GUIDELINES FOR IAHR TECHNICAL EVENTS

1. WHAT IAHR OFFERS AS SPONSOR

1.1. Scientific support

As a highly-regarded scientific organisation the International Association for Hydro-Environment Engineering and Research IAHR, gives a high priority to ensuring the success of its technical conferences by supporting the local organisers to maintain and enhance the quality of the event. Our Technical Committees are fully equipped to render the required scientific support or back-up for the LOC. This can consist of **contributions from the Technical Committee Leadership** to help in identifying other keynote speakers. The IAHR Secretariat has considerable experience in **promotion of events** and can also assist with the **publishing of Proceedings**, **provision of congress websites** and **providing a permanent on-line depository of papers**.

1.2. IAHR logo

An IAHR logo for use on the Conference website, on conference announcements and for poster-size advertisements will be made available to the conference-secretariat.

Download IAHR logo: https://www.iahr.org/index/detail/70

1.3. Conference calendar

IAHR sponsored events are listed free-of-charge in the Events List on the IAHR website: http://www.iahr.org

1.4. Community announcement

The conference announcements can be posted in related IAHR technical communities, regional communities, RiverList, and Young Professional Network.

1.5. Mailing with Hydrolink magazine

The first or second conference announcement can be distributed through IAHR mailings together with the printed IAHR HydroLink Magazine; this is a low cost and highly effective way of promoting events - which by-passes the ever full and filtered email inbox!

The mailing cost should be covered by the Local Organizing Committee (approx. 300-400 euro for a leaflet of under 6 grams = one A4 page or similar format). IAHR can also print leaflets to save time.

For each mailing, please send 2800 copies to our mailing company:

IAHR Secretariat

c/o Estíbaliz Serrano

publications@iahr.org

Paseo Bajo Virgen del Puerto 3

28005 Madrid, Spain

Spain Phone: +34 91 335 79 19

The deadlines for sending leaflets to our mailing company in Madrid:

Mailing dates: **15th February 15th May, 15th August** and **15th November**

IAHR may also be able to distribute announcements of the conference at other IAHR co-sponsored conferences. Further copies of brochures (the numbers to be decided in consultation with IAHR) and, if possible, a poster size advertisement of the conference will be required.

IMPORTANT: If you are sending leaflets to us from outside the European Union, please make sure you declare the package as "**leaflets of no commercial value**" to avoid it being blocked at Customs, for payment of taxes. If necessary, declare the value of the parcel as not more than 20 euros/ dollars (or equivalent in your local currency).

Please contact Estíbaliz Serrano publications@iahr.org for more information before shipping the leaflets.

1.6. Advertise

HydroLink Magazine is an excellent medium for calling special attention to your conference by means of advertising:

Advertisements rates	IAHR member (20% discount)	Non-members
Third of a page (5.53 x 26 cm)	Euro 175.-	Euro 220.-
Half of a page (18.5 x 12.5 cm)	Euro 255.-	Euro 325.-
Full page (18.5 x 26.5 cm)	Euro 385.-	Euro 490.-

Graphic design assistance: available from IAHR (surcharge applies)

We can add a banner ad for the event in IAHR website, upon request. Please contact Pilar González Meyaui pilar.gonzalez@iahr.org for more information.

With a small additional cost, we can add a banner ad for the event in NewsFlash, upon request. Please contact Pilar González Meyaui pilar.gonzalez@iahr.org for more information.

1.7. Conference announcements through the monthly IAHR Newsflash electronic bulletin

Reach over 20,000 subscribers via the IAHR e-newsletter, NewsFlash Europe and NewsFlash World, which is published monthly. Creates interest, raises awareness and distributes news about your conference in a fast, official and trustworthy manner. We can provide links to your conference webpage for direct registration procedures, further information, etc. We encourage organisers to send us regular news as events develop – e.g.: list of keynotes, website updates, and deadlines.

1.8. Publishing of Proceedings

IAHR provides full conference proceedings publishing service both printed and online on the IAHR server. An important advantage of publishing through us is guaranteed availability of all papers in the future through our website E-Library.

The Local Organizer is requested to discuss beforehand how it is planned to publish the Proceedings, and to discuss legacy issues. For more information, please contact Estíbaliz Serrano (publications@iahr.org).

1.9. Publicising results

IAHR may consider publishing in our Hydrolink magazine a short article following the Congress highlighting the key scientific and technical conclusions – to be disseminated to the wider IAHR community. It is recommended that the LOC identifies before the Congress a rapporteur to carry out this task.

It is very helpful, too, to provide us with a table with the number of submitted, accepted and presented papers and the number of attendees. We can also provide information about the Proceedings (in case they are published): Title, ISBN, Price, Date of Publication and how to purchase them with the pdf cover.

Articles should not exceed 500 words, and it would be good to have one or two interesting high-resolution pictures (400 dpi minimum) to illustrate the text.

2. IAHR REQUIREMENTS FOR SPONSORSHIP

2.1. Scientific support

Requests for sponsorship must be supported by the Technical Committee most closely linked to the main theme of the conference. In some cases, the IAHR Executive Committee can also decide on co-sponsorship. At least one IAHR representative shall be a member of the scientific organising committee or advisory board of the conference.

2.2. Reduced registration

• Difference between IAHR member and non-member registration fee to be at least 100 Euro or US $100.

• IAHR recommends a lower registration fee for students and attendees from Low-Income Countries (as defined by the IAHR membership structure). A note to this effect should be highlighted in the conference registration form.

• Send us a list of delegates before the conference to check those registering as IAHR-members.

• Place the IAHR Members Registration Discount banner on the conference website for a direct link to Membership website:

https://www.iahr.org/individual-member/register-one

2.3. Promotion

Promotion of IAHR at the conference through distribution of IAHR-brochures to all participants through the delegate kits.

In addition, IAHR would like to have the opportunity – should it wish- to have its own stand free of charge at the venue for promotion of the Association, its' monographs and books.

2.4. IAHR Logo

Should be prominently displayed (preferably on the cover) on all conference announcements and the proceedings.

2.5. IAHR NewsFlash Button

Place the IAHR NewsFlash Button on your webpage for a direct link to NewsFlash World:

https://www.iahr.org/index/detail/58

2.6. List of delegates

After the conference, IAHR requests a list of delegates, including (as applicable) e-mail addresses and status of registration (IAHR member, non-member, exhibitor, student, etc). This information may be used for one follow-up message from IAHR.

2.7. Copy of Conference Proceedings

IAHR requires two sets of proceedings (preferably in electronic format) to be delivered to the Madrid Secretariat or Beijing Secretariat for our archives, together with information on long-term availability of the proceedings for including in the website, sales terms, etc…. This enables us to provide long-term post-congress support for specific information relating to the conference.

2.8. Post Congress Report

IAHR may consider publishing in our Hydrolink magazine a short article following the event highlighting the key scientific and technical conclusions – to be disseminated to the wider IAHR community. It is recommended that the LOC identifies before the conference a rapporteur to carry out this task.

For our readership, the most useful reports are those focussed on the scientific aspects and the key issues discussed during a meeting as well as the main conclusions.

It is very helpful, too, to provide us with a table with the number of submitted, accepted and presented papers and the number of attendees. We can also provide information about the Proceedings (in case they are published): Title, ISBN, Price, Date of Publication and how to purchase them with the pdf cover.

Articles should not exceed 500 words, and it would be good to have one or two interesting high-resolution pictures (400 dpi minimum) to illustrate the text.

2.9. Financial Benefit to IAHR

IAHR requests Conference Organisers to make a financial contribution to IAHR of **3%** registration fees.

SPONSORSHIP AGREEMENT

The Local Organising Committee of ....

wishes to utilise the following options for IAHR sponsorship (please tick as appropriate):

❑ *Scientific support from IAHR technical committees (section 1.1.)*

❑ *Use IAHR logo (section 1.2.)*

❑ *Add to IAHR Events List (section 1.3.)*

❑ *Make announcements in IAHR communities (section 1.4.)*

❑ *Mailing with Hydrolink magazine (section 1.5.)*

❑ *Advertise in Hydrolink, IAHR website, Newsflash (section 1.6.)*

❑ *Conference announcements through the monthly IAHR Newsflash electronic bulletin (section 1.7.)*

❑ *Publishing of Proceedings (section 1.8.)*

❑ *Publicising conference report (section 1.9.)*

❑ *Invite Senior IAHR Officers to attend Opening Ceremony*

The Local Organising Committee will offer IAHR (please tick as appropriate):

❑ *Offer IAHR members reduced registration fee (section 2.2.)*

❑ *Add IAHR leaflets to delegate kits, a free stand for IAHR (section 2.3.)*

❑ *Add IAHR Logo to conference homepage (section 2.4.)*

❑ *Add IAHR NewsFlash Button to conference website (section 2.5.)*

❑ *Send list of delegates to IAHR (section 2.6.)*

❑ *Send Conference Proceedings to IAHR (section 2.7.)*

❑ *Send Post Congress Report to IAHR (section 2.8.)*

❑ *Make a financial contribution to IAHR (section 2.9.)*

Signed:…………………………… Date:………………………

Please Complete this form and return to:

jenny.lu@iahr.org

Ms. Jenny Lu

IAHR Secretariat