



# Guidelines for IENE workshops

## Table of content

I. About IENE workshops	2
II. How to make a proposal?	2
III. Organisational structure	3
IV. Budget considerations	3
V. Programme	3
VI. Information and products	4
VII. Social and environmental responsibility	4
VIII. Contact us	4

## I. About IENE workshops

What is a workshop? A workshop refers to an interactive event where a group of people engage in hands-on learning or problem-solving activities, exploring and sharing knowledge and ideas related to a particular field. One of the goals is to advance the state of knowledge and understanding in a specific area of research or practice by bringing individuals with diverse perspectives.

IENE arranges scientific and technical workshops on the initiative of the respective host country or organisation. These events usually address a sub-regional or national audience and focus on a specific topic. Workshops 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.

Since those are organized on demand by IENE members, there is no limitation in the number of workshops to be held per year or requirements in terms of duration. Workshops can also be organised during IENE Conferences, in this particular case, the organisers of the workshop should liaise with the Organising Committee of the conference.

When the workshop's language is the national language, simultaneous translation in English is recommended to be provided by the organisers.

Arranging an IENE workshop entitles the host to:

- use the name of IENE and the IENE logotype<sup>1</sup> in promotion of the workshop , in invitations and advertisement, etc.,
- use IENE resources, including the image bank and the IENE website, for event promotion purposes,
- 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,

The host will also have the responsibility to provide information and products described on section VI below.

## II. How to make a proposal?

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

---

<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 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.

To propose to organise an IENE workshop, the potential host should simply contact the IENE Executive Secretariat by e-mail (info@iene.info), providing a proposal that should contain the following information:

- The need and expected outcomes of the workshops;
- Theme or focal topic and format (in person, online or hybrid);
- Host institution and foreseen participants;
- Organisers and contact persons;
- Planned country and place or city;
- Planned duration in days;
- Planned date (approximate) - in general proposals for a workshop have to be proposed at least two months before its implementation;
- Source of funding and planned budget;
- Language of the workshop.

If available, the proposal can also include ideas for the programme and documentation or resources to be provided to participants.

The IENE Governance Board will consider each proposal and discuss further details with the applicant via the Executive Secretariat.

If a proposal is not fitting 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 workshops are typically organised through cooperation between the organiser, IENE Governance Board, IENE Scientific and Expert Committee and IENE Executive Secretariat.

- The organiser 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 workshop.
- 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 the elaboration of the workshop's programme and its content, with support from IENE Scientific and Expert Committee. The programme of the event should be approved by IENE Governance Board. In the case of organising workshops at the time of an IENE Conference, the organiser will be supported by the Organising Committee and the Programme Committee will approve the programme and content.

### IV. Budget considerations

The responsibility of raising funds for the organisation of the IENE event 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 workshop's organiser, there may be a share of the workshop'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;
- Sharing of experience from previous IENE workshops;
- IENE materials such as the bank of images, and templates for presentations;
- Dissemination of invitations to the workshop to IENE members and IENE's international partners, to enlarge the audience and participation in IENE workshops;
- Dissemination of outputs of the workshop;
- Follow-up on the thematic of the workshop with the organiser.

If there are any funds left over after all the consolidation of the workshop 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. Programme

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 programme, content and title of a workshop can thus be developed rather freely, with the support of the IENE Scientific and Expert Committee and subject to approval by the IENE Governance Board.

IENE workshops typically contain:

- Opening and closing presentations;
- Sequential (plenary) lectures, mostly by invited speakers;
- A main session with scientific and technical topics presentations;
- Discussions;
- Poster exhibition;

- Field excursion;
- Conclusions and next steps.

## VI. Information and products

IENE workshop deliverables shall be available on IENE website for free download. The concept note and an executive summary of the workshop report should be provided in English to the IENE Executive Secretariat, for communication purposes.

It is recommended that recordings, presentations and all relevant material presented at the workshop 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 will promote the event during the registration period and until the end of the event.

## VII. 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);
- consider online event solutions instead of physical meetings;
- zero waste approach in amenities (e.g., hand dryers), for snacks and meals (e.g., crockery, packaging) or workshop 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.

## VIII. Contact us

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

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

See the website: [www.iene.info](http://www.iene.info)