



Guidelines for IENE training seminars

Table of content

I.	About IENE training seminars	3
II.	How to make a proposal?	3
III.	Organisational structure	4
IV.	Budget considerations	4
V.	Information and products	4
VI.	Social and environmental responsibility	5
VII.	Contact us	5

I. About IENE training seminars

IENE Training Seminars aim to provide evidence-based capacity building on addressing and mitigating the impacts of infrastructure on biodiversity.

The IENE Training Seminars focus on different topics in connection with the theme of IENE International Conferences, but can also be developed on an ad-hoc basis.

IENE Training Seminars are developed in cooperation with industry associations, research centres and experienced professionals who are IENE Members.

Arranging an IENE event entitles the organiser to:

- use the name of IENE and the IENE logotype¹ in promotion of the event, in invitations and advertisement, etc.,
- reach out to a large international network of experts with invitations and proceedings,
- receive support from the IENE Governance Board and IENE Scientific and Expert Committee in planning and preparation,
- receive support from the IENE Executive Secretariat regarding communication, information and dissemination.

II. How to make a proposal?

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

To propose to organise an IENE training seminar, contact the IENE Governance Board by e- mail (iene.gb@iene.info).

The proposal should contain the following information:

- Theme or focal topic;
- Summary of the objectives and intended results
- Host institution;
- Format (in person, online or hybrid);
- Organisers and contact persons;
- Planned country and place or city;
- Audience and trainees of the seminar
- Planned duration in days;
- Planned date (approximate) - in general proposals for a training seminar have to be proposed at least three months before its implementation;
- Source of funding and planned budget;
- Language of the training seminar.

If available, the proposal can also include ideas for the programme and documentation

¹ 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 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 use.

or resources to be provided to participants.

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.

III. Organisational structure

IENE training seminars are typically organised through cooperation between the organiser, IENE Governance Board, IENE Scientific and Expert Committee and IENE Executive Secretariat considering the following.

- The organiser plans and manages the organisation of the event approved by the IENE Governance Board. It is responsible for all financial and practical issues of the training seminar.
- The organiser works closely with IENE Executive Secretariat, especially on issues related to the dissemination and promotion of the event.
- The organiser is responsible for developing the programme and content of the training seminar, with support from IENE Scientific and Expert Committee. The programme of the event should be approved by IENE Governance Board.

IV. Budget considerations

The responsibility of raising funds for the organisation of the IENE training seminar lies with the organiser.

The drafting of a formal agreement between the organisers and the IENE is not an obligation but is recommended, particularly in the case of paid training, in order to ensure a fair distribution of the costs borne by the organiser and the IENE.

Upon agreement between IENE and the training seminar's organiser, there may be a share of the seminar's budget dedicated to IENE Executive Secretariat if it requires a significant amount of their work.

The support provided by IENE includes:

- Use of IENE brand;
- Dissemination of invitations to the training seminar to IENE members and IENE's international partners, to enlarge the audience and participation to IENE training seminars;
- Providing contacts with experts relative to the theme of the seminar
- Providing input and updated expert knowledge
- Sharing of experience from previous IENE training seminars.

If there are any funds left over after all the consolidation of the training seminar 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, in accordance with the terms of the agreement previously agreed between the parties.

V. Information and products

1. Products and website

The deliverables of IENE training seminars shall be available on the IENE website for free download. The programme of the training seminar in English is the minimum communication material to be provided to IENE Executive Secretariat by the organiser at the end of the training seminar.

It is recommended that recordings, presentations, a summary of participation (number of trainers, trainees, exercises, field visits etc) and all relevant material presented at the training seminar are archived by the host, with a copy kept by IENE Executive Secretariat.

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

IENE website refers to the event during the registration period and until the end of the event.

2. Credits and intellectual property rights

The provider of material for IENE training seminars shall retain ownership of the material produced for and during the seminar. The provider shall be entitled to all intellectual property rights in said material and can maintain the use of the material in other situations (e.g., university classes). It is kindly recommended in these situations to mention that the contents are also part of an IENE training seminar.

By collaborating with IENE in the organisation of an IENE training seminar, the provider gives its implicit permission for the use of the material with an educational purpose.

The provider will be cited as a source or author in all documents and dissemination campaigns for the IENE training seminar where the provided material shall be used.

If the organizer intends to use any data, materials, or tools created by IENE and accessible on its website, they are required to acknowledge and attribute the source by stating that the materials were produced and published by IENE.

VI. Social and environmental responsibility

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

- promote the use of digital material vs. prints (see section VI above);
- prefer online events and seminars
- zero waste approach in amenities (e.g., hand dryers), for snacks and meals (e.g., crockery, packaging) or seminar products (e.g., packaging, material);
- social- and environmental-friendly food and drinks (e.g., local, organic);
- 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.

VII. Contact us

IENE Governance Board – email to iene.gb@iene.info

IENE Executive Secretariat – email to info@iene.info

See the website: www.iene.info