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, short workshops and trainings. 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. Conference language is internationalEnglish, but it is possible to add simultaneous translation.

The International Conference 2020 was organised fully online in January 2021, due to the world sanitary situation.

Arranging an IENE event entitles the host to:

- use the name of IENE and the IENE logotype[1] in promotion of the event, in invitations and 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.

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).

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;
- 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 be 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 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 supports the set up of both committees.

- 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 observer in order to report about 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

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[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.

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 IENE Executive Secretariat, especially on issues related to 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 presentations, workshops and sessions, and other content-related activities.

- The proposals on the programme and on 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 Declaration to be presented at the IENE International Conference is developed through cooperation between the IENE Governance Board, IENE Scientific and Expert Committee and IENE Executive Secretariat. 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 welcome, 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 IENE Governance Board.

Balancing the conference's accounts must be a priority. Grants or income should cover the costs incurred. Organisers are advised to identify priority actions and optional actions that can be unlocked as resources increase. The amount of the 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 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 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 invitation to the conference to IENE members and IENE's international partners, to enlarge the audience and participation to IENE conferences;

- Sharing of experience from previous IENE conferences.

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

2. *Journal special issue*

A minimum of five thousand euros of the total budget of any IENE International Conference shall be committed to support 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 gather easily a maximum number of members. 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 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. *Awards*

Two IENE Awards are granted by the Governance Board: a project award and a personal award. The IENE International Conference Organising Committee is invited to grant a poster award. The poster award can be granted at the same time as the two other awards, in a single ceremony. The awards are non-monetary, but the Organising Committee can decide to fund a material trophy to deliver to the award winners.

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);

- The IENE Awards ceremony (usually at the end of the IENE General Assembly);

- Plenary sessions (presentations given by invited keynote speakers);

- Parallel sessions (max. 3-4 simultaneously, either lectures or workshops, 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 minimum 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.

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
- Book of Abstracts
- IENE Declaration
- A special issue in a peer-review journal to present a selection of conference papers
- Fact-sheets form workshops and selected sessions
- Copies and handouts of presentations and posters
- General conclusions and summary of the event
- Press release
- Information via social media

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;
- Place and time, with venue approaching information;
- Online registration procedure;
- Abstract's submission procedure;
- Contacts and support.

3. Dissemination

A communication plan shall be developed for each event by the Organising Committee and the Programme Committee, with the support of IENE Executive Secretariat. 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 to 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 relation activities.

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);
- 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);
- carbon offsetting (e.g., for participants' travel, energy consumption).

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

IENE Executive Secretariat – email to info@iene.info

See the website: www.iene.info - http://www.iene.info/international-conferences/