|  |  |
| --- | --- |
|  | **International Association for Hydro-Environment Engineering and Research**  **Technical Committee on Fluvial Hydraulics** |

**PROPOSAL FOR THE ORGANIZATION OF THE**

**INTERNATIONAL CONFERENCE ON FLUVIAL HYDRAULICS – RIVER FLOW 2024**

**SUBMITTED BY:**

**PROPOSED PLACE:**

***Include a picture or illustration***

**Note that some information requested in the application file might not be available at this stage. However, this information will be needed in case of acceptance of the application, and it is left here to provide an overview of further items that will need to be considered.**

**PART 1 – GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Proposed Dates:** |  |
| **City:** |  |

***Please provide a brief description of the city together with some cultural information. Do not hesitate to include pictures of the city and of the conference venue.***

**Congress venue**

***Note that preference is given to venues within campus of academic or research institution rather than conference centers and hotels. Please provide the information such as:***

* ***Brief presentation of the Congress Venue, availability of rooms for presentations (plenary keynote lectures and conference sessions);***
* ***Facilities available for people attending the conference (e.g. free high-speed Wi-Fi internet connection, meeting rooms, etc.).***

**Travel information and accommodation**

***Please provide following information:***

* ***How to reach the conference venue: connecting flights, trains, etc.***
* ***Other transport information: how to reach the congress venue from within or around the city by train, bus or taxi, and information on city public transport network***
* ***Hotels (list of what is possible at this stage, with estimation of available beds in the city hotels and gross estimation of prices, including the possibility of low-cost accommodation for students and young researchers);***

**Support from local authorities**

***Explain if and how the local authorities support the organization of the conference (city, university, research center). You may provide letters of support if available.***

**Hosting institution and LOC**

***Please provide information about the hosting institution (e.g. University of …). Explain if services such as a conference secretariat will be guaranteed by members of the LOC or if an external organization will be involved. I****f an external organization will be in charge of the secretariat, guarantee should be given that academics and researchers participate and supervise in this task since there are always specific questions related to content or to the culture of the conference****.***

**Facilities for students and young researchers**

***Are special facilities foreseen, such as low-cost accommodation (e.g. student housing) or reduced registration fee?***

**Possibility of online attendance: Y – N**

***The COVID crisis has highlighted the need to foreseen online participation of persons who might not be able to travel. Online participation is also a means to increase the participation of researchers from low-income countries. Please provide details about a possible online participation.***

**PART 2 – THE CONFERENCE**

**Conference themes**

***Please provide a list of themes. The list is not definitive, at this stage it is indicative and could change after discussions with the FHC committee***

**Key dates**

***Deadlines for abstract submission, paper submission, registration, etc.***

**Review Process**

***For the abstract submission, what type of submission is expected: short abstract or extended abstract? For the “full paper” submission, what type of papers will be considered, e.g. extended abstracts, full papers (which length?) How will the process be conducted? Who will review the papers? How many reviewers for each paper? ...***

**Tentative Scientific Program**

***Provide the general program of the conference, including pre- and post-conference activities. This program should be provided also in graphic form.***

**Master classes and students-oriented activities**

***Give details about the Master classes (number of classes, tentative topics, number of students allowed, practical organisation) and any other student-oriented activities.***

**Conference proceedings**

***What will be the format of proceedings (paper, USB, online, ...)? Who will be the editors and the publisher of the proceedings?***

**Local organizing committee**

***How the will the local organisaing committee be constituted?***

**Scientific committee (tentative)**

***How the will the scientific committee be constituted? What will be the tasks devoted to this committee?***

**Social events and pre/post conference tours**

***Provide details about possible social events (welcome event, conference dinner, etc.) and side activities. At this stage, only indicative information is needed, and the programme can be fixed later.***

**Sponsors**

***Provide details about possible sponsoring, if any. In particular, if you intend to look for sponsors, explain what type of sponsoring will be sought for.***

**PART 3 – BUDGET**

**Conference fee**

***Fees for the different categories of participants, including online participation, if organized. Note that in River Flow conferences, the students fees always include social events namely a dinner on the Master Class days for participants, and for all other events such as welcome reception and conference dinner; please state here that you compromise with this.***

**Expected number of participants**

***Give details about the target audience, the expected number of attendees from national universities or research institutes, and from international institutions***

**Conference budget**

***Please provide in table form expected incomes (order of magnitude of registration fee) and expenses. Mainly indicative information is needed at this stage, considering that a detailed budget will be required after acceptance.***

**PART 4 – OTHER INFORMATION AND ANNEXES**

***Please use this section for providing information not listed in previous categories.***