

Guidelines for Proposing and Organising ISIPT Events

Aims

Meetings between ISIPT members are a major aspect of our research and industry community. Colleagues who propose and organise events provide a major service to the ISIPT community. These guidelines aim to introduce the support available; make organising events easy; minimise financial risk; and make events rewarding for both delegates and organisers.

ISIPT Organisation and Sponsorships of Events

The ISIPT is a *Not for Profit* organisation with an informal structure (currently 4 Officers who contribute freely without any payment or benefit). Its only funded resource is the Society website: www.isipt.org which provides **Information** on **News, Events, Applications, Research** and **Governance** including **Values**, plus Open Access for Members to all (approximately 1000) papers from past **World Congress Proceedings**.

The ISIPT exists to support cooperation and advancement of global knowledge of IPT. Anyone may become a member of ISIPT free of any charge. ISIPT aims to grow membership to enhance Coordination. Member data is held in encrypted form by a professional provider. It is used solely for ISIPT e-mailings and is never disclosed to others. (Registration for ISIPT sponsored events and payment arrangements are made directly with an Event Organiser and do not involve disclosure of any ISIPT records to the Organisation).

Such stored data is subject to legal regulation in many states and non-compliance is typically a serious criminal offence. Hence ISIPT cannot not store/use any members data without a specific confirmation. Our membership list can only include data following confirmation. It only takes a few minutes to register basic details and then immediately respond to a confirmation email. Event proposers and organisers must be registered members.

Minor website support funds are held by a trusted organisation (currently by the University of Leeds, UK). Hence ISIPT is not able to enter into any contract or financial agreement. For any ISIPT Sponsored Events the Proposing Organisation will therefore have total financial control and liability.

Events should use a *Not for Profit* planning approach: Delegate Fee levels should be set to cover all expected costs, plus a loss avoidance margin for the case that attendance is lower than expected. ISIPT requests a 5% discounted Members Fee relative to a Standard Fee (in order to encourage people to join ISIPT). Clearly it is expected that most attendees will be members. It is also desirable if external sponsors/exhibitors fund reduced fees for registered postgraduate students (subject to validation with a current registration copy). Surpluses arising from the loss avoidance margin should ideally be used by the Host Organisation to support its local research students.

In order to fund minor ISIPT web/email costs a small levy is required (after the event) for each registered delegate. In effect this aims to cover website services provided for the Event; and provide minor funds to operate ISIPT website for 2 years. Currently the per delegate fee (currently paid to the University of Leeds) is GBP25 (or USD30) for large World Congress events, and 10GBP (or 12USD) for small Focussed Symposium events.

ISIPT can supply a simple Excel spreadsheet 'template' that identifies key fixed and variable costs and allows simple modelling of delegate pricing to forecast a 'break-even' attendance and importantly avoid losses for Event Organisers.

Proposing an Event

The following simple key requirements apply generally to all ISIPT events:-

- i. Events should cover topics within the scope of ISIPT field of interest.
- ii. Large events should be for all members, although location may attract more people nearby.
- iii. Venues should be ideally be located near a major international airport (accessible within 2 hours by surface public transport) from a direct flight from most parts of the world.
- iv. Venues should ideally be located near basic low-cost rooms to business class hotels.
- v. Visa application process for the venue state should be straightforward and transparent and availability must not have limitations that conflict with the stated ISIPT Values.
- vi. Venues should offer local tourism, allowing attendees to combine their visit with recreation.

Please consider following key points and respond with **highlighted responses** below..

1) Your proposed Event .. Who is the contact link and what type of event do you wish to offer?

World Congress Event (major 3-4 day event with 100+ delegates) – it will be useful to assemble outline data in the sections below and to then contact a member of the Executive Group.

ISIPT currently supports ONE World Congress event EVERY TWO YEARS; the optimum period for significant new work; and allowing Postgraduate Students to attend at least ONE World Congress during their academic workplan. For ease of access and balance travel costs World Congress events are sequenced (in 120deg sector time zones): (i) Europe/Africa [Bath 2018]; (ii) Asia/Australasia (Tianjin [2020] (iii) Americas [**? 2022**], (i) Europe and Africa [**?2024**], etc.

OR

Focussed Symposium Event (variety of formats for small-scale meetings, up to 30 delegates, on specific focussed topics – NOT wide-ranging events which internally compete with the Congress).

The ISIPT supports unlimited Focussed Symposium events. Hence ISIPT support is likely if the topic and organisation falls within our general requirements. **For Focussed Symposium events.. What is your specific topic?** [...], In one sentence - **what is its IPT development potential?** [...]. **What format do you plan to use:-**

Conventional seminar style - with 'position presentations'

Round table discussion - with breakdown agenda covering key points

Workshop - with facilitation guidance, groups etc., to achieve target goals

Problem seeking solution - facilitation with set task groups to devise solutions

Sandpit workshop - exploring a new topic or theme - develop a 'roadmap' for research

Other - please outline briefly..

2) Your proposed venue and its location

Type of venue: Hotel with meeting space, Conference centre, University space, Research establishment, Industrial site meeting space, Other (?). Key points to consider: Does the venue have sufficient available rooms and meeting space for your projected needs? Do you have outline costs (if they apply) of the meeting space to be used?

Summary of Venue, Location (and Country) and notes on (i)..(vi) requirements above, including outline (photos etc) information on: venue (if decided), city, outline travel, background tourism (e.g. website link).

3) Your support team and facilities

Do you have access to basic facilities to help you to organise the local event and to make administrative arrangements with the venue, bookings, registration, etc. ... **What assistance do you think you will need? [...].**

ISIPT event website will be provided and Newsletters are available for communications. ISIPT Officers are happy to advise and assist.

4) Finance and costings

As noted above it is important to note that the Financial control and liability of any Event sponsored by the ISIPT will rest entirely with the Proposing Organisation. Events are expected to take a *Not for Profit* planning approach – to set fees to provide for all costs and to ensure that the organisation does not have to fund a loss. A planning tool can be provided to assist with assessment of the fees charged. **Do you have any specific Qs on finances?**

5) Next Steps

To propose an Event please summarise the requested **brief details suggested above** and send to an Officer of the ISIPT or to: events@isipt.org