



THE INTERNATIONAL ASSOCIATION FOR SHELL & SPATIAL STRUCTURES

GUIDELINES FOR ORGANIZING AND CONDUCTING IASS SYMPOSIA (WITH SOME APPLICABILITY TO IASS COLLOQUIA)

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[Changes with respect to the 2020 version are marked in blue]

1. INTRODUCTION. The purpose of this document is to provide summarized guidelines to groups interested in proposing, organizing, and conducting an IASS Symposium. This information includes the requirements placed upon organizing groups by the IASS as well as helpful hints garnered from the experience of previous organizers. Although this document deals primarily with the nature and organization of IASS Symposia, many aspects may be applicable as well to the organization and conducting of IASS Colloquia and Working Group (WG) meetings.

2. DEFINITIONS. IASS Symposia are the annual international congresses of the Association at which technical sessions, business meetings, and some WG meetings are held. IASS Symposia are each arranged by an *ad hoc* Organizing Group, are limited in number to one per calendar year, and have a broad technical theme. IASS Colloquia, on the other hand, are more specialized or focused technical meetings, usually arranged by one or more of the WGs of the Association, and a particular Colloquium may be held more or less frequently than one per year¹. Both Symposia and Colloquia may be jointly organized and sponsored with other professional conferences, societies or associations.

3. PROPOSAL. Any member, or group of members, backed by one or more established local entities such as universities, research institutes, industrial groups, and/or professional societies, may propose the organization of an international Symposium under the auspices of the IASS. A preliminary proposal for the organization of a Symposium should be submitted to the President of the IASS a minimum of three years prior to the proposed date of the meeting. The proposal should contain the following information:

- proposed theme of the Symposium,
- proposed time and place,
- background information on the local organizer and its backer(s),
- endorsement of the backing institution,
- an estimate of the anticipated total attendance, and
- a preliminary estimate of the participant fees.

The President of the IASS will place the proposal on the agenda of the next scheduled meeting of the Executive Council (EC) for its consideration. In the case of exceptional urgency mail or Email balloting of the EC may be arranged. If an endorsement hasn't been provided together with the proposal, it should necessarily be provided after the proposal has been approved. The endorsement may have the form of a letter of institutional commitment, signed by an officer, dean or director of the endorsing institution.

4. APPROVAL AND LIAISON. Upon receiving the approval of the EC of the theme, time, and place of the proposed Symposium, the President of the IASS will so advise the Organizer. He will also name one or two members of the EC (or active members of the IASS Advisory Board) as liaison members to each of the International Advisory Committee and the Scientific Committee of the Symposium. Normally, the President should be a member of the International Advisory Committee and the Chair of the IASS Technical Activities Committee (TAC) should be a member of the Scientific Committee. To further effect liaison with the EC, if the Chair of the Symposium Organizing Committee is not already a member of the EC, it has become the practice of the EC to co-opt to EC membership the Chair two or three years prior to the Symposium.

¹ For example, Working Group 4 on Masts and Towers has had a meeting once every two years since 1977; and WG 13 has co-sponsored the IASS-IACM conference periodically since 2000.

5. DURATION. The duration of the technical-congress portion of a Symposium shall be from 3 to 5 days, but is typically 4 or 5 days (most often Monday through Friday; but, if special circumstances warrant, possibly including a weekend day, for example, Tuesday through Saturday). The organization of one or two field trips or technical tours is strongly encouraged, typically during one day at or near the middle of the technical-congress portion, although possibly at the end of the Symposium.² In addition, the duration and venue(s) shall admit the possibility of meetings of the Working Bureau (WB), the EC, and the WGs of the IASS. Typically, the WB meets on the afternoon of the second day prior to the start of a Symposium, the EC meets for the full day prior to the start of a Symposium, and some WGs elect to organize either seminars on the day or two before the Symposium or meetings in off-hours during the days of the technical sessions.

6. ORGANIZATION AND COMMITTEES. The Organizer shall create an **Organizing Committee**, which shall have overall responsibility for all of the physical and budgetary arrangements for the Symposium. The specific organizational structure for a Symposium is to be decided by the Organizing Committee as may be appropriate to the particular circumstances of sponsorship and management; however, there must be a Scientific Committee and an International Advisory Committee. A list of other tasks and functions typically inherent to planning, organizing and conducting a Symposium is included in **Appendix A**. The tasks and functions of the Scientific and the International Advisory Committees are the following:

(a) Scientific Committee. The scientific and technical content of the Symposium shall be determined fully by the Scientific Committee which shall invite, accept, or reject papers and which shall have the privilege of selecting general lecturers, panels, general reporters, and session chairmen. The Scientific Committee shall ensure that the scientific program of the Symposium is established a minimum of 3 months before the date of the meeting, and, with the Publication Committee, that the Proceedings (or preprints of abstracts) are available at the time of the Symposium. This Committee shall include at least two liaison members from the IASS EC, including the Chair of the IASS Technical Activities Committee (TAC). It is also recommended that the chair of each IASS WG (or a designated representative) be on the Scientific Committee to facilitate the organization of sessions, panels, and presentations by the Working groups. The Scientific Committee shall also coordinate with the Hangai Prize Committee and actively refer potential entrants to the Hangai Prize competition. Members of the Scientific Committee are also charged with publicizing the Symposium Announcement and Call for Papers among professional colleagues and organizations within their home countries.

(b) International Advisory Committee. This committee consists of senior members of the IASS and other technical societies who have experience with the organization and operation of international congresses. This Committee shall include at least two liaison members from the IASS EC, including the IASS President. The committee is intended to provide a reservoir of advice available to the

² The tour has traditionally been not only an important component of the technical content of the Symposium (see Section 7(b) below regarding possible plenary lectures related to the technical tour) but also an opportunity for social interaction among the delegates. Postponing the technical tour to the end of the Symposium in some cases permits fewer days of rental for the venue facilities. Moreover, it is possible that an end-of-Symposium tour could be an option for delegates with a separate component of the registration fee.

Organizing and Scientific Committees and to others involved in conducting the Symposium. In addition, it is hoped that members of the Advisory Committee will assist the Scientific Committee in publicizing the Symposium Announcement and Call for Papers among professional colleagues and organizations within their home countries.

7. CONTENT. The various components of a typical Symposium are (a) ceremonial, (b) technical, (c) conferrals of honors, awards and recognitions, (d) social program, and (e) accompanying persons program. There is some overlap among these components; for example, conferrals may be embedded within technical or social portions of the schedule.

(a) Ceremonial Content. A Symposium schedule should include an opening ceremony of 30 to 45 minutes and a closing ceremony of about 30 minutes. Typical content of the opening ceremony includes, but is not limited to: (i) Welcome address and official announcement of the opening of the Symposium by the Organizer, (ii) Greetings by one or more honorable authorities and/or backers [Mayor, Rector, etc.], (iii) Greeting by the IASS President, (iv) Conferral of IASS Honorary Membership [if any], (v) Conferral of the IASS Torroja Medal [if any], and (vi) Administrative introductions and announcements by the Organizer. Typical content of the closing ceremony includes, but is not limited to: (1) Announcements and invitations by the Organizers of future Symposia and Colloquia, (2) Remarks by the IASS President, and (3) Closing remarks and official closing of the Symposium by the Organizer.

(b) Technical Content. The technical portions of a Symposium usually consist of some combination of general lectures, plenary sessions, concurrent (parallel) sessions, poster sessions, panel discussions, general or special reports, technical tours, and organized parallel sessions or presentations by IASS WGs. The arrangement of exhibitions and/or student competitions is optional.

General or plenary lectures are generally planned to reinforce the theme of the Symposium, to represent the host country but also the geographic diversity of the Association, and/or to inform about structures to be visited as part of the technical tour. In recent practice, those individuals receiving Honorary Membership or a Torroja Medal have been invited to present a plenary general lecture in a session immediately following the opening ceremony;³ however, although this practice is recommended, it is not a requirement but is at the discretion of the organizers. General or special reports and panel discussions, if planned, are usually scheduled as plenary sessions. An additional plenary session is for conferral of the Hangai Prizes and the presentation of the Prize-winning papers.

An IASS Technical Activities Committee (TAC) plenary session of 30 to 45 minutes should be scheduled soon after the opening ceremony or the opening plenary lectures and before any parallel sessions start. Typical content of the TAC plenary session includes, but is not limited to: (i) a summary report by the TAC Chairman with emphasis on the organized sessions of each WG, (ii) a brief report by the Editor-in-Chief of the *Journal of the IASS*, and (iii) brief reports by the Chairs of any WGs that have been exempted from organizing a session.

Starting in 2009, IASS Policy mandates that nearly all IASS WGs each organize a combined

³ If there are multiple Honorary Memberships and Torroja Medals, separate plenary sessions in addition to the Opening Ceremony may be appropriate for the plenary lectures by the honorees.

information and technical session at the annual symposium, and arrangements for these sessions need to be worked out among the IASS TAC, the Organizing Committee, and the Scientific Committee.⁴ These organized sessions are scheduled with the other parallel sessions arising from the ordinary submission of abstracts and papers that are solicited and evaluated by the Scientific Committee. The chairs of the Organizing Committee and of the Scientific Committee should coordinate with the chair of TAC in the allocation of the WG organized sessions into the Symposium schedule. Sample sets of guidelines for Session Organizers and Invited Speakers for the Working Group organized sessions are available at the end of **Appendix B**.

(c) Honors, Awards and Recognitions. The conferrals of various IASS honors, awards and recognitions are typically integrated into portions of the ceremonial, technical and social components of the program as follows, and the organizers should plan accordingly:

- Honorary Membership and Torroja Medals (if any) are conferred either in the opening ceremony or during the plenary session in which the recipients have been invited to deliver general lectures
- The annual Hangai Prizes are conferred in the plenary session devoted to the delivery of the prize-winning papers
- The annual Tsuboi Awards are usually conferred at the banquet (but alternatively during the TAC plenary session)
- If the Organizing Committee requests, the IASS will present certificates of appreciation to recognize those companies or entities that have joined in sponsoring the Symposium, and these can be presented at either the banquet or the Closing Ceremony

(d) Social Program. The organization of a get-acquainted party at the beginning (first evening) of the Symposium is strongly encouraged, as is the arrangement at or near the close of the symposium of an evening banquet or gala dinner, a tradition of IASS Symposia.

(e) Accompanying Persons Program. The program for the accompanying persons should include the opening and closing ceremonies, the Symposium social events (get-acquainted party and banquet), and the technical tour as well as any extra day-trip tourism (including lunches) especially arranged for the accompanying persons during the hours of the technical sessions. However, note that accompanying persons often wish to attend keynote and general lectures, and Symposium participants occasionally wish to join selected day-trip tours. If possible, a tour of the local vicinity early in the program is encouraged to enable accompanying persons to become acquainted with the locality.

8. LANGUAGE. The official language of all IASS Symposia is English. The use of simultaneous translation of presentations and discussion into other language(s) is strongly encouraged. Simultaneous translation is mandatory in the event that some of the presentations are in languages other than English. The language of the preprints or Proceedings shall be English, except that other languages for some of the papers shall be accepted if a comprehensive English summary is also supplied. The Symposium website must be available in English, although additional language versions are allowed at the discretion of the organizers.

⁴ See Appendix B for the IASS Policy on Technical Activities that was revised by the Executive Council in 2011. Also included are Procedures and Sample Guidelines for implementation of this Policy.

9. USE OF THE IASS LOGO. The IASS logo shall be included on the Symposium website and on all printed materials and electronic documents relevant to the event, such as flyers, posters, programs and proceedings. It shall be positioned separately from the logos of any commercial sponsors, and shall be at least as prominent as the logos of the organizing groups or associations. The logo shall only be used in conjunction with the event for which its use has been authorized. The logo shall be reproduced directly from the image file provided by the IASS Secretariat.

10. PROCEEDINGS. There shall be a Proceedings of each IASS Symposium which shall be published and distributed by the Organizer or one of its backers. The Proceedings may be printed or, preferably, published electronically with ISBN on a CD or a portable memory drive, but in the case of electronic publication, there shall be a printed compendium of the metadata and short abstracts of the technical papers and lectures to assist attendees in selecting sessions to attend. Each registered participant in a Symposium shall be entitled to receive one copy of the Proceedings. It is essential that the Proceedings be published in time to be available to all registrants at the Symposium. To the maximum extent feasible, the Proceedings shall contain the text of all papers and general lectures. General reports and general lectures not available for pre-Symposium publication may be considered for publication in the *Journal of the IASS*, and if such consideration is requested, their text should be supplied to the Secretariat within two months after the Symposium is held.

(a) Abstracts and papers. Symposium papers must contain material that is of significant interest to IASS aims and topics, and has been previously not published, or is not readily available to the members of the Association. Submission of a manuscript shall be interpreted as an assertion by the author(s) that it is not being considered for publication elsewhere. While there is no specific requirement regarding the format of abstracts, full papers shall respect the format conventions for IASS Symposium papers. **Appendix C** (separately provided as a .docx file) contains the **template for full papers** for IASS Symposia, to be completed by the organizers with specific data for the Symposium before making it available to authors.

(b) Review policy. Contributions submitted to IASS Symposia shall undergo a review process by peer reviewers who are knowledgeable in the pertinent subject area. The Symposium organizers shall implement a system to peer-review the contributions before acceptance by appointing a Scientific or Technical Committee. [The use of Easy Chair as program management system is strongly encouraged.](#) Reviewers shall accept, ask for amendments or reject a contribution according to the statements of the previous paragraph. In any case, the Symposium organizers shall perform a format review of all full papers to ensure that they match the requirements to be uploaded to the electronic repository for IASS Symposia – see item (e) of this article. Authors shall be properly notified about the acceptance, required amendments or motivated rejection of their contributions. For the case of sessions organized by Working Groups (see Appendix B), IASS procedures state that the session organizer is responsible for proposing peer reviewers for that session; all contributions in the session will go through the general review process devised by the symposium organizers. Finally, the contributions optionally submitted by invited speakers (e.g., distinguished plenary lecturers or IASS honorees) are exempt from peer review.

(c) Ethics and malpractice. IASS policy and professional ethics requires that reviewers treat the contents of papers under review as privileged information not to be disclosed to others before publication. It is expected that no one with access to a paper under review will make any inappropriate

use of the special knowledge which that access provides. If a conflict of interest exists, then the reviewer should decline to review a paper. Reviewers should not interact with authors about their submitted papers.

(d) Copyright policy. The copyright policy will be as follows: author(s) retain copyright but grant permission for publication to the IASS. If author(s) include materials with copyright held by others, author(s) must certify that they have received appropriate permission for such use and must provide appropriate credit. **Appendix D** (separately provided as a .docx file) contains the **sample copyright form** to be completed by the organizers with specific data for the Symposium. For each paper, a signed declaration by the authorized author(s) must be collected by the organizers.

(e) Online publication. The Proceedings shall be published on-line in the IASS website with free public access to the metadata of the Symposium and of each paper/lecture, and full text access for IASS members. The Organizer is responsible of submitting the necessary information to the IASS after the Symposium and to follow the instructions of the TAC chair regarding the format and structure of the required information. It is the responsibility of the TAC chair to coordinate with the Organizer and to upload the provided material to the electronic repository for IASS Symposia. For that purpose, **Appendix E** (separately provided as a .pdf file) contains the detail of the **data requirements for the assembly of proceedings data for publication on the website**. These data must be created and submitted by the Symposium organizers within 30 days after the end of the Symposium. Note, however, that the proceedings editors should be aware of two desirable differences in the versions of the proceedings for the symposium and the version for online. First, the editors may decide to omit from the online version some of the papers for no-show and/or non-registered authors. Second, the symposium-version sessions (as in the program of parallel sessions) should be combined to create online-version sessions with identical or similar themes; the main rationale is to minimize the number of sessions with a small number of papers while not having many sessions with a large number of papers.

The IASS will be the official publisher of the online Proceedings and has obtained an ISSN number for the series of Proceedings. Therefore, the publisher of the edition distributed to all Symposium registrants shall grant written permission to the IASS to publish the Proceedings on the IASS website.

(f) Other dissemination. In conformance with the policy of the IASS to make the written record of symposia available to the professions, a copy of the printed or electronic proceedings should be sent *gratis* by the Organizing Group to the principal technical library in the host country and to the United Nations Library. The availability of the online Proceedings shall be publicized in the *Journal of the IASS* and as a news item on the IASS website. Two copies of the Proceedings shall be provided to the Secretariat of the IASS free of charge for archival purposes (possibly through the registered attendance of the Vice President and Secretary).

11. RESPONSIBILITY OF THE ORGANIZER. As a guide for the Organizing Committee, information from previous Symposia has been combined into the listing of typical tasks and functions in **Appendix A**. The specific organizational structure for the Symposium is to be decided by the Organizing Committee; however, there must be Scientific and International Advisory Committees with tasks and functions described in section 6, and generally all of the tasks and functions included in Appendix A must be accomplished by whatever Symposium organization is selected. It is

mandatory that the Organizer communicate to the IASS Secretariat, no later than the EC meeting of the preceding symposium, the names (with affiliation, telephone, fax, e-mail and postal addresses) of the following three key officials of the symposium:

- The Chair of the Organizing Committee and if applicable, the authorized contact person in charge of general and program tasks.
- The Chair of the Scientific Committee and if applicable, the authorized contact person in charge of scientific and technical tasks.
- The Secretary of the symposium, in charge of all information and communication tasks

It is the responsibility of the Organizers and these three officials to ensure that all inquiries from potential or actual registrants and from the Secretariat are answered promptly and professionally.

12. BUDGET. Normally, Symposia are conducted as nonprofit, break-even undertakings by the Organizers. Because the IASS endeavors to keep its annual dues low, the Association does not provide financial support for conducting Symposia. Typically a principal component of the income arises from the registration fees of the delegates, but Organizers usually seek additional financial support from sponsors such as companies, exhibitors, enterprises, professional organizations, universities, and government entities. To assist organizers in creating a budget, the IASS Technical Activities Committee (TAC) will provide on a confidential basis sample budgets, participant breakdowns, and sponsor prospectuses from previous symposia and colloquia. However, another source of guidance may be conference offices at the host institution or external conference agencies.

13. FEES AND COSTS. The magnitude of the registration fees payable by the participants in the Symposium shall be determined by the Organizer, but should be held to a reasonable level comparable with that of recent IASS Symposia. The difference between the fees set for IASS members and non-members shall be at least 150% of the annual membership dues. The same difference shall be applied to the early bird registration, as well as to the standard registration. [The Organizer can verify the membership by having someone on the organizing committee who is a member of IASS log in to check the membership Directory \(MEMBER TOOLS > Directory\) to see if the name appears. \(All current members should appear in the Directory UNLESS they have elected not to share their profile information with other members by unchecking the election under the Privacy settings of their profile.\)](#) If the registrant cannot be verified as a member in this way, they should be advised to provide verification that they are already a member or they have joined the Association. If the registrant does not wish to join, then the organizing committee will need to bill the registrant for the difference in fees in order to perfect the registration. The verification that a new member (or any member) can provide is a copy of the membership card downloadable from the IASS website for any current member who is logged in at [MEMBER TOOLS > View profile > Membership card](#).

The fees of accompanying persons shall be not more than about 40% of non-member participant fees. Symposium fees should include the costs of the technical tours, the Proceedings, and the social program (including the concluding banquet). In addition, the organizers shall provide for substantially reduced fees (perhaps about 10% of the participant fees) for students to attend the technical sessions and breaks only, and less reduced fees (about 50% of the participant fees) for students actually presenting papers, to participate not only in the technical sessions and breaks but also in the lunches, the technical tours and (insofar as the budget allows) selected aspects of the social program. The organizers may limit the number of papers to be presented by a single registered participant; however, the impact of such limitation in the participation of larger research groups should be considered. Finally, organizers are

encouraged as well to provide reduced fees for Senior members of the IASS⁵.

Insofar as possible, hotel arrangements should include a variety of locations and room types to provide participants the choice of a reasonably wide range of prices. Students, younger members, and participants from developing countries in particular have a need for affordable housing, such as might be available at a local university.

14. AMENITIES. Registration fees are generally waived for plenary or keynote lecturers, distinguished guests, the President of the IASS, The Vice President and Secretary from the Administrative Organization/Secretariat, those receiving Honorary Membership or Torroja Medals, and winners of the IASS Hangai Prize for younger members (see <http://www.iass-structures.org/index.cfm/page/HA/HP.htm>). In addition, the Symposium budget should include hotel accommodations for the President of the IASS and perhaps for the keynote speakers and other distinguished guests. If feasible, low-cost housing and travel support for the Hangai Prize winners should be covered. In most instances, organizers have been able to provide hotel accommodations and/or travel support for plenary speakers, and for those receiving IASS Honorary Membership or Torroja Medals (whether or not they are plenary speakers); and in some cases, some such amenities have been extended to additional members of the IASS WB.

The organizers typically provide amenities for the meetings of the WB and the EC, including coffee and light refreshments for the breaks of both groups. In addition, because the EC meeting takes all day, a lunch is usually provided. Evening hospitality following the meetings of either or both of the WB and EC is at the option of the organizers.

15. PUBLICITY, WEBSITE, AND MAILINGS. Most publicity and communication for a Symposium are now conducted electronically by Email or via websites. The exception is that a printed information flyer is typically prepared for distribution at Symposia, Colloquia and other conferences in the two years leading up to the Symposium. This flyer in digital form should also be downloadable from the Symposium website. Upon approval of a Symposium, the Secretariat of the IASS shall stand ready to assist the Organizing Committee with Email dissemination to the entire IASS membership of announcements, information and calls for papers.

The first announcement and call for papers for the Symposium should include the URL (web address) of both the Symposium and the Association and should include a reference to the possibility that submissions by younger participants may be eligible for the Hangai Prizes. This announcement and call for papers should be supplied to the Secretariat of the IASS a minimum of 24 months before the date of the Symposium. At the same time, the first announcement and call for papers should be Emailed to the entire IASS membership and to other local, national, and international professional communities selected by the Organizing Committee. Each Emailing to non-members of the IASS should include the URL of the IASS membership information web page. In addition, the Organizing Committee should arrange to publish the announcement and call for papers in appropriate local,

⁵ In 2010, the IASS Statutes were amended to include a new Senior membership category defined as members who are at least 70 years of age and who have continuously been Individual members for at least 25 years. However, the organizers are free to use an alternative definition of senior registrants, such as one based purely upon age.

national, and international technical publications, websites and newsletters.

By the time of the release of the first announcement, the Organizing Committee should create a worldwide website (in English) for the Symposium that contains, at a minimum, all the information in the first announcement. As soon as the URL of the Symposium website is available, it should be communicated to the Secretariat of the IASS for inclusion in the Events listing in the *Journal of the IASS* and in the Events/Calendar section on the Association website. The Symposium website should also contain links to the IASS website to help promulgate information about the Association and membership therein.

A second announcement containing a preliminary program, hotel and travel information, and registration material should be posted on the Symposium website about 6 to 12 months before the Symposium; sent to the Secretariat of the IASS; and Emailed to all those who responded to the first announcement, to the entire IASS membership, and to selected other mailing lists. Again, each Emailing to non-members of the IASS should include, as appropriate, the URL of the IASS membership information web page.

During the closing ceremony of each of the two annual IASS symposia prior to the planned Symposium, information about the latter will be conveyed. Therefore, the Organizing Committee should ensure that it is represented at the earlier symposia, not only at the closing sessions but also at the annual meetings of the IASS EC, at which reports of planning progress are to be delivered.

The Association will further help publicize the Symposium by including one-page versions of the first or second announcements in each issue of the *Journal of the IASS* for which they are available. The *Journal* is published four times a year, in March, June, September, and December, so the Organizing Committee should ensure that announcements (or revisions to announcements) reach the IASS Secretariat at least one month prior to the publication dates.

The final program containing the names of contributors and the titles of their papers, schedule of meetings, names of general lecturers and reporters, and, where possible, session chairmen should be supplied to the participants and posted on the Symposium website several weeks before the date of the Symposium.

16. DATES AND DEADLINES. In formulating and planning the key dates and deadlines for the Symposium, especially those related to the Call for Papers, the Organizing Committee needs to balance the constraints on reviewing and publication versus potential conflicts by proximity with the dates and deadlines of other Annual IASS Symposia. For example, the due date for abstract submissions should be at least three months after the conclusion of an earlier Symposium and at least 6 months later than the due date for abstracts for the previous Symposium. The Organizing Committee is urged to consider the precedents set by previous Symposia and to confer with the International Advisory Committee and the IASS liaisons regarding the setting of deadlines. It is also advisable to avoid setting deadlines that fall just before, during or just after widely celebrated holiday seasons such as western Christmas/New Year and Lunar New Year.

17. IASS MEMBERSHIP DEVELOPMENT. The IASS requests that the Organizing Committee cooperate with the Association's efforts to inform potential new members about the benefits of

membership. A number of specific actions or ideas contribute to this effort, including:

- At each Symposium, at least one general lecture with notably broad appeal should be open to the press, the general public, and particularly to the local professional and student communities. IASS membership information brochures provided by the Secretariat should be made available for all such guests.
- A stand or table should be provided at the Symposium, which will be staffed by a member of the Membership Committee (or of the EC if it is impractical for the former to attend). The Secretariat shall provide sample IASS publications (a selection of previous Symposia proceedings, *Journals*, leaflets, photos of projects by IASS members, CD ROM for viewing such projects, etc.)
- Allowance should be made for a brief mention during the course of the Symposium of the advantages of becoming a member of the Association.
- After the Symposium, the Organizing Committee shall provide the Secretariat of the IASS a list of all Symposium participants including their addresses and e-mail addresses and indicating both whether they are IASS members or not and whether they are students or not. The Secretariat will send the non-members an invitation to join the Association and one free copy of the *Journal of the IASS*.

18. POST-SYMPOSIUM PUBLICATIONS. The Organizer should ensure that the following post-symposium tasks are accomplished:

- The metadata of the Symposium as well as metadata and detached pdf files of the cover, title and copyright pages, committees, index, and each of the papers and general lectures, and corresponding copyright declarations shall be submitted to the IASS (refer to section **10. PROCEEDINGS** and to the separately provided **Appendix E**).
- A brief summary report of the Symposium should be supplied to the Secretariat after the Symposium for publication in the next regular issue of the *Journal of the IASS* or of the IASS Newsletter.
- Photographs of key events should be made available as described in the section on “Publications, Publicity and Photography” in Appendix A.
- The Hangai Prize winners should supply the text of their winning papers to the Secretariat after the Symposium for publication in the next regular issue of the *Journal of the IASS*.
- The text of keynote and general lectures not available in the Proceedings may be supplied to the Secretariat after the Symposium for potential publication in the *Journal of the IASS*.
- The ten technical papers from the Symposium Proceedings deemed to be of highest quality should be identified to the IASS Tsuboi Award Committee within three months after the Symposium for consideration for this award.

APPENDIX A. TASKS & FUNCTIONS

As a guide for the Organizing Committee, information from previous Symposia has been combined into the following listing of typical functions and tasks which are inherent in the planning, organization, and conducting of a Symposium. As stated in the section entitled “**6. ORGANIZATION AND COMMITTEES**” the specific organizational structure for a Symposium is to be decided by the Organizing Committee, and there must be a Scientific Committee and an International Advisory Committee with the functions specified therein. Their tasks, and generally all other tasks and functions described in the following must be accomplished by whatever Symposium organization is selected.

Secretariat. Handle correspondence, communication, and information dissemination for the Organizing Committee, the Scientific Committee, and others active in the organization and operation of the Symposium. Coordinate the tasks assigned by the Organizing and Scientific Committees and see that the decisions of these Committees are carried out. Previous experience has shown that an effective secretariat is vital to the success of a Symposium.

Finance. Create and revise Symposium budget. Raise funds from sponsors and backers. Attempt to raise financial aid or support for attendees from developing countries. Collect, manage, disburse, and account for funds from participant fees and other sources.

Social. Organize the social program, including a get-acquainted party, a concluding banquet, and a program for accompanying persons. Also possibly arrange optional pre- or post-symposium tours to which participants may subscribe (although these arrangements are frequently delegated to the Travel and Lodging entity).

Exhibitions. Arrange exhibitions by participants, backers, sponsors, or companies.

Competitions. At the option of the Organizing Committee, some recent symposia have included design competitions or other competitions for students or younger members. If such an option is adopted, this entity would plan, publicize, organize, and administer such competition(s).

Visa Information, Travel and Lodging. Provide information regarding the necessity and process for delegates to obtain travel documents such as entry visas; and provide invitation letters to registrants should these be required for visa applications. Supply participants with the pertinent travel and hotel information, making such group travel and hotel arrangements as might be appropriate. Process participant reservations. (These functions are frequently outsourced to a travel agency, but there must be full information and appropriate links on the website of the symposium.)

Technical Tour. Arrange excursions to places of technical interest, including travel and guide service.

Sessions and Meetings (Local Arrangements). Arrange for rooms for technical sessions, refreshments for breaks, and suitable audio-visual equipment and personnel to be available throughout the sessions. It is vital that both computer projection and an Internet connection be available in each and every session and meeting room, including those for the plenary sessions and the meetings of the

WB, EC and WGs. Also arrange for rooms, other necessary facilities, and amenities to be available for meetings of the IASS WB, EC, and WGs. Contact the chairmen of all WGs in advance of the Symposium to provide the opportunity for meetings to be scheduled and rooms to be reserved. Provide for, staff, and operate a registration and information desk during the period of the Symposium. Finally, provide spaces and facilities for speaker preparation and for participant Email/Internet access.

Publications, Publicity and Photography. Arrange for the publication and distribution of the announcements, program, and Proceedings. Promote awareness of and participation in the Symposium through Emailings; notices in local, national, and international professional publications; and perhaps advertising. Inform and invite members of the local, national, and international press. Assign a photographer to take digital color photos of the opening and closing ceremonies, plenary and distinguished speakers, award presentations and recipients, and other key Symposium events. Copies of these photographs should be transmitted soon after the Symposium to the IASS Secretariat, the President, and the Chairs of the various Honors and Awards Committees for use in reports and articles in the *Journal of the IASS* and on the IASS website. Full and cost-free rights for use of these photographs should be assigned to the IASS, and photo credits that need to be cited (if any) should be communicated to the Secretariat.

IASS Membership Development. Carry out the activities indicated in the section entitled "**17. IASS MEMBERSHIP DEVELOPMENT**" above.

APPENDIX B: IASS Policy on Technical Activities (Revised)

Revision of the 2011 Policy.

Approved by the IASS Executive Council on September 10, 2020 (online meeting)

[Substantial changes with respect to the 2011 Policy are marked in blue.]

The current IASS TAC Policy approved in 2008 established that every WG should at least organize a session during Annual Symposia, as well as report on their annual activities in the IASS webpage. After 10 years in force, the policy has proven useful to focus and foster the activities of the groups, although it has revealed that organized sessions at annual symposia have different success depending on the character of each WG. Organized sessions are a good complement but not a replacement to other WG activities, as the organization of colloquia or exhibitions, preparation of recommendations or edition of journal issues. On the other hand, the recent world health crisis has shown that online meetings and conferences are effective optional formats and even help reaching a much wider audience. In this context, the following proposal of revised policy, aims to foster the technical activities of the Association by increasing flexibility and encouraging the planning of WG activities.

[Intent included for clarification only]

Intent:

- To improve annual reporting and evaluation of Technical Activities
- To provide greater exposure and recognition of Working Group activities to the IASS Executive Council and the attendees at IASS annual symposia
- To recruit new active members to Working Groups
- To foster exploration of new ideas and directions for Working Group activities
- To create new working groups when necessary and to disband those whose mission has been accomplished

Revised Policy

1. Every Working Group shall **update their webpage on the IASS** site at least 45 days **prior to the annual Symposium**. The update shall include a summary of the activities of the group from the last IASS Annual Symposium. *[There is no change in this item, which has proven essential for following up WG activity.]*
2. For the three-year trial period of 2021 through 2023, **WG chairs will plan one** (or more) **annual activity(-s) in coordination with the TAC Chair**. Some examples of WG activities are the organization of technical sessions at annual IASS Symposia and/or other conferences; the organization of in-person or online colloquia, exhibitions, or other types of gatherings; the edition of journal issues; the preparation of technical documents, etc.
WG chairs will coordinate the planned activity with the TAC chair after each IASS Annual Symposium.
WG activities shall be communicated (at least) to all WG active members, who shall be able to participate in it. In the case of WG colloquia or conferences, they shall be open to all IASS members and shall be publicized through the IASS webpage and social media.
Participation in online WG colloquia should be open and free for all IASS members. Their schedule should ensure a wide international participation considering time differences between world regions. For the realization of online WG colloquia, an IASS Zoom license may be used (subjected to planned availability).
In the case of WG 3 (Technical Expert Group on Solar Updraft and Cooling Towers) and WG 4

(Technical Expert Group on Masts and Towers), and due to their special features as Technical Expert Groups, the periodicity of the WG activity may be extended beyond the 1-year period.

3. Special emphasis is set on the **communication of WG activities** to all members of the Association and Symposium participants. In the past years, this has been achieved through WG organized sessions at IASS annual Symposia which included an informative part, as well as with the TAC Report. With the implementation of the Communications Committee, IASS social media are effectively being used for this purpose as well. Therefore:
 - a. In coordination with the TAC Chair, WG Chair(s) will **provide the IASS Communications Committee with relevant information about the annual WG activity** to be uploaded to the IASS social media upon completion of the activity.
 - b. **At least every three years each Working Group shall organize a session at the annual IASS Symposium** within a time frame set by the Organizing Committee of the Symposium. The session shall be chaired by a (the) Chair(s) of the Working Group or his/her representative and shall consist of:
 - A brief public information forum about the Working Group including a summary annual report and recruitment of new members and ideas.
 - Presentation of at least two technical papers representing the theme or activities of the Working Group and/or summarizing the technical content of the most recent Working Group activities.
 - c. The Chair of the Technical Activities Committee (TAC) shall present an executive summary of each working group report and shall preview the schedule of organized sessions within the upcoming Symposium during a plenary TAC session near the beginning of the symposium. **A TAC Report for the web will be also prepared and uploaded after each annual symposium.**

There will not be exemptions from the organization **and communication** of activities unless the Chair of the Working Group provides a written justification for an exemption and secures the permission of the Chair of the Technical Activities Committee and the President.

At least every three years, the Executive Council shall re-evaluate and potentially revise (or revoke) this policy.

APPENDIX B (Continued): IASS Procedures for Policy on Technical Activities

Approved by the IASS Executive Council, 25 September 2016

Main Stages

A. Responsibility of the Symposium Organizers

1. The symposium organizers appoint a contact person to be responsible for the coordination with the Chair of TAC and the session organizers.
2. The symposium organizers, in consultation with the Chair of TAC, formulate guidelines¹ appropriate to the time schedule and circumstances of the symposium, typically including:
 - WG Organized Session Guidelines [to be addressed to WG chairs]
 - Invited Author Guidelines [to be addressed to invited authors by WG chairs]
3. The symposium organizers coordinate with the Chair of TAC the allocation of the WG organized sessions into the Symposium schedule.

B. Responsibility of the TAC Chair

1. The Chair of TAC distributes the call for organized sessions and transmits the guidelines to the WG Chairs.
2. The Chair of TAC coordinates with the symposium organizers the allocation of the WG organized sessions into the Symposium schedule.

C. Responsibility of the Working Group Chairs/Session Organizers

1. The WG chairs respond to the Chair of TAC with a commitment to organize a session and possibly with designation of a representative to be the session organizer [alternatively, the WG chair may submit a written justification for an exemption]
2. The session organizer recruits and selects the papers (speakers, titles and paper manuscripts for the session) and proposes to the symposium organizers peer reviewers for the session [A keynote lecture by a recognized expert is recommended]

Commentary and Suggestions

A. Objectives

Organized sessions by WGs at annual symposia are primarily for reporting purposes to the IASS membership. The organized sessions are NOT intended to replace separate technical meetings (colloquia), and members of the WG are NOT required to attend symposia or the organized sessions. However, members of a WG who are ordinarily in attendance at the symposium should be encouraged to attend the organized session.

B. Content

There is much flexibility in how an organized session can be arranged, depending on the nature and status of the WG. However, it is expected that the Chair of the WG or his/her designee (preferably, but not necessarily a member of the WG) will be present to chair the session. This designee may assist or replace the WG chair in organizing the session. The technical component of the session consisting of at least two presentations representing the theme or activities of the WG these can be a combination of some of the following:

- (a) summary technical reports on recent WG colloquia,

¹ See possible formulations of Guidelines on the following pages. These may of course be modified to suit the circumstances of the particular symposium.

- (b) invited or solicited papers by members of the WG who would ordinarily attend the symposium,
- (c) papers submitted to the symposium organizing committee and referred to the WG chair,
- (d) invited papers from experts who may be members or prospective members of the WG and who come from the country or region in which the symposium is held,
- (e) invited papers by members of other WGs who may have common interests with the WG tasks, and
- (f) other imaginative ideas for technical presentations.

APPENDIX B (Continued): Sample of “WG Organized Session Guidelines”

A Working Group Organized Session (OS) shall consist of:

- Annual report, membership recruitment and informational/business meeting of the WG
- Two or more technical papers

The session has three parts with the following typical durations:

1. *Part 1* WG Presentation (Chair or his/her representative)
2. *Part 2* Keynote lecture ‘xx’ min (final decision will be made in)
3. *Part 3* Paper presentations 15 to 20 min/paper (final decisions will be made in)

The normal OS duration of each WG may span between about 1 and 2 hours, the shortest one should consist of, at least, a WG presentation + 2 lectures², and the longest one should consist of

- WG presentation,
- Keynote Lecture.
- Four presentations.

If the proposed OS exceeds the maximum duration, it will be divided into two sub-sessions.³ Only the first one will include the WG presentation and the Keynote lecture.

In order to have some flexibility to accommodate the WG OS’s into the schedule, the Local Organizing Committee (LOC) may select and send some suitable individual papers to the OS.

The OS-Organizer should please note the following prerogatives, responsibilities and deadlines:

- Nominate a keynote lecturer, if you decide to have one (self-nominations are possible).
- Forward the *Invited Author Guidelines* (electronic copy available) to the potential authors and request a short abstract to be submitted to you by
- Accept or reject contributions to your OS based on the review of short abstracts and papers so that the authors of accepted papers can upload them to the symposium website by
- Send the LOC (.....), no later than, the following OS information:
 - (a) OS Chairman,
 - (b) Name of the keynote lecturer [if any],
 - (c) List of authors and respective contribution titles [including that of the keynote lecturer].
- Receive two-page abstracts and full papers from authors by and notify authors of final acceptance so they can upload these by
- Arrange the order of the different parts (Keynote lecture, contributions and WG meeting) as well as the different contributions in the Session.
- Make sure at the time of deadline (.....) for short abstracts and the deadline (.....) for two-page abstracts and full papers that all the people invited to the OS submit their corresponding contributions.
- Submit updated OS information, including the order of the different parts and the order of the speakers, no later than

Thank you for your efforts and support to the success of the IASS Symposium

² If necessary or appropriate, two WG can join forces to organize a single joint Session or a set of joint sessions.

³ The symposium organizers have to send the list of general accepted papers to the TAC chair so as to identify those related to the working group interests. These will be associated in working group sessions under the responsibility of the working group chairs. A copy of the correspondence between WG Chairs and Symposium organizers will be systematically sent to the TAC Chairman.

APPENDIX B (Continued): Sample of “Invited Author Guidelines”

Please note the following important deadlines for all Invited Authors:

- Submit a short abstract of about 400 words (no more than one page) to your Session Organizer **no later than**
- Upload the short abstract to the symposium website (once accepted by your Session Organizer),, no later than
- Submit the paper to your Session Organizer **before**
- Upload the paper and the two-page abstract to the symposium website (once accepted by your Session Organizer) no later than
- Register early to obtain a reduced fee by

Abstracts and papers are to be written in English.

The short abstract should include the **title**, the **names of the authors** and the **affiliation, full address**, and **e-mail address of the corresponding author**. The template for short abstract can be downloaded from:

Guidelines and templates for the preparation of the two-page abstracts and the papers will be provided on the conference website later.

Remember that you have to upload your short abstract, and later the two-page abstract and the full paper in the symposium website in the same way as the individual authors. Otherwise, your contributions would be omitted from the proceedings. However, the deadlines are not the same as those for individual (regular) contributions because your abstract/paper is reviewed by the Session Organizer and does not follow the same process as a regular contribution.

We are unfortunately unable to provide any financial support for the OS invited authors because all conference registration fees will be used to benefit all participants.

Thank you for your contribution to the IASS Symposium in

The Local Organizing Committee