



# Guidelines for IENE conferences

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# I. About IENE conferences

The conferences provide an interdisciplinary forum for exchanges of current research, knowledge and practical experience between scientists and practitioners, as well as between the sectors of biodiversity and transport. They are a cornerstone of IENE activities.

Every second year IENE arranges an international conference on biodiversity and transportation. This event addresses a wide international audience and encompasses a broad spectrum of topics. IENE conferences span over 3-5 days, including field excursions, lectures, poster sessions, interactive sessions and side-events. The program of the conference should also accommodate the organisation of the General Assembly of IENE during the conference, which is an opportunity for the network's members to meet face-to-face. The conference language is international English, but it is possible to add simultaneous translation.

Until 2020, IENE conferences were entirely held in person, but since COVID19, online and hybrid solutions are used increasingly.

A hybrid format is recommended for future IENE conferences in order to support broad international participation and maximise knowledge exchange and communication

# II. How to make a proposal?

Any institution (private company, university/school, NGO, public authority, research institute etc.) may propose to host an IENE conference.

To propose to host an IENE conference, simply contact the IENE Governance Board by e-mail ([iene.gb@iene.info](mailto:iene.gb@iene.info)).

The proposal should contain the following information:

- Theme or focal topic;
- Suggestion of members for the Organising Committee (see section III below);
- Contact person of the host institution (in the Organising Committee);
- 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 and to be announced in the previous conference;
- Source of funding and planned budget.

If available, the proposal can also include ideas for programme, field visits, invited speakers, other activities, etc.

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

Rights and obligations of the host:

The host can be a collection of organisations, however, one main host must be identified to be responsible for funding and overall coordination.

Arranging an IENE conference entitles the host to:

- use the name of IENE and the IENE logotype<sup>1</sup> in promotion of the event, in invitations and

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<sup>1</sup> Any use of the IENE logos must follow the logotype graphic charter. To request a copy of the IENE logo and its graphic charter, please contact the IENE Executive Secretariat with

advertisement, etc.,

- reach out to a large international network of experts with invitations and proceedings,
- benefit from the support of IENE Governance Board and IENE Scientific and Expert Committee in planning and preparation,
- benefit from the support of the IENE Executive Secretariat regarding communication, information and dissemination.

### III. Organisational structure

IENE conferences are typically organised through cooperation between an Organising Committee and a Programme Committee whose compositions are approved by the IENE Governance Board. IENE Scientific and Expert Committee is represented in at least the Programme Committee.

- The Organising Committee is chaired by the person in charge of the administrative, budgetary and logistic arrangements of the conference. It generally involves people from the host institution. The chair of the Organising Committee is invited to IENE Governance Board meetings as an observer in order to report on the progress of the development of the conference.
- The Organising Committee together with the Programme Committee plans and manages the organisation of the event on behalf of the IENE Governance Board. It is responsible for all financial and practical issues of the conference, including the overall schedule, the venue, excursions, social activities and accommodation.
- The Organising Committee should set up a secretariat for the conference, responsible for specified practical, technical, and economic tasks related to the event. The conference secretariat works closely with the IENE Executive Secretariat, especially on issues related to the dissemination and promotion of the conference.
- The Programme Committee consists of members from the IENE Scientific and Expert Committee and invited experts. Its chair sits in the Organising Committee.
- The Programme Committee is responsible for the elaboration of the conference programme and its content, the selection of abstracts, presentations, interactive sessions, and other content-related activities.
- Members of the Programme Committee are invited to join the editorial team responsible for the scientific publication of the IENE conference special issue.
- The proposals on programme and scientific content of the conferences made by the Programme Committee are to be approved by IENE Governance Board.
- The Programme Committee is responsible for the proceedings and additional publications coming out of the conference, including a special issue in a peer-review journal to present a selection of conference papers, in collaboration with the IENE Scientific and Expert Committee.
- The Organising Committee and the Programme Committee should accommodate a time and a space for IENE General Assembly to meet during the International Conference, without any other session at the same time. Typically, IENE General Assembly would be scheduled at the end of the second day of the conference.
- The IENE Conference Declaration to be presented at the IENE International Conference is developed by the IENE Governance Board, IENE Scientific and Expert Committee and IENE Executive Secretariat in cooperation with Organising and Programme Committees. The Governance Board has decision-making authority in case a consensus cannot be reached to finalize the Declaration. The Declaration is formally endorsed by the IENE General Assembly during

the Conference.

## IV. Budget considerations

The responsibility of raising funds for the organisation of the IENE event lies with the Organising Committee. IENE 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 and experiences. Various sponsorships are recommended, including support for selected participants, specific activities or practical supplies. The Organising Committee is responsible for engaging with sponsors in preparation of the conference, with the support of the IENE Governance Board.

Balancing the conference's accounts must be the responsibility of the host. IENE cannot be taken responsible for a negative balance. Grants or income should cover the costs incurred. Organisers are advised to identify priority and optional actions that can be unlocked as resources increase. The amount of registration fee must clearly include the compulsory expenses related to each participant (venue renting, meals, equipment hire, etc.).

It is recommended that organisers make reasonable and bearable investments. A minimum of 8% to 10% of the budget should be kept as a contingency fund to prevent any unexpected event (pandemic, accident, defaulting service provider, etc.).

IENE Governance Board concludes a formal agreement with the conference's host to be signed before the conference, the year before ideally, to detail the roles and responsibilities of involved parties (see section III above) and specific provisions regarding the conference budget. Those provisions regarding the budget include the following points:

### 1. *Contribution to IENE*

The conference budget should include a contribution to IENE activities, as a compensation for IENE's support to conference organisers. The amount of this contribution is to be determined in the formal agreement signed between IENE and the host. The support provided by IENE includes:

- Monthly meetings between the IENE Governance Board and the chair of the Organising Committee. Those can include the chair of the Programme Committee when needed;
- Use of IENE brand;
- Dissemination of invitations to the conference to IENE members and IENE's international partners, to enlarge the audience and participation in IENE conferences;
- Sharing of experience from previous IENE conferences.

Conferences can also provide in-kind contributions to IENE if specific investments can be capitalised on.

### 2. *Journal special issue*

A minimum of five thousand euros of the total budget of any IENE International Conference shall be committed to supporting the publication of selected conference contributions in a special issue with a selected scientific publisher.

### 3. *Role of conferences in the collection of IENE membership contributions*

The IENE Conference is a key moment in the life of the association and an opportunity to bring together members from different regions and domains. The Organising Committee and IENE Executive Secretariat should therefore find an arrangement to organise jointly the collection of IENE membership contributions and of the conference registration fee. The formal agreement should clearly specify the amount of:

- The conference registration fee, including discounts when relevant
- The IENE membership contribution, depending on the category of member.

The formal agreement will also detail the category of participants who can benefit from discounts or waivers for the conference.

If the formal agreement establishes that the Organising Committee or IENE Executive Secretariat should collect both conference registration fees and IENE membership contributions, it should also detail the timing for payment of the due amount (i.e. share of the membership contributions to be sent by the Organising Committee to IENE Executive Secretariat or conference registration fees to be sent by IENE Executive Secretariat to the Organising Committee) and modalities, such as covering of foreign exchange costs.

#### 4. *Surplus*

If there are any funds left over after all the consolidation of the conference accounts, it is strongly recommended that the organisers allocate these funds to further support the activities of IENE (donation), or commit them to other support and promotion of European research on infrastructure and biodiversity.

#### 5. *Conference Awards*

The Organising Committee, in cooperation with IENE Executive Secretariat, is invited to grant different categories of awards during the conference:

- a poster award selected by the IENE Conference participants
- a photo award selected by the IENE Conference participants
- a student/young researcher award selected by the Programme Committee in collaboration with the IENE Scientific and Expert Committee and IENE Governance Board

In parallel, there are the IENE awards granted by IENE Governance Board during the General Assembly:

- a project award for projects that have been nominated by IENE members and selected by the Governance Board members
- a personal award for persons that have been nominated by IENE members and selected by the Governance Board members

The Conference awards can be granted at the same time as the two other IENE awards, in a single ceremony.

The different awards are non-monetary, but the Organising Committee can decide to fund a material trophy to deliver to the award winners.

An IENE member organisation wishing to offer an award at the IENE Conference should apply in writing to the Organising Committee.

## V. Programme

The conference programme, content and title shall be developed by the Programme Committee and approved by the Governance Board (see in Section III above). IENE conferences typically contain:

- Opening and closing sessions;
- The IENE General Assembly (usually at the end of the second day and without any parallel

- session or event);
- A Conference Gala dinner in collaboration with partner initiatives
- The IENE Awards ceremony (usually at the end of the IENE General Assembly or at the beginning of the Gala dinner);
- Plenary sessions (presentations given by invited keynote speakers);
- Presentation sessions (max. 3-4 simultaneously, lectures based on proposed abstracts)
- Interactive sessions (round tables, debates, open discussions, foresight sessions for example based on proposed abstracts);
- Poster sessions (based on proposed abstracts);
- Field excursions;
- Side-events by partner initiatives

## VI. Information and products

### 1. Printed and digital products

IENE event deliverables shall be available on IENE website for free download. The programme of the Conference, the book of abstracts and IENE Declaration are the three communication material to be provided to IENE Executive Secretariat by the Organising Committee and the Programme Committee at the end of the conference. It is also recommended to hand over awarded posters for display on IENE website.

It is recommended that recordings, presentations and all relevant material presented at the conference are archived by the host, with a copy kept by IENE Executive Secretariat.

For online or hybrid conferences, it is strongly recommended that a budget be set aside for editing the post-conference videos and making them available on a platform in case it is decided to keep all the videos for later viewing. At the very least, it is recommended to record the main presentations such as the keynote speeches and the award ceremony. The Organising Committee can use the main presentations in open access for wide dissemination via IENE networks (e.g. YouTube channel).

IENE recommends to promote digital copies of any event document, in order to reduce the event's environmental footprint.

The products may be:

- Event
- Programme (digital and printable on demand during the registration phase)
- Book of Abstracts (primarily online version but printable on demand with registration (extra fee applies))
- IENE Conference Declaration
- A special issue in a peer-review journal to present a selection of conference papers
- Fact-sheets form selected sessions
- Copies and handouts of presentations and posters
- General conclusions and summary of the event
- Videos

- Press release
- Information via social media
- Photos of the field trips and special events

## 2. Website

A dedicated event website shall be provided by the Organising Committee of an IENE conference, and include all necessary information and required online services. It is the main communication tool for participants and users. IENE website refers to the event website during the registration period and until the website is closed at the end of the event. The main products of the conference (see above) are then migrated to IENE website for further dissemination and archive.

The website of the conference has to give at least the following information:

- Programme;
- Names of the members of the Organising Committee and of the Programme Committee;
- Logos of IENE and of the host organisation and its partners;
- Logos of IENE members organisations;
- Place and time, with venue approaching information;
- Online registration procedure;
- Abstract's submission procedure;
- Contacts and support.

## 3. Communication

A communication plan shall be developed for each event by the Organising Committee and the Programme Committee, with the support of IENE's communication officer who can provide a communication plan based on the experiences of previous conferences upon request. IENE events and products are effectively disseminated through the network itself and the many contacts of IENE members' organisations and networks.

The IENE Executive Secretariat ensures the active spread of information within the network and established media contacts at the European level. The conference Organising Committee and Programme Committee also play an important role in disseminating information about the conference in their national media and as part of their public relations activities.

# VII. Social and environmental responsibility

In line with IENE's overall ambition to reduce negative impacts on biodiversity and climate, IENE events should think through their social and environmental responsibilities. It is recommended to consider the following options, among other things:

- promote the use of digital material vs. prints (see section VI above);
- zero waste approach in amenities (e.g., hand dryers), for snacks and meals (e.g., crockery, packaging) or conference products (e.g., packaging, material);
- social- and environmental-friendly food and drinks (e.g., local, organic);
- Avoid non-reusable material goodies and prefer consumable goodies such as local specialities;
- Support carbon offsetting (e.g., for participants' travel, energy consumption);

- Promote the protection against discrimination provided by both EU law and the Council of Europe treaty system.

## VIII. Tentative time schedule for organising an IENE conference

- 24-27 months before: proposal made to IENE GB
- 18-24 months before: 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 programme available
- 2 months after: website completed with conference documentation
- 3-6 months after: scientific papers ready for print

## IX. Contact us

IENE Governance Board – email to [iene.gb@iene.info](mailto:iene.gb@iene.info)

IENE Executive Secretariat – email to [info@iene.info](mailto:info@iene.info)

IENE Scientific and Expert Committee - email to [iene.sec@iene.info](mailto:iene.sec@iene.info)

See the website: [www.iene.info](http://www.iene.info) - <http://www.iene.info/international-conferences/>



# Annex 1: Proposal for an agreement between IENE and the conference organisers

Date

## AGREEMENT

### ON ORGANISING THE 20XX IENE INTERNATIONAL CONFERENCE

#### AS A NON FOR PROFIT ACTIVITY

Agreement between:

XXX

hereinafter referred to as “the Partners”

The Association Infrastructure and Ecology Network Europe, registered at 195, rue Saint-Jacques, 75005 Paris, France, represented by Elke Hahn, President,

hereinafter referred to as “IENE”

WHEREAS the Infrastructure Ecology Network Europe, has accepted the invitation of the Partners to organise the IENE 20XX International Conference, together with associated meetings (hereinafter referred to as “the Conference”).

NOW THEREFORE, IENE and the Partners (collectively the “Parties”) have agreed as follows:

#### *Date and place of the Conference*

1. The Conference shall be held at XXX, from XX to XX 20XX. Meetings that are associated with this Conference will be held in premises and at times as agreed with the Partners.

#### *Premises, equipment, utilities, supplies and support*

2. The Partners shall ensure the availability of the necessary premises, including conference rooms for formal meetings, office space, working areas, equipment, utilities, supplies and other related facilities (hereinafter referred to as “the Premises”). Premises and facilities shall be furnished, equipped and maintained in good repair in a manner that the IENE considers adequate for the effective conduct of the sessions.
3. The Partners shall provide all necessary utility services, including IT infrastructure and telecommunication facilities required for the effective functioning of the Conference.
4. The Partners shall ensure that the possibility for technical IT support is readily available at short notice throughout the Conference.
5. The Partners shall provide on the Premises appropriate eating facilities, for the use of the registered Conference participants.
6. The Partners shall make arrangements for hospitality including tea and coffee breaks during the

period of the Conference, for the registered Conference Participants.

#### *Accommodation*

7. The Partners shall offer information on adequate accommodations (hotels, hostels and other suitable accommodations in different price levels) at a reasonable proximity to the Premises. In addition, the Partners shall provide information on suitable transport options between the accommodations and the Conference venue.

#### *Medical facilities*

8. The Partners shall provide, at or near the Premises of the Conference, medical facilities for emergency first aid appropriate for the number of Participants. In case of severe injuries that cannot be treated at the medical facility located in the place of the conference, specialized services will provide help, following the national regulations and protocols. When registering to the conference, participant will acknowledge that they have repatriation insurance in case of need.

#### *Transport*

9. The Partners shall provide information on the availability of transport, as well as the location of medical centers and emergency numbers for the registered Conference Participants.
10. The Partners shall provide information on how to travel to the location of the Conference from abroad and specifically how to access the Premises (including the availability of public transport, parking places, specific information for persons with disabilities or reduced mobility etc.) for all registered Conference Participants.

#### *Police protection*

11. The Partners will make efforts to ensure police protection and other security services, in line with the national legislation, as it considers warranted to maintain the efficient functioning of the Conference in an atmosphere of security and tranquillity for the registered Conference Participants, the Conference Organising and Programme Committees and for the other staff from IENE and the Partners who are responsible for organizing the IENE Conference.

#### *Local personnel*

12. The Partners shall appoint a chair to lead the Conference Organising Committee, which consists of personnel identified by the Partners, who shall work closely with IENE as defined in the Guidelines for IENE conferences (see Annex B). The chair will also be responsible, in consultation with IENE, for making and carrying out the administrative, communications, personnel and logistical arrangements for the Conference and related events as required under this Agreement.

13. The Partners shall provide local support personnel or hire external services for the effective functioning of the Conference, who shall be placed under the supervision of the Organising Committee.

#### *Financial arrangements*

14. The costs listed above from articles 2 to 13 will be covered by the General Budget of the Conference (see Annex A).

15. The left-over budget for the IENE 20XX International Conference (see Annex A) that would not be spent for the purposes of the conference will remain with IENE Secretariat as compensation for the support provided by IENE to the conference organisers, in accordance with the recommendations set out in the IENE Conference Guidelines (see Annex B).

16. A minimum of five thousand euros of the total budget of IENE International Conference 20XX shall be committed to support the publication of selected conference contributions in a special issue with a selected scientific publisher.

17. The Partners shall, with the support of the Organising Committee, raise and manage the necessary funds for organising the IENE Conference, following the recommendations provided in the Guidelines for IENE conferences (see Annex B).

18. The categories of registration fees should be aligned with the categories of IENE membership contributions to simplify collection.

19. IENE or the Partners shall collect the registration fees for participants in the IENE International conference through an online portal, included in the platform contracted by the Partners. IENE or the Partners may simultaneously collect IENE membership contributions, as described in the Guidelines for IENE conferences (see Annex B).

20. In the case that IENE collects the registration fees, IENE shall deposit to the credit of any partner involved in the organisation of the Conference, as indicated by the Partners, the necessary budget to cover the Conference expenses based on an ad-hoc request and approval process between the Partners and IENE, and within the agreed Conference General Budget. All transaction costs, taxes, commissions and foreign exchange costs will be included in the Conference's General Budget. The total of Conference expenses amount shall not exceed the General Budget of the Conference.

21. Within three months after the Conference, the Partners shall give IENE a detailed set of accounts showing the actual costs incurred by the Partners. These costs shall be expressed in Euros, using the European Commission's InforEuro conversion rate at the time when the cost was incurred. Partners shall refund to IENE any fund unspent out of the conference's total budget. Should the actual costs exceed the budget, the Partners shall remain solely responsible for covering pending costs.

#### *Liability*

22. The Partners shall be responsible for dealing with any action, claim or other demand against IENE arising out of:

- a. Injury to persons or damage to or loss of property in the Premises; and
- b. The employment for the Conference of the personnel provided by the Partners.

23. The Partners shall indemnify and hold harmless IENE in respect of any such action, claim or other demand, except where the President of the IENE Governance Board agrees that such action, claim or other demand arises from the gross negligence or willful misconduct of IENE.

#### *Settlement of disputes*

24. The Parties shall endeavour to resolve amicably any disputes that may arise from the interpretation or performance of this agreement. In the event of persistent disagreements, the Tribunal de Grande Instance de Paris shall have jurisdiction. The present contract is subject to the provisions of French law.

### *Final provisions*

25. This Agreement may be modified by written agreement of the Parties. Any relevant matter for which no provision is made in this Agreement shall be settled by the Parties in keeping with the Guidelines for IENE conferences (see Annex B). Each Party shall give full and sympathetic consideration to any proposal advanced by the other Party under this paragraph.

26. All Annexes referred to in this Agreement constitute a part of this Agreement.

27. This Agreement shall become effective immediately upon the last signature of the Parties, and shall remain effective for the duration of the Conference and until all obligations under the Conference are fulfilled.

IN WITNESS WHEREOF, the undersigned duly authorized by the respective Parties, have signed this Agreement.

DONE in originals in the English language.

ANNEX A: Conference General Budget (EUR €), including costs to be covered through Participants' registration fees

ANNEX B: Guidelines for IENE conferences

Signatures