



Guidelines IAHR Regional Congresses

Europe Division

The IAHR Europe Congress is the main event of the Europe Regional Division of IAHR. It is organised every two years in different countries of the Europe Region. The venue is selected by the Regional Division Leadership Team during their annual meeting at least four years before the celebration of the congress, and decision needs to be endorsed by the IAHR Council. A call for bids is made public every two years. Instructions for bidders and a template for submitting bids will be provided by IAHR.

The congress constitutes an interdisciplinary platform for experienced and young researchers, practitioners and educators, to discuss the most recent research trends and findings in the fields of hydro-environment research and engineering.

The congress organisers are IAHR and the hosting institution. It is recommendable that the hosting institutions are or become Institute Members of IAHR.

Organisation

A **national organising committee** needs to be composed to ensure the participation and involvement of institutions and entities at a national level. They will be responsible for taking the main decisions of the congress. The committee needs to include the IAHR Vice President for Europe, the President of the Europe Division and one representant from the IAHR Secretariat. It is recommended that national representants cover the three levels of administration, industry and academic world. When possible it would be ideal to identify and engage a national hydraulics association to work with.

A **scientific committee** needs to be designed. Its main function will be selecting the technical themes and sessions as well as reviewing the papers and producing the proceedings. They should also propose the keynote lectures ensuring a good balance in terms of gender, age and sector. IAHR can help providing names for the scientific committee. The national organising committee may also suggest names and will need to endorse the final programme. It is recommended to make a call for sessions to the Division.

A **congress Secretariat** will be created and will be responsible for executing the actions. It can be formed by the local host entities and if necessary by a Professional Congress Organiser (PCO). The IAHR Secretariat will also be part of it.

A monthly virtual meeting of this committee is recommended.

Structure of the congress



The congress usually lasts 3 days and must include a full programme of oral and poster sessions, keynote speakers, an exhibition, pre-congress workshops, special sessions, panels and some meetings and division activities such as the division annual meeting, a special programme for young professionals and the Jirka, heritage and industry awards. It should also include an opening and closing ceremony, and a welcome reception and Gala dinner. During the closing ceremony a report of the congress will be presented and the next congress will be announced.

Thematic

The themes may be proposed by the scientific committee and need to be approved by the national organising committee. A call for special sessions may be organised to allow members of the division to propose themes. They can also propose conveners who will organise and coordinate the special sessions.

The Secretariat can provide the list of themes of previous congresses.

It is expected that during the sessions, the moderators can produce small reports of the participation and the main outcome of the session.

Young Professionals

It is recommended to count with the participation of young professionals in the organisation, if there is no network in the country to create one. They can even be assigned congress organisation tasks.

The organising committee can create a subgroup responsible for the development of these activities including national young professionals and the IAHR council member representing Europe YPs and other Europe YPs if required.

A full programme of activities for Young Professionals must be prepared. Suggested activities are YPN night, YPN corner, congress newsletter, YPN assembly...).

It is also recommended to free the registration of some representants of regional YPNs.

Exhibition & Sponsors

A lively exhibition needs to be organised, attracting companies to participate and allowing them to organise activities at their stands, or pre-congress workshops.

IAHR will have a stand at the congress. The costs of the stand will be included in the congress budget.

The congress secretariat shall prepare a special leaflet for sponsors and do an effort to bring as many sponsors as possible.



Sponsorship of the congress shall also be offered to companies and national organisations including governments. It can be in the form of grants, venue facilities or financing some specific congress activity.

IAHR will also help to bring sponsors. The congress will share with IAHR the fees of sponsored introduced directly by IAHR.

Promotion & Visuals

IAHR will help to promote the congress to the community through all its channels and media (website, mailings, ebulletins Newsflash, Hydrolink, Journals and social media). A banner and a poster will be requested for different promotion purposes. The Secretariat will help to announce the different call for sessions, abstracts and main congress notifications.

Leaflets can also be produced and distributed with Hydrolink mailing magazine if required by the congress secretariat.

The IAHR logo must be used in all congress visuals.

After the congress finishes the congress secretariat shall produce a report which will be published in Hydrolink. It will include a summary of the congress outcome at a scientific level and logistics level.

Social media accounts for the congress will be transferred by the IAHR Secretariat to the congress secretariat.

Website

A website will be created to promote the congress and will include keydates, themes, keynote speakers, different calls for abstracts and full papers, full programme, info about the proceedings etc. It will also include information on the venue, as well as logistics (accommodation, weather, security, etc), information for sponsors, registration and paper submission modules etc. It will use the domain <https://europecongress.iahr.org/> owned by IAHR. The Secretariat will help to point the website to the domain once it is created.

Budget

A budget will be elaborated by the congress secretariat and needs to be supervised and approved by the national organising committee.

Proceedings



Proceedings shall be published and distributed to congress delegates the first day of the congress. They can be full papers or extended abstracts. It is recommended that papers are assigned a DOI number. The Secretariat will provide with a template for paper submission.

The IAHR Secretariat can also help with the process to apply for the proceedings to be indexed.

After the congress the proceedings will be uploaded into the IAHR members e-library. The cost for uploading the proceedings shall be covered by the congress budget.

Copyright of proceedings will belong to IAHR.

List of delegates

The list of delegates shall be shared with IAHR. Therefore, please make sure to include this in the keep me updated and registration forms (that the data will be shared with IAHR).

Delegates packs

A welcome kit will be distributed to delegates. It shall include the programme, proceedings and some gift such as a notepad and pen. As well as some leaflets from IAHR.

Sponsors leaflets can also be inserted.

Keydates

To be defined by the organising committee taking in account examples from former congresses.

Awards

IAHR will provide guidelines for the awards to be given during the congress, as follows:

- Jirka Award
- Heritage Award
- Industry Award
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Registration fees

Different categories of membership fees shall be provided. Fees for members and non members (at least 100 euro difference) and for young professionals. As well as an early bird fee. The fees must try to follow the level of previous congresses. The Secretariat can provide with the figures.



Financial contribution to IAHR

IAHR traditionally receives 5% from the registrations income. In addition to the percentage of registration fees, the Host agrees to collect and pay to IAHR, the association membership fee for all non-members who register for the World Congress. This should be factored into the decision on setting congress registration fees.

The congress must budget for one or two IAHR staff to participate in the congress (covering travel and accommodation costs).

Related data and Intellectual Property created by and for the Congress belongs to IAHR.