Guidelines for
IENE conferences and workshops

About IENE conferences and workshops

The conferences and workshops provide an interdisciplinary forum for the exchange of current research, knowledge and practical experience between scientists and practitioners, as well as between the sectors of environment and transport. They are included as cornerstone actions of IENE.

Conferences

Every second year IENE arranges an international conference on ecology and transportation. These events address a wider international audience and encompass a broader spectrum of topics than workshops. IENE conferences span over 3-5 days including field excursions, parallel lectures, poster sessions, short workshops and the General Assembly of IENE. Conference language is international English, but it is possible to add simultaneous translation when needed.

See examples at the IENE conferences websites: http://iene2014.iene.info or http://iene2012.iene.info.

Workshops

IENE arranges scientific and technical workshops on the initiative of the respective host country or organisation. These events shall give opportunities for national experts, stakeholders, organisations and authorities to meet with IENE international experts and discuss specific problems or projects related to transport infrastructure and ecology. Several workshops may be held during one year. Workshop duration may span from one to several days, depending on the facilities and particular needs. Workshop language is preferably English, but workshops in national language are possible as well. IENE workshops can host IENE Steering Committee meetings.

How to make a proposal

To propose a new IENE event, simply contact the IENE Steering Committee by e-mail (iene.sc@iene.info).

The proposal should preferably contain the following information:

- Type of event (international conference or workshop)
- Theme or focal topics
- Organiser and host
- Contact person
- Planned country and place or city
- Planned duration in days
- Planned date (approximate) - in general proposals for a conference have to be proposed at least two years before its implementation, while in workshops one year before.
- Source of funding and planned budget

🌱 If available: ideas for program, field visits, invited speakers, other activities, etc.

Any organisation (private company, university/school, NGO, GO, administration, state authority, research institute etc.) may propose to arrange or host an IENE workshop or conference.

The IENE Steering Committee will consider each proposal and discuss further details with the applicant. If a proposal should not fit the IENE profile or be less suited as an IENE event, IENE may still be interested and able to express support or assists in other ways.

Organiser and host

Organisers and hosts are responsible for the funding, management and practical arrangement of the event, while the content is supervised by a program committee (see below). In workshops, the organisation and program committees may be combined into one team.

The IENE network and secretariat have no obligation to sponsor IENE workshops or conferences with monetary support.

Arranging an IENE event entitles the organiser/host:

🌱 to use the name of IENE and the IENE logotype* in promotion of the event, in invitations and advertisement, etc.,

🌱 to reach out to a large international network of experts with invitations and proceedings,

🌱 to benefit from the support of the IENE secretariat regarding communication, information and dissemination.

* Any use of the IENE logos must follow the logotype guidelines specified in "IENE logo usage guidelines" and in the IENE graphical concept (see IENE website). To request a copy of the IENE logos, please contact the IENE Secretariat with a description of the material in which you would like to use the IENE logo. Please, also indicate if the logos are intended for printing or electronic usage.

Organisational structure

IENE events are typically organised through cooperation between several committees and groups, including the Organisation Committee (OC), the Program Committee (PC), the Event Secretariat, the IENE Steering Committee (SC) and the IENE Secretariat.

Depending on the size and complexity of each event, these committees and secretariats may be merged or clearly delineated. To ensure intimate cooperation, however, reciprocal representation among the groups is requested as follows:

🌱 In both conferences and workshops, members of IENE SC have to be members of the organization and programme committees.

🌱 The chairperson of the organization committee shall participate in established or extra IENE SC meetings.

🌱 For a conference, all the IENE SC members are members of its programme committee.
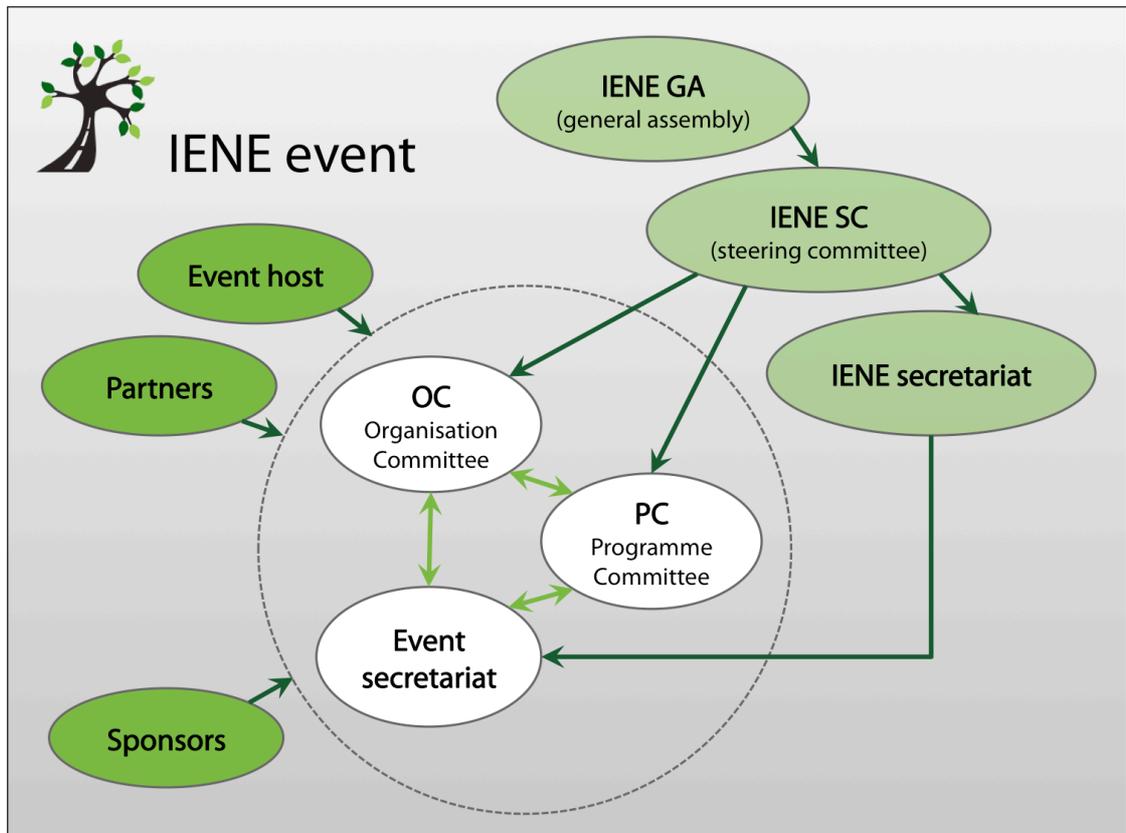

Figure 1. Organisational structure of IENE events.

IENE framework

🌱 *IENE GA*
The General Assembly (GA) of IENE members is the highest authority of IENE. It elects the steering committee and decides upon all major organisational issues.

🌱 *IENE Steering Committee*
The IENE SC has the ultimate responsibility for IENE conferences. The SC approves the event committees and decides on all major questions including the main theme, location and timing. See the IENE website (www.iene.info) for current information about chairperson and members of SC.

🌱 *IENE Secretariat*
The secretariat assists in all practical tasks from website development, information, communication, and on-site management. The secretariat operates in close contact with the conference committees (OC and PC) and the IENE Steering committee. See the IENE website (www.iene.info) for current information about host organisation and members of the secretariat.

Conference committees

❧ *Organisation committee*

The Organisation committee (OC) plans and manages the event on behalf of the IENE Steering Committee with the help of the conference secretariat and the Programme Committee. The OC is responsible for all financial and practical issues of the conference, including the overall schedule, the venue, excursions, social activities and accommodation. The OC also ensures the dissemination and promotion of the conference. The OC contains members of the hosting and funding partners of the conference, the IENE SC, the IENE Secretariat, the Programme Committee and the Conference Secretariat.

❧ *Conference secretariat*

The secretariat of the conference is the executive part of the OC, responsible for specified practical, technical, and economic tasks related to the event.

❧ *Programme committee*

The Program Committee (PC) is responsible for the detailed content and the scientific and technical quality of the conference. Its task is to develop the special topics, invite appropriate plenary speakers, and decide upon which sessions, workshops and activities to include. The PC reviews submitted abstracts and selects the best proposals for presentations. The PC is further responsible for the proceedings and additional publications. The PC contains members of the OC and SC and selected experts from different disciplines and countries, whose combined experiences cover all relevant topics of the conference.

Workshop committees

Depending on the size and complexity of the IENE event, the above committees may be merged or clearly delineated. Typically for an IENE workshop is that host, OC, PC and secretariat are combined within the same organisation, while the different responsibilities and functions are clearly associated with individual persons.

Event partners

IENE event partners may participate in the organisation of the conference or workshop and make thematic contributions. Partners may highlight specific perspectives and issues that relate to the overarching theme of the conference. Partners may take responsibility for a special topic, workshop, session or excursion or interact with the Conference committees across the entire programme. Whether or not additional partners are involved in the organisation or not may vary from event to event.

Sponsors and exhibitors

IENE workshops and conferences offer excellent opportunities for sponsors and exhibitors to connect with a broad international group of experts and stakeholders and benefit from cutting edge first-hand knowledge, plans and experiences. Various sponsorships are welcome, including support for selected participants, specific activities or practical supplies. Details may vary between events.

Financial surplus

Any possible financial surplus produced by a workshop or conference should be allocated to fund additional activities related to infrastructure and ecology, such as IENE seminars, meetings or publications.

Program and content

Conference content

IENE international conferences put emphasis on a specific, but usually broader thematic focus than workshops. In addition, conferences also include a variety of topics that may be proposed by participants or developed from submitted abstracts. The conference program, content and title shall be developed in close cooperation with the IENE Steering Committee.

IENE conferences typically contain:

- Opening and closing sessions
- Plenary sessions (presentations given by invited speakers)
- Parallel sessions (max. 3-4, either lectures or workshops, based on proposed abstracts)
- Poster sessions (based on proposed abstracts)
- Field excursions
- The IENE General Assembly (preferably integrated in the program)

Workshop content

Each IENE workshop develops its specific thematic focus and may pursue its own objectives. This may include e.g. a specific infrastructure project, a national plan, or a specific research question. The program, content and title of a workshop can thus be developed rather freely (yet with approval by the IENE SC).

IENE workshops typically contain:

- Opening and closing presentation
- Sequential (plenary) lectures or discussions, mostly by invited speakers
- A main session with basic scientific, technical and special topics presentations
- Poster exhibition
- Field excursion

Scientific and technical quality

IENE events aim at presenting both cutting-edge research and high-quality practical studies. Proposals for conferences are peer-reviewed by an international Programme Committee consisting of experts from different disciplines within the sectors of environment and transportation. Workshops may rely on invited presentations only.

Information and products

Printed and online products

IENE event deliverables shall be available online for free download. Selected documents may be printed and handed out to the participants during registration. The products may be:

- Event programme
- Book of abstracts
- Fact-sheets from workshops and selected sessions
- Copies and handouts of presentations and posters
- General conclusions and summary (updated after the conference or workshop)
- If appropriate, a declaration related with a basic topic or result of the conference
- Information via social media (online only)

Scientific publication of (approved) papers may be provided independently of the event through collaboration with scientific journals. All submitted papers will have to pass the established peer-review procedures of the respective publisher.

Websites

The event website shall provide all necessary information and required online services. It is the main communication tool for participants and users, and serves as future database for dissemination of the event results.

IENE employs a Conference Management System for conferences and workshops. This system manages submission, review, time schedule, registration and documentation.

In addition, each conference (and preferably also each workshop) shall develop its own public page providing all practical information and links to the Conference Management System. Examples can be found at http://iene2014.iene.info (for conferences) and at http://www.iene.cdv.cz/ or https://iene2013romania.wordpress.com (for workshops). An IENE template for building websites with Wordpress is available for each organiser to use and develop.

The websites of conferences and workshops have to give at least the following information:

- Program
- Host organisations with their logos
- Place and time, with venue approaching information
- Online registration procedure and abstracts submissions procedure
- Proceedings and conclusions
- Contacts and support

Dissemination

A communication plan shall be developed for each event. IENE events and products are effectively disseminated through the network itself and the multitude of contacts between IENE members and within their organisations and networks.

The IENE secretariat ensures the active spread of information within the network and to established medial contacts. The conference host, organiser, and partners also play an important role with spreading conference products via media in their respective countries and national PR activities.

Approximate time schedule

Organisators of previous IENE events can provide more detailed information and support.

Conference

- ⚘ 24-27 months before: proposal made to IENE SC
- ⚘ 18-24 months before: the first announcement with invitation, dates and city
- ⚘ 12 months before: conference management website launched
- ⚘ 10 months before: call for abstracts and proposals
- ⚘ 6 months before: submission deadline
- ⚘ 4 months before: registration opened
- ⚘ 3 months before: detailed program available with times and places
- ⚘ 1 month before: printed Book of Abstract and program available
- ⚘ 2 months after: website completed with conference documentation
- ⚘ 3-6 months after: scientific papers ready for print

Workshop

- ⚘ 6-9 months before: proposal made to IENE SC
- ⚘ 6-9 months before: workshop website launched
- ⚘ 6-9 months before: the first announcement with invitation, dates and city
- ⚘ 3 months before: detailed program available with times and places
- ⚘ 1 month after: website completed with conference documentation

Contact us

- ⚘ **IENE Steering committee** – email to iene.sc@iene.info
  See the website: http://www.iene.info/steering-committee-sc/

- ⚘ **IENE secretariat** – email to info@iene.info
  See the website: http://www.iene.info