IAHR International Association for Hydro-Environment Engineering and Research

Hosted by Spain Water and IWHR, China

Guidelines for Specialty Conferences of IAHR Technical Committees and Working Groups

DRAFT

IAHR technical committees and working groups (hereinafter referred to as "TC/WG" and "TCs/WGs," a list of which may be found on the IAHR website) regularly organise specialty conferences and symposiums that are strongly focussed, covering a specific scientific/technical discipline or application. They are organised mostly every two years in different countries.

Such conferences are discipline-focussed platforms for experienced and young researchers, practitioners and educators to discuss the most recent trends and findings in the specific fields of the TCs/WGs.

The conference organisers are IAHR and the hosting institution(s). Ideally hosting institutions should be or become Institute Members of IAHR.

Committees

A **local organising committee** must be established to ensure the participation and involvement of institutions and entities, and will be responsible for executing actions. They will be responsible for decision-making regarding the conference. The committee must include the Chair of the Technical Committee or Working Group and one representative from the IAHR Secretariat. National Representatives of the committee should be drawn from the academic, water authorities and private sectors. When possible, the national water engineering or hydraulics association is engaged to support the conference.

The **leadership team of the corresponding TC/WG** should be included in the organizing structure to ensure the event is aligned with the missions of the TC/WG.

A **scientific or programme 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 geographic, gender, age, and sector. The leadership team of the corresponding TC/WG will endorse the final programme.

A **Congress Secretariat** may be created as necessary which will be responsible for executing actions. It may be formed by the local host entities and if necessary by a Professional Congress Organiser (PCO).

Structure of the conference

The duration of the conference is typically 3 days but is flexible based on actual circumstances and may include keynote speakers and plenary panels, a full programme of oral and poster sessions, an exhibition and fair, pre-conference

workshops, special sessions and side events, a special programme for young professionals, awards, technical tours, and meetings such as the working meeting of the TC/WG. It should also include an opening and closing ceremony, and usually a welcome reception and a gala dinner. During the closing ceremony a summary report from the conference will be presented, and the next conference will be announced.

Conference dates

Before announcing the conference dates, the local organising committee should consult with the IAHR Secretariat to avoid conflicts with other IAHR events.

Conference framework

The IAHR conferences 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 the world's top experts. With this in mind, the conference can be structured around three tracks as appropriate:

- Innovation, Science and Research: a scientific programme of oral and poster sessions where experts may present their research and projects.
- Authorities: local, basin, federal, and regional water authorities are invited to present and discuss 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.

Conference themes

The themes may be proposed by the scientific or programme committee and need to be approved by the local organising committee and the leadership team of the corresponding TC/WG. Themes should be aligned with the IAHR Strategic Plan. A call for special sessions may be organised to allow members of the TC/WG to propose themes. A public call for partner sessions may be issued to enable any organisation or project to propose fully organised sessions.

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 when possible, attracting companies, organisations and projects to participate and allowing them to organise activities at their stands. 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.

IAHR may request a stand at the conference. The costs of the stand will be included in the conference budget.

A special leaflet shall be prepared for sponsors and efforts be made to bring as many sponsors as possible.

Sponsorship of the conference could 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 conference activity.

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

Young professionals

The conference organisers could count on the participation of young professionals in the organisation, and if there is no IAHR Young Professionals Network (YPN) in the country it is encouraged to create one.

A special programme of activities for young professionals may be prepared. Suggested activities are young professionals night, young professionals corner, master classes, a mentoring programme, etc.).

To encourage participation, registration fees of some representatives of local YPNs may be waived.

Diversity, Equity and Inclusion

The congress must consider diversity equity and inclusion for example when selecting committee members, keynotes, session chairs etc. It is recommended also to liaise with the task force for diversity to convene a specific session on diversity, equity and inclusion.

IAHR Engagement & Identity

The congress should organise an open meeting of the committee to all participants, where the activity of the committee is presented as well as ways to engage and interact with the community

The congress must make sure to reflect IAHR identity in all materials produced such as banners, signs, programme, website including logos. During the congress IAHR brochures should be distributed to participants and roll up banners should be placed to promote IAHR events, publications and activities

IAHR will provide a communications kit for congresses and may be provide the congress with some materials for display.

Hosting agreement

The legal representative of the candidate to host the conference must sign an IAHR hosting agreement to confirm the rights and obligations of the conference organiser. Please contact the IAHR Secretariat for details.

Post-Event Reporting Form

The local organising committee needs to fill in the Post-Event Reporting Form (and send documents via email if needed) as soon as possible after the conference.

Promotion & visuals

IAHR will help to promote the conference 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 IAHR Secretariat will help to announce the different calls for sessions, abstracts and main conference notifications.

Leaflets can also be produced and distributed with the *Hydrolink* mailing magazine if required by the local organising committee.

The IAHR logo must be used in all conference visuals.

After the conference finishes the local organising committee shall produce a summary report which will be published by IAHR. It will include a summary of the conference outcomes at a thematic level and a logistics level.

Website and Software

A website must be created in consultation with the IAHR Secretariat to promote the conference 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, visa application, weather, security, etc), information for sponsors, registration and paper submission modules, etc. IAHR Secretariat may create a secondary domain name (in the format of xxx.iahr.org) for the conference to increase credibility and ease of access.

Regarding conference management software, IAHR has a partnership with Easychair that offers discounted rates to all IAHR events. It is recommended that the event use Easychair as a common software platform to strengthen coherence between IAHR abstracts, proceedings and conference outcomes.

Budget

A budget will be elaborated by the local organising committee.

Book of abstracts and proceedings

It is recommended that the conference develop the book of abstracts and proceedings in close consultation with IAHR Secretariat, and use the IAHR publication services to publish the book of abstracts and proceedings. IAHR will own the copyright of the proceedings and have the right to upload the proceedings to its online library.

Ideally proceedings shall be published and distributed to conference delegates the first day of the event. These may be extended abstracts and/or full papers. It is recommended that papers be assigned a DOI number. The IAHR Secretariat may 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 conference the proceedings will be uploaded into the online library on the IAHR website, and will be accessible for all or only for IAHR members and conference participants, depending on the publication and license terms. The cost for publishing and uploading into the e-library shall be covered by the conference budget.

The congress may solicit publishing a special issue with selected papers to be published in one of the IAHR Journals

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.

Conference dates and other key dates

When deciding key dates for the conference, the organisers should consult with the IAHR Secretariat to avoid overlaps with other IAHR events

The key dates are to be defined by the organising committee considering examples from previous conferences.

Awards

IAHR will provide guidelines for the applicable awards to be given during the conference.

Registration fees

Different categories of registration fees shall be provided, including fees for IAHR 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 conferences, and reduced registration fees (normally 10%-15% off) must be given to IAHR members.

Certificates of participation

Certificates shall be provided by the conference secretariat, IAHR can facilitate and provide a template.

Social & Cultural

Conferences are an opportunity to show the local, regional, national culture and technical heritage. Please consider this when organising social events, and catering etc.

Financial contribution to IAHR

IAHR receives a percentage of the registration income that is fixed by the IAHR Council. For reference, the IAHR Council meeting of 3 June 2024 in Lisbon, Portugal, fixed the percentage at 5% of the registration income.

It is recommended that the Congress registration fees for non-IAHR members shall include an amount to cover the cost of a one year membership to IAHR (as set out in the IAHR membership fees). The full amount of this membership fee shall be directly transferred to IAHR and the registered congress participant shall be granted membership of IAHR for one year. The congress tariff set for non-IAHR members may be set to reflect this. 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 conference must budget for waiving the registration fees for one or two IAHR staff to participate in the conference.

Intellectual Property

Any related data and intellectual property created by and for the conference belongs to IAHR.

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