



## GUIDELINES FOR IAHR Co-SPONSORED EVENTS

### 1. WHAT IAHR OFFERS AS CO-SPONSOR

#### 1.1. Scientific support

As a highly-regarded scientific organisation IAHR, International Association for Hydro-Environment Engineering and Research endorses the conference and with its global reputation lends an international character and credibility to the event. Our Technical Committees and/or Regional Divisions are fully equipped to render the required scientific support or back-up. This can consist of contributions from Council members and/or Committee Officers (scientific committee, session chairman, rapporteur or to help identify other keynote speakers). The IAHR Secretariat has considerable experience in the publishing of Proceedings, developing congress websites and event promotion.

#### 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 link: <https://www.iahr.org/downloads-iahr-logo#.VudkZFSEDQA>

#### 1.3 Mailing

##### \* *Reciprocal mailing*

The first or second conference announcement (under 10 grams = one A4 page) can be distributed through IAHR mailings together with Hydrolink magazine, the mailing cost should be covered by the Local Organizing Committee.

The conference Local Organizing Committee should be willing to reciprocate by including a limited amount of information with the delegate's packs.

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

<p style="text-align: center;"><b>IAHR Secretariat</b> c/o Elsa Incio Paseo Bajo Virgen del Puerto 3 28005 Madrid, Spain Phone: +34 91 335 79 19 Email: <a href="mailto:elsa.incio@iahr.org">elsa.incio@iahr.org</a></p>
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**Important:** Before sending leaflets, please contact us: [elsa.incio@iahr.org](mailto:elsa.incio@iahr.org)

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

Mailing dates 2016: 15<sup>th</sup> February, 15<sup>th</sup> May, 15<sup>th</sup> August and 15<sup>th</sup> 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 Elsa Incio ([elsa.incio@iahr.org](mailto:elsa.incio@iahr.org)) for more information before shipping the leaflets.

#### 1.4 Conference calendar/ Advertise

IAHR co-sponsored venues are listed free-of-charge in the Events Calendar on the IAHR web-page: <http://www.iahr.org>

In addition, [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)

#### 1.5 Conference announcements through the monthly IAHR NewsFlash electronic bulletin

Reach over 20,000 subscribers via the IAHR e-newsletter, NewsFlash Europe and NewsFlashWorld, 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 – eg: list of keynotes, website updates, and deadlines.

With a small additional cost, we can add a banner ad for the event in NewsFlash, upon request.

#### 1.6 IAHR NewsFlash Button



Place the IAHR NewsFlash Button on your webpage for a direct link to NewsFlash: <http://www.iahr.org/site/cms/contentChapterView.asp?chapter=33>

Use NewsFlash to distribute announcements and spread information as your preparations take form.

#### 1.7 Publishing of Proceedings

IAHR provides a 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

### **1.8 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 CO-SPONSORSHIP**

### **2.1. Scientific support**

Requests for co-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. Financial Benefit to IAHR**

IAHR normally requests Conference Organisers to make a small financial contribution to IAHR in compensation for the support which it provides. For co-sponsored events any arrangement is at the discretion of the IAHR Executive Director.

### **2.3. Reduced registration**

Reduced registration fee (10-15%) for IAHR-members participating in the conference. Reduced fees to be clearly marked in conference announcements and/or calls for papers. 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: <http://www.iahr.org/site/cms/contentChapterView.asp?chapter=93#.UrgirNLuJe4>





#### **2.4. 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.

#### **2.5. IAHR Logo**

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

#### **2.6. IAHR NewsFlash Button**

Should be placed on the conference web page with a direct link to the IAHR NewsFlash.

#### **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 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.

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.



Email back: [jenny.lu@iahr.org](mailto:jenny.lu@iahr.org)

### CO-SPONSORSHIP AGREEMENT

The Local Organising Committee of .....

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

- Reciprocal mailing (*section 1.3*)
- Advertisement in "HydroLink" (*section 1.4*)
- Announcement(s) in NewsFlash (*section 1.5*)
- IAHR button for webpage (*section 1.6*)
- Publishing of proceedings (*section 1.7*)
- Publishing of post-Congress Report in Hydrolink (*section 2.9*)
- Invitation of Senior IAHR Officers to attend Opening

The Chairperson of the Local Organising Committee hereby guarantees a reduced registration fee (*section 2.3*) of .....% for all IAHR members.

Name:.....

Signed:.....

Date:.....

Complete this form and return to:

**Ms. Jenny Lu**  
**IAHR Secretariat**  
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 A-1, Fuxing Road, Haidian District  
 100038 Beijing, China  
 Telephone: +86 10 6878 1615  
 Fax: +86 10 6878 1890  
 e-mail: [jenny.lu@iahr.org](mailto:jenny.lu@iahr.org)

JL\_ March 2016