



## Memorandum on bids to host the IAHS 2029 Scientific Assembly

Bids to host the IAHS 2029 Scientific Assembly are to be received by Jean-Marie Kileshye Onema, IAHS Secretary General, [jmkileshye-onema@waternetonline.org](mailto:jmkileshye-onema@waternetonline.org) (copy to [info@iahs.co.uk](mailto:info@iahs.co.uk)) by email by 30 January 2026. Interactions are possible and encouraged upfront. The decision will be made between the different bids received during a virtual bureau meeting to be scheduled during the period June 2026–January 2027 where bidders will be invited to present and answer questions. This document should be read alongside the [IAHS Meetings Guidance document](#).

### Major policy aspects:

An Agreement will be signed between IAHS and the legal host body.

Preference is for an assembly hosted in University/Scientific facilities.

The Assembly should last 5 days (with eventual satellite meetings, events, visits before and after) between April and August 2029.

Number of participants usually ranges between 350 and 700.

Registration costs need to be limited to a minimum (no gain should be targeted in the budget), with early bird registration rates, reduced costs for students including PhD students, possibly reduced costs for delegates from financially disadvantaged countries as listed on the IAHS website <https://iahs.info/Members-Area/Disadvantaged-countries/>.

Abstract Processing Charge (APC) shall be kept minimal.

Means of payment for registration and APC should include international bank transfers and credit cards.

A set of travel grants/free registrations to early career participants from financially disadvantaged countries should be offered from sponsors and/or from the conference budget.

Hosts should help delegates with invitation letters, visa procedures, attendance certificates.

A Participant Licence fee of 30 Euros per delegate is to be paid to IAHS after the Assembly. This helps to fund IAHS activities, such as the SYSTA travel grant scheme (also remembering that IAHS has no membership fees). IAHS SYSTA travel awards funded by IAHS would be available to support a limited number of eligible applicants.

The use of the Copernicus convening package based on their Framework agreement with IAHS is to be considered (accompanying document).

The scientific programme remains under the responsibility of the IAHS Bureau.

The publication of some articles in PIAHS via a dedicated Copernicus package (accompanying document) is to be considered.

One ice breaker, one gala evening and daily morning/afternoon coffee breaks are to be included.

## **A bid to host the 2029 IAHS Scientific Assembly should include:**

### **The inviting body/bodies, as a minimum:**

- The official legal host body with a letter of commitment;
- The description of the organising committee (individuals and affiliations) including the identification of the chairperson;
- Other supporting institutions with letters of support, including the National Committee / representative to IAHS/IUGG;
- Government support to assure free circulation of scientists, consistent with the International Science Council "Principle of Universality of Science."

### **Potential venue/venues, including:**

- Preference goes to facilities on an academic/scientific campus. The use of a conference centre is a second choice and should be justified;
- Maximum number of participants who could attend;
- Meeting facilities: A plenary room, Poster area, Foyer for social activities. These facilities should be in the same area (within walking distance). Rooms of various sizes for side events and technical equipment. Pictures and plans are welcome;
- Space and facilities for the Association's secretariat, meetings and booth;
- Accommodation: range of lodging types and costs; distance from meeting facilities; including low-cost possibilities in university/student residences;
- Proposed dates for an Assembly of 5 days in length, taking into account availability of facilities and suitability of weather;
- Possibility to hold virtual and hybrid meetings (exact format to be decided at a later stage);
- Sustainable practices offered by the venue (e.g., reductions of greenhouse gas emissions, use of plastic, food/paper/energy waste, etc.);
- Description of transportation means to reach the city and within the city.

### **Financial aspects:**

The host will take full responsibility and liability for the financial affairs of the Assembly. However, the following information should be provided:

- Resources available for the preparations leading up to the Assembly;
- Possibilities for support from governmental, industrial, and commercial bodies/sponsors in order to minimise registration fees;
- Possibilities for fund-raising to support young scientists from financially disadvantaged countries to attend the Assembly;
- Use of the convening package of Copernicus is preferred, via a contract between the host and Copernicus. Costs of the publication of partial proceedings in PIAHS are to be included in the budget. Other service providers can be contracted by the host;
- An outline budget for the Assembly, including estimated numbers for the different types of registrations.