

RULES OF THE INTERNATIONAL GEOSYNTHETICS SOCIETY REGARDING THE ORGANISATION AND ENDORSEMENT OF EVENTS

1. INTRODUCTION

- 1.1 For the purposes of this document the term IGS means the international body registered in the USA and represented by the elected IGS Council and Officers.
- 1.2 The IGS welcomes the opportunity to cooperate with the organizers of Events totally or partially related to geosynthetics. These Events may include, but not be limited to – international, regional and national conferences, symposia, seminars, workshops, short courses, training courses and technical exhibitions. The level of IGS involvement and endorsement may vary dependent on the scale and nature of the Event. If you are in any doubt about an Event you are planning please contact the IGS Events Committee (EC) via the IGS Secretariat on igssec@geosyntheticssociety.org
- 1.3 The IGS Events Committee (EC) is a committee comprised of the IGS Technical Committee Chairs, Regional Activities Committee Chairs, the IGS Officers Liaison and the EC Chair as appointed by the Council specifically created to undertake the following tasks:
 - 1.3.1 Receive and review any applications for Event endorsement
 - 1.3.2 Provide advice and guidance to applicants to assist with compliance with IGS requirements
 - 1.3.3 Provide recommendations to the IGS Officers on the suitability of Events for endorsement.
 - 1.3.4 Provide recommendations to the IGS Officers on any specific requirements or variations from standard associated with an Event.
 - 1.3.5 Ensure that active Events are monitored before, during and after to check your compliance with IGS rules and Event related agreements.
- 1.4 The Secretariat is the point of initial contact and communication with the IGS with respect to all Events.
- 1.5 Please note that the IGS Council will receive recommendations from the IGS EC and may waive any of the Event related rules as required. Consequently the rules outlined in Sections 2 to 5 below should be viewed as the ideal.**
- 1.6 Generally Events involving IGS endorsement are of two types:
 - 1.6.1 Events where the principal organizing body is the IGS or part thereof (eg a National IGS Chapter)
 - 1.6.2 Local (usually National) events may receive endorsement from the local IGS Chapter. This is different from main IGS endorsement and the reader should refer to the Chapters section of the Handbook.
 - 1.6.3 The IGS (or part thereof) is not the principal organizing body but the Event has sufficient geosynthetic content that IGS is prepared to endorse. Typically these Events would be organized entirely by others.

2 GENERAL RULES – ALL ENDORSED EVENTS

The following are some general rules that apply to ALL Events which the IGS endorses. If the following conditions are not met then the IGS (or part thereof) will have no involvement in the Event. The proposed Event must be dedicated to, or includes geosynthetics as one of its major topics.

- 2.1 The proposed Event is organized within an international framework in terms of participants, technical program and language. In other words the Event would not normally be a National event which would typically be dealt with, and potentially endorsed, by the local IGS Chapter.
- 2.2 The official language is preferably English; otherwise the primary language should be one which appeals to many nations. In the latter instance it is suggested that simultaneous translation to English be available.
- 2.3 The Event must allow the international participation of IGS members with regard to attendance and paper authorship, where the latter is relevant
- 2.4 An application for Event endorsement should be made in accordance with the timetable given in Table 1 below.
- 2.5 In any application for endorsement of the IGS should be provided to the Secretariat for the consideration of the IGS Events Committee (EC) with the following information for the proposed Event:
 - 2.5.1 Aims
 - 2.5.2 Scope
 - 2.5.3 Program
 - 2.5.4 Venue
 - 2.5.5 Participation
 - 2.5.6 Sources of funding
- 2.6 The default position for the IGS is that it accepts no financial responsibility for any Events
- 2.7 In addition to the information outlined in the organizers of the Event must send to the Secretary a proposal including a letter freeing the IGS and its chapters from financial and other responsibilities and indicating that printed material such as bulletins, brochures, announcements, and proceedings will state the relevant agreed status of the IGS in respect of the Event.
- 2.8 The selection of any speakers should not be commercially biased or create any commercial imbalance in the Event.
- 2.9 All papers, presentations and other technical materials shall be peer reviewed unless otherwise explicitly approved by IGS.
- 2.10 All documents, presentations and other materials produced, presented or printed for the Event shall be of a non-commercial nature. Materials should not include any logos or promotion of products, services, brands or companies. Clearly materials for use in trade exhibitions are exempt from these restrictions. Any exceptions to above should be agreed specifically with the IGS. Exceptions would typically include notification of specific commercial sponsorship of a part of an Event like a dinner or coffee break, for example.
- 2.11 The IGS logo must be used in all promotional materials (both printed bulletins and digital documents) of the Event and in its website.
- 2.12 Link(s) to the IGS website should operate from the Event web page.

- 2.13 The authors of any papers or other materials should be identified by their name, title, affiliation, and country.
- 2.14 If a chapter of the IGS exists in the country/region of the conference, the IGS chapter should preferably be involved in the organization of the Event.
- 2.15 Circulation of information on the Event will be required to IGS members through IGS News, the IGS website, and other means, well in advance of the Event to meet a timetable agreed with the IGS.
- 2.16 The permission of the attendees to record and utilize their contact details for IGS related matters must be sought and provision of this permission will be a condition of registration
- 2.17 Lower registration fees will be available for IGS Individual and IGS Corporate Members (five individuals per Corporate Member). Please see Table 1 below for details.
- 2.18 Lower exhibiting fees will be available for IGS Corporate members. Please see Table 1 below for details.
- 2.19 The IGS President (or his or her representative) should be invited to give a welcome speech during the Opening Session
- 2.20 The organizers of the Event will ensure that all presentation documents and other Event materials stored on conference computers (typically for the purpose of facilitating presentation) shall be deleted from those computers at the conclusion of the presentations.
- 2.21 Materials presented at the Event shall be given to all registered attendees and be available for purchase by non-attendees after the Event.
- 2.22 Suggestions from the IGS regarding the geosynthetic technical content of the Event should be taken into consideration by the organizing committee of the Event.
- 2.23 A set of the Event materials (eg proceedings, slide packs etc) should preferably be provided to the Secretariat in electronic format for placement in the IGS archives.
- 2.24 The Event organizers should provide a summary report for publication by the IGS following the Event. That report should be delivered to the Secretary no later than 60 days after the conclusion of the Event.
- 2.25 Complimentary registration for one IGS Council member or another IGS representative as nominated by the IGS Council should be provided.
- 2.26 If requested by the IGS, the Event is expected to support IGS activities during the Event, including: complimentary rooms for IGS meetings.
- 2.27 If the Event includes an exhibition, free space will be provided to the IGS within the exhibition area sufficient for, and including, a small table and two chairs.
- 2.28 Assuming all the criteria detailed above are met then the IGS will endorse the Event thereby:
 - 2.28.1 Permitting use of the IGS logo on all Event materials
 - 2.28.2 Undertaking to promote the Event to IGS members both in terms of participation and attendance.
- 2.29 Once an Event has been endorsed by the IGS the documents listed below shall be provided to the IGS by the organizers of the Event as far as it is legally possible and compatible with the corporate policy of the professional organizations involved in the organization of the Event. These documents will be stored by the Secretariat and made available to the organizers of future IGS Events, again if legally possible. The

IGS Events Committee (EC) should be given access to these documents progressively, as they become available.

- 2.29.1 Copies of all bulletins announcing the Event,
 - 2.29.2 Copies of the press releases and call for papers sent to journals and magazines.
 - 2.29.3 List of addresses of journals and magazines to which press releases and call for papers were sent.
 - 2.29.4 Copies of the instructions to authors
 - 2.29.5 A memorandum describing the procedures followed by the paper review committee.
 - 2.29.6 Copies of the information brochures sent to potential exhibitors and documents sent to exhibitors.
 - 2.29.7 Copies of the program of the conference and other information leaflets distributed to attendees at the beginning of the conference.
 - 2.29.8 A document indicating registration fees, exhibition fees, and fees for other functions.
 - 2.29.9 A calendar of the main operations and publications, and related comments.
 - 2.29.10 A document describing the conference hall and indicating the size of the rooms used for every session and function.
 - 2.29.11 A document describing the exhibition hall and indicating the number and size of booths.
- 2.30 The IGS will not normally endorse another event which is predominantly dedicated to geosynthetics if:
- 2.30.1 The event takes place in the same IGS region (Europe, Africa, Asia & Americas) and is within 120 days of an existing IGS international or regional event.
 - 2.30.2 The event takes place in a different IGS region and is within 60 days of an existing IGS international or regional event.
- 2.31 For events which are not predominantly focused on geosynthetics but may contain some geosynthetic content (eg a geotechnical conference) there is no specific rule about the permitted time between events and the EC will consider endorsement of each case individually on its merits and make recommendations to the Officers accordingly.

3 IGS REGIONAL CONFERENCES ON GEOSYNTHETICS (RCG)

- 3.1 All **General Rules outlined above in Section 2 also apply to Regional Conferences unless superseded by items in Section 3 below.** The following principally outlines additional specific requirements related to Regional Conferences.
- 3.2 IGS Regional Conferences on Geosynthetics (RCG) are generally held every four years, ideally occurring at a 2-year interval from the IGS International Conferences on Geosynthetics (ICG) which take place on a 4-year cycle. The result of this suggested scheduling is conferences organized every two years alternating back and forth between one International Event and one or more Regional Events.
- 3.3 IGS RCGs can only be held with the explicit approval and endorsement of the IGS
- 3.4 The location and date of RCGs shall be selected by the IGS Council, from applicant bids.

- 3.4.1 The selection process will consist of consecutive ballots until a majority is accorded to the winning candidate.
- 3.4.2 In the Event of multiple candidacies in the first round and no candidate achieving a majority of ballots cast, the two candidates receiving the highest number of votes in the first round survive to the second round.
- 3.5 Applicants must submit bids in accordance with the timetable outlined in Table 1 below.
- 3.6 The IGS Council will not approve proposals for RCGs conflicting with an ICG or with another national or regional conference being organized with the endorsement of the IGS or the IGS chapter in the considered country or region. It shall be the normal IGS policy to approve only one RCG every two or more years within a given country or region. Any organization desiring any exception to this rule shall petition the IGS Events Review Committee who shall give due consideration to the petition and provide a recommendation to the IGS Officers and Council.
- 3.7 Other than the use of the title 'International Conference on Geosynthetics'- which is reserved to the IGS - there is no prohibition on Regional conferences organizing and naming themselves as multi national or international Events. It is recommended that the conference subtitle makes it clear that the conference includes geosynthetics and related products and that this subtitle be prominent in all materials relating to the conference.
- 3.8 There shall be a sponsoring organization bearing full financial responsibility for each RCG.
- 3.9 As indicated above, RCGs must be endorsed by the IGS. The principal organizer can be one of the following:
 - 3.9.1 A chapter or group of chapters of the IGS,
 - 3.9.2 An independent organizing body.
 - 3.9.3 The appropriate IGS Regional Activities Committee (European, Asian, Pan-American, and African) will lend oversight, review and recommend approval or not for RCGs.
- 3.10 If a RCG is initiated by the IGS Council, and if there is a chapter or a group of chapters of the IGS in the country or region, the IGS Council, through the Regional Activities Committee, will offer those chapters the opportunity to participate in the organization of the conference.
- 3.11 If a chapter or a group of chapters of the IGS initiates the RCG, the chapter or group of chapters will be automatically involved in the organization of the conference and/or the coordination between the IGS and the Organizing Committee.
- 3.12 RCGs are recommended to adopt a unique numbering pattern such as:
 - 3.12.1 EuroGeo 1, EuroGeo 2 ...
 - 3.12.2 Geosynthetics Asia 2000, Geosynthetics Asia 2004 ...
 - 3.12.3 GeoAmericas 2008 ...
 - 3.12.4 GeoAfrica 2017
- 3.13 The Organizing Committee of the RCG shall include the Chair of the relevant Regional Activities Committee and Chair of the Organizing Committee of the previous RGC in the relevant region. Both of these roles can be on a correspondence only basis, if required.
- 3.14 A Conference Advisory Committee (CAC) should be organized promptly after approval of the conference by the IGS Council. The CAC is intended to have oversight of the conference organization process and is typically composed of senior members of the geosynthetic community and past and present IGS Council members who have been

involved in many conferences previously. The CAC's primary role is to advise the organizing committee as required. The CAC is expected to include prominent members of the corresponding IGS Regional Activities Committee and the Organizing Committee as well as other members such as the chair of the immediately preceding IGS regional conference in the concerned region.

- 3.15 The IGS EC should be regularly consulted on relevant policies, including the paper selection and review process, proceedings, language, selection of key role persons, organization of the technical program, and promotion of the conference. To this end the IGS EC should receive regular reports (perhaps quarterly until the last 6 months when they should be received monthly) from the Organizing Committee during the organization period of the RCG.
- 3.16 The Organization Committee shall also provide a progress report of the conference to the IGS Council for presentation during Council meetings that are held during the organizing period.
- 3.17 Announcements concerning Events must be made in accordance with the timetable agreed with the IGS EC.
- 3.18 A reduced registration fee shall be offered to IGS Individual Members. (See Table 1) The same reduced registration fee shall be offered to five representatives of each of the IGS Corporate Members. It is expected that the fee for IGS Student Members would be as low as possible – preferably at cost.
- 3.19 If a conference is sponsored by a non IGS organization which already gives priority to certain categories of exhibitors, IGS Corporate Members will be given the same priority as the most favored category. The charge for exhibiting should include the conference registration fee for at least one person.
- 3.20 The official language of the conference must be English for the written version of the papers. However, presentations may be presented in another language, and in this case, simultaneous translation into English MUST be provided in all plenary sessions and it is recommended in the rest of the sessions. The slides used in oral presentations should be preferably in English, or at least in English and in another language.
- 3.21 The Organizing Committee shall consult the IGS EC regarding appointment of the Technical Chair for the Conference.
- 3.22 A Conference Technical Committee (CTC) shall be established under the leadership of the Technical Chair and shall be responsible for overseeing the review of abstracts and paper selection at the RCG. In addition to the Technical Chair of the RCG the CTC should include at least four other persons whose combined area of expertise covers the various subjects to be discussed at the conference. The Council of the IGS shall approve the composition of this committee via the IGS EC.
- 3.23 Membership of the IGS shall be taken into consideration in the selection process of papers. This rule shall be publicized in the call for papers. Considering the fact that the number of papers may be limited, the IGS reserves the right to decide that, at a given Event, the percentage of papers which have at least one author who is an IGS member be higher than a minimum percentage, to be fixed case by case, up to 66%. The minimum percentage, if any, shall be publicized in the call for papers.
- 3.24 Membership of the IGS shall be taken into consideration in the selection process of session chairs and general reporters. The IGS reserves the right to decide that, at a given conference, the percentage of session chairs and general reporters who are IGS members be higher than a minimum percentage, to be fixed by case, up to 66%.

- 3.25 IGS considers it important that RCGs should provide an opportunity for as many individual presentations as possible from a broad cross-section of the profession.
- 3.25.1 For this reason, the number of invited papers should be limited. Unless otherwise approved by the IGS Council (via the IGS EC), it is suggested that there should be a maximum of one invited speaker per half day of the conference with a duration of approximately 1 hour each (e.g. a keynote lecture by a guest speaker in one main plenary session each morning and afternoon). All proposals to exceed this must be approved by the IGS EC.
- 3.25.2 This rule does not apply to Special Sessions organized by IGS Technical Committees
- 3.26 The IGS will generally hold meetings of the IGS officers, council and/or various committees during each RCG. The conference Organizing Committee shall provide at least one room for IGS meetings within the premises of the conference throughout the conference. In addition, meeting rooms should be provided immediately preceding or following the conference in case of meetings of the IGS Officers and/or Council. Exact requirements will be clarified on a case by case basis via the IGS EC.
- 3.27 If the conference includes an exhibition, the exhibiting fee at the RCG shall include a charge, as a compensation for the help, support and standing provided by the IGS. The amount of this charge shall be 10 % of the total exhibition space income, while not exceeding 30,000 US\$. This fee is to support IGS expenses regarding participation of Council representative(s) in the IGS EC and Organizing Committee as well as support provided in the planning of the exhibition. The charge collected by the organizers of the exhibition on behalf of the IGS shall be paid not later than 120 days after the exhibition is held.
- 3.28 IGS Officers (5) and the Secretariat Manager (1) shall receive complimentary registration to the conference.
- 3.29 If the Event includes a corresponding exhibition the IGS Corporate Members will enjoy a reduced fee in accordance with the discount structure provided in Table 1 below.
- 3.30 For exhibition space there will be an advanced access period of a minimum of four weeks given to IGS Corporate Members in which only their applications will be taken. At the end of this advance access period all of the applications will be reviewed and the exhibition spaces will be allocated based on the length of service of Corporate Members with priority given to the longest serving members. After the advanced access period all exhibition spaces will be allocated on a first come first served basis irrespective of Corporate Membership. (Note: Corporate Member discounts will apply at all times.)
- 3.31 Entry to the exhibition for all shall be free of charge unless otherwise specifically approved by the IGS Council. To be clear, those who ONLY want to visit the exhibition but are not conference delegates should be permitted to do so free of charge. It is suggested however that all visitors should register with some basic details on entry. To resolve any potential issues with catering it is suggested that conference delegates are issued with meal and drinks tickets and exhibition visitors are not catered for. Any alternative arrangements must be approved by IGS Council via the IGS EC.
- 3.32 If the Event includes an exhibition, free exhibition space in a prominent location, shall be offered to the IGS. The exhibition space offered to the IGS free of charge

shall ideally be minimum of 12 m² and be in a prominent location together with an approved booth structure. A reasonable standard of lighting, carpeting, booth furniture and cleaning will also be provided free of charge.

- 3.33 The L.M.N.S. lecture is presented at each EuroGeo Regional Conference. The lecture should be included in the program of the opening plenary session of the conference and should be of approximately 1 hour's duration. For details including the lecturer selection process please see the Benefits & Awards section of the IGS Handbook.
- 3.34 The Zornberg lecture is presented at each GeoAmericas Regional Conference. The lecture should be included in the program of the opening plenary session of the conference and should be of approximately 1 hour's duration. For details including the lecturer selection process please see the Benefits & Awards section of the IGS Handbook.

4 IGS INTERNATIONAL CONFERENCES ON GEOSYNTHETICS (ICG)

- 4.1 The **General Rules outlined above in Section 2 also apply to International Conferences unless superseded by items in Section 4 below.** The following principally outlines additional specific requirements related to International Conferences.
- 4.2 IGS International Conferences on Geosynthetics (ICG) are generally held every four years, ideally occurring at a 2-year interval from the RCGs. The result of this suggested scheduling is conferences organized every two years alternating back and forth between one International Event and one or more Regional Events.
- 4.3 On request, alternative titles (e.g. "the International Conference on Geosynthetics") may be adopted provided that the subtitle makes it clear that the conference includes natural fibers, geotextiles, geomembranes and related products and that this subtitle be prominent in all materials relating to the conference. The IGS Officers must approve details concerning the proposed title and subtitle.
- 4.4 The IGS Council will not approve proposals for ICGs conflicting with a RCG or with another national or regional conference being organized with the endorsement of the IGS or the IGS chapter in the considered country or region.
- 4.5 The location and date of ICGs shall be selected by the IGS Council, from applicant bids.
 - 4.5.1 The selection process will consist of consecutive ballots until a majority is accorded to the winning candidate.
 - 4.5.2 In the Event of multiple candidacies in the first round and no candidate achieving a majority of ballots cast, the two candidates receiving the highest number of votes in the first round survive to the second round.
- 4.6 Applicants must submit bids in accordance with the timetable outlined in Table 1 below.
- 4.7 An ICG shall not be organized or implemented without the approval and endorsement of the IGS.
- 4.8 There shall be a sponsoring organization bearing full financial responsibility for each ICG.
- 4.9 As indicated above, ICGs are endorsed by IGS. The principal organizer can be one of the following:
 - 4.9.1 A chapter or group of chapters of the IGS,
 - 4.9.2 An independent organizing body.
 - 4.9.3 The appropriate IGS Regional Activities Committee (European, Asian, Pan-American, and African) will lend oversight, review and recommend approval or not for ICGs.
- 4.10 If an ICG is initiated by the IGS Council, and if there is a chapter or a group of chapters of the IGS in the country or region, the IGS Council, through the Regional Activities Committee, will offer those chapters the opportunity to participate in the organization of the conference.
- 4.11 If a chapter or a group of chapters of the IGS initiates the ICG, the chapter or group of chapters will be automatically involved in the organization of the conference and/or the coordination between the IGS and the Organizing Committee.
- 4.12 The ICGs shall be numbered in sequential order (first, Paris, France, 1977; second, Las Vegas, USA, 1982.....eleventh Seoul, Korea 2018). Only international

conferences formally approved and supported by the IGS are entitled to that sequential number.

- 4.13 A Conference Advisory Committee (CAC) should be organized promptly after approval of the conference by the IGS Council. The CAC is expected to be chaired by the chair of the relevant regional activities committee and vice-chaired by the chair of the conference organizing committee. The CAC is also expected to include prominent members of the corresponding IGS Regional Activities Committee and the Organizing Committee as well as other members such as the chair of the immediately preceding ICG.
- 4.14 The IGS EC should be regularly consulted on relevant policies, including the paper selection and review process, proceedings, language, selection of people for key roles, organization of the technical program, and promotion of the conference. To this end the IGS EC should receive regular reports (eg monthly) from the Organizing Committee during the organization period of the RCG.
- 4.15 The Organization Committee shall also provide a progress report of the conference to the IGS Council for presentation during Council meetings that are held during the organizing period.
- 4.16 Announcements concerning Events must be made in accordance with the timetable agreed with the IGS EC.
- 4.17 A reduced registration fee shall be offered to IGS Individual Members. (See Table 1) The same reduced registration fee shall be offered to five representatives of each of the IGS Corporate Members. It is expected that the fee for IGS Student Members would be as low as possible – preferably at cost.
- 4.18 If a conference is sponsored by a non IGS organization which already gives priority to certain categories of exhibitors, IGS Corporate Members will be given the same priority as the most favored category. The charge for exhibiting should include the conference registration fee for at least one person.
- 4.19 The official language of the conference must be English for the written version of the papers. However, presentations may be presented in another language, and in this case, simultaneous translation into English MUST be provided in all plenary sessions and it is recommended in the rest of the sessions. The slides used in oral presentations should be preferably in English, or at least in English and in another language.
- 4.20 The Organizing Committee shall consult the IGS EC regarding appointment of the Technical Chair for the Conference.
- 4.21 A Conference Technical Committee (CTC) shall be established under the leadership of the Technical Chair and shall be responsible for overseeing the review of abstracts and paper selection at the ICG. In addition to the Technical Chair of the ICG the CTC should include at least four other persons whose combined area of expertise covers the various subjects to be discussed at the conference. The Council of the IGS shall approve the composition of this committee via the IGS EC.
- 4.22 Membership of the IGS shall be taken into consideration in the selection process of papers. This rule shall be publicized in the call for papers. Considering the fact that the number of papers may be limited, the IGS reserves the right to decide that, at a given Event, the percentage of papers which have at least one author who is an IGS member be higher than a minimum percentage, fixed case by case, up to 66%. The minimum percentage, if any, shall be publicized in the call for papers.
- 4.23 Membership of the IGS shall be taken into consideration in the selection process of session chairs and general reporters. The IGS reserves the right to decide that, at a

given conference, the percentage of session chairs and general reporters who are IGS members be higher than a minimum percentage, to be fixed by case, up to 66%.

- 4.24 The IGS will generally hold meetings of the IGS officers, council and/or various committees during each ICG. The conference Organizing Committee shall provide at least one room for IGS meetings within the premises of the conference throughout the conference. In addition, meeting rooms should be provided immediately preceding or following the conference in case of meetings of the IGS Officers and/or Council. Exact requirements will be clarified on a case by case basis via the IGS EC.
- 4.25 The exhibition fee at an ICG shall include a charge, as a compensation for the help, support and standing of the IGS. The amount of this charge shall be equal to 10% of the total exhibition space payment. Subject to the approval of the IGS, the exhibition may be awarded by concession to an external organization (e.g. a professional exhibit organizer operating at arm's length from the conference organizer). If this is done, then the IGS shall receive 20% of the total concession payment.
- 4.25.1 In both of the organizational options, the payment to the IGS from the exhibition activity shall not be less than US\$25,000.
- 4.25.2 The charge collected by the organizers of the exhibition on behalf of the IGS shall be paid not later than 120 days after the exhibition is held.
- 4.26 The registration fee at an ICG shall include a charge, as compensation for the help and support of the IGS. The amount of this charge is to be 10% of the full or part conference fee (excluding function costs). Irrespective of the registration fee the IGS charge shall not be less than \$40 per full delegate or pro rata for part participation. The charge collected by the organizers of the conference on behalf of the IGS shall be paid not later than 120 days after the conference is held.
- 4.27 IGS Officers (5) and the Secretariat Manager (1) shall receive complimentary registration to the conference.
- 4.28 If the Event includes a corresponding exhibition the IGS Corporate Members will enjoy a reduced fee in accordance with the discount structure provided in Table 1 below.
- 4.29 For exhibition space there will be an advanced access period of a minimum of four weeks given to IGS Corporate Members in which only their applications will be taken. At the end of this advance access period all of the applications will be reviewed and the exhibition spaces will be allocated based on the length of service of Corporate Members with priority given to the longest serving members. After the advanced access period all exhibition spaces will be allocated on a first come first served basis irrespective of Corporate Membership. (Note: Corporate Member discounts will apply at all times.)
- 4.30 Entry to the exhibition for all shall be free of charge unless otherwise specifically approved by the IGS Council. To be clear, those who ONLY want to visit the exhibition but are not conference delegates should be permitted to do so free of charge. It is suggested however that all visitors should register with some basic details on entry. To resolve any potential issues with catering it is suggested that conference delegates are issued with meal and drinks tickets and exhibition visitors are not catered for. Any alternative arrangements must be approved by IGS Council via the IGS EC.
- 4.31 If the Event includes an exhibition, free exhibition space in a prominent location, shall be offered to the IGS. The exhibition space offered to the IGS free of charge shall ideally be minimum of 12m² and be in a prominent location together with an

approved booth structure. A reasonable standard of lighting, carpeting, booth furniture and cleaning will also be provided free of charge.

- 4.32 A General Assembly of the IGS shall be held during each International Conference on Geosynthetics. The organizing committee of the conference shall provide a room for the General Assembly within the premises of the conference, and shall include four hours for the General Assembly in the schedule of the conference. No other Event should be scheduled concurrently to the IGS General Assembly, unless agreed by the IGS Council. The room provided for the General Assembly shall be made available to the IGS two hours prior to the General Assembly.
- 4.33 The organizing committee of the conference shall provide rooms for the meetings of the officers and council of the IGS at the Event. Typically, this is one full day Officers meeting and one full day Council meeting immediately preceding the Event and one full day Council meeting immediately following the Event. Further requirement will be advised on a case by case basis.
- 4.34 In the case of an International Conference the IGS Council, via the IGS EC, shall approve the selection of opening session speakers and the IGS EC shall be responsible for informing such speakers of the IGS policy of non-commercialism in presentations.
- 4.35 IGS considers it important that the International Conference on Geosynthetics should provide an opportunity for as many individual presentations as possible from a broad cross-section of the profession.
- 4.35.1 For this reason, the number of invited papers should be limited. Unless otherwise approved by the IGS Council (via the IGS EC), it is suggested that there should be a maximum of one invited speaker per half day of the conference with a duration of approximately 1 hour each (e.g. a keynote lecture by a guest speaker in one main plenary session each morning and afternoon). All proposals to exceed this must be approved by the IGS EC.
- 4.35.2 This rule does not apply to Special Sessions organized by IGS Technical Committees
- 4.36 National or regional chapters may be requested by the IGS Council to participate in the selection of papers for an International Conference on Geosynthetics submitted from the geographic area covered by the chapter. For example, if an International Conference were to be held in North America, the IGS may request that the North American Chapter be represented on the Conference Technical Committee (CTC). Decisions regarding the final approval of papers should rest with the CTC.
- 4.37 The Giroud lecture is presented at the International Conference. The lecture should be included in the program of the opening plenary session of the conference and should be of approximately 1 hour's duration. For details including the lecturer selection process please see the Benefits & Awards section of the IGS Handbook.

5 SPECIAL EVENTS - IGS FINANCIAL INVOLVEMENT

- 5.1 The rules in this section apply to Events where the IGS may have some financial involvement. For example TC Workshops or Training Courses where financial support may be given on a full or partial loan basis. These will invariably be Events organized by part of the IGS.
- 5.2 The **General Rules outlined above in Section 2 also apply to Special Events (SE) unless superseded by items in Section 5 below.** The following principally outlines additional specific requirements related to Special Events.
- 5.3 The organizing committee of the Event should have, at a minimum, the following three organizational members: A Chair, Secretary, and Treasurer. In addition, the organizing committee of the Event should have an Event Technical Committee, whose members may also serve as organizational members. The Event Technical Committee may have a structure that reflects the needs of the SE (e.g. chair, topic leaders).
- 5.4 Any proposal to hold an Event should be submitted to the EC a minimum of 9 months in advance including:
 - 5.4.1 A technical mission. The mission statement should include, at a minimum, the technical objectives of the Event and the expected conference deliverables (e.g. proceedings, white paper, guideline).
 - 5.4.2 Details of the composition of the Event organizing committee
 - 5.4.3 A detailed Event budget, prepared by the Event Treasurer, which should include the anticipated Event expenditures and the expected income and attendance fees. Ideally the Event should have zero net impact on the IGS yearly budget: It will be recorded as a liability (equal to the proposed overall Event budget) and an expected income of the same amount. A rationale should be provided on how the SE plans to achieve a balanced budget by the end of the SE.
 - 5.4.4 The geographic location and date of the proposed Event and the rationale for the selection.
 - 5.4.5 Details of the proposed venue and travel access arrangements.
 - 5.4.6 A preliminary program with session titles
- 5.5 The above information will be reviewed by the IGS EC and passed to the IGS Officers for approval within two months of receipt of ALL required information.
- 5.6 If the Event is proposed at a location where an IGS chapter exists, the chapter should agree on having an Event hosted at that location and a member of the local Chapter should be included in the organizing committee as liaison.
- 5.7 The IGS Treasurer's office will be authorized to pay expenditures incurred by the Event Committee. Expenditures should not exceed the IGS Council approved overall Event budget without recourse to Council for further approval.
- 5.8 Payment of expenditures will be made directly to the vendors. Such expenditures may include Conference venue fees, promotion expenses, management company fee, hotel reservations.
- 5.9 The IGS is expected to manage the registration process through the IGS website. The Event Secretary will centralize the registration process on behalf of the IGS. Any direct additional costs to the IGS regarding registration/web management effort should be considered an Event expenditure to be reimbursed.

- 5.10 The Event Treasurer should maintain a budget projection, available to the IGS Officers, which should be continuously updated with the actual expenditure amounts.
- 5.11 The IGS remains liable for any losses and will benefit from any profits of the Event.
- 5.12 Within 90 days of the end of the Event, the Event Treasurer should prepare a summary financial statement documenting the expenditures and income from the SE. Close interaction with the IGS Treasurer and Secretariat Manager is anticipated in preparation of the summary financial statement.
- 5.13 The Event Secretary should prepare a roster of attendees to the Event including their contact information, as well as minutes of any relevant meetings that may have taken place during the Event. Close interaction with the Secretary and Secretariat Manager is anticipated in preparation of the roster of attendees.
- 5.14 The Event Technical Committee should compile any technical deliverables resulting from the Event. Close interaction with the members that participated in the Event is anticipated in preparation of any technical deliverables.
- 5.15 The Event Chair, on behalf of the TC, should prepare a summary report documenting the technical achievements of the Event in a format suitable for publication in IGS eNews within two weeks of the end of the Event.

6 NATIONAL (LOCAL) EVENTS

- 6.1 As indicated in 2.1 above National Events would not normally be endorsed by IGS but instead organizers should seek endorsement from the relevant local IGS Chapter(s). It is anticipated that many of these events are likely to be organized by, or with the cooperation of, the local Chapter(s)
- 6.2 It is expected that event organizers will broadly follow the spirit of the rules outlined above for Regional and International IGS events but clearly some deviation is anticipated with respect to language, program etc.
- 6.3 National Events focused on geosynthetics should not be organized or endorsed if they overlap with, or are within 120 days of an IGS International or Regional Event taking place in the same geographical region (Americas, Africa, Asia & Europe)
- 6.4 National Events focused on geosynthetics should not be organized or endorsed if they overlap with, or are within 60 days of an IGS International or Regional Event taking place in a different geographical region (Americas, Africa, Asia & Europe)
- 6.5 The following other key rules apply:
 - 6.5.1 In any application for endorsement of by the local IGS Chapter(s) should ideally be provided to the IGS Chapter Secretary in good time for consideration with the following information for the proposed Event:
 - 6.5.1.1 Aims
 - 6.5.1.2 Scope
 - 6.5.1.3 Program
 - 6.5.1.4 Venue
 - 6.5.1.5 Participation
 - 6.5.1.6 Sources of funding
 - 6.5.2 The selection of any speakers should not be commercially biased or create any commercial imbalance in the Event.
 - 6.5.3 All documents, presentations and other materials produced, presented or printed for the Event shall be of a non-commercial nature. Materials should not include any logos or promotion of products, services, brands or companies. Clearly materials for use in trade exhibitions are exempt from these restrictions. Any exceptions to above should be agreed specifically with the IGS Chapter. Exceptions would typically include notification of specific commercial sponsorship of a part of an Event like a dinner or coffee break, for example.
 - 6.5.4 The IGS Chapter logo (not the main IGS logo) should be used in all promotional materials (both printed bulletins and digital documents) of the Event and in its website.
 - 6.5.5 Link(s) to the IGS Chapter website should operate from the Event web page.
 - 6.5.6 The authors of any papers or other materials should be identified by their name, title, affiliation, and country.
 - 6.5.7 The relevant IGS chapter(s) should preferably be involved in the organization of the Event.

- 6.5.8 Lower registration fees will be available for IGS Individual and IGS Corporate Members (five individuals per Corporate Member). Please see Table 1 below for details.
- 6.5.9 Lower exhibiting fees will be available for IGS Corporate members. Please see Table 1 below for details.
- 6.5.10 The Event organizers should provide a summary report for publication by the IGS Chapter following the Event. That report should be delivered to the IGs Chapter no later than 60 days after the conclusion of the Event.
- 6.5.11 If the Event includes an exhibition, free space should be provided to the IGS Chapter within the exhibition area sufficient for, and including, a small table and two chairs.
- 6.5.12 Assuming all the criteria detailed above are met, plus any others required by the local IGS Chapter(s), then the IGS Chapter(s) may endorse the Event thereby:
 - 6.5.12.1 Permitting use of the IGS Chapter logo on all Event materials
 - 6.5.12.2 Undertaking to promote the Event to local IGS members both in terms of participation and attendance.
- 6.5.13 IGS Chapters must inform the IGS EC of all events to which they have given endorsement. This can be communicated to the IGS Secretariat via igssec@geosyntheticssociety.org

TABLE 1		IGS EVENT GUIDANCE			
Event Classification	Frequency of Occurrence	Required Application Period	Members & Corporate Members Registration Discount	Corporate Members Exhibition Discount	Corporate Members Advance Exhibition Booking Access
ICG	Every 4 years	5 years	Min 20%	Min 20%	4 weeks
RCG	Max every 4 years per Region	4 years	Min 20%	Min 20%	4 weeks
Other	N/A	6 months	Min 20%	Min 20%	2 weeks