel).
- Meet regularly and review progress toward the event (at least once per month).
- Work closely with the LOC, and IAHS Secretariat and IAHS Secretary-General.
- Set up a system for abstract submission and registration. This can be through Copernicus (with whom IAHS has a framework agreement with standard costs for different registration, abstract submission and PIAHS publication packages – please contact info@iahs.co.uk for more information) or through another professional conference organiser or in house through the local organisation.
- Set deadlines for registration.
- Sign an agreement with IAHS re: participant licence fees, and any other agreements necessary for running the meeting (e.g. with meeting venue, refreshments provider, professional conference organisers).
- Arrange and coordinate excursions for participants, as appropriate.
- Prepare invitation letters to support visa applications by meeting participants. Note – invitation letters can only be provided by a local organisation in the country in which the meeting is being held.
- Support SYSTA awardees around the meeting, e.g. present SYSTA certificates during the meeting, put SYSTA awardees in contact with a local buddy if no member of the IAHS ECC is at the event, if requested by the IAHS Treasurer disburse IAHS funding support to SYSTA awardees.
- Set in place support for before, during and after the meeting, e.g. response to queries from meeting participants, registration desk during the meeting, audio-visual support during the meeting, identifying and briefing session chairs, procuring and setting up poster boards, guidance for presenters and session chairs.
- Put together delegate packs, e.g. badge, USB stick, bag, as appropriate.
- Encourage meeting participants to join IAHS if they are not a member, e.g. through information on the meeting website, and during the meeting. The members area of the IAHS website (<https://iahs.info/Members-Area/>) explains how to join (membership is free) and the benefits of membership.
- Organise any media coverage before, during and after the meeting.
- After the meeting, transfer the participant licence fees collected to IAHS.
- After the meeting, provide any reports required by meeting sponsors.
- Keep the Secretariat informed of major developments.

International Scientific Committee

- The International Scientific Committee (ISC) is made up of seasoned IAHS researchers from commissions, committees and working groups by the Conference organisers. The IAHS Secretary General joins the first meeting of this committee. The Secretary General is an Ex-officio member of this committee.
- The ISC will meet regularly and review progress toward the event (at least once per month).
- Decide on the meeting's scientific themes and format (e.g. invited speakers, number of oral presentations, whether to have posters) and prepare the call for abstracts.
- If meeting publications are planned in *HSJ* and/or PIAHS, appoint an Editor and liaise with the *HSJ* Editor-in-Chief or the PIAHS Editor-in-Chief (currently the IAHS Secretary-General), as appropriate. Decide on whether publication will be in advance of or after the meeting and set appropriate timelines for full paper submission, making decisions about acceptance and sending out letters to authors.
- Produce the scientific programme work plan for the meeting in liaison with the LOC (e.g. deadline for abstract submission, evaluation and selection of abstracts, notification of presenters).
- Decide on the length of oral presentations, format of any poster sessions.
- Approach invited speakers.
- Identify the reviewers of abstracts
- Evaluate and select abstracts for oral and poster presentations, as appropriate
- Consider whether to run any training events before or after the meeting, particularly aimed at early career scientists, consulting with the IAHS Early Career Committee <https://iahs.info/Initiatives/committees/Early-Career-Committee/>
- Prepare the meeting programme, in liaison with the LOC, including talks, invited talks, poster sessions, social events, excursion, opening and closing sessions, etc.
- Prepare guidance for oral and poster presentations (e.g. timing, slide and poster format (size, landscape or portrait, etc.), upload of oral presentations, displaying posters).
- Select session chairs for the meeting, including poster sessions if necessary.
- Work closely with the LOC, IAHS Secretariat and IAHS Secretary-General.
- Ensure that the IAHS Statement on commitment to equality, diversity and inclusion <https://iahs.info/About-IAHS/about-iahs/> is followed during the organisation and conduct of the meeting.

IAHS Secretariat

- Provide the Copernicus contract to LOC for consideration.
- Provide LOC with the meeting planning guidelines document
- Join the first meeting of the LOC to ensure good communications
- Provide details to LOC about maximum amount of SYSTA funding available for the meeting.
- Advertise the meeting through IAHS communications channels (e.g. Enews, calendar of events on IAHS website, IAHS social media).
- SYSTA scheme: respond to any queries about SYSTA, receive and process SYSTA applications, evaluate applications, implement the SYSTA awards including all funding, put SYSTA awardees in contact with each other and with the ECC, provide SYSTA certificates for presentation at the meeting.
- Provide IAHS logos and advice on IAHS branding for the meeting.
- Draft the agreement with the LOC for collection and transfer of participant licence

fees to IAHS (if not using Copernicus package B).

3. Financial considerations

In setting the budget and registration fees for the meeting, the LOC should ensure that all likely costs are included (this includes the 30 euros participant licence fee for every meeting participant) plus a contingency in case the number of participants is lower than expected. If PIAHS publications are planned, decide whether article page charges will be included in the registration fee to be shared across all participants whether or not they submit a PIAHS article, or are only charged to participants who submit a PIAHS article.

Normally lower registration fees are charged for students. The LOC can decide to also set lower registration fees for participants from financially disadvantaged countries (FDCs) according to the definition used by IAHS (<https://iahs.info/Members-Area/Disadvantaged-countries/>). The LOC can also decide to set early bird registration fees. If the LOC is considering setting lower registration fees for local participants, they should contact the IAHS Secretariat to discuss their plans to help ensure some consistency across IAHS meetings.

Financial liability for the meeting rests with the LOC, not IAHS. The LOC has discretion over the use of any profit made by the meeting, but could consider reserving a portion of any profit to support future meetings of the Commission / Working Group.

4. Communications with the IAHS Secretariat

Good communications between the LOC and the IAHS Secretariat are vital to ensure that IAHS can offer appropriate and timely support for IAHS meetings. All communications about the meeting should be sent to the IAHS Executive Secretary info@iahs.co.uk and the IAHS Secretary-General, and also to the IAHS Treasurer for financial matters and the SYSTA scheme.

Guidance on the use of the IAHS logo and on IAHS branding is on the IAHS website <https://iahs.info/uploads/Guides/IAHS%20Brand%20Guidelines%20V3Apr2024TTP.pdf>. The IAHS logo should be requested from the IAHS Secretariat so that the correct and most appropriate forms of the logo are used. The IAHS Communications Officer (Tarryn Payne) can disseminate information about the meeting before, during and afterwards through IAHS communications channels (e.g. Enews, calendar of events on IAHS website, IAHS social media) if material is provided by the LOC.

5. Timeline for organising IAHS meetings

The table below shows the suggested timeline for key activities in organising IAHS meetings.

Time before meeting	Activity
12+ months	Commission / Working Group includes intended meeting in its annual work plan to IAHS Bureau
12 months	Commission / Working Group informs IAHS Secretariat of intention to hold meeting, meeting dates and venue
12 months	Commission / Working Group forms LOC, ISC and any subcommittees, roles of LOC and ISC members identified. Format of meeting decided.
12 months	LOC applies for support funding / sponsorship for the meeting locally and internationally
12 months	IAHS Secretariat or Secretary General sends Copernicus agreement to

	LOC for consideration and advises of the need to pay Head Fee to IAHS. If Copernicus selected then SG has oversight but main communication is between LOC and Copernicus.
12 months	IAHS Secretariat or IAHS Treasurer advise LOC as to the maximum number of SYSTA awards available for the meeting
12 months	If meeting publications are planned in <i>HSJ</i> and/or <i>PIAHS</i> , ISC appoints an Editor who liaises with the <i>HSJ</i> Editor-in-Chief and/or the <i>PIAHS</i> Editor-in-Chief. Depending on whether publication is before or after the meeting, appropriate timelines will need to be set for full paper submission, making decisions about acceptance and sending out letters to authors.
10 months	LOC obtains cost estimates for venues for meeting and any social events, meeting abstract submission and registration systems, other meeting support, etc.
9 months	LOC draws up meeting budget, sets registration fees, books meeting venue, sets up meeting website
9 months	LOC sets deadlines for abstract submission and registration and SYSTA applications (in coordination with the ISC and IAHS Secretariat)
9 months	ISC in collaboration with LOC prepares call for abstracts and contacts any invited speakers
9 months	IAHS Secretariat provides the LOC with a meeting agreement regarding participant licence fees if not covered by a Copernicus package B agreement
9 months	IAHS Secretariat advertises meeting through IAHS communications channels
9 months	LOC signs any other agreements necessary for running the meeting
7 months	IAHS Secretariat provides reminders of abstract submission and SYSTA application deadlines through IAHS communications channels
6 months	Deadline for abstracts (to allow time for evaluation and notification to speakers and poster presenters - ISC responsibility)
6 months	Deadline for SYSTA applications (to allow time for evaluation of SYSTA applications and for awardees to obtain visas if required)
4 months	ISC finalises meeting programme for publication on meeting website
4 months	ISC prepares guidance for oral and poster presentations and selects session chairs for the meeting
4 & 3 months	IAHS Secretariat provides reminders of meeting registration deadline through IAHS communications channels
2-3 months	Deadline for registrations
0-2 months	LOC fine-tunes on the ground meeting logistics, communications with participants
Within 3 months after meeting	LOC wraps up meeting finances and transfers participant licence fees to IAHS.
After meeting	Commission / Working Group reports on the meeting as part of its annual activities report to IAHS Bureau