

Hosting an IGS symposium: a comprehensive guide

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A typical IGS symposium

A typical IGS symposium occupies a week, commencing with Registration and an icebreaker event on the Sunday afternoon/evening followed by five days of scientific presentations, but leaving time for a half-day excursion or activity on the Wednesday afternoon and a symposium banquet on the Thursday evening. Symposia tend to finish late Friday afternoon.

Initiating a symposium

Symposia are usually initiated 3–4 years in advance. The normal procedure is that someone approaches the IGS and inquires about holding a meeting. The IGS looks at the subject and tries to make certain that there is not a conflict with other proposed symposia and that the subject proposed has not recently been covered. The IGS then asks for a more detailed proposal. That proposal should include suggestions as to the:

- 1) **Theme** of the symposium
- 2) Chair and members of a **Local Organizing Committee**
- 3) Chair of the Scientific Steering Committee (this person will most likely be the **Chief Editor** of a corresponding thematic volume of the *Annals of Glaciology*)
- 4) Proposed funding and local support
- 5) Likely number of attendees.

The proposal will then be discussed by the IGS Council and a decision taken.

It is also possible that the IGS will contact a specific group and inquire whether it would be interested in hosting a symposium on a theme that the IGS feels has not been addressed recently.

Timing of events (see Appendix A for more detail)

Table 1. Rough guide to the timing of the various stages of the organization of an IGS symposium

Action item	Number of days before (–) and after (+) the conference
First circular	–550
Call for papers	–350
Second circular	–200
Opening of online abstract submission	–160
Abstracts due	–120
Notification of acceptance	–105
Opening of ‘early bird’ online registration	–105
Regular registration	–75
Deadline for full refund	–44
Late registration	–28
Deadline for refund on a sliding scale	–28
Symposium starts	0
Papers due	+130
Final revised papers	+270

It is important to design a **logo** for the symposium, reflecting its theme, as early as possible. This logo needs to be appropriate for use on all material relating to the symposium (including small items such as the flashdrive/USB stick that delegates receive at registration) and so needs to be simple, effective and to look good in both greyscale and colour. The IGS can help with graphic design.

Composition of the Scientific Steering Committee (SSC) and the Local Organizing Committee (LOC)

The IGS Council needs to approve the individuals nominated by the proposers of the symposium to serve as the chairs of these two committees (a summary of the responsibilities of these committees and their chairs form Appendix B). The Chair of the SSC (in most cases also the Chief Editor (CE) of the corresponding *Annals*) needs not only to be an excellent scientific editor but also a rigorous and thorough individual who is capable of driving the various tasks to completion. The Chair of the LOC needs to be an efficient and committed organizer with a good grasp of logistics.

Once approved by the IGS Council, the chairs will approach people to serve on the committees alongside them.

The SSC has the responsibility of finalizing the topics for the symposium and for the scientific editing of the corresponding thematic issue of *Annals of Glaciology*. The chair of the SSC and the other members, the Scientific Editors (SEs), oversee the reviewing of papers submitted to the corresponding *Annals* (SEs should typically expect to oversee the reviewing of 6–8 papers).

The LOC is responsible for doing the ‘legwork’ for the symposium such as organizing the venue for the symposium and the related IT and AV systems, sorting out the refreshments, booking the venues for the banquet and icebreaker, recruiting volunteer ‘helpers’ to help with registration and distribution of microphones after talks, etc. It is important to ensure that the individuals on the LOC have the necessary time and inclination to fulfil this essential role.

Members of both committees will pay a special reduced registration fee.

Circulars

First circular (at least 18 months before the symposium)

For this we need the dates for the symposium, its title and theme, who is hosting it, the venue location (if decided), names of confirmed sponsors, the topics for the presentations (ideally between 6 and 15), the dates for submission of abstracts and papers for the related *Annals*, the name of the *Annals* CE, the members of the SSC and LOC, advance information about the Wednesday excursion, the banquet and any pre- or post-symposium trips, information about travel grants for students, some general information about facilities and places to visit at the location and the finalized logo for the front cover. A couple of photographs of the venue or the general area that we could put on the back of the circular would also be welcome.

Second circular (8–10 months before the symposium)

For this we use the same information as for the first circular. We also need notification of any additional sponsors that have been secured, with good-quality logos for all sponsors. Logos need to be about 4 cm wide at 300 dpi (or larger) and not embedded in a Word document (TIFs, PNGs or JPGs are the preferred formats). We also need more specific information about the icebreaker event (usually held in conjunction with registration on the Sunday evening before the symposium begins), the Wednesday half-day excursion/entertainment and the location of the Thursday banquet. The idea is to make the symposium irresistible to the so far undecided!

Venue

Cost is a primary concern when selecting a venue for the symposium. Although the registration fee is a relatively small part of the overall cost of attending a symposium compared to travel and hotel costs, in our experience delegates often view the registration fee as the deciding factor on whether

or not to attend. If the symposium is held in collaboration with a university, it is usually most economical to find a venue that is part of the campus.

The chosen venue must have at least one **good lecture theatre** and, if we anticipate a large number of delegates and the need to resort to parallel sessions, we will need a second (or even third) theatre. However, one of these theatres must be able to accommodate all delegates for plenary sessions and opening and closing ceremonies.

In addition, we need **ample space for the poster sessions**. Ideally the space should be close to where the refreshments are served during breaks so people can wander around and look at posters while having a cup of coffee or tea. Again, ideally, the area should be large enough to accommodate all the posters and for the full duration of the symposium. If two poster sessions are necessary, arrangements need to be made for the posters from the first session to be removed and posters for the second session to be put up in good time.

The venue needs to have all the latest **IT and AV facilities** (especially good **wifi**) and ideally to have a competent IT person on hand to address any problems that arise. We need to be able to cope with PowerPoint, Mac Keynote, PDF and the various video formats embedded in these formats.

Ideally we need a good quality lapel **microphone** and a separate screen in front of speakers as well as behind them so that they can face the audience. Fixed microphones are less flexible because we depend then on the speaker staying close to them and not stepping away, for example to use a pointer. **Cordless microphones** and 'helpers' to run around with them are also needed for question and answer sessions.

Accommodation

Typically, links are provided to relevant hotels and delegates book their own accommodation. Closeness and transport links and/or provision to and from the venue are important considerations. It is important to bear in mind student budgets and include some links to lower cost accommodation.

The LOC normally tries to negotiate with local hotels a **special rate for delegates**. The hotels may allocate a code that delegates can be instructed to use in order to get the preferred rate.

We need to make **'block' bookings** with the hotels to ensure there will be enough rooms available. Usually we need to provide a date by which a decision must be made whether to release the booking because hotels will charge a penalty after a specified date. Delegates will need to be reminded about looming deadlines for 'guaranteed availability' in good time.

Registration

In advance of the registration website being set up, individuals will be able to register their interest in attending the symposium at the IGS symposia webpage (<http://www.igsoc.org/symposia/preregistration/>). Anyone who has indicated their interest will receive email notification once registration is open.

Once the **registration pages** are up and running on the IGS website, individuals can register for the meeting online. Here (if they are not already members) they will have the opportunity to join the IGS and benefit from the lower registration fees available. Delegates will also be able to sign up for the excursions, banquet and other events, and indicate their dietary requirements, etc.

During the registration period, the IGS can produce reports showing the numbers of delegates registered, the type of registration (e.g. LOC member, IGS member, non-member, etc.) and the number of those who have signed up for the various events.

Website

The IGS will set up a web page with links to the various items such as circulars, registration of interest, abstract submission, registration and the local website. For this we need the logo provided by the LOC.

The IGS website is hosted by the University of Cambridge and for security reasons it is not possible to give out permissions to several people to be able to edit the page. Therefore, it is important that the LOC sets up a '**local**' webpage where it will be easy for LOC members to add and edit local and logistical information such as:

- Symposium topics
- Committees
- Timeline
- Programme (linked to IGS site)
- Session info (e.g. duration of talks, size of the poster boards)
- Abstracts (linked to IGS site)
- Registration (linked to IGS site)
- Related publication of an *Annals of Glaciology* issue
- Travel and accommodation
- Venue (including location maps)
- Contacts
- Breakaway meeting
- Travel support
- Acknowledgements
- Travel funding

Many of these items are directly linked to the IGS page and other information will be taken directly from the circulars.

The IGS can provide a template for an LOC website.

Examples of local sites for previous meetings can be found here:

Fairbanks, US, June 2012	http://glaciers.gi.alaska.edu/events/igs2012
Beijing, China, July/August 2013	http://iscgis.csp.escience.cn/dct/page/1
Hobart, Australia, March 2014	http://seaice.acecrc.org.au/igs2014/
Chamonix, France, May 2014	http://www-igge.obs.ujf-grenoble.fr/igs2014/

Programme

Overview

- The SSC (in collaboration with the LOC) will compile a programme where the exact scheduling will depend on the number of accepted abstracts. **Oral presentations** are typically 15–20 minutes long depending on the number of participants. **Poster sessions** may be scheduled for 1–2 half-day sessions.
- The host may decide to have 20–30 minute **invited keynote presentations** (e.g. one per day).
- **Parallel sessions** should be avoided unless the meeting has >250–300 participants.
- When we have enough talks for more than one session it is important to **'spread' the sessions over the week**. E.g. if we have two sessions on 'Ice sheet dynamics' we should have one session near the beginning of the week and one towards the end. That will encourage the 'Ice sheet dynamics' presenters to stay through the week and not to leave on say the Thursday.

- We also need to have ‘**interesting**’ **talks by senior people** on the last couple of sessions. That will also encourage delegates to stay through the week.
- We normally give out ‘Student awards’ i.e. ‘Best student oral presentation’ and a ‘Best student poster presentation’. We like to give out the awards at the banquet which is usually on the second last day of the symposium, typically on the Thursday. For this to happen **all the student orals must be finished** earlier on that day.
- **Daytime start and finish times** and the time allocated for lunch will vary depending on local custom.
- At one of the two annual IGS symposia, a 45-minute slot should be reserved for the **IGS Annual General Meeting (AGM)**. Additional time may be set aside for **award ceremonies** (e.g. Seligman crystal) and Editorial Board and Council meetings where appropriate.
- Wednesday afternoon should be reserved for an **excursion** to provide midweek relief for the participants.
- The SSC should solicit individuals to take on the role of ‘**session chairs**’. These individuals should have a good knowledge of the session topic and have a firm and confident manner (i.e. not be intimidated by senior delegates) to ensure good time-keeping for the session. The SSC should make an effort to appoint young scientists/researchers as session chairs.

The LOC should prepare a simplified programme, typically on one sheet of A4 trifold for delegates’ easy reference. The IGS currently has an app in development with which it is hoped delegates will be able to upload the programme to their smartphones/tablets.

Once the symposium is running, it is helpful to have an up-to-date printout of the daily programme on a sheet of A3 (or a large TV screen) to display outside the lecture hall. Examples of programmes from previous meetings can be found here:

<https://www.igsoc.org/symposia/2017/boulder/proceedings/fullprogramme.html>
<https://www.igsoc.org/symposia/2017/newzealand/proceedings/fullprogramme.html>
<https://www.igsoc.org/symposia/2016/lajolla/proceedings/fullprogramme.html>
<https://www.igsoc.org/symposia/2015/cambridge/proceedings/fullprogramme.html>
<https://www.igsoc.org/symposia/2015/iceland/proceedings/fullprogramme.html>
<https://www.igsoc.org/symposia/2015/cambridge/proceedings/fullprogramme.html>

Social events

The symposium usually starts with an **icebreaker** – a social event at which registration can take place and which gives people an opportunity to meet fellow delegates and ask questions of the LOC and the helpers. Typically on the Thursday evening of the symposium week there is a **banquet** at a restaurant or a notable venue. This is often an opportunity to sample some local culture. Quite often the LOC will organize another ‘event’ during the week (e.g. a BBQ at the end of the midweek excursion), but it is worth bearing in mind that delegates might want some free time as well.

IGS events

At one symposium during the year we will have to hold the **IGS AGM**. Typically, this is scheduled around lunchtime on the Thursday and lasts around 45 minutes.

An **IGS Council meeting** may well also have to be scheduled (e.g. on Sunday early afternoon or Monday evening, once all the sessions are finished). This meeting is for Council members only so no special arrangements need to be made beyond securing a room that seats 10–15 people and access to refreshments (and food if it scheduled during a lunch break).

Keynote speakers

The SSC will generate a list of keynote speakers. These will be individuals who will attract delegates and they are usually assigned a slot that is approximately twice the duration of the standard oral presentations. Keynote speakers should be able to register at the same rate as members of the SSC and LOC.

'Breakaway' meetings

Delegates will often request facilities in which to meet with colleagues who they are collaborating with on special research projects. These can be provided on a 'free' evening or held prior to or after the symposium. Such meetings are to be encouraged as they may attract more delegates to the meeting (sometimes there are travel budgets associated with research projects that make it possible for delegates to attend the symposium). The IGS can include on its registration form a place where delegates can indicate whether they will be attending such breakaway meetings.

Midweek excursions

The IGS can take bookings for the midweek excursions, but information will need to be provided by the LOC on the various options and the number of places available.

Pre- and post-symposium excursions

The IGS can take bookings for pre- and post-symposium excursions, but information will need to be provided by the LOC on the various types of accommodation and the number of places available.

Abstracts

Abstract submission

The IGS office will handle the abstract submission using its own proprietary system, which will allocate a unique number to each abstract. All the details are held on a series of Excel spreadsheets. We also create a preliminary abstract booklet as a PDF, listing all the abstracts and other relevant information. This booklet is used to review submitted abstracts and make a decision on whether to accept or reject them. A copy of all abstract submissions is sent to the chair of the SSC/CE of the proposed *Annals of Glaciology*, the members of the LOC and any other relevant individuals (see Appendix C for more details on abstract submission and acceptance).

Accepting abstracts

Typically for an IGS symposium with presentations Mon–Fri and half day on Wednesday, there will be **70–90 oral slots**. In order to fit everything in, it may be necessary to go for 15 minute (12 min talk +3 min questions) presentations rather than the traditional 20 minutes (15+5). You may wish to consider starting earlier and/or continuing later in the day, but it is important to keep in mind that people get very tired listening to talks for 10 hours. If a large number of oral requests have to be rejected and allocated to posters, bear in mind that putting up 150 posters and viewing them takes a lot of time as well and it may therefore be necessary to resort to parallel sessions.

It is not always easy to set up the programme. If it looks like being a drawn-out process, it may be necessary to send out the acceptance message first with a caveat along the lines of '*Because of the large number of abstracts submitted, the allocation of orals/posters will have to wait until the draft programme has been set up*' and then another message giving the final decision at a later date. Some individuals are touchy about the type of presentation they are allocated but that should not influence the decision. When making the allocation you should look first and foremost at the scientific content but other things that need to be taken into consideration are:

- The ability of the presenter to give an interesting and 'good' talk

- The spread of topics (all topics must have an oral session)
- We normally allow only one oral presentation per person. Sometimes another author who has been allocated an oral presentation cannot attend and thus asks a colleague to give the talk on his/her behalf. If the person being asked is already giving a talk, the 'non-attending' author's abstract should be allocated a poster slot.
- Geographic spread of presenters. It is not good at an international symposium if only authors from English-speaking countries are giving talks.
- It is also good practice to give young scientists an opportunity to speak.

Once the programme has been agreed, the SSC will inform the IGS office which abstracts have been accepted (as either an oral or a poster presentation) and which have been rejected (it is important to check very carefully that the information supplied is accurate). The IGS office will send out a mass mailing, notifying all relevant corresponding authors of the decision. The corresponding authors will be asked to inform all their co-authors.

Material for the website/memory stick

About two months before the symposium the IGS office requires a **final draft programme**. This must include the abstract number for each presentation and poster and also the breaks for lunch and refreshments. We will place this information on our website and on memory sticks for distribution to delegates. It is best not to send us the programme earlier than this when major changes are still likely to be made (delegates will make their travel arrangements based on the programme so giving out information too early which turns out to be inaccurate can cause problems for them). Duplicate sites always have the potential to cause confusion so the LOC should provide a link to the programme on the IGS website rather than uploading their own.

The list of **posters** can usefully include a separate number corresponding to the space it has been allocated. This is purely for the convenience of the LOC; the IGS office will not use this number.

This is also the time to provide the IGS with '**Useful information**' about the symposium venue and its facilities and may include links to websites containing maps, bus timetables, information about taxis and hire cars, place to eat and drink, etc.

If there are further changes to be made to this programme after you have sent it to us, please **do not send us a new version of the whole file** but rather a simple note of the change (e.g. 'X is not coming, so please remove his presentation No. 69A005 at 10.00 on Wednesday and replace it with No. 69A118 by Y, which is currently a poster in the Thursday session').

Once we have produced final versions of the programme and abstract booklet, we will send you a note of all the people who are down to present an oral or poster presentation but have not yet registered for the conference (often a surprisingly large number!). Someone on the LOC should then be delegated to contact these people and check whether they are coming or not and, if not, whether they wish to withdraw their abstract completely or whether someone else is going to present it on their behalf. It is vital that this information is relayed to the IGS office (e.g. 'A is not able to get funding to attend the symposium but B is coming and is going to present his work'). If participants are anxious to avoid paying for the symposium until the last moment because of money issues, please tell them to register and ask for an invoice, which they can then pay at the symposium itself. It is crucial for catering and other purposes that we know how many people to expect.

What the IGS brings to the symposium

The IGS will make up name **badges** and bring them to the symposium. We will also bring **lanyards**, **IGS pins** and the **memory sticks** that contains the programme, abstracts, delegate list, etc. The

memory sticks are made up in the Cambridge office where we have a duplicator. The IGS will also bring **IGS merchandise** (t-shirts, ties, beanies, etc.), which we will sell during the meeting.

Support during the symposium

On the day of the icebreaker, IGS staff will meet with the helpers recruited by the LOC and will provide the memory sticks, name badges, lanyards and any other information to be included in the conference bags. The helpers will make up the bags ahead of the arrival of the delegates. Helpers may also maintain attendance lists to the midweek excursions and generally provide help with local logistics. IGS staff can take outstanding payments (in the form of cash, credit card or bank drafts) and late registrations either on the day of registration, during the icebreaker or during the first few days of the symposium.

Once the symposium has commenced, the IGS staff will require a desk located close to the lecture hall with good internet connection, access to a printer, and space for two members of staff to work comfortably at laptops. Additional space (e.g. a table) will be required to display IGS publications and merchandise. Ideally, the internet access should be via a wired (cat5e) connection or dedicated wifi (i.e. not shared with the delegates). This is because of credit card transactions, which require a reliable connection.

Finances

Registration fees

The delegates' **registration fee** should cover the costs of the venue including **room bookings, technical support, the icebreaker, morning and afternoon coffees, the banquet and the midweek excursion**. The fee required to cover these events will depend on the local costs and the success of the host in obtaining additional funding from external sources (e.g. the host's university or institute). The LOC, in consultation with the IGS, will need to decide how high the registration fees need to be to cover the symposium's expenses (this will vary depending on various factors including the 'cost of living' in the host country). At this time, the IGS would like to keep the **registration fee in the order of £300–£380 (\$500–\$650) for non-members** (including a year's membership of the IGS).

The IGS office will set up the online registration page and collect the registration fees. Registration will be offered for various categories (e.g. IGS member, non-IGS member, IGS junior/retired, non-IGS junior/retired, accompanying person) and at different rates (e.g. early bird, regular and late registration).

The dates when the increases in the registration rates are implemented will be set out in the second circular but can be adjusted if necessary. Those delegates who do not pay when they register can request an invoice. Ideally, these should be paid prior to the meeting but can be paid on arrival. Unless invoices are requested during the late registration fee period, they will be charged at the full registration fee (i.e. the early-bird rate only applies for those actually paying during the early-bird period).

Note that *all* participants, including those from the organizing institute, need to pay registration fees. Reduced rates will be offered to members of the LOC, SSC and keynote speakers (see **Table 2** for examples of recent fees).

Table 2. Examples of recent registration fees (note that the fees are given in different currencies)

	Cambridge 2015 UK£	San Diego 2016 US\$**	Wellington 2017 NZD\$*	Boulder 2017 US\$**
IGS member	415	595	745	625
Non-member	515	695	845	725
Student or retired (member)	265	375	495	475
Student or retired (non-member)	365	445	595	450
Accompanying person (18+ years)	160	175	300	275
Accompanying person (7-17 years)	125	95	200	200
Accompanying person (<6 years)	free	free	free	free
After 'Early-bird' registration	+30	+50	+50	+50
Late registration surcharge	+100	+100	+100	+100
<i>Scientific editor</i>	365	IGS-425/non IGS-495	455	475
<i>Chief Editor and Chair of the LOC</i>	0	0	100	100

*1 NZD = 0.54 UKE, **1 US = 0.74 UKE

The IGS normally posts prices in the local currency, although for technical reasons, payment is collected in £. We anticipate being able to take payment in other currencies in the future.

A defined portion of the registration fee is made available to the host for the local organization (see **Table 3** for details of how the registration fee is split). The IGS portion of the registration fee covers the work that the IGS does in preparation for the symposium and symposium material such as badges, lanyard and IGS pins.

Table 3. Division of registration fees between IGS and LOC

Registration type	IGS	LOC
IGS member	Fixed rate (e.g. £130) plus 50% late fee	Balance
Non-member	Fixed rate (e.g. £130) plus 50% late fee plus 50% of the difference between member and non-member rate	Balance
Student or retired (member)	50% registration fee	Balance
Student or retired (non-member)	50% registration fee	Balance
Accompanying person	Low fixed rate (e.g. £20)	Balance
Official/invited speaker	Fixed rate	Balance
Scientific Editor	Fixed rate	Balance

The host is encouraged to seek **additional funding**, for example from the host's university or institute or other suitable (local/regional) organizations. The more funding there is beyond the registration fee the more 'extras' (e.g. student travel grants, lunch subsidies, etc.) can be offered.

Some symposium costs may need to be paid in advance (i.e. before registration fees have been collected). The IGS can be billed directly for this or, alternatively, the LOC may set up a conference account at the host institute for the payment of invoices which can, within set limits, later be billed to the IGS

IGS accounting after the symposium

Once all outstanding invoices for registration have been paid, the IGS will prepare a summary of income received and the split between the IGS and the LOC. It may be that some funds will have already been transferred to the LOC in advance to aid cashflow, in which case a balancing payment will be made. The pre-agreed fixed rate per delegate (see **Table 3**) will be adjusted as follows: From the total LOC share will be deducted 50% of any bank charges incurred by the IGS during the registration process and all the bank charges relating to transfers of funds to the LOC. The LOC will also be responsible for the cost of 50% of the memory sticks sourced by the IGS.

Young scientists' support

It is the responsibility of the LOC to organize, if at all possible, some form of financial support for young scientists, although the IGS office will also try to contribute to this. The LOC will organize and co-ordinate an application process. Because there are usually a good number of applicants it is more realistic to provide 'seed' money, which the young scientist can use to raise further funds to cover their travel, accommodation and registration fees, than it is to attempt to fully fund delegates.

Annals of Glaciology

Symposia are usually associated with the publication of an appropriately themed issue of the *Annals of Glaciology*. Technically, the *Annals* and the symposium are independent, which means that a paper presented at the symposium is not automatically included and authors not participating in the symposium can also submit papers to the *Annals*. Authors submit their papers to the *Annals* for peer review in exactly the same way as they do to the *Journal of Glaciology* through the IGS online *Annals* submission system at: <https://mc.manuscriptcentral.com/aog>. In addition to those from symposium delegates, papers will also be actively solicited through relevant distribution lists (e.g. Cryolist, Climlist)

Visas and invitation letters

For every symposium there will be delegates who require a visa to enter the country where the symposium is being hosted. Visa requirements vary from country to country so it is necessary to include a section on visas in the second circular indicating that delegates will have to check for themselves. If available, it is a good idea to include a link to a hosting country's website for more information (most likely this will be a government site).

To obtain a visa, delegates will need an invitation letter (see the template on page 19). The invitation letter will need to come from the LOC in the hosting country. The invitation must be written on headed paper from the hosting 'institute' and include the passport number of the delegate and full affiliation details.

Requests for the invitation letter will either be sent to the LOC (in the visa section in the second circular we need to mention that requests for visa letters should be sent to a specific contact person in the host country) or to the IGS office. In the latter case the IGS office will reply to the delegate and inform him/her that they need to send the request to the LOC and should include a scan of their passport and their full affiliation details.

For every symposia we receive some 'dubious' requests for invitation letters. Most often, but not exclusively, these come from African countries. Typically the individual will request an invitation letter and at the same time indicate that payment will be made at the registration desk at the start of the symposium. The purpose is to obtain an invitation letter so that the individual can enter the relevant country and then disappear.

Usually these bogus letters are very obvious and should simply be ignored and deleted. However, sometimes repeated requests are made, and the individual may even register and pay the registration fee with a stolen credit card. If there is any doubt about the legitimacy of a request, the letter should be forwarded to the IGS office where it will be dealt with. As glaciology is a fairly small field, most delegates and their institutions will be known either by the LOC or the IGS office. However, it should also be noted that sometimes perfectly legitimate requests will be received from countries where you would not expect to find any glaciologists, so it is important to be careful.

APPENDICES:

APPENDIX A: Chronological sequence of actions to be taken by the host

Given times before meeting are approximate

1–2 years before meeting

- Determine exact **meeting dates**
- Find **Chief Editor for *Annals*** and present name to IGS for approval by Council
- Compile text for **first circular** and send to IGS
- Once completed, put pdf of first circular on local website
- Book venue
- Pre-book hotel rooms
- Apply for additional grant money
- Start planning for second circular

6–12 months before meeting

- Select **date for submission of abstracts** 5–6 months prior to the meeting that does not conflict with national holidays, critical proposal submission deadlines or other IGS meeting deadlines
- Identify other **deadlines** relative to the start date of the symposium, using same criteria as above, roughly as follows:

Call for papers	-350
2nd Circular	-200
Opening of online abstract submission	-160
Abstracts due	-120
Notification of acceptance	-105
Opening of online registration	-105
Early-bird registration deadline	-75
Deadline for full refund	-44
Late registration	-28
Deadline for refund on a sliding scale	-28
Conference starts	0
Papers due	+130
Final revised papers	+270

- Compile text for **second circular** and send to IGS at least 3–4 months before the end of the year prior to the year of the symposium. This timing is vitally important as potential delegates will be budgeting in one year for their travel expenses and symposia attendance in the following year. The IGS will put the PDF of the second circular on the IGS website, but a link should also be put on the local website
- **Local event organization:** plan icebreaker, banquet, midweek excursion; order catering; arrange technical support for presentations; organize transport of participants to events

0–6 months before meeting

- Compile meeting programme and send to IGS
- Compile relevant information for the memory stick, which will be prepared by IGS
- Line up local helpers
- Adjust programme according to changes/dropout

APPENDIX B: Summary of responsibilities of LOC, IGS and the Chair of the SSC (Annals Chief Editor)

What the Local Organizing Committee (LOC) needs to do (roughly in chronological order of events):

- Design a **logo** for the conference (features on circulars and related material) and send to IGS
- Send text for first and second **circular** to IGS
- Organize/book **venue** for the oral and poster presentations
- Organize **icebreaker** on evening before symposium
- Organize **banquet** dinner, usually on the second to last evening
- Organize **midweek excursion**, usually on the third day's afternoon
- Organize morning and afternoon **coffees/tea** and possibly lunches if there are no convenient food outlets for that purpose at or near the venue
- Host and continuously update a local symposium **webpage** including a link to the interactive programme on the IGS website
- Explore **accommodation** options and pre-book symposium hotels
- Organize **transport** between venue, housing and social events, if necessary
- Send personalized **invitation letters for visa purposes** to participants who request such letters
- Organize the **venue**: projecting facilities, technical support, poster boards, cordless microphones, desk for IGS staff with printer and enough space for IGS merchandise
- Organize **room** for council meeting, if necessary, and **room(s)** for possible delegate breakaway meetings
- Make sure adequate **wireless internet connection** is available at the venue; possibly also organize a few computers to be available for participants without laptops
- Organize **location for on-site registration** and possibly assist with volunteers to make registration efficient
- Contact **people** whose abstracts have been submitted but **who have not registered** by the pre-registration deadline and report to IGS (along with any withdrawals of which you have been informed)
- Make the **schedule for oral/poster presentations** (in collaboration with the Chair of the SSC) and send to IGS
- Send '**useful information**' (e.g. maps, location of restaurants, etc.) to IGS for inclusion on memory stick
- Organize **local helpers** (e.g. for registration, running around with microphones after talks ...)

Optional tasks that the LOC may take on:

- Select **invited speakers** for keynote talks in collaboration with the SSC (highly recommended)
- Organize and lead **pre/post-excursions**
- Make pre-/post-symposium or midweek **excursion guides**
- Apply for **external funding** for 'extras', i.e. travel grants, etc. (highly recommended)
- Organize **lunches** for all participants especially if lunch opportunities are limited (usually needs additional external funding)
- Prepare hardcopy **hand-outs** with scientific programme, local information, maps, etc.
- Prepare '**give-aways**' for participants (e.g. pens, mugs, bags, etc.) – don't go overboard on this

What the IGS office will do

- Format and print **first and second circulars**, distribute them, and publish text in ICE, distribute second circular to organizations/journals that publish calendars
- **Announce** the symposium, and later registration and abstract submission deadlines via Cryolist, Facebook, Twitter, etc.
- **Post reminders of important deadlines (abstract submission, registration) on Cryolist**
- Set up online **abstract** submission system; one week after deadline, import all **abstracts** received into the IGS database; export all **abstracts** along with title, author names and corresponding author name and e-mail address to a pdf file, which is sent to the Chief Editor
- Inform each corresponding author which abstracts, by paper number, author(s) and title, have been accepted or rejected for either a poster or oral presentation
- Organize **online registration** (through a homepage hosted at IGS) and collect the registration fee
- Set up the system for **online submission of the *Annals* papers**
- Make the **name badges** and bring them to the venue
- Prepare **memory sticks** (and lanyards) for each participant including the programme and any other relevant information, and distribute them at registration
- Set up an **interactive programme** on the IGS website that includes links between abstract numbers, abstract titles, authors and abstracts
- Pay incoming symposium-related **invoices** if host has them sent to the IGS directly

What the Chair of the Scientific Steering Committee (SSC) (usually also the Chief Editor (CE) for the *Annals*) will do

1. Editorial work related to the *Annals*

- Prepare slate of **Scientific Editors (SEs) for the Editorial Board** and confirm with candidate(s) that they are willing to take on the task; submit list of SEs for the Editorial Board to IGS for approval by the Council (roughly 6–12 months before meeting)
- Divide up the titles of prospective papers between members of the Editorial Board and send the relevant abstracts to the SEs, providing full contact details for each abstract (within a few weeks of abstract submission)
- Ask each SE to line up two **referees** who have agreed, in advance, to this task
- Organize and oversee the entire **review process**

2. Handling of abstracts for symposium

- Scan all abstracts, decide on acceptance, allocate oral or poster presentation and pass this information to IGS and host
- The CE may accept or reject abstracts on his/her own authority or may choose to consult with members of the Editorial Board
- The CE allocates each abstract to either an oral or poster presentation based on the number of slots expected to be available
- The CE should return the list of accepted and rejected abstracts to the IGS as soon as possible, but in any event no later than 2 weeks before the notification deadline

APPENDIX C: Abstract submission and acceptance in more detail

The IGS office stores all the abstract submissions on its own proprietary system. Details of abstracts, authors, type of presentation assigned, whether or not the authors intend to submit a paper to the Annals, etc. are stored on a series of Excel spreadsheets. We also create a preliminary abstract booklet as a PDF, listing all the abstracts and other relevant information. This booklet is not copy edited so may contain mistakes, duplicates and inconsistencies, but it is used to review submitted abstracts and make a decision on whether to accept or reject them.

EXAMPLE OF AN ABSTRACT ENTRY:

69A708. Developing algorithms to detect and quantify sea-ice melt

Stefanie Arndt, Marcel Nicolaus, Wolfgang Dierking, Mario Hoppmann, Sandra Schwegmann

Presentation type requested: Poster

Presenting author: Arndt

Paper to be submitted?: No

First author affiliation: Alfred-Wegener-Institut Helmholtz-Zentrum für Polar- und Meeresforschung

Correspondence: stefanie.arndt@awi.de

Topic 1: A new regime for sea-ice growth and decay?

Topic 2: Snow on sea ice

The mass and energy balance of sea ice are strongly connected through the transfer of solar (short-wave) radiation from the atmosphere through snow ... etc.

Once the abstract submission has closed (often the deadline has to be extended), the IGS office will download a .csv file which is converted to an Excel workbook. We then add several worksheets to the workbook. The original file is left untouched but we create a sheet called '*Edited*', which is a copy of the original and is where we do all our editing (e.g. delete abstracts that have been withdrawn, delete duplicate submissions, etc.). We add a new column to the '*Edited*' worksheet next to the original column where authors have indicated their presentation preference (oral, poster or either). This new column is called '*Presentation assigned*' and is where those responsible for establishing the programme of posters and presentations will enter their decision.

Other worksheets created are:

- Orals
- Posters
- Either
- Corresponding – corresponding author
- Presenting – presenting author
- Papers – a list of abstracts where authors have indicated they intend to submit a paper
- Not attending – papers only
- Topics – topics are grouped together
- Then several sheets, each with the individual topic

Once IGS has created this workbook, we send it to the LOC. It is of **vital** importance that the LOC keeps a copy of this sheet and enters the presentation assignment in exactly the correct column and DOES NOT in any way adjust the sheets as this cause problems for us later in the process. A copy of this edited document will be sent back to the IGS office and used to notify authors of acceptance/rejection and what type of presentation has been assigned. The LOC may copy the workbook to use for its own purposes, but the information returned to the IGS must be added to the original Excel workbook, with the original column and row formatting intact. Any modification can cause lines to shift and cause the incorrect information to be sent out during the automatic mailing process.

The IGS office will then do a mass mailing (using mail-merge or similar), notifying all relevant corresponding authors that their abstract has been accepted and what type of presentation they have been allocated.

APPENDIX D: Statistics from previous symposia

A major challenge in the organization and budgeting is the lack of a priori knowledge of the number of participants, the partitioning in participant categories and how numbers evolve with time. To provide some guidance, relevant statistics from previous meetings are summarized in Table 4.

Table 4. Relevant statistics from selected previous IGS symposia

	Cambridge 2015	San Diego 2016	Wellington 2017	Boulder 2017
ABSTRACTS				
submitted	190	168	295	163
withdrawn	10	20	66	5
PARTICIPANTS				
Total number	201	159	227	158
Number of delegates as a percentage of submitted abstracts	106%	95%	77%	97%
regular members	98 (33%)	55 (35%)	53 (23%)	54 (34%)
non-members	34 (28%)	32 (20%)	74 (33%)	54 (34%)
Students – total (IGS members/non-IGS members)	54 (37/17) (35%)	68 (42/26) (43%)	72 (30/42) (32%)	49 (28/21) (31%)
Local organising committee	7	2	15	1
Accompanying persons	8 (4%)	2 (1%)	13 (6%)	0
ANNALS				
people indicating they would submit a paper	38	32	67	52
actual submissions	17 (45%)	18 (56%)	43 (64%)	30 (58%)
papers accepted - ?+pending?	14 (37%)	10 (31%)*	19 (25%)	NA

*an additional 3 papers were brought in from the Journal of Glaciology

Template for letter of invitation for visa purposes

Update the text in red with the relevant information and print on headed paper

<insert recipient's address>

<insert date>

Dear <insert recipient's name>

Letter of invitation International Symposium on <insert symposium title>

Nationality: <insert details>

Passport number: <insert details>

On behalf of the Local Organizing Committee for the International Glaciological Society (IGS) <insert year>, it is a great pleasure to invite you to attend the IGS Symposium due to be held <insert date and venue of symposium>.

I am certain that your participation will contribute greatly to the symposium and provide an opportunity to discuss a wider scientific programme, which will include introductory talks from other distinguished guests.

Once again thank you for your support. I look forward to meeting you in <insert location>.

Yours sincerely

On behalf of the Local Organizing Committee
<insert your name and address>

Example of first circular

Double click on the image below to open a pdf of the Buffalo 2018 first circular:



INTERNATIONAL GLACIOLOGICAL SOCIETY

International Symposium on
Timescales, Processes and Glacier Dynamics



Hotel Lafayette
Buffalo, New York, USA
3–8 June 2018

Co-sponsored by:

- 🌐 National Aeronautics and Space Administration (NASA)
- 🌐 US National Science Foundation (NSF)
- 🌐 Center for Geohazards, University at Buffalo
- 🌐 Department of Geology, University at Buffalo

FIRST CIRCULAR
July 2017

<http://www.igsoc.org/symposia/2018/buffalo>

Example of second circular

Double click on the image below to open a pdf of the Kyoto 2018 second circular:



INTERNATIONAL GLACIOLOGICAL SOCIETY

International Symposium on
Cryosphere and Biosphere



Kyoto Prefectural University
Kyoto, Japan
14–19 March 2018

Co-sponsored by:

- ❁ Japanese Society of Snow and Ice (JSSI)
- ❁ Japan Consortium for Arctic Environmental Research (JCARE)
- ❁ Kyoto Prefectural University
- ❁ Climate and Cryosphere (CliC)
- ❁ MEXT KAKENHI Project on Innovative Areas:
'Giant Reservoirs – Antarctic'

SECOND CIRCULAR

August 2017

<http://www.igsoc.org/symposia/2018/kyoto>