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## **GUIDELINES FOR HOLDING THE IAHR WORLD CONGRESS**

Rev2010-0

### **1. INTRODUCTION**

The IAHR World Congress is one of the most important events in the calendar of the global water engineering and science community. Its reputation rests on the quality of the congresses. The quality of a congress depends first of all on the quality of the contributions and presentations made. But it also depends on the smooth organisation and skilled programming of the technical and social activities by the local organising committee. This task can be supported by the collective experiences of previous local organising committees (LOCs).

It is the primary purpose of this document to provide guidelines which will lead towards the organisation of a successful World Congress. A second purpose is the indication of some basic requirements to free the LOC from continuous feedback to the Council. If the LOC chooses among the options provided in these guidelines, then no further approval of the decisions of the LOC by the Council is required. The Council does not want to freeze developments in congress performance; in case of deviations Council should be consulted by the LOC to give its opinion and agreement.

The guidelines contain four sections:

- general notes on the congress programme;
- Instructions for preparing technical and social congress programme;
- timetable for the organisation of a congress;
- checklist of all the items which have to be considered when making up a budget for an IAHR-Congress.

### **2. GENERAL NOTES ON THE CONGRESS ORGANISATION**

The IAHR World Congress, organised biennially, typically attracts between 600 and 1100 delegates from around the world. A relatively small exhibition alongside the Congress is normally held. This chapter deals with matters concerning the entire congress in a more general way. Chapter 3 will discuss in detail all parts forming together a 6-day successful congress.

#### **2.1 *Exhibition***

The IAHR Secretariat maintains a list of possible exhibitors. These are mostly equipment and instrument suppliers for laboratories and field use, software companies, institute members and book publishers. Other possible exhibitors are national and local entities (tourist office, local sponsors). Thought should be given by the LOC to attracting more exhibitors of real interest to the delegates. One priority area where there are no other important exhibition opportunities and where the delegates have spending power is for university equipment/facilities.

It is essential that the exhibition area is located close to the meeting rooms, to ensure tmaximum delegate contact with the exhibition. Coffee/tea should be provided in the exhibition area to attract the delegates. This is particularly important for IAHR as the Exhibition is an integral part of the Congress.

Exhibitors should be offered the opportunity to make presentations during the Congress, and to have promotional material included in the delegates packs. Exhibitors who are IAHR Institute Members should be offered a 15% discount on the normal stand fee.

#### **2.2 *IAHR Secretariat***

An IAHR Secretariat Office should be provided in a easily-locatable position in the centre of the Congress, and preferably close to the IAHR stand which should be in prominent position. The Secretariat needs to have the following facilities:

at least one (and preferably two) PCs, one of which equipped for internet

Large sign at entrance marked " IAHR Secretariat"

two sets of tables and chairs for meetings

a corner with easy chairs

supply of soft drinks and coffee and tea and biscuits

message board

additional table for displaying material (e.g. copies of documents and handouts)

secretarial assistance from host organisation

The IAHR Secretariat must be clearly separate from the "Congress Secretariat" which deals with all issues relating to the Congress - papers, room location, contact between delegates, technical and other visits, etc.

## **2.3 Communications and PR**

### **2.3.1 Congress Announcements**

Drafts for all promotional material must be first approved by the IAHR Secretariat before printing. Contents concerning the technical programme of the Congress Bulletins are established in close contact with the IAHR Committee Chairs (see under item 3.1). Bulletin no. 1 is prepared by the LOC. The IAHR Secretariat will provide mailing labels or electronic data for distribution among the IAHR members. Bulletin 1 is normally circulated in October, 2 years prior to the Congress and given as wide a circulation as possible – beyond the IAHR Membership.

The Bulletins and the Congress Website can be based on those of former congresses. Bulletin 2 in conjunction with the website should contain detailed information about congress facilities, hotel accommodation and registration fees. This requires that all essential planning is completed before Bulletin no. 2 is written, in particular one must know the conference budget in order to be able to fix the registration fees. Since it is usual that different parts of the conference programme are organised by different people, it is necessary that all their inputs are co-ordinated and submitted a few weeks before the printing deadline for the Bulletin.

Bulletin no. 2 and the website must be very explicit on how papers which are to be published in the proceedings have to be prepared. In spite of this, it will be found that many papers have to be corrected and their figures redrawn. In many cases photos, tables, or diagrams are missing or are not properly labelled. Sufficient time must be allowed for proper editing.

Congress announcements could include an A3 size poster for promoting the Congress on notice boards. Close co-ordination is needed with the IAHR Secretariat to maximise promotion of the Congress - for example, release of news on the Programme, keynote speakers, technical visits by way of press releases or other IAHR Conferences should be carefully managed.

### **2.3.2 Web Site**

The Congress web site should be kept up to date, closely linked to the main IAHR web site providing information on all aspects of the Congress including Exhibitors, visit programmes and local tourism sites. The style of the web site should complement the IAHR house style.

Facilities for on-line registration and payment should be available.

### **2.3.3 Press release**

An international press list is available from the IAHR Secretariat. Separate local press releases will be the responsibility of the LOC. Press releases should be prepared in association with IAHR Executive Director and should focus on newsworthy elements of Congress.

### **2.3.4 Photographers**

This should be minimised. Photographs should be taken of the award winners receiving their awards, and at the opening ceremony

### **2.3.5 Delegates Packs**

A full list of delegates should be given to registrants including nationality. Full addresses should not be given. Careful consideration should be given to the physical form of the final programme carried by delegates during the Congress - it should be small enough to fit into a pocket.

Conference bag - should preferably have more than one pocket - within the constraints of cost.

### **2.3.6 IAHR flags**

The IAHR Secretariat can provide various IAHR flags for the Congress.

## **2.4 Registration and fees**

The IAHR World Congress is the flagship event of IAHR, and is an important source of revenue for the Association. The Council has stipulated that the LOC should return 5% of revenue derived from registration fees to the Association.

All prices for congress registration, technical tours and accompanying persons visits should be quoted in US Dollars, Euros and local currency. The LOC should make every effort to minimise the registration fees. The LOC may use every reasonable means to reduce its financial burden through advertising and sponsorship. It is permissible to use the back covers of Bulletin no. 2 and 3 for advertisements. The proceedings' abstracts must be free of advertisements; however, loose-leaf advertisements may be inserted. The registration fees must be approved by the IAHR Executive Committee.

Special arrangements should be made to encourage graduate students to the Congress. This could entail lowering registration fees by, for example, arranging informal parallel events to the Congress banquet at much lower costs, special discussions relating to student interests, and low-cost student accommodation.

The LOC should look for possibilities and seek funding to encourage participation of delegates from Lesser Developed Countries.

The fees for members (in an individual category) should be lower than those for non-members (whatever the category) by at least 20%. An Institute member may register two delegates being non-IAHR member at the fee rate for members.

Many of the registrants will be non-members of IAHR. To promote membership the fee reduction for members will be applied for those who sign up as a member of IAHR simultaneously with their registration for the Congress. An IAHR membership application form must immediately follow the registration form. Contact has to be maintained with the Secretariat on measures aiming at membership promotion.

Please note that the Ippen, Yalin and Schoemaker award winners do not receive reimbursement of their transportation costs from IAHR; it would be appreciated, therefore, if the LOC could consider waiving the registration fee.

As considerable expenses occur long before congress time, the organisers are usually interested in receiving part of the registration fees as early as possible. Therefore, a bonus is offered to early registrants. The book-keeping for this requires special procedures to facilitate easy identification of each registrant, especially during congress. It will be useful to have a software programme for accounting purposes which may also enable the organiser to write standard letters by computer, and to trace missing information, in particular on cheques. Although payment by cheque (in local currency!) is preferred, one must realise that about 10% of

the payments arrive, missing vital information, such as name, address, etc. Be aware of high bank charges; payment by credit card is to be preferred.

### ***2.5 Congress proceedings***

The proceedings of the biennial congresses should be provided at registration and should contain: a book of abstracts, and the full length congress papers on CD-ROM, available at the Congress, within the delegates pack. The CD should be stowable in a sleeve bound into the abstracts volume and should be stored in a universally readable format. Inclusion of seminar contributions, invited papers and congress speeches is optional. There should be ample opportunity for congress participants (about 20 at a time) to consult the proceedings (CD-ROM) well before upcoming presentations.

The text of the keynote speeches and Ippen lecture should be provided to the Secretariat in electronic format. The papers in the proceedings should be arranged in the order of the congress sessions and in the sequence in which the papers are to be presented at the congress.

The following rules must be followed. Individual, Institutional, associate, senior and student members of IAHR, not attending the congress, but wishing to receive the proceedings will be charged at cost price and postage. They can indicate their wish by ticking the appropriate box on a form in Bulletin 1. Each Institute member is automatically entitled to one copy of the full proceedings without being required to complete the appropriate form in Bulletin no. 1. Each registered participant of the congress is entitled to a copy of the full proceedings. The IAHR Secretariat is entitled to receive 25 copies, together with the original electronic text for access by members on the IAHR web site.

To satisfy these demands it is necessary that a sufficient number of copies be printed. The LOC may invite the IAHR Secretariat to print and distribute the proceedings, provided that the price of the proceedings is included in the registration fee for the congress. Alternatively, the LOC may print locally if lower costs for equivalent quality can be demonstrated.

## **3. CONGRESS PROGRAMME**

This chapter contains detailed info and instructions concerning the set-up and organisation of the:

- 3.1 *Technical programme*
- 3.2 *Seminars*
- 3.3 *Technical Workshops*
- 3.4 *Plenary sessions*
- 3.5 *Scheduling the tours*
- 3.6 *Social events*
- 3.7 *Overall schedule*

### **3.1 Technical programme organisation**

#### **3.1.1 General**

The LOC of an IAHR World Congress will select a general theme with full support of the host organisation, taking note of former congress themes and consulting the Council. Under this general theme the congress has generally four main themes and a number of specialty seminars. Every main theme can be divided into a number of (four) sub-themes.

Themes and seminars should be selected to cover topics which are in line with the IAHR Development Objectives (see Annex 1) and of current importance to the membership, and which provide coverage of many areas of interest of the members. For this reason, the Executive Committees of each of the three Technical Divisions of the Association nominate one of the main themes. For these main themes the Division Executive Committees should draw upon the expertise of its Sections and/or accept recommendations from the Regional Divisions. The Division Executive Committees should carefully consider if one of the topics usually covered by a specialty conference (for example stochastic hydraulics, ice problems, hydraulic machinery) could become a topic for the Congress. The possibility of integrating a specialty conference as parallel activity to the World Congress may be considered. For the latter possibility the approval of first the LOC and then the Council is required.

The fourth main theme is suggested by the LOC, or by its advisory committee on scientific matters. They too, may draw upon the expertise of the Technical Divisions/Committees and/or accept recommendations from the Regional Divisions.

For the main themes the LOC and the Division Executive Committees, establish a tentative programme, available to the Council at its meeting 3 years before the congress. The discussions of the programme should be concluded in the Council Meeting coinciding with the previous Congress, i.e. 2 years earlier, where a final programme shall be worked out in cooperation of LOC and Division Chairs. This final programme shall be announced to the Membership during the closing ceremony of the previous congress and in Bulletin no. 1, which is normally distributed in the month of October, 2 years prior to the actual congress.

For the seminars, the Executive Committees of the Technical and Regional Divisions and the LOC solicit subjects from the Technical Committees and the Region. Lists of subjects should be available three years ahead of the congress. From these the Executive Committees and the LOC, select and nominate to the Council: (a) the topic, and (b) the person in charge, who has accepted the responsibility of organising the seminar. The Council decides which seminar to put on the programme at the last Council meeting before the publication of Bulletin no. 1. The number of seminars should be restricted, particularly, if a specialty conference is also held parallel to the congress. Seminars should not unduly compete with the regular technical sessions of the Congress, being devoted strictly to informal exchanges on organisational and technical topics for which a permanent record will not appear in the Congress proceedings.

The preferred method of technical program organisation is for authors to present their papers directly, either in oral or poster sessions.

However, upon approval of Council, and in accordance with occasional past practice, the LOC may choose to have two themes covered by general reporters, and two themes covered through paper presentation by the authors (this alternative way of conducting the congress is explained in item 3.1.8). In both cases, it is strongly suggested that the LOC appoint an Editor for each theme (see item 3.1.5), who, in close consultation with the Divisions and Technical Committees, "composes" the sessions for the theme and takes responsibility for the proceedings related to the theme. Experience has shown that the quality of the technical program and proceedings is enhanced when editors and session convenors/chairmen take "ownership" of the process.

The LOC must use great care in deciding how each theme should be presented by estimating beforehand where most papers are to be expected and where good editors or general reporters are available. It is recommended to have one keynote address per main theme (see 3.1.6). The LOC should take counsel with the Division Chairs and with experienced members of the IAHR inside and outside its home country for expert advice. A list of present and former members of the Technical Committees can be provided by the IAHR Secretariat.

Further activities, such as informal workshops in the evening, exhibitions, panel discussions, poster sessions, etc. must also be prepared well in advance and should be approved by the Council 3 years before the congress.

### ***3.1.2 Selection of papers and the review process***

The Sections shall generally be involved in organisation of sessions, quality control of papers, session chairs, etc.

Members and other interested persons are invited through Bulletin no. 1 to submit complete papers or abstracts by the indicated deadline. Selection will be based on peer reviews organised by the theme editors, taking into account the quality of the work reported, its relevance to the topics of the congress, and balance among the themes and topics. Some flexibility towards the topics should be maintained; new valuable topics can be created as papers come in. The Proceedings introduction should contain a clear statement as to the review process used in selecting papers.

A checklist facilitating reviews should be prepared and given to the reviewers. Usually, more papers will be submitted, than be included in the Proceedings. In order to limit parallel sessions and to allow sufficient time (20-25 min.) for presentation and discussion, only a limited number of papers can be accepted for presentation and publication in the proceedings. A possibility may be offered to present papers in a poster session. Reasons for refusal are: poor quality, non-topicality, poor presentation, or too many papers by a single author. One person should not be the author or co-author of more than 2 papers.

### ***3.1.3 Selection of reviewers***

The process of the paper review is the responsibility of the LOC, in close cooperation with the Section chairmen).

It is recommended that these committees give careful consideration both to names of reviewers and to qualified general reporters, if applicable. The paper evaluation is to be done by the Sections and the organizing committee. The LOC must contact the chairmen of the Sections early enough to ensure that sufficient qualified reviewers are available. It is recommended that the LOC requests from the Technical Committee Chairs a list of qualified reviewers, who have consented to review about 10 papers each. To these reviewers, the abstracts or papers are sent by the LOC, and all further contacts should be with them. A final decision on acceptance or rejection should, however, rest with the LOC, because it is their duty to make sure that all sessions have enough qualified papers, and that the standards are not too different.

### ***3.1.4 Selection of general lecturers (IAHR and LOC keynote speakers)***

It is customary to have two general lecturers to discuss topics of a general or basic nature, of interest to the IAHR membership, which are sufficiently close to the Congress topics to be of use to the participants (for example: basic fluid mechanics, applied statistics, oceanography, climate change, sea level rise).

The invited speakers must be outstanding experts in their fields with careful consideration given to speakers able to relate research with practice. One of the speakers is nominated by the President of the Association, the second is nominated by the LOC or its advisory committee. The invited speakers will be rewarded by having their transportation costs and their expenses at the Congress taken care of by the Secretariat and the LOC respectively. No registration fee will be charged.

### ***3.1.5 Selection of Theme Editors***

The LOC appoints a Theme Editor for each of the four sub themes. The Theme Editors assist in allocating IAHR Committee proposals according to tentative sessions, organise paper reviews, organise accepted papers into specific sessions and write prefaces for the Proceedings.

The Theme Editors may wish to appoint topic convenors are in principle Technical Committee persons who agreed to contribute and generate papers for a specific topic, starting two years before the Congress. A topic may be covered through one or more sessions. The Topic Convenor can be asked to be a moderator at large for all the sessions under the topic.

### ***3.1.6 Selection of invited speakers per sub theme***

Invited speakers, giving keynote addresses per sub theme A, B, C or D, should distinguish themselves by presenting a paper of striking quality and timely relevance. The LOC or a Technical Committee reviewer might conclude that a submitted paper has particularly high merit, so that it should be presented in more complete form than is possible otherwise. A satisfactory way of achieving this is by inviting its author well before the congress to be an invited speaker.

### ***3.1.7 Selection of session chairmen/moderators***

Session chairs whose duties are described below are nominated by the LOC, in close co-operation with Theme Editors and Topic Convenors, if applicable. The LOC may consider providing one secretary to each chair during his session.

The session moderator convenes it on time, terminates it, introduces the speakers, assures smooth technical functioning of visual aids, scheduling of the papers and guiding the discussions.

The general call for papers might generate a few topics without any convenor, in this case the appropriate Theme Editor can be asked to act as a backup moderator.

### **3.1.8 ALTERNATIVE: sessions through general reporters**

Sessions can also be conducted with the help of general reporters, in this case a chair is not needed, since the reporter is responsible for scheduling the session (see also Annex 4).

General reporters are generally distinguished or well qualified persons, preferably, but not necessarily, IAHR members who are invited because they are experts of the special topic on which they are asked to give the general report. They should be selected by the LOC from a list provided by the IAHR Committee Chair who suggested the topic, and should be informed of their tasks well ahead of time. The LOC could assist the general reporter by providing a secretary during the session.

The authors should be instructed about their duties. An example of an instruction sheet is shown in Annex 4. The following items should be taken into account:

The session must have a clearly defined theme, appertaining to it alone, It is not possible to have a theme split between several sessions, unless it is possible to isolate homogeneous sub-themes. A session must always have a theme; it cannot be on "miscellaneous subjects".

- The moderator must have good knowledge of the theme, and of the English language. He must be able to express himself easily in public. He must be able to give a general presentation of the theme, of a more didactic than expert nature, if necessary, using audio-visual methods.
- The report presented by the moderator must take at the most one half and at least one third of the session time. He must in particular:
- include a brief summary of the subject with: - a short reminder of the history of the subject and its background (technology, economics, etc.); - the problems that had to be solved to arrive at the present situation; - the problems that remain and the way ahead; insert in this summary all the papers submitted by the different session authors, giving in every case for each: - their contribution to the theme; - their originality or new ideas; - the questions to which they give rise by a short but accurate analysis of the papers.
- The authors present on the platform during this address must then: - give any additional information necessary; this should be limited as far as possible; - reply to questions raised in the general presentation.
- During the phase of authors' replies the moderator should intervene and re-engage the discussion with the audience, other authors and himself. He will, of course, have informed the authors of the questions he has included in his report, and also warned some of those present in the audience that he will call on them during the discussion to contribute on certain aspects of the question on which, from their duties, experience or present work, they are likely to have an interesting opinion to give.
- He will also, before the meeting, have organised the discussion on questions between him and the authors.

### **3.2 Seminars**

Seminars serve the purpose of stimulating discussion on special subjects of great current interest, by providing a forum in which experts and people interested in the special area can exchange ideas and present preliminary results or summaries of their work. They may be organised to function as extended or open forum sessions for the four main congress themes, or they may cover other special topics. In the first case, one of the specific objectives of the seminars would be to provide an opportunity for further open discussion of both the individual papers and the subject as a whole, against the background of the papers presented and a possible position survey lecture. Accordingly, such seminars should be held relatively late in the congress - ideally, after most or all of the papers on that subject have been presented.

It has been the experience of the past that the best way of accomplishing the purpose of a seminar is to invite one person to accept responsibility for the seminar. He or she then can decide if he or she wants to present a position paper, or to have another expert present a position paper. He or she should invite written contributions, for example from a panel of experts which he invites, and he or she should encourage qualified participants to orally contribute. He or she should serve as moderator of all discussions.

The chairperson (and panel members) for each seminar should be asked to prepare a short report, no more than ten pages in length, summarising the highlights and principal developments of their seminars and appraising the contributions of the papers and seminar presentations to advancing the subject, outlining the principal deficiencies in the state of knowledge of the subject, and discussing promising future avenues of research and engineering developments.

These seminar summary reports may be included in the congress Proceedings, according to the wishes of the LOC. It is emphasized that the LOC should assure that seminars do not unduly compete with the regular Congress technical program, for which the Proceedings provide a permanent archived record.

Seminar chairs should have the same qualifications as general reporters. They are nominated about 2 years in advance of the congress by the Executive Committees of the Divisions and by the LOC respectively. The LOC may consider providing one secretary to each chairman for his session.

### **3.3 Technical Workshops**

Technical Workshops are proving to be an attractive feature of IAHR Congresses. The workshops, typically held on one evening of the Congress, bring together delegates interested in a common topic for informal discussions. Each workshop is led, or convened, by a well-known expert in that field. The leader's role is to act as a catalyst and lubricant for the discussion (ready availability of spirits and snacks has also proven to be an effective lubricant...). Technical workshops should not include formal presentations or structure. Normally a whiteboard or flip chart should be available in each workshop to facilitate impromptu discussion and information sharing. Ideally multiple workshops should be held in a large common area, so that delegates can move from one to another if their interests so dictate.

Technical workshop topics of interest, and their convenors, should be developed by the LOC in consultation with Council.

### 3.4 Plenary Sessions

#### 3.4.1 Opening Ceremony

The opening ceremony takes place on Monday morning and contains the following elements:

- 1<sup>st</sup> part
  - On podium: Chairperson LOC , President IAHR, LOC keynote lecturer
  - Opening words by IAHR President
  - Opening words by LOC Chair and introduction of the LOC speaker
  - LOC Keynote lecture.
- Coffee/tea break
- 2<sup>nd</sup> part
  - On podium: Chairman LOC, IAHR Executive Committee +Executive Director or IAHR President only, IAHR keynote lecturer.
  - IAHR President introduces the IAHR keynote lecturer.
  - IAHR keynote lecture
  - IAHR President takes over again for:
    - presentation of Ippen, Yalin and Schoemaker awards, and Honorary Memberships
    - special info/announcements from Council

N.B. Speakers should address the audience from a separate rostrum and not seated on the podium – this is to assist the large audience to identify the speaker.

The front rows in the hall should be reserved for Council, Division and Committee chairs, Award winners, Honorary Members, and other VIPs.

#### 3.4.2 General Members Assembly and IAHR family meeting

The **IAHR General Members Assembly** normally takes place on Friday early afternoon. The IAHR Secretariat will make an agenda available. At the GMA the IAHR President will announce any IAHR matters to be put to vote by the members and will inform the members about the latest IAHR decisions. Members have the opportunity to express their views. The Chair of the Council Election Nominating Committee will present the results of elections for the next Council.

The Executive Director will present the Financial Statement and Balance of the preceding year as well as a short report on the IAHR activities in the past year. Division chairs are invited to present the Committee activities .

On the podium are: the IAHR Executive Committee, chair of the Nominating Committee, and IAHR Executive Director

The **IAHR family meeting** is generally also scheduled on Friday early afternoon and it gives members the opportunity to discuss informally with the Council matters of general interest to the association and its membership.

#### 3.4.3 Ippen Lecture

After the General Members Assembly the IAHR President announces the Ippen Lecture and gives the floor to the Ippen Award winner.

#### 3.4.4 Closing ceremony

After the Ippen Lecture the IAHR President takes the floor once more for closing words, he/she introduces the Chair of the LOC of the next IAHR World Congress who introduces the next Congress, and then the Chair of the LOC closes the Congress.

On podium: IAHR President, Chair LOC, Chairman LOC+1

### **3.5 Scheduling the tours**

Post-congress and pre-congress tours should be scheduled to provide a well-balanced programme of tourist and technical highlights. It is usually important to have qualified experts guide technical visits. Merely touristic programmes need not be offered except as a courtesy. They should not be part of the official programme. Council should have an opportunity to discuss the tours at an early meeting (3 years ahead).

A technical visit is normally arranged on the Wednesday afternoon.

### **3.6 Social events**

#### ***3.6.1 President's Reception***

On Monday evening all congress attendants should have the opportunity to meet informally, preferably in one big hall with drinks and buffet snacks and a short word of welcome by the President. No other speeches are allowed and no other events should be arranged. The President, Executive Committee Members and Executive Director should be 'in the reception line', not at the entrance, to avoid queues in the corridor. All other Council members should be present as well and should be provided with special name badges for ease of identification.

#### ***3.6.2 Banquet***

The Banquet on Thursday evening is the social highlight of the congress. This event should take place in a big room/hall with a stage and the dinner should be accompanied by an entertaining programme reflecting the host country's culture and heritage (music, show, dance). Official items on the programme consist of a welcome by the President and the Master of Ceremonies, usually the Chair of the LOC, and the Award Presentation of the Student Paper Competition (J.F. Kennedy Award) by the Chair of the JFK jury or a member of the Kennedy family. These elements should be embedded in the sequence of the banquet, preferably after the main course.

Limited seating arrangements are advisable, e.g. one council member at each table.

It should be borne in mind that participants have high expectations of the banquet, relating to the height of the registration fee or extra ticket for the banquet.

#### ***3.6.3 Awardees and Honorary Members Lunch***

During the Congress, in addition to the special reference during the Opening Ceremony, the IAHR Executive Council and Executive Director should pay special attention to the Ippen and Schoemaker award winners, and the Honorary Members present. An opportunity for a special lunch in a separate room, preceded by cocktails is preferable. A time slot of 2 hours is needed. The IAHR Secretariat extends the invitation to the awardees in writing a few months before the Congress.

#### ***3.6.4 Local Organising Committee and Keynote Speakers Lunch***

On Monday a lunch should be arranged where the IAHR Executive Committee and IAHR Executive Director can entertain the LOC Chairman/chairmen and the Keynote Speakers.

#### ***3.6.5 Accompanying persons programme***

An adequate accompanying persons programme should be arranged. Costs for Accompanying Persons visits should be set at levels not higher than the equivalent cost of a tour booked through a local travel/tourist office.

Rest facilities including light refreshments should be made available in the Congress building.

### 3.7 Overall schedule

With all the programme items known, and in accordance with the cultural programme, the technical programme of the congress can be prepared. It is to be anticipated that the activities surrounding each of the four or five main themes will extend over half of the five-day period of each congress. This will require simultaneous sessions, with papers pertaining to different themes presented concurrently in different lecture halls. It may even be necessary to have simultaneous technical sessions for the same theme, although this is not desirable. However, if the themes are sufficiently broad, the papers presented at concurrent sessions can be scheduled so as to minimise the topical overlap between sessions. No technical sessions will be scheduled concurrently with the opening or closing sessions of the congress, the general lectures, the IAHR General Members Assembly and “IAHR family meeting”. It has become tradition to incorporate the Ippen Lecture in the closing session.

The Congress is conducted in English. In consultation with the IAHR Secretariat careful consideration should be given to accommodating the needs of the language of the host country.

The abbreviated schedule for the congress may look as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<ul style="list-style-type: none"> <li>• opening session</li> <li>• general lectures</li> </ul>	<ul style="list-style-type: none"> <li>• keynote lecture</li> <li>• technical sessions</li> <li>• seminars</li> <li>• poster sessions</li> </ul>	<ul style="list-style-type: none"> <li>• keynote lecture</li> <li>• technical sessions</li> <li>• seminars</li> </ul>	<ul style="list-style-type: none"> <li>• keynote lecture</li> <li>• technical sessions</li> <li>• seminars</li> <li>• poster sessions</li> </ul>	<ul style="list-style-type: none"> <li>• keynote lecture</li> <li>• technical sessions</li> <li>• seminars</li> <li>• council meeting</li> <li>• poster sessions</li> </ul>
PM	<ul style="list-style-type: none"> <li>• technical sessions</li> <li>• seminars</li> <li>• poster sessions</li>   <li>• President’s reception</li> </ul>	<ul style="list-style-type: none"> <li>• technical sessions</li> <li>• seminars</li> <li>• poster sessions</li>   <li>• workshops</li> </ul>	<ul style="list-style-type: none"> <li>• technical tours</li> <li>• council meeting</li> </ul>	<ul style="list-style-type: none"> <li>• technical sessions</li> <li>• seminars</li> <li>• poster sessions</li>   <li>• Farewell banquet</li> </ul>	<ul style="list-style-type: none"> <li>• “IAHR Family meeting”</li> <li>• General Members Assembly</li> <li>• Ippen lecture</li> <li>• closing ceremony</li> </ul>

Note: IAHR Technical Committee and Working Group meetings need to be held on the Saturday or Sunday preceding the Congress (see item 5), with no parallel activities going on so that every congress participant can attend. The LOC has to make sure that sufficient meeting rooms are available for the above-mentioned meetings as well as Council, etc.

This schedule has the advantage of allowing opening ceremony, general lectures, Ippen lecture, General Assembly and closing session to be scheduled in the same room. Great care should be taken in preparing a logical and effective programme from the contributions of all authors. For this, it is necessary that the technical papers are studied very carefully so that papers which are closely related thematically become part of the same session, and that sessions, seminars and poster sessions, which are related are scheduled without overlap and in the same or nearby lecture halls. The LOC should draw upon the suggestions of the reviewers, general reporters to be, and of the Technical Committee Chairs (or of people recommended by them) in accomplishing this task. It is also advised that sessions which only interest a small part of the membership are co-ordinated with other parts of the programme. It is suggested that awards are presented at the Opening Ceremony, except for the John F. Kennedy student paper competition awards which will be presented at the Banquet.

The LOC may decide to have certain sessions presented through poster sessions, where papers are posted and discussed by their authors and investigated by individuals. Commercial interests cannot be served within the main programme, but must be restricted to separate exhibitions and programmes. To assist authors presenting in poster sessions consideration should be given to providing a local poster printing service.

Beyond the technical programme accommodation for council meetings should be provided (see item 4). This is on the Friday and Saturday before the Congress and generally on Wednesday afternoon at the congress. On Friday afternoon of the Congress the General Members Assembly is programmed under the chairmanship of the IAHR President. Preceding the General Members Assembly, Council should have the opportunity to meet for half an hour to be informed of the results of the Nominating Committee.

The LOC will have the responsibility to organise and conduct the John F. Kennedy Student Paper Competition (see Annex 5). Part of the technical sessions should be devoted to presentation of student papers.

#### **4. Council arrangements**

Arrangements with respect to Council Meetings should be made in close co-operation with the IAHR Secretariat.

The IAHR Council meets on the Friday and Saturday before the Congress. Council Meetings are held in a room with ample space for around 25 people and having good acoustics and modern facilities (e.g. video projector). Powerpoints for laptops and wifi internet access should be available.

The meeting can be organised in any location convenient to the LOC, provided transportation will be arranged if the meeting is not held in the hotel where Council Members are staying.

Council should be housed where possible in one hotel - to facilitate networking. The hotel should be a good value comfortable three or four star hotel (preferably not exceeding ca. €100/US\$150).

An informal get-together for Council Members should be arranged the evening before Council. The Executive Committee meets in the afternoon before the Council meeting.

Personal invitations for the Council Members should be waiting upon their arrival.

A Council dinner should be arranged on Saturday evening.

A modest accompanying persons programme should be arranged during the Council Meetings on Friday and Saturday.

During the Congress the following extra Council meetings may take place:

- Wednesday afternoon: a meeting room should be reserved,
- Friday during lunch, prior to the General Members Assembly, to hear the results of the Nominating Committee
- Friday afternoon during disperse: meeting of old and new Council with cocktails
- Friday evening Executive Committee evening

#### **5. Technical Committee and Division meetings**

Adequate arrangements should be made for Technical Committees to hold meetings and workshops through the provision of a number of small meeting rooms before and during the Congress.

Traditionally Technical Committees are encouraged to hold their meetings on the Sunday before the Congress starts. The IAHR Secretariat and LOC will encourage the Technical Committees and their working groups to use the occasion of the World Congress to hold specialist meetings. Consideration should be given to reduced fees for those wishing to attend only speciality events, and one-day attendance.

## 6. Timetable for congress organisation tasks

Activity	Years before congress													
	6	5,5	5	4,5	4	3,5	3	2,5	2	1,5	1	0,5	0	
* Arrange for finances: sponsors, find congress location	6													
* Establish preliminary LOC	6													
* Apply to Council (according to questionnaire)		5,5												
* Congress is awarded			5											
* Formation of full LOC and other committees; formulation of topics				5										
* Submit first list of themes to Council						3,5								
* Approval of programme at previous congress									2					
* Contact Committee co-ordinators to obtain list of reviewers, general reporters etc., during previous congress; keep reminding the coordinators, and contact the nominated persons until all of them are known and have accepted										2				
* Fix registration fees, organise registration; secure approval by Council											1,8			
* Advertising of the congress with Bulletin 1 and in journals of the profession												1,7		
* Liaise with Secretariat on production and printing for bulletin no.2 and proceedings													1,7	
* Make up the final budget of the congress														
* Fix tours and accompanying persons programme														1,5
* Bulletin No.2, presentation to Council														1,5
* Review process abstracts														
* Advertising of the Congress with Bulletin 2														1,3
* Prepare for printing of abstracts (option b)														1,3
* Review process of full papers														1,3
* Prepare full papers for printing, print proceedings														0,6
* Finalise text of bulletin 3, bring tours and accompanying persons programme up-to-date														0,3

## **7. Check list for budgeting a congress**

1. Financing of the Congress is the responsibility of the LOC. 5% of the income derived from the registration fees is paid to the IAHR Secretariat after the Congress.
2. Bulletin no. 1: design and printing
3. LOC Secretariat (material for administrative purposes, cost of communication/ postage/ telephone/ telefax/e-mail address, travel expenses, etc., salaries of 2 full time employees for 2 years)
4. IAHR Secretariat during the Congress: availability of PC and printer, xerox machine, telephone and fax, coffee.
5. IAHR stand for promotion, book sale, etc.; generally in conjunction with technical exhibition (if any) or in the general hall for coffee/tea breaks.
6. Bulletin no. 2: design, printing
7. Review process: cost of communication
8. Printing of Bulletin no. 3, list of participants and proceedings: design, editing and printing
9. Congress facilities
10. Rental of facilities
11. Decorations, audio-/visual equipment, photographer, music, flowers
12. Social functions
13. Reception of IAHR President
14. LOC general lecturer and guests/transportation, housing, registration
15. IAHR general lecturer, registration
16. Registration fees Ippen, Yalin and Schoemaker awardees
17. Student paper competition, 2nd and 3rd prize (1st prize from the Kennedy Fund) and certificates
18. Banquet and accompanying persons programme
19. Excursion: pre-congress, post-congress, visits to points of interest during congress
20. Exhibitions
21. Meeting room and facilities for Council meeting Friday/Saturday prior to the Congress, and Council dinner
22. Meeting rooms for Divisions, Technical Committee and Working Group Meetings
23. Party for LOC and organizers after congress closing ceremony
24. Informal gathering of old and new IAHR council members during disperse, after congress closing ceremony

## **8. Evaluation of the Congress**

Questionnaires should be provided to all congress participants and to Exhibitors. Results should be analysed and a report prepared to send to the IAHR Secretariat for forwarding to Council and to the LOCs of future IAHR Congresses. A sample questionnaire is provided in Annex 6.

CBG January 2010

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**ANNEXES:**

- 1 - IAHR Development Objectives
- 2- TIMETABLE FOR COUNCIL DECISIONS REGARDING BIENNIAL CONGRESS
- 3- INSTRUCTIONS TO AUTHORS FOR THEMES WHERE....
- 4- INSTRUCTIONS TO AUTHORS IN CASE OF GENERAL REPORTERS
- 5 - IAHR AWARDS
- 6- EVALUATION FORM/QUESTIONNAIRE

Revision by MKM/1-3-2000 CBG 9/07, 9/09

**ANNEX 1 - IAHR DEVELOPMENT OBJECTIVES**

See Business Plan and Strategic Plan

## ANNEX 2 - TIMETABLE FOR COUNCIL DECISIONS REGARDING IAHR WORLD CONGRESSES

Congresses	33 <sup>rd</sup> , 2009 Vancouver	34th, 2011, Brisbane	35th, 2013, Chengdu	31st, 2015,
General invitation for Congress venues by Secretariat	IAHR Newsletter 2003/4	Hydrolink 2005/6	Hydrolink/4 2007	Hydrolink/5, 2009
LOC application to Council including financial/organ. Arrangements and main congress theme	1 April 2004	1 April 2006	1 April 2008	(1 April 2010)
Council decision on venue and main theme	Council Meeting 2004	Council Meeting 2006	Council Meeting 2008	(Council meeting 2010)
Formation of LOC; tentative formulation of topics in cooperation with IAHR Comm.	31 Congress Seoul	32nd Congress, Venice 2007	33rd Congress, Vancouver 2009	(34th Congress, Brisbane, 2011)
Submission tentative programme by LOC and approval Council	Council Meeting 2006	Council meeting, Sept. 2008	(Council meeting, June 2010)	(Council meeting 2012)
Submission draft Bulletin 1 and Council approval	32 <sup>nd</sup> Congress, 2007	Before 33 <sup>rd</sup> Congress, 2009	(Before Brisbane Congress, 2011)	(before 35th Congress, Chengdu, 2013)
Submission draft Bulletin 2 to Council	Council Meeting 2008	(Council meeting 2010)	(Council meeting 2012)	(Council meeting 2014)
Submission Bulletin 3	pre-Congress council meeting	pre-Congress council meeting	pre-Congress council meeting	pre-Congress council meeting

**Congress Theme Planning Schedule (The year of the Congress is set to 0.)**

yr	Input to Main Themes			Input to Sub Themes			Input to Seminars			Publicity to Members	Example: Venice
	EC meeting	Council meeting	Technical Comm.	EC meeting	Council meeting	Technical Comm.	EC meeting	Council meeting	Technical Comm.	Hydrolink Homepage	Council Meeting
-5		Bidding vote, LOC 0									2002 Cardiff
-4.5	Review LOC 0										2003 Ottawa EC
-4 (at Congress)		LOC 1									2003 Thessaloniki
-3.5	Review LOC1										2003 Madrid EC
-3		LOC 2	Sec. 1 First call		LOC 1	Sec. 1 First call				Hydrolink article	2004 Naples
-2.5	Review LOC 2										2005 EC
-2 (at Congress)		LOC 3	Sec. 2 Last chance		LOC 2	Sec. 2 Last chance		LOC 1	Sec. 1 First Call	No.1 Tentative program	2005 Seoul
-1.5	LOC final			LOC final					Sec.2 Last chance	No. 2 Final program	
-1								LOC 2	*		
-0.5							LOC final		*	No.3	
0	IAHR Congress										2007 Venice

\* During twelve months prior to the congress the LOC will decide whether the congress should hold a special seminar on an important topical issue upon advice of the Executive Comm.  
approved Seoul Council meeting

### ANNEX 3

#### INSTRUCTIONS TO AUTHORS FOR THEMES WHERE PAPERS ARE PRESENTED BY THE AUTHORS

Session:..... Papers: .....

The format for sessions on subjects ..... and ..... is outlined on page ..... of Bulletin no. 3.

Please note the following instructions:

1. Chairman of your session is Mr. .... For technical details the co-chairman listed in the programme is responsible.
2. Please make the manuscript of your presentation available for us and take it to the reception in order to make copies thereof so that the translators are able to make the necessary preparations. Please do so one day before your session at the latest.
3. For the preparation of the session the chairman, the invited speaker and the authors will meet in the session room on the day of the session at .....
4. Please hand your slides to the attendant posted at the entrance to your session room and have them arranged not later than 30 minutes before the beginning of the session. Films cannot be projected during the regular sessions, but a separate showing can be arranged. Please arrange this at the Information Desk.
5. Please observe the following with regard to your presentation:
  - a. If possible, do not read your paper. A presentation is mostly livelier, more interesting, and better received, if the lecturer speaks from outline notes.
  - b. Speak slowly and clearly.
  - c. The allotted time for your presentation will be 8 minutes, in general with the discussion of all papers at the end of the session. Please do not exceed your allotted time. We have prepared signals which are handled by the chairman. When you see the yellow light you have one more minute. When this is over a red light is turned on and an acoustic signal sounds to remind you that you must finish your presentation.
6. If questions are raised on your paper which require clarification, please submit a short written discussion to the Information Desk before the end of the congress. If a participant of the discussion has a written contribution he should give it to the author directly.

## ANNEX 4

### INSTRUCTIONS TO AUTHORS FOR THEMES WHERE PAPERS ARE PRESENTED BY GENERAL REPORTERS

Session: ..... Papers: .....

The format for sessions on subjects ..... and ..... is outlined on page ..... of Bulletin no. 3.

Please note the following additional instructions:

1. Chairman of your session is Mr ..... for technical details the co-chairman listed in the programme is responsible.
2. For the preparation of the session the chairman, the general reporter and the authors will meet in the session room on the day of the session at.....
3. In case you have prepared slides for the discussion, please hand them to the attendant at the entrance to your session room and have them arranged not later than 30 minutes before the beginning of the session. Films cannot be projected during the regular sessions, but a separate showing can be arranged. Please arrange this at the Information Desk.
4. Please restrict your discussion to the points raised by the general reporter, or to present important new points on the subject of your paper. Time does not permit that you present your paper in detail.

## ANNEX 5 - AWARDS

### 5.1 AWARDS

The Council Awards Committee will recommend for Council decision candidates for the Ippen, Yalin and Schoemaker Awards.

The LOC is responsible for organising the Student Paper Competition and for selecting winners.

### 5.2 JOHN F. KENNEDY STUDENT PAPER COMPETITION

#### *Founding Statement*

The John F. Kennedy Student Paper Competition was established by the IAHR Council in 1992 to honor the memory of Professor John F. Kennedy, IAHR President (1979-1983) and Honorary Member (1989-1991). Professor Kennedy made significant and lasting contributions to the Association, and is remembered particularly for his efforts to foster younger-member membership and participation.

The competition is associated with each IAHR Biennial Congress. A panel of judges appointed by the Congress Local Organizing Committee (LOC) selects the winning paper on the basis of written and oral presentations. The winner of the competition is awarded a cash prize from the Award fund, and a commemorative plaque, at the Congress closing ceremony. The LOC may offer additional cash prizes and certificates to runners up from its own resources.

The Award fund, established by Professor Kennedy's family, is maintained by the Association and is authorized to receive contributions from Association members and from friends of Professor Kennedy.

#### *Rules for Administration*

1. The John F. Kennedy Student Paper Competition (hereinafter referred to as the Competition) will be held in conjunction with each IAHR World Congress.
2. The Local Organizing Committee (LOC) for each World Congress will have responsibility to organize and conduct the Competition. Plans for the Competition will be presented to the IAHR Council for approval two years beforehand.
3. The Competition must include an initial screening of student papers submitted for consideration, and selection of papers to be presented at the Congress and published as part of the Proceedings. Papers accepted for the Competition must be formally presented by the author at the Competition technical session of the Congress. The papers will be judged, on both the written and oral presentations, by an international panel of experts convoked by the LOC. This panel of experts will have full responsibility for selection of the winning contribution.
4. The Competition is open to undergraduate and postgraduate students who, at the time their written submission is made, are actively pursuing an academic degree in the general area of hydraulics and water resources. The written submission shall be accompanied by an official statement from the research advisor affirming the status of the student.
5. Submissions must be original works (not previously published elsewhere) and be sole-authored by a student only.
6. The overall winner of the Competition will be awarded a cash prize from the John F. Kennedy Student Paper Competition Award Fund (hereinafter referred to as the Fund). The cash prize, along with a

commemorative plaque provided by the IAHR Secretariat, will be awarded to the winner at the Congress closing ceremony.

7. The LOC is encouraged to provide additional cash awards and certificates to other Competition participants.

8. The IAHR Secretariat will maintain the Fund, and receive contributions in addition to those provided by the Kennedy Family from the IAHR membership and friends of Professor Kennedy.

9. The IAHR Secretariat, working with the LOC, will ensure broad distribution of announcements regarding the Competition, including announcement of the winners. The Secretariat will submit a brief summary of each Competition, along with a copy of the winning paper, to the Kennedy Family after each Biennial Congress.

**STANDARD SCORESHEET FOR JOHN F. KENNEDY STUDENT PAPER COMPETITION**

Division (circle one):            Paper                            Poster  
 Session Time (circle one):    8:00 AM    10:45 AM    2:00 PM    Poster Session

Judge's Last Name \_\_\_\_\_

Student Name or Identifying Part of Paper Title: \_\_\_\_\_

**PART I: WRITTEN PAPER FOR BOTH ORAL AND POSTER DIVISIONS- TO BE FILLED OUT BEFORE YOU ATTEND THE SESSION. BRING YOUR PRINTED SCORESHEETS WITH YOU TO THE SESSION(S).**

Ratings of the Written Paper: Fill in a number from 1 to 10 (1 is the lowest, 10 is the highest)

Criterion	Score (1 - 10)
Is the paper well organized and grammatically correct?	
Does the paper demonstrate new concepts or innovative applications?	
Are the conclusions valid?	
Are the Figures and Tables informative and professionally presented?	
Total Score for Written Paper out of a Possible 40	

**PART II: ORAL PRESENTATION OR POSTER DISCUSSION - TO BE FILLED OUT IMMEDIATELY AFTER THE ORAL PRESENTATION OR POSTER DISCUSSION**

Ratings of the Oral Presentation or Poster Discussion

Criterion	Score (1 - 10)
Did the speaker keep to the assigned time? (For poster, less than 10 minutes)	
Was the discussion clear, easy to follow, and representative of the paper (or updated from the paper is equally acceptable)?	
Did the speaker answer questions with maturity?	
FOR THE ORAL PRESENTATION ONLY: Overall quality of the slides (legibility, attractiveness, more than simple speaker notes)	
FOR THE POSTER PRESENTATION ONLY: Overall quality of the poster - layout, appearance, legibility from several meters away	
Total Score for Oral Presentation or Poster Discussion out of a Possible 40	

Comments: \_\_\_\_\_

\_\_\_\_\_

**ANNEX 6 - EVALUATION FORM BIENNIAL CONGRESS**