

Procedures for Arranging TIEMS annual conferences

1. Background

These procedures describe how to apply for arranging TIEMS annual conference, information to be included in the application, handling by TIEMS Board, and further steps by the applicant prior to the arrangement, the arrangement itself, and post conference duties.

2. Application for arranging TIEMS Annual Conference

Application for arranging TIEMS annual conference should be sent to TIEMS Board, optimally three years before the event is to be arranged.

At the Board meeting at the annual conference three years ahead of the conference to be arranged, the applicant shall confirm the application with providing the Board with more details of the arrangement with a prepared presentation. The presentation should at least contain:

A.	Conference Purpose and Theme	Any geographic or regional threats that could be the focus of the conference.
B.	Dates	The year and specific dates of the conference to be arranged. If more than one set of dates are available, then indicate when and why. (Ideally should be in the period 20 th May – 25 th June)
C.	Location	Information should include city and facility where conference will be hosted. Information about the locations should include: <ol style="list-style-type: none">1. Transportation considerations including competitive airfare2. Lodging accommodations for conference participants3. Local transportation opportunities4. Possibilities for professional field trips5. Local tourist attractions for extended visits or spouses

		<p>If possible photos included in the proposal would be appropriate.</p> <p>If more than one location is under consideration, both locations must be identified fully.</p>
D.	Marketing plan	<p>Information must be complied to include the following:</p> <ol style="list-style-type: none"> 1. Target audience at the local, regional, and global level 2. How the marking will be conducted to recruit participants 3. Marketing budget 4. Materials developed to assist in conference marketing including <ol style="list-style-type: none"> a. Quantity b. Method of distribution of marketing materials.
E.	Participants	<p>Information should include:</p> <ol style="list-style-type: none"> 1. Number of minimum participants anticipated at the conference. 2. Local dignitaries that can be scheduled to address TIEMS including title, name, and organization. 3. Proposed key note speakers
F.	TIEMS Local Chapters	<p>List current TIEMS activities that have taken place, or are planned, in the host country to include:</p> <ol style="list-style-type: none"> 1. TIEMS Chapters <ol style="list-style-type: none"> a. Include number of members 2. TIEMS Conferences or meetings <ol style="list-style-type: none"> a. Include number of attendees 3. Other TIEMS events including annual conferences that may have been held in the country
G	Conference Agenda	<p>Proposed agenda should include:</p> <ol style="list-style-type: none"> 1. TIEMS Social Activities for: <ol style="list-style-type: none"> a. General Assembly b. Spouses c. Board d. Golf Tournament

		<ol style="list-style-type: none"> 2. Professional field trip opportunities 3. Extra Conference trainings or education opportunities 4. The scheduling of pre and post conference Board meetings <p>Proposal does not need to address the schedule for working sessions or paper presentations.</p>
H.	Partners	<p>The Budget for the TIEMS Annual conference proposal should include at a minimum:</p> <ol style="list-style-type: none"> 1. Name of contractual partner for the hosting the TIEMS Annual Conference. 2. Name and organizational affiliation of any private partners that would sponsor activities 3. Name and affiliation of vendors that would set up booths for display 4. Name of marketing partner organizations or advertising mechanisms
I.	Budget	<p>The budget should include at a minimum:</p> <ol style="list-style-type: none"> 1. The total cost for the hosting of the TIEMS Annual Conference to include all fees and overheads. <ol style="list-style-type: none"> a. This price includes the production of all TIEMS printed material including conference proceedings, agenda, signs at the conference, name tags and any other applicable materials. 2. The total anticipated offset from private or sponsoring sources 3. The cost per-person for all categories of attendance, including: 4. The anticipated revenue gain to TIEMS

		<p>5. The anticipated revenue gain to the local TIEMS Chapter</p> <p>6. Procedures for how the payment at the conference for registration will be handled, including protocols for transferring to and receiving funds from TIEMS.</p>
J.	Other Information	Any other important information about the arrangement.

If the presentation is satisfactory to the Board (vote by simple majority), an intentional agreement will be signed between the contractual partner and TIEMS within three months after the present annual conference.

3. Handling of the application by the TIEMS Board

The Board will make decisions at the Board meeting in connection with every annual conference, for conferences to be arranged the third year after the present conference.

The Board may have several applications. Applications will be voted on based on the strength of the proposal. Applicants who have never hosted an annual conference, or who have applied for several years will be given priority.

Once an application is granted the host country must work with the TIEMS Board to achieve the parameters set out in the proposal.

An application will be granted based on the condition that the applicant will follow up the coming years up to the conference with the requirements set out in these procedures.

The Board will announce the plan for the conference locations for three years ahead at the present conference to the General Assembly and all TIEMS Members through the TIEMS WEB-site and in the TIEMS newsletter.

4. Presentation of detail plans for the conference

At the Board meeting at the annual conference one year ahead of the conference to be arranged, details plans of the arrangement should be presented to the Board. The presentation shall contain a full plan for the arrangement with at least the following information:

- Final dates for the conference
- Conference location
- Hotel(s) for participants with prices
- Signed agreement with hotel

- Local host
- Local organizer(Contract partner with TIEMS)
- Local organizing Committee (names)
- Company(s) for printing proceedings and produce CD-roms
- Themes for the conference
- Social events (at least reception, dinner and tour)
- Suggested local keynote speakers (at least for the opening and closing of conference)
- Registration fee (to include membership in TIEMS for one year)
- List of sponsor and their contribution
- Suggested budget (to be worked out beforehand in cooperation with International Board/or for Finance)
- Suggested call for papers, including deadlines for papers, location, hotel with prices and social events (to be worked out beforehand in cooperation with International Board or for Scientific Program)
- Presentation of the conference, with all above information to be announced at the present conference
- Flyers about the conference for distribution at the present conference (to be worked out beforehand in cooperation with International Board or for Administration)

The Board will discuss and approve the proposal, with eventual agreed changes, and an agreement will be signed between the contractual partner and TIEMS within three months after the present annual conference. The agreement shall distinct the responsibility of the local organizer and TIEMS, and the financial responsibility of the parties.

5. Announcement on TIEMS WEB-site

As soon as the conference is agreed between the local organizer and TIEMS, the announcement goes out on TIEMS WEB-site, with call for papers, and the presentation made up by the local organizer.

6. Cooperation between the local organizer and TIEMS

The year prior to the conference, the local organizer and TIEMS will share the responsibility as shown below:

TIEMS responsibility

- Conference management system on TIEMS WEB-site for registration of abstracts, papers and attendance at the conference. The organizer will have access to the administrative part of the system
- Make the original basis for the proceedings, with forewords from the President, Proceedings editor and local host
- Review abstract, notify the authors, and review papers and put together the final program

- Select keynote speakers
- Prepare a template letter for the organizer, to be used by the organizer for those who needs an invitation to the conference, for visa, etc
- Updates of the WEB-site with conference information
- Prepare TIEMS annual meeting
- Payment system for the attendees
- Select session chairmen
- Make up proposed conference conclusions, and to whom to send it
- Announcement by E-mails to database:
 - 1st Call for Papers within one month after the last conference
 - 2nd Call for Papers 2 months before the abstracts deadline
 - Last Call for Papers 1 month before the abstract deadline
 - First preliminary program 1 month after abstract deadline
 - Preliminary program update around 1st February
 - Final preliminary program announcement around 1st March
 - Final program announcement around 1st April
 - Last conference announcement around 1st May

Local organizer responsibility

- Conference logistics
- Print the proceedings and making up CD-rom
- Prepare conference location with necessary rooms and equipment
- Prepare conference lunches and social events
- Prepare golf tournament
- Dialogue with hotel(s) and participants about the conference
- Manning of the registration desk of the conference for registration and during the conference
- Make up name tags and conference bags with conference information
- Keep track of payments by cash and credit cards at the conference and all attendees to the conference
- Print list of participants to be distributed to the attendees
- Print final program to be distributed to the attendees
- Report progress on conference arrangement to the Board once a month until last month, when reporting is every week
- Arrange Board meetings before, during and after the conference in accordance with request from the Board

7. Post conference duties

The organizer shall make up a conference sum-up report at latest one month after the conference, and send to the Board, who approves it and post it on TIEMS WEB-site.

The organizer shall make up the accounts for the conference in cooperation with TIEMS international Board or for Finance at latest 6 months after the conference.