



Guidelines IAHR Regional Congresses

IAHR Europe Division Congress

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 EuropeRegion. The venue is selected by the Regional Division Leadership Team during their annual meeting, roughly four years before the celebration of the congress, and that decision requires the endorsement of 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/s. Ideally hosting institutions should be or become Institute Members of IAHR.

Organising Committees

A **national organising committee** must be established to ensure the participation and involvement of institutions and entities at a national level. They will be responsible for decision-making regarding the congress. The committee must include the President of the EUROPE Division and one representative from the IAHR Secretariat. National representatives should be drawn from the administration, industry and academic spheres. When possible, it would be ideal to identify and employ a national hydraulics association with whom to work. They could be considered congress supporters.

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

A **Congress Secretariat** will be created and will be responsible for executing 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.

Monthly virtual meetings of this committee are recommended.



Structure of the congress

The congress usually lasts 3 days and may include keynote speakers and plenary panels, a full programme of oral and poster sessions, an exhibition and fair, pre-congress workshops and/or masterclasses, special sessions and side events, a special programme for young professionals, division awards, and some meetings such as the division annual meeting. It should also include an opening and closing ceremony, and a welcome reception and Gala dinner. During the closing ceremony a report from the congress will be presented, and the next congress will be announced.

Congress Framework

The IAHR congresses aim to be the global platform for results-oriented exchange on water challenges amongst **researchers, decision makers, engineers and solution providers**, bearing the collective knowledge and expertise of thousands of the world's top experts. With this in mind, the congress will be structured around three tracks:

- Innovation, Science and Research: a traditional scientific programme of oral and poster sessions where experts have the chance to present their research and projects.
- Authorities: local, basin, federal, and regional water authorities are invited to present water issues and priorities.
- Solutions Community: companies and the industrial sector will be invited to present their knowledge, experience, and resources to implement fit-for-purpose solutions.

Congress themes

The themes may be proposed by the scientific committee and need to be approved by the national organising committee. Themes should be aligned with [IAHR thematic priorities areas](#). A call for special sessions may be organised to allow members of the division to propose themes. They can also suggest 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 session chairs help to produce brief reports on the participation and the main outcome of their session.

Exhibition, Fair & Sponsors

A lively exhibition should be organised, attracting companies to participate and allowing them to organise activities at their stands, or pre-congress workshops. The goal is to provide a global platform to match the world's solution providers with information products on the highest



priorities of public authorities as well as the latest game-changing research and innovation. It is highly recommended that congress organisers consider including the following elements, such as:

- An Exhibition and Fair with a Solutions Space
- A Challenge by Authorities to the Solution Community
- Country pavilions presenting the know-how and capabilities of their solution community
- Sponsoring and visibility opportunities
- Dedicated technical sessions
- Industry leadership forum

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 make 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 the financing of a specific congress activity.

IAHR will also help to bring sponsors and will share with the congress the sponsorship and exhibition sales introduced or mobilised directly by IAHR.

Young Professionals

The congress organisers should count on the participation of young professionals in the organisation, and if there is no network in the country one should be created. 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...).

To encourage participation, the registration fees of some representatives of regional YPNs should be waived.

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 calls for sessions, abstracts and main congress notifications.

Leaflets can also be produced and distributed with the Hydrolink 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 the IAHR website and Newsflash. It will include a summary of the congress outcome at a scientific level and logistics level.

Social media accounts of 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 key dates, themes, keynote speakers, different calls for abstracts and full papers, full programme, details on 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 a subdomain owned by IAHR ie 2028.europe.iahr.org. The Secretariat will help to point the website to the sub domain once it is created.

Budget

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

Proceedings

The congress must use the IAHR publication services to publish the book of abstracts and proceedings. Ideally proceedings shall be published and distributed to congress delegates the first day of the congress. These may be extended abstracts and/or full papers. It is recommended that papers be assigned a DOI number. The Secretariat will provide a template for abstract and paper submission.

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

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

Copyright of the 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 (the data will be shared with IAHR).

Delegates packs

A welcome kit will be distributed to delegates. It shall include the programme, proceedings and a 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 applicable awards to be given during the congress.

Registration fees

Different categories of membership fees shall be provided, including fees for members and non-members and for young professionals, as well as an early bird fee. The fees typically are in line with those of previous congresses.

Financial contribution to IAHR

IAHR receives 10% from the registration income. In addition, IAHR can offer a free membership year to all participating non-members (assuming that these fees are paid by the congress budget, taken from the difference in the fees paid by members and non-members). This will help non-member delegates to experience IAHR membership for one year, as well as help expand the IAHR community and network of experts.

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

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