

iaps

International Association for People-Environment Studies

iaps
Conference Guidelines

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INTRODUCTION

iaps CONFERENCE GUIDELINES

The iaps Conference Guidelines were first written by the iaps Conference Subcommittee in 1988 and used in preparation for subsequent conferences. It was revised continuously by later subcommittees using their experiences in iaps conference organisation.

These guidelines are meant to provide both a checklist for those preparing a proposal for organising an iaps biennial conference, and a set of practical guidelines for organising and running the conference itself. The order in which the following guidelines are presented is not intended to reflect a hierarchy of priorities. These issues have been developed from wisdom and experience gained over a number of meetings and thus all issues are to be treated with care and to be adhered to.

The organisers of previous conferences as well as the Board members will be happy to offer their experiences and comments to Conference organisers. (See Appendix for a list of previous iaps conferences.) If alternative approaches are developed to what is laid out here these must be discussed with the iaps Board.

This new version of the iaps conference guidelines is based on the experiences of the iaps2010 conference in Leipzig and takes into account the experiences gained from the iaps2000 conference in Paris and the iaps2002 conference in A Coruña.

These iaps conference guidelines might be useful for those who have the honour to organise a biannual IAPS-conference as the most important event of the IAPS activities.

A – iaps CONFERENCES

1 - CONFERENCE THEME

The choice of a conference theme is important from several points of view. In general, iaps encourages multi-disciplinary and inter-disciplinary approaches, and this needs to be borne in mind when proposing to host a conference. Such approaches can be reflected in the choice and formulation of a conference theme, and who is included on the organising committee. Moreover, it is iaps policy to encourage the active participation of academics, professional practitioners and civil or public servants and where possible, students.

A conference theme should encompass theoretical, methodological, empirical, practical and policy issues and, if possible, participants should be encouraged to focus on the sets of issues in an integrative way and to relate their contribution as closely as possible to the conference theme. It is advisable to develop a few clear sub-themes and announce them as part of the *Call for Papers*.

The theme for an iaps conference must be endorsed by the iaps Board prior to any public announcement. Once approved, the theme needs to be applied systematically during the formulation of the conference programme. Experience has shown that about two thirds of the papers address the conference theme, while the remainder deal with a broader range issues which fall with iaps' published objectives

If the organisers decide to be strict on only allowing those who address the theme to participate, then the number of participants will be limited. Obviously the more open the theme the greater the percentage of people able to address it, and the more defined it is, the more focussed the conference can be.

2 - TYPE OF CONFERENCE

In general the organisers of a conference issue a *Call for Papers* through various publicity announcements. These documents must state the kind of participation envisaged, more particularly the criteria for how submissions are to be included in the conference programme.

There are two approaches which could be adopted:

- The first is an open, non-refereed conference in which all the proposals conforming to the basic submission rules for presentation that are received are included in the conference programme.
- The second option is a selective refereed conference: all the submissions are assessed (generally by the conference Scientific Committee or experienced and expert iaps members appointed by the Committee for that purpose) and this assessment leads to a selection and ordering of the proposals with those papers rejected which do not have relevance.

A highly refereed approach is essential when papers are being selected for publication - or it is the intent to have a small focused meeting. The Conference Proceedings may not necessarily include all the conference papers but could be refereed to see which papers appear most publishable.

There are merits and shortcomings to both these kinds of conferences. The reasons favouring an OPEN conference include the fact that the iaps biennial conference provides a rare opportunity for people working in the field to present their work to an international audience and meet colleagues. The iaps Board Members and the Membership agree that an important goal of conferences is to enhance the exchange of information at an international level. In such cases, only those contributions whose proposals are incompatible with the aims of the Association, the declared scope of the conference or badly written papers can be refused.

A REFEREED conference, by contrast, insures greater control of the scientific quality of presentations, provided that extended abstracts of them are required to be submitted. Moreover, this option also enables a better co-ordination of papers into theme-oriented sessions, and esoteric proposals (especially those which do not address the theme of the conference) can be rejected. A sorting of proposals leads to more homogeneous sessions.

The assessment of submissions is a long and time-consuming process, but conference organisers can seek the assistance of a wide range of people from the membership, including iaps Board members, in reviewing papers and matching persons with similar interests. A very important issue is the amount of resources which are necessary for the review process in advance of a conference.

iaps conferences tended to be open conferences where only abstracts are reviewed for presentation purposes. If the organisers plan to publish a full proceedings then they will either instruct all participants to submit a full paper or give the participants the option of sending a full paper if they wish it to be considered for publication, and only an abstract, if not. The papers in the first case would be blind refereed in their full versions.

Whatever is decided on the format and publication options and different evaluation methods for selecting papers for presentation and for different modes of publication must be decided early on and be clearly stated in the *Call for Papers*.

There should be clear and simple instructions for submitting a paper. The proposal of the kind of conference the organisers prefer should be indicated and well-founded during the conference application.

3 - CONFERENCE PROGRAMME and FORMATS

The terminology used to refer to the component parts of a conference has become broader but also more consistent during the last decade; it now includes paper sessions, symposia, workshops, site visits and poster sessions. The organisers of a specific conference may refer to all or some of the above-mentioned without defining precisely what they mean. If the organisers wish to propose new types of sessions which they believe might serve the purpose of their meeting need to be set down as part of the proposal. The following are tried and tested formats for iaps conferences:

PAPER SESSIONS

Paper sessions refer to the presentation of individual papers. These papers are organised by the Organising Committee into appropriate thematic groupings. The session is chaired by someone appointed by the Committee, preferably with some expertise in the subject area. Each participant is usually allocated a minimum of 15 minutes for their presentation and five minutes for discussion. The discussion period ought to follow each paper because the papers are discreet entities and the discussion is not meant to integrate the papers but rather focus on each paper as presented. If a presenter exceeds the time in his presentation it means that he forfeits his discussion period. The length of the sessions is to be determined by the Organising Committee and needs to be based on the total number of papers accepted, and the number of sessions required in a 90 minute or 120 minute session format (or whatever period the Organising Committee deems is necessary). There should be consistency so that all papers are allocated the same length of time.

The programme as published should be adhered to and the order of presentations as published or as announced by the Chairperson of individual sessions in advance, must be kept. This is the ideal situation, but in reality it is necessary to cope with changes in a proper manner. It is important to monitor the presence of speakers for each session through the registration desk, by a member of the Organising Committee solely responsible for attendance and programming. Any non-attendance must be announced publicly well in advance of the session and at the entrance to the rooms allocated for those sessions and the Chairperson of that session must be informed. The Organising Committee should send detailed instructions in the form of a Paper Presenter/Symposium organiser Information Sheet. This should detail the time allotted for presentation and what is expected from a paper presenter. For example, presenters must be advised to prepare a brief version of their papers for oral presentation that can be presented in, say, 10 minutes, hence allowing time for improvisations, showing visuals and possible mishaps. They should be warned against trying to shorten their paper *during* their presentation, as time usually runs out and many authors fail to conclude their presentations. It is more and more common to speak free about the own subject and to use PowerPoint. The presenters should avoid reading a full paper.

They need to check their visual aids beforehand to make sure that the font size of any displayed text is large enough to be readable from a distance and that they do not crowd any given slide or transparency with too much information. Number of slides or visuals that can be shown in a 15 minute presentation should never be more than 15, as merely going through them would take up much of the allocated time.

Because a large number of delegates are now making PowerPoint presentations, this is causing considerable delays in session programmes as each delegate connects up their laptop to the data projector. This can take 3 or 4 minutes and therefore reduces the time available for the paper and discussion. Therefore, iaps now expects each room in which paper sessions and symposia are held to have available a computer and data projector. Delegates should be asked to bring their presentation on either a USB stick

or a CD Rom. Delegates should be made aware of this in the pre-joining instructions. Further, if they intend to use videos, they should inform the conference organisers in order to provide appropriate equipment.

The author of an accepted paper cannot present another paper as the author or co-author. However, they can be a second or third co-author of another paper that should *not* be presented by them. They can present films, exhibitions, posters, take part in workshops or symposia as their participant, or chair sessions. The *Call* must state this so that no misunderstanding occurs.

If there are two authors of a paper both authors' names should appear in the program and also in the proceedings should the paper be published, even if only one of the authors attends and presents the paper. These conditions should be clearly specified in the publicity and the *Call for Papers*.

YOUNG RESEARCHERS WORKSHOP (YRW)

In case of a high number of papers, young researcher sessions enable to regroup doctoral students in specific sessions around a particular theme, chaired by a specialist of the theme. The sessions have the same format as ordinary paper sessions. This additional type of paper session has been successfully applied starting in the year 2000 at the Paris-conference and has been successfully adopted in the subsequent conferences. It has the advantage to homogenise the presentations and discussions for the profit of everybody. Note that in such sessions sufficient discussion time is even more important than in other sessions. It should be clearly specified in the Call for Papers that they are equivalent to ordinary paper sessions.

In the run-up to a conference, it needs to be examined, whether the YRW-topic should be associated with the overall conference scope. This would facilitate the classification of excellent YRW-contributions in the proceedings of the conference, e.g. the post-conference book. Further, this might motivate even more participants of the YRW to submit a paper to a subsequent review process.

INTENSIVE SESSIONS

In this format, participants are assigned to groups of at most 15 according to the theme of their papers. Following the review of the abstracts and / or full papers, papers are sent out in advance to all participants in the same group. They are expected to have read all the papers prior to coming to the Conference. The authors do not present their papers as in a traditional paper session. Instead, for each paper a discussant is appointed to prepare comments and start the discussion on that paper. The groups are expected to remain unchanged during the length of the sessions which may run to several half-days or days.

SYMPOSIA

This refers to a set of papers that have been prepared in relation to a specific subject or theme. Usually these will come to the Organising Committee in a group and through the convenor of the symposia, with whom the organisers negotiate their specific requirements. The papers of the symposia are refereed for presentation and/or publication in the same way as other papers, but preferably in their own group. This is necessary to ensure the consistent quality of papers in the symposium. It would be hoped that the participants will have read each other's paper and will thereby introduce discussion in their presentations. It might be that the organisers of a symposium include a discussant (not necessarily the chairperson of the symposium) to tie the papers together and to stimulate commentary on the papers, but this is not mandatory.

NETWORK SYMPOSIA

Networks are groups of members with similar interests. They are expected to hold at least one symposium in their respective areas during the conference. Network Symposia can either take the form of symposia, described above or comply with their requirements. Alternatively, they could be informal meetings around a specific theme, or ongoing research among members, without refereed papers. The proposed format and status must be negotiated with the Network Co-ordinator.

OTHER FORMATS

Experience has shown that a shortcoming of large conferences is the lack of time for both formal and informal discussions. Therefore, conferences need not be restricted to paper sessions and symposia, but may also include workshops and other formats to encourage an active exchange of ideas.

DISCUSSION SESSIONS / WORKSHOPS

This refers to a discussion or debate on a particular subject or theme which is chaired by a person who invites a limited number of participants to make short presentations on the theme. In these sessions more than half the time must be for open dialog with the audience so the formal presentations must be limited in time. This kind of session is very appropriate for the presentation of 'research in progress' or 'theoretical and methodological developments' or the link between the conference theme and the local scientific and practice oriented challenges. A panel discussion with representatives of different institutions can also be a good format.

FLASH (PAPER) PRESENTATIONS

If there is a huge amount of submitted abstracts with many interesting approaches (approx. 500) and a lack of time, the so-called "flash presentation" format can be used. It is dedicated to those whose abstract meet the conference theme only loosely. This format gives authors the opportunity to describe the key issues of their work: scientific approach, the main scientific questions and first results. In the flash presentation sessions each participant can present his/her paper in 5-7 minutes. The sessions will be shaped thematically. After each presentation, there will be time for questions, and at the end of each block there will be a discussion encouraging an active exchange of ideas afterwards.

FIELD WORKSHOPS / SITE VISITS / EXCURSIONS

This is an useful and interesting part of the conference program, because it allows the conference organisers to make the international participants familiar with the local situation and the cooperation between local scientists, experts and practitioners. They will be related to the theme and also allow people of similar interests to network and spend time together on buses and the like. There should be information material and guides, who can explain clearly the challenges of the location. These can be a full or a half day long. Depending on the aim of the field workshop it can be by bus, by bicycle, by boat, by public transport, as a walking tour or as a combination of several kinds of transportation. Whether or not the cost of field visits is included in the conference fee depends on the financial situation of the organisers as well as the extent to which particular visits are essential to dealing with the theme of the conference. Programming them in the middle of the conference can be a good way of bringing delegates together, breaking up the conference and providing a different kind of opportunity in which delegates might interact.

PLENARY SESSIONS / KEYNOTE SPEECHES

Traditionally, a small number of invited papers (between 1 to 3) are presented at plenary sessions. It is customary for these speakers to be given the freedom to present their points of view, but the conference organisers should strive to have speakers who are stimulating, innovative and provocative rather than just descriptive, biographical or predictable. They should focus on the theme of the Conference and not present papers that might have been presented or published before, or are simply reporting a particular project. An additional rule of thumb would be that a plenary / keynote paper should not merely be the type of paper that could as well be presented in an ordinary paper session. A Keynote Paper should be 'special' – it should be putting forward new directions, or placing new perspectives and insights on familiar areas of work. It should provide a meta-level perspective on environment-behaviour issues – whether research or policy. The Executive Committee wishes to be consulted on and to be allowed to propose names or person specifications to the organisers. The Committee has ruled that no person will be a keynote speaker in any consecutive conferences.

It is not advisable to issue blank invitations to prospective keynote speakers before sounding out their interest and seeing a brief summary of their intended speech. Once satisfied with the potential qualities of the proposed paper, the invitation should be formalised. There is nothing wrong in asking them to submit an abstract and a full version of their papers well in advance of the conference, and they must be given the standard guidelines for preparing their papers and be asked to comply with the time limits set by the organisers. Although these papers would not be refereed in the usual way, the organisers should ensure the highest possible quality in invited papers. The abstracts of these papers should be included in the Book of Abstracts and the full papers should be included in the *Proceedings* or the *Book* only if they are of comparable standard to the other refereed papers.

The keynote speeches should, where possible, be simultaneously translated, or an attempt made to provide printed translation in the other iaps language. It is customary for plenary speakers to have their travelling and accommodation expenses paid by the organisers and they do not pay registration fees. Allowance for any additional expenditure is up to the organisers, but it is usually accepted that the invited persons should not expect fees for their contributions. Should sponsorship be obtained for the purpose of inviting speakers, the sponsors should not be allowed to interfere with the choice of the speakers or the content of the papers.

POSTER SESSIONS AND AUDIO-VISUAL PRESENTATIONS

These have also proven to be of interest to an international audience. The poster sessions allow professionals the 'opportunity to present their work or work in progress'. The Posters may be on display from the beginning of the poster session until the end of the conference. Two poster sessions should be advertised allocated for those authors of posters who will talk to persons interested in the work (poster social and poster talk). Poster sessions provide one useful device by which papers rejected because the author is already presenting can be given exposure. Equally, if there are too many paper submissions (i.e., they are likely to have an impact on the time available in sessions) potential delegates can be offered the opportunity to present a poster instead. This might still encourage them to attend, as well as giving them a presence which may be required for their institution to provide them with funding. Each poster should be complemented with flyers (A4-papers available next to the poster in a folder) for those who are interested in the content of the poster and in further contacts. Poster sessions may also be more appropriate for young researcher presentations. Organisers can then decide between the poster format and the young researcher's session, or any other format of specific session on "work in progress"(see "open paper sessions" above).

The combination of these subcomponents of each conference programme will be at the discretion of the Organising Committee.

iaps DISCUSSION SESSION

iaps Executive Committee needs the allocation of a period of not less than 1.1/2 hours in the programme to organise a plenary session where the Association can contribute to the field and the Conference in a format of their choosing. This session could take the form of a thematic or open discussion, a review of the field or an iaps-sponsored keynote paper.

iaps BUSINESS MEETINGS

The conference organisers might like to note that the iaps Board will, as far as possible, hold longer business meetings prior to the conference, and may hold shorter ones at suitable times during the Conference. The scheduling of these meetings shall be fixed by the conference organisers in consultation with the iaps Executive and the Conference Liaison. The conference organisers will need to make the necessary arrangements for the reservation of a room in which the Board meetings can be held.

iaps AGM (Annual General Meeting): The AGM needs to be scheduled in a non-competitive period for 1 to 1.1/2 hours at a time agreed upon with the Executive Committee. A room - the place where the plenaries are held is often the most suitable - must be designated for this event. This information should be communicated to the iaps Secretary at least 6 months in advance of the conference so that the AGM can be formally publicised to all members before the conference.

iaps NETWORKS BUSINESS MEETINGS

These meetings are necessary to review the work of each Network, to meet new members, to plan future activities or to discuss ongoing activities. To reach a high output, an intensive preparation by the network speakers is necessary. It must be clear, what the aim of the network meeting is, otherwise people will be disappointed. Two 2 hour slots must be allocated in the programme for such meetings for a number of Networks to meet, but not all parallel and not at the same time with paper sessions or symposia, or be placed at lunch or refreshment times.

On CHAIRPERSONS

The Organising Committee usually invites people to chair paper sessions. Symposia and workshops are usually chaired by the person organising them. The task of the Chairperson should be made clear by the organising committee when the invitations are made. Chairpersons control the timetable and the length of presentations to ensure that there is time for questions, discussion and debate. The guidelines included under 'Paper Sessions' above should be conveyed to the prospective Chairpersons. To the Chair of the Session should also be sent an Information Sheet in advance of the conference informing them about their

duties and about the content of the session. This sheet should also be available in each room where sessions are being held. The Information Sheet should provide instructions for Session Chairs on how to chair papers, the importance of keeping to time, and advice on how to politely stop a speaker who is running over time. 5 Minute and 1 minute 'warning signs' should also be available in each room for use by the Chairs. If Chairpersons are expected to have an integrating role as discussants or as reviewers, it is preferable that they are appointed as early as possible before the Conference and be given the abstracts or full papers of the sessions that they are invited to chair. Chairpersons can also be asked to make brief evaluative comments after their sessions, or prepare them for any post-conference publication. A technical assistant (e.g. a trained student) may support during the entire session.

PARALLEL SESSIONS

Due to large number of papers, parallel sessions may be unavoidable. However, with a strict pre-registration policy for authors, the numbers can be more realistically predicted. If possible, no more than 4-5 parallel sessions of not more than 4 papers each should be aimed at. Parallel sessions should be planned in a way that delegates interested in a specific domain, for instant "housing", find respective sessions spread all over the conference duration. A number of 15-20 participants at least (besides the presenters) should participate in a session to guarantee an interested audience and intensive discussions. Very small sessions disappoint the paper presenters because the discussion will be weak and thus they get only small benefit.

4 - YOUNG RESEARCHERS WORKSHOPS

The Young Researchers Workshop is an important activity of iaps. It provides an opportunity for students to confront their work with colleagues and to be advised by recognised specialists in the field. Young Researchers Workshops usually precede the iaps conference. They take place two days prior to the beginning of the conference. Conference organisers are responsible to integrate the YRW as a special event of the entire conference. The workshop is organised by board members who appoints the mentors in relation with the workshop co-ordinators. Mentors can be chosen among iaps Board members and should be complemented by other experts. In order to promote interdisciplinarity, in each session one of the mentors should be an architect or planner and one a social scientist resp. an environmental psychologist.

The session should be organised in a way that every student has at least 15-25 minutes speaking time. The mentors (two or three per session) as well as the audience should interact with the student also for about 10 to 15 minutes. Consequently a total of 30-40 minutes should be allocated to every student. In case of a large number of participants, parallel sessions might be organised, regrouping students working in similar areas or with similar methodologies. The students should be well instructed about the structure of the submitted paper as well as the content of the PowerPoint presentation. It is essential for the audience to know if the PhD is at the initial or at the advanced state. The students should be encouraged to speak free using the PowerPoint presentation and not to read a paper. The mentors should be well prepared and engaged.

Note that a prize for the best paper presented by a young researcher, the Young Researchers Award, is organised by the iaps Board and is presented preferably at a official ceremony of the conference (e.g. opening ceremony) to ensure numerous appearance. The recipient receives a certificate and a free two-year membership of iaps.

5 – CALL FOR PAPERS

The announcement of a forthcoming conference and the first call for papers needs to be circulated publicly approximately 12-18 months prior to the event. These can be done in two separate mailings, or be combined into one. Posters and press releases for academic and other journals must be timed to allow for editorial and printing delays. Joint mailing with friendly or affiliated associations can be very effective. Mailing lists from these organisations can also be obtained or exchanged. Time must be allowed for the prospective participants to consider their contributions, and to obtain permission or funding.

The *Call* must contain a brief paragraph summarising the theme and the scope, and a similar length of text to suggest possible sub-themes or sessions. If two announcements are to be made, the First Announcement would be slightly more open-ended, possibly inviting suggestions from the recipients, but

the *Call for Papers* should be precise and unambiguous. The *Call* must specify the length and the format of abstracts (e.g. 500 words) and full papers, how they should be submitted (e.g. on disk plus two print-outs) and give necessary technical details (e.g., no underlines, system or programme to be used, formats preferred, etc.).

The *Call for Papers* must state clearly, with appropriate logos and in two languages that it is an **iaps** Conference (*the artwork for iaps logo can be obtained from the iaps Executive Committee*).

It is also important to state in the *Call* that the Conference is open to all with no discrimination on the grounds of race, religion, gender, nationality or political affiliation. It is imperative that all material sent out is non-offensive and non-prejudicial, and sensitive in terms of language so that it is non-sexist (i.e., not phrased solely for male or female persons).

The *Call for Papers* must state that each participant can present only one paper. The first author of co-authored papers will be considered as the person presenting the communication, unless otherwise stipulated at the time of submission. (Hence, the other co-authors could submit and present another paper). Delegates who have been invited to participate in a symposium or a workshop may also make a paper submission. The call has to emphasise the information, that the iaps conference participation includes an iaps membership of 2 years.

The Organising Committee is advised that iaps' official language is English. iaps conferences are international conferences attended by people coming from all over the world. In order to facilitate communication, delegates should use the official language of iaps. The local language of the country hosting the conference may also be used in greetings by representatives of national or local institutions.

All announcements about iaps conferences should be printed in the official language of the Association as well as in the local language, in order to attract local delegates.

(Note: A sample of Conference Proposals and Call for Papers from previous iaps Conferences is held by the Conference Co-ordinator and can be consulted by future organisers.)

The abstract handling should be done by the scientific committee on the basis of clearly defined and easy to handle criteria. Highly important is the time constraint, which means that every member of the scientific committee is asked emphatically to send back the review results according to the announced schedule.

6 - CONFERENCE PUBLICATIONS

Depending on the format of the conference the organisers may choose between the following options or their combinations:

- Publishing the abstracts of presented papers in a book of abstracts with an ISBN-number,
- Publishing all refereed papers in full,
- Publishing a *Proceedings* containing only those papers refereed in full versions,
- A post-conference book possibly containing selected session discussions and reports, (this could be integrated with a book of selected papers - see below),
- Publishing a post-conference *book* containing a smaller number of papers that are rigorously reviewed and closely edited to form a coherent volume [agreement with HOGREFE].
- Publishing a CD.

Whatever option is chosen, it is expected that a book of abstracts and a detailed programme is produced and made ready at the start of the conference. Furthermore, it is recommended to provide all participants with a booklet which contains useful organisational and technical information concerning the conference location as well as the city. For reasons of data privacy protection, the publication of private addresses, including e-mail, has to be checked in advance. If participants don't agree to publish their addresses, the organisers have to respect this. It is preferable to have the proceedings ready by the beginning of the conference, except perhaps in the case of a book of selected papers which might be published afterwards. In any event, all registered participants must be given copies of any publication arising from the conference regardless of whether their papers are included or not.

It is becoming common practice to submit papers on disks - according to the formatting instructions issued by the Organisers, rather than camera-ready submission. Before specifying the required form of submission, as well as deadlines for submission of papers, it is to reach an agreement with the editors and printers.

It is important that the chosen formats for submission, presentation, refereeing and publication are all unambiguously stated in the *Call for Papers*.

The edited book must state in the introduction and in any publicity material that the papers originated from an iaps Conference. The Proceedings can indicate this on the cover as well. (*The artwork for iaps logo can be obtained from the iaps Executive Committee.*)

(*A Note regarding the proposal stage: The subject of whether iaps conferences should adopt one form or the other has remained an open decision. Organisers may make their proposals as to which approach they wish to adopt and this needs to become an integral part of the proposal.*)

The post conference book should be presented on the following iaps-conference at the latest. The post conference book, as it was said before, can be edited in the series “Advances in People-Environment Studies” by HOGREFE publishing. To ensure a high scientific quality of the content of the volume, each paper will be reviewed. The authors have to guarantee that the paper fits well to the main theme of the conference, is written according to the official publishing guidelines and proof-read by a native English speaker before submitting to the editors.

7 - ADMINISTRATION

KEY DATES *for* PARTICIPANTS

- The dates to be set in traditional format conferences include the following:
- Announcement / *Call for Papers* mailed (separately or in one leaflet)
- Reminder notice (if necessary)
- Abstracts received
- Acceptance of abstracts notified (and instructions *for* submitting full papers sent)
- Full papers received
- Acceptance of papers (and suggestions *for* revision etc.) notified
- Deadline *for* submission of revised papers
- Registration *for* authors to secure a place in the programme
- The Conference

(*A set of sample' timetables from past conferences are included in the Appendix*)

KEY DATES *for* ORGANISERS

Parallel with the timetable for participants, it is useful to have a '*Working Timetable*' for the organisers. This would include additional dates *for* arranging venues and services, engaging personnel, fixing printing and mailing, etc.

MAILING LIST

Organisers need a comprehensive mailing list. It should include not only iaps members or the members of friendly associations, but, depending on the theme, also of institutions, universities and schools, research centres, professional institutes, journals, the media, etc..

PERSONNEL

The Organising Committee should ideally include people with different disciplinary backgrounds, skills and experience. At least one who has organised a major international conference before, someone with technical knowledge of electronic publishing and someone with good command of English, would be an advantage. An administrative secretary with sliding time commitment must be appointed as early as possible. The commitment of the secretary may increase from, say, one day / week to half-time or longer nearer the conference. It is however good to have someone at given telephone numbers who are familiar with conference-related inquiries. An English speaking secretary would be an asset. It is recommended (but not obligatory) to mandate a company which is specialised in conference organisation and can exhibit appropriate references. Besides professionals, student assistants are very helpful, e.g. in supporting the technical equipment during the sessions or accompanying the field excursions.

TELEPHONE / FAX / E-MAIL

It is essential to establish the telephone and fax numbers and the e-mail address for Conference communication right from the beginning. Relying on the shared institutional numbers may sometimes create problems. The appropriate numbers must appear in all publicity and must not be changed for the duration of the preparations. Access to a PC-pool and to W-LAN is expected.

8 - FINANCE

The organisation of an international conference requires a great deal of funds. The fees received from the participants do not usually meet all the expenses and in any case only arrive nearer the Conference time. Institutions where the conference will take place are the first call for support for facilities, personnel, hospitality and even funds. Public and private sponsorship from various national and international organisations can be sought even while a conference proposal is being prepared. Appropriate foundations, European Union or UN programmes, charities, government departments, industries, etc. can be approached for potential sponsorship.

Sponsorship can be major or minor, be in money or in goods and services. It is also common to use sponsorship for banquets, receptions or visits.

Any sponsorship obtained should, however, be on condition that the sponsors accept the independence of the academic content and organisation of the conference. They must not be associated with aims that do not comply with the aims and academic and humanitarian principles of iaps. The sponsors would be suitably acknowledged in the publicity, but overt privileging or advertisement that might dominate the image of the conference should be avoided.

Some funds are required at the outset and some at various stages. Alternative and contingency cash flow programmes and business plans need, to be drawn up and constantly monitored. The deadline for early payment of fees is a critical point in these plans.

9 - REGISTRATION and REGISTRATION FEES

All documents about the conference should indicate what the registration fee is and what it includes. In principle, all parts of the scientific programme and all printed information pertaining to the conference (including abstracts of presentations), and light refreshments during the day such as coffee and tea are to be covered by the registration fee. Part of the conference fees will be required to finance the proceedings, e.g. the post conference book. It is advisable to fix the price for that with the related publishers (Hogrefe) in advance. Additional charges can be made for social events (such as the conference dinner) and for site visits (although it is preferred if these are included as part of the programme).

It has been the custom at previous iaps conferences to differentiate between registration fees for iaps members and its affiliates EDRA, PAPER and MERA (who pay at the same reduced rates as iaps members) and non-members. There is also a special rate for students, the unemployed and Third World attendees. The full fee paid by non- members will include a 2-year's membership to iaps so the difference between the two rates should cover the membership dues. This money is to be transferred to iaps in order to register the new members.

It is also usual that there are early rates (paid in the last 6 weeks or a month before the conference) and normal rates (paid after the early date or on site). This will hopefully encourage people to pay early and help the organisers' cash flow. The organisers should check carefully if they want to offer daily rate tickets. A lot of work and resources is connected with this procedure.

Obviously it would be in the Conference Hosts' interests to have as many people attend as possible so even late acceptance of papers may be allowed if this means you get another paid-up delegate. Obviously, the more people who attend the more one is able to cover costs.

It is believed that setting the registration fee as low as possible is a good strategy because this will encourage more people to attend. In establishing a conference budget the Conference Committee is advised to establish their expenditures and to ensure that these are covered by the registration fees of a low average attendance at previous iaps meetings (say the previous three). If more come then one can expand services accordingly.

RECEIVING FEES

Banking fees sent from up to 30 countries might create problems. Where possible, paying by credit card should be available. The organisers should consult an international bank before advising the participants

on possible ways of payment. But it has to be considered that for the bank transfer it is necessary to pay fees.

CANCELLATIONS

It saves the organisers a lot of trouble if the conditions and penalties for cancellation of pre-registration are clearly stated in the publicity. Refunds of advance payments should only be made under extreme extenuating circumstances and to avoid any misunderstanding later, this too should be stated clearly in the publicity material.

'NO REGISTRATION - NO INCLUSION RULE for AUTHORS

It is strongly advised to clearly stipulate that no one will be placed on the programme or their papers published unless they *pre-register* by a certain date, paying at the early fee. Failure to impose this rule invariably results in no-shows at sessions which everybody complains about. Applying this rule strictly means fewer over-crowded sessions where papers are rushed through, fewer programme or room changes, fewer special announcements, and more importantly, fewer parallel sessions. Additionally, requiring advance payment gives the organisers some control over the final size of the conference and the number and composition of parallel sessions. It can also help to contact those individuals who have not paid in advance but have submitted papers to ascertain what the problem is and whether they should be placed on the programme. Any last-minute attendance by authors who had not pre-registered could, if wished by the organisers, be accommodated in a mixed paper session placed at the end of the planned sessions.

SUBSTITUTION OF DELEGATES

Delegates who are unable to attend a conference for which they have registered should not expect his or her paper to be read by another delegate unless that paper was initially submitted as a co-authored contribution and one of the authors attends to present it.

10 - CONFERENCE VENUE

The choice of the conference venue is important in terms of the efficient running of the schedule of events. The venue must enable all the events in the scientific programme to be in one or more closely situated buildings (within 5 minutes walk). A central place where people can sit and talk during breaks is strongly advised.

ROOMS for MEETINGS

The venue needs to include a mix of meeting spaces such as lecture halls for the plenaries and a variety of rooms in order to accommodate the range of scheduled events (e.g. plenary sessions, workshops and informal gatherings). Technical equipment (Laptop, Beamer, PowerPoint data projectors and slide projectors, etc.) and technical assistance must be available for each conference location. Depending on the time of the year and the climate, efficient ventilation and air-conditioning might be required.

EXHIBITIONS

These can consist of personal, student or institutional photo exhibitions. It is usually very effective to organise these exhibitions relevant to a common theme. Trade exhibitions should only be allowed if their content is closely related to the theme.

PUBLICATIONS DISPLAYS

The organisers are advised to encourage participants to bring along their own or their institutions' publications for display or sale, as well as leaflets about them. Commercial or institutional publishers or local academic bookshops in fields relevant to the theme of the conference or environment-behaviour research in general can be contacted with a view to setting up displays or sale of books during the conference. An assistant can be appointed to manage and supervise the publications area.

IAPS DESK

A table should be provided for iaps officials, enabling promotion of iaps and the display and selling of proceedings of previous conferences as well as any other relevant material.

11 - CONFERENCE TIMES, DURATION and ROOM MANAGEMENT

In setting the period of the year and the specific dates, a number of factors should be borne in mind. The beginning of July has generally been the most popular period, but there have been exceptions. The end of August is when Americans start their academic sessions and in Europe everybody is still on holiday. The end of June is still in the academic year in Europe. Additional considerations include the dates of other major conferences taking place in geographically close areas to the venue proposed for an iaps Conference. Clashes should also be avoided with other major international conferences which might have a strong environment-behaviour theme (e.g., the IAAP conference which is held every four years). The co-ordination of dates would allow a number of participants to attend more than one conference. It is advisable to co-ordinate dates with other related organisations even if they are not close geographically. Including a Saturday night in the days would allow participants to benefit from cheaper air fares. Also attention should be paid to national and religious holidays when hotels and transport may be rather congested.

LENGTH of iaps CONFERENCES

The general practice has varied between 3½ to 4½ days plus/minus registration time and optional tours. For the YRW 1½ days before the opening of the conference are sufficient.

START of the CONFERENCE and the DAYS

It is not advisable to allocate a short period for registration especially if the conference is starting in the morning. The opening session might suffer and the registration may not be completed. A late start to the conference and a longer registration time is better. It is wise to begin registration in the afternoon, the day before the conference starts. The opening session and welcoming can then take place in the evening. This enables delegates to be familiar with the conference venue and to meet each other informally. Even when the participants are staying on-site, too early a start may not encourage good attendance. Starting each day with a 'keynote' speech at a reasonable hour would be a better idea.

BREAKS

There must be good breaks for lunch and between sessions as these are times for people to meet and this informal contact needs to be encouraged. Depending on the accessibility of the food and refreshment, areas from the session rooms, the lunch break must not be less than one hour and the refreshment breaks not less than 30 minutes.

TIMETABLE

Early on during the preparations, a structured timetable should be developed to help organise days and time slots graphically.

Use of the WEBSITE

Conference organisers should provide a website for the conference as soon as possible. This can then become the first source of information for potential delegates about the conference. Anticipated questions from delegates as well as FAQs can be posted and this will then reduce the amount of correspondence in which you have to engage.

The conference website should not be removed directly after the conference took place. It should instead be provided at least until the beginning of the subsequent conference to ensure a continuous update (e.g. of the post conference book and other publications, relevant activities, photo gallery, links to the iaps association and future conferences).

SIGNAGE

Considering that nearly all participants will be new to the venue, a clear and visible set of signposting must be developed to show directions and places. Using iaps logo on those would help identification, especially when buildings are in use by others.

ROOM ASSISTANTS

To assist the management of sessions, each room might be allocated a 'Room Assistant' who should be in attendance, looking after the notices on doors, the equipment and the general condition of their rooms.

They could also act as messengers between the chairpersons of sessions and the organisers and save authors or the chairpersons from having to leave their sessions to chase technicians for equipment, information, etc.

CONFERENCE STEWARDS

In addition to the personnel at the registration desk, it may be useful to have a member of the Organising Committee around who will know the timetable, personalities and the conference details to answer questions, to direct people, to handle organisational problems either on the spot, or to bring them to the attention of the organisers.

STUDENT HELPERS

Student helpers (if any) must be involved in organisation at an early stage to familiarize themselves with the conference structure, various requirements and potential problems.

EQUIPMENT

All necessary audio-visual or electronic equipment must be in place before the sessions start and no time must be wasted during sessions for moving equipment between rooms. Use of "PowerPoint" for presentation is becoming more and more popular. Adequate equipment should be available in each session, and a technician should be on hand to check the material and help delegates to operate the system. The authors must be asked when notifying the acceptance of their papers whether they need any special equipment for their presentation. The presenters are asked to save their presentation on the laptop before the beginning of their session. Every presenter has to guarantee a virus-free file.

TELEPHONE, FAX, COMPUTER and PHOTOCOPYING FACILITIES

Availability of any facilities that the participants may need during the conference must be indicated in the information provided to participants. Since the conference proceedings or the abstracts of presented papers are increasingly released in form of a CD, delegates should have the possibility to consult them on a specific spot.

Conference delegates are beginning to expect facilities to be available for them to access their email. A room with computer terminals with email/web connection would be desirable.

On the Registration Form, delegates should be asked whether they have any disabilities or special needs that require accommodating. Every effort should be made to respond to such requests.

FOOD and REFRESHMENTS

Food and drink are a necessity, while eating and refreshment periods in conferences are opportunities when participants meet and develop contacts. Place and duration for these activities must be designed carefully to avoid delays and to facilitate a relaxed atmosphere. It would be highly appreciated if special dietary needs of participants are taken into consideration as far as is practical.

12 - ACCOMMODATION FOR DELEGATES

A range of standards of accommodation and costs needs to be available in either university residences or private hotels and hostels. Access to an ample supply of inexpensive accommodation is essential, such as student dormitories. This accommodation needs to be easily accessible to the conference site. The organisers should be careful in having to supply transport because this can become a runaway expense. The registration package must make clear the distance between the various accommodation options and the conference site, with a map of the areas and the details of transport facilities. Likely requirements of accompanying persons need to be ascertained as much as is practically possible in advance to avoid extra work during the conference.

13 - SOCIAL EVENTS

Social events must be considered as an integral part of a conference programme and they should be scheduled in order to encourage participants to meet informally and to get a flavour of the country or the city they are visiting. The registration and opening session of a conference is best coupled with a social

event (e.g. drinks and snacks) as a way of bringing people together (perhaps for the first time since the previous iaps biennial conference). It is also a time to introduce attendees who are new to an iaps meeting and the organisers might take special steps to encourage social gatherings and the integration of these persons.

A conference dinner is often included, but can also be an optional extra for delegates. It is an opportunity to do something which is unique to the place of the conference and thus an opportunity for delegates to experience some of the local ambience.

Information on other cultural events, institutions and places of interest should be sent in advance for people to plan their visit or included in the package.

ACCOMPANYING PERSONS

Events that accompanying persons can attend or the facilities that they can use (with or without extra payment) are best mentioned in the pre-conference mailing.

14 - CONTRACTUAL ARRANGEMENTS

The organisers of all iaps conferences must accept the principle that the conference they organise is to be self-supporting and financially independent from iaps. As a consequence, if the conference organisers incur a deficit or loss, iaps will not be held financially liable. Equally, if the conference organisers make a profit then iaps does not expect to receive any part of that profit. The iaps conference is the financial and management responsibility of the Organising Committee and is independent of iaps. Iaps will, of course, be willing to offer advice and guidance.

All conference publicity *must* include a printed disclaimer of iaps responsibility for any changes in the conference programme, changes, of date or venue or cancellation due to unforeseen circumstances.

Professional support services may be used, and are encouraged in those cases where the organisers have no prior experience in organising a conference. The cost of employing such a service must be borne in mind and covered by Conference Fees.

The Organising Committee is strongly advised not to get into the travel agency business such as lining up hotels and being the booking agent for the hotel etc., or, unless the venue makes it necessary, or for arranging free transport from airports etc. However, they can try to obtain special rates in selected hotels and give participants ample information on how to make their own hotel reservations, how to find their way and how to transport themselves. They should not get into any financial obligations with respect to these services. These considerations make the choice of venue important, so that these issues are not problematic.

The Organising Committee of an iaps conference shall submit a draft or outline budget to the iaps Board when they put forward their proposal to host a conference. Connections to government, university and other tertiary institutions for both financial and material support must be made explicit. Private industries and financial companies that have a stake in the construction and management of the built environment could also be approached for support prior to the formulation of an outline budget. Such sponsors should however have no say in the scientific content or the organisation of the Conference, or the selection of speakers.

15 - POST-CONFERENCE REQUIREMENTS

The organisers are expected to arrange the following:

- A '*Conference Evaluation Form*' must be circulated in the conference bag and be collected by the end of the conference, but those wanting to send it after the conference could be advised to send it to the iaps Conference Co-ordinator (who analyses the returns to report the results to the Board and the organisers).
- A conference report must be submitted to the Executive Committee as soon after the Conference as is practicably possible. This should give the details of the member of participants, a breakdown of their status (member, affiliate members, those joining at the Conference, non-members, students, 'Third-World' participants, pre-registered, on-site registered, etc.), countries of origin, disciplines, the number of no-shows, etc.

- A detailed conference summary of the event (course of actions, social and scientific activities) including photos should be prepared subsequent to the conference by the organisers. This summary should be published on the iaps association website (www.iaps-association.org).

- Comments and recommendations as well as suggested revisions on the *Conference Guidelines* would also be welcome by the Executive Committee.

These details would help the Association to advice future organisers and target the selection of conference themes and audiences more effectively.

16 - SUBMISSION of CONFERENCE PROPOSALS

Submissions to the iaps Executive Committee should, as far as is possible, cover the items in the *Conference Guidelines*, such as:

- The theme(s), foci, topics, issues to be covered
- The disciplinary, research, social, ... contexts
- The format(s)
- Publications
- Institutions and persons involved
- Dates, venues, accommodation, ...
- Timetable
- Funding, sponsorship, ...
- Fees
- Side activities
- Contact address

...

APPENDIX I

Recent iaps Conferences:

1982 Barcelona
1984 Berlin
1986 Haifa
1988 Delft
1990 Ankara
1992 Porta Carras/Halkidiki
1994 Manchester
1996 Stockholm
1998 Eindhoven
2000 Paris
2002 A Coruna
2004 Vienna
2006 Alexandria
2008 Rome
2010 Leipzig
2012 Glasgow
2014 Timisoara
2016 Lund & Alnarp

Recent iaps Network Conferences / Symposia

1991 London
1994 Newcastle-upon-Tyne
1995 Eindhoven
2001 Amasya
2009 Istanbul
2011 Daegu
2013 A Coruna

APPENDIX II

Working Timetables

from past iaps conferences :

iaps11 Ankara

1 Oct 1989 Deadline for abstracts / summaries.
10 Nov Acceptance of abstracts / summaries notified to authors
1 Feb 1990 Deadline for full papers
28 Feb Acceptance and provisional allocation notified to authors.
30 Jun Book of abstracts and book of proceedings to be published.
8-12 July 1990 Conference
13> July 1990 Optional (study) tours

iaps 12 Porta Carras

10 Sep 1991 Abstracts received
Oct 10 Acceptance notified
10 Jan 1992 Papers received
10 Feb Acceptance and revisions notified
10 Apr Submission of revised papers
10 May Registration for authors
11-14 July 1992 Conference

iaps13 Manchester

31 Oct 1993 Papers and abstracts
30 Nov Receipt and inclusion in programme notified
28 Feb 1994 Returning reviewed/edited papers to authors whose papers have been selected for the Book of Proceedings
30 Apr Revised papers for the Book to be submitted; Registration for authors
30 June Book published
13-15 July 1994 Conference

iaps14 Stockholm (*Intensive Sessions format*)

31 Oct 1995 Abstracts and preliminary registration
15 Dec Acceptance of abstracts and instructions for full papers
28 Feb 1996 Full papers due
30 Apr Deadline for early registration
31 May Distribution of papers to everyone in intensive session groups
30 Jul-3 Aug '96 Conference

iaps21 Leipzig

01 Aug 2009 Call for contributions
29 Nov 2009 Deadline of abstract submission
31 Jan 2010 Notification of acceptance
31 March 2010 End of early bird payment
27 June – 2 July 2010 Conference

Guidelines for

iaps

NETWORK MEETINGS

(Conferences, Symposia, Seminars)

- iaps Networks or individual members can organise meetings of various sizes individually or jointly with other Networks, or with other associations or institutions. (*See iaps Network Constitution*),
- Themes of Network meetings (conferences, symposia, seminars, ...) can be specific to particular Network(s) organising the event or can be an inter-Network one. As with main biennial iaps conferences, multi- and inter-disciplinarity are the expected features of Network meetings. But, unlike the main conferences, Network meetings can have greater flexibility in defining their themes, scopes or formats.
- Such meetings can adopt any one or combination of traditional seminar, symposium, conference, workshop, short course formats or experiment with new types of meetings. For example, in addition to traditional paper-based meetings, there could be scope for meetings where short preliminary statements can be made to start discussions or round table seminars.
- Proposals to hold Network meetings submitted to the Executive Committee should clearly state the format of the meeting and the procedures through which papers *or* contributions would be delivered; If papers are to be submitted, how the abstracts and papers would be evaluated; any special roles the authors would be expected to follow, the form in which the papers should be submitted and published, etc.
- Network meetings can be held in the local language or in a language more suited to the specific theme and / or the audience provided that submitted papers include summaries in English. Depending on the audience expected, announcements, posters and call for papers should, in addition to any local language that may be used, include some English information.. The proposals must be submitted in the first instance to the Networks Co-ordinator which, after helping to develop them, will pass them on to the Executive Committee (ExC) for comments and eventual approval.
- Network meetings should be run by an organising committee with a chairperson, convenor or co-ordinator. The Networks Co-ordinator should act as the liaison between the organising committee and the iaps ExC.
- Network meeting organisers should provide a written guarantee that attendance will be, open to all, with no discrimination on the grounds of race, religion, gender, nationality or political affiliation.
- All meeting publicity should include a printed disclaimer of iaps responsibility for any; changes in the meeting programme, changes of date or venue, or cancellation due to unforeseen circumstances.
- Announcements should make it clear that the particular meeting is an iaps Network activity and, when it is organised with external institutions as equal partners or sponsors; credits to them must be given equal prominence.
- Network events are expected to be self-supporting and financially independent of iaps. Financial and administrative responsibilities will lie with the organisers who should however seek the advice and approval of the ExC in setting fees or other charges. They should consult the Network liaison member and/or the ExC regarding major changes to the organisational aspects of already approved meetings. iaps cannot financially support meetings, but would consider allowing the use of the modest budgetary allocation made to individual Networks as pump priming money. The prospective organisers would be well advised to secure some sponsorship before embarking on a meeting project.
- The fee scale for members, non-members, students, the unemployed and members of friendly associations (as applicable) should be approved by the Network Co-ordinator and/or ExC. Announcements should also include the rules concerning cancellations, non- attendance, etc.
- iaps Executive Committee and/or iaps Board might wish to hold business meetings or AGM on the occasion of Network meetings, and the organisers would be expected to allow an agreed period in their programme to allow these to happen.