



GUIDELINES FOR IAHR REGIONAL CONGRESSES

1. WHAT IAHR OFFERS AS SPONSOR

1.1. Scientific support

As a highly-regarded scientific organisation the International Association for Hydro-Environment Engineering and Research IAHR, gives a high priority to ensuring the success of its regional congresses by supporting the local organisers in order to maintain and enhance the quality of the event. Our Technical Committees and/or Regional Divisions are fully equipped to render the required scientific support or back-up for the LOC. This can consist of contributions from the Executive Committee Division, Division Committee, session chair, rapporteur or to help identify other keynote speakers. The IAHR Secretariat has considerable experience in the publishing of Proceedings, provision of congress websites, providing a permanent on-line depository of papers and event promotion.

1.2 IAHR logo

An IAHR logo for use on the Conference website, on conference announcements and for poster-size advertisements will be made available to the conference-secretariat.

1.3 Mailing

* *Reciprocal mailing*

The first two conference announcements (under 10 grams = one A4 page) can be distributed through IAHR mailings free of charge: the conference secretariat should be willing to reciprocate by including a limited amount of information with the delegate's packs.

* *For IAHR Distribution of further conference announcements or announcements heavier than 10g a small charge be levied:*

Weight over 5 grams	Euro 160.-
Weight over 10 grams	Euro 300.-
Weight over 25 grams	Euro 500.-

For each mailing, please send 2300 copies to our mailing company:

Attn. Ms. Margarita Moreno
Ref.: IAHR SPRING
C/ Torres de Quevedo 1
28820 Coslada. Madrid
SPAIN
Tel: + 34 902 102 108, Fax: + 34 916 601 057

(NB: Before sending any leaflets, please contact us: office@iahr.org)

Mailing dates: 1 February, 1 April, 1 June, 1 August, 1 October and 1 December



Please, also send 100 copies to us at the Madrid Secretariat as they can be sent to new members who may have missed the original mailing.

<p>IAHR Secretariat Att.: Beatriz Comesaña Paseo Bajo Virgen del Puerto 3 28005 Madrid, SPAIN</p>
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IAHR may also be able to distribute announcements of the conference at other IAHR co-sponsored conferences. Further copies of brochures (the numbers to be decided in consultation with IAHR) and, if possible, a poster size advertisement of the conference will be required.

IMPORTANT: If you are sending leaflets to us from outside the European Union, please make sure you declare the package as “leaflets of no commercial value” to avoid it being blocked at Customs, for payment of taxes.

1.4 Conference calendar/ Advertise

IAHR co-sponsored venues are listed free-of-charge in the bi-monthly IAHR **HydroLink** magazine. Conference Calendar once a year and on the IAHR web-page: <http://www.iahr.org>. Articles introducing the Event and the venue may be published in the magazine at no charge.

In addition, **HydroLink** is an excellent medium for calling special attention to your conference by means of advertising:

Advertisements rates	IAHR member (20% discount)	Non-members
Third of a page (5.53 x 26 cm)	Euro 165.-	Euro 200.-
Half of a page (18.5 x 12.5 cm)	Euro 245.-	Euro 305.-
Full page (18.5 x 26.5 cm)	Euro 375.-	Euro 465.-

Graphic design assistance: available from IAHR (surcharge applies)

1.5 Conference announcements through the monthly IAHR Newsflash electronic bulletin

Reach our 15,000 subscribers via the IAHR e-newsletter, NewsFlash, which is published monthly. Creates interest, raises awareness and distributes news about your conference in a fast, official and trustworthy manner. We can provide links to your conference webpage for direct registration procedures, further information, etc. We encourage organisers to send us regular news as events develop – eg: list of keynotes, website updates, and deadlines.

We can with a small additional cost add a banner ad for the event in NewsFlash upon request.

1.6 IAHR NewsFlash Button

Place the IAHR NewsFlash Button on your webpage for a direct link to NewsFlash: use NewsFlash to distribute announcements and spread information as your preparations take form.



1.7 Publishing of Proceedings

IAHR provides a full conference proceedings publishing service both printed and online on the IAHR server. An important advantage of publishing through us is guaranteed availability of all papers in the future through our website e-library.

The Local Organizer is requested to discuss beforehand how it is planned to publish the Proceedings, and to discuss legacy issues.

1.8 Publicising results

IAHR will publish a post congress report from the organisers summarising the main scientific results of the Congress in Hydrolink. This provides an opportunity to promote the proceedings of the event.

2. IAHR REQUIREMENTS FOR CO-SPONSORSHIP

2.1. Scientific support

Proposals for hosting the Regional congress are decided by the Regional Division Executive Committee. It is expected that the Regional Division will be closely involved in all aspects of the Conference organisation including scientific organising committee and/or advisory board of the conference.

2.2. Financial Benefit to IAHR

IAHR requests Conference Organisers to make a financial contribution to IAHR of 3% of registration fees. 50% of this fee will be held in account for the regional division activities.

2.3. Reduced registration

Reduced registration fee (10-15%) for IAHR-members participating in the conference. Reduced fees to be clearly marked in conference announcements and/or calls for papers. Send us a list of delegates before the conference to check those registering as IAHR-members.

2.4. Promotion

Promotion of IAHR at the conference through distribution of IAHR-brochures to all participants through the delegate kits.

In addition IAHR would like to have the opportunity – should it wish- to have its own stand free of charge at the venue for promotion of the Association, its' monographs and books.

2.5. IAHR Logo

Should be prominently displayed (preferably on the cover) on all conference announcements and the proceedings.

2.6. IAHR NewsFlash Button

Should be placed on the conference web page with a direct link to the IAHR NewsFlash.



2.7. Reciprocal Mailing

The local organising committee should inform IAHR Secretariat when mailings are planned and state the number of brochures required for the inclusion.

2.8. List of delegates

After the conference, IAHR requests a list of delegates, including (as applicable) e-mail addresses and status of registration (IAHR member, non-member, exhibitor, student, etc). This information may be used for one follow-up message from IAHR.

2.9. Copy of Conference Proceedings

IAHR requires two sets of proceedings (preferably in electronic format) to be delivered to the Madrid Secretariat for our archives, together with information on long-term availability of the proceedings for including in the website, sales terms, etc.... This enables us to provide long-term post-congress support for specific information relating to the conference.

2.10 Post Congress Report

IAHR requests a short article following the Congress highlighting the key scientific and technical conclusions – to be disseminated to the wider IAHR community. It is recommended that the LOC identifies before the Congress a rapporteur to carry out this task.

For our readership, the most useful reports are those focussed on the scientific aspects and the key issues discussed during a meeting as well as the main conclusions.

It is very helpful, too, to provide a table with the number of submitted, accepted and presented papers and the number of attendees. We can also provide information about the Proceedings (in case they are published): Title, ISBN, Price, Date of Publication and how to purchase them with the pdf cover.

Articles should not exceed 500 words, and it would be good to have one or two interesting high resolution pictures (400 dpi minimum) to illustrate the text (eg. keynote speakers, technical visits, banquet, etc...)



CO-SPONSORSHIP AGREEMENT

The Local Organising Committee of

wishes to utilise the following options for IAHR co-sponsorship (please tick as appropriate):

- Reciprocal mailing (*section 1.3*)
- IAHR distribution of extra or heavier conference announcements (*section 1.3*)
- Advertisement in "HydroLink" (*section 1.4*)
- Announcement(s) in NewsFlash (*section 1.5*)
- IAHR button for webpage (*section 1.6*)
- Publishing of proceedings (*section 1.7*)
- Confirms an intention to comply with the financial requirement of 3% (*section 2.2*)
- Publishing of post-Congress Report in Hydrolink (*section 2.10*)
- Invitation of Senior IAHR Officers to attend Opening

The Chairperson of the Local Organising Committee hereby guarantees a reduced registration fee (*section 2.3*) of% for all IAHR members.

Name:.....

signed:.....

date:.....

Complete this form and return to:

Ms. Beatriz Comesaña

IAHR Secretariat

Paseo Bajo Virgen del Puerto, 3

28005 Madrid, SPAIN

Telephone: +34 91 335 79 86

Fax: +34 91 335 79 35

e-mail: office@iahr.org