GUIDELINES FOR IUGG GENERAL ASSEMBLIES

*Guidelines are listed here as an aid to the bidding and planning of
IUGG General Assemblies.*

GENERAL

An official document expressing interest in hosting the IUGG General Assembly should be issued by a member state – national adhering body. When preparing the bid, we recommend taking into account the regional perspective, research tradition, and activities of the relevant scientific community. For destination-related matters, working closely with a national convention bureau is recommended. Cooperation at the regional level (joint candidacy of several countries in the region) is also welcome.

1.a) Invitation
- Who is/are the official inviting body/bodies and other supporting institutions?

1.b) Dates & timing
- IUGG General Assemblies are usually held between June and August. It is recommended to avoid overlap with other events that may compete for conference facilities, lodging, and transport. Conference timing when University housing is available is desirable.

1.c) Travel to the venue city
- Provide information on travel connections to the host city (location of nearest airport, flight connections, local transportation, other modes of transport, etc.)

1.d) Sustainability
- What practices are considered to reduce/minimize the Carbon footprint with respect to the IUGG Resolution 1/2019
- What other sustainability practices are considered (e.g., use of plastic, food/paper/energy, etc.)

1.e) Immigration control
- Are government policies in place that allow for free movement of scientists consistent with the International Science Council (ISC) policy on freedom and responsibility and the Principle of Universality of Science?
- What arrangements will be put in place to facilitate the visa application process for the participants of the Assembly?

1.f) Affordability
- Address anticipated costs for registration, travel (incl. visa), lodging, food, and entertainment.

1.g) Geographical balance
- Assembly locations should be distributed around the world, if possible. Developing countries are encouraged to consider hosting the Assembly if the requirements can be met.

1.h) Climate
- What is the average temperature, humidity and rainfall at the time the Assembly will be held? Air conditioning may be an important issue.

1.i) Currency
- What currencies and credit cards are widely accepted?
- What is the availability of ATM (cash dispensing) machines?

1.j) Competing/complementary conferences
- What other organizations might hold a meeting/assembly at a similar time and location?
- Which nearby cities/venues hosted previously IUGG-related scientific conferences?

1.k) Regional impact
- What benefits will the Assembly bring to the region?

1.l) Scientific attractions in the region
- List research centers, universities, laboratories, observatories, and industries?

1.m) Sponsorship
- Any subsidies or cost-sharing, free facilities, staff volunteers, financial support for young scientists, and grants from the host city?

1.n) Tourist attractions in the region
- In particular for accompanying persons and pre- and post-conference visits.

LOCAL ORGANIZING COMMITTEE (LOC), SCIENTIFIC PROGRAM COMMITTEE (SPC), AND PROFESSIONAL CONFERENCE ORGANIZER (PCO)

- The LOC is responsible for the Assembly and should hire a PCO
- Are there enough scientists in the IUGG disciplines available with the right experience to form a LOC?
- The LOC appoints the Chair of the Scientific Program Committee (SPC). The SPC consists of a Chair, the IUGG Secretary General and the Association Secretaries General
- C-IN (see www.c-in.eu) has acted as the sole or joint PCO of IUGG General Assemblies since 2015, as well as Scientific Assemblies of several IUGG Associations. Considering the experience C-IN has gained over the years, the IUGG strongly recommends that LOCs of future General Assemblies continue the collaboration with C-IN.
- Main areas for cooperation to be considered, either with C-IN or other PCO, include the following:
  • Scientific program handling (paid abstract submission, abstract evaluation)
  • Online scientific program tool, including mobile app
  • Registration process handling
  • Travel grants handling
  • On-site scientific program handling (speaker preview, slides distribution)
  • Onsite registration handling (registration kiosks)
- A collaboration with a local PCO would also be beneficial for local services and Assembly logistics.

CONFERENCE VENUE

Conference centers are the best place to hold General Assemblies.

3.a) Name of the Venue
Specify the name of the venue (convention/exhibition center)

3.b) Capacity
- What is the maximum number of participants who can be accommodated by the

selected conference facilities?
- Possibility to hold virtual and hybrid meetings (e.g., technical equipment, pricing etc.)

3.c)   Space available

Provide information on space available. The following space is needed:
- 28 rooms for scientific sessions (preferred room size is 100-150 people in theater style; a few rooms should accommodate up to 300 people in theater style; 1 room should accommodate up to 1,000 people in theater style)
- 1 room for the Opening Ceremony (theater style, up to 2,000 people)
- 1 room for the Closing Ceremony (theater style, up to 1,000 people)
- 1 room for IUGG Council Meetings (classroom style, up to 150 people)
- 1 room for IUGG Business Meetings (boardroom style, up to 30 people)
- 2-3 rooms for Association Plenaries (classroom style, up to 150 people)
- 8 rooms for Business Meetings (boardroom style, up to 30 people)
- 8 rooms for Association Offices (boardroom style, up to 20 people)
- 3 rooms for IUGG Offices (lounge style, up to 10 people, ideally connected rooms, sofa, printer)
- Space for IUGG/Association receptions
- Exhibition, Catering and Posters area (need to accommodate approx 30-40 exhibitors – mostly 9sqm per booth – and 600 posters)
- Registration area (sufficient size to process onsite registration)
- Speaker ready room
- Child care room
- Prayer room

3.d)   Volunteers and students
- Is involvement of volunteers and student helpers considered? To what extent and under what conditions?

3.e)   Access
- Is the venue easy to reach?
- Is the venue barrier-free?

3.f)   Security
- Badge control
- Emergency procedures such as evacuation plans
- Some services should be available for non-registered accompanying persons and visitors, such as seating and toilets outside the controlled conference area

3.g)   Health and child care

It is suggested to consider measures to deal with urgent health issues or needs for supervised child care.

3.h)   References

Provide a few examples of prior events of similar size hosted by the venue.

CATERING
- Reception after Opening Ceremony (about 1500-2000 people) and after Closing Ceremony (about 500-1000 people).
- Drinks are needed at mid-morning and mid-afternoon breaks.
- Provide fruit juices and soft drinks as well as coffee and tea.
- Refreshments sites should be dispersed to avoid congestion; place milk and sugar

away from dispensers of drinks so people move away.
- Refreshments will be needed at many business meetings – at the cost of the body convening the meeting?
- Lunches will be needed during or near venues for lunchtime lectures/meetings.
- Quick-serve lunches may be needed for lunchtime lectures.
- Cafés and bars open at all times with tables and chairs for discussions.
- Banquets for each Association and possibly other groups – at their expense
- Availability of food for those with dietary restrictions (due to religious/cultural, lifestyle choice or for health reasons)

STAY CONSIDERATIONS

5.a) Hotel accommodation
- Potential registrants need convenient access to accommodation booking information and booking services. Experience has shown that some people will not bother to register if they encounter difficulties in booking suitable accommodation. Efficient communication, confirmation, and provision of details about accommodation are important.
- Publicize distance and commute times for accommodation.
- Cater for the full range of requirements (5 star hotels to hostels; include apartments). Many participants require low-cost accommodation.
- Provide an accommodation booking service through the LOC as an option; the LOC should negotiate favorable hotel and hostel rates and try to secure undertakings from the providers about cost ceilings vs. self-bookings – e.g., the actual rate charged through the LOC should be significantly lower than the rates available by booking privately (usually via the Internet).
- Provide advice to registrants about options for self-booking, which is usually the cheapest option, but may not be available to many attendees because of Internet or language/culture issues.
- University student accommodation is desirable. Reasonable prices for standard hotels (and meals) are very important.

5.b) Local transport
- Provide information on how to get from/to the airport. Make arrangements to assist people when they arrive – signs to ground transport; helpers on site at busy times.
- Include the cost of ground transport and any daily commuting costs.
- What other transport means are available (e.g., shared bikes)?
- If needed, arrangements for local transportation should be provided.
- Buses for evening functions.

PROGRAM CONSIDERATIONS

6.a) Assembly duration
- The Assembly normally spans over 9 days; the first and last days are reserved for business meetings. However, this practice is under frequent review and so 9 days should not be automatically assumed as the duration. Most Associations will fit their programs into no more than 5 days.

6.b) Scientific sessions
- Scientific sessions meet in parallel each day. Sessions usually begin at no earlier than 08:30 and end no later than 18:00.

6.c)   Timing of sessions
- 15 minutes is a unit for oral time slot; invited talks can continue for 2 or 3 time slots.
- 90 minutes for 3 Union Lectures (each 30 min) for 3 days during the General Assembly (the biggest hall for the Union Lectures, all sessions are blocked for Union Lectures).
- Special (e.g., public) Lectures.
- Association Lectures; no clashes.

  All these points must be discussed with IUGG and the Association Secretaries General.

6.d)   Posters
- Large enough space to allow posters to stay for as long as possible.
- How many days can the posters stay?
- Posters are best set up close to the session rooms (to link with oral presentations) and refreshments.
- Corridor space for posters?
- Information about space to be available for planning.
- Poster presentations/viewing times should be linked to the relevant sessions.
- Approximately 500-600 posters per day.

  The IUGG and the Associations Secretaries General are responsible for formulating a first draft of the scientific program. This must then be reviewed and finalized in conjunction with the LOC on the basis of the facilities available.

6.e)   Exhibition booths
- Space for about 30-40 stands (size mostly 9sqm)
- Publishers, instrument suppliers, societies, etc.
- Exhibition area is normally joined with the Poster area

6.f)   Business meetings
- Many Association bodies (Commissions, Working Groups, etc.) schedule business meetings into the evening (from 18:00 until 21:00 or 22:00) on most days.
- The Conference Center must be kept open late for those who stay for these business meetings.

6.g)   Opening ceremony and reception
- Entertainment.
- Invite famous people; local celebrities.
- Reception (e.g. with finger food) to follow Opening Ceremony.

6.h)   Program and abstracts
- The web-based system of managing registrations, abstract submission and program arrangements must be fast and robust. Abstract and Program management will be provided by a company hired for this task. The web-based system must be compatible with mobile devices, and a mobile App should be available.
- The LOC needs to be flexible and accept various communication routes and ways of inputting data, i.e., e-mailing, web-page.
- A conference bag is nice to have but not essential; cheap ones are OK. Do not fill the conference bag with commercial advertising material (except advertisements of co- sponsors and exhibitors).
- Participants need a printed program-at-a-glance book, including venue maps and

floorplans, and a quick-look-summary for each day. More detailed daily summaries can be provided electronically.
- Abstracts do not have to be printed, but must be available via the conference website.
- Give full names of Association Divisions, Commissions and WGs (not just WGII-G, etc.)
- List main officers (e.g., EC, Division and Commission chairs, WG chairs). IUGG and Association Secretaries General will provide the list of officers.

6.i) Education and outreach program
- Public Lecture at a time and place convenient for schools and the wider general public;
- Outreach program – speakers to schools and colleges;
- Group-based visits by college students (is the timing right?);
- General public visitors;
- Press conference;

6.j) Accompanying persons program; Tourism
- There should be an accompanying persons program.
- Associations may wish to arrange special tours during the middle weekend.
- Commercial operators are OK.
- Expect up to 300 accompanying persons, depending on the cost of attending and the availability and attractiveness of tours.

ADMINISTRATIVE CONSIDERATIONS
The LOC is responsible for issuing the Call for Papers (Assembly Circular) based on the scientific program, collecting abstracts, publishing the program, and all local arrangements, including setting the registration fee and the registration of participants. We expect that the LOC will use the Internet to communicate with participants and carry out the tasks of abstract submission and pre-registration. The Memorandum of Understanding (MoU) between IUGG and the local organizers should be signed three years before the beginning of a General Assembly. Modifications of the IUGG logo are not permitted.

Frequency and form of meetings of LOC and SPC should be considered.

WEB SERVICES
- Start a conference website as soon as possible, then update. Include information about everything listed in this document and more.
- Hotel information, costs, distances, internet costs at hotels.
- Downloadable copies of circulars as PDFs.
- Advertise size and orientation (portrait or landscape) of poster boards.
- Facility for officers to search for participants and abstracts.
- Provide internet (Wi-Fi) access at all conference facilities.

FINANCES
9.a) Financial risk
- The LOC takes financial responsibility for the Assembly and any profit or loss incurred.
- Agreement with the IUGG Secretary General must be reached on all main financial decisions, such as setting the registration fee.

- IUGG will not contribute to the LOC to support the cost of the Assembly.

9.b) Registration fee
- The Registration Fee must cover all the local costs for organizing the meeting. The fee should be as reasonable as possible.
- Allow reduced registration fees for students and retired persons.

9.c) Levy for IUGG
- 6% of the total General Assembly registration fee will be remitted to the IUGG account at Danske Bank (Denmark) after the General Assembly

9.d) Sponsorship
- The LOC should seek support from organizations (government/academic/business) for the meeting, to assist scientists in need.
- The Associations normally provide significant support for selected (mostly early career) persons to attend. Responsible for allocating grants can either be the LOC (recommended) or the Associations when they themselves provide the funding. Funds paid to the LOC by the Associations for participant support must be used only for that purpose. The LOC must account for how the money was used and the signed receipts must be available to those donating the funds.
- The Associations are responsible for deciding who receives support grants.
- Grant money from IUGG, the Union Associations, and LOC is often distributed together according to an agreement between the partners. In this case an eventual reimbursement of a surplus (for instance, in no-show cases) to the partners must be negotiated beforehand between the partners.

9.e) Auditing accounts
- IUGG has the right to view all conference accounts.

ADVERTISING
- Advertise everywhere possible – use email lists, newsletters, exhibition booths etc.
- Publicize at the end of each Assembly the date and venue of the next IUGG Assembly.
- Website information should be available as early as possible.
- Usual web services for conferences
- Items for merchandising could be for sale?

FOLLOW-UP
- Abstracts should be placed on the assembly website.
- Publication of Comptes Rendus (the manuscript of the Comptes Rendus is prepared by the IUGG Secretariat in collaboration with the LOC/PCO).
- Keep all statistics and provide them to the IUGG Secretariat - numbers of abstracts, posters, and no-shows.
- Hold a de-briefing/review meeting with the IUGG Executives at the end of the Assembly.

DEADLINES
Inquiries to the IUGG Secretariat regarding a potential invitation are welcome at any time. The official invitation should be received at least six months before the next General Assembly. The IUGG Council selects the winning invitation. All invitations will be evaluated by an impartial committee selected for that purpose, and a report will be given to the IUGG Council before their final vote.

STATISTICS FROM PAST GENERAL ASSEMBLIES

	2023 Berlin	**2019** Montreal	**2015** Prague	**2011** Melbourne	**2007** Perugia
Number of participants	5198	3715	4231	3392	4375
Number of abstracts accepted	>5000	4582	5700	4758	6990
Number of posters	1300	1815	2300	1927	2743
Registration fee – early, full registration	EUR 650	CAD 780	EUR 540	AUD 890	EUR 430
Registration fee – early, student registration	EUR 350	CAD 390	EUR 360	AUD 550	EUR 250